Valencia Community College

is an equal opportunity institution, and it is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the College without regard to race, color, national origin, age, religion, disability, marital status, gender, sexual orientation, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. Please see Valencia Community College Policies 6Hx28:02-01 through 6Hx28:02-07, available online at http://valenciacc.edu/policies. The person designated to coordinate this implementation is the Vice President for Human Resources and Diversity, Valencia Community College, Post Office Box 3028, Orlando, Florida, 32802, telephone number 407-582-8088.

Valencia Community College recognizes that discrimination against individuals diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), or persons who have been determined to be positive for the Human Immunodeficiency Virus (HIV), but who have not developed the symptoms of AIDS, is prohibited by Florida law, which accords to such infected individuals every protection made available to persons with documented disabilities under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791), the Americans with Disabilities Act of 1990 (42 U.S.C. 12131) and Chapter 760, Florida Statutes. See Valencia Community College Policy 6Hx28:02-04, available online at http://valenciacc.edu/policies. The person designated to coordinate this implementation is the Vice President for Human Resources and Diversity, Valencia Community College, Post Office Box 3028, Orlando, Florida, 32802, telephone number 407-582-8088.

Official College Catalog

The official Valencia Community College Catalog for the 2006-2007 academic year is the electronic version found online at http://valenciacc.edu/catalog.

Accreditation

Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. See full accreditation statement on page 17.

Visit our Web site at: http://valenciacc.edu
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This is the governing catalog for new students entering Valencia Community College in the 2006-07 academic year and for any Valencia student returning in the 2006-07 academic year whose governing catalog has expired. Valencia reserves the right to make changes in the regulations and offerings announced in this catalog and in the official version online at http://valenciacc.edu/catalog, as circumstances require. It is expected that the only changes from the print version to the online version will be the correction of errors and the inclusion of new courses and programs approved for offering in mid-year.
# Academic Calendar 2006-07 • Important Dates and Deadlines - FALL

*Any revisions to this calendar made during the year will be found in the Academic Calendar in the online official catalog.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Full Term</th>
<th>1st 7 weeks Term A</th>
<th>2nd 7 weeks Term B</th>
<th>First Ten Weeks</th>
<th>Second Ten Weeks</th>
<th>1st 5 weeks Tri-1</th>
<th>2nd 5 weeks Tri-2</th>
<th>3rd 5 weeks Tri-3</th>
<th>Middle 8 Weeks</th>
<th>Video-on-Demand/Telecourse</th>
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*Applies to returning students not enrolled in credit courses within the 24 months prior to the beginning of the Full Term in which the student intends to enroll.*
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<th>2nd 5 weeks Tri-2</th>
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Faculty Work Days (Credit Classes Do Not Meet) Collegewide: Aug 22 - 25, Oct 31, Dec 16, Dec 18
Faculty Work Day (Credit Classes Do Not Meet) East Campus and Winter Park Campus: Oct 3, Oct 5
Faculty Work Day (Credit Classes Do Not Meet) Osceola Campus and West Campus: Sept 4, Nov 22 - 26, Dec 21 - Jan 1
College Closed (Credit Classes Do Not Meet): Sept 4, Nov 22 - 26, Dec 21 - Jan 1

*Final exams are scheduled for the last class period for these parts of term.
<table>
<thead>
<tr>
<th>Event</th>
<th>Full Term</th>
<th>1st 7 weeks Term A</th>
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<th>3rd 5 weeks Tri-3</th>
<th>Middle 8 Weeks</th>
<th>Video-on-Demand/Telecourse</th>
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</table>

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<th>Second Ten Weeks</th>
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<th>2nd 5 weeks Tri-2</th>
<th>3rd 5 weeks Tri-3</th>
<th>Middle 8 Weeks</th>
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*Final exams are scheduled for the last class period for these parts of term.
## Academic Calendar 2006-07 • Important Dates and Deadlines - SUMMER

*Any revisions to this calendar made during the year will be found in the Academic Calendar in the online official catalog.*

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<td>Fourth Attempt</td>
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<td>Appeal Deadline</td>
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<td>Financial Aid Deadline</td>
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<tr>
<td>For Upcoming Term</td>
<td>March 2</td>
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<td>Advanced Registration</td>
<td>Feb 19</td>
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<td>Feb 19</td>
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<tr>
<td>Returning Students (Atlas)</td>
<td>Feb 27</td>
<td>Feb 27</td>
<td>Feb 27</td>
<td>Feb 27</td>
<td>Feb 27</td>
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<td>Advanced Registration</td>
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<tr>
<td>New Students (Atlas)</td>
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<td>Feb 27</td>
<td>Feb 27</td>
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<tr>
<td>Open Registration And Returning Students (Atlas)</td>
<td>March 2</td>
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<td>Initial Fee Payment Deadline</td>
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<td>For Registration Period</td>
<td>Feb 19 - April 17</td>
<td>Feb 19 - April 17</td>
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<td>Feb 19 - April 17</td>
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<td>2nd Fee Payment Deadline</td>
<td>May 1</td>
<td>May 1</td>
<td>June 14</td>
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<td>For Registration Period</td>
<td>Apr 18 - May 1</td>
<td>Apr 18 - May 1</td>
<td>Apr 18 - Jun 14</td>
<td>Apr 18 - May 1</td>
<td>Apr 18 - May 1</td>
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<td>Application Priority Deadline</td>
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<td>June 1</td>
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<td>May 18</td>
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<td>Suspension Readmission Request Deadline</td>
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<td>*Enrollment Update Priority Deadline</td>
<td>April 27</td>
<td>April 27</td>
<td>June 8</td>
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<td>May 25</td>
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<td>Late Registration</td>
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<td>n/a</td>
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<tr>
<td>Senior Citizen and State Employee Registration Begins</td>
<td>May 4</td>
<td>May 4</td>
<td>June 18</td>
<td>May 4</td>
<td>June 1</td>
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<td>July 3</td>
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<tr>
<td>Faculty Report</td>
<td>May 3</td>
<td>May 3</td>
<td>June 15</td>
<td>May 4</td>
<td>May 4</td>
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<tr>
<td>CLAST Application Deadline</td>
<td>May 4</td>
<td>Jan 19</td>
<td>May 4</td>
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*Applies to returning students not enrolled in credit courses within the 24 months prior to the beginning of the Full Term in which the student intends to enroll.*
<table>
<thead>
<tr>
<th>Event</th>
<th>Full Term</th>
<th>1st 6 weeks Term A</th>
<th>2nd 6 weeks Term B</th>
<th>First 8 Weeks</th>
<th>Second 8 Weeks</th>
<th>1st 4 weeks Tri-1</th>
<th>2nd 4 weeks Tri-2</th>
<th>3rd 4 weeks Tri-3</th>
<th>Video on-Demand/Telecourse</th>
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<tr>
<td>Assisted Registration Begins For Dropping Classes And Adding Classes That Have Not Met (Answer Center)</td>
<td>May 7</td>
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<td>June 20</td>
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<td>June 5</td>
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<td>June 5</td>
<td>July 5</td>
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<tr>
<td>Day &amp; Evening Classes Begin</td>
<td>May 7</td>
<td>May 7</td>
<td>June 20</td>
<td>May 7</td>
<td>June 5</td>
<td>May 7</td>
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<td>July 5</td>
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<tr>
<td>Full Cost Of Instruction Appeal Deadline</td>
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<td>June 20</td>
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<td>July 5</td>
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<tr>
<td>Change from Credit to Audit Deadline</td>
<td>May 14</td>
<td>May 14</td>
<td>June 27</td>
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<td>June 12</td>
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<td>July 12</td>
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<tr>
<td>Drop/Refund Deadline</td>
<td>May 14</td>
<td>May 14</td>
<td>June 27</td>
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<td>June 12</td>
<td>May 14</td>
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<tr>
<td>Proof Of Florida Residency Deadline</td>
<td>May 14</td>
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<td>June 27</td>
<td>May 14</td>
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<td>July 12</td>
<td>May 14</td>
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<tr>
<td>Graduation Application Deadline</td>
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<td>College Level Academic Skills Test (CLAST)</td>
<td>June 2</td>
<td>Feb 17</td>
<td>June 2</td>
<td>June 2</td>
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<tr>
<td>Withdrawal Deadline For “W” Grade</td>
<td>June 29</td>
<td>June 1</td>
<td>July 20</td>
<td>June 15</td>
<td>July 13</td>
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<td>Veteran’s Affairs Deferral Deadline</td>
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<td>Final Withdrawal Deadline</td>
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<td>June 17</td>
<td>July 31</td>
<td>July 16</td>
<td>July 31</td>
<td>June 3</td>
<td>July 2</td>
<td>July 31</td>
<td>July 30</td>
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<tr>
<td>Classes End</td>
<td>July 31</td>
<td>June 18</td>
<td>Aug 1</td>
<td>July 17</td>
<td>Aug 1</td>
<td>June 4</td>
<td>July 3</td>
<td>Aug 1</td>
<td>July 31</td>
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<tr>
<td>Final Exams</td>
<td>July 31*</td>
<td>June 18*</td>
<td>Aug 1*</td>
<td>July 17*</td>
<td>Aug 1*</td>
<td>June 4*</td>
<td>July 3*</td>
<td>Aug 1*</td>
<td>July 31*</td>
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<tr>
<td>Term Ends</td>
<td>July 31</td>
<td>June 18</td>
<td>Aug 1</td>
<td>July 17</td>
<td>Aug 1</td>
<td>June 4</td>
<td>July 3</td>
<td>Aug 1</td>
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<tr>
<td>Grades Due</td>
<td>Aug 1 (9am)</td>
<td>June 19 (9am)</td>
<td>Aug 2 (9am)</td>
<td>Aug 1 (9am)</td>
<td>Aug 2 (9am)</td>
<td>Aug 1 (9am)</td>
<td>Aug 2 (9am)</td>
<td>Aug 1 (9am)</td>
<td>Aug 1 (9am)</td>
</tr>
</tbody>
</table>

Faculty Work Days (Credit Classes Do Not Meet) Collegewide: May 3 - 5 (Summer Full and A terms) June 15 and June 18 - 19 (Summer B term) Aug 1 (Summer Full) Aug 2 (Summer Full and B terms)

College Closed (Credit Classes Do Not Meet): May 28, July 4

*Final exams are scheduled for the last class period.
In addition to the above-named locations, Valencia Community College offers credit and Continuing Education courses at various locations throughout Orange and Osceola Counties including high schools, businesses and community centers.
Criminal Justice Institute

8600 Valencia College Lane
Orlando, Florida  32825
407-299-5000

- Correctional Officer
- Law Enforcement Officer
- Crossover: Corrections to Law Enforcement
- Auxiliary Law Enforcement Officer

Downtown Center

Chicone Building
190 South Orange Avenue
Orlando, Florida  32801
407-299-5000

- College Administration
- Valencia Foundation
- Alumni Association Office
Accounting Applications (Technical Certificate)
Accounting Operations (Technical Certificate)
Accounting Specialist (Technical Certificate)
Accounting Technology (A.S. Degree)
Business Administration (A.A.S. Degree)
• Finance Specialization
• Human Resources Management Specialization
• Management Specialization
• Marketing Specialization
• Real Estate Management Specialization
• Small Business Management Specialization
Business Administration (A.S. to B.A./B.S. Career Path)
Business Management (Technical Certificate)
Business Operations (Technical Certificate)
Business Specialist (Technical Certificate)
Cisco Network Associate (CCNA)(Technical Certificate)
Computer Information Technology (A.S. Degree)
Computer Information Technology Analyst (Technical Certificate)
• IT Security Specialization
• IT Support Specialization
Computer Information Technology Specialist (Technical Certificate)
Computer Programming and Analysis (A.S. Degree)
Computer Programming Analyst (Technical Certificate)
• Computer Programming Specialization
• Web Development Specialization
Computer Programming Specialist (Technical Certificate)
• Computer Programming Specialization
• Web Development Specialization
Customer Service Management (T-Certificate)
Customer Service Operations (T-Certificate)
Customer Service Specialist (T-Certificate)
Criminal Justice Technology (A.S. to B.S. Career Path)
Criminal Justice Technology (A.A.S. Degree)
• Corrections Specialization
• Law Enforcement Specialization
• Probation/Parole Specialization
Digital Media Technology (A.S. Degree)
• Design and Development Specialization
• Production and Presentation Specialization
Digital Media Development (Technical Certificate)
Digital Media Production (Technical Certificate)
Digital Media Video Production (Technical Certificate)
Digital Media Web Production (Technical Certificate)
Digital Video Editing and Post Production (Technical Certificate)
Digital Video Fundamentals (Technical Certificate)
Drafting - AutoCAD (Technical Certificate)
Entertainment Design and Technology (A.S. Degree)
• Production Design Specialization
• Live Show Production Specialization
Entertainment - Stage Technology (Technical Certificate)
Film Production Technology (A.S. Degree)
• Cinematography Specialization
• Post-Production Specialization
Film - Motion Picture Post-Production (Advanced Technical Certificate)
Graphics Technology (A.S. Degree)
• Graphic Design Specialization
• Interactive Design Specialization
Graphic Design Production (Technical Certificate)
Graphic Design Support (Technical Certificate)
Graphics - Interactive Design Support (Technical Certificate)
Graphics - Interactive Design Production (Technical Certificate)
Human Resources Management (Technical Certificate)
Human Resources Operations (Technical Certificate)
Human Resources Specialist (Technical Certificate)
Medical Information Coder/Biller Administration (A.S. Degree)
Medical Information Coder/Biller (Technical Certificate)
Medical Office Administration (A.S. Degree)
Medical Office Specialist (Technical Certificate)
Medical Office Support (Technical Certificate)
Microsoft Systems Administrator (MSCA) (Technical Certificate)
Microsoft Systems Engineer (MCSE) (Technical Certificate)
Music and Sound Technology (A.S. Degree)
  • Music Performance and Sound Specialization
  • Sound Technology Specialization
Music and Sound Production - Audio Visual Production (Technical Certificate)
Office Administration (A.S. Degree)
Office Management (Technical Certificate)
Office Specialist (Technical Certificate)

* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to the need for equipment, some specialized courses may need to be taken at a specific campus. The programs in this list may be taken in their entirety on East Campus.

McCoy Center

8503 Daetwyler Drive
Orlando, Florida 32827
407-299-5000
Osceola Campus

1800 Denn John Lane
Kissimmee, Florida 34744
407-299-5000
Local in Osceola County:
407-847-9496

- Campus Administration
- Honors Program
- Corporate and Continuing Education
- Associate in Arts Degree Program
- Associate in Applied Science Degree, Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

Business Administration (A.A.S. Degree)
- Finance Specialization
- Management Specialization
- Marketing Specialization
Business Administration (A.S. to B.A./B.S. Career Path)
Business Management (Technical Certificate)
Business Operations (Technical Certificate)
Business Specialist (Technical Certificate)
Cisco Network Associate (CCNA) (Technical Certificate)
Computer Information Technology (A.S. Degree)
Computer Information Technology Analyst (Technical Certificate)
- IT Security Specialization
- IT Support Specialization
Computer Information Technology Specialist (Technical Certificate)
Computer Programming and Analysis (A.S. Degree)
Computer Programming Analyst (Technical Certificate)
- Computer Programming Specialization
- Web Development Specialization
Computer Programming Specialist (Technical Certificate)
- Computer Programming Specialization
- Web Development Specialization
Customer Service Management (T-Certificate)
Customer Service Operations (T-Certificate)
Customer Service Specialist (T-Certificate)
Emergency Medical Technology (EMT) - (Applied Technology Diploma)
Office Administration (A.S. Degree)
Office Management (Technical Certificate)
Office Specialist (Technical Certificate)
Office Support (Technical Certificate)
Paramedic Technology (Technical Certificate)

* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to the need for specialized equipment, some courses may need to be taken at a specific campus.
Valencia Enterprises, which includes:

- Corporate Training and Continuing Education
- The Center for Global Languages
- Inside Learning
- Scenarios Online

2411 Sand Lake Road
Orlando, Florida 32809
407-582-6688
West Campus

- Campus Administration
- College Personnel Office
- Honors Program
- Associate in Arts Degree Programs
- Associate in Applied Science Degree, Associate in Science Degree, Applied Technology Diploma and Certificate Programs

Building Construction Technology
  (A.S. Degree)
Baking and Pastry Arts (Technical Certificate)
Baking and Pastry Management (A.S. Degree)
Building Construction Specialist (Technical Certificate)
Business Administration (A.A.S. Degree)
  - Finance Specialization
  - Human Resources Management Specialization
  - Management Specialization
  - Marketing Specialization
  - Real Estate Management Specialization
  - Small Business Management Specialization
Business Administration
  (A.S. to B.A./B.S. Career Path)
Business Management (Technical Certificate)
Business Operations (Technical Certificate)
Business Specialist (Technical Certificate)
Cardiovascular Technology (A.S. Degree)
Cisco Network Associate (CCNA) (Technical Certificate)
Civil/Surveying Engineering Technology (A.S. Degree)
  - Cisco Specialization
  - Microsoft Specialization
Computer Engineering Technology (A.S. Degree)
  - Electronics Specialization
  - Telecommunication and Wireless Specialization
Computer Information Technology (A.S. Degree)
  - IT Security Specialization
  - IT Support Specialization
Computer Information Technology Specialist
  (Technical Certificate)
Computer Programming and Analysis (A.S. Degree)
Computer Programming Analyst (Technical Certificate)
  - Computer Programming Specialization
  - Web Development Specialization
Computer Programming Specialist (Technical Certificate)
  - Computer Programming Specialization
  - Web Development Specialization
Culinary Arts (Technical Certificate)
Culinary Management (A.S. Degree)
Customer Service Management (T-Certificate)
Customer Service Operations (T-Certificate)
Customer Service Specialist (T-Certificate)
Dental Hygiene (A.S. Degree)
Diagnostic Medical Sonography (A.S. Degree)
Drafting and Design Technology (A.S. Degree)
Drafting (Technical Certificate)
  - Architectural Drafting Specialization

1800 South Kirkman Road
Orlando, Florida 32811
407-299-5000

- Mechanical Drafting Specialization
- Surveying Drafting Specialization
Drafting - AutoCAD (Technical Certificate)
Electronics Engineering Technology (A.S. Degree)
  - Electronics Specialization
  - Telecommunication and Wireless Specialization
Emergency Medical Services Technology (A.S. Degree)
Emergency Medical Technology (EMT)
  (Applied Technology Diploma)
Hospitality - Food and Beverage Management
  (Technical Certificate)
Hospitality - Guest Services Specialist (Technical Certificate)
Hospitality - Rooms Division Management (Technical Certificate)
Hospitality and Tourism Management (A.A.S. Degree)
Hospitality and Tourism Management (A.S. to B.S. Career Path)
Human Resources Management (Technical Certificate)
Human Resources Operations (Technical Certificate)
Human Resources Specialist (Technical Certificate)
Landscape and Horticulture Technology (A.S. Degree)
• Horticulture Specialization
• Landscape Specialization
Landscape and Horticulture Professional (Technical Certificate)
Landscape and Horticulture Specialist (Technical Certificate)
Landscape and Horticulture Technician (Technical Certificate)
• Horticulture Specialization
• Landscape Specialization
Medical Information Coder/Biller Administration (A.S. Degree)
Medical Information Coder/Biller (Technical Certificate)
Medical Office Administration (A.S. Degree)
Medical Office Specialist (Technical Certificate)
Medical Office Support (Technical Certificate)
Microcomputer Repairer/Installer (Technical Certificate)
Microsoft Systems Engineer (MCSE) (Technical Certificate)
Microsoft Systems Administrator (MCSA) (Technical Certificate)
Nursing, R.N. (A.S. to B.S. Career Path)
• Online R.N. Advanced Standing Track
Office Administration (A.S. Degree)
Office Management (Technical Certificate)
Office Specialist (Technical Certificate)
Office Support (Technical Certificate)
Paramedic Technology (Technical Certificate)
Radiography (A.S. Degree)
Real Estate Specialist (Technical Certificate)
Respiratory Care (A.S. Degree)
Restaurant Management (A.S. Degree)

Winter Park Campus

850 West Morse Boulevard
Winter Park, Florida 32789
407-299-5000

* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to the need for specialized equipment, some courses may need to be taken at a specific campus. The programs in this list may be taken in their entirety on West Campus.
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 eight official sessions each year, along with occasional special meetings and workshops, 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.

Jerry D. Buchanan
Chairman

Jerry Buchanan is a retired bank executive. She is active in many civic and community activities. She serves as a member of the Executive Committee and Board of Directors of the Orange County Regional History Center, as a member of the 5th District Appellate Court Judicial Nominating Commission, as a member of the Board of Directors of the Tillie Fowler Excellence in Public Service Series, and as Chairman of Leadership 1000. She resides in Orlando.

Lawrence D. Slocum
Vice Chairman

Larry Slocum, retired Walt Disney World executive and resident of Kissimmee, is Director Emeritus for the Valencia Community College Foundation Board. Over his long career with Disney he was involved with the openings of the Magic Kingdom, EPCOT, Disney/MGM Studios and Disneyland Paris. He is a graduate of the University of Denver.

Ronald D. Blocker

Ronald Blocker is superintendent of Orange County Public Schools. A resident of Orlando since 1977, he serves many local organizations including the Central Florida YMCA, Central Florida Boy Scouts of America, the Florida Association of School District Superintendents, United Arts, and the Mid-Florida Economic Development Commission. He is a member of Phi Delta Kappa educational fraternity. He received his Bachelor’s, Master’s, and Specialist’s degrees from the University of Florida.

Bertica Cabrera-Morris

A native of Cuba, Bertica Cabrera-Morris left the island in 1967 and came to Orlando in 1978. She worked for 11 years in the Orange County Public School system in governmental relations and school planning. From 1990 – 1993, she worked as the Assistant to the Orange County Chairman for Community Affairs and Public Relations. Since 1993, Morris has owned and is the COO of Bertica Cabrera Consulting, a firm specializing in business and governmental consulting. She also owns a restaurant, Habana Jose’s.

In 2000, she was appointed by Governor Bush to the Central Florida Transportation Authority and currently serves on the Arts Council for Central Florida. Morris was appointed to the Board of Trustees for Valencia Community College in 2005. Additionally, she serves on Valencia Community College’s Foundation Board and on its Executive Committee. She is the mother of five children and lives in downtown Orlando with her husband, Brian Morris.

Jose M. Hoyos

Jose Hoyos, a loan officer and real estate agent, was born in San Juan, Puerto Rico and has been a Central Florida resident since 1989. He has been involved with business and political organizations in Central Florida.

Edward A. Moore

Edward Moore, retired Brown & Brown Insurance executive and resident of Kissimmee, is the Chief Operating Officer for Osceola Center for the Arts. He is a graduate of Ball State University and Indiana Central. He is active in civic organizations, including the Kiwanis Club, Kissimmee/Osceola Chamber of Commerce, and Mid-Florida Economic Development Council.

Dennis O. Freytes

Dennis Freytes is a community servant. He has a diverse professional management background in human resources, education, training, operations, logistics, and organizational development. He has been an executive and university professor; veteran, Lt. Colonel, U.S. Army (Ret.) (Infantry, Special Forces, Airborne). Education: Master’s Public Administration, Master’s Human Resources, Bachelor’s Business Administration.

Lewis M. Oliver, III

Lew Oliver is a law partner with Quinones, Fitzgibbons, Pfister & Oliver P.L., and resides in Orlando. He has been a Florida resident since 1970, and received his Bachelor’s degree from Stetson University, and his Juris Doctorate from Georgetown University Law School. He previously served as Senior Vice President of AMT Inc., a transportation technology firm, and as Vice President for Neotonus, Inc., a medical device manufacturer.
About Valencia Community College

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

In Fall 1967, the charter class, limited to freshmen, began classes in temporary facilities on West Oak Ridge Road in Orlando.

In July 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 (West Campus) in 1971
- Adding Osceola County to the College district in 1974
- Opening McCoy Center in 1974
- Opening East Campus in 1975
- Opening Osceola Campus in 1997
- Opening Winter Park Campus in 1998
- Opening Sand Lake Center in 2004

In response to a burgeoning student population, the college anticipates opening two additional campuses during the next decade.

Accreditation

Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the Associate in Arts, the Associate in Applied Science, and the Associate in Science degrees.

Valencia’s Statements of Institutional Purpose

Vision

Valencia Community College is an extraordinary learning community.

Values

We value:

- each learner by promoting personal success, high academic standards, civic and personal responsibility, and a love of learning.
- each member of the faculty and staff as a learning leader.
- the ongoing personal and professional development of learning leaders throughout the college community.
- the mastery of the core competencies—Think, Value, Communicate and Act.
- the potential of each person to learn.
- planning skills that enable students to create, integrate, and achieve personal, career, and educational goals.
- an accessible, supportive, and safe environment in which people learn and work.
- a communicative, respectful, collaborative collegiate culture.
- a caring and professional relationship among student learners, employees, and the community.
- diversity and the learning opportunities that it creates.
- partnerships for community and workforce development.
- the purposeful use of technology and other tools that enhance learning.
- academic, professional, and personal integrity.

Mission

Valencia Community College provides outcomes-oriented, quality learning opportunities by:

- achieving, measuring, and applying the results of learning.
- emphasizing critical and creative thinking, effective communication, collaboration, and workplace skills.
- maintaining an open-minded, nurturing, and collaborative environment.
- reaching out to potential students and providing affordable, accessible learning opportunities.
- fostering enthusiasm for lifelong learning.
- motivating learners to define and achieve their goals.
- respecting uniqueness and appreciating diversity.
- encouraging faculty and staff to continue professional growth.
- partnering with businesses, industries, public agencies, civic groups, and educational institutions that support learning and promote the economic development of Central Florida.

Statutory Purpose

Valencia is a publicly supported, comprehensive community college that continually identifies and addresses the changing learning needs of the communities it serves. The College provides:

- associate degree programs that prepare learners to succeed in university studies.
- courses and services that provide learners with the right start in their college careers.
- associate degree, certificate, and continuing professional education programs that prepare learners for entering and progressing in the workforce.
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 courses and programs designed to prepare students to enter immediately into the workforce.

3. The Economic Development Function
   Workplace preparedness provided through courses, workshops, conferences, seminars, and activities 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 and planning.

6. The College-Preparatory Function
   College-preparatory courses designed to enable students to achieve college-level competency in reading, writing, mathematics, and elementary algebra.

Valencia Student Core Competencies

Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry.

Think

Think clearly, critically, and creatively
Analyze, synthesize, integrate, and evaluate in many domains of human inquiry

To think, what must you do?

a. analyze data, ideas, patterns, principles, perspectives
b. employ the facts, formulas, procedures of the discipline
c. integrate ideas and values from different disciplines
d. draw well-supported conclusions
e. revise conclusions consistent with new observations, interpretations, or reasons

How and where must you think?

• with curiosity and consistency
• individually and in groups

Value

Make reasoned value judgments and responsible commitments

To value, what must you do?

a. recognize values as expressed in attitudes, choices, and commitments
b. distinguish among personal, ethical, aesthetic, cultural, and scientific values
c. employ values and standards of judgment from different disciplines
d. evaluate your own and others’ values from individual, cultural, and global perspectives
e. articulate a considered and self-determined set of values

How and where must you value?

• with empathy and fair-mindedness
• individually and in groups

Communicate

Communicate with different audiences using varied means

To communicate, what must you do?

a. identify your own strengths and need for improvement as a communicator
b. employ methods of communication appropriate to your audience and purpose
c. evaluate the effectiveness of your own and others’ communication

How and where must you communicate?

• by speaking, listening, reading and writing
• verbally, non-verbally, and visually
• with honesty and civility
• in different disciplines and settings

Act

Act purposefully, reflectively, and responsibly

To act, what must you do?

a. apply disciplinary knowledge, skills, and values to educational and career goals
b. implement effective problem-solving, decision-making, and goal-setting strategies
c. act effectively and appropriately in various personal and professional settings
d. assess the effectiveness of personal behavior and choices
e. respond appropriately to changing circumstances

How and where must you act?

• with courage and perseverance
• individually and in groups
• in your personal, professional, and community life
Valencia’s Economic Development

Valencia is an essential partner with local businesses and communities, helping to create sustainable, quality jobs for the Central Florida area by providing educational programs directed toward developing markets.

As a partner with federal, state and local organizations, Valencia develops and improves upon training in the region for business and economic development. The college determines how best to integrate federal and state workforce funding to improve training and job placement by targeting occupations that are critical to retaining and expanding existing businesses and recruiting new industries to the region.

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

Valencia offers degree and certificate programs to individuals at Valencia’s campuses throughout Orange and Osceola Counties.
Admissions, Records, and Registration

### Enrollment: Step by Step

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<th>Step</th>
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<td>Apply for Admission and Financial Aid</td>
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<td>2</td>
<td>Create Your Atlas Account</td>
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<td>Complete Entry Testing and Attend Orientation</td>
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<td>4</td>
<td>Register for Your Courses and Pay Tuition</td>
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<tr>
<td>5</td>
<td>Get Your Student ID Card and Parking Decal</td>
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<td>6</td>
<td>Purchase Your Books and Go to Class!</td>
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For detailed information on the enrollment steps, visit [http://valenciacc.edu/admissions](http://valenciacc.edu/admissions).

### Admissions

The Answer Center provides information regarding the admissions process, including admission requirements, residency requirements, privacy rights of students, and classification of students. Answer Centers are located on all four Valencia Community College campuses: East, Osceola, West, and Winter Park.

### Application and Admission Process

In order to enroll in credit courses, you must submit a completed Application for Admission by the Application Deadline listed in the Academic Calendar in the online official catalog. Applications, official transcripts, other documents for admissions consideration, and the nonrefundable application fee may be submitted electronically or in person at the Answer Center or by mail to the Admissions Office. For further information, visit Valencia’s Web site at [http://valenciacc.edu/admissions](http://valenciacc.edu/admissions).

Until Valencia receives and evaluates official copies of all transcripts, you will not be eligible to receive financial aid or scholarships.

If you have never attended college, you must request your high school to forward an official transcript of your record directly to the Valencia Admissions and Records Office. If you have attended college, you must request each previously-attended college to forward an official transcript of your record directly to the Valencia Admissions and Records Office. You are urged to do this as early as possible to assure complete records and accurate advisement. Complete official transcripts MUST be received by the Admissions Office before you can be admitted to Valencia as a degree-seeking student.

### Valencia Student Identification Number

After receiving your application, the college will give you a Valencia student identification number (VID). Consisting of a “V” followed by eight digits, your VID will be used for identification when completing various transactions with the college and when accessing records via the FACTS System.

### Residency Information

#### a. Florida Resident.

Appendix A: Residency Information for Tuition Purposes at the back of this catalog provides details of eligibility.

The burden of proof rests with you, the student, to establish Florida residence. You are classified as a Florida resident and eligible to pay resident tuition and fees when you have completed the Residency Statement and provided the required supporting documentation. You are classified as a Florida resident if you are independent (or your parent or legal guardian if you are dependent) and a United States citizen, a permanent resident alien, or a legal alien granted indefinite stay; have no legal ties to any other state; and have resided and had habitation, domicile, home and permanent abode in the state of Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline for the term in which you plan to enroll.

You (or your parent or legal guardian if you are dependent) are required to submit your most recent federal tax return and two of the following Florida documents to verify your residency: a valid driver license and either a valid vehicle registration card or a current voter registration card. To be used, a driver license, vehicle registration and voter registration must have been issued at least 12 consecutive months prior to the Proof of Florida Residency Deadline for the term. If you (or your parent or legal guardian if you are dependent) do not have two of the three documents, you may show evidence of proof of residency by providing three of the following documents which date back 12 months prior to your initial enrollment at Valencia: an identification card issued by the State of Florida, proof of purchase of a permanent home, a transcript from a Florida high school, a Florida General Education Diploma (GED) and transcript, proof of permanent full-time employment, proof of payment of utility bills, and a housing lease with proof of monthly payments. You also may provide a Declaration of Domicile. If a Declaration of Domicile is used, it must have been certified by the Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency Deadline for the term. All documents you submit must be submitted by the Proof of Residency Deadline listed in the Academic Calendar in the online official catalog.

#### b. Non-Florida Resident.

If you do not qualify as a Florida resident or you do not complete the Residency Statement on your application for admission, you will be charged non-resident tuition and fees. You must sign the non-Florida resident statement on the application.

#### c. Reclassification of Residence.

If you are initially classified as non-resident after July 1, 2006, you may become eligible for reclassification as a resident—for tuition purposes only—if you (or your parent or legal guardian if you are dependent) can provide documentation of establishment of a domicile in Florida for 12 consecutive months prior to the Proof of Florida Residency Deadline while not enrolled as a full-time student at an institution of higher education. In addition, you (or your parent or legal guardian if you are dependent) must provide two of the following three documents: a valid driver...
## A Summary of Admissions Requirements

You cannot be admitted to Valencia prior to your 18th birthday if you are not a high school graduate unless you (1) have completed a Dual Enrollment/Early Enrollment form, (2) hold a GED Diploma, or (3) have received a certificate of completion.

### Degree-Seeking Students

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<th>Application for Admission</th>
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### Non-Degree-Seeking Students

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To receive Financial Aid, students must be seeking a degree or seeking one of the certificates approved for Financial Aid and must submit an official transcript indicating a Standard High School Diploma or a Certificate of Completion (CPT Eligible) or a GED.

1. Students who wish to take and have not successfully completed college English and/or math must submit assessment scores.
2. Official transcript from each institution attended.
3. Transcripts must be translated into English and submitted to an accredited agency for evaluation (See Appendix D).
4. Submit high school transcript if needed for verification of a prerequisite(s) or foreign language.
5. Submit college transcript(s) if needed for verification of prerequisite(s).
6. Nonimmigrant (international) students in select visa classifications may be eligible for Florida residency.
7. Students with only a high school special diploma are not eligible to earn a technical certificate or an applied technology diploma.
Admission Requirements

Degree-Seeking Students

Degree-seeking students must have adequate knowledge of the English language to study at Valencia. English language proficiency will be determined through entry testing.

You may be admitted to Valencia as a degree-seeking student if you satisfy any of the following criteria:

1. You have a standard diploma from a high school recognized by the Florida State Department of Education or a standard diploma from a state-recognized high school. Additionally for admission to the Associate in Arts (A.A.) 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 9 through 12.

2. You graduated from a high school outside the U.S. You must have the equivalent of a high school diploma in the U.S., 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. All records must be written in English or translated into English by an authority recognized by the college. Students must arrange to have transcripts from all institutions outside the United States evaluated at the student's expense. The list of college-approved evaluation agencies is available in the Answer Center and in Appendix D at the back of this catalog (http://valenciacc.edu/admissions).

3. You have a Certificate of Completion (College Placement Test Eligible) from a Florida high school. This Certificate means that you have taken a college-preparatory curriculum but did not successfully complete all portions of the FCAT (Florida Comprehensive Assessment Test).

4. You have a home school diploma and provide a campus Answer Center with a completed Home School Verification Affidavit. (Affidavits are available in the Answer Centers.)

5. You have completed the GED test through a state department of education, have been issued a high school equivalency diploma, and submit an official state-issued score report and diploma.

6. You have completed course work at another college or university. You must request that each college or university you previously attended send an official transcript of your record directly to Valencia’s Admissions Office for evaluation. If a transcript is from an institution outside the U.S., the transcript(s) must carry the official seal of the institution and all records must be written in English or translated into English by an authority recognized by Valencia. You must arrange to have transcripts from all institutions outside the United States evaluated at your expense. The list of college-approved evaluation agencies is available in the Answer Center and in Appendix D at the back of this catalog (http://valenciacc.edu/admissions).

7. You are a dual enrollment student. Dual Enrollment is the opportunity for qualified high school students to enroll in Valencia courses while concurrently enrolled in high school. Eligibility for dual enrollment is determined by the requirements of the specific school board and Valencia Community College based upon test scores, a cumulative GPA of 3.0 on a 4.0 unweighted scale in courses taken in grades 9 through 10, and permission of the student’s high school guidance counselor and parent or legal guardian.

To apply for admission to the Dual Enrollment Program, you must submit the Valencia Application for Admission and the Dual Enrollment Application, including your signature and the signature of your counselor and your parent or guardian, and an official high school transcript. If you are in a public school, you must submit the completed applications to the high school guidance department when you register for classes for the next academic year (usually in the spring). If you are a non-public school student or a home education student, you should submit the completed applications directly to Valencia’s Dual Enrollment Office at least one month prior to the term in which you desire to enroll. For dual enrollment students, the application fee will be waived.

You must provide test scores (ACT, SAT or CPTs) in English, reading and mathematics to be admitted to the Dual Enrollment Program. To qualify for college-level, dual enrollment course work, your test scores must meet the minimum
requirements specified in the Entry Testing section of this catalog.

You must submit an official high school transcript that reflects your high school graduation date. If you wish to continue at Valencia as a degree-seeking student following your high school graduation, you must complete a Change of Major form.

For further information you may refer to the Educational Enhancements section of this catalog or speak with the guidance counselor at your high school.

8. You are an early enrollment student. You may attend Valencia as an early enrollment student during your senior year of high school. Students interested in the Early Enrollment Program must meet the requirements established by their school board and Valencia Community College. To apply for admission to the Early Enrollment Program, you must submit the Valencia Application for Admission and the Early Enrollment Application. Participation in the Early Enrollment Program is limited to students who are classified as high school seniors who have satisfied all requirements for high school graduation, have earned a minimum cumulative GPA of 3.0 on a 4.0 scale, and have attained appropriate entry test scores for math and English courses.

As an early enrollment student, you must pay the application, registration, and textbook fees. For further information, you may refer to the Educational Enhancements section of this catalog or speak with a guidance counselor at your high school.

9. You are a nonimmigrant (international student) who meets the international admission requirements. This college is authorized under federal law to enroll nonimmigrant students. Your application materials must be submitted to Valencia prior to the application deadline date for the term in which you wish to enroll. International student application deadline dates are listed in the Academic Calendar in the online official catalog. If you wish to enroll at Valencia on a nonimmigrant visa (for example: F-1, Q-1) you must meet all of the applicable admission requirements outlined as follows.

a. You must submit an International Student Application which may be submitted electronically or in person at the Answer Center or by mail to the Admissions Office. For further information, visit Valencia’s Web site at http://valenciacc.edu/admissions.

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

c. You must have the equivalent of a high school diploma/degree 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. All records must be written in English or translated into English by an authority recognized by the college. You must arrange to have transcripts from all institutions outside the United States evaluated at your expense. The list of college-approved evaluation agencies is available in the Answer Center and in Appendix D at the back of this catalog (http://valenciacc.edu/admissions).

d. Since instruction is in the English language, you must have adequate knowledge of the English language to pursue a course of study for credit. To demonstrate this competency, if English is not your native language, you must submit a minimum Test of English as a Foreign Language (TOEFL) score of 133 on the computer version or 45 on the Internet version or 450 on the paper version or a minimum score of 86 on the LOEP (Levels of English Proficiency) and Essay, Valencia’s English language proficiency assessment. A TOEFL score of 133-196 on the computer version or 45-70 on the Internet version or 450-529 on the paper version or a score of 86-115 on the LOEP and Essay will place you in English as a Second Language (EAP) courses. If yourTOEFL score is below 133 on the computer version or below 45 on the Internet version or below 450 on the paper version or if your score is below 86 on the LOEP and Essay, you will not be eligible for admission to Valencia and cannot be issued an I-20 Form.

You will not be required to demonstrate English as a second language proficiency if you have completed Freshman English Composition or its equivalent (as determined by Valencia) with a grade of C or higher or earned an A.A. degree for which English was the language of instruction. Official college/university transcripts are required for demonstrating the preceding.

e. If your English proficiency is such that you are not required to take English as a Second Language (EAP) courses, you will be required to take tests in reading and writing the English language and in mathematics for placement in appropriate courses.

f. You must submit Valencia’s Affidavit of Financial Support and Declaration of Finances form certifying that you have the financial resources in U.S. dollars to attend Valencia. You must also submit a letter from your bank verifying that amount is on deposit in your account.

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

h. As part of the admissions process students on an F1 visa must purchase health insurance provided through Valencia and must maintain this health insurance coverage during their entire period of study at Valencia.

i. International students are not eligible for admission to Valencia’s Associate in Science Degree programs in health careers or to Criminal Justice Institute programs.

j. International students transferring from another college/university in the United States that is approved by U.S. Immigration and Customs Enforcement (ICE) are required to present all previously-issued I-20 Forms and a transfer certificate verifying the student’s current status. A valid passport and I-94 Form also are required.

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.

NOTE:
Valencia has no residence halls or living facilities; thus, you are responsible for providing your own housing and transportation. Public transportation is limited.

**Non-Degree-Seeking Students**

You may be admitted to Valencia as a non-degree-seeking student if you satisfy any of the following criteria:

1. You desire to enroll at Valencia for personal interest, job improvement, teacher recertification, or an Applied Technology Diploma or certificate program. Valencia transcripts will indicate your special status.

   **NOTE:**
   If you are enrolling in a course to use the credit for teacher recertification, you will not receive credit for any course in which you previously have earned a grade of A, B or C.

2. You are seeking a degree from another institution and desire to take a course at Valencia, as a transient student, for transfer credit. Although you are not required to submit a transcript of your other college records in order to attend Valencia, you must have written permission (Transient Student Form) from your “home” college or university and complete the Valencia Application for Admission form. You must submit a Transient Student Form for each term you enroll as a transient student at Valencia.

3. You have a Certificate of Completion (Attendance) 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 other selected courses. You will remain classified as a non-degree-seeking Provisional Student until you provide a high school equivalency diploma and transcript after completing the GED Test through a state department of education.

4. You are at least 18 years of age, out of high school, and without a standard high school diploma or a Certificate of Completion (CPT Eligible) or a GED. You will be admitted as a non-degree-seeking Provisional Student; your enrollment will be limited to college-preparatory courses and other selected courses; and you will not be eligible to earn an applied technology diploma, a technical certificate or a degree. You will remain classified as a non-degree seeking Provisional Student until you provide a high school equivalency diploma and transcript after completing the GED Test through a state department of education.

**Admission to the Criminal Justice Institute Programs**

If you are interested in a Criminal Justice career, you are encouraged to explore the many challenging and rewarding opportunities available in the law enforcement and corrections professions. The Criminal Justice Institute at Valencia offers two basic vocational certificate programs: Corrections and Law Enforcement. Successful completion of one of these two programs is required for a career as a sworn officer in law enforcement or corrections regardless of any other Criminal Justice training or degree work which may have been completed.

Admission to these programs is limited. Therefore, if you wish to pursue one of the basic programs, you must meet the following requirements: (1) must be 19 years of age or older; (2) must be a US citizen; (3) must have a standard high school diploma or GED; (4) must not have any misdemeanor or felony convictions; (5) must not have a dishonorable discharge from the military; (6) must achieve at least a minimum score on the required State entry test(s).

Admission to the following programs is limited.

To apply to these programs, you must complete two applications: (1) the Valencia credit application ($25.00 fee) and (2) a Criminal Justice Institute application ($50.00 fee). Admission to Valencia does not imply acceptance to the Criminal Justice Institute program.

Primary consideration for admission will be given on a priority basis as determined by the Criminal Justice Institute Board: (1) trainees who are hired by any agency which is a member of the Criminal Justice Institute Board; (2) trainees who are hired by any other criminal justice agency in the state; (3) trainees who are sponsored by any criminal justice agency; (4) Valencia Criminal Justice A.S. Degree students; and (5) all other pre-service applicants who qualify.

The Criminal Justice Institute also offers two additional programs: Crossover-Corrections to Law Enforcement and Auxiliary Law Enforcement Officer. For admission requirements, contact the Criminal Justice Institute.

The Criminal Justice Institute office operates as an information center for students preparing for and seeking admission into a criminal justice program. This office provides information about specific admission criteria. Program expenses are given in the Financial Information section of this catalog. For further information, contact the Criminal Justice Institute office.

**Admission to the Film Production Technology Program**

Students whose official records indicate they are seeking admission to the Film Production Technology Program will have Film Production Technology designated as their primary major and the Associate in Arts Degree designated as their secondary major in order to maximize their educational opportunities.

The Advanced Courses in Valencia’s Film Production Technology A.S. Degree are limited enrollment, selective admission courses; admission to Valencia does not imply acceptance to the Advanced Courses. Students must complete a basic core of technical prerequisite courses and then submit a separate application as part of the selection process for the Advanced Courses. Students are strongly encouraged to complete all Foundation and Intermediate courses before applying for the Advanced Courses.
A second method of admission to the Advanced Courses requires the applicant to submit, with the application, a resume detailing his/her professional experiences that justify a waiver of the technical prerequisite courses. Students admitted by professional resume still will be required to complete a total of 64 credits to satisfy degree requirements.

Further information about program requirements is found with the Film Production Technology Degree in the Career Programs section of this catalog and/or through the Film Department on East Campus.

Program expenses are given in the Financial Information section of this catalog.

**Admission to the Health Sciences Programs**

Students whose official records indicate they are seeking admission to a limited enrollment, selective admission health sciences program will have the health sciences program designated as their primary major and the Associate in Arts Degree designated as their secondary major in order to maximize their educational opportunities.

If you are interested in a health-related career, you are encouraged to explore the many challenging and rewarding opportunities available in health-related professions. Valencia Community College offers seven health sciences programs which lead to an A.S. Degree. They are cardiovascular technology, dental hygiene, diagnostic medical sonography, emergency medical services, nursing, (R.N.), radiography, and respiratory care. Admission to these programs is limited because of clinical facilities and staff. Therefore, if you wish to pursue one of the seven programs, you must meet the requirements of that program.

To apply to any of the health sciences programs, you must complete two applications: (1) the general college application and (2) a specific application to the health sciences program in which you are interested. Admission to Valencia does not imply acceptance to the health sciences program. You should contact a health sciences academic advisor for admission requirements and procedures.

Before being accepted into a health sciences program, an applicant must have completed the recommended course work and have earned the minimum GPA established for the program.

An applicant is required to complete Valencia’s entry testing prior to application to a health sciences degree program. If the test results indicate college-preparatory course requirements, the student must complete these course requirements prior to entering a health sciences degree program.

The Health Sciences Admission Committee will consider applicants who have completed all program admission requirements and submitted an application by the deadline date. Program applications received after the deadline date will not be considered for the identified term. Students who are not accepted will need to reapply for a future term.

The Division of Health Sciences operates as an information center for students preparing for and seeking admission to cardiovascular technology, dental hygiene, diagnostic medical sonography, nursing (R.N.), paramedic technology, radiography and respiratory care. The Division office provides academic and career advising and information about specific admission criteria for health sciences programs.

Program expenses are given in the Financial Information section of this catalog.

**Records**

It is your responsibility to notify Valencia of any change in your address, status, etc. **Campus of Record**

You may attend classes at the East Campus (Econlockhatchee Trail), Osceola Campus (Denn John Lane), West Campus (Kirkman Road) or Winter Park Campus (Morse Boulevard) or at all of these locations, but you must declare your “home” campus. Your home campus designation will determine where your records are kept. If you choose a home campus of East or Winter Park, your records will be housed at the East Campus; if you choose a home campus of Osceola or West, your records will be housed at the West Campus. You can utilize student services and transact your business at any campus. If you want your records transferred from the East Campus to the West Campus or vice versa, you must complete a Change of Campus form in an Answer Center on any campus.

**Family Educational Rights and Privacy Act (FERPA)**

You have the right to review your records. Statute 20, United States Code, section 1232g, Family Educational Rights and Privacy Act (FERPA), hereafter referred to as FERPA, requires that each student be notified of the rights accorded him/her by FERPA. The following is provided as basic general information relative to FERPA. Access to the complete FERPA is available in the Library on each campus and on the Web at http://uscode.house.gov/uscode.htm.

FERPA provides for a category of student information termed “directory information.” Directory information will be available to all persons on request unless the student places a “confidential hold” on his/her records. Valencia Community College has identified the following as directory information:

1. Student’s name
2. Dates of attendance
3. Major field of study
4. Dates of degrees and awards received

Student directories, which are accessible to Valencia division offices, may list student name, local and permanent address, telephone number, classification, and major field of study. If you choose to have your records remain confidential so that Valencia will not release directory information, you may make this request in writing or you may complete and submit the Request to Withhold Information form to a campus Answer Center. The form is available in the campus Answer Centers and at: http://valenciacc.edu/admissions. Your decision to refuse the release of directory information also means that your name will not appear on recognition lists or in news releases, etc. A confidential hold will be placed and remain on your record

4. Dates of degrees and awards received
until you submit written consent to release the hold.

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 members of the professional staff of Valencia who have responsibility for working with the student, and, when appropriate, to the parents or guardian of the student. Such information will not be released to third parties without the written consent 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 FERPA unless (1) the student gives written consent to release the information to the student’s parent(s), or (2) the parent(s) provide evidence (copy of most recent income tax return) that the student is a dependent of the parent(s) as defined in Section 152 of the Internal Revenue Code of 1954.

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.

If you want information other than “directory information” to be released, you must give written consent, specifying the information to be released and the person(s) to whom it is to be released.

Classification of Students

You are classified as a matriculated student when you have provided Valencia with all the required admission documents and are officially enrolled in classes.

Degree-Seeking: When you indicate on your application, or as an update to your official records, that you are seeking a degree at Valencia Community College (e.g. Associate in Arts, Associate in Science or Associate in Applied Science Degree), the College applies policies and procedures to help you achieve your goal. These policies and procedures are:

1. Required entry testing prior to enrollment.
2. Required New Student Orientation program attendance, which includes academic advising for initial registration.
3. Required successful completion of all mandated courses in reading, student success, mathematics, English and English for Academic Purposes starting the first term of registration and continuing each term until all requirements are satisfied.
4. Recommended enrollment in the Student Success course (SLS 1122) in order to complete a learning portfolio and career and education plans.

Non-Degree-Seeking: When you indicate on your application that you are taking courses to earn a technical certificate, for personal interest, for job improvement, as a transient student, for teacher recertification or for an applied technology diploma, Valencia’s policies and procedures that are designed to enhance academic success are not required since you are declaring that you are not pursuing a degree at Valencia. Thus, as a non-degree-seeking student, you are exempt from entry testing (unless required for a specific course prerequisite or for an applied technology diploma or a vocational credit certificate program) and Mandatory Course requirements; however, if you are a Dual Enrollment student, you will be required to complete entry testing prior to registration for your first term. The Student Success course (SLS 1122) is recommended if you are interested in clarifying your career and education goals and/or improving your academic skills.

Students who are non-degree-seeking are not eligible for financial aid; students enrolled in selected technical and vocational certificate programs may qualify for financial aid. (See Financial Aid section of this catalog.)

Transient Student: You may wish to take a course away from your “home” institution and still be able to apply the credit toward a degree at your “home” institution. If you qualify to do this, you will be considered a transient student.

1. Transient Student from Another College: If you attend Valencia to take particular courses with the permission of your “home” institution, you are a transient student. This procedure does not constitute a transfer and transcripts of previous college attendance are not required. If you intend to register at Valencia on a transient basis from your “home” institution, you must complete the Valencia Community College application for admission and must have a transient form from your “home” institution. You may process a Transient Student form for a Florida public institution electronically through www.facts.org.

2. Transient Student from Valencia: The completion of a transient student form will guarantee acceptance by Valencia of the courses approved on the form.

To attend another institution as a Valencia transient student, you must be a credit student who has completed at least one credit at Valencia, has an overall minimum grade point average of 2.0, and has approval from the Registrar on a Transient Student Form. You may process a Transient Student form for a Florida public institution electronically through www.facts.org.

To receive credit as a transient student, you must have an official transcript of any course(s) taken at another institution sent to the Valencia Admissions Office. The regulations pertaining to acceptance of transfer credit from other institutions apply to transient students.

The institution that you want to attend as a transient student may require that you submit a transcript(s) of your previous college work. If you desire to have transcripts sent from Valencia to another institution, you must complete a Transcript Request form online through your Atlas account.

An institution to which you may want to transfer could have restrictions regarding continuous enrollment that may be affected by your taking courses as a transient student. You are encouraged to familiarize yourself with the continuous enrollment policy.
of institutions you might want to attend after graduation from Valencia.

Active Student: You are an active student if you have been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.

Inactive Student: You are an inactive student if you have not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term. If you are an inactive student who would like to enroll in credit courses at Valencia, you must submit a completed Enrollment Update Form to the Answer Center on any campus by the Enrollment Update Deadline listed in the Academic Calendar in the online official catalog.

Full-Time: You are a full-time student if you are enrolled for 12 or more credits during Fall, Spring or Summer Terms.

Part-Time: You are a part-time student if you are enrolled for fewer than 12 credits during Fall, Spring or Summer Terms.

Freshman: You are classified as a freshman if you have completed less than 30 college-level credits toward a degree.

Sophomore: You are classified as a sophomore if you have completed at least 30 college-level credits toward a degree.

Transcript Requests

If you desire to have a transcript sent from Valencia to another institution, you must access your Atlas account and complete and submit the Transcript Request Form. There is no charge for a Valencia transcript.

Registration

Registration is the process of enrolling in courses and building your class schedule. Courses are offered for varying lengths of time in a term. There are three Full Terms in an academic year—Fall, Spring, and Summer—which are approximately 14 weeks each. Courses also are taught in five, six, eight, and ten week time periods through Flex Start scheduling.

Registration information is available in Atlas and registration is conducted through your Atlas account: http://atlas.valenciacc.edu.

As a returning degree-seeking student, you are eligible for registration based on the number of credits you have earned plus the credits from your current enrollment.

As a new degree-seeking student, you will be eligible for registration after participating in New Student Orientation.

Non-degree-seeking students must register during Open Registration.

You may register in an Atlas Access Lab on any campus or from any remote location that provides Internet access.

Until the first day of classes, registration and schedule changes are made through Atlas. Once classes begin, you may continue to use Atlas to drop a course until the Drop/Refund Deadline or to add a course that has not met. If you want to add a course the same day as the first class meeting, you must go to an Atlas Access Lab or Answer Center for assistance and be registered prior to the time the class begins.

If you are a degree-seeking student and you have Mandatory Course requirements, you must be registered in these courses in accordance with Valencia’s requirements for completing Mandatory Courses or the registration system will drop you from all courses.

If you are a degree-seeking student and you have Mandatory Course requirements, you must be registered in these courses in accordance with Valencia’s requirements for completing Mandatory Courses or the registration system will drop you from all courses.

To complete your registration, all of your fees must be paid, and your fee payment deadline is based on the date that you register. To determine your specific payment deadline, check your Atlas account or the Academic Calendar in the official online catalog.

Each term you decide whether you want to be a part-time or a full-time student. You may be part-time one term and full-time the next term. When you register, you may register at any Valencia campus and you may register for classes on more than one campus for the same term. In addition, you may register for a combination of Full Term and Flex Start classes.

If you have a “registration hold” on your record, you will need to resolve the hold before you can register. To find out where to resolve a hold, you may go to http://atlas.valenciacc.edu or to the Answer Center on any campus.

To use a high school course(s) as a prerequisite for a Valencia course, you will need to provide evidence through your high school transcript of having satisfied the prerequisite(s).

A description of courses offered by Valencia is located in the back portion of this catalog. Prior to registration each term, you are encouraged to review the descriptions of the courses in which you plan to enroll. If you are a degree-seeking student, you should develop an education plan that will reflect course requirements and specify the courses in which to enroll each term. You may create an education plan via MyEducationPlan in Atlas, and you should meet with an advisor/counselor to review your plan.

Course Audit: When you register for a college credit course for which you do not want credit, you are auditing the course. To audit, you do not have to have special permission but you must meet course prerequisites and/or corequisites, and after you register, you must go to the Answer Center to change the course registration status to audit. This status change must be done by the Audit Registration Deadline listed in the Academic Calendar in the official online catalog.

Once the Audit Registration Deadline has passed, you may not change from audit status to credit status or from credit status to audit status without approval of the campus Provost.

As an audit student you must meet the admission requirements of Valencia and pay the registration fees.

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

Auditing a course is not to count as an attempt. Should your auditing of a course be counted in your attempts in that course, you may need to see the dean of students.
Financial Information and Financial Aid

**Application Fees**

When you first apply for admission to Valencia Community College for credit courses, you are required to pay a one-time $25.00 application fee which is not refundable and not transferable. It is required whether you are a credit, audit, full-time, part-time, day or evening student.

In addition to the one-time Valencia application fee, students planning to enroll in health sciences programs are required to pay a $15.00 non-refundable health sciences programs application fee each time a program application is submitted.

In addition to the one-time Valencia application fee, students planning to enroll in a Criminal Justice Institute (CJI) program are required to pay a $50.00 non-refundable CJI program application fee each time an application is filed.

**Schedule of Fees**

All fees are subject to change without notice.

Valencia Community College receives the majority of its funding for educational programs and services from the Florida Legislature. Required fees are established by the Legislature and the Valencia Community College District Board of Trustees.

**Registration Fees 2006-07**

**Florida Resident**

<table>
<thead>
<tr>
<th>Fee</th>
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<tr>
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<td>Student Activities</td>
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<tr>
<td>Capital Improvement</td>
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</tr>
<tr>
<td><strong>Total per credit</strong></td>
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**Non-Resident**

<table>
<thead>
<tr>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Financial Aid</td>
<td>$ 11.25</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$ 5.63</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>$ 20.00</td>
</tr>
<tr>
<td><strong>Total per credit</strong></td>
<td><strong>$ 261.95</strong></td>
</tr>
</tbody>
</table>

**Full Cost of Instruction Fee**

A full cost of instruction fee is the amount, excluding state funding, established by Valencia to pay all costs associated with teaching a course. This fee is effective for certain repeat enrollments at Valencia Community College after July 1997. The full cost of instruction fee for 2006-07 is $261.95 per credit.

In accordance with Sections 1009.22, 1004.93, 1009.28 and 1009.285, Florida Statutes, students enrolled in the same college-preparatory or college-level course at Valencia more than two times after July 1997 shall pay the full cost (100%) of instruction fee. Although the full cost of instruction fee must be paid by the fee payment deadline, this fee may be appealed for highly-extenuating circumstances. An appeal form may be obtained online through your Atlas account, and it must be submitted by the Full Cost of Instruction Appeal Deadline provided in the Academic Calendar in the online official catalog.

**Special Fees**

An additional course fee is assessed for laboratory and other high-cost courses, i.e. those that may require equipment, additional supplies, liability insurance or other special costs. A special fee is indicated as (Special Fee) in appropriate course descriptions in this catalog.

**Independent Study Fee**

per credit (payable in addition to regular course fees) $ 25.00

**Internship Fee**

(per Internship) $ 65.00

**Video-on-Demand/ Telecourse Fee**

(per Telecourse that has licensing fees) $ 20.00

**Late Registration Fee**

(non-refundable) $ 25.00

**Payment of Registration Fees**

Registration fees are assessed at the time of registration and must be paid by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. To pay your registration fees, you may use your awarded financial aid; pay online through your Atlas account with an approved credit card; pay by cash, check, credit card or money order in a campus Business Office; or mail a check or money order to Valencia Community College, P.O. Box 3028, Orlando, FL 32802. Checks and money orders are to be made payable to Valencia Community College, must include your Valencia ID or social security number, and must be received in the Business Office by the close of business on the Fee Payment Deadline.

Following your final schedule adjustments, it is your responsibility to pay any remaining balance after all financial aid, scholarships, and third-party funding have been applied to your account. All charges must be paid by the Fee Payment Deadline or you risk being deleted from all of your courses. Your fee payment deadline is based on the date that you register. To determine your specific payment deadline, check your Atlas account or the Academic Calendar in the official online catalog.

**Tuition Installment Plan - TIP**

Valencia offers an option for students to defer a portion of their tuition, fees and books past the payment deadline date. TIP is managed by a private, for-profit company, FACTS Tuition Management, Inc. The program is available to all
students registering for the current term. You can include all assessed registration fees in your agreement with FACTS. No interest is charged and no credit checks are performed, but there is an enrollment fee each term. The payment schedule, payment amount and enrollment fee are determined when you sign up for TIP. Details of this plan can be found at http://valenciacc.edu/finanserv.

Third-Party Authorization/Florida Pre-Paid Program

If all or part of your registration fees are being paid by an external agency (your employer, Florida Pre-Paid Program, a government agency, etc.), you must present your current form of authorization (letter, card, voucher, etc.) to a campus Business Office by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. This authorization must be for the current term and must indicate a specific dollar amount for tuition, fees and/or books. You are responsible for any remaining balance. If the current authorization is not presented, your account will not be credited properly and you will be deleted from all of your courses.

If you are a Florida Pre-Paid Program participant, you must present your signed pre-paid enrollment card in person at a campus Business Office for each term of enrollment because fees are not automatically paid. The Florida Pre-Paid Program does not cover the full cost of instruction fee assessed for a course taken for the third time at Valencia.

Senior Citizens Waiver

Florida residents age 60 years or older are eligible for Valencia’s fee waiver. The waiver includes the college application fee, tuition, and course fees, provided eligible participants register on a space-available basis during Valencia’s late registration period as listed in the Academic Calendar in the online official catalog. To take advantage of this waiver, the senior citizen must register and, on the day of registration, visit a campus Answer Center with documentation of age such as a driver’s license, and request the Senior Citizen Waiver.

State Employees Waiver

Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of six credits per term and are required to register on a space-available basis during Valencia’s late registration period as listed in the Academic Calendar in the online official catalog. Employees must complete Valencia’s application for admission and visit a campus Business Office to pay the $25.00 application fee, provide verification from their employer of eligibility to receive the waiver, and request the waiver.

Note: Employees of state universities are not eligible for this benefit.

Other Fees

Other services offered by Valencia carry the following non-refundable fees (that are subject to change without notice):

1. Career Assessment
   (within a three-month period, up to 4 instruments plus interpretation )
   - Active Valencia students and high school students $ 15.00
   - Inactive Valencia students $ 50.00
   - Community residents $ 100.00

2. CLAST
   Examination Fee
   (per registration) $ 25.00

3. Credit by Examination:
   - CLEP General and Subject Examination (each) $ 60.00
   - CLEP Service Fee (per registration) $ 15.00
   - Local Credit by Examination (each) $ 15.00

4. Health Sciences Programs
   Application Fee
   (per application) $ 15.00

5. Nurse Entrance Test (per registration) $ 25.00

6. Criminal Justice Institute
   Application Fee
   (per application) $ 50.00

7. Criminal Justice Basic
   Abilities Test for Valencia
   students (per registration) $ 30.00

8. Experiential Learning
   Assessment Fee
   (per credit requested) $ 30.00

9. Administration of special
   assessments and distance
   learning examinations for
   other institutions $ 25.00

10. Other tests approved by
    the Board of Trustees TBA

11. Photo ID replacement $ 5.00

12. Duplicate Diploma Fee $ 15.00

13. Direct debit failed
    transaction $ 10.00

14. Returned Check Fee based
    on face value of check:
    - $50.00 or less $ 25.00
    - $50.01 through $300.00 $ 30.00
    - $300.01 or more $ 40.00

15. VA Deferment Late Fee $ 25.00

16. Account Collection Fee 25% of Balance Due

Continuing Education Course Fees

Continuing Education courses vary in length, nature, and amount of fees. Course fees will be fully refunded if the request is received at least five business days prior to the course start date. Full refunds are given when a course is canceled by Valencia. Course fees for online courses are non-refundable.
Estimated Expenses for Culinary Programs

Students in the Baking and Pastry and the Culinary Management degree and certificate programs will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus/locations and internship facilities. These expenses are subject to change without notice.

1. Professional culinary cutlery (i.e. knives, carry-case) $ 220.00
2. Professional attire (i.e. Chef’s jackets, lab shoes, slacks) $ 130.00

Estimated total for program $ 350.00

Estimated Expenses for Criminal Justice Institute Programs

In addition to the Valencia credit application fee, students in the Criminal Justice Institute programs will incur the following special costs which are subject to change without notice:

1. Criminal Justice Basic Abilities Test $ 30.00
2. CJI Application Fee per program (non-refundable; cash or money order only) $ 50.00
3. Registration and Special Fees for Florida Resident for:
   - Correctional Officer $ 1,300.00
   - Law Enforcement $ 2,000.00
   - Crossover: Corrections to Law Enforcement Program $ 1050.00
4. Materials (books, uniforms, leather gear, ammunition materials, and other equipment) for Correctional Officer and Law Enforcement programs, approximately $ 500.00

Estimated Expenses for Film Production Technology Program

Film Production Technology students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, books, meals and transportation to the campus.

Special fee ($425.00) for course FIL 2200C Film Production which is taken three times for a total fee of: $1,275.00

Estimated Expenses for Health Sciences Programs

Cardiovascular Technology

Cardiovascular Technology students will incur the following estimated costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. NET Assessment $ 25.00
2. Health Sciences program application fee (per application) $ 15.00
3. Uniforms, lab coats, shoes $ 250.00
4. Name pins, uniform patches $ 25.00
5. Littman stethoscope $ 65.00
6. *Nonprescription leaded eyewear $ 170.00
7. Accessory kit $ 18.00
8. Miscellaneous supplies and materials $ 75.00
9. Liability insurance $ 24.00
10. Physical exam $ 150.00
11. Hepatitis immunization $ 150.00
12. CPR Certification (American Heart/Course C) $ 45.00
13. ACLS Certification $ 100.00
14. PALS Certification $ 155.00
15. NRP Certification $ 130.00
16. Background check $ 49.00
17. Graduation pins (estimate) $ 50.00

Estimated total for program $1,496.00

*Dental Hygiene

Dental hygiene students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. NET Assessment $ 25.00
2. Health sciences program application fee (per application) $ 15.00
3. Dental hygiene instruments and course supplies (i.e. uniforms masks, gloves, safety glasses, etc.) $ 2,800.00
4. Liability insurance $ 24.00
5. Physical exam $ 150.00
6. Hepatitis Immunization $ 150.00
7. CPR Certification (American Heart/Course C) $ 45.00
8. Background check $ 49.00

Estimated total for program $ 3,258.00

Optional Expenses:

1. Student professional organization (SADHA) $55.00 per year $ 110.00
2. Dental hygiene school pin (Estimate) $ 95.00
3. Class composite picture $ 35.00

Total optional expenses $ 240.00

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

1. National Board Examination for Dental Hygiene $ 140.00
2. Florida State Dental Hygiene Exam and related expenses $ 900.00

Total licensee cost $ 1040.00

NOTE: To be nationally registered, the graduate must successfully complete the following:

Registered Cardiovascular Invasive Specialist (RCIS) Examination $ 175.00
Diagnostic Medical Sonography

Diagnostic medical sonography students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Health Sciences program application fee (per application) $ 15.00
2. Uniforms, lab coat, shoes $ 250.00
3. Liability insurance $ 34.00
4. Physical exam $ 150.00
5. Hepatitis immunization $ 150.00
6. CPR Certification $ 45.00
7. Background check $ 49.00
8. Student professional dues/club dues $ 120.00
9. Hand-held calculator $ 10.00

Estimated total for program $ 823.00

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

American Registry of Diagnostic Medical Sonography Examinations $ 600.00

Emergency Medical Services (EMS)

EMS students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application) $ 15.00
2. Uniforms and shoes $ 200.00
3. Liability insurance $ 27.00
4. Miscellaneous supplies and materials $ 125.00
5. Physical exam $ 150.00
6. Hepatitis immunization $ 150.00
7. CPR Certification $ 45.00
8. Background check $ 49.00

Estimated total for program $ 761.00

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

1. EMT State Certification or National Registration Examination $ 75.00
2. Paramedic State Certification or National Registry Examination $ 85.00

Total Certification cost $ 160.00

Nursing

Nursing students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. NET Assessment $ 25.00
2. Health Sciences program application fee (per application) $ 15.00
3. Uniforms, shoes, lab coats, and accessories $ 200.00
4. Stethoscope $ 65.00
5. Lab supplies $ 250.00
6. B/P cuff $ 20.00
7. Name pins and uniform patches $ 10.00
8. Liability insurance $ 24.00
9. Physical exam $ 150.00
10. Hepatitis Immunization $ 150.00
11. PPD, MMR, Tetanus Immunizations $ 75.00
12. CPR Certification $ 45.00
13. Background Check $ 49.00
14. Student Nurse Association $ 80.00
15. Graduate pins (estimate) $ 50.00
16. Achievement tests (two-year period) $ 200.00

Estimated total for program $ 1408.00

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

1. Graduate must sit for American Registry of Radiologic Technologists examination $ 150.00
2. Graduate must apply to HRS for Florida state license $ 115.00

Total for licensing $ 265.00

Respiratory Care

Respiratory care students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application) $ 15.00
2. Uniforms, lab coats $ 250.00
3. Name pins and uniform patches $ 30.00
4. Liability insurance $ 35.00
5. Physical exam $ 150.00
6. Hepatitis immunization $ 150.00
7. CPR Certification $ 45.00
8. Background check $ 49.00
9. Graduate pins (estimate) $ 50.00
10. Supplemental certifications $ 200.00
11. HIV/AIDS Training $ 48.00
12. Medication errors training $ 24.00

Estimated total for program $ 1046.00

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

1. National Council Licensure Examination (NCLEX) $ 200.00
2. Florida Board of Nursing Examination $ 200.00

Radiography

Radiography students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. NET Assessment $ 25.00
2. Health Sciences program application fee (per application) $ 15.00
3. Uniforms, lab coat, shoes $ 250.00
4. Liability insurance $ 34.00
5. Physical exam $ 150.00
6. Hepatitis immunization $ 150.00
7. CPR Certification $ 45.00
8. Background check $ 49.00
9. Student professional/club dues $ 120.00
10. Hand-held calculator $ 14.00

Estimated total for program $ 852.00

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

1. EMT State Certification or National Registration Examination (CRT) $ 190.00
2. Respiratory Care Technician (RRT) $ 390.00
Refund of Fees
(College Policy: 6HX28: 06-18
Refund of Fees)

This policy presently is under revision; the
most current version can be found in the
online catalog at http://valenciacc.edu/catalog.

If you drop a course(s) by the
Drop/Refund Deadline provided in the
Academic Calendar in the online official
catalog, all refundable fees will be
refunded. (Application and certain other
fees are not refundable.) These refunds
are processed by the Business Office
approximately fifteen days after the
Drop/Refund Deadline.

If you withdraw from a course(s) after the
Drop/Refund Deadline, you may receive
a full refund if you have been called to
active military duty or have a death in
your immediate family. In each instance,
you must submit a refund request in
writing, with supporting documentation,
to a campus Answer Center no later than
the last day of classes for the term during
which the course(s) withdrawal occurs.
The course(s) will not be deleted from
your official academic record and will be
reflected as an administrative refund (AR)
on your transcript. If you wish to use the
Refund Request Form, it is available
online at http://valenciacc.edu/admissions
and in the campus Answer Centers.

All refunds for fees are processed as
follows:

If your fees were paid by a third-party
agency, that agency will receive the
refund to the extent of its payment to
your account.

If your fees were paid by a credit card, the
credit card account used will be credited
back to the extent of the payment made to
your account.

For any remaining amount, a refund
check will be made payable to you, the
student, and mailed to the address
currently on file in your Atlas account.

If you are a financial aid recipient, your
potential refund will be subject to
applicable federal and state guidelines
and laws. See the entry “Repayment of
Unearned Federal Financial Aid” in this
catalog. If a debt is owed to Valencia
(parking fine, returned check, etc.), the
college reserves the right to apply any
amounts due against any refund payable
to the student account.

Collection of Debts to
the College

Valencia reserves the right to take legal
action in its attempt to collect any and all
amounts due from a student or third-
party account. Notice will be given
through your Atlas account and with
written correspondence before any action
is taken.

Returned Checks If Valencia receives two
returned unpaid checks from a student,
the student no longer will be able to use
that form of tender as a form of payment.
In addition, a returned check fee, based
upon the face value of the check, will be
assessed to the account. (See Schedule of
Fees in this catalog section.)

Other Debts - All valid charges placed on
an account are subject to the following
actions. If a student does not respond
to the notices given within the stipulated
time frame, Valencia reserves the right to
administratively withdraw that student
from all courses; no refund will be given
and all debt remains due. Until the debt
is paid, the account will be placed on
hold, prohibiting any future registration
or release of a transcript.

Valencia also reserves the right to submit
uncollected debts to an external collection
service. At this time, the cost to a student
after this action is taken is 25% of the
outstanding balance at the time of
submission, in addition to the balance
itself.
Valencia's School Code required on the FAFSA (Free Application for Federal Student Aid): 006750

Purpose of Financial Aid

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 awarded to students may be from federal, state, institutional or local funds. Students interested in applying for financial assistance should complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Questions concerning financial aid are addressed in the campus Answer Centers.

General Eligibility Requirements

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

1. Be accepted as a degree-seeking student to an A.A., A.A.S. or A.S. Degree program, or
2. Be accepted as a certificate-seeking student in an eligible Technical Certificate or Vocational Certificate program.**
3. Be making satisfactory academic progress for financial aid purposes.
4. Be a U.S. citizen, national or permanent resident alien.
5. Enroll at least half time (6 credits) for most programs.
6. Not be in default on a prior student loan.
7. Not owe a repayment or overpayment of a federal grant.
8. Not have an existing financial obligation to Valencia.
9. Be registered for Selective Service if required.
10. As a first-time in college student, have a standard high school diploma or GED or meet Federal Ability to Benefit (ATB) test score guidelines.

For students who do not have a standard high school diploma or GED, Valencia has identified the Computerized Placement Tests (CPT) as the only acceptable test for ATB purposes; to receive financial aid, the minimum CPT scores are: Reading 55, Sentence Skills 60, and Arithmetic 34.

11. As a college transfer student, have an official transcript from each previously-attended institution submitted to, and evaluated by, Valencia. If the previously-attended institution is not regionally accredited, you must submit an official transcript of a standard high school diploma or GED.
12. Not have been convicted for sale or possession of illegal drugs.

**Eligible Technical and Vocational Certificate Programs:

- Accounting Applications
- Baking and Pastry Arts
- Business Management
- Computer Information Technology Analyst
- Computer Programming Analyst
- Culinary Arts
- Customer Service Management
- Digital Video Editing and Post-Production
- Drafting
- Graphic Design Production
- Graphics - Interactive Design Production
- Hospitality - Food and Beverage Management
- Hospitality - Rooms Division Management
- Human Resources Management
- Landscape and Horticulture Technician
- Law Enforcement Officer
- Medical Information Coder/Biller
- Microsoft Systems Engineer
- Office Management
- Paramedic Technology
- Microsoft Systems Engineer
- Office Management
- Paramedic Technology

Payment of Financial Aid

Financial aid award amounts may be adjusted based on the student’s enrollment status determined after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog or, in the case of late awards, at the time the award is approved. A financial aid recipient must be meeting all eligibility requirements at the time payment is made. Students registered for Flex Start courses will have their enrollment status determined when the last course has begun. Only courses required for the student’s degree or certificate will be included in enrollment status for payment of financial aid.

Fees, books, and/or VA deferments outstanding at the time payment is made will be collected from the financial aid payment. If a balance is available for other expenses, a check will be mailed to the student’s address of record. Address changes should be updated to help ensure timely receipt of financial aid funds. Address changes can be made through the student’s Atlas account.

College-Preparatory Courses

College-preparatory course work can be counted in a student’s enrollment for financial aid purposes. However, financial aid will fund a maximum of 30 semester credits of college-preparatory course work.

Satisfactory Academic Progress for Financial Aid Purposes

All students receiving any form of financial aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (34CFR Section 668.19).
There are three satisfactory progress requirements:

1. You must maintain at least a 2.0 cumulative overall grade point average, and

2. You must have successfully completed at least 67% of the courses you have attempted at all colleges, and

3. You may attempt no more than 150% of the credits required for your degree or certificate.

If you attended another college, the courses you took at that college will be considered in the evaluation of your academic progress.

For financial aid purposes, being enrolled in a course for credit beyond the official Drop/Refund Deadline counts as an attempt. All attempted courses are counted, even if taken as part of a different degree program.

For financial aid purposes, successful completion of a course means an earned grade of A, B, or C; a grade of D is “passing below average” and will negatively impact your grade point average. Grades of F, I, W, WW, WF, WP, and AR are considered unsuccessful completions and will negatively impact your financial aid progress determination.

A successful completion ratio is 67% or greater and the formula for calculating the completion ratio is:

\[
\text{credit hours earned divided by credit hours attempted equals completion ratio.}
\]

Satisfactory Academic Progress will be evaluated at the end of each term.

If you do not meet the Standards of Satisfactory Academic Progress due to your grade point average or completion ratio, you will be placed on Financial Aid Probation for one term. If you do not meet the requirements by the end of your Probation term, you will be placed on Financial Aid Suspension and will not be eligible for further financial aid until you meet the minimum requirements. You will need to pay for the courses you take while under Financial Aid Suspension. If you have attempted 150% of the credits needed for your Valencia degree program (which, for most students, is 90 credits), you no longer will be eligible for financial aid.

You do have the right to appeal a Financial Aid Suspension if you have extenuating circumstances. Appeal forms are available in campus Answer Centers and documentation of your extenuating circumstances will be required. Appeal forms must be submitted to a campus Answer Center by the Financial Aid Suspension Appeal Deadline in the Academic Calendar provided in the online official catalog.

If you are placed on Financial Aid Suspension due to your grade point average or completion ratio, and you do not have extenuating circumstances or your appeal is denied, you may reinstate your eligibility for financial aid by bringing your progress up to the minimum requirements.

**Repayment of Unearned Federal Financial Aid**

If you receive Title IV federal financial aid and completely withdraw from all of your classes within the first 60% of the term or stop attending all classes without notification, a pro-rated portion of your financial aid may need to be repaid. In this case, you will be billed for the amount of aid that must be repaid, and holds will be placed on your record until the bill is settled. A detailed handout that explains the calculations is available upon request from a campus Financial Aid Services Office.

**Financial Aid Application Instructions**

You must reapply for financial aid each academic year.

1. Be a degree-seeking student at Valencia or be a certificate-seeking student in an eligible technical certificate or vocational certificate program and take courses that are required for that degree or certificate.

2. Provide the Admissions/Records Office with an official copy of your high school transcript or GED certificate or, if you are a college transfer student, provide an official copy of your transcript from each institution you have attended. Transfer course work must be evaluated before an award can be made.

3. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the federal processor. Valencia’s federal code number is “006750.” In order for Valencia to process your financial aid, you must include this number on your FAFSA. You may submit the FAFSA using one of the following methods:

   - Regular mail (Allow at least six weeks for processing.)
   - World Wide Web address www.fafsa.ed.gov (Allow at least two weeks for processing.)

4. Research and apply for scholarships.

Other important application information:

**Verification** - The federal government requires that some applications be reviewed for accuracy through a process called “verification.” If you are selected for this process, you will be required to complete a Verification Worksheet and provide copies of the tax returns for individuals whose income was included on your application. You will be notified through your Atlas e-mail account or by letter if you have been selected for verification.

**Federal eligibility matches** - The federal processor matches your name and social security number with a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Immigration and Naturalization Services, Selective Service and the National Student Loan Data System. If any discrepancies or questions about your information occur, you will be asked to provide additional documents or take additional action to confirm your eligibility for federal assistance. The federal processor will notify you of the results of these matches and whether additional information is required in order for your application to be processed.
Financial Aid Programs Available

Grants

Grants may be awarded if you show financial need based on the Free Application for Federal Student Aid (FAFSA). The grants listed here are administered by the Valencia Financial Aid Services Department based on the guidelines set for each program by the provider.

Federal Pell Grant

This is a need-based federal grant program for students who are seeking their first undergraduate degree and whose Estimated Family Contribution (EFC) is below 3850*. The annual Pell Grant award amount is determined by your EFC and enrollment status and may range from $400 to $4,050.

Students who establish eligibility will be funded. All documents must be received prior to your last day of enrollment or June 30, 2007, whichever comes first.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. Students registered for Flex Start courses will not receive financial aid payment until the last course has begun. Flex Start classes added to a schedule after financial aid payment is made will not be considered for a financial aid payment. Only courses required for the student’s degree or certificate will be included in financial aid enrollment status.

You do not have to be enrolled full time to receive a Pell Grant award. The amount actually paid to you from the Federal Pell Grant will be prorated if you enroll for less than 12 credits in a given term. You must begin attending all of your classes on the first day. If you are withdrawn for non-attendance prior to the actual payment of Pell Grant funds, payment for the withdrawn class(es) may not be made.

Federal Pell Grant awards may be used for the equivalent of two full-time terms each year. This means if you are full time in Fall and Spring Terms, you will not have funding available for summer. Part-time students may use their remaining eligibility in the Summer Term.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have exceptional financial need. The maximum award amount at Valencia is $500 per term. Priority is given to students with a family contribution of "0" who apply for financial aid early. A student must enroll for a minimum of six credits to qualify. To be counted, each course must be required for the student's degree or certificate program.

Limited funding is available in this program, and funding is awarded on a first come-first served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates may change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. Students registered for Flex Start courses will not receive financial aid payment until the last course has begun. Flex Start courses added to a schedule after financial aid payment is made will not be considered for a financial aid payment.

The amount actually paid to you from the FSEOG will be prorated if you enroll for less than 12 credits in a given term. You must attend all of your classes on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSEOG funds, payment for the withdrawn class(es) may not be made.

Florida Student Assistance Grant (FSAG)

FSAG is a need-based program for students who meet Florida residency requirements. To qualify you must be seeking your first undergraduate degree, enroll in an AA or AS degree program and also qualify for a Federal Pell Grant. The award amount at Valencia varies up to a maximum of $1500 per year. Priority is given to qualified renewal students and full-time students with high unmet financial need who apply for financial aid early.

Limited funding is available in this program, and funding is awarded on a first come-first served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as residency, major, degree status, satisfactory progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. Students registered for Flex Start courses will not receive financial aid payment until the last course has begun. Flex Start courses added to a schedule after financial aid payment is made will not be considered for a financial aid payment.

The amount actually paid to you from the FSAG will be prorated if you enroll for less than 12 credits in a given term. You must attend all of your classes on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSAG funds, payment for the withdrawn class(es) will not be made.

FSAG is available for fall and spring terms only.

For additional details and regulations, visit www.floridastudentfinancialaid.org.

Scholarships

Scholarships are awarded primarily based on financial need; however, some scholarship programs may not require need. Usually, other factors are also considered, which may include academic talent, performing talent, participation in certain activities or special interests.
Scholarship requirements and application procedures vary depending upon the criteria set by the scholarship provider. Many scholarships require a separate application that must be obtained directly from the scholarship provider.

President’s Academic Scholarship

Academic scholarships will be available on a competitive basis to students who meet Honors Program course placement requirements based on college-designated CPT, ACT or SAT scores. These scholarships will be awarded for a maximum of two academic years. To be eligible for consideration, the following minimum criteria must be met and maintained:

1. Submit a Scholarship Application, a Valencia Admission Application, and an Honors Program Application no later than July 15.

2. Submit a Free Application for Federal Student Aid (FAFSA) so that processed results are available by July 15.

3. Present test scores (less than two years old) from any of the following placement exams that meet the stated minimums by July 15.
   - CPT: Sentence Skills (W) 83, Reading Skills (R) 83, Elementary Algebra (A) 90 and College-Level Math (I) 50; OR Sentence Skills (W) 100, Reading Skills (R) 97, Elementary Algebra (A) 72
   - ACT: Composite 26
   - SAT: 1170

4. Provide offcial high school or prior college transcripts to Valencia’s Admissions and Records Office no later than July 15.

5. Enroll at Valencia for a minimum of nine credits in an A.A. or A.S. Degree program in both Fall and Spring Terms, and at least one course each term must be an Honors Program course. College-preparatory courses will not be funded nor count as part of the minimum nine credits.

6. Maintain a 3.5 cumulative grade point average.

7. Actively participate in Honors Program activities.

Scholarship amounts will be based on the student’s demonstrated financial need. The recipient must achieve a 3.0 cumulative grade point average.

Performing Arts Scholarships

Scholarships will be available to students engaged in performing arts activities including, but not limited to, art, drama, and music.

The department dean or program coordinator will forward selection recommendations to the Director of Financial Aid Services for final approval and awarding. Recipients must complete a Free Application for Federal Student Aid (FAFSA) prior to receiving funding.

Valencia Advantage Scholarship

Valencia Advantage Scholarship recipients are selected by Financial Aid Services based on the following criteria:

1. Submission of a Scholarship Application and a Valencia Application for Admission. Priority will be given to applications received by July 15.

2. Submission of a Free Application for Federal Student Aid (FAFSA). Processed results must show the applicant to have unmet financial need.


4. Selection priority shall be for students who do not qualify for any other source of grant or scholarship funding.

Scholarship amounts will be based on the student’s demonstrated financial need.

Alumni Two Plus Two Scholarship

This scholarship is funded by the Alumni Associations of Valencia Community College and the University of Central Florida. This award is made each year to a single high school graduate selected from nominations made by each high school principal in Orange and Osceola counties. The recipient may receive up to $4,000 in scholarship funds during the pursuit of an Associate degree at Valencia followed by a Bachelor’s degree at the University of Central Florida.

Road Map to Success Award

Students are eligible for this award if they are degree-seeking and are currently enrolled in SLS 1122 Student Success. Students can earn points toward the award by completing activities outside of class that will help ensure their success in college. Awards are granted on a first come, first served basis. Time restrictions apply and dual enrollment students are not eligible. To be considered for this award, a student should contact his/her SLS 1122 professor.
Bridges to Success

This scholarship is awarded to students who participate in the Bridges to Success Program. The Bridges to Success Program is available to disadvantaged high school graduates from Orange or Osceola County high schools. Special consideration is given to students who have participated in one of Valencia’s pre-collegiate programs: College Reach Out Program (CROP), Dual Enrollment, Partnership Program, Pathways into Nursing Program (PIN), Tech Prep or Upward Bound and enrolled at Valencia the summer following high school.

The grant will pay for in-state tuition and fees, plus up to $300 per term for required books and supplies.

Initial Eligibility:

1. Apply and be accepted into the Bridges to Success Program.
2. Complete a Free Application for Federal Student Aid (FAFSA) so that results are received prior to the start of classes.
4. Seek an A.A., A.A.S. or A.S. Degree.
5. Enroll in at least six credits during the Summer Term following high school.

Renewal Eligibility:

1. Scholarship is renewed on a term-by-term basis.
2. Active participation in Bridges to Success activities and the recommendation of the program Director will be required.
3. Complete a Free Application for Federal Student Aid (FAFSA) so that results are received prior to the start of classes each year.
4. Enroll in at least nine credits each term.
5. Maintain a minimum 2.5 grade point average.
6. Complete at least 75% of attempted credits.

Two Plus Two Minority Scholarship

This program provides a two-year (up to 31 credits per year) tuition scholarship from Valencia Community College, plus a transfer scholarship from a participating four-year college. To be considered, you must be a minority graduate from a high school in Orange or Osceola County with at least a 3.0 grade point average.

Recipients must complete the Free Application for Federal Student Aid (FAFSA). Further information and an application may be obtained from the Office of Recruitment and Retention of Ethnically Diverse Students (407-299-5000, Ext. 1395).

Valencia Student Government Association (SGA) and Leadership Scholarships

Campus leaders who participate in Student Government or serve on the Valencia Welcome Team may be considered for a scholarship. Further information may be obtained from a campus Student Government Office.

Valencia Foundation Scholarships

The Valencia Foundation offers privately-funded scholarships to help students achieve their dreams of attaining a college education. Many students are working to build better lives for themselves and their families, and the foundation’s donors are committed to help make a difference for Valencia’s students. While many donors prefer to award scholarships through their own application processes, some have asked Valencia’s Scholarship Committee to screen and select the recipients.

The Foundation Scholarship Application and information on specific scholarships may be found at www.valencia.org. Using the application form, the student will be considered for many competitive scholarships based on this single application.

The deadline for submitting applications to the Scholarship Committee is August 28, 2006. If no qualified applicants are found among the pool for a particular scholarship, an extension of the deadline may be granted for that particular scholarship and it will be advertised in campus publications. New scholarships are donated throughout the year and may also become available.

Florida Bright Futures Scholarship Program

This is a state scholarship awarded to Florida high school graduates who demonstrate high academic achievement. Awards are issued by the State of Florida directly to the eligible student.

The program has three levels. Each award level has different academic criteria for eligibility. You may receive only one award:

Florida Academic Scholars Award (pays 100% of college-level tuition plus a book allowance), requires a minimum 3.0 cumulative college-level grade point average to renew; or

Florida Medallion Scholarship (pays 75% of college-level tuition), requires a minimum 2.75 cumulative college-level grade point average to renew; or

Florida Gold Seal Vocational Scholars Award (pays 75% of vocational program tuition), requires a minimum 2.75 cumulative college-level grade point average to renew.

Renewal for each award level also requires completion of at least six credits of college-level course work each term.

The top-ranked scholar from each county will receive an additional award of up to $1,500.

Applications and eligibility criteria are available from your high school guidance office or from the Florida Department of Education Web site: www.floridastudentfinancialaid.org.

Valencia receives electronic information about eligible Valencia scholars from the Florida Department of Education. You must designate Valencia as the school you plan to attend and must enroll for at least six credits of college-level course work each term. Initial award amounts are estimated for purposes of Valencia’s financial aid award planning. Actual
payment depends upon the program regulations and the amount of tuition and fees assessed for the term.

The scholarship will cover the designated percentage of in-state, college-level tuition and fees for a maximum of 45 credits of course work each year. It is available in Fall and Spring Terms only. Your financial aid award will reflect an estimate of the maximum amount that would be covered if you used all 45 credits in the year. **Actual payment will be based on your actual tuition charges.**

Bright Futures awards are available for Fall and Spring Terms only.

For additional details about the Bright Futures program and program regulations, visit [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

**Other Florida Scholarships Offered by the Florida Department of Education**

The Florida Department of Education offers a number of scholarships for Florida residents. Please consult the Florida Department of Education Web site: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

**Outside Private Scholarships**

Many clubs and organizations offer scholarships to college students. Students can obtain information about these awards from high school guidance offices, libraries, or from the Internet. The following FREE Internet scholarship search services are recommended: [http://www.fastweb.com](http://www.fastweb.com) and [http://www.cashe.com](http://www.cashe.com).

Valencia posts information to a scholarship bulletin board at [http://valenciacc.edu/fi](http://valenciacc.edu/fi) and each campus newsletter publishes scholarship information on a regular basis.

If you or your family belong to any social, civic, ethnic, religious, professional or service groups, you should contact them. They often have educational assistance programs that are not advertised. Also, employers often have educational assistance plans for employees and/or dependents.

**Federal Family Education Loans**

Valencia students are eligible to participate in the Federal Family Education Loan Programs. There are three programs: the Subsidized Federal Stafford Loan, the Unsubsidized Federal Stafford Loan, and the Parent Loan for Undergraduate Students (PLUS).

Applicants must first apply for grants by completing the Free Application for Federal Student Aid (FAFSA).

A separate Valencia Federal Stafford Loan Application Request and Master Promissory Note is required each academic year.

First time borrowers at Valencia must complete an Entrance Counseling Program by going on-line to [www.nelnet.net](http://www.nelnet.net).

Federal Family Education Loans are established and supported by the federal government, but a participating commercial lender, such as a bank or credit union, actually makes the loan. ALL FEDERAL FAMILY EDUCATION LOANS MUST BE REPAID.

To receive any loan, you must enroll in at least six credits each term.

NOTE: If you have defaulted on a prior student loan at any institution, Valencia reserves the right to refuse to certify additional student loans unless the default was resolved by paying the prior loan in full.

**Subsidized Federal Stafford Loan**

This loan requires unmet financial need. The federal government will pay the interest while you are enrolled in school, and you must begin repaying the loan, plus interest, six months after you leave school or drop to less than half-time status. You must be enrolled in at least six credits per term. Students with less than 30 college-level credits in their current degree program at the time of application may borrow up to $2,625 per year or the amount of unmet financial need, whichever is less. Students with more than 30 college-level credits in their current degree program at the time of application may borrow up to $3,500 per year or the amount of unmet financial need, whichever is less. Because an outside lender must approve loans, you should allow 3 weeks for your loan approval (in addition to the time required to process your financial aid application).

**Unsubsidized Federal Stafford Loan**

This loan does NOT require financial need; however, you must first apply for need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Interest will accrue at a variable rate on this loan while you are in school. You must begin repaying the loan, as well as accrued interest and current interest, six months after you leave school or drop to less than half-time status. You must be enrolled in a minimum of six credits per term. Dependent students with less than 30 college-level credits in their current degree program at the time of application may borrow up to $2,625 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Dependent students with more than 30 college-level credits in their current degree program at the time of application may borrow up to $3,500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Independent students may also borrow an additional $4,000, not to exceed the cost of education less other financial aid. Because an outside lender must approve loans, you should allow 3 weeks for your loan approval (in addition to the time required to process your financial aid application).

**Parent Loan for Undergraduate Dependent Students**

Parents of dependent students may borrow on behalf of their children. Income is not a factor, but the borrower cannot have adverse credit. The student must first apply for other types of financial aid by completing the Free Application for Federal Student Aid (FAFSA). Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with variable interest rates beginning 60 days after disbursement.
How do I apply for a Federal Family Education Loan?

You must first establish your eligibility for grants by completing all application steps listed earlier in this section.

A separate Loan Request and Promissory note is required. Instructions and application forms are available at http://valenciacc.edu/finaid.

Work Study Programs

Federal College Work Study

This is a federal work program for students with financial need. You may be employed on a Valencia campus or as a reading tutor in a local public school. As a work-study employee, you may work up to 20 hours per week and earn at least minimum wage--up to the amount of your financial need.

You may inquire about your eligibility by visiting a campus Answer Center.

How will I receive a job assignment?

If you wish to be considered for an on-campus job, you must complete a work-study job assignment form, available in the Answer Center or online at http://valenciacc.edu/finaid.

Supervisors who hire work-study students will review your assignment form and will contact you to discuss your schedule and availability. If selected, your supervisor will have you meet with a Financial Aid Specialist to complete the remaining assignment documents. You will need to bring your Social Security Card and proof of citizenship or eligibility to work in the U.S. with you to your meeting.

How will I receive payment for my Federal Work Study Award?

Federal Work Study is an opportunity to work and build work experience. You will receive a paycheck from Valencia’s Payroll Department every two weeks based on the time sheet you and your supervisor will keep. You will receive a packet of information about this process when your assignment documents are completed.

Institutional Work Study

Various campus departments and laboratories have funding to hire students as part-time employees. You should inquire in the departments about any available openings.

Rights and Responsibilities of the Financial Aid Recipient

As a student financial aid consumer,

You have the right to:

- Be informed about financial aid application procedures, cost of attendance, aid available, and renewal requirements.
- Have confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Request a review of decisions made by the Valencia Community College financial aid staff. A letter explaining your situation in detail should be submitted to the Director of Financial Aid Services.

You have the responsibility to:

- Complete applications correctly and on time.
- Read and understand all materials sent to you from Financial Aid Services and other financial aid agencies by e-mail and/or letter; keep copies of all forms and materials submitted.
- Know and comply with the rules governing your aid program(s).
- Comply with the provisions of any promissory note and all other agreements you sign.
- Register for the appropriate number of credits and maintain satisfactory academic progress.
- Request personal assistance if you have questions or do not understand the information provided to you.

Veterans

All of Valencia’s A.A. Degree, A.A.S. Degree, A.S. Degree and Certificate programs are approved for veteran’s educational benefits. (Non-credit continuing education programs are not approved.)

To receive veteran’s benefits, contact the Student Services Office on any Valencia campus. You will be required to receive academic advising prior to your registration and you must follow your specified degree program.

Benefit Checks

Benefit payments will vary depending upon your individual eligibility. The first monthly check is mailed approximately eight weeks after the beginning of the term to the address on your application. You may apply for direct deposit of your checks by calling 1-800-827-1000.

Deferment for Payment of Registration Fees for Veterans

The Veteran’s Certifying Officer in the Student Services Office will issue a deferment for payment of student fees the first time you register for classes, or following a break in your educational program, provided you are eligible and all documents are on file. The deferment is for registration fees only and will be due 60 days from the first day of classes for the term. You are fully responsible for paying the VA deferment, even though your benefit checks may not have begun by the date the deferment is due. If the deferment is not paid on time, you will be placed in default and you will not be eligible to have a VA deferment in the future.

Academic Standards for Receiving Veteran’s Benefits

All students receiving veteran’s benefits must maintain a minimum 2.0 cumulative overall grade point average and a completion ratio of at least 50% of the credits attempted over the previous two consecutive terms.

If you fail to meet these requirements, benefits will be terminated. To reinstate your benefits, you must bring your grade
point average and completion ratio up to the required levels.

**Standards of Progress for Veteran Benefits in Criminal Justice Institute Programs**

Students enrolled in any Criminal Justice Institute Training Program must maintain satisfactory progress.

Students are required to attend all classes and take all examinations required by the Criminal Justice Training Institute and the Criminal Justice Standards and Training Commission, receive a minimum score of 80%, and demonstrate proficiency to receive a passing grade of “P.” An “F” in any course will cause the student to retake the course.

Students will be dismissed from the program and terminated from Veteran’s Benefits if they fail two examinations (courses) in the program or have any unexcused absences.

Excused absences are given when a student can show evidence of illness, death in immediate family, jury duty or other equally serious reason for non-attendance. The professor will determine if an absence is excused or unexcused.

**Notifications to Veterans Certification Office**

1. Progress reports are filed with the VA Certification Office each month. These reports show grades as “P” passing or “F” failing as well as dates and hours of absence.

2. Veterans Benefits recipients are notified of progress by the VA Certification Officer with emphasis on the fact that continuation of unsatisfactory progress and/or unexcused absences will result in an interruption of VA Benefits.

For additional information about conduct and behavior policies for Criminal Justice Institute students, see Appendix C.

**Conditions of Re-entry**

A student may re-enter the program following dismissal due to unsatisfactory progress or conduct only when the following conditions exist:

1. The cause of the unsatisfactory conduct or progress has been removed.

2. It is deemed through counseling that the program which the veteran or eligible person now proposes to pursue is suitable to his/her aptitude, interests and abilities.

3. The student meets all requirements of the academy at the time of reaplication.
Valencia Community College is dedicated to helping students define and meet their life, career, and education goals. LifeMap is Valencia’s name for the system of services, programs and interventions designed to help students achieve these goals.

LifeMap is based on Valencia’s Developmental Advising model, which is a learning-centered approach that fosters an advising alliance among students, faculty, and other college professionals. This alliance develops through mutual trust, shared responsibilities, and a commitment to helping students identify, clarify, and realize their life, career, and education goals. Developmental Advising integrates Valencia’s core competencies (Think, Value, Communicate, and Act) in an ongoing growth process which assists students in making realistic choices based on self-awareness of abilities, interests and values. The results for students are social and academic integration; life, career, and education plans; and acquisition of study and life skills.

LifeMap is a process for figuring out “what to do when” to assist you with your life, career, and education goals. Watch for LifeMap signs and publications that will help guide you through your Valencia experience.

LifeMap Tools

The My LifeMap tab in Atlas contains information and Web-based tools to support your goal setting and planning process. The stages of LifeMap, as well as the Valencia programs and services that support each LifeMap stage, are explained, along with progress indicators for each stage that allow you to chart your progress. My Career Planner provides assessments, career, and major exploration and the ability to select and save your career, major, and occupational goals. My Education Plan guides you through the course selection process to complete your associate’s degree or technical certificate and allows you to save up to three different education plans. My Financial Planner assists you in developing a budget plan to finance your education. The current content includes modules through which you can learn about the budget planning process. Another component, which is under development, will allow you to develop and save a personal budget. My Portfolio allows you to save examples of your academic work, to request review and feedback from faculty, and to create a public resume of your achievements. My Job Prospects provides job and occupational information from Central Florida in an easily searchable database.

Atlas

Atlas is Valencia’s online learning community, customized to each individual’s interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, financial aid, and academic records.

Atlas Password/Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a unique password that allows you to electronically access your student records and to register for classes. When you establish your Atlas account, you will be asked to select a six-character, alphanumeric password that will serve as your PIN to log in each time. By creating a unique PIN, you will help provide increased security for your student records. It is important that you do not forget your PIN since you will be required to enter it any time you log in to Atlas. If you do forget your PIN, you should follow the directions on the Atlas home page to re-set your PIN.

Atlas and Student E-mail Accounts

As an enrolled Valencia student, you will receive an e-mail account through Atlas; this will be the primary form of communication from Valencia to you. You should not forward your Atlas e-mail as many Internet service providers filter Atlas e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your Atlas e-mail, on your individual course sites, and throughout Atlas as general information. Through Atlas, you can register for courses, change your schedule and withdraw from courses; review your account and pay fees; see financial aid information; view your grades, obtain degree audits and unofficial transcripts; request official transcripts; and update your address. Also, you can develop your career and education plans as well as document your learning outcomes in Atlas.

Valencia will use your Atlas e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail. It is suggested that you set your Web browser to Atlas and check your account every day.

Sign on to Atlas at http://atlas.valenciacc.edu and follow the directions for login. The Acceptable Use and Privacy Policies are included on the site.

Atlas Access Labs

Atlas Access Labs support student success with the use of computers for career and education planning through Atlas, Valencia’s Web-based learning support system. Within Atlas, the My LifeMap tab provides the Web tools of My Career Planner, My Education Plan, My Financial Planner, My Portfolio, and My Job Prospects. These tools will help you develop and save career and education plans, examples of academic work, and job exploration that can be reviewed with
access labs are on each campus and are available to all enrolled students.

**Atlas Access Lab Assistants**

Atlas lab assistants who work in the Atlas Access Labs receive hourly pay and can earn additional pay for service hours. Contact an Atlas Access Lab Manager for more information.

**Answer Center**

An Answer Center is located on each campus. The Answer Center should be your first stop in seeking answers to questions regarding college processes and procedures. Cross-trained student services specialists knowledgeable about admissions, financial aid, advising and many other areas are available to work with students on a walk-in basis. Specialists in the Answer Center have the ability to clarify initial education goals; review the admissions application and answer questions about the process; answer financial aid questions and refer students to financial aid specialists as necessary; and describe the entry testing process and direct students to entry testing preparation materials. Specialists can help students continue with the processes and procedures to achieve their goals including change of major, degree audits, referrals to academic advisors, transcript requests, financial aid, and graduation applications.

You may see a Student Services Specialist on a walk-in basis during hours of operation: 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. (Friday hours vary during the Summer Terms.)

**Bookstore**

Owned and operated by Valencia Community College, the bookstore provides services to students, faculty, and staff.

You may purchase your books through the bookstore Web site: http://valenciacc.edu/bookstore or http://valenciabookstores.com. This service is available from four weeks before classes start through the week before classes start for the Fall, Spring and Summer Full Terms. You must have your complete class information, including CRN numbers, to order the correct books. Buying books online is a pre-paid service and is available to all students using either a credit card or financial aid. This service also is helpful in looking up book information for your classes.

In addition to textbooks, the bookstore sells Valencia logo items, classroom supplies, computer products, engineering and drafting supplies, and other accessories.

The bookstore staff is available to assist you. They will tell you which books are appropriate for which classes and help you special order anything you may need (software, electronics, etc.). All special orders require a 50% deposit.

Regular bookstore hours are Monday-Thursday, 7:00 a.m. - 7:00 p.m. and Friday, 7:00 a.m. - 5:00 p.m. The bookstore observes extended hours during the first week of Fall and Spring Full Terms.

You may pay for your purchases in the bookstore by cash, personal check or credit card: American Express, Discover, MasterCard, or Visa. Your (or your parent’s) personal check with pre-printed name and address will be accepted if it is properly completed—made payable to the Valencia Bookstore for the exact amount of your purchase with your Valencia Identification Number (VID) and telephone number.

Financial aid purchases in the bookstore are available as your financial aid becomes available each term. Financial aid purchase dates are posted for each term in the Bookstore and on Atlas.

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

1. you accompany the return with the original, dated register receipt;
2. you have not written (even your name) or made any marks in the book(s);
3. you return the book(s) during the first two weeks courses meet for Fall, Spring, and Summer Full Terms;
4. you return the book(s) during the first week of any course that is not a Fall, Spring or Summer Full Term course;
5. the books are in the same condition in which you bought them (no marks in new books); and
6. you paid by personal check and your check has cleared the bank.

Publishers, not the bookstore staff, set textbook prices. When publishers increase prices, the bookstore must increase prices accordingly. Used books are sold as is.

**Used Book Buy-Back Service**

At the beginning and end of Fall, Spring and Summer Full Terms, a used book buyer provides a buy-back service for used textbooks. The bookstore buys books from students at 50% of the current new price—if the books are in salable condition and will be used again at Valencia. If a book has been discontinued at Valencia but is still current, it may be sold to the used book buyer at the current market price. Books are purchased at the discretion of the used book buyer and the bookstore.

**Career Development Services**

Located on each campus, Career Development Services offers a variety of services to assist you in making career decisions, setting career goals, and conducting a job search. You also can use My Career Planner in Atlas to develop your plan. Visit Career Development Services when you want to:

- take self-assessments and career assessments
- find out about various careers
- research options for careers available in your major
- examine profiles of colleges and universities
- get information on transfer requirements
• find out about current working environments, salary levels and job trends
• write a resume or cover letter
• develop successful interview techniques.

In addition, Career Development Services can offer assistance with your transition to a four-year college or university. Transfer manuals, catalogs, and admissions guides for Florida colleges and universities, as well as out-of-state institutions, are available in Career Development Services.

**Children on Campus**

Valencia has no child care facilities. Students are responsible for making child care arrangements as children are not allowed in classrooms and are not allowed unattended at the college.

**Emergencies**

An emergency is defined as the illness or injury of an individual while on campus or any disturbance on campus that, if immediate action were not taken, could result in a serious injury or possible death.

In case of an emergency, the campus Security Office should be contacted immediately. Telephones are located in each building and in the parking lots for emergency use. If 911 has been called directly, security still needs to be contacted to direct emergency services to the scene.

Valencia assumes no responsibility for payment of expenses related to medical treatment or transportation to a medical facility.

**Emergency Communications**

There are yellow emergency call boxes attached to various light poles in the parking lots. The locations have large blue signs with white lettering. Opening the door will activate the call box and will transmit the location of the alarm over the Security Department radio system.

Valencia will not accept personal calls for students except in a case of life or death. In the case of a life or death emergency, students or families should contact the appropriate Security Office:

- **Criminal Justice Institute** 407-582-8000
- **Downtown Center** 407-582-3000
- **East Campus** 407-582-2000
- **Osceola Campus** 407-582-4000
- **West Campus** 407-582-1000
- **Winter Park Campus** 407-582-6000
- **Sand Lake Center** 407-582-6750

**Equal Opportunity and Diversity**

Valencia is committed to ensuring equal access and equal opportunity for students and staff. The Office of the Vice President for Human Resources and Diversity operates to assist Valencia in fulfilling its commitment to provide equal educational opportunities to its diverse student population. The Human Resources and Diversity staff provides comprehensive and inclusive programs and services to benefit Valencia’s student body and the total community and develops training and support programs to enhance staff and faculty recruitment, growth and advancement. This office also investigates and seeks solutions to concerns regarding harassment and discrimination within the college. Finally, the Office of Human Resources and Diversity works with the college staff and various community partners to achieve diversity within the institution’s workforce.

**FACTS**

FACTS (Florida Academic Counseling and Tracking for Students) is a Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, degree audits, and more! If you want to view your Valencia records in FACTS, you will need to use your Valencia ID number or your Atlas user name or your Social Security number and your Atlas PIN number. You can access FACTS through www.facts.org.

**Food Service**

Cafeterias are operated by an outside vendor on East, Osceola, and West Campuses. Vending machines are located at all college sites.

**Health Service**

Health service is not available at Valencia. In case of a serious emergency, 911 emergency services will be called. Valencia is not responsible or legally obligated for your medical expenses.

**Dental Care**

The Dental Hygiene Clinic on the West Campus is available to students, staff, alumni and the general public. Dental Hygiene students perform dental cleanings and x-rays on an appointment basis. Telephone 407-299-5000, extension 1305 or stop by Building 3, Room 134 to inquire about how to make an appointment.

**Charges (subject to change) are:**

- **Cleaning (including fluoride)** $10.00
- **X-rays (full mouth series, bite wings or panoramic)** $10.00 (Requires approval from patient’s dentist)

**Hours of Operation**

Many offices are open to provide services during the evening. For hours of operation, please call each campus office or look for the listing in the Student Handbook.

**Housing**

Valencia has no residence halls and assumes no responsibility for the acquisition or supervision of housing for students.

**Libraries**

Offering a combination of resources and an integrated learning-centered environment that promotes student success, the libraries serve as one-stop, multi-use service points for the college community. Valencia has a library on...
each campus to support classroom-related research and information needs via library holdings, audiovisual, computer and other services. Valencia students may use and check out materials at any campus library and also can borrow materials from all Florida community college and state university libraries, including the University of Central Florida. In addition, the libraries provide, through statewide and national interlibrary loan systems, access to materials not held in campus collections, students can access library holdings and LINCCWeb databases via the Internet: http://catalog.linccweb.org/F/?i=VCCEA&72354.

A valid Valencia ID card is required for all library services.

Valencia’s libraries house and maintain 177,488 books, 523 periodicals, 64,891 microforms and 19,763 audiovisual materials (videotapes, CDs, audiotapes, etc.) and 14,000 eBooks. Each campus provides computer workstations with access to the Internet and over 70 online databases, most of which can be accessed via the Internet. Librarians and other qualified staff assist with research for course assignments, documentation, classroom instruction, interlibrary loan and the utilization of other resources, services and technologies.

The loan period for most materials is 21 days. Students are charged for overdue and lost materials. The per-item fine is $.25 per day for overdue circulating materials and the fine structure varies per item for reserve materials. A hold is placed on grades, transcripts and graduation for any outstanding obligations. Library fines must be paid in person at any campus Business Office.

For additional information regarding available resources and services, including hours of operation, visit the Valencia Web site: http://valenciac.edu or call the college at 407-299-5000.

Lost and Found

Lost and found services are maintained in the Security Offices at all locations. All found articles should be turned in to those offices. You should check with those offices when seeking a lost article.

Items are retained for a limited time. If you find that you have lost an item, contact Security right away.

Mail

You are required to keep Valencia informed of your current mailing address, which you can update through your Atlas account. Since 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.

New Student Orientation

All new students are required to participate in an orientation session before registering for their first term. New Student Orientation for degree-seeking students includes a campus tour, information on education planning and college resources including LifeMap Tools, and group advising. Following application to Valencia and entry testing, new and transfer degree-seeking students must make an appointment for a New Student Orientation session. Orientations are held weekdays, evenings, and Saturdays.

After participating in New Student Orientation, students can register for classes in Atlas, according to the schedule for registration. For registration assistance, students may visit the Atlas Access Labs on the campuses.

Office for Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) provides individual assistance to students with documented disabilities based upon the need and impact of the specific disability. Such services may include, but are not limited to, orientation to campus facilities and services, assistance with classroom accommodations, assistance with course registration, adaptive equipment, counseling, and referral to campus and community services for students with disabilities. To inquire about support services, individuals who plan to attend Valencia should visit the Web site http://valenciac.edu/osd and take appropriate documentation of disability to the OSD Office on their campus:

East Campus
Building 5 - Room 216
Phone: (407) 299-5000, extension 2229
TTY: (407) 582-2122

Osceola Campus
Building 1 - Room 152
Phone: (407) 299-5000, extension 4167
TTY from Orange County: (407) 847-3626
TTY from Osceola County: (321) 697-4295

West Campus
SSB - Room 102
Phone: (407) 299-5000, extension 1523
TTY: (407) 582-1222

Winter Park Campus
Building 1 - Room 216
Phone: (407) 299-5000, extension 6887
TTY: (407) 582-0697

Libraries have TTY phones as well.

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 permit. An application for a parking permit must be filled out online through Atlas and a copy, along with the Valencia ID and vehicle registration, must be submitted to a campus Security Office during the time of registration for classes. Decals are issued at no cost to students and employees. Lost, stolen or damaged decals must be replaced.

Emergency or temporary permits for short-term periods may be obtained at the campus Security Office, 7:00 a.m. to 10:00 p.m., Monday through Friday, and 7:00 a.m. to 2:00 p.m. on Saturday.
Disabled Person Parking Permits

Persons with temporary or permanent disabilities must have a State of Florida Disabled Person Parking Permit to park in spaces designated for persons with disabilities.

Parking Regulations

Students must park in spaces designated with white stripes.

Students with disabilities may park in the white (General Parking) spaces or in the Disabled Person Parking Only spaces if the vehicle bears a valid Disabled Person Parking Permit.

Parking is prohibited on roadways, sidewalks, grass areas, wheelchair ramps, ends of aisles, along parking lot curbs and in areas temporarily restricted. In the event a vehicle must be parked illegally to await repairs or fuel, campus security must be notified immediately.

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

Trailers, motorhomes and similar recreational vehicles will not be parked anywhere on campus without approval of the Security Office. Vehicles parked in such manner as to block another vehicle or the flow of vehicular traffic may be moved or impounded at the owner’s expense.

Permission to leave a vehicle on campus overnight must be obtained from the Security Office. Valencia assumes no responsibility for loss or damage to vehicles parked on college property. Vehicles left parked on campus in excess of 72 hours will be considered abandoned and towed at the owner’s or operator’s expense.

Moving Traffic Regulations

Speed Limits:
Perimeter Roads - 25 MPH
Parking Lots - 10 MPH

Observance of stop signs and entrance and exit lanes will be strictly enforced.

Driving and Parking Offenses

The following are prohibited: parking in RESERVED, LOADING or other unauthorized areas; blocking or obstructing traffic, a street, a sidewalk, a wheelchair ramp, a building entrance or exit, or another vehicle; or parking on grass areas and/or along parking lot curbs. Student parking in faculty/staff areas (designated with yellow stripes) is prohibited. Parking in disabled-person-only zones, blocking wheelchair ramps, or repeated violations of other parking regulations can subject the vehicle to impoundment at the owner’s or operator’s expense. Repetitive parking violations are considered a violation of student code of conduct rules. In addition to a monetary fine, disciplinary action may be taken.

Bicycles shall not be ridden on the sidewalks between or around the buildings. All bicycles shall be walked from the parking lot areas to the approved parking areas.

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

Visitor Parking

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

Parking 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 the fine. Fines for parking violations are payable at a campus Business Office. Unpaid citations will result in an “administrative hold” on all college records. Students with a hold will not be authorized to receive grades or transcripts and may not be allowed to register until delinquent fines are paid.

Parking Violations

Disabled Person Spaces, Ramps $ 250.00
(Fine does not double)

Placement Services

Placement Services, a part of the Internship and Placement Office, is the means by which students and employers connect. Students may identify part-time and full-time employment opportunities in their career fields through College Central Network, Placement Services’ online job bank, by accessing the Web site: http://valenciacc.edu/ipo.

Other services provided include:

- Links to job fairs and employer Web sites
- Job search course taught traditionally and online
- On-campus recruitment by employers
- Job fair
- Dining etiquette seminar

In addition, the Internship and Placement Office has partnered with six leading employment agencies to provide direct job placement to students who graduate with an Associate in Applied Science or an Associate in Science degree or who complete a certificate.

Further information is available in Career Development Services on the Osceola and Winter Park Campuses, in the Internship and Placement Offices located in Career Development Services on East and West Campuses, and from the Web site: http://valenciacc.edu/ipo.

Public Transportation

Lynx provides bus service to all Valencia locations. Schedules are available in the Student Development Offices.
Security Services

Campus Security personnel are on duty 24 hours a day to provide for the safety and welfare of students, faculty, and staff and to control traffic and parking. 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 Answer Center, Security Office, Student Services, and Student Development Office, as well as in the Human Resources Department and in the Student Handbook. In addition, crime statistics are available through the Valencia Web site: http://valenciacc.edu.

Student Assistance Services (SAS)

Valencia Community College has contracted with a private and confidential counseling service, to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues.

On each campus, a designated Valencia staff member may authorize a face-to-face counseling session with an SAS counselor who will assist with further referrals. For more information, call or visit a counselor in Student Services on any campus.

Student Development

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. Student Development on each campus offers a variety of programs and services. These include: Student Government Association, campus activities, student clubs and organizations, co-curricular programs, student leadership programs, intramural sports and wellness program, community service programs, campus publicity and newsletters, student identification cards, and college and community information.

Participation in any of these programs provides opportunities for making personal connections on campus with other students, faculty, and staff; learning skills to enhance the achievement of life, career, and education goals; and applying classroom learning.

Peer Educators and Welcome Team

Student Services hires enrolled students to work part time as Peer Educators and Welcome Team members. The student leaders can receive tuition reimbursement and hourly pay. For more information, contact your campus Student Development Coordinator.

Student Learning Laboratories

Valencia provides a variety of learning laboratories for currently-enrolled students. Although the labs are not the same on all the campuses, each campus has labs designed to assist students who need help in reading skills, writing skills, and/or mathematics skills. All students have the opportunity to utilize tutorial assistance, instructional software materials, CD ROMs, video and audio tapes, and many other support materials. In addition, computer labs are available for use in completing Valencia course work. There are several locations with modem connections for students using their own laptops.

For current information on purposes and operating hours of labs on each campus, you may obtain a listing from Valencia’s Web site: http://valenciacc.edu/labs or in the Answer Centers, Student Development Offices, libraries or academic division offices.

If you are pursuing an A.A.S or an A.S. Degree, a certificate or a diploma, you may check in this catalog for the course requirements of your career program and you should meet with your career program advisor. Career program advisors, who work with specific career programs, are available on East, Osceola, and West Campuses to provide program planning and to answer specific questions about requirements and program completion of A.A.S. and A.S. Degree, certificate and diploma programs. Program planning outlines which list the requirements for each career program, the suggested order in which to take the courses, and basic career information are available in the Answer Centers, Student Services, and academic division offices.

Student Services

Student Services is located on each campus. Academic advising staff and counselors provide developmental advising which includes life, career, and education planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, preparation for university transfer, and workforce preparedness.

The LifeMap tab in Atlas contains information and Web-based tools to support your goal setting and planning process. You are encouraged to use the LifeMap Tools and to meet with an academic advisor or counselor as you progress towards your degree--at the least, as you complete 15, 30 and 45 credits.

You may see a Student Services staff member on a walk-in basis during hours of operation: 8:00 a.m. to 7:00 p.m., Monday through Thursday; and 8:00 a.m. to 5:00 p.m. on Friday. (Friday hours vary during the Summer Terms.) When you come to Student Services, you may request to see a specific staff member.

If you plan to obtain an A.A. Degree, check in this catalog for the degree requirements. You may see an academic advisor or counselor for assistance in knowing how your courses apply toward a degree. If you plan to transfer to a four-year college or university, you should utilize Valencia’s resources early in your enrollment at Valencia to determine specific courses you need to prepare for your major. Academic advisors and counselors can assist you in this process. It is important to make transfer plans early to ensure a smooth transition into the university program.

Transfer Tips (not necessarily in the order to be accomplished):

1. Visit Valencia’s Career Development Services and clarify your career goals.
2. Make use of Valencia’s online LifeMap Tools to assist in your career and education planning.
3. Utilize www.facts.org, the State of Florida’s online advising system, which includes planning outlines for each major as well as information on admission, financial aid, scholarships, and special programs.

4. Make use of the Web site of the college/university to which you plan to transfer.

5. Find out if the program you plan to pursue at the university is a limited access program which might have additional admission requirements such as completion of specific courses, minimum grade point average, minimum test scores, an interview, an audition, submission of a portfolio and/or deadlines.

6. Be certain of the foreign language requirement(s) of the institution you want to attend; some institutions and some majors have both admission and graduation foreign language requirements.

7. Submit your application for admission as early as possible; many universities recommend applying one year in advance. Check with the university of your choice for priority application deadlines. The application for the state universities is available online through www.facts.org.

8. Take a campus tour of the transfer institution.

9. Satisfy the CLAST (College Level Academic Skills Test) requirement or meet CLAST Alternative criteria while you are enrolled at Valencia. (See the Academic Calendar in the online official catalog for the CLAST application deadline.)

10. Upon completion of 45 college-level credits, apply for graduation from Valencia through your Atlas account. (See the Academic Calendar in the online official catalog for the graduation application deadline.)

11. Check into on-campus and/or off-campus housing at the transfer institution.

12. Check with the admissions office at the transfer institution concerning required documentation of immunization (a requirement of all state universities).

13. If you plan to transfer to UCF, see the Central Florida Higher Education Consortium entry in this catalog and attend Grad Track, a transfer workshop held at Valencia each November.

**Student Support Centers**

Student Support Centers for communications and mathematics provide computer-based assistance with college-preparatory course work. Student Support Centers are on each campus and are available to all enrolled students.

**Tutoring Services**

Valencia offers tutorial assistance at no charge to students for academic courses in which they are currently enrolled. Tutoring Services matches students having academic difficulty with tutors who demonstrate competence in the course curriculum. Tutoring services are available based on a determination of need and the availability of resources.

Tutoring Centers are located on East, Osceola and West Campuses, and the services also are available in the Communications and Math Support Centers on the Winter Park Campus.

Opportunities for students who would like to be tutors are available through the Tutoring Centers.

**Valencia Volunteers**

Valencia Volunteers is an organization whose purpose is to encourage participation by students in various forms of community service. Students have the opportunity to work through many community agencies in such diversified areas as programs for troubled youth, the elderly, people with disabilities, public schools and many others. Visit Student Development on any campus for contact information.
Entry Testing and Placement

Completion of entry testing is required prior to participation in New Student Orientation/Advisement and prior to registration for any course that has a specific entry test score as a prerequisite.

To be valid, entry test scores must be less than two years old.

Valencia Community College wants you to be successful in accomplishing your educational goals. To evaluate your level of preparation, the Florida Department of Education and Valencia require entry testing for your initial placement in English, reading, and mathematics courses.

If your entry test scores are more than two years old, you must take the CPT (Computerized Placement Tests) for placement.

For placement purposes, each of the skill areas of English, reading and mathematics are independent of each other which means that you may place at the college level in one or more areas and at the college-preparatory level in the other area(s). College-level ACT and SAT scores can be used for placement in lieu of CPT scores. You may use the highest score from the CPT, ACT or SAT for placement; for example, you may use your CPT score for placement in mathematics and your SAT score for placement in reading and English.

If your skills are below the levels defined by the Florida Department of Education as required for successful performance in a college-credit program, you may be restricted to college-preparatory courses and any other instruction for which you are adequately prepared.

The Testing/Placement Charts that provide scores and corresponding course placements are located later in this catalog section.

CPT (Computerized Placement Tests)

Valencia’s Assessment Office offers the CPT (Computerized Placement Tests) from The College Board. The CPT assesses English, reading and mathematics skills. You must apply to Valencia before being assessed, and there is no additional charge for the CPT. It is given on all four campuses, and no appointment is necessary. Although there is no time limit, the CPT takes approximately one and one-half to two hours and is available days, evenings and on Saturdays. To take the CPT, visit the Assessment Office on any campus and bring an official, government-issued photo identification such as a driver’s license or a passport.

You are strongly encouraged to prepare for the CPT. Retakes are not permitted without written permission and additional preparation through participation in a review session. For each section of the CPT, you can attend a review session and retest only one time. You cannot retake the CPT once you have begun any sequence of college-preparatory course work.

Requirements for Taking the CPT

Whether you are a full-time or a part-time student, if you do not qualify for one of the exceptions that follow, you must complete the CPT prior to participating in New Student Orientation/Advisement and prior to registration for any course that has a specific entry test score as a prerequisite.

If your entry test scores are more than two years old, you must take the CPT for placement.

Students who do not have a standard high school diploma or GED must meet Federal Ability to Benefit (ATB) guidelines in order to be eligible to attend credit courses and receive federal financial aid. Valencia has identified the CPT as the only acceptable test for ATB purposes. For specific CPT scores needed, please visit the Answer Center on any campus.

Exceptions to Requirements for Taking the CPT

You will be exempt from taking the CPT, unless needed as a prerequisite for a specific course, if you provide written documentation for one of the following exceptions:

1. You have official ACT and/or SAT scores less than two years old that place you in college-level course work at Valencia.

2. You have attended a United States regionally-accredited college or university in which English was the language of instruction and have completed college-level or the highest college-preparatory-level course work, as evaluated by Valencia, in English and/or mathematics with a grade of C or better.

3. You hold a college degree from a United States regionally-accredited college or university in which English was the language of instruction and have submitted your official transcript to Valencia for review.

4. Your official Valencia record indicates that you are enrolled in another college or university and you have applied to Valencia for transient status.

5. Your official Valencia record indicates that you are enrolled for teacher recertification.
6. Your official Valencia record indicates that you are enrolled in an Applied Technology Diploma, an Advanced Technical Certificate, a Technical Certificate or a Vocational Credit Certificate program.

7. Your official Valencia record indicates that you are enrolled for job improvement or personal interest.

8. You choose to begin with the most basic college-preparatory courses: College-Preparatory Reading I, College-Preparatory English I, and College-Preparatory Mathematics I. This decision means you waive your right for entry testing now or in the future and you will be required to complete satisfactorily the course SLS 1122 Student Success.

**How to Prepare for the CPT**

It is important that you are well prepared when you take the CPT. To prepare, you may review the Student Guide to the CPT produced by The College Board; a packet containing the Student Guide and other information on preparation for the CPT is available in the Answer Center and Assessment Office on each campus. You also may review practice tests available at the reserve desk in the libraries on any campus. In addition, workbooks, which are sold in the campus bookstores, include review materials and practice tests for self-directed study and for use in review sessions.

Review sessions are offered to help you review the major skills assessed by the CPT; they are not designed to teach skills you have not learned previously. Offered at Valencia throughout the year, the review workshops are self-paced and are held on a walk-in basis during posted hours. The workshop hours and locations are available in the Answer Center, Assessment Office, and Student Services on each campus.

Special, three-hour, instructor-led CPT review classes for Sentence and Reading Skills are held on the West Campus as determined by the Communications Department. When the instructor-led review classes are being conducted, self-paced reviews for Sentence and Reading Skills are not available on West Campus. Call 407-299-5000, extension 1812 for dates and details.

**ACT and SAT**

If you have taken the ACT and/or SAT and your scores place you in college-level course work in English, reading and/or mathematics at Valencia, you may use these scores as an alternative to the corresponding sections of the CPT. You may use your ACT and/or SAT scores if they are less than two years old. If you have the required SAT-I or Enhanced ACT scores, you must submit an official score report or an official transcript with the scores to a campus Assessment Office.

**Entry Testing for Non-Native Speakers of English**

Instruction at Valencia is in the English language. Students must have adequate mastery of the English language to pursue a course of study for credit. If you are seeking a degree or a vocational credit certificate or you are a dual enrollment student, you must complete an approved entry test. If you want to enroll in a course with an English, reading or mathematics prerequisite and you have not satisfied the prerequisite through successful completion of course work, as determined by Valencia, you must complete an approved entry test.

You will not be required to demonstrate English as a second language proficiency if you have completed Freshman English Composition or its equivalent (as determined by Valencia) with a grade of C or higher or earned an Associate in Arts Degree for which English was the language of instruction. Official college/university transcripts are required for demonstrating English proficiency.

**LOEP and TOEFL**

The LOEP and TOEFL are the tests of English proficiency for non-native speakers of English used for initial course placement at Valencia. Most students take only one of these two tests. To be used, your scores must be less than two years old.

When you take the LOEP (Levels of English Proficiency) test, you also will be asked to write a brief essay in English. You will have one combined score for the LOEP and Essay. You must have applied to Valencia and paid the college application fee to take the LOEP and Essay; there is no additional charge and no appointment is necessary. The LOEP and Essay may be taken days or evenings on any Valencia campus; allow approximately three and one-half hours for completion. To take the LOEP and Essay, visit an Assessment Office on any campus and bring an official, government-issued photo identification such as a driver’s license or a passport. You may take the LOEP and Essay only once every 90 days. Once you begin course work in English as a Second Language for Academic Purposes (EAP), you are no longer eligible to retest on the LOEP and Essay.

The TOEFL (Test of English as a Foreign Language) is given in test centers throughout the world. To use a TOEFL score at Valencia, you must submit an official score report. Valencia accepts official TOEFL scores from the computer, Internet, and paper versions of the test.

**Immigrants, Refugees and U.S. Citizens Who Do Not Speak English as a Native Language**

If you are an immigrant, refugee or U.S. citizen who does not speak English as a native language, you may begin your testing with the CPT (Computerized Placement Tests), if you are comfortable and confident in your English skills.

If you know you want to work on your English skills or if you need to improve your English skills, you should begin with the LOEP (Levels of English Proficiency) test and Essay.

If your English proficiency is such that you are not required to take English as a Second Language for Academic Purposes (EAP) courses, the CPT in English, reading and mathematics will be used to place you in appropriate courses.

If your placement level cannot be determined by the test you take, you may be required to take an additional test(s).

If you score an average of 116 or above on the LOEP and Essay or have a TOEFL score of 197 or above on the computer version or 71 or above on the Internet version or 530 or above on the paper version, your scores on the CPT will be used for course placement.
If you score an average of 66-115 on the LOEP and Essay or have a TOEFL score of 133-196 on the computer version or 45-70 on the Internet version or 450-529 on the paper version, you will be required to complete English as a second language (EAP) courses.

If your TOEFL score is less than 133 on the computer version or less than 44 on the Internet version or less than 450 on the paper version, you will be required to take the LOEP and Essay for placement. If you need beginning English, you will be referred to Valencia’s Center for Global Languages, a county Adult Education ESOL (English for Speakers of Other Languages) Program, and / or private providers of English language instruction.

The Testing/Placement Chart for English as a Second Language for Academic Purposes that provides scores and corresponding course placements is located later in this catalog section.

If you place in EAP courses, you may take the Math portion of the CPT for math course placement once you are enrolled in EAP Level 5 or Level 6 courses. For further information about the CPT, see Entry Testing at the beginning of this catalog section.

You may enroll in a math course along with your EAP Level 6 courses.

Nonimmigrants (International Students)

If you are an international student and wish to be admitted to Valencia on a non-immigrant visa (for example, F-1, Q-1), you must present a minimum score on the Test of English as a Foreign Language (TOEFL) of 133 on the computer version or a minimum score of 45 on the Internet version or a minimum score of 450 on the paper version or a minimum average score of 86 on the LOEP (Levels of English Proficiency) test and Essay given by Valencia.

You will be required to complete English as a second language (EAP) courses if your TOEFL score is 133-196 on the computer version or 45-70 on the Internet version or 450-529 on the paper version or an average of 86-115 on the LOEP and Essay.

If your TOEFL score is below 133 on the computer version or below 45 on the Internet version or below 450 on the paper version or your LOEP and Essay score is below Level 4, you will not be eligible for admission to Valencia until the minimum TOEFL or LOEP and Essay requirement is achieved.

If your TOEFL score is 197 or above on the computer version or 71 or above on the Internet version or 530 or above on the paper version or an average of 116 or above on the LOEP and Essay, your scores on the CPT will be used for course placement.

The Testing/Placement Chart for English as a Second Language for Academic Purposes (EAP) that provides scores and corresponding course placements is located later in this catalog section.

If you place in EAP courses, you may take the Math portion of the CPT for math course placement once you are enrolled in EAP Level 5 or Level 6 courses. For further information about the CPT, see Entry Testing at the beginning of this catalog section. You may enroll in a math course along with your EAP Level 6 courses.

Entry Testing for Criminal Justice Institute Students

A State-of-Florida-approved Basic Abilities Test is required by the Florida Department of Law Enforcement for all applicants to the Criminal Justice Institute for both Law Enforcement and Corrections. There is no exemption from the test and to take it, you must have a Valencia application on file. The Criminal Justice Basic Abilities Test (CJBAT) is offered in the Assessment Offices on East, Osceola and West Campuses and there is an examination fee. (See Fees in Financial Information section of the online official catalog.)

Entry Testing for Dual Enrollment Students

You must complete the CPT or ACT or SAT prior to registration for your first term. Your scores will be used for placement in appropriate courses.

Additional Testing for Selected Health Sciences Programs

A minimum score on the Nurse Entrance Test (NET) is required prior to application to the following health sciences programs: Cardiovascular Technology, Dental Hygiene, Nursing, and Radiography. The test covers reading and math skills and environmental factors that can impact your success in the program. The test is offered on a walk-in basis in the Assessment Offices on East, Osceola and West Campuses and to take it, you must have a Valencia application on file. The NET is administered on the computer and takes three hours to complete. You must allow 30 days between retakes and there is an examination fee. (See Fees in Financial Information section of the online official catalog.)
**Testing/Placement Charts**

To be valid, test scores must be less than two years old.

### English

*Enrollment in ENC 1101 Freshman Composition I (the first college-level English course) requires college-level placement in both English and reading.*

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT English Usage (W)</td>
<td>16 or less</td>
<td>Take CPT Sentence Skills</td>
</tr>
<tr>
<td></td>
<td>17 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>SAT Critical Reading (W)</td>
<td>479 or less</td>
<td>Take CPT Sentence Skills</td>
</tr>
<tr>
<td></td>
<td>480 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>CPT Sentence Skills (W)</td>
<td>53 or less</td>
<td>ENC 0010 and ENC 0010L or ENC 0010C Followed by ENC 0012 and ENC 0012L or ENC 0012C</td>
</tr>
<tr>
<td></td>
<td>54 –82</td>
<td>ENC 0012 and ENC 0012L or ENC 0012C</td>
</tr>
<tr>
<td></td>
<td>83 or more</td>
<td>ENC 1101*</td>
</tr>
</tbody>
</table>

### Reading

*Enrollment in ENC 1101 Freshman Composition I (the first college-level English course) requires college-level placement in both English and reading.*

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Reading (R)</td>
<td>19 or less</td>
<td>Take CPT Reading</td>
</tr>
<tr>
<td></td>
<td>20 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>SAT Critical Reading (R)</td>
<td>479 or less</td>
<td>Take CPT Reading</td>
</tr>
<tr>
<td></td>
<td>480 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>CPT Reading Skills (R)</td>
<td>59 or less</td>
<td>REA 0001 and REA 0001L or REA 0001C Followed by REA 0002 and REA 0002L or REA 0002C</td>
</tr>
<tr>
<td></td>
<td>60 –82</td>
<td>REA 0002 and REA 0002L or REA 0002C</td>
</tr>
<tr>
<td></td>
<td>83 or more</td>
<td>ENC 1101*</td>
</tr>
</tbody>
</table>

### College-Preparatory Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0010 and ENC 0010L or ENC 0010C</td>
<td>3</td>
</tr>
<tr>
<td>ENC 0012 and ENC 0012L or ENC 0012C</td>
<td>3</td>
</tr>
<tr>
<td>REA 0001 and REA 0001L or REA 0001C</td>
<td>3</td>
</tr>
<tr>
<td>REA 0002 and REA 0002L or REA 0002C</td>
<td>3</td>
</tr>
</tbody>
</table>

### College-Level Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
</tr>
</tbody>
</table>
## Mathematics

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Math</td>
<td>18 or less</td>
<td>Take CPT Algebra</td>
</tr>
<tr>
<td></td>
<td>19-20</td>
<td>MAT 1033C</td>
</tr>
<tr>
<td></td>
<td>21 or more</td>
<td>MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 (Take CPT-I for possible higher placement.)</td>
</tr>
<tr>
<td>SAT Math</td>
<td>439 or less</td>
<td>Take CPT Algebra</td>
</tr>
<tr>
<td></td>
<td>440-499</td>
<td>MAT 1033C</td>
</tr>
<tr>
<td></td>
<td>500 or more</td>
<td>MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 (Take CPT-I for possible higher placement.)</td>
</tr>
<tr>
<td>CPT Arith.</td>
<td>71 or less</td>
<td>MAT 0012C</td>
</tr>
<tr>
<td></td>
<td>72 or more</td>
<td>MAT 0020C</td>
</tr>
<tr>
<td>CPT Math</td>
<td>41 or less</td>
<td>MAT 0012C</td>
</tr>
<tr>
<td></td>
<td>42-71</td>
<td>(Take CPT-M for possible placement in MAT 0020C.)</td>
</tr>
<tr>
<td></td>
<td>72-89</td>
<td>MAT 0024C</td>
</tr>
<tr>
<td></td>
<td>90 or more</td>
<td>MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 (Take CPT-I for possible higher placement.)</td>
</tr>
<tr>
<td>CPT Math</td>
<td>64 or less</td>
<td>MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204</td>
</tr>
<tr>
<td></td>
<td>65 or more</td>
<td>MAC 1114 or MAC 1140 or MAC 2233 or MAE 2801 or MAC 2930 or MTG 2300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or STA 2023 or STA 2930</td>
</tr>
<tr>
<td></td>
<td>77 or more</td>
<td>MAC 1147</td>
</tr>
<tr>
<td></td>
<td>89 or more</td>
<td>MAC 2311</td>
</tr>
</tbody>
</table>

### College-Preparatory Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0012C</td>
<td>3</td>
<td>Pre-Algebra and Lab</td>
</tr>
<tr>
<td>MAT 0020C</td>
<td>4</td>
<td>Preparatory Mathematics Intensive and Lab</td>
</tr>
<tr>
<td>MAT 0024C</td>
<td>3</td>
<td>Beginning Algebra and Lab</td>
</tr>
</tbody>
</table>

### College-Level Elective Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE 2801</td>
<td>3</td>
<td>Elementary School Mathematics</td>
</tr>
<tr>
<td>MAT 1033C</td>
<td>3</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

### College-Level Gordon Rule Mathematics Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105</td>
<td>3</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>3</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>3</td>
<td>Precalculus Algebra</td>
</tr>
<tr>
<td>MAC 1147</td>
<td>5</td>
<td>Precalculus</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>3</td>
<td>Calculus for Business and Social Science</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>5</td>
<td>Calculus with Analytic Geometry I</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>3</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>3</td>
<td>Mathematics for the Liberal Arts</td>
</tr>
<tr>
<td>MHF 2300</td>
<td>3</td>
<td>Logic and Proof in Mathematics</td>
</tr>
<tr>
<td>MTG 2204</td>
<td>3</td>
<td>Informal Geometry</td>
</tr>
<tr>
<td>STA 2023</td>
<td>3</td>
<td>Statistical Methods</td>
</tr>
</tbody>
</table>
### College-Preparatory Credit

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOEP and Essay</td>
<td>65 or less</td>
<td>Level 0</td>
<td>Admission delayed; referral to Adult Education ESOL</td>
</tr>
<tr>
<td></td>
<td>66 - 75</td>
<td>Level 2</td>
<td>EAP 0281</td>
</tr>
<tr>
<td></td>
<td>76 - 85</td>
<td>Level 3</td>
<td>EAP 0300, 0320, 0340, 0360</td>
</tr>
<tr>
<td></td>
<td>86 - 95</td>
<td>Level 4</td>
<td>EAP 0400, 0420, 0440, 0460</td>
</tr>
<tr>
<td></td>
<td>96 - 105</td>
<td>Level 5</td>
<td>EAP 1500, 1520, 1540, 1560</td>
</tr>
<tr>
<td></td>
<td>106 - 115</td>
<td>Level 6</td>
<td>EAP 1620, 1640; EAP 1616 is optional.</td>
</tr>
<tr>
<td></td>
<td>116 or more</td>
<td>Level 7</td>
<td>Use CPT, ACT or SAT for English and Reading placements (not EAP)</td>
</tr>
</tbody>
</table>

### College-Level Elective Credit

A maximum of 12 credits from these courses can be applied toward an associate degree.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0281</td>
<td>6</td>
</tr>
<tr>
<td>EAP 0300</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0320</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0340</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0360</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0400</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0420</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0440</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0460</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1500</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1520</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1540</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1560</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1616</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1620</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1640</td>
<td>3</td>
</tr>
</tbody>
</table>

### NONIMMIGRANTS (INTERNATIONAL STUDENTS)

who do not speak English as a native language must submit a satisfactory score on the LOEP and Essay or TOEFL.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOEP and Essay</td>
<td>65 - 85</td>
<td>Level 0, 2, 3</td>
<td>Not eligible for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>86 - 95</td>
<td>Level 4</td>
<td>EAP 0400, 0420, 0440, 0460</td>
</tr>
<tr>
<td></td>
<td>96 - 105</td>
<td>Level 5</td>
<td>EAP 1500, 1520, 1540, 1560</td>
</tr>
<tr>
<td></td>
<td>106 - 115</td>
<td>Level 6</td>
<td>EAP 1620, 1640; EAP 1616 is optional.</td>
</tr>
<tr>
<td></td>
<td>116 or more</td>
<td>Level 7</td>
<td>Use CPT, ACT or SAT for English and Reading placements (not EAP)</td>
</tr>
</tbody>
</table>

### TOEFL

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Based Version</td>
<td>44 or less</td>
<td>449 or less</td>
<td>Take LOEP for placement</td>
</tr>
<tr>
<td></td>
<td>45 - 53</td>
<td>450 - 479</td>
<td>EAP 0400, 0420, 0440, 0460</td>
</tr>
<tr>
<td></td>
<td>54 - 63</td>
<td>480 - 509</td>
<td>EAP 1500, 1520, 1540, 1560</td>
</tr>
<tr>
<td></td>
<td>64 - 70</td>
<td>510 - 529</td>
<td>EAP 1620, 1640; EAP 1616 is optional.</td>
</tr>
<tr>
<td></td>
<td>71 or more</td>
<td>530 or more</td>
<td>Use CPT, ACT or SAT for English and Reading placements (not EAP)</td>
</tr>
</tbody>
</table>

### English as a Second Language for Academic Purposes (EAP)

**IMMIGRANTS, REFUGEES AND U.S. CITIZENS** who do not speak English as a native language may begin entry assessment with the CPTs, ACT or SAT.

### Assessment Score          Level Placement

| LOEP and Essay              | 65 or less | Level 0 | Admission delayed; referral to Adult Education ESOL                      |
|                             | 66 - 75 | Level 2 | EAP 0281                                                                  |
|                             | 76 - 85 | Level 3 | EAP 0300, 0320, 0340, 0360                                                |
|                             | 86 - 95 | Level 4 | EAP 0400, 0420, 0440, 0460                                                |
|                             | 96 - 105 | Level 5 | EAP 1500, 1520, 1540, 1560                                                |
|                             | 106 - 115 | Level 6 | EAP 1620, 1640; EAP 1616 is optional.                                    |
|                             | 116 or more | Level 7 | Use CPT, ACT or SAT for English and Reading placements (not EAP)           |

### NONIMMIGRANTS (INTERNATIONAL STUDENTS)

who do not speak English as a native language must submit a satisfactory score on the LOEP and Essay or TOEFL.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOEP and Essay</td>
<td>65 - 85</td>
<td>Level 0, 2, 3</td>
<td>Not eligible for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>86 - 95</td>
<td>Level 4</td>
<td>EAP 0400, 0420, 0440, 0460</td>
</tr>
<tr>
<td></td>
<td>96 - 105</td>
<td>Level 5</td>
<td>EAP 1500, 1520, 1540, 1560</td>
</tr>
<tr>
<td></td>
<td>106 - 115</td>
<td>Level 6</td>
<td>EAP 1620, 1640; EAP 1616 is optional.</td>
</tr>
<tr>
<td></td>
<td>116 or more</td>
<td>Level 7</td>
<td>Use CPT, ACT or SAT for English and Reading placements (not EAP)</td>
</tr>
</tbody>
</table>

### TOEFL

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Based Version</td>
<td>44 or less</td>
<td>449 or less</td>
<td>Take LOEP for placement</td>
</tr>
<tr>
<td></td>
<td>45 - 53</td>
<td>450 - 479</td>
<td>EAP 0400, 0420, 0440, 0460</td>
</tr>
<tr>
<td></td>
<td>54 - 63</td>
<td>480 - 509</td>
<td>EAP 1500, 1520, 1540, 1560</td>
</tr>
<tr>
<td></td>
<td>64 - 70</td>
<td>510 - 529</td>
<td>EAP 1620, 1640; EAP 1616 is optional.</td>
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<tr>
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<td>71 or more</td>
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<td>Use CPT, ACT or SAT for English and Reading placements (not EAP)</td>
</tr>
</tbody>
</table>

### English as a Second Language for Academic Purposes (EAP)

**IMMIGRANTS, REFUGEES AND U.S. CITIZENS** who do not speak English as a native language may begin entry assessment with the CPTs, ACT or SAT.

### Assessment Score          Level Placement

| LOEP and Essay              | 65 or less | Level 0 | Admission delayed; referral to Adult Education ESOL                      |
|                             | 66 - 75 | Level 2 | EAP 0281                                                                  |
|                             | 76 - 85 | Level 3 | EAP 0300, 0320, 0340, 0360                                                |
|                             | 86 - 95 | Level 4 | EAP 0400, 0420, 0440, 0460                                                |
|                             | 96 - 105 | Level 5 | EAP 1500, 1520, 1540, 1560                                                |
|                             | 106 - 115 | Level 6 | EAP 1620, 1640; EAP 1616 is optional.                                    |
|                             | 116 or more | Level 7 | Use CPT, ACT or SAT for English and Reading placements (not EAP)           |
College-Preparatory Courses in Reading, Mathematics, and English

College-preparatory courses help students attain basic skills in reading, English, and mathematics so that they have a better chance at success in college-level courses. Valencia offers college-preparatory courses in reading, mathematics, English, and English as a second language for academic purposes. College-preparatory courses do not apply toward an associate degree or technical certificate.

For course level placement, which is based on entry testing, each of the three skill areas of reading, English and mathematics are independent of each other. You may place at the college level in one area(s) and at the college-preparatory level in the other area(s). If your skills are below the levels defined by the Florida Department of Education as required for successful performance in a college-credit program and you are degree-seeking, you will be required to enroll in college-preparatory courses at the beginning of your enrollment and continue to enroll in them each term until you have completed your required courses.

### Reading
- REA 0001 College-Preparatory Reading I and Lab (REA 0001L) or class and lab combined (REA 0001C)
- REA 0002 College-Preparatory Reading II and Lab (REA 0002L) or class and lab combined (REA 0002C)

### Mathematics
- MAT 0012C Pre-Algebra and Lab
- MAT 0020C Preparatory Mathematics Intensive and Lab
- MAT 0024C Beginning Algebra and Lab

### English
- ENC 0010 College-Preparatory English I and Lab (ENC 0010L) or class and lab combined (ENC 0010C)
- ENC 0012 College-Preparatory English II and Lab (ENC 0012L) or class and lab combined (ENC 0012C)

A college-preparatory sequence consists of the two college-preparatory courses in the same area such as College-Preparatory Reading I and College-Preparatory Reading II. Your CPT scores determine your starting course in a sequence.

As long as you are enrolled in the appropriate college-preparatory courses, as indicated on the Mandatory Courses Completion Chart, you may enroll in college-level courses for which you have the prerequisite(s). At times, college-preparatory courses are paired with college-level courses for an enhanced learning experience.

Lists of private providers of college-preparatory instruction are available in the Answer Center on each campus.

---

### Preparatory Flow Chart

<table>
<thead>
<tr>
<th>COLLEGE-PREPARATORY COURSES</th>
<th>COLLEGE-LEVEL COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading/English</strong></td>
<td></td>
</tr>
<tr>
<td>REA 0001 and REA 0001L</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>ENC 0010 and ENC 0010L</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>MAT 0020C (with Lab)</td>
<td>MAT 1033C (with Lab)</td>
</tr>
<tr>
<td>MAT 0012C (with Lab)</td>
<td></td>
</tr>
<tr>
<td>MAT 0024C (with Lab)</td>
<td></td>
</tr>
</tbody>
</table>
Courses in English as a Second Language for Academic Purposes (EAP)

Valencia offers college-preparatory and college-level courses in English for Academic Purposes (EAP) in speaking/listening, reading, writing, and the structure of the English language for non-native speakers of English.

Mandatory Courses Completion Chart

English Language Proficiency Assessment (LOEP and Essay or TOEFL) is used for initial placement level. Degree-seeking students required to enroll in EAP courses at Valencia must enroll in them each term until all required EAP courses have been completed successfully.
Requirements for Passing All College-Preparatory and EAP Courses

Each college-preparatory course and each English for Academic Purposes (EAP) course must be completed with a grade of C or better for successful completion and/or to advance to the next level of course work.

The Basic Skills Exit Test is the state-mandated test required for students who do not place at the college level in mathematics and/or the level of ENC 1101 Freshman Composition on entry testing at Valencia. The Basic Skills Exit Test is a component of the college-preparatory courses in mathematics (MAT 0020C and MAT 0024C), English (ENC 0012), and reading (REA 0002), and the exit-level EAP courses (EAP 1620 and EAP 1640).

To pass these exit-level courses, you must have successful completion of all course requirements and a passing score on the corresponding Basic Skills Exit Test. If you do not pass the Basic Skills Exit Test in mathematics, you must re-enroll in college-preparatory mathematics. If you successfully complete the course work but do not pass the Basic Skills Exit Test for reading (REA 0002 or REA 0002C or EAP 1620) or for writing (ENC 0012 or ENC 0012C or EAP 1640), you must re-enroll in the same course or, if you are recommended by your professor, you may enroll in an Intensive Tutorial (ENC 0012N or REA 0002N). Students are eligible for ENC 0012N Intensive English Tutorial after their first attempt in ENC 0012 or ENC 0012C or EAP 1640. Students are eligible for REA 0002N Intensive Reading Tutorial after their second attempt in REA 0002 or REA 0002C or EAP 1620. Students recommended for a Tutorial will receive an Incomplete in the exit-level course and for the Tutorial will sign a contract with the dean of the department and work with assigned instructors to prepare for the Basic Skills Exit Test.

Limitation on Attempts in a Course

State Rule permits only three attempts at Valencia to pass the same course. The same course, usually, means the course number is the same when posted on a Valencia transcript. For example, you have only three attempts to pass REA 0001 College-Preparatory Reading I with a grade of C or better. For further information on attempts, see the “Course Attempts, Course Withdrawal, Course Repeats and Grade Forgiveness” entry in the Academic Policies section of this catalog.

Mandatory Courses

Mandatory Courses are courses in college-preparatory reading, mathematics and English; English for Academic Purposes; and Student Success which, a student may be “mandated” to take and complete successfully. Based on his/her entry test scores, a student may not be required to take any of the listed Mandatory Courses or may be “mandated” into one or more of the courses; students who place in college-preparatory reading, mathematics, and English must complete successfully SLS 1122 Student Success.

REA 0001 College-Preparatory Reading I
REA 0002 College-Preparatory Reading II
MAT 0012C Pre-Algebra
MAT 0020C Preparatory Mathematics Intensive
MAT 0024C Beginning Algebra
ENC 0010 College-Preparatory English I
ENC 0012 College-Preparatory English II
SLS 1122 Student Success
EAP 0281 High Beginning Combined Skills
EAP 0300 Low Intermediate Speech
EAP 0320 Low Intermediate Reading
EAP 0340 Low Intermediate Composition
EAP 0360 Low Intermediate Structure
EAP 0400 Intermediate Speech
EAP 0420 Intermediate Reading
EAP 0440 Intermediate Composition
EAP 0460 Intermediate Structure

EAP 0500 High Intermediate Speech
EAP 0520 High Intermediate Reading
EAP 0540 High Intermediate Composition
EAP 0560 High Intermediate Structure
EAP 1620 Advanced Reading
EAP 1640 Advanced Composition

Requirements for Completing Mandatory Courses

If you are a degree-seeking student and, based on entry testing, you place in one or more Mandatory Courses, you will be required to enroll in the course or courses at the beginning of your enrollment and continue to enroll in them each term until you have completed them successfully. You must comply with the rules for completing your required Mandatory Courses as described in the chart that follows.

If you are a degree-seeking student and, based on scores on the LOEP and Essay or TOEFL, you place in English as a Second Language for Academic Purposes (EAP) courses, you will be required to enroll in the courses when you begin at Valencia and continue to enroll in them each term until you have completed them. (See EAP Completion Chart in this catalog section.)

If you are a non-degree-seeking student (enrolled in a Technical Certificate program, as a transient student, for teacher recertification, for job improvement or for personal interest), you are not required to take a college-preparatory course(s) unless needed as a prerequisite(s) for a specific course.
## Mandatory Courses Completion Chart

**College-Preparatory and Student Success Courses**

This chart indicates the courses in which you must enroll based on your specific Mandatory Course requirement(s) and the number of courses in which you enroll each term. These courses are corequisites for enrollment in most other courses. Once you begin a Mandatory Course, you must continue to enroll in that department until you have satisfied your Mandatory Course requirements in that department. SLS 1122 is the Student Success course.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Enrolling in 1 course</th>
<th>Enrolling in 2 courses</th>
<th>Enrolling in 3 or more courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading only</td>
<td>Must enroll in Reading</td>
<td>Must enroll in Reading. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).</td>
<td>Must enroll in Reading. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).</td>
</tr>
<tr>
<td>Math only</td>
<td>Must enroll in Math or SLS 1122.</td>
<td>Must enroll in Math. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).</td>
<td>Must enroll in Math. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).</td>
</tr>
<tr>
<td>English only</td>
<td>Must enroll in English or SLS 1122.</td>
<td>Must enroll in English. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).</td>
<td>Must enroll in English. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).</td>
</tr>
<tr>
<td>Reading and Math</td>
<td>Must enroll in Reading</td>
<td>Must enroll in Reading and either Math or SLS 1122.</td>
<td>Must enroll in Reading and either Math or SLS 1122. Can enroll in any other course(s) for which you have the prerequisite(s).</td>
</tr>
<tr>
<td>Reading and English</td>
<td>Must enroll in Reading</td>
<td>Must enroll in Reading. Can enroll in any other course for which you have the prerequisite (SLS 1122 or English suggested).</td>
<td>Must enroll in Reading. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 or English suggested).</td>
</tr>
<tr>
<td>Math and English</td>
<td>Must enroll in Math or SLS 1122.</td>
<td>Must enroll in Math and SLS 1122 or Math and English.</td>
<td>Must enroll in Math and English. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).</td>
</tr>
<tr>
<td>Reading, SLS 1122, Math, and English</td>
<td>Must enroll in Reading</td>
<td>Must enroll in Reading and SLS 1122.</td>
<td>Must enroll in Reading, SLS 1122, and Math. Can enroll in any other course(s) for which you have the prerequisite(s) (English suggested).</td>
</tr>
</tbody>
</table>
Alternative Ways to Earn Credit

Valencia will accept a maximum of 45 credits in any combination of Advanced Placement (AP), College Level Examination Program (CLEP), correspondence and extension, credit by examination, DANTES, experiential learning, and International Baccalaureate (IB).

Advanced Placement
It is possible for you to earn college credits prior to enrollment at Valencia Community College under a Florida statewide Advanced Placement Program agreement. In order to receive college credit, you must have sent directly to Valencia an official Advanced Placement score report that shows you earned the minimum required score on the AP examination administered by The College Board. No letter grades or quality points will be assigned. Advanced Placement credit granted by Valencia is transferable among Florida institutions of higher education participating in the statewide Advanced Placement agreement.

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) from The College Board. The CLEP Examinations are administered via computer Monday through Friday on Valencia’s East, Osceola, and West Campuses. You must be a current or former Valencia student to test at Valencia; you may take a maximum of two exams on the same test date.

Fee schedules and information on specific courses for which CLEP credit may be granted are available in the campus Assessment Offices and online at http://valenciacc.edu/assessments.

If, at the time of testing, you request that your scores be sent to Valencia and you earn passing CLEP scores, the credits will be recorded as part of your official Valencia transcript approximately four weeks after the test date. No letter grade or quality points will be assigned.

You may use CLEP credit under the repeat course policy for D or F grades only. If you earn an acceptable CLEP score in a course in which you have earned a D or F, the CLEP credit will be recorded and the D or F no longer will be computed in your GPA.

Gordon Rule writing requirements can be partially satisfied via CLEP.

For further information about CLEP, visit the Assessment Web site at http://valenciacc.edu/assessments.

Credit by Examination (Local)
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. (Transferability is determined by the “receiving” institution.)

Forms and information regarding the specific career courses available through the local credit-by-examination program should be obtained from the department offering the course. There is a local credit-by-exam fee and a clinical testing fee required by some health sciences programs. (See Fees in Financial Information section of the online official catalog.)

Defense Activity Non-Traditional Education Support (DANTES)
The Defense Activity for Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Service (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific college courses. Valencia will award credit for successfully passing the following DANTES examinations: Astronomy, Elementary German I, Elementary German II, and Introductory Anthropology.

You may use DANTES credit under the repeat course policy only in select courses and only for D or F grades. Within the guidelines of the repeat policy, all attempts for a course will be counted in your GPA until you earn a grade of C or better when only the last attempt will be counted. If you earn an acceptable DANTES score in a course in which you previously earned a D or F, the DANTES credit will be recorded and the D or F no longer will be computed in your GPA; no letter grade or quality points will be assigned for the DANTES credit.

Gordon Rule writing requirements cannot be satisfied through DANTES.

Correspondence and Extension Course Credits (Acceptance Only)
Under certain conditions, you can earn up to, but not exceed, 15 semester credits through correspondence and/or extension courses and apply these toward a degree at Valencia.

1. The course or courses must be offered by an institution accredited by one of the six regional accrediting associations (example: Southern Association of Colleges and Schools).

2. The minimum acceptable grade must be at least the equivalent of the minimum acceptable grade for that course at Valencia.

3. The credit must be acceptable toward a degree by the institution conducting the correspondence and/or extension course.

If you plan to transfer from Valencia to another institution, you should learn the receiving institution’s acceptance policy regarding correspondence and extension courses.

Experiential Learning
As a Valencia student, you may be awarded appropriate credit for your
Internship Exploration

Students interested in the Valencia Internship Program must have:

- Completed successfully all mandated courses in reading, mathematics, English, and English for Academic Purposes,
- Completed successfully at least 12 credits,
- Earned a minimum 2.0 overall GPA, and
- Satisfied the prerequisites for an internship for their major or program area. (Note: Refer to the Course Descriptions section in this catalog for details.)

Types of Internships

There are two types of internships offered at Valencia:

- Internship Exploration—a planned work-based experience that provides students with career-exploration activities to confirm their educational plans. Most often, the Internship Exploration experience involves a single employer and a specific agreement with Valencia. Under the supervision of an employer representative, the student performs work based on his/her educational goals. In most cases, the Internship Exploration does not involve pay, but the student earns college credit for the work experience.

- Internship—a planned work-based experience that provides students with the opportunity to fine-tune skill sets learned in class in preparation for employment. Most often, the Internship experience involves a single employer and a specific agreement with Valencia. Under the supervision of an employer representative, the student performs work based on his/her program of study. Although an Internship may involve pay, most often the student is not compensated. College credit is awarded for the work experience.

Eligibility Requirements

Students interested in the Valencia Internship Program must have:

- Explore various career options or confirm career plans;
- Apply classroom learning to real work situations;
- Practice and strengthen interpersonal and technical skills; and/or
- Develop industry contacts to transition from school to work upon graduation.

The Experience

A student may apply a maximum of four internship credits toward a degree. If an Associate in Applied Science or an Associate in Science Degree requires more than four internship credits, the additional credits may be applied toward the degree.

All required internship credits do not have to be taken in the same term. For example, students may enroll for a one-credit internship course for four terms or students may take a one-credit course one term and a three-credit course another term. Each internship period is one full term in length, and each credit earned requires 80 hours of work.

While an internship is optional in most cases, it is highly recommended for students seeking to develop insights about their career field and desiring to develop their personal, professional and technical skills.

Internship information is available from the Internship and Placement Office on the Osceola Campus, Career Development Services on the Winter Park Campus, and the Internship and Placement Offices located in Career Development Services on East and West Campuses or from the Web site: http://valenciacc.edu/ipo.

Service Learning

This is a course that allows students to blend their educational goals with their passions through serving the community. It provides students an opportunity to respond to real needs, mutually defined in partnership with representatives from community/non-profit agencies, while earning college credit.

Service Learning (SLS 2940) gives students an opportunity to focus on social awareness and strengthening of specific skills that will cultivate a sense of ownership for their academic, personal and career goals. The community can be as close as a neighborhood just beyond the college campus or one located in another part of the world.
Eligibility Requirements

To enroll in the Service Learning course, students must have:

- Completed successfully all mandated courses in reading, mathematics, English, and English for Academic Purposes,
- Completed successfully at least 12 credits,
- Earned a minimum 2.0 overall GPA, and
- Obtained the approval of the Internship and Placement Office.

The Experience

Students may complete a maximum of four service-learning experiences (equivalent to four credits) while attending Valencia. Each experience/credit requires a minimum of 50 total hours of service.

Service Learning credits may apply toward an Associate in Arts Degree to fulfill elective credit requirements. In addition, the Service Learning course is a degree elective option in the Accounting, Computer Information Technology, Medical Information Coder/Biller, Medical Office Administration, and Office Administration Associate in Science degrees and in the Business Administration Associate in Applied Science Degree. The course also will apply toward elective requirements in the Customer Service, Medical Coder/Biller, Medical Office, and Office Administration technical certificates.

Service Learning information is available in the Internship and Placement Office on the Osceola Campus, in Career Development Services on the Winter Park Campus, in the Internship and Placement Offices located in Career Development Services on East and West Campuses and from the Web site: http://valenciacc.edu/ipo.

Tech Prep

The Tech Prep program is a partnership between Orange County Public Schools, Osceola District Schools, and Valencia Community College. Through Tech Prep, high school students have the opportunity to participate in career pathways which better prepare them to advance into the postsecondary educational system and employment in an increasingly competitive and technical workforce. Developed around eleven career clusters, these career pathways offer a challenging and academically-rewarding experience by offering students a more hands-on approach for gaining academic skills. Tech Prep links four years of high school with at least two years of postsecondary education that lead to an associate degree and/or a technical certificate.

The Orange • Osceola • Valencia Tech Prep Consortium Career Clusters are:

- Agriculture and Natural Resources
- Architectural, Engineering and Technology
- Arts and Entertainment Technology
- Automotive and Marine Technology
- Business, Management and Administration
- Education
- Fabrication
- Health Care and Emergency Services
- Hospitality, Tourism and Culinary
- Information Technology
- Law, Public Safety and Security

Participation in a Tech Prep career pathway affords students the opportunity to earn Valencia college credits through an assessment given during high school. High school graduates with eligible Tech Prep college credits will be awarded these credits upon enrollment at Valencia—as early as Summer Term B immediately following high school graduation. Students have 24 months after high school graduation to claim Tech Prep credits at Valencia. More information is available at http://valenciacc.edu/techprep.
Distance Learning with Valencia Online

Valencia provides students the opportunity to take college-credit courses through alternative methods of instructional delivery. Such courses are equivalent to on-campus sections of the same course in terms of objectives, competencies, content, credit, and transferability.

Students participating in course work through alternative delivery may use all on-campus services as well as the Web-based services through the Valencia Web site and Atlas, including the LifeMap Tools for career and education planning.

Through Atlas, Valencia provides each enrolled student with an official e-mail account, which should be checked frequently. For more information, visit http://atlas.valenciacc.edu.

Valencia strives to provide online courses which are fully accessible to students with disabilities by employing the principles of Universal Design for Learning. These principles are achieved by promoting the idea that students with disabilities fall along a continuum of learner differences rather than constituting a separate category of learners. Instructional designers work with faculty to assist in making their online courses accessible to all students, regardless of disability.

Distance learning courses are offered through technologies that may include Internet discussion forums, e-mail, online conferences, video-on-demand, and other Web-based instructional strategies. Students are responsible for providing their own hardware, software, and Internet service providers or for accessing the Internet using technology available in any Valencia open computer lab. Technology requirements and browser requirements can be found at http://valenciacc.edu/ltad.

Textbooks for courses may be purchased from a Valencia bookstore at a campus location or at http://valenciacc.edu/bookstore or by calling 407-299-5000, extension 1471.

### Principle delivery modes of distance learning courses at Valencia:

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web-Enhanced/Facilitated</td>
<td>Course which uses Web-based technology to facilitate a face-to-face course. Uses a course management system (WebCT) or Web-pages to post course information.</td>
</tr>
<tr>
<td>Hybrid/Blended</td>
<td>Course that blends online and face-to-face delivery.</td>
</tr>
<tr>
<td>Hybrid/Blended</td>
<td>Hybrid – If a course is not over 75% online, over 75% videotape, or over 75% on-site it is called a Hybrid course. A hybrid/blended delivery may be TV/Online, Onsite/Online, Hybrid Onsite/TV, Hybrid Onsite/TV/Online, etc. What makes a course a hybrid is simply the degree of use of the alternative modality.</td>
</tr>
<tr>
<td>Online</td>
<td>A course in which all of the content is delivered online using the college-approved course management system (WebCT).</td>
</tr>
<tr>
<td>Video-on-Demand/Telecourse</td>
<td>A course in which the content is delivered via High-speed Internet connection, videotape, and/or television.</td>
</tr>
</tbody>
</table>
Online, hybrid/blended, and some Web-enhanced/facilitated courses are delivered in a primarily text-based environment; therefore, reasonable good reading and writing skills are critical to adequate course participation. Additionally, research has shown that students who are highly self-directed and manage their time well are more likely to succeed using these delivery methods. Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses. Resources to assist students in determining readiness for online courses may be found at http://valenciacc.edu/ltad.

Students registered for online courses may be required to take proctored exams. For students living in the Valencia Community College service area, these exams may be administered by the professor on campus and/or made available at Valencia testing centers. Faculty should make exams available in any campus testing center if requested by students. In the event that a student lives outside the Valencia service area, the student may choose to test at an alternative testing location. It is the student’s responsibility to locate a testing facility at a nearby college or university. The student also is responsible for paying to the proctoring institution any testing/proctoring fees including costs for returning completed exams to the professor. The student must make testing arrangements early in the term – by the date determined by the professor.

**Video-on-Demand/Telecourses**

Video-on Demand/Telecourse includes instruction received through televised lessons or high-speed Internet streaming videos, multimedia supporting materials and on-campus sessions.

Several on-campus meetings are generally required for students taking Video-on-Demand courses. These on-campus meetings may include:

1. Required orientation prior to the beginning of the course to meet the facilitator and receive course requirements.

2. Two or more review sessions (may be held during the week or on Saturdays).

3. Two or more examinations (may be held during the week or on Saturdays).

Students have the option of taking the courses through Valencia Television programming or through a high-speed Internet connection.

High-Speed Internet option: Once you register, you will be able to log on to a password-protected environment at http://online.valenciacc.edu to watch the video lessons. All you need is a high-speed Internet connection at home. If you are on campus, you may access your programs at any computer lab or LRC computer.

TV/Cable option: Tune in to Valencia Television through an Orange or Osceola County-based cable provided, Adelphia (Channel 2) or Bright House (99 or 1). Courses are broadcast multiple times each week. If you are unable to view Valencia Television in your area or you do not have access to high-speed Internet, you can view the programs at any of Valencia’s computer labs or Library computer.

**BrightHouse** Channel 1 or (99)
Orange, Osceola and Seminole Counties

**Adelphia Cablevision** Channel 2
Orange County

*Cable channel designations are subject to change.*
Educational Enhancement Opportunities

Alternative Methods of Instruction in Addition to Distance Learning with Valencia Online

Mathematics
Some mathematics courses are offered through different teaching/learning approaches:

Computer-Assisted Instruction
This approach offers the newest innovations of computer and instructional technologies and features video animation clips, historical and applications-based perspectives, precise graphing tools, and immediate feedback to students. The instructor presents some explanation of the course material as needed by the class but primarily serves as a resource person when students have questions. This approach allows students 24-hour electronic access to computer lessons via the Internet, assuming students have an online account via an Internet service provider. Students need to be able to point and click a computer mouse to participate in this approach. Students are expected to attend all class meetings but also may progress independently outside of class. Chapter tests are announced and taken as a class which requires students to keep a common instructional pace throughout the course.

Individualized Learning for Motivated Students
This approach is for highly self-motivated students. Students must attend class, individually complete all course material and pass each test at the required level. The instructor does not present explanations of the course material to the class but serves as a resource person when students have questions. The instructor assists in the use of various multimedia resources. Each student takes the required competency-based exams when he/she is ready. Individualized Learning provides students the opportunity to complete two courses in one term or to take two terms to finish a course.

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 and upon the approval of the respective academic dean. Regardless of the date of enrollment in an IS course, you will receive a grade at the end of the Fall, Spring or Summer Full Term in which you register for the course. The conditions of the Withdrawal and Forgiveness rules apply to Independent Study courses. (See the Withdrawal and Forgiveness entry in this catalog.)

If you wish to take an IS course, you will have to make arrangements with a professor and the appropriate academic dean. Application forms are available in the office of the department responsible for the course. A non-refundable fee of $25.00 per credit is charged in addition to regular fees for each IS course in which you enroll. If you receive financial aid or third-party funding, you should verify that your financial aid or third-party funding will cover the fees associated with Independent Study.

Additional Educational Opportunities

Bridges to Success Program
Bridges to Success is a seven-week summer transition program for recent high school graduates to enhance skills needed for academic success. Students receive a summer scholarship for course fees and books and can earn up to six college credits. Successful completion makes students eligible for a two-year scholarship at Valencia.

Central Florida Higher Education Consortium (Partnership with UCF)
Valencia has joined with the University of Central Florida (UCF) and three other Central Florida community colleges in a unique agreement that provides students with increased access to bachelor’s degrees. Students who graduate with an Associate in Arts (A.A.) or an Associate in Science (A.S.) Degree from Valencia will receive:

• Guaranteed admission to a bachelor degree program at UCF
• Increased opportunity to complete a bachelor’s degree on a Valencia campus
• Preferential admission to selective bachelor degree programs at UCF

The Consortium agreement was signed by the District Boards of Trustees of the four community colleges (Valencia, Brevard, Lake-Sumter, and Seminole) and the University of Central Florida in November 2005. Specific details about the bachelor degree program expansion on the community college campuses, enhanced advising, admissions and financial aid services, and other academic support services are under development.

Currently, the following bachelor degree programs are available on the Valencia campuses:

West Campus
Applied Science (Supervision and Administration track), B.A.S.
Business Administration, B.A.B.A.
Liberal Arts, B.A. (very limited in scope; check with an advisor)
Psychology, B.A.
Minors: English - Writing, Health Services Administration, History, Legal Studies, Political Science, Psychology, Social Sciences - Interdisciplinary, Sociology

Osceola Campus
Elementary Education, B.S.
To join the Consortium program:

- On the Valencia Application for Admission or on a Change of Major form in a campus Answer Center, indicate your intention to complete a bachelor’s degree at UCF.
- Go to www.facts.org to conduct a two-plus-two degree audit for the associate’s degree you are seeking at Valencia and the bachelor’s degree you plan to seek at UCF so that you can determine the courses you need to complete for both degrees.
- Go to My Education Plan in Atlas (My LifeMap Tools) to develop a specific education plan to complete the associate’s degree at Valencia.
- Meet with an advisor or counselor to review your plans and obtain additional information on how to prepare to complete the associate’s and bachelor’s degrees.

As it becomes available, updated information on the Central Florida Higher Education Consortium will be posted at www.regionalcampuses.ucf.edu/consortium/.

**Dual Enrollment**

Dual Enrollment provides the opportunity for qualified high school students to enroll in Valencia courses while concurrently enrolled in high school. Dual Enrollment students may be attending public or private schools or participating in a home education program. Students receive both high school and college credit for Dual Enrollment courses.

High school counselors, or parents for home education students, are responsible for identifying students who demonstrate social maturity and motivation and who possess the academic capabilities to pursue college-level instruction. Recommended students must have a minimum cumulative grade point average of 3.0 on a 4.0 unweighted scale in courses taken in grades 9 through 10. In addition, students who are not in special high school programs must have junior or senior class standing and be at least 16 years of age by the end of their first term of Dual Enrollment. The application process is included in the Admissions section of this catalog.

Dual Enrollment students are exempt from application, matriculation, and laboratory fees. Textbooks and instructional materials for public school students are provided by the school district through the high school; however, students enrolled in nonpublic secondary schools or home education programs must pay for their own textbooks and instructional materials.

When a student selects Dual Enrollment courses, it is advantageous for the student to choose courses that will apply toward his/her intended college degree. Dual enrolled students may take college-level courses at their high school and/or on a Valencia campus. Classes may meet before, during or after high school hours and during the Summer Term. College-preparatory and physical education courses are ineligible for inclusion in the Dual Enrollment Program.

Students who are in Dual Enrollment via a specific high school vocational program are not eligible to enroll in any academic courses nor can they enroll in electives outside the requirements of their vocational program’s curriculum without permission from the Dual Enrollment Office.

No high school credit is granted by Valencia. College credits earned through dual enrollment are held in escrow until the student graduates from high school. Dual Enrollment students must submit an official high school transcript that reflects their high school graduation date. Valencia transcripts reflecting Dual Enrollment credit cannot be issued until the student provides a high school transcript showing his/her graduation date.

A student who wants to continue at Valencia as a degree-seeking student following high school graduation must submit a completed Change of Major form.

**Early Enrollment**

Early Enrollment allows eligible high school seniors to enroll at Valencia prior to their high school graduation. Courses taken through the early enrollment program will not count toward high school graduation requirements. Early enrollment students are responsible for paying the application, registration, and textbook fees.

The application process is included in the Admissions section of this catalog.

When selecting courses, it is advantageous for the Early Enrollment student to choose courses that will apply toward his/her intended college degree.

Valencia transcripts reflecting early enrollment credit cannot be issued until Valencia receives an official high school transcript showing the graduation date.

**International/Intercultural Education**

Valencia continues to respond to the opportunities of an international economy and a diverse community at home. 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 offers courses and programs that respond to the needs of what has become a world community.

Valencia also teaches multiple levels of French, German, Portuguese and Spanish, as well as English for Academic Purposes to speakers of other languages. International students and a diverse local population enrich each campus culture and enhance learning opportunities with different perspectives and experiences. Student exchange is encouraged through institutional membership in the College Consortium for International Studies (CCIS), and faculty exchange is supported through Staff and Program Development (SPD) funds and numerous program opportunities. The campuses also regularly host speakers and other events that promote intercultural understanding and communication skills.
Learning in Community (LINC)

Learning in Community (LINC) is a program of linking two or more courses in one integrated LINC course. Professors from different disciplines tie their courses together around a common theme. Students take the LINC course as a group, professors teach as a team, and the college provides special academic and social support for each student. Enrollment information is available at New Student Orientation or in Student Services on any campus.

Pre-College Programs

College Reach Out Program (C.R.O.P.)

The College Reach Out Program provides services to economically and academically disadvantaged 6th through 12th graders in Orange and Osceola Counties. Services include tutoring in core subject areas, career exploration, cultural enrichment, and assistance in preparing for the transition to college. The program runs after school and daily for two to four weeks each summer. A highlight of the program is the opportunity to participate in college tours.

Upward Bound

Upward Bound engages selected high school students in an enriched academic-year and summer program that prepares them for college. Students receive academic instruction and tutoring, mentoring, motivational and personal development, and cultural programs that prepare them for a rigorous high school curriculum. College visits and specific assistance with college applications, financial aid, and scholarship opportunities help to ensure a successful transition to college. Valencia Upward Bound staff serve the students in Evans, Gateway, Jones, Oak Ridge, and Poinciana High Schools.

ROTC

All Valencia students are eligible to apply for the United States Army and Air Force ROTC programs at the University of Central Florida. Army and Air Force Military Science classes are conducted at the University of Central Florida. A maximum of eight semester credits of ROTC credit may apply as elective credit toward a degree at Valencia. Further information is available from the University of Central Florida Air Force ROTC office at 407-823-1247 or www.airforce.ucf.edu or the Army ROTC office at 407-823-2430 or www.army.ucf.edu.

Servicemembers Opportunity College

You may benefit from Valencia’s special efforts to aid servicemen in securing a postsecondary education. The Servicemembers Opportunity College (SOC) has designated Valencia as a participating institution of higher education. 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 Advanced Placement entry in this catalog.)

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

3. Credit can be earned through validated military service training including military service schools: Army/American Council on Educational Registry Transcript System (AARTS), Defense Language Institute (DLI), Sailor/Marine/Ace Registry Transcript System (SMARTS), and United States Armed Forces Institute (USAFI).

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 enrolling at Valencia, you may initiate the request for such credit by providing appropriate documentation to the Admissions/Records Office. Recommendations in the ACE Guide are advisory in nature and are not binding upon the College.

Teacher Recertification and Alternate Certification

Teacher Recertification

Valencia’s Teacher Recertification Program, at the Winter Park Campus, offers courses especially designed to meet the requirements of teachers seeking recertification and certification. Many of these courses are scheduled on the weekends, as part of Valencia’s Flex Start scheduling. Most courses are open to all Valencia students. Courses offered through the Teacher Recertification Program often include education, humanities, sciences, social sciences, and computer science and are taught in a variety of delivery modes (face-to-face, online, hybrid, etc.) Visit the Web site: http://valenciacc.edu/weekend for the current list of courses and general information.

Registration for teacher certification and recertification courses starts at the beginning of registration for returning students and continues until the class begins, provided no other pre-determined registration deadline is designated and space is available.

Atlas registration is available according to the dates listed in the Academic Calendar in the online official catalog. Students may register in an Atlas Access Lab on any campus or from any remote location that provides Internet access.

Students enrolling for the first time must submit a $25 non-refundable fee and a completed Valencia Application for Admission, which can be submitted electronically at http://valenciacc.edu/admissions, by the application deadline and adhere to general information posted at http://valenciacc.edu/weekend which identifies deadline dates.

Returning students who have not attended Valencia within the past two years are required to submit a Valencia Application for Admission (without a fee), which can be downloaded at http://valenciacc.edu/admissions, and mailed or submitted to a campus Answer Center by the Enrollment Update Deadline and to adhere to general information posted at http://valenciacc.edu/weekend which identifies deadline dates.
Students who wish to drop a weekend teacher recertification course must do so by the established deadline date as posted on the Valencia Weekend College Web site: http://valenciacc.edu/weekend.

Alternate Certification
Educator Preparation Institute

The Educator Preparation Institute (EPI) provides a competency-based program that offers the individual with a bachelor’s degree in a discipline other than education the preparation to become a classroom teacher in Florida. Participants who demonstrate mastery of the twelve Florida Educator Accomplished Practices and present passing scores on all sections of the Florida Teacher Certification Exams will be awarded a Certificate of Completion. The program components designated by an EPI prefix provide institutional credit, are not transferable to an upper-division institution, and do not count toward any degree. Program acceptance is required for participation in the EPI.

For further information, contact the Educator Preparation Institute director at Valencia.

Module I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 0001</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0002</td>
<td>Instructional Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0003</td>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0004</td>
<td>Teaching and Learning Process</td>
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</table>

Module II

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 0010</td>
<td>Foundations of Research-Based Practices in Reading</td>
<td>3</td>
</tr>
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</table>

Module III

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EPI 0020</td>
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<tr>
<td>EPI 0940</td>
<td>Teaching Profession Field Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits 21

Educator Preparation Institute course descriptions will be available in the Online official catalog.

Weekend Courses

A variety of courses is offered at all four campus locations. For a complete listing of courses each term, please refer to Weekend Courses in the online Registration Guide at http://valenciacc.edu/schedule.
Academic Policies and Procedures

Governing Catalog

The college catalog is the official document which describes the policies, academic programs, and requirements for students attending Valencia Community College. (In this catalog “you” means “the student.”) You are held responsible for knowing and adhering to the policies and requirements which affect you.

Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except when changed by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at http://valenciacc.edu/catalog. It is expected that the only changes from the print version to the online version will be the correction of errors and the inclusion of new courses and programs approved for offering mid-year.

Academic Course Load

Your decision about the best course load for you in any given term depends on the amount of time you have to complete your academic work in addition to the other responsibilities in your life, such as the hours you work, travel time, and family responsibilities. College course work requires more of you than just the time to attend class. You also need to allow time for reading, studying, assignments, library research, and group projects. For an estimate, plan to devote two hours outside of class for every hour that the course meets. It is better to take fewer courses and do well academically than to enroll in more courses than you can manage. Overloading your schedule can result in your withdrawing from one or more courses and/or your not achieving academic success. A Student Services staff member can assist you in determining the appropriate academic course load.

A full-time academic course load during Fall, Spring or Summer Terms ranges from a minimum of 12 credits to a maximum of 19 credits.

Any request for exception to an academic course load maximum must be evaluated by the Dean of Students on your campus. In exceptional circumstances, the Dean of Students may grant you special permission to exceed the course load maximums.

Valencia reserves the right to limit the number of credits in which you can enroll if your academic record indicates the need for college-preparatory course work or if you are placed on academic warning, probation or suspension.

Class Attendance

(College Policy: 6Hx28: 10-02 Attendance)

This policy presently is under revision; the most current version can be found at http://valenciacc.edu/policies.

You are expected to attend all class meetings of all courses for which you are 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 inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated on the course syllabus, your professor will contact you, indicating that further absence may result in your withdrawal from the course. (See entry on Withdrawal in this catalog section.) Your professor can withdraw you from a course for excessive absences without your permission.

“NO SHOW” STATUS

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.

Academic Honors

Term Honors

Valencia publishes both President’s and Dean’s Honor Lists each term in recognition of high scholastic achievement. Academic honors are earned at the end of each term if you have completed successfully at least 6 college credits (including college-preparatory courses) and have no grades of F, I, M, W, WF, WP, or WW. To qualify for the President’s List, you must earn between a 3.75 and 4.00 grade point average. To qualify for the Dean’s List, you must earn between a 3.50 and 3.74 grade point average.

The President’s and Dean’s Lists are posted on the Valencia Web site: http://valenciacc.edu.

Questions pertaining to inclusion of names on the President’s or Dean’s Honor Lists should be referred to the Associate Director of Records/Graduation.
Graduation Honors

Academic honors for graduation are based on a student’s overall grade point average (GPA) for all grades earned prior to the graduation term.

If you earn a 3.75 or higher overall GPA, you will graduate “with Honors.”

Criteria for the awarding of an Honors Degree and an Honors Certificate are included in the Honors and Interdisciplinary Programs section of this catalog.

Final Examinations

(College Policy: 6Hx28: 05-12
Final Examinations)

This policy presently is under revision; the most current version can be found at http://valenciacc.edu/policies.

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 available online at http://valenciacc.edu/calendar/finalschedules.asp. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor and the appropriate campus Provost. If you do not attend the final examination and do not have an approved absence, you will receive a WF for the course. (See entry on Withdrawal in this catalog section.)

Grades

You should learn and understand the evaluation system used in your courses (as outlined in each course syllabus) and you should meet with your professors during the term to discuss your academic progress. The evaluation of your course work will be reflected in a final letter grade assigned by the professor at the end of each term.

Grade Rating | Quality Points (per credit)
--- | ---
A | Excellent | 4
B | Good | 3
C | Average | 2
D | Passing Below Average | 1
F | Failure | 0
*I | Incomplete | 0
*W | Withdrawn-Failing | 0
*WP | Withdrawn-Passing | 0
*X | Audit | 0
*AR | Administrative Refund | 0
*M | No Grade Submitted | 0

* These grades do not affect GPA.

If you believe you have been assigned an incorrect grade, you must resolve the grade issue with your professor within two terms from the date the original grade was posted.

(GPA)

Grade Point Average

A GPA is a calculation of your credits earned and grades received. GPAs range from 4.0 downward.

To calculate a GPA, you divide your total number of quality points by your total GPA credits. For example, assume that you have taken the following illustrated schedule, made the grades indicated and want to calculate your GPA.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Earned Grade</th>
<th>GPA Credits</th>
<th>Credits Earned</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>POS 2041</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>3</td>
<td>WF</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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19 | 16 | 10 | 29

Although you signed up for six courses (19 semester credits), you withdrew from HUM 1020 prior to the withdrawal deadline, so you don’t count that course at all. Sixteen credits will be computed in your GPA even though you passed only ten credits because you do have to count both the course you completed but failed and the course from which you withdrew failing. Now look at the preceding quality-point list and multiply the number of credits you completed in each course by the number of quality points assigned for each grade. You have earned a total of 29 quality points for your final grades in 16 credits. Divide your 29 quality points by the 16 credits used for your GPA to arrive at your GPA of 1.81.

The types of GPAs calculated at Valencia are: Term GPA (all course work for a given term), Institutional GPA (all course work at Valencia), Transfer GPA (all course work from other institutions), Overall GPA (all course work— including college-preparatory) and Program GPA (only course work applied toward program requirements). These are the GPAs that will appear on your Valencia transcript.

Your program GPA will appear on your transcript only after the degree or certificate designated in your official Valencia record has been awarded; however, you may find your Program GPA at any time by obtaining a degree audit through your Atlas account.

Degree Audit

Your degree audit identifies the courses you have completed toward the fulfillment of your program requirements and shows your Program GPA (courses, grades and quality points included in the program). A degree audit excludes all college-preparatory course work and courses not counted in the program.

You may obtain a degree audit through your Atlas account. It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to degree in order to update your education plan.

If you are considering changing your program, you may run a “what if analysis” degree audit for any degree or technical certificate to help you determine the courses you would need to complete the program.
Incompletes

(College Policy: 6Hx28: 05-13
Grades - Final)

This policy presently is under revision; the
most current version can be found at
http://valenciacc.edu/policies.

An Incomplete may be assigned if you are
progressing satisfactorily and, for valid
reasons (emergencies such as serious
illness or death of a family member),
cannot complete the work of a course
within the term. You also may receive an
Incomplete if you progressed with a grade
of “C” or better throughout ENC 0012,
ENC 0012C, REA 0002, REA 0002C, EAP
1620, or EAP 1640 but failed the Basic
Skills Exit Test. It is your responsibility to
consult with your professor to determine
if you qualify for an Incomplete.

If you are awarded an I (Incomplete) and
you complete the required course work
during the following term, the professor
will change your grade from I to the
appropriate grade (A - F). If you receive
an I, you may withdraw from the course
during the term following the one for
which the I was assigned. If you
withdraw, the professor will change your
grade from I to WP (Withdrawn Passing)
or WF (Withdrawn Failing) based upon
your completed course work.

If you receive an I (Incomplete) and do
not complete the required course work or
withdraw during the following term, you
will receive an F.

Transfer Credits

Through Valencia’s Award of Credit
evaluation procedures, you will receive
credit for course work taken at regionally-
accredited colleges and universities
throughout the U.S. Transfer credit may
apply toward program requirements and
it may apply as elective credits. Valencia
awards semester credits, and quarter
credits are converted to semester credits;
one quarter credit equals two-thirds of a
semester credit.

Transfer course work must be on a level
normally included within the first two
years of college and a grade of D or better
must have been earned except in college-
preparatory courses, English for
Academic Purposes courses, and Gordon
Rule courses which require a grade of C
or better. In addition, minimum grades of
C are required in certain courses for
graduation in some programs.

Valencia will award credit for your course
work taken at foreign educational
institutions upon receipt of an official
evaluation from an agency recognized by
Valencia to evaluate foreign credentials.
(See Appendix D at the back of this
catalog for recognized agencies.)

If you have transfer course work that is
evaluated as “not equivalent to a Valencia
course,” you may appeal for
reconsideration of equivalency through
Valencia’s Award of Credit procedures.
Course work taken at non-regionally-
accredited institutions generally is not
accepted at Valencia; however, you may
appeal the acceptance of such credit
through Valencia’s Award of Credit
procedures. A detailed Award of Credit
packet is available online or from Student
Services on each campus. It is your
responsibility to submit the completed
documentation packet to the Dean of
Students’ Office. The evaluation appeal
will be reviewed by a committee of
academic deans and their decision is final.

Regardless of the number of credits
transferred to Valencia, you must
complete at Valencia at least 25% of the
college-level credits required for the
Valencia degree.

If, after the evaluation of your transfer
course work, your initial placement in
English, mathematics and/or reading
courses cannot be determined, you may
be required to complete entry testing in
one or more disciplines to determine your
course placement(s).

Substitute Admission
and Graduation
Requirements for
Students with Disabilities

(College Policy: 6Hx28: 02-07
Substitute Admission and Graduation
Requirements for Students with
Disabilities)

This complete policy can be found at
http://valenciacc.edu/policies.

The Board of Trustees of Valencia
Community College, in accordance with
State Board of Education Rule 6A-10.041,
has established policies and procedures
for reasonable substitutions of admission
and graduation requirements for eligible
students (6Hx28:02-07, available online).
Students seeking substitution must
provide appropriate documentation of a
disability from a qualified professional
that verifies the existence of and the
extent to which the disability affects the
student’s ability to function in a
postsecondary academic environment.
The requested substitution must not
fundamentally alter essential
requirements of the student’s academic
program. In order to request a course
substitution, students will need to meet
with an advisor in the Office for Students
with Disabilities. Upon determination of
eligibility, the advisor will provide
the course substitution packet and assist
the student through the process. Final
decision regarding the substitution
request is determined by the Collegewide
Course Substitution Committee.

Course Attempts,
Course Withdrawal,
Course Repeats, and
Grade Forgiveness

Course Attempts/Course
Withdrawal

Agencies and organizations which
provide financial assistance/scholarships
(federal and state government, businesses,
etc.) may have requirements relative to
withdrawal, course repeats and grade
forgiveness which are more stringent than
those described below. It is your
responsibility to verify the effects of
enrollment and/or withdrawal upon your
financial assistance.

According to State Rule 6A-14.0301, you
may attempt the same course only three
times at Valencia including the original
grade, repeat grades and withdrawals at
any point in the term. The same course
usually means the subject prefix and
course number are the same when posted
on a Valencia transcript.
Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the Academic Calendar in the online official catalog.

Auditing a course is not to count as an attempt. Should your auditing of a course be counted in your attempts in that course, you may need to see the dean of students.

Notice to Students Seeking to Withdraw from a Course(s)

Before you withdraw from a course, you should be aware that course withdrawals:

- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa
- Will increase the cost of your education

To withdraw from a course(s) you must access registration on Atlas. Each term Valencia has two Withdrawal Deadlines: the Withdrawal Deadline for a Grade of W and the Final Withdrawal Deadline. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date. The grade that you receive in a course once you request to withdraw will be determined as described in the following paragraphs.

Before you withdraw:

- Talk with your professor to discuss your progress in the course
- See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

Conditions That Apply to a First or Second Course Attempt

On or Before the Withdrawal Deadline for a Grade of W:

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, on or before the Withdrawal Deadline for a Grade of W, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor’s approval, continue to attend the course for the remainder of the term.

After the Withdrawal Deadline for a Grade of W:

During a first or second attempt in the same course at Valencia, if you request to withdraw, or if you are withdrawn by the professor, after the Withdrawal Deadline for a Grade of W, 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). You will not receive credit for the course and the WP will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

WF: If you are not passing as of your last date of attendance, you will receive a WF (Withdrawn Failing). The WF will be calculated as an F (Failing) in your grade point average; and the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor’s approval, continue to attend the course for the remainder of the term.

Conditions That Apply to a Third Attempt in a Course

You may have only three (3) attempts at Valencia per course including the original grade, repeat grades, and withdrawals at any point in the term beyond the Drop/Refund Deadline. Upon the third attempt, you will be charged the full cost of instruction fee; you will not be permitted to withdraw; and you will receive a grade of A, B, C, D, F or I (Incomplete).

If you receive an I (Incomplete) and complete the required course work during the following term, the professor will change your grade from I to the appropriate grade (A - F). If you receive an I and do not complete the required course work during the following term, you will receive an F.

Conditions that Apply to a Fourth Attempt in a Course

College-Level or Vocational Course

Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. All conditions applicable to a third attempt also will apply to any subsequent attempt for which you receive approval through the academic appeals process. A grade of A, B or C from a fourth or subsequent attempt will forgive grades from previous attempts.

Further information about this appeal process is available in Student Services on each campus.

College-Preparatory Course

If you are unsuccessful in three attempts in the same college-preparatory course:

- you will be advised to contact public and/or private providers of college-preparatory instruction to gain the required skills;
- you will not be permitted to register for a fourth attempt in the course, but, after seeing a Student Services staff member, you may be permitted to
register for another course(s) as determined by the Student Services staff member; and

• after you have gained the skills, you will be required to retake an entry test and score out of the course in which you have been unsuccessful.

• Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. All conditions applicable to a third attempt also will apply to any subsequent attempt for which you receive approval through the academic appeals process. A grade of A, B or C from a fourth or subsequent attempt will forgive grades from previous attempts.

Further information about this appeal process is available in Student Services on each campus.

Administrative Withdrawal

(College Policy: 6Hx28: 06-14 Student Fees and Fines)

This policy presently is under revision; the most current version can be found at http://valenciacc.edu/policies.

You may be administratively withdrawn without your permission for failure to satisfy financial obligations to Valencia or for non-compliance with Florida statutes and rules or Valencia policies and procedures related to student behavior and conduct. If you are administratively withdrawn, your records will be placed on hold and you will receive a grade of W for all course work attempted.

Repeated Courses/Grade Forgiveness

State Rule 6A-14.0301 addresses repeated courses and grade forgiveness. You may not repeat a course for credit if you have earned an A, B or C in the course or if you have had three attempts in the course at Valencia. You may appeal to register for a fourth or subsequent attempt through an academic appeals process based on major extenuating circumstances. This appeal must be submitted to Student Services by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog.

You cannot be given multiple credits for the same course unless the catalog course description indicates the course is a “multiple credit course.” These courses such as band, choir, selected topics, internships, etc. may be repeated for credit; repeats of these courses will not count as attempts for the full cost of instruction fee or for withdrawal; and grade forgiveness cannot be applied.

You may not take for credit a course for which you have earned College Level Examination Program (CLEP) credit.

In a limited enrollment, selective admission A.S. Degree program you are not guaranteed the opportunity to repeat any course(s) even a second time. For specific information, consult with the appropriate academic dean or program director.

Grade forgiveness means that a more recent grade in a course replaces a previous grade in the same course when certain conditions are met. The same course means that the course is officially determined by Valencia to be the same course and, usually, the subject prefix and course number are the same when posted on a Valencia transcript. Conditions of grade forgiveness:

• Grade forgiveness is applied automatically to your Valencia courses when the conditions for grade forgiveness are satisfied.

• There is no limit on the number of different courses in which grade forgiveness is applied at Valencia.

• Forgiven grades, and the courses in which you earned them, will always appear on your transcript.

• “Multiple credit courses” may be repeated for credit, but grade forgiveness cannot be applied.

• You may not repeat a course for grade forgiveness for which you previously have earned a grade of A, B or C.

• Grade forgiveness does not apply to grades of D or lower until you achieve a grade of A, B or C for the first time. At that time, the grade of A, B or C will forgive all previous lower grades obtained in the same course.

In a course in which a grade of D is acceptable for graduation, a minimum grade of C is not required for grade forgiveness to be applied. The most recent grade in the course will be used in your GPA calculation.

• Applying the above-stated conditions of grade forgiveness, you may use an Honors section and a non-Honors section of the same course interchangeably for grade forgiveness; however, if grade forgiveness is applied to an Honors section due to your successful completion of a non-Honors section of the same course, no Honors credit will be awarded for your successful completion of the non-Honors section.

• You may not use Advanced Placement, College Level Examination Program, Credit by Examination (Local), DANTES, Correspondence and Extension Course Credits, Experiential Learning or Internships to forgive the grade in a course in which you have earned an A, B or C.

• You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

There is not consistency among colleges and universities with respect to forgiveness of grades and the way in which repeated courses are computed in a student’s grade point average. Limited access programs at Florida universities and private institutions might consider the extent to which a student has used grade forgiveness and the effect on the student’s GPA when selecting students for admission. Some institutions have a limit on the number of times grade forgiveness can be used. It is the student’s responsibility to contact the transfer
institution in order to be certain of its forgiveness policy.

**Academic Standards, Warning, Probation, Suspension**

(College Policy: 6Hx28: 10-00 Academic Standards of Satisfactory Progress)

*This policy presently is under revision; the most current version can be found at [http://valenciacc.edu/policies](http://valenciacc.edu/policies).*

**Academic Standards**

To maintain satisfactory academic progress at Valencia, you must achieve a minimum term grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, C or D except for those specific courses which require a grade of C or better for successful completion.

**Mid-Term Warning**

If you are making a grade lower than C at or about mid-term, you will be notified by your professor. If you receive a “below C notice,” you should meet without delay with the professor. Your not receiving a “below C notice” at mid-term does not guarantee that you will pass the course.

**Academic Warning**

If your term GPA falls below 2.0, you will be put on academic warning. To be removed from academic warning at the end of the next term, you must achieve a minimum cumulative overall GPA of 2.0. When you are placed on academic warning, it is strongly recommended that you talk with a Student Services staff member to discuss your education plan and Valencia’s academic support services before your next registration.

**Academic Probation**

If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation.

Under this status you must obtain a Student Services staff member’s approval of your proposed course schedule before registering for the next term. It is strongly recommended that you also meet with a Student Services staff member to discuss your education plan and Valencia’s academic support services.

To be removed from probation, you must achieve a minimum cumulative overall GPA of 2.0.

**Academic Suspension**

If while on probation, you have two terms in which you earn less than a 2.0 GPA, you will be placed on academic suspension for the following term (Fall, Spring or Summer).

**Under Academic Suspension you:**

1. are officially prohibited from enrolling in credit courses at Valencia for one term (Fall, Spring or Summer).
2. may register only for continuing education courses at Valencia.
3. must submit a letter requesting readmission to the Dean of Students of the appropriate campus by the Suspension Readmission Deadline established by Valencia and listed in the Academic Calendar in the online official catalog.
4. if permitted to return, will be readmitted on academic probation. Under this status, you must meet with an assigned Student Services staff member to complete a success plan and obtain the staff member’s approval of your proposed course schedule before registering for the next term.
5. must achieve a minimum 2.0 GPA for each term. If you do not achieve a term GPA of 2.0 while on probation following a suspension, you again will be placed on Academic Suspension.
6. will return to Good Academic Standing when your cumulative overall GPA is at least 2.0.

**Appeal of Academic Suspension**

You have the right to appeal an academic suspension decision.

To appeal a suspension decision, you must first discuss your concerns with the provost or designee of the appropriate campus, who may reverse a suspension decision. If dissatisfied with the decision of the provost, you may appeal in writing to the Student Administrative Appeals Committee within ten (10) working days of the written notification of the suspension decision.

**Discipline Policy**

*This policy presently is under revision; the most current version can be found at [http://valenciacc.edu/policies](http://valenciacc.edu/policies).*

The President of Valencia or a designee shall have the authority to suspend or expel a student who shall be found to have committed any of the acts listed in College Policy 6Hx28: 10-03 (Student Conduct) or in violation of other Valencia policies after notice to the student of the charges and an opportunity to be heard at a hearing. Hearings shall be conducted by the appropriate provost or a designee. College Policy 6Hx28: 10-04 (Student Disciplinary Action) describes the policy and procedure related to these proceedings. The full text of these policies is printed in the student handbook and in the College Policy Manual.

Violations of college regulations or other forms of student misconduct will be investigated by the appropriate provost or designee. The provost shall have original jurisdiction to take action relative to student misconduct and may take the following degrees of disciplinary action: warning, censure, disciplinary probation, and/or restitution.

Nothing in Valencia’s discipline policy shall be construed as preventing the provost or a designee from taking any immediate action which may be deemed necessary.

**Expected Student Conduct**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. 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.
Misconduct Hearings

Hearings shall be conducted by the provost or designee, which may be a committee. 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 will be made after the hearing by the provost or designee. Based on the findings of the hearing, a recommendation will be made to the President for appropriate action.

Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the college.

Academic Grievance Process

(College Policy: 6Hx28: 10-13
Student Academic Grievances)

This policy presently is under revision; the most current version can be found at http://valenciacc.edu/policies.

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 your concern is not resolved, you should meet with the professor’s academic dean or other immediate supervisor of the professor.
3. If your concern still is not resolved, you should meet with the provost or appropriate campus official.
4. If your concern still is not resolved, the matter may be referred to the Student Academic Grievance Committee, composed of faculty and students. For the Student Academic Grievance Committee, these guidelines must be followed:
   a. Only final course grades may be grieved.
   b. W, WP, WF and I grades cannot be grieved.
   c. You must fill out an official form requesting that the Student Academic 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

A 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.
Honors Program

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

Honors classes are not just regular classes with additional work; they are an entirely unique intellectual experience. Emphasis on individual, original and participative learning is key. In addition, classes are kept small. (Average size is 15 students.) Students in honors courses study and evaluate primary source materials rather than relying solely on textbooks. The classes help students develop and sharpen their research skills. In honors classes, students learn to fashion original interpretations and analysis of course materials.

While students have some flexibility in designing their Honors Program to meet individual needs, there are two basic options that lead to an Honors Degree: the course-based Honors Program and the Honors Interdisciplinary Studies Program. Students may select either option or they can combine course work from both options to receive an Honors Degree.

The course-based Honors Program offers courses ranging from Mythology to Calculus. Courses range from three to five credits each.

The Honors Interdisciplinary Studies Program (IDH option) gives students a strong liberal arts background. IDH 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 Honors IDH Program or the course-based Honors Program, students need to take at least 24 credits of their degree requirements in Honors and/or IDH courses and maintain an overall GPA of 3.5 or better. Honors Certificates are given to students who complete 12 or more credits in Honors and/or IDH course work and maintain a minimum overall GPA of at least 3.25. Honors degrees and certificates must be completed within a maximum of 80 credits, which include the course distribution requirements specified on the Honors contract.

In addition to a challenging classroom environment, the Honors Program offers a wide variety of opportunities for experiential learning. Extending 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 international trip during spring break each year.

To qualify for Valencia’s Honors Program, including the Honors Interdisciplinary Studies Program option, you must possess a standard high school diploma or a Certificate of Completion (CPT Eligible) or a General Equivalency Diploma (GED) and meet one of the following entrance requirements:

- Be in the top 10 percent of your high school graduating class (Orange and Osceola Counties only) or 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 and meet the specified minimum scores on entry testing:
  - CPT: English 85, Reading 85, Algebra 90
  - ACT: English 19, Reading 21, Mathematics 22
  - SAT: Verbal 500, Mathematics 500

- Have the following minimum (CPT) scores:
  - English 100 and Reading 97 and Elementary Algebra 72
  - English 83 and Reading 83 and Elementary Algebra 90 plus College Level Math 50.

- Have an Enhanced ACT composite score of 26 or higher or a combined score on the SAT-I of 1170 or higher.

- Have a minimum cumulative college-level Valencia GPA of 3.25 with a minimum of 12 credits of college-level course work and no more than four course withdrawals within the past five years.

Honors Program scholarships are available based on academic ability.

Honors courses include:

- AMH 2010H United States History to 1877
- AMH 2020H United States History 1877 to Present
- AML 2021H Survey in American Literature: Civil War to Present
- ARH 2051H Introduction to Art History II
- AST 1002H Astronomy
- BSC 1010H Fundamentals of Biology I
- BSC 1011H Fundamentals of Biology II
- CHM 1045H General Chemistry with Qualitative Analysis I
- CHM 1046H General Chemistry with Qualitative Analysis II
- DEP 2004H Developmental Psychology
Rules related to repeats and grade forgiveness for Honors courses are provided in the “Repeated Courses/Grade Forgiveness” entry in the Academic Policies section of this catalog.

**Honors Interdisciplinary Studies Program**

As one option in the Honors Program, you may enter the Honors Interdisciplinary Studies Program on West Campus. Through this program you can complete 24 of the 36 credits required in general education for an Associate in Arts degree and qualify for an Honors Degree; the Honors Interdisciplinary Studies Program (IDH) covers all of the general education requirements in English composition, humanities and science (non-laboratory courses) and one of the two courses required in social science. (The remaining requirements include SPC 1600 Fundamentals of Speech, POS 2041 U.S. Government, and Gordon Rule Mathematics. For further explanation of these requirements, see the A.A. Degree requirements in this catalog.)

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

Valencia’s Interdisciplinary Studies Program has been recognized by the National Endowment for the Humanities and the Center for the Study of Community Colleges as one of the best general education programs in the country.

The IDH program consists of five six-credit courses taught during Fall and Spring Terms. These courses provide an excellent foundation for further college study. Many graduates of the program go on to advanced study at some of the nation’s finest colleges and universities.

All IDH courses have an attribute code of HONR.

The IDH courses and their general education course equivalencies are:

**IDH 1110 Interdisciplinary Studies in General Education I**
ENC 1101H Freshman Composition I (Gordon Rule Writing)  
Humanities (Non-Gordon Rule Writing)  
Offered only Fall Term

**IDH 1111 Interdisciplinary Studies in General Education II**
ENC 1102H Freshman Composition II (Gordon Rule Writing)  
Natural Science (Non-Laboratory)  
Offered only Spring Term

**IDH 1112 Interdisciplinary Studies Honors**
Humanities (Non-Gordon Rule Writing)  
Offered only Fall Term

**IDH 2120 Interdisciplinary Studies in General Education III**
Humanities (HUM Prefix, Gordon Rule Writing)  
Social Science Elective  
Offered only Fall Term

**IDH 2121 Interdisciplinary Studies in General Education IV**
Humanities (HUM Prefix, Gordon Rule Writing)  
Natural Science (Non-Laboratory)  
Offered only Spring Term

Enrollment in the IDH courses is open to all students in Valencia’s Honors Program.
Valencia Community College offers the choice of three degrees:

- Associate in Arts Degree (A.A.)
- Associate in Applied Science (A.A.S.)
- Associate in Science (A.S.)

Briefly, the degrees can be distinguished as follows:

1. The A.A. Degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Through the A.A. Degree, Valencia offers lower division preparation for almost all of the approximately 200 majors in the State University System of Florida.

   The Associate in Arts Degree Pre-Majors are designed for students who know their intended major at the university, plan to earn the A.A. Degree from Valencia, and want to transfer to one of the eleven state universities in Florida as a junior to complete a bachelor's degree in one of the specific majors for which Valencia has a Pre-Major. Valencia does offer a few Pre-Majors for transfer to private institutions in Florida.

   The Associate in Arts Degree: General Studies is available for students who want a college degree and have not selected a Pre-Major for transfer to a state university in Florida and for students who plan to transfer to a private and/or out-of-state institution. Although the Pre-Majors provide the best preparation for transfer to specific majors in Florida’s State University System, a student still may choose the Associate in Arts: General Studies for a variety of reasons.

   The Associate in Arts Degree and the Pre-Majors are described in full in the University Parallel Program section of this catalog.

2. The A.A.S. and A.S. Degrees are designed to prepare students to enter careers upon completing a degree, with no further study required.

   Valencia offers approximately 35 A.A.S. and A.S. Degrees ranging from Accounting to Entertainment Design and Technology.

   Certain A.S. Degrees articulate with bachelor’s degree programs in Florida’s public university system. These degrees, called Articulated A.S. to B.A./B.S. Career Path Degrees, are designed for students who seek immediate employment in the specified field and who decide to continue to a Florida public university as a junior to complete a bachelor’s degree in the specified field.

   In addition, many articulation agreements between Valencia and specific programs at various public and private four-year institutions provide opportunities for A.S. Degree graduates to continue their educational pursuits to bachelor degree programs. For further information, visit [http://valencias.edu/acsdegrees/wc.asp](http://valencias.edu/acsdegrees/wc.asp).

   Some state universities have recently begun to offer the Bachelor of Applied Science Degree (B.A.S.) for personal or career advancement. The B.A.S. is designed to build on the Associate in Science Degree.

   The A.A.S. and A.S. Degrees are described in full in the Career Programs Section of this catalog.

   If you are interested in an Associate in Arts, an Associate in Applied Science or an Associate in Science Degree, you should read the catalog carefully to learn the requirements and characteristics of each degree, and you should review the career areas of the Student Handbook.

   IMPORTANT NOTES:

   1. Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except as may be otherwise provided by law or policies of the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

   Valencia changes program requirements within an academic year only by exception due to changes in the law, changes in policies of the District Board of Trustees, rapid changes in technology and/or changes in external certification requirements. If this occurs, revised program requirements will be available in the official online catalog, Answer Centers, Student Services, and appropriate academic departments, and substitutions in graduation requirements will be approved by the respective program director or academic dean.

   2. You may earn any number of Associate in Applied Science and/or Associate in Science Degrees as well as an Associate in Arts Degree; however, you may not earn an Associate in Arts at Valencia if you have earned a Bachelor’s or Associate in Arts Degree from a regionally-accredited institution.

   If you want to earn more than one degree at Valencia, you may complete the first degree and then pursue another degree or you may pursue two degrees at the same time. Whenever possible, a course will be applied to more than one degree.

   3. For all degree programs, specific courses have been designated to demonstrate that graduates of these
programs are competent in reading, writing, oral communication, fundamental mathematical skills and the basic use of computers. In some programs, skill sets and formally evaluated learning activities for the areas of oral communication and the basic use of computers have been incorporated in traditional general education or other course work related to the degree. In cases in which such designated courses are transferred from other institutions, students must demonstrate proficiency in oral communication and/or the basic use of computers by completing or having completed a specific course in the area of speech (for oral communication) and/or a specific course in the area of computer technology (for the basic use of computers).
The Associate in Arts (A.A.) Degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Through the A.A. Degree, Valencia offers lower division preparation for almost all of the approximately 200 majors in the State University System of Florida. The A.A. Degree provides the courses of study equivalent to those offered in the freshman and sophomore years (lower division) of Florida's state universities; a student who earns an A.A. Degree from Valencia meets the lower division general education requirements of a Florida state university but does not automatically meet the requirements for a particular major.

The A.A. Degree requirements consist of general education requirements and electives to prepare for a bachelor's degree. Many majors at the universities require that specific courses be taken as part of the A.A. Degree, both within general education and within the electives; known as common prerequisites, these specific courses are to be taken during the lower division by all students who plan to enter a particular major within the university system. These requirements may be met by completing an A.A. Pre-Major at Valencia or by careful selection of courses for the Associate in Arts: General Studies. Catalogs and/or Web sites of the state universities list the courses, including the common prerequisites, that are to be taken at the community college in order to enter the junior year in a particular major at the university.

Valencia’s Pre-Majors are designed for a student who plans to earn the Associate in Arts Degree and transfer to one of the eleven state universities in Florida as a junior to complete a bachelor’s degree in one of the specific majors. Each Pre-Major includes the courses to satisfy Valencia’s General Education requirements for the A.A. Degree as well as the statewide common prerequisites for the specific major. Valencia does offer a few Pre-Majors for transfer to private institutions in Florida. All of the Pre-Majors are included at the end of this section of the catalog.

The Associate in Arts Degree: General Studies is available for students who want a college degree and have not selected a Pre-Major for transfer to a state university in Florida and for students who plan to transfer to a private and/or out-of-state institution. Although the Pre-Majors provide the best preparation for transfer to specific majors in Florida’s State University System, a student still may choose to earn the Associate in Arts: General Studies.

The Associate in Arts degree requires a minimum of 60 college-level credits which includes 36 credits of general education and 24 credits of electives.

If you plan to transfer to a Florida state university, it is very important that you take the courses at Valencia that are required for admission to your major at the university you plan to attend.

These common prerequisite requirements are available electronically through the university Web sites and through the Florida Academic Counseling and Tracking for Students (FACTS) Web site at www.facts.org. Not all majors are offered at every university. For assistance in accessing information about majors, you are encouraged to visit Career Development Services or the Atlas Access Lab on any campus where you also may complete, through the LifeMap Tools in Atlas, an education plan to prepare you for a specific major(s). Once you have created an education plan through Atlas, you may meet with a Student Services staff member to discuss the requirements for a particular major(s).

The A.A. Degree guarantees admission to one of the eleven state universities but not necessarily admission to a specific major (program). Certain majors are designated as “restricted access” or “limited access” programs, meaning that they have admission requirements in addition to earning the A.A. Degree. These requirements may include: the completion of specific courses, a minimum grade point average in specific courses, a minimum grade point average in all course work, an interview, a minimum number of hours of related volunteer work, an audition, the submission of a portfolio, and/or a specified deadline(s). Requirements such as these are given in the university catalogs and Web sites at www.facts.org. It is very important to find out if the major(s) in which you are interested is either “restricted access” or “limited access” and, if so, the exact requirements in addition to the A.A. Degree.

Although the A.A. Degree does not guarantee admission to a private and/or out-of-state institution, you can find out what the lower division requirements are for the institution and include all, or as many as possible, of the requirements in your A.A. Degree. To find out what the requirements are, you may visit Career Development Services on any campus, visit the institution’s Web site or contact the institution directly. Although Valencia staff members cannot speak on behalf of other institutions, once you know the requirements, a Student Services staff member will assist you in developing an education plan for your A.A. Degree.

In order to have a smooth academic transfer, it is very important that you take the initiative to know all of the requirements for your major at the institution to which you plan to transfer.

NOTE: It may be helpful to understand the typical organization of academic programs at a university. A university is composed of several colleges; each college contains several academic departments; each department includes various academic majors.
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 A.A. Degree from Valencia Community College a student must do the following:

1. Complete a minimum of 60 credits of acceptable college-level credits of which:
   - a maximum of six elective credits may be in music ensemble courses and/or physical education activity courses; and
   - a maximum of twelve credits may be in college-level English as a Second Language for Academic Purposes (EAP) courses; and
   - a maximum of four credits may be in internship courses; and
   - a maximum of four credits may be in SLS 2940 Service Learning; and
   - a maximum of eight credits may be in military science courses; and
   - a maximum of 45 credits may be in any combination of Advanced Placement (AP), College Level Examination Program (CLEP), correspondence and extension, credit by examination, DANTES, experiential learning, and International Baccalaureate.

2. Complete the 36 credits of General Education described in the A.A. Degree course requirements section.

3. Complete the 24 credits of Electives described in the A.A. Degree course requirements section.

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

5. Satisfy entry testing requirements and complete with a minimum grade of C all required Mandatory Courses in reading, mathematics, English and English for Academic Purposes.

6. If your entry test scores place you in college-preparatory courses in reading, mathematics, and English, complete successfully the course SLS 1122 Student Success as described in the “Requirements for Completing Mandatory Courses” entry in this catalog. This requirement also applies if you choose to begin your course work with entry-level, college-preparatory courses in reading, mathematics, and English rather than complete entry testing.

7. Earn a cumulative grade point average (GPA) of at least 2.0 in:
   - all earned credit hours at Valencia (Institutional GPA)
   - all earned credit hours (Overall GPA)
   - all earned credit hours that apply toward the degree (Program GPA)

8. Submit official transcripts of all college course work, including course work attempted following initial enrollment at Valencia.

9. Complete at Valencia at least 25% of the college-level credits required for the degree, excluding acceleration mechanisms and credit by examination.

10. Complete with a grade of C or better the courses which satisfy the Gordon Rule requirements (6-A 10.30 Florida Administrative Code):
    - ENC 1101 or ENC 1101H
    - ENC 1102 or ENC 1102H
    - Two three-credit General Education Area 2(b) Humanities courses—one of which has an HUM prefix
    - Six credits of General Education Area 3 Mathematics courses.

11. Satisfy the College-Level Academic Skills Program (CLASP) requirements by documenting satisfaction of the CLASP requirement by a State-approved alternative method or by taking and passing the four components of the College-Level Academic Skills Test (CLAST) after earning at least 18 college-level credits including ENC 1101 and ENC 1102 or their equivalents for a total of six credits and a General Education Area 3 Mathematics course.

12. Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.

13. Submit an application for graduation online through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. You must have at least 60 college-level credits, including all courses for which you are registered, in order to submit your graduation application.

14. Fulfill all financial obligations to Valencia.

IMPORTANT NOTES:

1. Valencia graduates students at the end of each Fall, Spring, and Summer Full Term and holds an annual commencement ceremony at the end of Spring Term.

2. Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except when changed by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at http://valenciacc.edu/catalog.

Should the District Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the official online catalog.

3. You may earn an Associate in Arts Degree from Valencia if you have not earned a Bachelor’s or Associate in Arts Degree from a regionally-accredited institution. In addition to an
Associate in Arts Degree, you may earn any number of Associate in Applied Science and/or Associate in Science Degrees.

If you want to earn more than one degree at Valencia, you may complete the first degree and then pursue another degree or you may pursue two or more degrees at the same time. Whenever possible, a course will be applied to more than one degree.

4. You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

**Associate in Arts Degree Course Requirements at Valencia Community College**

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

**A. General Education Requirements for the Associate in Arts Degree**

The general education program at Valencia is designed to contribute to the student’s educational growth by providing a basic liberal arts education and it is an integral part of the A.A. Degree program.

There are two approaches to general education at Valencia. The first is 36 semester credits which serve as the core of the curriculum. The 36 credits are selected from 5 core areas of academic courses offered at Valencia: Communications, Humanities, Mathematics, Science and Social Sciences. The second approach is the 24-semester-credit Interdisciplinary Studies Honors Program and completion of SPC 1600, POS 2041, and the six-semester-credit mathematics requirement outlined in Area 3. The description of the first approach follows, and the second approach is described in the Honors section of this catalog.

When a number of courses may be used to satisfy a degree requirement, a course attribute code identifies each course that may be used to satisfy that specific requirement.

**AREA 1. COMMUNICATIONS**

9 Credits

Required Courses - A minimum of nine semester credits. These composition courses must be completed with a minimum grade of C.)

Freshman Composition I
(The following courses have attribute codes: COMM, ENCI, GREG)
ENC 1101 Freshman Composition I (3 cr) or
ENC 1101H Freshman Composition I - Honors (3 cr)

AND

Freshman Composition II
(The following courses have attribute codes: COMM, ENC2, GREG)
ENC 1102 Freshman Composition II (3 cr) or
ENC 1102H Freshman Composition II - Honors (3 cr)

AND

Fundamentals of Speech
(The following courses have attribute codes: COMM, SPC)
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 credits of credit.

(a) Complete one course from the list below or from Area 2 (b). Courses listed in AREA 2 (a) do NOT satisfy the Gordon Rule writing requirement.

(The following courses have attribute code: HUMN)

**Architecture**

ARC 2702 History of Architecture II (3 cr)

**Art**

ARH 1000 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)

SPN 2201 Intermediate Spanish II (3 cr)

SPN 2201H Intermediate Spanish II - Honors (3 cr)

**Humanities**

HUM 1020 Introduction to 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)

PHI 2600 Ethics and Critical Thinking (3 cr)

PHI 2604 Medical Ethics and Critical Thinking (3 cr)
**Religion**

**THEOLOGY**

- REL 2000 Understanding Religious Traditions (3 cr)

**Theater**

- THE 1020 Introduction to Theater (3 cr)
- THE 1100 Introduction to Theater History (3 cr)

**PLUS:**

(b) Complete two of the following courses, one of which must have an HUM prefix. These are Gordon Rule writing courses, and to apply toward the Gordon Rule requirement, a course must be completed with a minimum grade of C. Each of these courses has a prerequisite of ENC 1101 Freshman Composition completed with a minimum grade of C.

*The following courses have attribute code: GRHM, HUMH*

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<tr>
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<tbody>
<tr>
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<td>Humanities - Greek and Roman (3 cr) or</td>
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<td>HUM 2220H</td>
<td>Humanities - Greek and Roman - Honors (3 cr)</td>
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<td>HUM 2223</td>
<td>Humanities - Late Roman and Medieval (3 cr) or</td>
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<td>HUM 2223H</td>
<td>Humanities - Late Roman and Medieval Honors (3 cr)</td>
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<td>HUM 2232</td>
<td>Humanities - Renaissance and Baroque (3 cr) or</td>
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<td>Humanities - Renaissance and Baroque - Honors (3 cr)</td>
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<td>Humanities - Enlightenment and Romanticism (3 cr) or</td>
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<td>Humanities - Enlightenment and Romanticism Honors (3 cr)</td>
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<td>Mythology - Honors (3 cr)</td>
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<td>HUM 2410</td>
<td>Asian Humanities (3 cr)</td>
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<td>HUM 2454</td>
<td>African-American Humanities (3 cr)</td>
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<td>HUM 2461</td>
<td>Latin American Humanities (3 cr)</td>
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*The following courses have attribute codes: GRHM, HUMN*

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<td>ARC 1701</td>
<td>History of Architecture I (3 cr)</td>
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<td>Introduction to Art History II (3 cr)</td>
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<td>ARH 2051H</td>
<td>Introduction to Art History II - Honors (3 cr)</td>
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<tr>
<th>History</th>
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<td>EUH 2000*</td>
<td>Western Civilization to 1750 (3 cr)</td>
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<tr>
<td>EUH 2001*</td>
<td>Western Civilization 1750 to Present (3 cr)</td>
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<tr>
<td>AML 2011</td>
<td>American Literature: Colonial Period to Civil War (3 cr)</td>
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<td>AML 2021</td>
<td>American Literature: Civil War to Present (3 cr) or</td>
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<td>AML 2021H</td>
<td>American Literature: Civil War to Present Honors (3 cr)</td>
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<td>ENL 2012</td>
<td>English Literature: 1300 to 1800 (3 cr)</td>
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<td>ENL 2022</td>
<td>English Literature: 1800 to Present (3 cr)</td>
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<td>LIT 2090</td>
<td>Contemporary Literature (3 cr) or</td>
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<td>LIT 2090H</td>
<td>Contemporary Literature - Honors (3 cr)</td>
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<td>LIT 2110</td>
<td>World Literature: Beginning through Renaissance (3 cr)</td>
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<td>LIT 2120</td>
<td>World Literature: Enlightenment to Present (3 cr) or</td>
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<tr>
<td>LIT 2120H</td>
<td>World Literature: Enlightenment to Present - Honors (3 cr)</td>
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</tbody>
</table>

**Music**

- MUL 1110 Music Literature (3 cr)

**Political Science**

- INR 2002* International Politics (3 cr) or
- INR 2002H* International Politics - Honors (3 cr)

* EUH 2000, EUH 2001, INR 2002 and INR 2002H are Gordon Rule writing courses which require 6,000 words of writing and have attribute codes: GRHM, HUMN. Although these courses may apply toward either Humanities or Social Sciences, the same course cannot apply toward both Humanities and Social Sciences.

**AREA 3. MATHEMATICS**

6 Credits

Required Courses - A minimum of six semester credits of credit. These are Gordon Rule mathematics courses, and to apply toward the Gordon Rule requirement, a course must be completed with a minimum grade of C.

*The following courses have attribute code: GRMT*

<table>
<thead>
<tr>
<th>Mathematics</th>
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<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra (3 cr)</td>
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<td>MAC 1114</td>
<td>College Trigonometry (3 cr)</td>
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<tr>
<td>MAC 1140</td>
<td>Precalculus Algebra (3 cr)</td>
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<tr>
<td>MAC 1147</td>
<td>Precalculus (5 cr)</td>
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<tr>
<td>MAC 2233</td>
<td>Calculus for Business and Social Science (3 cr)</td>
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<tr>
<td>MAC 2311</td>
<td>Calculus w/Analytic Geometry I (5 cr) or</td>
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<td>MAC 2311H</td>
<td>Calculus w/Analytic Geometry I - Honors (5 cr)</td>
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<td>MAC 2312</td>
<td>Calculus w/Analytic Geometry II (5 cr) or</td>
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<td>MAC 2312H</td>
<td>Calculus w/Analytic Geometry II - Honors (5 cr)</td>
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<td>MAC 2313</td>
<td>Calculus w/Analytic Geometry III (4 cr)</td>
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<td>MAP 2302</td>
<td>Differential Equations (3 cr)</td>
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<tr>
<td>MAS 2103</td>
<td>Introduction to Linear Algebra (3 cr) or</td>
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<td>MAS 2103H</td>
<td>Introduction to Linear Algebra - Honors (3 cr)</td>
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<td>MGF 1106</td>
<td>College Mathematics (3 cr)</td>
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<td>MGF 1107</td>
<td>Mathematics for the Liberal Arts (3 cr)</td>
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<td>MGFH 2300</td>
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<td>MGFH 2300H</td>
<td>Logic and Proof in Mathematics - Honors(3cr)</td>
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<tr>
<td>MTG 2204</td>
<td>Informal Geometry (3 cr)</td>
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*The following courses have attribute code: GRQN*

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<tr>
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<tbody>
<tr>
<td>STA 2023</td>
<td>Statistical Methods (3 cr) or</td>
<td></td>
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<tr>
<td>STA 2023H</td>
<td>Statistical Methods - Honors (3 cr) or</td>
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<tr>
<td>STA 2930</td>
<td>Selected Topics in Statistics (3 cr)</td>
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</tbody>
</table>
AREA 4. SCIENCE 6 Credits

Required Courses - A minimum of six semester credits.

Valencia does not require a science course with a laboratory; however, university majors determine if the student must take one or more laboratory science courses at Valencia. To select the most appropriate science courses for your major, complete an education plan through Atlas.

(The following courses have attribute code: AASC)
- AST 1002 Astronomy (3 cr) or AST 1002H Astronomy - Honors (3 cr)
- AST 2930 Selected Topics in Astronomy (1-3 cr)
- BOT 2010C Botany (4 cr) or BOT 2932 Selected Topics in Botany (1-3 cr)
- BSC 1005 Biological Science (3 cr) or BSC 1005L Lab in Applied Biology (1 cr)
- BSC 1005C Biological Science (4 cr)
- BSC 1010C Fundamentals of Biology I (4 cr) or BSC 1011H Fundamentals of Biology I - Honors (4 cr)
- BSC 1020 Human Biology (3 cr)
- BSC 1020C Human Biology (4 cr)
- BSC 1026 Biology of Human Sexuality (3 cr)
- BSC 1050 Environmental Science (3 cr)
- BSC 2093C Human Anatomy and Physiology I (4 cr)
- BSC 2094C Human Anatomy and Physiology II (4 cr)
- BSC 2933 Selected Topics in Biology (1-3 cr)
- CHM 1020 Chemistry in Everyday Life (3 cr)
- CHM 1025C Introduction to General Chemistry (4 cr)
- CHM 1045C Gen. Chemistry w/Qualitative Analysis I (4 cr) or CHM 1045H Gen. Chemistry w/Qualitative Analysis I - Honors (4 cr)
- CHM 1046C Gen. Chemistry w/Qualitative Analysis II (4 cr) or CHM 1046H Gen. Chemistry with Qualitative Analysis II - Honors (4 cr)
- CHM 1205C Introductory Organic and Biochemistry (4 cr)
- CHM 2210C Organic Chemistry I (4 cr)
- CHM 2211C Organic Chemistry II (4 cr)
- CHM 2933 Special Topics in Chemistry (1-3 cr)
- GLY 1001 Earth Sciences (3 cr)
- GLY 2010C Physical Geology (4 cr)
- GLY 2100C Historical Geology (4 cr) or GLY 2100H Historical Geology - Honors (4 cr)
- GLY 2930 Selected Topics in Geology (1-3 cr)
- MCB 2010C Microbiology (4 cr)
- MCB 2930 Selected Topics in Microbiology (1-3 cr)
- MET 1010 Introduction to Meteorology (3 cr)
- OCB 2003C Marine Biology (4 cr)
- OCB 2930 Selected Topics in Marine Biology (1-3 cr)
- OCE 1001 Introduction to Oceanography (3 cr)
- PCB 1435 Florida Environmental Systems (3 cr)
- PCB 1435H Florida Environmental Systems (3 cr)
- PCB 2300C Aquatic Biology (3 cr)
- PCB 2304 Natural History of Florida Rivers (1 cr)
- PCB 2350 Neotropical Biology (3 cr)
- PCB 2930 Selected Topics in Ecology (1-3 cr)
- PHY 1007C Physics (4 cr)
- PHY 1053C Introductory Physics I (4 cr)
- PHY 1054C Introductory Physics II (4 cr)
- PHY 2048C General Physics w/Calculus I (4 cr)
- PHY 2049C General Physics w/Calculus II (4 cr)
- PHY 2936 Selected Topics in Physics (1-3 cr)
- PSC 1020C Fundamentals of Physical Science (4 cr)
- PSC 2121 Selected Topics in Physical Science (1-3 cr)
- ZOO 2010C General Zoology (4 cr) or ZOO 2010H General Zoology - Honors (4 cr)
- ZOO 2511 Behavior of Wild Horses (3 cr)
- ZOO 2930 Selected Topics in Zoology (1-3 cr)

AREA 5. SOCIAL SCIENCES 6 Credits

Required Courses - A minimum of six semester credits including

POS 2041 U.S. Government and another of the listed courses.

U.S. Government
(The following courses have attribute code: POS)
- POS 2041 U.S. Government (3 cr) or POS 2041H U.S. Government - Honors (3 cr)

And one of these listed courses (which have attribute code: AASS except as indicated in the footnote.*)
- AFA 2000 Introduction to the African-American Experience (3 cr)
- AMH 2010 United States History to 1877 (3 cr) or AMH 2010H United States History to 1877 - Honors (3 cr)
- AMH 2020 United States History 1877 to Present (3 cr) or AMH 2020H United States History 1877 to Present - Honors (3 cr)
- ANT 2000 Introduction to Anthropology (3 cr) or ECO 1000 Basic Economics (3 cr)
- ECO 2013 Principles of Economics-Macro (3 cr) or ECO 2013H Principles of Economics-Macro - Honors (3 cr)
- ECO 2023 Principles of Economics-Micro (3 cr) or ECO 2023H Principles of Economics-Micro - Honors (3 cr)
- EUH 2000* Western Civilization to 1750 (3 cr) or EUH 2001* Western Civilization 1750 to Present (3 cr)
- HIS 2206 Recent and Contemporary History (3 cr)
- INR 2002* International Politics (3 cr) or INR 2002H* International Politics - Honors (3 cr)
- POS 2112 State and Local Government (3 cr)
- PSY 1012 General Psychology (3 cr) or PSY 1012H General Psychology - Honors (3 cr)
- SYG 2000 Introductory Sociology (3 cr) or SYG 2000H Introductory Sociology - Honors (3 cr)

* EUH 2000, EUH 2001, INR 2002 and INR 2002H are Gordon Rule writing courses which require 6,000 words of writing and have attribute codes: GRHM, HUMN. Although these courses may apply toward either Humanities or Social Sciences, the same course cannot apply toward both Humanities and Social Sciences.

B. Electives/Required Prerequisites for Major 24 Credits

Most college-level credit courses taught at Valencia will count toward elective credit. Any credits in excess of the minimum required in any of the five core areas listed above will count as elective credits. University majors require certain prerequisite courses before transferring; these are the courses that should be taken as electives at Valencia.
To select the most appropriate electives, create an education plan through Atlas for review with a Student Services staff member.

**C. Foreign Language Proficiency Requirement**

Valencia’s college-level foreign language proficiency requirement can be satisfied in one of the following ways:

- You may complete two credits (two years) of sequential high school instruction in one language other than English with a passing grade each year.

- You may successfully complete one of the following nine-credit foreign language sequences:

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>SPA 2612</td>
<td>American Sign Language I (4 cr)</td>
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<tr>
<td>SPA 2613</td>
<td>American Sign Language II (4 cr)</td>
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<tr>
<td>SPA 2614</td>
<td>American Sign Language III (4 cr)</td>
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</tbody>
</table>

Satisfaction of this graduation requirement for Valencia may also satisfy the foreign language admission requirement for Florida public universities; it may or may not satisfy a specific university graduation requirement. Students are encouraged to find out the specific requirements of institutions in which they are interested.

**The Gordon Rule**

State Board of Education Rule 6A-10.030, the Gordon Rule, requires that students complete with grades of C or better 12 credits in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments and six credits of mathematics coursework at the level of college algebra or higher. These courses must be completed successfully (grades of C or better) prior to the receipt of an A.A. Degree and prior to entry into the upper division of a Florida public university.

For graduation with the Associate in Arts Degree from Valencia, the Gordon Rule requirements can be satisfied by completing either the Writing and Mathematics requirements listed below or the Interdisciplinary Studies Program and the Mathematics requirement.

**Writing**

*Required*

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<th>Required</th>
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<td>ENC 1101</td>
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<td>ENC 1101H</td>
<td>Freshman Composition I - Honors (3 cr)</td>
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<tr>
<td>ENC 1102</td>
<td>Freshman Composition II (3 cr)</td>
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<tr>
<td>ENC 1102H</td>
<td>Freshman Composition II - Honors (3 cr)</td>
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</tbody>
</table>

Upon completion of ENC 1101 Freshman Composition I with a grade of C or better, students must complete, with grades of C or better, at least 6 credits from the list that follows. One course must have an HUM prefix.

**Architecture**

<table>
<thead>
<tr>
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<tr>
<td>ARC 1701</td>
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<td>Introduction to Art History II (3 cr)</td>
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<tr>
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<td>HUM 2220H</td>
<td>Humanities - Greek and Roman - Honors (3 cr)</td>
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<tr>
<td>HUM 2223</td>
<td>Humanities - Late Roman and Medieval (3 cr)</td>
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<td>HUM 2223H</td>
<td>Humanities - Late Roman and Medieval Honors (3 cr)</td>
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<tr>
<td>HUM 2232</td>
<td>Humanities - Renaissance and Baroque (3 cr)</td>
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HUM 2232H Humanities - Renaissance and Baroque - Honors (3 cr)
HUM 2234 Humanities - Enlightenment and Romanticism (3 cr) or
HUM 2234H Humanities - Enlightenment and Romanticism Honors (3 cr)
HUM 2250 Humanities - Twentieth Century (3 cr) or
HUM 2250H Humanities - Twentieth Century - Honors (3 cr)
HUM 2310 Mythology (3 cr) or
HUM 2310H Mythology - Honors (3 cr)
HUM 2410 Asian Humanities (3 cr)
HUM 2454 African-American Humanities (3 cr)
HUM 2461 Latin American Humanities (3 cr)

Literature
AML 2011 American Literature: Colonial Period to Civil War (3 cr) or
AML 2021 American Literature: Civil War to Present (3 cr) or
AML 2021H American Literature: Civil War to Present Honors (3 cr)
ENL 2012 English Literature: 1300 to 1800 (3 cr)
ENL 2022 English Literature: 1800 to Present (3 cr)
LIT 2090 Contemporary Literature (3 cr) or
LIT 2090H Contemporary Literature - Honors (3 cr)
LIT 2110 World Literature: Beginning through Renaissance (3 cr)
LIT 2120 World Literature: Enlightenment to Present (3 cr) or
LIT 2120H World Literature: Enlightenment to Present - Honors (3 cr)

Music
MUL 1110 Music Literature (3 cr)

Political Science
INR 2002 International Politics (3 cr) or
INR 2002H International Politics - Honors (3 cr)

Mathematics:
Students must complete, with grades of C or better, at least 6 credits from the following list:
MAC 1105 College Algebra (3 cr)
MAC 1114 College Trigonometry (3 cr)
MAC 1140 Precalculus Algebra (3 cr)
MAC 1147 Precalculus (5 cr)
MAC 2233 Calculus for Business and Social Science (3 cr)
MAC 2311 Calculus w/ Analytic Geometry I (5 cr) or
MAC 2311H Calculus w/ Analytic Geometry I - Honors (5 cr)
MAC 2312 Calculus w/ Analytic Geometry II (5 cr) or
MAC 2312H Calculus w/ Analytic Geometry II - Honors (5 cr)
MAC 2313 Calculus w/ Analytic Geometry III (4 cr)
MAP 2302 Differential Equations (3 cr)
MAS 2103 Introduction to Linear Algebra (3 cr) or
MAS 2103H Introduction to Linear Algebra - Honors (3 cr)
MGF 1106 College Mathematics (3 cr)
MGF 1107 Mathematics for the Liberal Arts (3 cr)
MHF 2300 Logic and Proof in Mathematics (3 cr) or
MICH 2300H Logic and Proof in Mathematics - Honors (3 cr)
MTG 2204 Informal Geometry (3 cr)
STA 2023 Statistical Methods (3 cr) or
STA 2023H Statistical Methods - Honors (3 cr) or
STA 2930 Selected Topics in Statistics (3 cr)

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. (CLAST is not required to receive the Associate in Applied Science or the Associate in Science Degree.)

2. Those who will transfer to a state university with 60 or more credits.

The CLAST is a method to demonstrate competency in English Language Skills, Essay, Mathematics and Reading. Alternative means to meet the requirement have been approved for those students who meet specific guidelines.

To be eligible for CLAST, students must have completed successfully a minimum of 18 credits 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. To be considered as completed successfully, these English and Math courses must be completed with a minimum grade of C.

Alternative ways to meet College-Level Academic Skills Test requirements are available. Students may qualify for an Alternative based on grades in a minimum of six credits in specific courses. To qualify for the Alternative to the CLAST subtests in English Language Skills, Essay, and Reading, a student must have a 2.5 GPA in six credits of ENC 1101 and ENC 1102 or their equivalent. To qualify for the Alternative to the CLAST subtest in mathematics, a student must have a 2.5 GPA in two courses (minimum of six credits) that apply toward the mathematics requirement for general education in the A.A. Degree at Valencia Community College.

A second alternative method requires specific scores on the SAT-I or Enhanced ACT or equivalents on their original scales:

<table>
<thead>
<tr>
<th>SAT-I Score or Enhanced ACT Score</th>
<th>Section(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Read 500</td>
<td>English 21</td>
</tr>
<tr>
<td>Critical Read 500</td>
<td>Reading 22</td>
</tr>
<tr>
<td>Mathematics 500</td>
<td>Mathematics 21</td>
</tr>
</tbody>
</table>

It is possible to satisfy the CLASP requirements through a combination of passing one or more CLAST subtests and using the Alternative(s) for one or more subtests.

Visit a campus Assessment Office to register for the CLAST. There is an examination fee for the pencil and paper version of the test per CLAST registration period, and there is a registration
deadline. See the Academic Calendar in the online official catalog for the registration deadlines and test dates.

The Computer Adapted Test (CAT-CLAST) is given weekly on the West Campus and is available to those students who need only the computation, reading and/or English language skills subtests of the CLAST. With the CAT-CLAST you will know your score(s) immediately, though it may take up to four weeks for the scores to become official and appear on your Valencia record. To register for the CAT-CLAST, visit the Assessment Office on East, Osceola or West Campus or Student Services at the Winter Park Campus. There is an examination fee for the CAT-CLAST for each appointment, and you can take up to three subtests per appointment. All test fees are non-refundable and non-transferable.

Regardless of the version of the CLAST you take, a minimum of 31 days must have passed between attempts on the same subtest. If you take the same subtest in less than 31 days, your scores will be invalid.

To assist you in preparing for the CLAST, Valencia teaches CLASP skills in computation, English language, essay, and reading in courses in each of those academic disciplines. The skills are reinforced in virtually all appropriate courses offered at Valencia and immediately before each CLAST, with CLAST review sessions in all four areas. Valencia has created online review materials for each of the CLAST subtests. The online CLAST review materials can be accessed via your Atlas account under the Student Services tab. You can obtain additional support to strengthen CLASP skills through the Student Support Centers for communications and mathematics. Also, the campus Learning Resources Centers (LRCs) have preparation materials. Videos for each academic discipline may be viewed in the LRCs and books are available that provide sample questions and preparation techniques. In addition, special help is provided through the West Campus Writing Center. On the Web you can find links to additional review materials by visiting http://valenciacc.edu/assessments.

The computation and communication competencies required are:

**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
- Write unified prose with relevant supporting material
- Write coherent prose with effective transitions between parts
- Avoid slang, jargon, cliches, and pretentious expressions
- Use a variety of sentence patterns
- Avoid overuse of passive construction
- Maintain consistent point of view
- Revise, edit, and proofread for clarity, consistency, and conformity to standard American English

All of the skills tested on the English language skills subtest are also tested on the essay subtest.

**English Language Skills**

**Word Choice Skills**
- Use words which convey the meaning required by context
- Avoid wordiness

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

**Grammar, Spelling, Capitalization, and Punctuation Skills**
- Use standard verb forms
- Maintain agreement between subject and verb, pronoun and antecedent
- Use proper case forms
- Use adjectives and adverbs correctly
- Avoid inappropriate shifts in verb tenses
- Make logical comparisons
- Use standard spelling, punctuation, and capitalization

**Mathematics Skills**

**Arithmetic Skills**
- Add, subtract, multiply and divide rational numbers in fractional form
- Add, subtract, multiply and divide rational numbers in decimal form
- Calculate percent increase and percent decrease
- Solve “a% of b is c,” where two of the variables are given
- Recognize the meaning of exponents
- Recognize the role of the base number in the base-ten numeration system
- Identify equivalent forms of decimals, percents, and fractions
- Determine the order relation between real numbers
- Identify a reasonable estimate of a sum, average, or product
Geometry and Measurement Skills

- Infer relations between numbers in general by examining number pairs
- Solve real-world problems which do not involve the use of percent
- Solve real-world problems which involve the use of percent
- Solve problems that involve the structure and logic of arithmetic

Algebra Skills

- Add, subtract, multiply and divide real numbers
- Apply the order of operations agreement
- Use scientific notation
- Solve linear equations and inequalities
- Use formulas to compute results
- Find particular values of a function
- Factor a quadratic expression
- Find the roots of a quadratic equation
- Solve a system of two linear equations in two unknowns
- Use properties of operations correctly
- 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 and vice versa
- Use applicable properties to select equivalent equations or 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
- Use the fundamental counting principle
- 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 statistical data
- Interpret real-world data involving frequency and cumulative frequency tables
- 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
- Determine equivalence and nonequivalence of statements
- Draw logical conclusions from data
- Recognize invalid arguments with true conclusions
- Recognize valid reasoning patterns shown in everyday language
- Select applicable rules for transforming statements without affecting their meaning
- Draw logical conclusions when facts warrant them

Community College Associate in Arts Transfer Guarantees

Community College Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement 6A-10.024. This Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. The agreement addresses General Admission to a state 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 A.A. Degree holders will be granted admission to one of the eleven (11) state universities but not necessarily to limited access programs.

2. Upon transferring to a state university, A.A. Degree graduates will be awarded at least 60 credits towards the baccalaureate degree.

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

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

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, dual enrollment, early enrollment, International
Baccalaureate, and PEP) within the A.A. Degree at the community college will be transferable to the state university.

Students without an A.A. Degree who are seeking admission to a state university do not have all the guarantees provided by the Articulation Agreement and may be denied admission or lose credit when transferring. In most cases students without an A.A. 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 A.A. 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 Valencia while completing the A.A. Degree.

Limited Access

Due to limited resources, some programs have limited enrollments; in order to select students these programs may have additional admission requirements which are more restrictive than the university’s general admission requirements. These requirements may include one or more of the following: completion of specific courses, minimum grade point average, minimum test scores, interviews, auditions, submission of a portfolio, and deadlines.

Guarantees

A.A. 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 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. For assistance in accessing this information, you may visit Career Development Services or the Atlas Access Lab on any campus where you also may complete, through the LifeMap Tools in Atlas, an education plan to prepare you for a specific major(s). Once you create an education plan, you may meet with a Student Services staff member to discuss the requirements for a particular major(s) and your education plan.

Applies

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.

Associate in Arts Degree: General Studies

The Associate in Arts Degree: General Studies (A.A. General Studies) is available for students who want a college degree and have not selected a Pre-Major for transfer to a state university in Florida and for students who plan to transfer to a private and/or out-of-state institution. Although the Pre-Majors provide the best preparation for transfer to the specific majors in Florida’s State University System, a student still may choose the Associate in Arts: General Studies.

By completing the Associate in Arts Degree: General Studies, a student satisfies the General Education requirements for Valencia and the state universities and, therefore, is eligible for transfer as a junior to a state university; in addition, with careful course selection, a student who earns this degree may be prepared for transfer as a junior to a specific degree program. It is the student’s responsibility to find out the requirements for admission to the major at the university to which the student will transfer. For assistance in accessing this information, you may visit Career Development Services or the Atlas Access Lab on any campus where you also may complete, through the LifeMap Tools in Atlas, an education plan to prepare you for a specific major(s). Once you create an education plan, you may meet with a Student Services staff member to discuss the requirements for a particular major(s) and your education plan.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete prerequisites for the program courses and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
**Suggested Course Sequence for the Associate in Arts Degree: General Studies**

The following suggested course sequence includes all of the course requirements for the A.A. Degree.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* ENC 1101</td>
<td>Freshman Composition I (GR)</td>
<td>3</td>
<td>ENC1, COMM, GREG</td>
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<tr>
<td>+* Mathematics (GR)</td>
<td>3</td>
<td>GRMT, GRQN</td>
<td></td>
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<tr>
<td>Humanities (See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>HUMN</td>
<td></td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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**Total Credits** 18

**INTERMEDIATE COURSES**

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<tr>
<td>Science (See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>AASC</td>
<td></td>
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<tr>
<td>+* Humanities HUM Prefix (GR)</td>
<td>3</td>
<td>HUMH, GRIIM</td>
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<tr>
<td>Social Science (See A.A. Gen Ed Requirement)</td>
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**Total Credits** 21

**ADVANCED COURSES**

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<tr>
<td>Science (See A.A. Gen Ed Requirement)</td>
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</table>

**Total Credits** 21

**Total Degree Credits** 60

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**Pre-Majors at Valencia**

Through the Associate in Arts Degree, Valencia offers preparation for the nearly 200 majors in the State University System (SUS) of Florida. Each Pre-Major is designed as an advisory guide for a student who plans to earn the Associate in Arts Degree from Valencia and transfer to one of the eleven state universities in Florida as a junior to complete a bachelor’s degree in one of the specific university majors. Each Pre-Major includes the courses to satisfy Valencia’s General Education requirements for the A.A. Degree and the Statewide Common Course Prerequisites for the specific university major.

Students who plan to transfer to a restricted access or limited access program are responsible for completing the specific requirements of the institution to which they will transfer, as completion of a Pre-Major does not guarantee admission to an upper division program if that university program has restricted access or limited access status. In general, restricted access means there are admission requirements in addition to the A.A. Degree and, if those requirements are met, the student will qualify for admission to the university program. The additional requirements might include the completion of certain courses, a separate application, an early application date and/or a minimum grade point average.

Limited access means there are requirements in addition to the A.A. Degree and, even though these additional requirements are met, the student might not be admitted to the university program because admission is a selective process conducted by the university. The additional requirements might include the completion of certain courses, a minimum grade point average, minimum test scores, interviews, auditions and/or portfolios. It is the student’s responsibility to learn if a particular university major is designated limited access or restricted access at the specific university to which the student wants to transfer.

Some Pre-Majors are based upon articulation agreements with specific universities and this information is reflected in the specific Pre-Major information. Although a Pre-Major may be based upon an articulation agreement with one or more universities, the listed courses would be very similar for that major for any of the state universities in Florida.

A.A. Degree-seeking students in all Pre-Majors must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed and must satisfy Valencia’s foreign language proficiency requirement.

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Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
Valencia offers the following Pre-Majors:

- Accounting
- Architecture
- Art, Studio/Fine Art
- Biology
- Business Administration
- Chemistry
- Computer Science
- Dance Performance
- Economics
- Early Childhood Education (effective Spring 2007)
- Education (General Preparation)
- Articulated Engineering (Florida Institute of Technology)
- Articulated Engineering (Polytechnic University of the Americas)
- Articulated Engineering (University of Central Florida)
- Articulated Engineering (University of Florida)
- Articulated Engineering (University of Miami)
- Engineering (General)
- English
- French
- Health Services Administration
- History
- Horticultural Science
- Humanities
- Human Resources Management
- Information Technology
- Interpersonal Communications
- Journalism
- Management Information Systems
- Marine Biology
- Marketing
- Mathematics
- Philosophy
- Political Science and Government
- Portuguese
- Psychology
- Public Administration
- Public Relations/Organizational Communication
- Radiologic Sciences
- Respiratory Care
- Sign Language Interpretation
- Social Sciences
- Sociology
- Spanish
- Statistics

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**Pre-Major: Accounting**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Accounting. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program.

Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATIONS COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
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<td>+* MAC 2233</td>
<td>Calculus for Business and Social Science (GR)</td>
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<td>SPC 1600</td>
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<td>COMM, SPC</td>
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<td>GEB 1011</td>
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**INTERMEDIATE COURSES**

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<td>+* STA 2023</td>
<td>Statistical Methods (GR)</td>
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<tr>
<td>+* Humanities</td>
<td>HUM Prefix (GR)</td>
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<td>HUMH, GRHM</td>
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<tr>
<td>+ ACG 2021</td>
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<tr>
<td>+ ECO 2013</td>
<td>Principles of Economics-Macro</td>
<td>3</td>
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<tr>
<td>+ CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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</table>

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code: Denotes course attribute if needed for degree audits.

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continued
**ADVANCED COURSES**

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<td>+ ECO 2023</td>
<td>Principles of Economics-Micro</td>
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<td>(See A.A. Gen Ed Requirement)</td>
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**NOTES:** Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university's foreign language proficiency requirement(s), SLS 112 Student Success, *APA 2941 Internship Exploration and additional Accounting courses from the course descriptions section of the catalog. The electives do not necessarily need to be taken in three-credit courses.

**Pre-Major: Architecture**

**Associate in Arts Degree**

Based on an Articulation Agreement with the University of Florida in Gainesville, Florida

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a degree in Architecture. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer. **as completion of this pre-major does not guarantee admission to an upper division limited access program.**

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
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<td>Freshman Composition I (GR)</td>
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<td>ENC1, COMM, GREG</td>
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<tr>
<td>+ MAC 1114</td>
<td>College Trigonometry (GR)</td>
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<td>BSC 1005</td>
<td>Biological</td>
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<td>+ ARC 1701</td>
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**INTERMEDIATE COURSES**

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<td>ENC2, COMM, GREG</td>
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<tr>
<td>+ ARC 1302</td>
<td>Architectural Design II</td>
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<tr>
<td>+ ARC 2702</td>
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<td>+ ARC 1201</td>
<td>Theory of Architecture</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<tr>
<td>+ MAC 2233</td>
<td>Calculus for Business and Social</td>
<td>3</td>
<td>GRMT</td>
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<tr>
<td>+ PHY 1053C</td>
<td>Introductory Physics I</td>
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**ADVANCED COURSES**

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<td>(GR)</td>
<td>3</td>
<td>HUMN, GRHM</td>
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<tr>
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<td>+ ARC 2304</td>
<td>Architectural Design IV</td>
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**ARCHITECTURE ELECTIVES**

Students who want to fulfill the requirements for the Articulation Agreement with the University of Florida must take the following additional courses:

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<tr>
<td>+ ARC 2461</td>
<td>Materials and Methods of Construction</td>
<td>4</td>
</tr>
<tr>
<td>+ ARC 2501</td>
<td>Architectural Structures I</td>
<td>4</td>
</tr>
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</table>
Pre-Major: Art, Studio/Fine Art
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Art. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATION COURSES**

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<th>Course Code</th>
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<tr>
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<td>ENC1, COMM, GREG</td>
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<td>* Mathematics (GR)</td>
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<td>3</td>
<td>GRMT, GRQN</td>
</tr>
<tr>
<td>+ ARH 2050</td>
<td>Introduction to Art History I</td>
<td>3</td>
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<tr>
<td>+ ART 1201C</td>
<td>Design I</td>
<td>3</td>
<td></td>
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<tr>
<td>+ ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>COMM, SPC</td>
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**Total Credits**: 21

**INTERMEDIATE COURSES**

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<th>Code</th>
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<td>ENC2, COMM, GREG</td>
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<tr>
<td>* Mathematics (GR)</td>
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<td>GRMT, GRQN</td>
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<tr>
<td>Science</td>
<td>(See A.A., Gen Ed Requirement)</td>
<td>3</td>
<td>AASC</td>
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<tr>
<td>Social Science</td>
<td>(See A.A., Gen Ed Requirement)</td>
<td>3</td>
<td>AASS</td>
</tr>
<tr>
<td>* ART 1203C</td>
<td>Design II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
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<tr>
<td>+ ART 2XXXC</td>
<td>1 An Introductory Media Course</td>
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**Total Credits**: 21

**ADVANCED COURSES**

<table>
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<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>+* ARH 2051</td>
<td>Introduction to Art History II (GR)</td>
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<td>+* Humanities</td>
<td>Humanities HUM Prefix (GR)</td>
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<td>HUMH, GRHM</td>
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<tr>
<td>+ ART 2XXXC</td>
<td>1 An Introductory Media Course</td>
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**Total Credits**: 18

**Total Degree Credits**: 60

**NOTES:**

1. Choose from the following introductory media courses:

<table>
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<tr>
<td>* ART 2330C</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>* ART 2400C</td>
<td>Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>* ART 2401C</td>
<td>Printmaking II</td>
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<tr>
<td>* ART 2500C</td>
<td>Painting I</td>
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<tr>
<td>* ART 2501C</td>
<td>Painting II</td>
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<td>* ART 2701C</td>
<td>Sculpture I</td>
<td>3</td>
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<tr>
<td>* ART 2750C</td>
<td>Ceramics I</td>
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<tr>
<td>* ART 2751C</td>
<td>Ceramics II</td>
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Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success and +*ART 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Biology
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Biology. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

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The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
*+ This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
**FOUNDATION COURSES**

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<th>Code</th>
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<tbody>
<tr>
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<td>* MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
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<td>* CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis I</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>Humanities (See A.A. Gen Ed Requirement)</td>
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<tr>
<td>* CHM 1046C</td>
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**INTERMEDIATE COURSES**

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<td>* STA 2023</td>
<td>Statistical Methods (GR)</td>
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<td>or</td>
<td>* MAC 2312</td>
<td>Calculus with Analytic Geometry II (GR)</td>
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<tr>
<td>* CHM 2210C</td>
<td>Organic Chemistry I</td>
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<td>or</td>
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<td>+ BSC 1010C</td>
<td>Fundamentals of Biology I</td>
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<td>U.S. Government</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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**ADVANCED COURSES**

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<td>* BSC 1011C</td>
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**NOTES:** Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, *BSC 2933 Selected Topics in Biology, and *BSC 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

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**Pre-Major: Business Administration**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Business Administration. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as **completion of this Pre-Major does not guarantee admission to an upper division limited access program.** Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

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<td>HUMN</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
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<td>POS</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>COMM, SPC</td>
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<td>Introduction to Business</td>
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**INTERMEDIATE COURSES**

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<td>Microcomputer Fundamentals and Applications</td>
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<td>+ ECO 2013</td>
<td>Principles of Economics-Macro</td>
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<tr>
<td>+ ACG 2021</td>
<td>Financial Accounting</td>
<td>3</td>
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</tr>
<tr>
<td>* Humanities</td>
<td>HUM Prefix (GR)</td>
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<td>HUMH, GRHM</td>
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<tr>
<td>* MAC 2233</td>
<td>Calculus for Business and Social Science (GR)</td>
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Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

+ This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
### Advanced Courses

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<td>GRIM, HUMN</td>
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<tr>
<td>+* STA 2023 Statistical Methods (GR)</td>
<td>3</td>
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<td>+* ACG 2071 Managerial Accounting</td>
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<tr>
<td>+ ECO 2023 Principles of Economics-Micro</td>
<td>3</td>
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</tr>
<tr>
<td>Science (See A.A. Gen Ed Requirement)</td>
<td>3</td>
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</tr>
<tr>
<td>Elective(s)</td>
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</tbody>
</table>

**Total Credits**: 21  
**Total Degree Credits**: 60

### Notes:  
Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success and additional courses from the Business Administration and Management course descriptions section of the catalog. The electives do not necessarily need to be taken in three-credit courses.

### Pre-Major: Chemistry

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Chemistry. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* ENC 1101 Freshman Composition I (GR)</td>
<td>3</td>
<td>EN1, COMM, GREG</td>
</tr>
<tr>
<td>SPC 1600 Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
</tr>
<tr>
<td>+* CHM 1045C General Chemistry with Qualitative Analysis I</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>+* MAC 2311 Calculus with Analytic Geometry I (GR)</td>
<td>5</td>
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</tr>
<tr>
<td>POS 2041 U.S. Government</td>
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**Total Credits**: 18

### Intermediate Courses

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<tbody>
<tr>
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<tr>
<td>+* MAC 2312 Calculus with Analytic Geometry II (GR)</td>
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<tr>
<td>+* Humanities HUM Prefix (GR)</td>
<td>3</td>
<td>GRIM, HUMH</td>
</tr>
<tr>
<td>+* CHM 1046C General Chemistry II</td>
<td>4</td>
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<tr>
<td>Social Science (See A.A. Gen Ed Requirement)</td>
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**Total Credits**: 21

### Advanced Courses

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>+* CHM 2210C Organic Chemistry I (GR) or PHY 2048C General Physics with Calculus I</td>
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<tr>
<td>+* CHM 2211C Organic Chemistry II (GR) or PHY 2049C General Physics with Calculus II</td>
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<tr>
<td>+ MAC 2313 Calculus with Analytic Geometry III (GR)</td>
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<td>+* Humanities Elective(s)</td>
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<tr>
<td>Elective(s)</td>
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</table>

**Total Credits**: 21  
**Total Degree Credits**: 60

### Notes:  
Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, SLS 1301 Career Development, and *CHM 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

Specialized courses may not be offered every session or on every campus.  
* This course has a prerequisite; check description in Valencia catalog.  
(GR) Denotes a Gordon Rule course.  
Code Denotes course attribute if needed for degree audits.
Pre-Major: Computer Science
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Computer Science. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I (GR)</td>
<td>3</td>
<td>ENC1, COMM, ENGL</td>
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<tr>
<td>MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
<td>5</td>
<td>HUMN</td>
</tr>
<tr>
<td>Humanities (See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>COMM, SPC</td>
<td></td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>SPC1, SPC2</td>
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</tr>
<tr>
<td>Elective</td>
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<td><strong>Total Credits</strong></td>
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INTERMEDIATE COURSES

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<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>COP 2220</td>
<td>C Programming</td>
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<td>ENC 1102</td>
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<td>3</td>
<td>ENC2, COMM, ENGL</td>
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<tr>
<td>PHY 2048C</td>
<td>General Physics with Calculus I</td>
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</tr>
<tr>
<td>Social Science (See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>AASS</td>
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</tr>
<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>Science</td>
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<tr>
<td><strong>Total Credits</strong></td>
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ADVANCED COURSES

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>COP 2220</td>
<td>Advanced C Programming</td>
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<tr>
<td>Mac 2311</td>
<td>Calculus with Analytic Geometry II (GR)</td>
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<tr>
<td>PHY 2049C</td>
<td>General Physics with Calculus II</td>
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<tr>
<td>STA 2023</td>
<td>Statistical Methods (GR)</td>
<td>3</td>
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</tr>
<tr>
<td>Humanities HUM Prefix (GR)</td>
<td>3</td>
<td>HUMN, HUMN</td>
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</tr>
<tr>
<td>Humanities (GR)</td>
<td>3</td>
<td>GRIM, HUMN</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<td><strong>Total Degree Credits</strong></td>
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NOTES:
1. Choose from the following science courses:

<table>
<thead>
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<th>Title</th>
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<th>Code</th>
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<tbody>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology I</td>
<td>4</td>
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<tr>
<td>BSC 1011C</td>
<td>Fundamentals of Biology II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis I</td>
<td>4</td>
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</tr>
<tr>
<td>CHM 1046C</td>
<td>General Chemistry with Qualitative Analysis II</td>
<td>4</td>
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</tr>
</tbody>
</table>

Some universities will accept + COP 2805 Advanced Java Programming as meeting the object-oriented programming requirements for the Bachelor’s Degree in Computer Science. Taking this course at Valencia will be in addition to the 60 credits required for this degree.

Pre-Major: Dance Performance
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Dance Performance. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.
**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I (GR)</td>
<td>3</td>
<td>ENC1, COMM, GREG</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(GR)</td>
<td>3</td>
<td>GRQN, GRMT</td>
</tr>
<tr>
<td>Humanities</td>
<td>(See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>HUMAN</td>
</tr>
<tr>
<td>Social Science</td>
<td>(See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>AASS</td>
</tr>
<tr>
<td>DAA 1100</td>
<td>Modern Dance I</td>
<td>2</td>
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<tr>
<td>DAA 1200</td>
<td>Ballet I</td>
<td>2</td>
<td></td>
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<tr>
<td>DAA 2610</td>
<td>Dance Composition and Improvisation I</td>
<td>2</td>
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<tr>
<td><strong>Total Credits</strong></td>
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**INTERMEDIATE COURSES**

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<th>Title</th>
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<tbody>
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<td>ENC2, COMM, GREG</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<tr>
<td>Mathematics</td>
<td>(GR)</td>
<td>3</td>
<td>GRMT, GRQN</td>
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<td>DAA 1101</td>
<td>Modern Dance II</td>
<td>2</td>
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<td>DAA 1201</td>
<td>Ballet II</td>
<td>2</td>
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<td>DAA 2611</td>
<td>Dance Composition and Improvisation II</td>
<td>2</td>
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<tr>
<td>DAA 1680</td>
<td>Repertory I</td>
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<tr>
<td><strong>Total Credits</strong></td>
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**ADVANCED COURSES**

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>HUM Prefix (GR)</td>
<td>3</td>
<td>HUMH, GREG</td>
</tr>
<tr>
<td>Science</td>
<td>(See A.A. Gen Ed Requirement)</td>
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<td>DAA 2102</td>
<td>Intermediate Modern Dance I</td>
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<td>DAA 2103</td>
<td>Intermediate Modern Dance II</td>
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<td>DAA 2202</td>
<td>Intermediate Ballet I</td>
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<td>DAA 2203</td>
<td>Intermediate Ballet II</td>
<td>2</td>
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<tr>
<td>DAA 1681</td>
<td>Repertory II</td>
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<td>(GR)</td>
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<td>GREG, HUMN</td>
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<tr>
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<tr>
<td><strong>Total Degree Credits</strong></td>
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<td><strong>60</strong></td>
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</table>

**Pre-Major: Economics**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Economics or in Business Administration with an Economics major. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

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Specialized courses may not be offered every session or on every campus. 
* This course must be completed with a grade of C or better. 
* This course has a prerequisite; check description in Valencia catalog. 
(GR) Denotes a Gordon Rule course. 
Code Denotes course attribute if needed for degree audits. 

Notes: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, AMH 2020 U.S. History 1877 to Present, ECO 2932 Selected Topics in Economics, *ECO 2941 Internship Exploration, *EUH 2001 Western Civilization 1750 to Present, GEA 1000 World Geography, POS 2112 State and Local Government, PSY 1012 General Psychology and SYG 2000 Introductory Sociology. The electives do not necessarily need to be taken in three-credit courses.
This Pre-Major is effective in the college's curriculum for Spring 2007.

**Pre-Major: Early Childhood Education**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Early Childhood Education. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATION COURSES**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I (GR)</td>
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<td>ENC1, COMM, GREG</td>
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<td>+ EDF 2005</td>
<td>Introduction to Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ Mathematics (GR)</td>
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<td>3</td>
<td>GRMT, GRQN</td>
</tr>
<tr>
<td>+ SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
</tr>
<tr>
<td>+ Science 1 (See A.A. Gen Ed Requirement)</td>
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**INTERMEDIATE COURSES**

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<td>+ EEC 2001</td>
<td>Introduction to Early Childhood Education</td>
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<td>+ Mathematics (GR)</td>
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<td>GRMT, GRQN</td>
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<td>+ Humanities 3 HUM Prefix (GR)</td>
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<td>POS</td>
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<tr>
<td>+ AMH 2010</td>
<td>United States History to 1877</td>
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<td>or</td>
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<td>United States History 1877 to Present</td>
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**ADVANCED COURSES**

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<tr>
<td>+ EME 2040</td>
<td>Technology for Educators</td>
<td>3</td>
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<tr>
<td>+ HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
<td>HUMN</td>
</tr>
<tr>
<td>+ Science 1 (A.A. Gen Ed Course with Lab)</td>
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<td>AASC</td>
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<td>+* INR 2002</td>
<td>International Politics (GR)</td>
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<td>GRHM, HUMN</td>
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<td>+* Mathematics (GR)</td>
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<td>GRMT, GRQN</td>
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<td>+ Science 1 (See A.A. Gen Ed Requirement)</td>
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<td>AASC</td>
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<td><strong>Total Degree Credits</strong></td>
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</table>

**NOTES:**

1. Select one earth science, one life science, and one physical science course. One of these courses must have a lab. Contact your transfer university to determine which courses that university classifies as earth, life, and physical sciences.

2. Students with a National CDA, which includes documented field experience and a completed portfolio, should complete a request for Experiential Credit to substitute for EEC 2001 Introduction to Early Childhood Education. Contact a Dean of Social Sciences for more information.

3. Select one course from the following:
   - HUM 2220 Humanities - Greek and Roman 3
   - HUM 2223 Humanities - Late Roman and Medieval 3
   - HUM 2232 Humanities - Renaissance and Baroque 3
   - HUM 2234 Humanities - Enlightenment and Romanticism 3
   - HUM 2250 Humanities - Twentieth Century 3
   - HUM 2220 Humanities - Greek and Roman 3
   - HUM 2410 Asian Humanities 3

Students seeking alternative CDA certification may use this completed degree combined with field experience to earn CDA certification. For this certification, at least six credits must include EEC 2001 Introduction to Early Childhood Education or an early literacy course or a child development course. Students are responsible for seeking information on the requirements for alternative CDA certification from the Division of Children and Families and/or the Early Learning Coalition.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
(Gr) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
Pre-Major: Education (General Preparation)
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Education. Students must meet with an advisor to discuss requirements for concentrations in specific fields. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>Philosophy</td>
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<td>EDF 2005</td>
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<td>GRMT, GRQN</td>
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<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<tr>
<td>Science</td>
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<tr>
<td>PSY 1012</td>
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INTERMEDIATE COURSES

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<td>* Mathematics</td>
<td>(GR)</td>
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<td>GRMT, GRQN</td>
</tr>
<tr>
<td>* Humanities</td>
<td>HUM Prefix (GR)</td>
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<td>HUMH, GRHM</td>
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<tr>
<td>EDG 2701</td>
<td>Teaching Diverse Populations</td>
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<td>AMH 2010</td>
<td>United States History to 1877</td>
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ADVANCED COURSES

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NOTES:
1. Select one earth science, one life science, and one physical science course. One of these courses must have a lab. Contact your transfer university to determine which courses that university classifies as earth, life, and physical sciences.

2. It may be advisable to take *MAE 2801 Elementary School Mathematics Curriculum and Instruction for these Elective credits; if this option is taken, the total credits will exceed 60.

Articulated Pre-Major: Engineering (Florida Institute of Technology)
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the Florida Institute of Technology (FIT) in Melbourne, Florida as a junior to complete a four-year bachelor’s degree in the College of Engineering. It is based upon an articulation agreement in Engineering with FIT. Engineering majors offered at Florida Tech are Aerospace, Chemical, Civil, Computer, Electrical, Mechanical, and Ocean. Students who plan to transfer are responsible for completing the admission requirements of FIT.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Also, courses listed in the NOTES below may be taken at Valencia in addition to the 60 credits listed.

Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
(Gr) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Financial aid is available to eligible Valencia transfer students. The combination of state, federal, and university financial aid programs can make Florida Tech affordable to eligible students who wish to transfer to Florida Tech. In some cases, the combination of grants and scholarships approximates the student’s total tuition. Please visit the Florida Tech admissions Web site www.FIT.edu for additional information.

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</thead>
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<tr>
<td>+* ENC 1101</td>
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<td>ENCL, COMM, GREG</td>
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<td>+* HUM 2232</td>
<td>Humanities - Renaissance and Baroque (GR)</td>
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<td>GHRHM</td>
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<td>Introduction to the Engineering Profession</td>
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<td>+ EGS 1007</td>
<td>Engineering Concepts and Methods</td>
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<tr>
<td>+* MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
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<td>+* MAC 2312</td>
<td>Calculus with Analytic Geometry II (GR)</td>
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<td>+* HUM 2234</td>
<td>Humanities - Enlightenment and Romanticism (GR)</td>
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<td>GHRHM</td>
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<td>+ EGS 2321</td>
<td>Humanities (See A.A. Gen Ed Requirement)</td>
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<td>HUMN</td>
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<tr>
<td>+* PHY 2048C</td>
<td>General Physics with Calculus I</td>
<td>4</td>
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<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
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### ADVANCED COURSES

| Course   | Title                                           | Credits | |
|----------|-------------------------------------------------|---------| |
| +* MAC 2313 | Calculus with Analytic Geometry III (GR)       | 4       | |
| +* PHY 2049C | General Physics with Calculus II               | 4       | |
| +* MAP 2302 | Differential Equations (GR)                    | 3       | |
| +* EGS 2310 | Engineering Analysis – Statics                 | 3       | |
| +* PHY 2101 | Modern Physics                                  | 3       | |
| + Engineering Electives (FIT)                  | 3       | |
| **Total Credits** |                                              | **20**         |

**ENGINEERING ELECTIVES (FIT)**

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>+* EGS 2025</td>
<td>Probability and Statistics for Engineers</td>
<td>3</td>
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<tr>
<td></td>
<td>(Civil, Computer and Electrical majors)</td>
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<tr>
<td>+* EGS 2321</td>
<td>Engineering Analysis – Dynamics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Aerospace, Civil, Mechanical and Ocean majors)</td>
<td></td>
</tr>
<tr>
<td>+* EGS 2373</td>
<td>Principles of Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Aerospace, Civil, Chemical, Mechanical and Ocean majors)</td>
<td></td>
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### NOTES:

All Engineering majors should take +* CHM 1045C General Chemistry with Qualitative Analysis I at Valencia.

Depending upon the Engineering major at Florida Tech, it may be advisable to complete additional courses at Valencia. See Engineering Electives (FIT) above or consult the Florida Tech advisor.

**Articulated Pre-Major: Engineering (Polytechnic University of the Americas)**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to the Polytechnic University of the Americas (PUA) in Winter Park, Florida as a junior to complete a four-year bachelor’s degree in the College of Engineering. It is based upon an articulation agreement in Engineering with PUA. Students who plan to transfer are responsible for completing the admission requirements of PUA.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Extra Engineering Electives courses and those listed in the NOTES below may also be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

---

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

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<tr>
<td>+ EGS 1006</td>
<td>Introduction to the Engineering Profession</td>
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<tr>
<td>+ EGS 1007</td>
<td>Engineering Concepts and Methods</td>
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<td></td>
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<tr>
<td>+* MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>COMM, SPC</td>
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<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
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<th>Title</th>
<th>Credits</th>
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<tr>
<td>* ENC 1102</td>
<td>Freshman Composition II (GR)</td>
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<td>HUMH, GRHM</td>
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<tr>
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<td>General Physics with Calculus I</td>
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<tr>
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<td>Principles of Economics - Macro</td>
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<td>+* EGS 2310</td>
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<td>General Physics with Calculus II</td>
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<tr>
<td>* MAP 2302</td>
<td>Differential Equations (GR)</td>
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<td>(GR)</td>
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<tr>
<td>+* EGS 2025</td>
<td>Probability and Statistics for Engineers</td>
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### ENGINEERING ELECTIVES (PUA)

Students will select a minimum of 3 credits; additional Engineering Electives (PUA) courses, as well as the course in the NOTE, can also be taken at Valencia—in addition to the 60 credits listed.

<table>
<thead>
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<td>* EGS 2004</td>
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<tr>
<td>* EGS 2321</td>
<td>Engineering Analysis – Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>(All majors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+* EGS 2373</td>
<td>Principles of Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>(Civil majors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+* SUR 1101C</td>
<td>Basic Surveying and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>(Civil Majors)</td>
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</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
+ This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.

### NOTES

- It is recommended that students also complete *CHM 1045C General Chemistry with Qualitative Analysis I.

### Articulated Pre-Major: Engineering (University of Central Florida)

#### Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of Central Florida (UCF) in Orlando, Florida as a junior to complete a four-year bachelor’s degree in the College of Engineering. It is based upon an articulation agreement in Engineering with UCF. Students who plan to transfer are responsible for completing the admission requirements of UCF.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Extra Engineering Electives courses and those listed in the NOTES below may also be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

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<td>HUMN</td>
</tr>
<tr>
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<tr>
<td>+ EGS 1007</td>
<td>Engineering Concepts and Methods</td>
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<tr>
<td>+* MAC 2311</td>
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<tr>
<td>* PHY 2049C</td>
<td>General Physics with Calculus II</td>
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<tr>
<td><strong>Total Degree Credits</strong></td>
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### ENGINEERING ELECTIVES (PUA)

Students will select a minimum of 3 credits; additional Engineering Electives (PUA) courses, as well as the course in the NOTE, can also be taken at Valencia—in addition to the 60 credits listed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* EGN 1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>(All majors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ EGS 2004</td>
<td>Electrical Networks</td>
<td>3</td>
</tr>
<tr>
<td>(Electrical majors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ EGS 2321</td>
<td>Engineering Analysis – Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>(All majors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+* EGS 2373</td>
<td>Principles of Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>(Civil majors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+* SUR 1101C</td>
<td>Basic Surveying and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>(Civil Majors)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
+ This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>+ MAC 2313</td>
<td>Calculus with Analytic Geometry III (GR)</td>
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<tr>
<td>+ PHY 2049C</td>
<td>General Physics with Calculus II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>+ MAP 2302</td>
<td>Differential Equations (GR)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ Humanities (GR)</td>
<td></td>
<td>3</td>
<td>GRHM, HUMN</td>
</tr>
<tr>
<td>+ EGS 2025</td>
<td>Probability and Statistics for Engineers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ Engineering Electives (UCF)</td>
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<td>3</td>
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ENGINEERING ELECTIVES (UCF)

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ EGN 1111C</td>
<td>Engineering Graphics (Aerospace, Industrial and Mechanical majors)</td>
<td>3</td>
</tr>
<tr>
<td>+ EGS 2004</td>
<td>Electrical Networks (Computer and Electrical majors)</td>
<td>3</td>
</tr>
<tr>
<td>+ EGS 2321</td>
<td>Engineering Analysis – Dynamics (All majors)</td>
<td>3</td>
</tr>
<tr>
<td>+ EGS 2373</td>
<td>Principles of Electrical Engineering (All majors except Computer and Electrical)</td>
<td>3</td>
</tr>
<tr>
<td>+ SUR 1101C</td>
<td>Basic Surveying and Measurements (Civil Majors)</td>
<td>4</td>
</tr>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I (GR)</td>
<td>3</td>
</tr>
<tr>
<td>+ MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
<td>5</td>
</tr>
<tr>
<td>+ SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>+ POS 2041</td>
<td>U.S. Government</td>
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INTERMEDIATE COURSES

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<th>Credits</th>
<th>Code</th>
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<td>Freshman Composition II (GR)</td>
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<td>ENC2, COMM, GREG</td>
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<tr>
<td>+ MAC 2312</td>
<td>Calculus with Analytic Geometry II (GR)</td>
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<td>HUM Prefix (GR)</td>
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<td>HUMH, GRHM</td>
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<tr>
<td>+ PHY 2048C</td>
<td>General Physics with Calculus I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>+ ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
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<tr>
<td>+ EGS 2310</td>
<td>Engineering Analysis – Statics</td>
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ADVANCED COURSES

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>+ MAC 2313</td>
<td>Calculus with Analytic Geometry III (GR)</td>
<td>4</td>
<td></td>
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<tr>
<td>+ PHY 2049C</td>
<td>General Physics with Calculus II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>+ MAP 2302</td>
<td>Differential Equations (GR)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ Humanities (GR)</td>
<td></td>
<td>3</td>
<td>GRHM, HUMN</td>
</tr>
<tr>
<td>+ EGS 2025</td>
<td>Probability and Statistics for Engineers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ Engineering Electives (UF)</td>
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<td>3</td>
<td></td>
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<tr>
<td>Total Credits</td>
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<tr>
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ENGINEERING ELECTIVES (UF)

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

<table>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+ EGS 2321</td>
<td>Engineering Analysis – Dynamics (Aerospace, Civil, Computer, Electrical and Mechanical majors)</td>
<td>3</td>
</tr>
<tr>
<td>+ EGS 2373</td>
<td>Principles of Electrical Engineering (All majors except Computer and Electrical)</td>
<td>3</td>
</tr>
<tr>
<td>+ SUR 1101C</td>
<td>Basic Surveying and Measurements (Civil Majors)</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTES: Depending upon the major within Engineering at the University of Central Florida, it may be advisable for students to complete the following additional courses at Valencia: *CHM 1045C General Chemistry with Qualitative Analysis I, *PHY 2101 Modern Physics, and additional courses from the Engineering Electives list above.

Articulated Pre-Major: Engineering

(University of Florida)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of Florida (UF) in Gainesville, Florida as a junior to complete a four-year bachelor’s degree in the College of Engineering. It is based upon an articulation agreement in Engineering with UF. Students who plan to transfer are responsible for completing the admission requirements of UF.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I (GR)</td>
<td>3</td>
<td>ENC1, COMM, GREG</td>
</tr>
<tr>
<td>+ Humanities</td>
<td>(See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>HUMN</td>
</tr>
<tr>
<td>+ EGS 1006</td>
<td>Introduction to the Engineering Profession</td>
<td>1</td>
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<tr>
<td>+ EGS 1007</td>
<td>Engineering Concepts and Methods</td>
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<tr>
<td>+ MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>+ SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
</tr>
<tr>
<td>+ POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>Total Credits</td>
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<td>19</td>
<td></td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.

continued
NOTES: Depending upon the major within Engineering at the University of Florida, it may be advisable for students to complete the following additional courses at Valencia:

* CHM 1045C General Chemistry with Qualitative Analysis I and *CHM 1046C General Chemistry with Qualitative Analysis II.

A maximum of 68 credits can transfer to UF.

A minimum GPA of 2.5 is required for all Math and Science courses.

For Computer and Electrical Engineering majors, a minimum grade of B is required for all Math and Science courses.

**Articulated Pre-Major: Engineering (University of Miami)**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to the University of Miami (UM) in Miami, Florida as a junior to complete a four-year bachelor’s degree in the College of Engineering. It is based upon an articulation agreement in Engineering with UM. Students who plan to transfer are responsible for completing the admission requirements of UM.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Also, courses listed in the NOTES below may be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Financial aid is available to eligible Valencia transfer students. The combination of state, federal, and university financial aid programs can make the University of Miami affordable to eligible students who wish to transfer to UM. Please visit the University of Miami admissions Web site www.miami.edu for additional information.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ENC 1101</td>
<td>Freshman Composition I (GR)</td>
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<td>ENC2, COMM, GREG</td>
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</table>

Humanities

- Humanities - Group A for UM
- EGS 1006 Introduction to the Engineering Profession
- EGS 1007 Engineering Concepts and Methods
- * MAC 2311 Calculus with Analytic Geometry I (GR)
- SPC 1600 Fundamentals of Speech
- POS 2041 U.S. Government

**Total Credits** 19

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ENC 1102</td>
<td>Freshman Composition II (GR)</td>
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<td>ENC2, COMM, GREG</td>
</tr>
<tr>
<td>* MAC 2312</td>
<td>Calculus with Analytic Geometry II (GR)</td>
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<td></td>
</tr>
<tr>
<td>* Humanities</td>
<td>Humanities - Group B for UM (GR)</td>
<td>3</td>
<td>GRHIM</td>
</tr>
<tr>
<td>* Humanities</td>
<td>HUM Prefix (GR)</td>
<td>3</td>
<td>HUMH, GRHIM</td>
</tr>
<tr>
<td>* PHY 2048C</td>
<td>General Physics with Calculus I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* EGN 1111C</td>
<td>Engineering Graphics</td>
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**Total Credits** 21

**ADVANCED COURSES**

<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>* MAC 2313</td>
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<tr>
<td>* PHY 2049C</td>
<td>General Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>* MAP 2302</td>
<td>Differential Equations (GR)</td>
<td>3</td>
</tr>
<tr>
<td>* EGS 2310</td>
<td>Engineering Analysis – Statics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
</tr>
<tr>
<td>* EGS 2004</td>
<td>Electrical Networks</td>
<td>3</td>
</tr>
<tr>
<td>* EGS 2373</td>
<td>Principles of Electrical Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 20

**Total Degree Credits** 60

**Humanities - Group A**

- ARH 2050 Introduction to Art History I
- HUM 1020 Introduction to Humanities
- MUL 1010 Music Appreciation
- PHI 2010 Philosophy

**Humanities - Group B**

- * AML 2011 American Literature: Colonial Period to Civil War
- * AML 2021 American Literature: Civil War to Present
- * ENL 2012 English Literature: 1300 to 1800
- * ENL 2022 English Literature: 1800 to Present
- * LIT 2110 World Literature: Beginning through Renaissance
- * LIT 2120 World Literature: Enlightenment to Present

**NOTES:**

1. * EGS 2004 Electrical Networks (Biomedical, Computer and Electrical majors) or * EGS 2373 Principles of Electrical Engineering (All other majors).

Depending upon the Engineering major at UM, it may be advisable to complete additional courses at Valencia. See Notes that follow or consult the UM advisor.

Architectural, Biomedical, Civil, Environmental, Industrial and Manufacturing majors should take * CHM 1045C General Chemistry with Qualitative Analysis I at Valencia.

Aerospace and Mechanical majors should take * EGS 2321 Engineering Analysis - Dynamics at Valencia.
Computer, Electrical, and Industrial majors should take +*MAS 2103 Introduction to Linear Algebra at Valencia.

**Pre-Major: Engineering (General)**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Engineering. Valencia also offers Articulated Pre-Majors in Engineering for students who plan to transfer to Engineering majors at the University of Central Florida (UCF), the University of Florida (UF), University of Miami (UM), and Florida Institute of Technology (FIT). Students who plan to transfer are responsible for completing the admission requirements of the institution to which they will transfer. Although the Pre-Major is the right preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements and Engineering Electives courses will be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<td>ENC1, COMM, GREG</td>
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<tr>
<td>Humanities</td>
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<td>3</td>
<td>HUMAN</td>
</tr>
<tr>
<td>+ EGS 1006</td>
<td>Introduction to the Engineering Profession</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>+ EGS 1007</td>
<td>Engineering Concepts and Methods</td>
<td>1</td>
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<tr>
<td>+* MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
<td>5</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
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**Total Credits**: 19

### INTERMEDIATE COURSES

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<th>Code</th>
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<td>ENC2, COMM, GREG</td>
</tr>
<tr>
<td>+* MAC 2312</td>
<td>Calculus with Analytic Geometry II (GR)</td>
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<tr>
<td>+ Humanities</td>
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<td>+* PHY 2048C</td>
<td>General Physics with Calculus I</td>
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<td>Social Science</td>
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<td>+* CHM 1045C</td>
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**Total Credits**: 22

### ADVANCED COURSES

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<td>General Physics with Calculus II</td>
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<tr>
<td>+* MAP 2302</td>
<td>Differential Equations (GR)</td>
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**Total Credits**: 19

**Total Degree Credits**: 60

### ENGINEERING ELECTIVES

Students will select a minimum of 5 credits based on the engineering major and the transfer institution; additional courses also can be taken at Valencia.

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>+* EGN 1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>+* EGS 2004</td>
<td>Electrical Networks</td>
<td>3</td>
</tr>
<tr>
<td>+* EGS 2025</td>
<td>Probability and Statistics for Engineers</td>
<td>3</td>
</tr>
<tr>
<td>+* EGS 2310</td>
<td>Engineering Analysis - Statics</td>
<td>3</td>
</tr>
<tr>
<td>+* EGS 2321</td>
<td>Engineering Analysis - Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>+* EGS 2373</td>
<td>Principles of Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>+* PHY 2101</td>
<td>Modern Physics</td>
<td>3</td>
</tr>
<tr>
<td>+* SUR 1101C</td>
<td>Basic Surveying Measurements</td>
<td>4</td>
</tr>
</tbody>
</table>

**Pre-Major: English**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in English. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program.

Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement.
requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
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<td>ENC1, COMM, GREG</td>
</tr>
<tr>
<td>+* Mathematics (GR)</td>
<td>3</td>
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</tr>
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<td>Humanities (See A.A. Gen Ed Requirement)</td>
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<td>HUMAN</td>
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</tr>
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<td>POS 2041</td>
<td>U.S. Government</td>
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<td>POS</td>
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<td>SPC 1600</td>
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INTERMEDIATE COURSES

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ADVANCED COURSES

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NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, CGS 1060 Introduction to Microcomputers, +LIT 2090 Contemporary Literature, ENG 2100 Introduction to Film, ENC 1135L Research Writing Lab, +CRW 2400 Introduction to Scriptwriting, and SPC 1700 Cross Cultural Communication. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: French

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in French. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

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Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
+ This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
INTERMEDIATE COURSES

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<td>+* FRE 2200</td>
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ADVANCED COURSES

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NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, SLS 1122 Student Success and *FRE 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Health Services Administration

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Health Services Administration. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be capable of earning Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Pre-Major: History

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in History. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be capable of earning Valencia’s Associate in Arts Degree.
Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

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<tr>
<td>+ AMH 2010</td>
<td>U.S. History to 1877</td>
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INTERMEDIATE COURSES

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<td>+ EUH 2000</td>
<td>Western Civilization 1750 (GR)</td>
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<td>Western Civilization 1750 to Present (GR)</td>
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NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), *INR 2002 International Politics, GEA 1000 World Geography, HIS 2935 Selected Topics in History, SYG 2000 Introductory Sociology, SLS 1122 Student Success, and additional History courses from the course descriptions section of the catalog. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Horticultural Science Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Horticultural Science. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

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INTERMEDIATE COURSES

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Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
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Total Credits: 16
Total Degree Credits: 60

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, BOT 2501 Plant Physiology, *ORH 1510 Ornamental Plant Materials I, and *HOS 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Humanities
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Humanities. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

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Total Credits: 21

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Total Credits: 21
Total Degree Credits: 60

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, SLS 1301 Career Development, and an applicable Internship(s). The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Human Resources Management
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Human Resources Management. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.
## Foundation Courses

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<th>Course</th>
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<td>HUMAN</td>
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<td>U.S. Government</td>
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<td>POS</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<tr>
<td>* MAN 2300</td>
<td>Introduction to Human Resources Management</td>
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<td>or</td>
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## Intermediate Courses

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<td>+ CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
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<td>+ ECO 2013</td>
<td>Principles of Economics – Macro</td>
<td>3</td>
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<td>+ ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
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## Advanced Courses

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<td>* Humanities</td>
<td>(GR)</td>
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<td>HUMAN, GHIM</td>
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<td>* STA 2023</td>
<td>Statistical Methods (GR)</td>
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<td>* ACG 2071</td>
<td>Principles of Managerial Accounting</td>
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<td>+ ECO 2023</td>
<td>Principles of Economics-Micro</td>
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<td><strong>Total Degree Credits</strong></td>
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## Notes:

Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, GEB 1011 Introduction to Business, BUL 2241 Business Law I, *MAN 2021 Principles of Management, *MAR 2011 Principles of Marketing and an applicable Internship(s). The electives do not necessarily need to be taken in three-credit courses.

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## Pre-Major: Information Technology

### Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Information Technology. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

## Foundation Courses

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<th>Course</th>
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<th>Credits</th>
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<td>ENC1, COMM, GREG</td>
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<td>+ MAC 1140</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<td>* COP 2220</td>
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## Intermediate Courses

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<td>Freshman Composition II (GR)</td>
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<td>ENC2, COMM, GREG</td>
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<td>+ MAC 1114</td>
<td>College Trigonometry (GR)</td>
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<td>+ PHY 1053C</td>
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<td>or</td>
<td>+ PHY 2048C</td>
<td>General Physics with Calculus I</td>
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<td>+ CGS 2545</td>
<td>Database Management Systems</td>
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<td>+ COP 2800</td>
<td>Java Programming</td>
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Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
* (GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
### ADVANCED COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>Principles of Economics - Macro</td>
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<td>+ COT 2104</td>
<td>Foundations of Discrete Mathematics</td>
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<td>COP 2222</td>
<td>Advanced C Programming</td>
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<td>+ STA 2023</td>
<td>Statistical Methods (GR)</td>
<td>3</td>
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<td>+ Humanities</td>
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<td>+ Humanities</td>
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**Total Credits**: 18  
**Total Degree Credits**: 60

**NOTES:**  
1. +MAC 1147 or +MAC 2311 can substitute for both of these courses.

Some universities accept +COP 2805 Advanced Java Programming as meeting the object-oriented programming requirements for the Bachelor’s Degree in Information Technology. Taking this course at Valencia will be in addition to the 60 credits required for this pre-major.

### Pre-Major: Interpersonal Communications

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Interpersonal Speech Communication. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as **completion of this Pre-Major does not guarantee admission to an upper division limited access program**. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

### FOUNDATION COURSES

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<td>ENCL, COMM, GREG</td>
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<td>+ MMC 1000</td>
<td>Survey of Mass Communications</td>
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<td>+ MAC 1105</td>
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### INTERMEDIATE COURSES

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<td>SPC 1700</td>
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<td>Introduction to Microcomputers</td>
<td>3</td>
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<td>SYG 2000</td>
<td>Introductory Sociology</td>
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**Total Credits**: 21  
**Total Degree Credits**: 60

**NOTES:** Recommended electives include: prerequisites necessary for the listed course requirements and foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), and PHI 2600 Ethics and Critical Thinking. The electives do not necessarily need to be taken in three-credit courses.

### ADVANCED COURSES

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**Total Credits**: 18

### Pre-Major: Journalism

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Journalism. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as **completion of this Pre-Major does not guarantee admission to an upper division limited access program**. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

Specialized courses may not be offered every session or on every campus.  
+ This course must be completed with a grade of C or better.  
* This course has a prerequisite; check description in Valencia catalog.  
(GR) Denotes a Gordon Rule course.  
Code Denotes course attribute if needed for degree audits.
The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

### FOUNDATION COURSES

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### INTERMEDIATE COURSES

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<td>Principles of Economics-Macro</td>
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### ADVANCED COURSES

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<td>AASC</td>
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<td>AMH 2020</td>
<td>U.S. History 1877 to Present</td>
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<td>MMC 2100</td>
<td>Writing for Mass Communications</td>
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<td>State and Local Government</td>
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**NOTES:** Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, a word processing course, GEA 1000 World Geography, LIS 1001 Computer Research, LIS 2002 Introduction to the Internet, *CRW 2001 Creative Writing and Advanced Composition, *STA 2023 Statistical Methods and *JOU 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

### Pre-Major: Management Information Systems

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Management Information Systems. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

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The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

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<tr>
<th>Course</th>
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<td>ENC1, COMM, GR EG</td>
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<td>Humanities (See A.A. Gen Ed Requirement)</td>
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<td>HUMN</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
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<tr>
<td>MMC 1000</td>
<td>Survey of Mass Communications</td>
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<tr>
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**NOTES:** Recommended electives include: prerequisites necessary for the listed course requirements and foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s). The electives do not necessarily need to be taken in three-credit courses.

### Pre-Major: Marine Biology

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Marine Biology. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

### FOUNDATION COURSES

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### ADVANCED COURSES

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<td>+* BSC 1011C</td>
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**NOTES:** Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, and +*MAC 2312 Calculus with Analytic Geometry II (5 credits) in place of +*STA 2023 Statistical Methods.

### Pre-Major: Marketing

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Marketing. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency

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Specialized courses may not be offered every session or on every campus.

- This course must be completed with a grade of C or better.
- This course has a prerequisite; check description in Valencia catalog.
- (GR) Denotes a Gordon Rule course.
- Code Denotes course attribute if needed for degree audits.
requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

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INTERMEDIATE COURSES

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<td>Financial Accounting</td>
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NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, BUL 2241 Business Law I, *MAN 2021 Principles of Management, *MAR 2011 Principles of Marketing and an applicable Internship(s). The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Mathematics

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Mathematics. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

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INSTITUTION COURSES

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NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, *STA 2023 Statistical Methods, MAP 2302 Differential Equations, *MHF 2300 Logic and Proof in Mathematics, MTB 1304 Modern Computational Methods and ECO 2013 Principles of Economics-Macro, and an applicable Internship. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Philosophy
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Philosophy. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

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Specialized courses may not be offered every session or on every campus.

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+ This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.

Pre-Major: Political Science and Government
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Political Science and Government. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, PHI 1100 Practical Logic, *MHF 2300 Logic and Proof in Mathematics, SLS 1301 Career Development and an applicable Internship. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Political Science and Government
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Political Science and Government. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course
requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I (GR)</td>
<td>3</td>
<td>ENC1, COMM, GREG</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>GEA 1000</td>
<td>World Geography</td>
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<tr>
<td>POR 1100</td>
<td>Elementary Portuguese I</td>
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**INTERMEDIATE COURSES**

<table>
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<td>STA 2023</td>
<td>Statistical Methods (GR)</td>
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<td>SYG 2000</td>
<td>Introductory Sociology</td>
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<td>SPC 1700</td>
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**ADVANCED COURSES**

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<tr>
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<td>AMH 2020</td>
<td>U.S. History to 1877</td>
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<td>EUH 2001</td>
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</table>

**NOTES:**

1 Valencia’s foreign language proficiency requirement must be met and most universities require political science majors to complete a college-level foreign language sequence through Elementary Foreign Language II. Students who meet the foreign language proficiency requirement in less than a nine-credit sequence may substitute elective courses such as prerequisites necessary for the listed course requirements, ECO 2023 Principles of Economics-Micro, PHI 2600 Ethics and Critical Thinking or other behavioral and social science courses. The electives do not necessarily need to be taken in three-credit courses.

**Pre-Major: Portuguese**

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Portuguese. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program.

Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

**FOUNDATION COURSES**

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<th>Credits</th>
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<td>ENC1, COMM, GREG</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>COMM, SPC</td>
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<tr>
<td>GEA 1000</td>
<td>World Geography</td>
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**INTERMEDIATE COURSES**

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<td>HUM Prefix</td>
<td>(See A.A. Gen Ed Requirement)</td>
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<td>HUMH, GRHM</td>
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**ADVANCED COURSES**

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<th>Code</th>
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**NOTES:**

1 This course has a prerequisite; check description in Valencia catalog.

Specialized courses may not be offered every session or on every campus.

**GR** Denotes a Gordon Rule course.

**Code** Denotes course attribute if needed for degree audits.
### Advanced Courses

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<thead>
<tr>
<th>Course Title</th>
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<tr>
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<td>AASC</td>
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<td>+* Humanities (GR)</td>
<td>3</td>
<td>GRHM, HUMN</td>
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<tr>
<td>Social Science (See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>AASC</td>
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<tr>
<td>Elective(s)</td>
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<tr>
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</table>

**Notes:** Recommended electives include: prerequisites necessary for the listed course requirements and SLS 1122 Student Success. The electives do not necessarily need to be taken in three-credit courses.

### Pre-Major: Psychology
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Psychology. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as **completion of this Pre-Major does not guarantee admission to an upper division limited access program.** Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

### Foundation Courses

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<thead>
<tr>
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<td>ENCl, COMM, GREG</td>
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<td>GRMT, GRQN</td>
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<td>POS 2041 U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>SPC 1600 Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<td>+ PSY 1012 General Psychology</td>
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<td>Elective(s)</td>
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<td><strong>Total Credits</strong></td>
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### Pre-Major: Public Administration
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Public Administration. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as **completion of this Pre-Major does not guarantee admission to an upper division limited access program.** Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.
### FOUNDATION COURSES

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<th>Course</th>
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</thead>
<tbody>
<tr>
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<td>Freshman Composition I (GR)</td>
<td>3</td>
<td>ENC1, COMM, GREG</td>
</tr>
<tr>
<td>* Mathematics (GR)</td>
<td></td>
<td>3</td>
<td>GRMT, GRQN</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<tr>
<td>+ CGS 1060</td>
<td>Introduction to Microcomputers</td>
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<tr>
<td>or + CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
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<td>Humanities (See A.A. Gen Ed Requirement)</td>
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<td>HUMN</td>
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<td>Elective(s)</td>
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### INTERMEDIATE COURSES

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<tr>
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<td>State and Local Government</td>
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<td>+ INR 2002</td>
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### ADVANCED COURSES

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<td>SYG 2000</td>
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<td>AASC</td>
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<td>+ * Humanities (GR)</td>
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<td>3</td>
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<tr>
<td>Science (See A.A. Gen Ed Requirement)</td>
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<td>AASC</td>
</tr>
<tr>
<td>+ ECO 2013</td>
<td>Principles of Economics-Macro</td>
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<td>HUMH, GBIM</td>
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### NOTES:

Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, AMH 2020 U. S. History 1877 to Present and an applicable internship. The electives do not necessarily need to be taken in three-credit courses.

PHI 2600 Ethics and Critical Thinking is recommended for the non-Gordon Rule (GR) Humanities requirement and STA 2023 Statistical Methods is recommended for a Gordon Rule (GR) Mathematics requirement.

Certified Fire Officers with documentation of passing the recognized Fire Officer I or Fire Inspector I State of Florida Certification Exam approved by the Bureau of Fire Standards and Training and completing the Fire Officer program at Orange County Mid-Florida Tech Center or TECO (Technical Education Center Osceola) may be eligible for the award of credit toward this program. For information and requirements, visit the Valencia Web site [www.valenciacc.edu](http://www.valenciacc.edu). Eligible students should contact the Dean of Social Sciences on any Valencia campus for the review and award of credit.

### Pre-Major: Public Relations/Organizational Communication

**Associate in Arts Degree**

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Public Relations/Organizational Communication. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

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<td>POS 2041</td>
<td>U.S. Government</td>
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<td>SPC 1600</td>
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Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
INTERMEDIATE COURSES

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<td>Social Science</td>
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<td>AASC</td>
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<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
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<td>Informal Communication</td>
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<td>* ENC 1210</td>
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Total Credits 21

ADVANCED COURSES

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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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Total Credits 21
Total Degree Credits 60

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, JOU 1100 News Reporting, SYG 2000 Introductory Sociology, PSY 1012 General Psychology, *STA 2023 Statistical Methods and an applicable Internship(s). The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Radiologic Sciences
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Radiologic Sciences. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

<table>
<thead>
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<th>Title</th>
<th>Credits</th>
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<td>* MAC 1105</td>
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<tr>
<td>Humanities</td>
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<td>HUMN</td>
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<td>PSY 1012</td>
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Total Credits 19

INTERMEDIATE COURSES

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<td>* STA 2023</td>
<td>Statistical Methods (GR)</td>
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<tr>
<td>* BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
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Total Credits 21
Total Degree Credits 60

ADVANCED COURSES

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<td>* PHY 1054C</td>
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Total Credits 21
Total Degree Credits 60

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, and HSC 1531 Medical Terminology. The electives do not necessarily need to be taken in three-credit courses.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
+ This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
Pre-Major: Respiratory Care
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Cardiopulmonary Sciences (Respiratory Care). Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

Course | Title | Credits | Code
---|---|---|---
* ENC 1101 | Freshman Composition I (GR) | 3 | ENC1, COMM, GREG
* MAC | Mathematics (GR) | 3 | GRMT
+ BSC 1010C | Fundamentals of Biology I | 4 |
Humanities | (See A.A. Gen Ed Requirement) | 3 | HUMAN
* CHM 1045C | General Chemistry with Qualitative Analysis I | 4 |
POS 2041 | U.S. Government | 3 | POS
Total Credits | 20 |

INTERMEDIATE COURSES

Course | Title | Credits | Code
---|---|---|---
* ENC 1102 | Freshman Composition II (GR) | 3 | ENC2, COMM, GREG
* STA 2023 | Statistical Methods (GR) | 3 | AASS
Humanities | (See A.A. Gen Ed Requirement) | 3 | HUMH, GREGH
* BSC 2095C | Human Anatomy and Physiology I | 4 |
SPC 1600 | Fundamentals of Speech | 3 | COMM, SPC
Total Credits | 19 |

ADVANCED COURSES

Course | Title | Credits | Code
---|---|---|---
* BSC 2094C | Human Anatomy and Physiology II | 4 |
+ Humanities (GR) | 3 | HUMN, GREGH
* PHY 1007C | Physics | 4 |
+ MCB 2010C | Microbiology | 4 |
Elective(s) | 3 |
Elective(s) | 3 |
Total Credits | 21 |
Total Degree Credits | 60 |

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success and *HSC 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Sign Language Interpretation
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Sign Language Interpretation. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

Course | Title | Credits | Code
---|---|---|---
* ENC 1101 | Freshman Composition I (GR) | 3 | ENC1, COMM, GREG
+ Mathematics (GR) | 3 | GRMT, GREGH
SPC 1600 | Fundamentals of Speech | 3 | COMM, SPC
* SPA 2626 | Fingerspelling | 2 |
POS 2041 | U.S. Government | 3 | POS
Humanities | (See A.A. Gen Ed Requirement) | 3 | HUMAN
SPA 2464 | Introduction to Ethics of Interpreting | 3 |
Total Credits | 20 |

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better
* This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
### INTERMEDIATE COURSES

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<td>* Mathematics (GR)</td>
<td>Mathematics</td>
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<td>GRMT, GReN</td>
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<td>* Humanities</td>
<td>HUM Prefix (GR)</td>
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<td>* SPA 2614</td>
<td>American Sign Language III</td>
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<td>* SPA 2667</td>
<td>Interactive Interpreting I</td>
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<td>* SPA 2667L</td>
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### ADVANCED COURSES

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<td>* Science (See A.A. Gen Ed Requirement)</td>
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<td>AASC</td>
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<td>* ANT 2000</td>
<td>Introductory Anthropology</td>
<td>3</td>
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<td>* ECO 2013</td>
<td>Principles of Economics – Macro</td>
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### TOTAL DEGREE CREDITS

20

### FOUNDATION COURSES

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<td>Mathematics</td>
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<td>GRMT, GReN</td>
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<td>* Humanities</td>
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<td>HUMH, GRHM</td>
</tr>
<tr>
<td>* POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
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<tr>
<td>* SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>COMM, SPC</td>
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### TOTAL DEGREE CREDITS

60

### NOTES:

Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, SLS 1301 Career Development, ECO 2023 Principles of Economics-Micro, POS 2112 State and Local Government, an applicable Internship(s) and Psychology, Sociology, and History courses from the course descriptions section of the catalog. The electives do not necessarily need to be taken in three-credit courses.

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* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
Pre-Major: Sociology
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Sociology. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia’s foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

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<td>Freshman Composition I (GR)</td>
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<td>ENC1, COMM, GREG</td>
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<tr>
<td>* Mathematics</td>
<td>(GR)</td>
<td>3</td>
<td>GRMT, GRQN</td>
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<td>HUMN</td>
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<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
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<tr>
<td>+ SYG 2000</td>
<td>Introductory Sociology</td>
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INTERMEDIATE COURSES

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<td>* Humanities</td>
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NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success and Sociology courses from the course descriptions section of the catalog. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Spanish
Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Spanish. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

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<td>Elementary Spanish I</td>
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<td>GRMT, GRQN</td>
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<td>SPC 1600</td>
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* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
(GR) Denotes a Gordon Rule course.
Code Denotes course attribute if needed for degree audits.
INTERMEDIATE COURSES

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<td>+* SPN 1101</td>
<td>Elementary Spanish II</td>
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<tr>
<td>+* Mathematics (GR)</td>
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<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
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<td>+* SPN 2200</td>
<td>Intermediate Spanish I</td>
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<td>* HUM 2461</td>
<td>Latin American Humanities (GR)</td>
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Total Credits 21

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<td>AASC</td>
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<tr>
<td>+* Literature</td>
<td>AML, ENL or LIT Prefix (GR)</td>
<td>3</td>
<td>GRIHM</td>
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<td>Social Science (See A.A. Gen Ed Requirement)</td>
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Total Credits 18

Total Degree Credits 60

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, SLS 1122 Student Success and +*SPN 2941 Internship Exploration. The electives do not necessarily need to be taken in three-credit courses.

Pre-Major: Statistics

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Statistics. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia’s Associate in Arts Degree: General Studies and still be prepared for transfer in this major.

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<td>+* MAC 2311</td>
<td>Calculus with Analytic Geometry I (GR)</td>
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<td>Fundamentals of Biology I</td>
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<td>+* CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+* PHY 2048C</td>
<td>General Physics with Calculus I</td>
<td>4</td>
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</table>

Total Credits 21

INTERMEDIATE COURSES

<table>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>COMM, SPC</td>
</tr>
<tr>
<td>+* MAC 2312</td>
<td>Calculus with Analytic Geometry II (GR)</td>
<td>5</td>
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<tr>
<td>+* STA 2023</td>
<td>Statistical Methods (GR)</td>
<td>3</td>
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</tr>
<tr>
<td>+* BSC 1011C</td>
<td>Fundamentals of Biology II</td>
<td>3</td>
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<tr>
<td>+* CHM 1046C</td>
<td>General Chemistry w/ Qualitative Analysis II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+* PHY 2049C</td>
<td>General Physics with Calculus II</td>
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<td>Elective(s)</td>
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Total Credits 20

ADVANCED COURSES

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<td>+* Humanities (GR)</td>
<td>HUM Prefix (GR)</td>
<td>3</td>
<td>HUMH, GRIHM</td>
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<tr>
<td>+* Humanities</td>
<td>(GR)</td>
<td>3</td>
<td>GRIHM, HUMN</td>
</tr>
<tr>
<td>+* COP 2220</td>
<td>C Programming</td>
<td>3</td>
<td></td>
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<tr>
<td>+* MAC 2313</td>
<td>Calculus with Analytic Geometry III (GR)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Science (See A.A. Gen Ed Requirements)</td>
<td>3</td>
<td>AASS</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 19

Total Degree Credits 60

NOTES: Recommended electives include: prerequisites necessary for the listed course requirements, foreign language courses necessary to satisfy Valencia’s and the university’s foreign language proficiency requirement(s), SLS 1122 Student Success, +*MHF 2300 Logic and Proof in Mathematics, MTB 1304 Modern Computational Methods, ECO 2013 Principles of Economics-Macro, and an applicable Internship. The electives do not necessarily need to be taken in three-credit courses.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Code Denotes course attribute if needed for degree audits.
You may be interested in earning an Associate in Applied Science Degree or an Associate in Science Degree at Valencia Community College. Valencia 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. These programs range from business administration programs to health sciences programs such as dental hygiene and registered nursing.

When you decide to follow an Associate in Applied Science (A.A.S.) Degree or an Associate in Science (A.S.) Degree program, you are not necessarily preparing yourself for transfer to a state university. Earning one of these degrees should prepare you for a successful and rewarding career. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level.

In the A.A.S. Degree or A.S. 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 digital media technology, you will be taking specialized courses in digital media, film, and theater.

The second major area of courses you will take will be general education. General education courses are designed to help you become a well-rounded individual capable of thinking, valuing, communicating, 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 A.A.S. Degree and A.S. Degree programs are described on the following pages. You can obtain additional information about these programs in Career Development Services and by contacting the career program advisors, program directors and deans who work with the programs.

Due to the availability of staff, specialized equipment and labs, and program costs, some A.A.S. Degree and A.S. Degree programs are restricted to one campus. When this is the case, a note is made on the program description page. For some programs, some of the specialized courses may be offered at more than one campus and the general education courses in the programs may be taken on any campus.

The Associate in Applied Science Degree and the Associate in Science Degree require a minimum of 60 college credits. Each Associate in Applied Science and Associate in Science Degree program consists of a core group of courses known as the area of specialization. To earn an Associate in Applied Science or an Associate in Science Degree, you must complete a minimum of 30 college-level credits in your area of specialization and 15-18 college-level credits in general education. In addition to the information on each A.A.S. and A.S. Degree program in this catalog, detailed information regarding each program is provided on program information sheets available in career program advisors’ offices, academic departments, Career Development Services, Student Services and online at http://valenciacc.edu.

The Applied Technology Diploma (A.T.D.) program prepares students for immediate entry into a career in the workforce. A.T.D. programs require prescribed technical courses and a minimum of 11 college credits. For students who meet degree-seeking requirements, college credits earned in an Applied Technology Diploma program are applicable toward a related Associate in Applied Science Degree or Associate in Science Degree. The EMT Applied Technology Diploma is the only A.T.D. offered at Valencia and the courses can be applied toward the Emergency Medical Services Technology Associate in Science Degree. Applied Technology Diploma students will receive a diploma upon completion of the diploma program.

The Technical Certificate programs prepare students for immediate entry into a career in the workforce. Technical Certificate programs require prescribed technical courses, and may require general education courses, for a minimum of 12 college credits. For students who meet degree-seeking requirements, college credits earned in a Technical Certificate program are applicable towards a related Associate in Applied Science or an Associate in Science degree; for example, the courses in the Human Resources Management Technical Certificate can be applied towards the Business Administration Associate in Applied Science degree. Students who complete the course work prescribed for a Technical Certificate automatically will receive the certificate. Also, students may request a Technical Certificate from the academic department.
Vocational Credit Certificate Programs

The Vocational Credit Certificate programs prepare students for careers directly in the workforce. The programs require prescribed vocational credit courses and basic skills proficiency achieved through college-preparatory courses. Students will receive a certificate upon completion of the Vocational Certificate program.

Advanced Technical Certificate Program

The Advanced Technical Certificate, an extension of a specific A.S. degree program, consists of at least nine (9) but less than 45 credits of college-level course work. Students who have already received an A.S. degree and are seeking a specialized program of study to supplement their associate degree may seek the Advanced Technical Certificate. The Film - Motion Picture Post-Production is the only Advanced Technical Certificate offered at Valencia. Students will receive a certificate upon completion of the program.

Credits from Orange County Tech Centers and Technical Center of Osceola

To promote career education programs, Valencia may award college credit for programs completed in Orange Technical Education Centers and the Technical Center of Osceola. Information about eligible programs at tech centers and the award of credit is included in this catalog in the descriptions of eligible programs and on the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp.

A.S. Degrees Transition to Bachelor Degree Programs

Statewide Agreements for A.S. to Bachelor's Degrees with Public Universities

Certain A.S. Degrees transition to bachelor degree programs in Florida’s public university system. These degrees, called Articulated A.S. to B.A./B.S. Career Path Degrees, are designed for students who seek immediate employment in the specified field and who decide to continue to a Florida public university as a junior to complete a bachelor’s degree in the specified field. The Articulated A.S. to B.A./B.S. Career Path Degrees are included in the program pages in this catalog section, and additional information may be found at http://valenciacc.edu/asdegrees/tec.asp.

Agreements for A.S. to Bachelor’s Degrees with Public and Private Four-Year Institutions

Many articulation agreements between Valencia and specific programs at various public and private four-year institutions provide students opportunities to continue their educational pursuits to a bachelor’s degree. For further information, visit http://valenciacc.edu/asdegrees/tec.asp.

Acceptance of A.S. Degrees in Bachelor of Applied Science (B.A.S.) Degree Programs

Some state universities have recently begun to offer the Bachelor of Applied Science Degree (B.A.S.) which is designed to build on the Associate in Science Degree (A.S.). This provides students the opportunity to gain additional skills and knowledge beyond the technical and workforce skills developed in the A.S. Degree.

The Bachelor of Applied Science (B.A.S.) at the University of Central Florida (UCF) serves all Associate in Science (A.S.) graduates who desire a bachelor’s degree for career or personal advancement. The program builds upon the technical or professional skills acquired in the A.S. degree to develop competencies in management and communication, with emphasis on developing skills in critical thinking, problem solving, and decision making. The curriculum consists of core courses in ethics, management and communication and a concentration chosen by the student. This degree program has flexibility, allowing students to complete any needed remaining general education or foreign language courses at Valencia or at UCF. For more information, see the Central Florida Higher Education Consortium entry in this catalog and/or visit www.regionalcampuses.ucf.edu.

Associate in Applied Science and Associate in Science Degrees

Including Articulated A.S. to B.A./B.S. Career Paths

Accounting Technology (A.S. Degree)

Baking and Pastry Management (A.S. Degree)

Building Construction Technology (A.S. Degree)

Business Administration (A.A.S. Degree)
• Finance Specialization
• Human Resources Management Specialization
• Management Specialization
• Marketing Specialization
• Real Estate Management Specialization
• Small Business Management Specialization

Business Administration (Articulated A.S. to B.A./B.S. Career Path)

Cardiovascular Technology (A.S. Degree)

Civil /Surveying Engineering Technology (A.S. Degree)

Computer Engineering Technology (Networking) (A.S. Degree)
• Cisco Specialization
• Microsoft Specialization

Computer Information Technology (A.S. Degree)
Computer Programming and Analysis (A.S. Degree)

Criminal Justice Technology (A.A.S. Degree)
- Corrections Specialization
- Law Enforcement Specialization
- Probation/Parole Specialization

Criminal Justice Technology (Articulated A.S. to B.S. Career Path)

Culinary Management (A.S. Degree)

Dental Hygiene (A.S. Degree)

Diagnostic Medical Sonography (A.S. Degree)

Digital Media Technology (A.S. Degree)
- Design and Development Specialization
- Production and Presentation Specialization

Drafting and Design Technology (A.S. Degree)

Electronics Engineering Technology (A.S. Degree)
- Electronics Specialization
- Telecommunication and Wireless Specialization

Emergency Medical Services Technology (A.S. Degree)

Entertainment Design and Technology (A.S. Degree)
- Live Show Production Specialization
- Production Design Specialization

Film Production Technology (A.S. Degree)
- Cinematography Specialization
- Post-Production Specialization

Graphics Technology (A.S. Degree)
- Graphic Design Specialization
- Interactive Design Specialization

Hospitality and Tourism Management (A.A.S. Degree)

Hospitality and Tourism Management (Articulated A.S. to B.S. Career Path)

Landscape and Horticulture Technology (A.S. Degree)
- Horticulture Specialization
- Landscape Specialization

Medical Information Coder/Biller Administration (A.S. Degree)

Medical Office Administration (A.S. Degree)

Music and Sound Technology (A.S. Degree)
- Music Performance and Sound Specialization
- Sound Technology

Nursing, R.N. (Articulated A.S. to B.S. Career Path)
- Online R.N. Advanced Standing Track

Office Administration (A.S. Degree)

Paralegal Studies (Articulated A.S. to B.S. Career Path)
- Litigation Specialization
- Transactional Specialization

Radiography (A.S. Degree)

Respiratory Care (A.S. Degree)

Restaurant Management (A.S. Degree)

Applied Technology Diploma and Certificate Programs

Accounting Applications (Technical Certificate)

Accounting Operations (Technical Certificate)

Accounting Specialist (Technical Certificate)

Baking and Pastry Arts (Technical Certificate)

Building Construction Specialist (Technical Certificate)

Business Management (Technical Certificate)

Business Operations (Technical Certificate)

Business Specialist (Technical Certificate)

Cisco Network Associate (CCNA) (Technical Certificate)

Computer Information Technology Analyst (Technical Certificate)
- IT Security Specialization
- IT Support Specialization

Computer Information Technology Specialist (Technical Certificate)

Computer Programming Analyst (Technical Certificate)
- Computer Programming Specialization
- Web Development Specialization

Computer Programming Specialist (Technical Certificate)
- Computer Programming Specialization
- Web Development Specialization

Criminal Justice Institute (Vocational Certificates)
- Correctional Officer
- Law Enforcement Officer
- Crossover: Corrections to Law Enforcement
- Auxiliary Law Enforcement Officer

Culinary Arts (Technical Certificate)

Customer Service Management (Technical Certificate)

Customer Service Operations (Technical Certificate)
Customer Service Specialist (Technical Certificate)

Digital Media Development (Technical Certificate)

Digital Media Production (Technical Certificate)

Digital Media Video Production (Technical Certificate)

Digital Media Web Production (Technical Certificate)

Digital Video Editing and Post-Production (Technical Certificate)

Digital Video Fundamentals (Technical Certificate)

Drafting (Technical Certificate)
  • Architectural Drafting Specialization
  • Mechanical Drafting Specialization
  • Surveying Drafting Specialization

Drafting - AutoCAD (Technical Certificate)

Emergency Medical Technology (EMT) (Applied Technology Diploma)

Entertainment - Stage Technology (Technical Certificate)

Film - Motion Picture Post-Production (Advanced Technical Certificate)

Graphic Design Production (Technical Certificate)

Graphic Design Support (Technical Certificate)

Graphics - Interactive Design Production (Technical Certificate)

Graphics - Interactive Design Support (Technical Certificate)

Hospitality - Food and Beverage Management (Technical Certificate)

Hospitality - Guest Services Specialist (Technical Certificate)

Hospitality - Rooms Division Management (Technical Certificate)

Human Resources Management (Technical Certificate)

Human Resources Operations (Technical Certificate)

Human Resources Specialist (Technical Certificate)

Landscape and Horticulture Professional (Technical Certificate)

Landscape and Horticulture Specialist (Technical Certificate)

Landscape and Horticulture Technician (Technical Certificate)
  • Horticulture Specialization
  • Landscape Specialization

Medical Information Coder/Biller (Technical Certificate)

Medical Office Specialist (Technical Certificate)

Medical Office Support (Technical Certificate)

Microcomputer Repairer/Installer (Technical Certificate)

Microsoft Systems Administrator (MCSA) (Technical Certificate)

Microsoft Systems Engineer (MCSE) (Technical Certificate)

Music and Sound Production - Audio Visual Production (Technical Certificate)

Office Management (Technical Certificate)

Office Specialist (Technical Certificate)

Office Support (Technical Certificate)

Paramedic Technology (Technical Certificate)

Real Estate Specialist (Technical Certificate)

It is unlikely that a change in a program requirement will be made during the academic year; however, if any change should be made after the printing of this catalog, revised program requirements will be available in the online catalog, academic departments, and career programs advisors’ offices.

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

Graduation Requirements for the Associate in Applied Science and Associate in Science Degrees

Responsibility for meeting the requirements for graduation with an Associate in Applied Science or an Associate in Science Degree rests with the student. To be awarded an A.A.S. or A.S. 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.

Each program includes a minimum of 15 credits of general education course work.

A maximum of twelve credits in college-level English as a Second Language for Academic Purposes (EAP) and a maximum of four credits in SLS 2940 Service Learning may be applied toward an A.A.S. or an A.S. Degree.
A maximum of four credits in internship courses may be applied toward an A.A.S or an A.S. Degree; if a degree program requires more than four internship credits, the additional credits may be applied toward the degree.

2. Satisfy entry testing requirements and complete with a minimum grade of C all required Mandatory Courses in reading, mathematics, English and English for Academic Purposes.

3. If your entry test scores place you in college-preparatory courses in reading, mathematics, and English, complete successfully the course SLS 1122 Student Success as described in the “Requirements for Completing Mandatory Courses” entry in this catalog. This requirement also applies if you choose to begin your course work with entry-level, college-preparatory courses in reading, mathematics, and English rather than complete entry testing.

4. Earn a cumulative grade point average (GPA) of at least 2.0 in:
   - all earned credit hours at Valencia (Institutional GPA)
   - all earned credit hours (Overall GPA)
   - all earned credit hours that apply toward the degree (Program GPA)

5. Submit official transcripts of all college course work, including course work attempted following initial enrollment at Valencia.

6. Complete at Valencia at least 25% of the college-level credits required for the degree, excluding acceleration mechanisms and credit by examination.

7. Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.

8. Submit an application for graduation online through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. You must have at least 60 college-level credits, including all courses for which you are registered, in order to submit a graduation application.

9. Fulfill all financial obligations to Valencia.

**IMPORTANT NOTES:**

1. Valencia graduates students at the end of each each Fall, Spring, and Summer Full Term and holds an annual commencement ceremony at the end of Spring term.

2. Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except when changed by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at http://valenciacc.edu/catalog.

Should the District Board of Trustees approve changes in program requirements to be effective within the academic year, the revised requirements will be available in the online catalog, in academic departments and career program advisors’ offices. Students affected by the change in requirements should contact the appropriate career program advisor, program director or academic dean.

3. You may earn any number of Associate in Applied Science and/or Associate in Science Degrees. (You may earn an Associate in Arts Degree at Valencia if you have not earned a Bachelor’s or Associate in Arts Degree from a regionally-accredited institution.)

   If you want to earn more than one degree at Valencia, you may complete the first degree and then pursue another degree or you may pursue two or more degrees at the same time. Whenever possible, a course will be applied to more than one degree.

   If your official records indicate that you are seeking admission to a limited enrollment, selective admission program, this program will be designated as your primary major and the Associate in Arts Degree will be designated as your secondary major in order to maximize your educational opportunities.

4. You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

**General Education Requirements for the Associate in Applied Science and Associate in Science Degrees**

When a number of courses may be used to satisfy a degree requirement, a course attribute code identifies each course that may be used to satisfy that specific requirement.

**AREA 1. COMMUNICATIONS** 3 Credits

(The following courses have attribute code: ENC1)

<table>
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<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 cr)</td>
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<tr>
<td>ENC 1101H</td>
<td>Freshman Composition I - Honors</td>
<td>(3 cr)</td>
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</tbody>
</table>

**AREA 2. HUMANITIES** 3 Credits

Any course listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 1701</td>
<td>History of Architecture I</td>
<td>(3 cr)</td>
</tr>
<tr>
<td>ARC 2702</td>
<td>History of Architecture II</td>
<td>(3 cr)</td>
</tr>
</tbody>
</table>
English
*(The following courses have attribute code: ENC2)*
ENC 1102 Freshman Composition II (3 cr) or
ENC 1102H Freshman Composition II - Honors (3 cr)

Film
*(The following courses have attribute code: HUMN)*
ENG 2100 Introduction to Film (3 cr)

Fine Arts
*(The following courses have attribute code: HUMN)*
ARH 1000 The Visual Arts Today (3 cr)
ARH 2050 Introduction to Art History I (3 cr)
ARH 2051 Introduction to Art History II (3 cr)
ARH 2051H Introduction to Art History II - Honors (3 cr)

Foreign Language
Any Foreign Language course in French, German, Spanish or Portuguese.
*(French, German, Spanish and Portuguese courses numbered 1000 and 1100 have attribute code: ASHM; courses numbered 1100 and higher have attribute code: FORL.)*

Humanities
*(The following courses have attribute code: HUMN)*
HUM 1020 Introduction to Humanities (3 cr)

*(The following courses have attribute code: HUMH)*
HUM 2220 Humanities, Greek and Roman (3 cr) or
HUM 2220H Humanities, Greek and Roman - Honors (3 cr)
HUM 2223 Humanities, Late Roman and Medieval (3 cr) or
HUM 2223H Humanities, Late Roman and Medieval - Honors (3 cr)
HUM 2232 Humanities, Renaissance and Baroque (3 cr) or
HUM 2232H Humanities, Renaissance and Baroque - Honors (3 cr)
HUM 2234 Humanities-Enlightenment and Romanticism (3 cr) or
HUM 2234H Humanities-Enlightenment and Romanticism - Honors (3 cr)
HUM 2250 Humanities in the Twentieth Century (3 cr) or
HUM 2250H Humanities in the Twentieth Century - Honors (3 cr)
HUM 2310 Mythology (3 cr) or
HUM 2310H Mythology - Honors (3 cr)
HUM 2410 Asian Humanities (3 cr)
HUM 2454 African-American Humanities (3 cr)
HUM 2461 Latin American Humanities (3 cr)
HUM 2930 Selected Topics in Humanities (3 cr)

Literature
*(The following courses have attribute code: HUMN)*
AML 2011 American Literature: Colonial Period to Civil War (3 cr)
AML 2021 American Literature: Civil War to Present (3 cr) or
AML 2021H American Literature: Civil War to Present - Honors (3 cr)
ENL 2121 English Literature: 1300 to 1800 (3 cr)
ENL 2122 English Literature: 1800 to Present (3 cr)
LIT 2090 Contemporary Literature (3 cr) or
LIT 2090H Contemporary Literature - Honors (3 cr)
LIT 2110 World Literature: Beginnings through Renaissance (3 cr)
LIT 2120 World Literature: Enlightenment to Present (3 cr) or
LIT 2120H World Literature: Enlightenment to Present - Honors (3 cr)

Music
*(The following courses have attribute code: HUMN)*
MUL 1010 Music Appreciation (3 cr)
MUL 1110 Music Literature (3 cr)
MUT 1121 Musicianship I (3 cr)

Philosophy
*(The following courses have attribute code: HUMN)*
PHI 2010 Philosophy (3 cr)
PHI 2600 Ethics and Critical Thinking (3 cr)
PHI 2604 Medical Ethics and Critical Thinking (3 cr)

Political Science
*(The following courses have attribute code: HUMN)*
INR 2002 International Politics (3 cr) or
INR 2002H International Politics - Honors (3 cr)

Religion
*(The following courses have attribute code: HUMN)*
REL 2000 Understanding Religious Traditions (3 cr)
THE 2100 Introduction to Theater History (3 cr)

Theater
*(The following courses have attribute code: HUMN)*
THE 1020 Introduction to Theater (3 cr)
Theory 1100 Introduction to Theater History (3 cr)

AREA 3. SCIENCE OR MATHEMATICS 3 Credits
Any course designated as a science or a mathematics course may satisfy this requirement. Designated courses include college-level courses under the department headings of astronomy, biology, chemistry, geology, mathematics (MAT 1033 Intermediate Algebra or higher), meteorology, oceanography, physical science and physics. A minimum grade of C is required in any mathematics course applied toward this Area 3 of General Education.

Either of the courses HSC 2550 Pathophysiology or
HUN 2202 Essentials of Nutrition with Diet Therapy may be used to satisfy this Area 3 requirement; however, MTB 1103 Business Mathematics, MTB 1329

*continued*
Mathematics for Electronics, MTB 2321 Technical Mathematics and Internship courses cannot satisfy this requirement.

Some A.A.S and A.S. Degree programs have specific science and/or mathematics requirements; review the specific program for further information.

Attribute Codes
In A.A.S. and A.S. Degree programs, mathematics courses have attribute code GRMT other than statistics courses which have attribute code GRQN; science courses have attribute code AASC. The following are exceptions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 2550</td>
<td>Pathophysiology</td>
<td>ASMS</td>
</tr>
<tr>
<td>HUN 2202</td>
<td>Essentials of Nutrition with Diet Therapy</td>
<td>ASMS</td>
</tr>
<tr>
<td>MAT 1033C</td>
<td>Intermediate Algebra</td>
<td>ASMS</td>
</tr>
</tbody>
</table>

AREA 4. SOCIAL SCIENCE 3 Credits
Any course designated as a social or behavioral science may satisfy this requirement. Designated courses include courses under the discipline headings of anthropology, economics, geography, history, political science, psychology, social science, and sociology. Internship courses will not satisfy this requirement.

(All of the courses under these discipline headings have an attribute code of AASS or ASSS or POS.)

Some A.A.S. and A.S. Degree programs have specific social science requirements; review the specific program for further information.

AREA 5. GENERAL EDUCATION ELECTIVE 3 Credits
This elective may be satisfied with any course work identified in Areas 1-4 above or from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW 2001</td>
<td>Creative Writing and Advanced Composition (3 cr)</td>
<td></td>
</tr>
<tr>
<td>CRW 2400</td>
<td>Introduction to Scriptwriting (3 cr)</td>
<td></td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication (3 cr)</td>
<td></td>
</tr>
<tr>
<td>ENC 2302</td>
<td>Advanced Creative Writing - Literary Magazine (3 cr)</td>
<td></td>
</tr>
<tr>
<td>ENG 2930</td>
<td>Selected Topics in English (1-3 cr)</td>
<td></td>
</tr>
</tbody>
</table>

Any Speech course with an ORI or SPC subject prefix
The General Education Elective course may be designated within the degree program; review the specific program for further information.

Total A.A.S./A.S. Degree General Education Core 15

Accounting Technology
Associate in Science Degree

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.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public and private universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section.

Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

<table>
<thead>
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<th>Title</th>
<th>Credits</th>
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INTERMEDIATE COURSES

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<td>BUL 2241</td>
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ADVANCED COURSES

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<td>* ACG 2110</td>
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<td>* TAX 2000</td>
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<td>* ACG 2360</td>
<td>Cost Accounting</td>
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<td>* ACG 2460</td>
<td>Computer Accounting II -</td>
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<td>Spreadsheets</td>
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ACCOUNTING TECHNOLOGY ELECTIVES

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<td>* APA 2942</td>
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<td>CGS 2100</td>
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<td>Principles of Finance</td>
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<td>* BUL 2242</td>
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<td>Principles of Economics - Macro</td>
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<td>* MAR 2011</td>
<td>Principles of Marketing</td>
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<td>OST 2854</td>
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<td>SLS 1303</td>
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<tr>
<td>* SLS 2940</td>
<td>Service Learning</td>
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NOTES:
1) Students may take Computer Keyboarding through credit-by-examination.

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

Accounting Applications
Technical Certificate

The purpose of this program is to prepare students for entry-level accounting employment or to provide supplemental training for persons previously or currently employed. The content prepares individuals in the principles, procedures, and theories of organizing and maintaining financial records and preparing financial reports.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tr>
<td>APA 1111</td>
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<td>* ENC 1101</td>
<td>Freshman Composition</td>
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INTERMEDIATE COURSES

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<td>Accounting Applications Electives</td>
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ADVANCED COURSES

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ACCOUNTING APPLICATIONS ELECTIVES

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<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
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<tr>
<td>SLS 1303</td>
<td>Job Search</td>
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</table>

NOTES:
1) Students may take Computer Keyboarding through credit-by-examination.

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

Accounting Operations
Technical Certificate

The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the process of data entry into an accounting information system and includes the preparation, presentation, and analysis of business reports.

FOUNDATION COURSES

<table>
<thead>
<tr>
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ADVANCED COURSES

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ACCOUNTING OPERATIONS ELECTIVES

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</tr>
<tr>
<td>* APA 2942</td>
<td>Internship in Accounting</td>
<td>1-3</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
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<td>FIN 2010</td>
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<tr>
<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
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</table>

NOTES:
1 Students may take Computer Keyboarding through credit-by-examination.

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

**Accounting Specialist**

**Technical Certificate**

The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the preparation, presentation, and analysis of business reports.

FOUNDATION COURSES

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<tr>
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<td>* ACG 2460</td>
<td>Computer Accounting II - Spreadsheets</td>
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NOTE:
All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

**Baking and Pastry Management**

**(Hospitality and Tourism Institute)**

**Associate in Science Degree**

This program provides students with an exciting opportunity to develop baking and pastry arts skills mastered in state-of-the-art production kitchens. Students will learn confectionary artistry in creating breads, cakes, pastries, and chocolates, yielding visual masterpieces. The program is designed for students planning to become a Pastry Chef and for culinarians, bakers, and others in the culinary industry who want to enhance their baking and pastry skills.

Program expenses are given in the Financial section of this catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

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<td></td>
<td>Other Foreign Language</td>
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<td>Food and Beverage Cost Control</td>
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<td>* FSS 1051</td>
<td>Hearth Breads</td>
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<td>FSS 2284</td>
<td>Catering and Banquet Management</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>or</td>
<td>PSY 1012 General Psychology</td>
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<td>FSS 2251</td>
<td>Food and Beverage Management</td>
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<td>* FSS 2054 Cookies, Tarts, and Friandises</td>
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<td>* FSS 2056 Pastry Techniques</td>
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<td>* FSS 2055 Contemporary Cakes and Desserts</td>
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<td>Basic and Classical Cakes and Pastry</td>
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<td>* FSS 2059 Chocolates and Confections</td>
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<td>* FSS 2057 Individual and Production Pastries</td>
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<td>* FSS 2060 Restaurant and Production Desserts</td>
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<td>* FSS 2058 Confectionary Art and Principles of Design</td>
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<td>* FSS 2943 Internship in Baking and Pastry Management</td>
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NOTES:
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General Education courses are in bold print in the course listing.

Baking and Pastry Arts (Hospitality and Tourism Institute) Technical Certificate

This program provides students with an exciting opportunity to develop baking and pastry arts skills mastered in state-of-the-art production kitchens. Students will learn confectionary artistry in creating breads, cakes, and pastries, yielding visual masterpieces. The program is designed for students planning to become a Pastry Cook and for culinarians, bakers, and others in the culinary industry who want to enhance their baking and pastry skills.

Program expenses are given in the Financial section of this catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Cost Control</td>
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<td>FSS 2251</td>
<td>Food and Beverage Management</td>
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<td>FSS 1050</td>
<td>Baking Ingredients and Technology</td>
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<tr>
<td>* FSS 1051 Hearth Breads</td>
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</table>

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.

Building Construction Technology Associate in Science Degree

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

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

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NOTE:
All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

continued
### FOUNDATION COURSES

<table>
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<th>Title</th>
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<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* TAR 1120C</td>
<td>Architectural Drawing I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MTB 2321</td>
<td>Technical Mathematics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>*+ ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
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</table>

**Total Credits**: 19

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>ETC 1251</td>
<td>Engineering Materials and Processes or</td>
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<tr>
<td>ARC 2461</td>
<td>Materials and Methods of Construction</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* BCN 2405</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
<td></td>
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<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* ETD 1350</td>
<td>Advanced CADD</td>
<td>3</td>
<td></td>
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<tr>
<td>BCT 1705</td>
<td>Contracts, Codes, Specifications and Office Practices</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* SUR 1101C</td>
<td>Basic Surveying and Measurements</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Science or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Mathematics (See A.S. Gen Ed Requirement)</td>
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**Total Credits**: 24

### ADVANCED COURSES

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<tbody>
<tr>
<td>* TAR 2033C</td>
<td>Architectural Design</td>
<td>3</td>
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<tr>
<td>* BCT 2770</td>
<td>Building Construction Estimating</td>
<td>4</td>
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</tr>
<tr>
<td>BCN 1721</td>
<td>Construction Planning and Control</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td>ASHM, HUMN, FORL, HUMH</td>
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</tr>
<tr>
<td>Social Science (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td>AASS, ASSS, POS</td>
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<tr>
<td>Gen Ed Elective (See A.S. Gen Ed Requirement)</td>
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</tbody>
</table>

**Total Credits**: 21

**Total Degree Credits**: 64

### BUILDING CONSTRUCTION SPECIALIST

#### Technical Certificate

This certificate is designed to prepare individuals for entry-level positions working with architects, engineers, contractors, and building officials. It provides a working knowledge of estimating, scheduling, and interpreting commercial and residential blueprints. It also provides the foundation for individuals pursuing a career in building inspection and quality control.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 2321</td>
<td>Technical Mathematics</td>
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<tr>
<td>ETC 1251</td>
<td>Engineering Materials and Processes or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARC 2461</td>
<td>Materials and Methods of Construction</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* BCT 2770</td>
<td>Building Construction Estimating</td>
<td>4</td>
<td></td>
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<tr>
<td>BCN 1721</td>
<td>Construction Planning and Control</td>
<td>4</td>
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<td>Building Construction Elective(s)</td>
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**Total Certificate Credits**: 18

### BUILDING CONSTRUCTION ELECTIVES

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<tbody>
<tr>
<td>BCN 1272</td>
<td>Construction Blueprint Reading</td>
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<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>3</td>
<td></td>
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<tr>
<td>* BCN 2941</td>
<td>Internship Exploration in Construction</td>
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<td>* BCN 2942</td>
<td>Internship in Architectural/Building Construction</td>
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<td>BCT 1705</td>
<td>Contracts, Codes, Specifications, and Office Practices</td>
<td>3</td>
<td></td>
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<tr>
<td>SUR 1101C</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
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</tbody>
</table>

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

### BUSINESS ADMINISTRATION WITH SPECIALIZATIONS IN:

- Finance
- Human Resources Management
- Management
- Marketing
- Real Estate Management
- Small Business Management

#### Associate in Applied Science Degree

This program is designed for students who seek immediate employment in the field of business administration and provides training for both first-time job seekers and experienced employees who wish to advance in their careers. This program 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.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

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

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

## Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>SPC</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 1141</td>
<td>Computer Keyboarding</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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</table>

## Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry or General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</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 2831</td>
<td>Microsoft Windows (Operating System)</td>
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<tr>
<td>Humanities</td>
<td>(See A.S. Gen Ed Requirement)</td>
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<tr>
<td>Science or Mathematics</td>
<td>(See A.S. Gen Ed Requirement)</td>
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<td><strong>Total Credits</strong></td>
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</table>

## Finance Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 2000</td>
<td>Principles of Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 2010</td>
<td>Personal Investments</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 2100</td>
<td>Personal Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internships and/or Business Electives</td>
<td>7</td>
<td>BAAS</td>
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<td></td>
<td>Elective(s)</td>
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<td><strong>Total Credits</strong></td>
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## Human Resources Management Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resources Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MNA 2329</td>
<td>Case Studies in Human Resources Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MNA 2320</td>
<td>Human Resources Recruitment, Selection, and Staffing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MNA 2325</td>
<td>Compensation and Benefits Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MNA 2403</td>
<td>Human Resources Management Law and Employee Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>Internship(s) and/or Business Elective(s)</td>
<td>7</td>
<td>BAAS</td>
</tr>
<tr>
<td></td>
<td>Elective(s)</td>
<td>3</td>
<td></td>
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<td></td>
<td><strong>Total Credits</strong></td>
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</table>

The Human Resources Management Specialization courses generally are available only on East Campus.

## Management Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
<td></td>
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<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
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<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>Internship(s) and/or Business Elective(s)</td>
<td>7</td>
<td>BAAS</td>
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<tr>
<td></td>
<td>Elective(s)</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Credits</strong></td>
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## Marketing Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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</tr>
<tr>
<td>MKA 2021</td>
<td>Principles of Selling</td>
<td>3</td>
<td></td>
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<tr>
<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
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</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
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</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
<td>3</td>
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<td>Internship(s) and/or Business Elective(s)</td>
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<td>BAAS</td>
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<tr>
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<td>Elective(s)</td>
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<tr>
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<td><strong>Total Credits</strong></td>
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</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
## Real Estate Management Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 1000</td>
<td>Real Estate Principles and Practices</td>
<td>3</td>
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<td>REE 1400</td>
<td>Florida Real Estate Law</td>
<td>3</td>
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<tr>
<td>MKA 2021</td>
<td>Principles of Selling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS 1303</td>
<td>Internship(s) and/or Business</td>
<td>1</td>
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<td></td>
<td>Electives</td>
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## Small Business Management Specialization

<table>
<thead>
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<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
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<td>BAAS</td>
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<td>Elective(s)</td>
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<td></td>
</tr>
</tbody>
</table>

### BUSINESS ELECTIVES

These courses may be used for Advanced Business Elective credit if not being used as a Degree requirement.

Business electives must be selected from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, SLS 2940, and SPC 1600.

### NOTES:

1. Student may take Computer Keyboarding through credit-by-examination.

General Education courses are in bold print in the course listing.

## Business Administration

### Associate in Science Degree

(Articulated A.S. to B.A./B.S. Career Path)

This program is designed for students who seek immediate employment in the field of business administration and/or who decide to utilize this Articulated A.S. to B.A./B.S. Career Path to transfer to any Florida public university as a junior to complete a four-year bachelor’s degree in General Business Administration.

This program 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.

Several Florida public and private universities recently have begun to provide opportunities, in addition to the specific Articulated A.S. to B.A./B.S. transfer option, for A.S. degree graduates to pursue a bachelor’s degree. Information on some of these transfer options, including those at the University of Central Florida, may be found in the Introduction to this catalog section and at [http://valenciacc.edu/asdegrees/tec.asp](http://valenciacc.edu/asdegrees/tec.asp). Students who want to continue their education should contact their university of choice.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
<td>GRMT</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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### INTERMEDIATE COURSES

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
<td>ENC2</td>
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<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
<td>ENC2</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
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</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM Prefix (Gordon Rule Writing)</td>
<td>3</td>
<td>HUMH</td>
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<td>Science or Humanities</td>
<td>HUMI, GRIM</td>
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</tr>
<tr>
<td>Elective(s)</td>
<td>(See A.A. Gen Ed Requirement)</td>
<td>3</td>
<td>HUMN, HUMH</td>
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</table>

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business and Social Science</td>
<td>3</td>
<td>AASC, HUMN, HUMH</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods</td>
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<td>ECO 2023</td>
<td>Principles of Economics - Micro</td>
<td>3</td>
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<td>Total Degree Credits</td>
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**NOTES:**

1. Recommended electives include SLS 1122 Student Success, SLS 1303 Job Search, *INR 2002 International Politics, and an applicable internship.

Students are encouraged to see the Program Director for Business Administration for special career advisement.

General Education courses are in bold print in the course listing.

### Business Management

**Technical Certificate**

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Finance, Marketing, Small Business Management, and Retail.

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
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</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
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<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
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<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
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<td></td>
<td>Foundation Business Elective</td>
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#### INTERMEDIATE COURSES

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### ADVANCED BUSINESS ELECTIVES

These courses may be used for Advanced Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1600.

**NOTES:**

1. **CGS 2100** is a transferable course and is required for the A.A.S. Degree in Business Administration.

2. **MAT 1033** or higher mathematics may be substituted for MTB 1103.
**Business Operations**
**Technical Certificate**

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Finance, Marketing, Small Business Management, and Retail.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>1 Microcomputer Fundamentals and Applications or OST 2854</td>
<td>Microsoft Office</td>
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<tr>
<td>MTB 1103</td>
<td>2 Business Mathematics or APA 1111</td>
<td>Basic Accounting or ACG 2021</td>
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### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>BUL 2241</td>
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<tr>
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**Total Certificate Credits 18**

### FOUNDATION BUSINESS ELECTIVES

These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.

<table>
<thead>
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<th>Course</th>
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<td>FIN 2000</td>
<td>Principles of Finance</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>* MKA 2021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2102</td>
<td>Retailing</td>
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<tr>
<td>SBM 1000</td>
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### INTERMEDIATE BUSINESS ELECTIVES

These courses may be used for Intermediate Business Elective credit if not being used as a Certificate requirement.

<table>
<thead>
<tr>
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<tr>
<td>ACG 2021</td>
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<td>3</td>
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<td>* ACG 2071</td>
<td>Principles of Managerial Accounting</td>
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<td>APA 1111</td>
<td>Basic Accounting</td>
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</tr>
<tr>
<td>FIN 2000</td>
<td>Principles of Finance</td>
<td>3</td>
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<tr>
<td>FIN 2010</td>
<td>Personal Investments</td>
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<td>FIN 2100</td>
<td>Personal Finance</td>
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<td>GEB 1136</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<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>* MKA 2021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2102</td>
<td>Retailing</td>
<td>3</td>
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</table>

### NOTES:

1. CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.
2. MAT 1033 or higher mathematics may be substituted for MTB 1103.

---

**Business Specialist**
**Technical Certificate**

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Finance, Marketing, Small Business Management, and Retail.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>1 Microcomputer Fundamentals and Applications or OST 2854</td>
<td>Microsoft Office</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>2 Business Mathematics or APA 1111</td>
<td>Basic Accounting or ACG 2021</td>
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<td>Foundation Business Elective</td>
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**Total Certificate Credits 12**

### FOUNDATION BUSINESS ELECTIVES

These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>FIN 2000</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>* MAN 2021</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>* MAR 2011</td>
<td>Principles of Marketing</td>
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<td>* MKA 2021</td>
<td>Principles of Selling</td>
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<tr>
<td>MKA 2102</td>
<td>Retailing</td>
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</tr>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
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</tbody>
</table>

### NOTES:

1. CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.
2. MAT 1033C or higher mathematics may be substituted for MTB 1103.

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.
Customer Service Management
Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Customer Service.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
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<td>Introduction to Business</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
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<tr>
<td>CIS 1417</td>
<td>Introduction to Customer Service and Help Desk Concepts</td>
<td>3</td>
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<td>Customer Service Elective(s)</td>
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INTERMEDIATE COURSES

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CUSTOMER SERVICE ELECTIVES

These courses may be used for Customer Service Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1122, SLS 1303, SLS 2940, and SPC 1600.

Customer Service Specialist
Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Customer Service.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
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<td>CIS 1417</td>
<td>Introduction to Customer Service and Help Desk Concepts</td>
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<td>Customer Service Elective(s)</td>
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<td>CUST</td>
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CUSTOMER SERVICE ELECTIVES

These courses may be used for Customer Service Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1122, SLS 1303, SLS 2940, and SPC 1600.

Customer Service Operations
Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Customer Service.

FOUNDATION COURSES

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 1417</td>
<td>Introduction to Customer Service and Help Desk Concepts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer Service Elective(s)</td>
<td>3</td>
<td>CUST</td>
</tr>
<tr>
<td>Total</td>
<td>Total Credits</td>
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CUSTOMER SERVICE ELECTIVES

These courses may be used for Customer Service Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1122, SLS 1303, SLS 2940, and SPC 1600.

Cardiovascular Technology
Associate in Science Degree

This program is designed for students who seek immediate employment in the health care field of Invasive Cardiovascular Technology. The Invasive Cardiovascular Specialist is an integral part of the cardiac catheterization laboratory team, whose primary role is to perform technical procedures for the diagnosis and treatment of cardiovascular injury and disease. Cardiovascular Technology is a challenging and growing profession. Upon graduation, positions are available in diagnostic and interventional cardiac catheterization labs in acute care hospitals, outpatient facilities, and privately-owned clinics. With professional experience and additional education, career opportunities also are available in electrophysiology, echocardiography, management, education, marketing and sales.
Graduates are eligible to take the national Registered Invasive Cardiovascular Specialist exam administered by Cardiovascular Credentialing International.

Cardiovascular Technology is a selective admission, limited enrollment program. Admission to Valencia does not imply acceptance to the Cardiovascular Technology Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria. Program expenses are given in the Financial section of this catalog.

A minimum grade of “C” must be achieved in all courses in the Cardiovascular Technology curriculum, including courses required for admission or graduation.

The courses in the Cardiovascular Technology curriculum are progressive in nature, with one course building on the preceding course. Because of this progressive relationship, all cardiovascular courses must be completed in succession. If a student achieves a grade less than a “C” or withdraws, before or after the withdrawal deadline, from any course that is required for the Cardiovascular Technology Associate in Science Degree, the student will not be allowed to continue in the clinical portion of the program.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

<table>
<thead>
<tr>
<th>PROGRAM PREREQUISITE:</th>
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<tr>
<th>Year I</th>
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<tbody>
<tr>
<td>FALL TERM</td>
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<td>+* MAC 1105</td>
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<th>SPRING TERM</th>
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<tr>
<th>SUMMER TERM</th>
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<td>Course</td>
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<td>+ PSY 1012</td>
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<tr>
<td>+* CVT 1205C</td>
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<tr>
<td>+ Humanities</td>
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<td>+* CVT 2842L</td>
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<td>+* CVT 2211C</td>
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</table>

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

General Education courses are in bold print in the course listing.
Civil/Surveying Engineering Technology
Associate in Science Degree

The program has been planned to provide theoretical and classroom experience which closely parallels on-the-job activities. The Civil/Surveying Engineering Technology Associate in Science Degree simulates job situations found in a civil engineering and land surveying offices. This program applies to the design of highways, airports, water control systems, and field layout of property boundary lines, subdivision, residential building construction, and commercial building construction.

Graduates of specific programs at TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>ETD 1031C</td>
<td>Introduction to Construction/ Drafting Technology</td>
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<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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<td>Introduction to CADD</td>
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<td>MTB 2321</td>
<td>Technical Mathematics</td>
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<td>* SUR 1101</td>
<td>Basic Surveying and Measurements</td>
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<td>(Surveying I)</td>
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<td>ETD 1328C</td>
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Total Credits: 23

**INTERMEDIATE COURSES**

<table>
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<td>Advanced CADD</td>
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<td>* SUR 2202C</td>
<td>Highway Drafting and Route Design</td>
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<td>ETC 1251</td>
<td>Engineering Materials and Processes</td>
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<td>* BCN 2405</td>
<td>Statics and Strength of Materials</td>
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<td>(See A.S. Gen Ed Requirement)</td>
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Total Credits: 20

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
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<tbody>
<tr>
<td>* SUR 2460</td>
<td>Subdivisions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* SUR 2640</td>
<td>Advanced Surveying Computations</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ETC 2521</td>
<td>Hydraulics and Hydrology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* HUMN, HUMH, FORL, ASHM</td>
<td>Humanities (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AASS, ASSS, POS</td>
<td>Social Science (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* ASMS, GRMT</td>
<td>Mathematics (See A.S. Gen Ed Requirement)</td>
<td>3</td>
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<td></td>
<td>(See A.S. Gen Ed Requirement)</td>
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</tr>
<tr>
<td></td>
<td>Gen Ed Elective</td>
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</table>

Total Credits: 20

Total Degree Credits: 63

**CIVIL/SURVEYING ENGINEERING TECHNOLOGY ELECTIVES**

The Electives requirement may be satisfied with any course(s) in the Course Descriptions section of the Valencia Catalog with the subject prefix of BCN, BCT, ETC, ETD, ETM, SUR or TAR.

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

General Education courses are in bold print in the course listing.
Computer Engineering Technology (Networking) with Specializations in:

Cisco
Microsoft

Associate in Science Degree

This program is designed to prepare students for careers in computer and network engineering technology. Graduates will be qualified for technological roles such as network design, network installation and maintenance, inter-network communication and connectivity, network administration, microcomputer installation, maintenance and support. The program includes several courses that are essential in preparing individuals for achieving the requirements take the examinations of various certifications: A+, Network+, Cisco Certified Network Associate (CCNA), Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and/or Microsoft Certified Systems Engineer (MCSE).

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegress/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

---

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1329</td>
<td>Mathematics for Electronics</td>
<td>3</td>
</tr>
<tr>
<td>CET 2486C</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>EET 1214C</td>
<td>Introduction to Engineering Technology</td>
<td>2</td>
</tr>
<tr>
<td>Humanities</td>
<td>(See A.S. Gen Ed Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>Science or</td>
<td>Mathematics</td>
<td>(See A.S. Gen Ed Requirement)</td>
</tr>
<tr>
<td>Social Science</td>
<td>(See A.S. Gen Ed Requirement)</td>
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<tr>
<td>Elective</td>
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Total Credits 26

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>Digital Systems I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2113C</td>
<td>Digital Systems II</td>
<td>3</td>
</tr>
<tr>
<td>CET 2854</td>
<td>Wireless Networks</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 12

### Cisco Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CET 2792</td>
<td>Microsoft Windows Server 2003 Network</td>
<td>4</td>
</tr>
<tr>
<td>EET 2330</td>
<td>Introduction to Transmission Lines</td>
<td>3</td>
</tr>
<tr>
<td>CET 1610C</td>
<td>Cisco Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>Cisco Advanced Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Cisco Projects in Routing Design and Administration</td>
<td>4</td>
</tr>
<tr>
<td>CET 2675</td>
<td>Voice Over IP</td>
<td>4</td>
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</tbody>
</table>

Total Credits 30

### Microsoft Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CET 2811</td>
<td>Microsoft Windows XP Professional</td>
<td>4</td>
</tr>
<tr>
<td>CET 2722</td>
<td>Microsoft Windows Server 2003 Environment</td>
<td>3</td>
</tr>
<tr>
<td>CET 2792</td>
<td>Microsoft Windows Server 2003 Network</td>
<td>4</td>
</tr>
<tr>
<td>CET 2793</td>
<td>Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>CET 2794</td>
<td>Microsoft Windows Server 2003 Active Directory</td>
<td>4</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
^ These courses are common with the Electronics Engineering Technology degree.
Code Denotes course attribute if needed for degree audits.
M1, M2 CET 2795 Designing Microsoft Windows Server 2003 Active Directory Infrastructure 4
Computer Engineering Technology 3
Electives 7
Total Credits 30
Total Degree Credits 68

COMPUTER ENGINEERING TECHNOLOGY ELECTIVES
These courses may be used for Elective credit if not a Specialization requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CET 1600C</td>
<td>Cisco Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>^ CET 2675</td>
<td>Voice Over IP</td>
<td>4</td>
</tr>
<tr>
<td>^ CET 2123C</td>
<td>Fundamentals of Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>A2^ CET 2588</td>
<td>Network +</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2784</td>
<td>Wide Area Networks</td>
<td>3</td>
</tr>
</tbody>
</table>

M1, M3

* > CET 2810 Microsoft Exchange 2000 Server Implementation and Administration 4

M1, M3

* > CET 2812 SQL Server 2000 System Administration | 4
* CET 2880 Computer Forensics | 4
* CET 2930 Selected Topics in Computer Engineering Technology | 1-5
* CET 2942 Internship in Networking | 1-4
* CIS 1354 Introduction to Network Security | 3
* COP 2220 C Programming | 3
* COP 2705 SQL Server 2000 Database Design and Implementation | 4

^ x EET 2330 Introduction to Transmission Lines | 3
^ x EST 2220C Introduction to Fiber Optics | 3

NOTES:
1 ENC 1210 Technical Communication is strongly recommended.

All specialized program courses are offered on the West Campus; some specializations are offered at other locations.

General Education courses are in bold print in the course listing.

> This course can be used as an elective for MCSE Certification.

A1 This is a required course leading to CompTia A+ Certification.

A2 This is a required course leading to CompTia N+ Certification.

M1 This course will prepare the student for Microsoft Certified Professional (MCP) Certification.

M2 This is a required course leading to a Microsoft Certified Systems Engineer (MCSE) Certification.

M3 This course could be used as the required elective for MCSE or MCSA Certifications.

M4 This is a required course leading to a (MCSA) Microsoft Certified Systems Associate Certification.

M5 This is a required course leading to a Cisco Certified Network Associate (CCNA) Certification.

Cisco Network Associate (CCNA) Technical Certificate
This Cisco certificate program provides the student with the skills necessary to work with traditional Cisco-based networks that predominately include local area network and wide area network routers and switches. The program also will prepare the student to take the Cisco Certified Network Associate (CCNA) certification exams.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CET 1610C</td>
<td>Cisco Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>^ CET 2615C</td>
<td>Cisco Advanced Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>^ CET 2620C</td>
<td>Cisco Projects in Routing Design and Administration</td>
<td>4</td>
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<tr>
<td>Total Certificate Credits</td>
<td>12</td>
<td></td>
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</tbody>
</table>

NOTE:
All certificate courses are offered on the East, Osceola and West Campuses.

Microcomputer Repairer/Installer Technical Certificate
This certificate program prepares the student with excellent preparation for employment as a computer support specialist, help desk specialist, computer system analyst, and/or computer service representative. Students who complete this program will have the expertise needed to take CompTia certification A+ and Network+ examinations.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1214C</td>
<td>Introduction to Engineering Technology</td>
<td>2</td>
</tr>
<tr>
<td>CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2486C</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td></td>
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<tr>
<td>Total Certificate Credits</td>
<td>15</td>
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</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
^ These courses are common with the Electronics Engineering Technology degree.
Code Denotes course attribute if needed for degree audits.
MICROCOMPUTER REPAIRER/INSTALLER ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CET 2588</td>
<td>Network+</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2811</td>
<td>Microsoft Windows XP Professional</td>
<td>4</td>
</tr>
<tr>
<td>* CET 1600C</td>
<td>Cisco Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2854</td>
<td>Wireless Networks</td>
<td>3</td>
</tr>
<tr>
<td>* CET 2942</td>
<td>Internship in Networking</td>
<td>1</td>
</tr>
</tbody>
</table>

NOTE:
All certificate courses are offered on the West Campus; some of the courses are offered at other locations.

**Microsoft Systems Administrator (MCSA)**

Technical Certificate

This certificate program is designed to provide students with the skills necessary to implement, manage and troubleshoot existing Microsoft network and server 2003 environments. The program helps prepare students to take the Microsoft certification examinations, including the Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and CompTia certification examinations.

**MICROSOFT SYSTEMS ADMINISTRATOR ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CET 2810</td>
<td>Microsoft Exchange 2003 Server Implementation and Administration</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2812</td>
<td>SQL Server 2000 System Administration</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2588</td>
<td>Network+</td>
<td>4</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
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</tbody>
</table>

**Microsoft Systems Engineer (MCSE)**

Technical Certificate

This certificate program is designed to provide students with the skills necessary to install and maintain Windows 2003 operating systems. The program helps prepare students to take the Microsoft certification examinations, including the Microsoft Certified Systems Engineer (MCSE) examinations.

**MICROSOFT SYSTEMS ENGINEER ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CET 2722</td>
<td>Microsoft Windows Server 2003 Environment</td>
<td>3</td>
</tr>
<tr>
<td>* CET 2792</td>
<td>Microsoft Windows Server 2003 Network</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2811</td>
<td>Microsoft Windows XP Professional</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2793</td>
<td>Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2794</td>
<td>Microsoft Windows Server 2003 Active Directory</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2795</td>
<td>Designing Microsoft Windows Server 2003 Active Directory Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>Microsoft Systems Engineer Elective</td>
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</tr>
</tbody>
</table>

**Computer Information Technology**

Associate in Science Degree

This program is designed for students who wish to develop information technology skills in technical customer service, information technology support, and computer security. There is significant flexibility in this degree. It is designed for students who seek immediate employment, and it provides the option for students to transfer, through a specific program agreement, to the University of Central Florida (UCF) as a junior to complete a four-year Bachelor’s Degree in Information Systems Technology.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities have recently begun to provide opportunities for A.S. degree graduates to pursue a
bachelor’s degree. More information on these opportunities, as well as the specific program agreement for transfer to Information Systems Technology at UCF, may be found at http://valenciacc.edu/asdegrees/tec.asp. Information about the general transfer of an A.S. degree to UCF is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
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<tbody>
<tr>
<td>+ * ENC 1101</td>
<td>Science Freshman Composition I</td>
<td>3</td>
<td>ENCI</td>
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<td>* Mathematics 1 (See A.S. Gen Ed Requirement)</td>
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<tr>
<td>+ Humanities 2 (See A.S. Gen Ed Requirement)</td>
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<td>HUMN, HUMH, FORL, ASHM</td>
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**INTERMEDIATE COURSES**

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<tr>
<td>A1 CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
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<tr>
<td>+ COP 2822</td>
<td>Web Publishing</td>
<td>3</td>
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<tr>
<td>+ CGS 2545</td>
<td>Database Management Systems</td>
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<td>+ CGS 1560</td>
<td>Introduction to Operating Systems</td>
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<tr>
<td>A1 CET 2179C</td>
<td>A+ Concepts (Software)</td>
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**TOTAL CREDITS 21**

**ADVANCED COURSES**

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<tr>
<td>7 Computer Information Technology</td>
<td>Restricted Electives</td>
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<td>CITA</td>
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<tr>
<td>7 Computer Information Technology</td>
<td>Non-Restricted Electives</td>
<td>10</td>
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<tr>
<td>* CIS 2910</td>
<td>IT Capstone</td>
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<tr>
<td>* CIS 2943</td>
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<tr>
<td>or SLS 1303</td>
<td>Job Search</td>
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**TOTAL CREDITS 21**

**TOTAL DEGREE CREDITS 63**

General Education courses are in bold print in the degree course listing.

**Computer Information Technology Analyst with Specializations in:**

**IT Security**

**IT Support**

**Technical Certificate**

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>A1 CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>A1 CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>N1 CET 2486C</td>
<td>Local Area Networks</td>
<td>3</td>
<td></td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* S1 CIS 1354</td>
<td>Introduction to Network Security</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>A1 CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
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**TOTAL CREDITS 24**

**IT Security Specialization**

<table>
<thead>
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<th>Title</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>* CIS 2355</td>
<td>Advanced Network Security</td>
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**TOTAL CREDITS 3**

**TOTAL CERTIFICATE CREDITS 27**

**IT Support Specialization**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1417</td>
<td>Introduction to Customer Service and Help Desk Concepts</td>
<td>3</td>
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</table>

**TOTAL CREDITS 3**

**TOTAL CERTIFICATE CREDITS 27**

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.

continued
Computer Information Technology
Specialist
Technical Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td></td>
</tr>
<tr>
<td>A1 CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
</tr>
<tr>
<td>N1 CET 2486C</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>*S1 CIS 1354</td>
<td>Computer Information Technology Electives</td>
<td>Restricted or Non-Restricted</td>
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<tr>
<td>4 Non-Restricted</td>
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<td></td>
</tr>
<tr>
<td>Total Certificate Credits</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

4 COMPUTER INFORMATION TECHNOLOGY BUSINESS ELECTIVES
Any of these courses not being used for a degree requirement may be used for the Business Elective credit. Students planning to transfer to a four-year institution are encouraged to consult a career program advisor to determine the best course selection for transfer.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics - Micro</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1136</td>
<td>Foundations of E-Business</td>
<td>3</td>
</tr>
<tr>
<td>+ MNA 1031</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

7 COMPUTER INFORMATION TECHNOLOGY RESTRICTED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CET 2811</td>
<td>Microsoft Windows XP Professional</td>
<td>4</td>
</tr>
<tr>
<td>* CET 2854</td>
<td>Wireless Networks</td>
<td>3</td>
</tr>
<tr>
<td>* CIS 1416</td>
<td>Help Desk Tools and Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1417</td>
<td>Introduction to Customer Service and Help Desk Concepts</td>
<td>3</td>
</tr>
<tr>
<td>* CIS 2102</td>
<td>System Assurance - Quality and Testing</td>
<td>3</td>
</tr>
<tr>
<td>* CIS 2355</td>
<td>Advanced Network Security</td>
<td>3</td>
</tr>
<tr>
<td>COP 2345</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

7 COMPUTER INFORMATION TECHNOLOGY NON-RESTRICTED ELECTIVES
Any course in the Course Descriptions section of the Valencia Catalog with the subject prefix of CET, CIS, COP, or COT prefix not already used to satisfy program requirements or CTS 1555 Internet Web Essentials or * CGS 2786 Web Development Tools

NOTES:
1 Students planning to transfer to Information Systems Technology at the University of Central Florida should select MAC 1105 College Algebra or higher mathematics.

2 Students planning to transfer to Information Systems Technology at the University of Central Florida should select from ARH 2050, ARH 2051, HUM 2220, HUM 2223, HUM 2232, HUM 2234, LIT 2110, LIT 2120, MUL 1010, PHI 2010, REL 2000, or THE 1020.

3 For students with a high level of expertise in current version of Microsoft Office Suite, credit by examination is available for this course.

4 Students planning to transfer to Information Systems Technology at the University of Central Florida should select ECO 2013 or ECO 2023.

5 Students planning to transfer to Information Systems Technology at the University of Central Florida should select Ant 2000 or PSY 1012 or SYG 2000.

6 Students planning to transfer to Information Systems Technology at the University of Central Florida should select ENC 1102.

7 Students planning to transfer to Information Systems Technology at the University of Central Florida should select CET 2792 and CET 2811.

The following notations indicate the course is part of a sequence which prepares students for a CompTIA or other industry certification examination:

A1 A+
C1 CIW Foundations
N1 Network +
S1 Security +
I1 i-Net +
V1 Server + when combined with elective course COP 2836

Computer Programming and Analysis
Associate in Science Degree

This program is designed for students who wish to develop skills in computer software development and analysis. The core courses provide knowledge and hands-on training in the foundations of computer technology, computer programming, programming analysis and design, and Web applications development. This program is designed for students who seek immediate employment, and it provides the option for students to transfer, through a specific program agreement, to the University of Central Florida (UCF) as a junior to complete a four-year Bachelor’s Degree in Information Systems Technology.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Several Florida public universities have recently begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. More information on these opportunities, as well as the specific program agreement for transfer to Information Systems Technology at UCF, may be found at [http://valenciacc.edu/asdegrees/itc.asp](http://valenciacc.edu/asdegrees/itc.asp). Information about the general transfer of an A.S. degree to UCF is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
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<tbody>
<tr>
<td>4* ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
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<tr>
<td>4* MAC 1105</td>
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</tr>
<tr>
<td></td>
<td>or Higher Mathematics</td>
<td>3</td>
<td>GRMT</td>
</tr>
<tr>
<td>COP 1006</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>SPC</td>
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<td></td>
<td>Humanities</td>
<td>3</td>
<td>HUMN, HUMH, FORL, ASHM</td>
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### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>COPS 2545</td>
<td>Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>COPS 2822</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Credits</strong></td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>Gen Ed Elective</td>
<td>6 (See A.S. Gen Ed Requirement)</td>
<td>3</td>
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<tr>
<td></td>
<td>Computer Programming and</td>
<td>9</td>
<td>CPAR</td>
</tr>
<tr>
<td></td>
<td>Analysis Restricted Electives</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>7 Computer Programming and</td>
<td>10</td>
<td>COPS</td>
</tr>
<tr>
<td></td>
<td>Analysis Non-Restricted Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* CIS 2910</td>
<td>IT Capstone</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>* CIS 2942</td>
<td>Internship in Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>or SLS 1303</td>
<td>Job Search</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Credits</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**Total Degree Credits 63**

General Education courses are in bold print in the degree course listing.

**Computer Programming Analyst with Specializations in:**

**Computer Programming**

**Web Development**

**Technical Certificate**

This certificate is designed for students who wish to develop skills in computer programming or Web development.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1006</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>A+ Concepts (Software)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545</td>
<td>Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Credits</strong></td>
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</table>

### Computer Programming Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>* COP 2220</td>
<td>C Programming</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2800</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>* COP 1332</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2360</td>
<td>C# Programming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Credits</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Total Certificate Credits 33**

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
**Web Development Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ COP 2822</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2830</td>
<td>Scripting Languages</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>Total Certificate Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>33</td>
</tr>
</tbody>
</table>

**Computer Programming Specialist with Specializations in:**

- **Computer Programming**
- **Web Development**

**Technical Certificate**

This certificate is designed for students who wish to gain a foundation in software development.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ COP 1006</td>
<td>1 Introduction to Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems or CET 2179C</td>
<td>3</td>
</tr>
<tr>
<td>* A+ Concepts (Software)</td>
<td>4 Computer Programming and Analysis Non-Restricted Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Computer Programming Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ * COP 2220</td>
<td>C Programming or + * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
</tr>
<tr>
<td>+ * COP 2220</td>
<td>C Programming or + * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
</tr>
<tr>
<td>+ * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
<td>Introduction to Visual Basic or + * COP 2360</td>
</tr>
<tr>
<td>+ * COP 2360</td>
<td>C# Programming or + * COP 2360</td>
<td>C# Programming</td>
</tr>
<tr>
<td>+ * COP 2220</td>
<td>C Programming or + * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
</tr>
<tr>
<td>+ * COP 2220</td>
<td>C Programming or + * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
</tr>
<tr>
<td>+ * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
<td>Introduction to Visual Basic or + * COP 2360</td>
</tr>
<tr>
<td>+ * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
<td>Introduction to Visual Basic or + * COP 2360</td>
</tr>
<tr>
<td>+ * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
<td>Introduction to Visual Basic or + * COP 2360</td>
</tr>
<tr>
<td>+ * COP 2800</td>
<td>Java Programming or + * COP 1332</td>
<td>Introduction to Visual Basic or + * COP 2360</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>Total Certificate Credits</th>
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<tbody>
<tr>
<td>6</td>
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**Web Development Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ COP 2822</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2830</td>
<td>Scripting Languages</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>Total Certificate Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>18</td>
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</tbody>
</table>

**COMPUTER PROGRAMMING AND ANALYSIS BUSINESS ELECTIVES**

Any of these courses not being used for a degree requirement may be used for the Business Elective credit. Students planning to transfer to a four-year institution are encouraged to consult a career program advisor to determine the best course selection for transfer.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>* ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
</tr>
<tr>
<td>* ECO 2023</td>
<td>Principles of Economics - Micro</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1136</td>
<td>Foundations of E-Business</td>
<td>3</td>
</tr>
<tr>
<td>* MNA 1031</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPUTER PROGRAMMING AND ANALYSIS RESTRICTED ELECTIVES**

These courses may be used for Restricted Elective credit within the Computer Programming and Analysis degree and certificate programs if they are not being used to fulfill a requirement for the specific program. Students planning to transfer to a four-year institution are encouraged to consult a career program advisor to determine the best selections for transfer.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CGS 2786</td>
<td>Web Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>+* COP 1332</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>+* COP 2360</td>
<td>C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>+* COP 2800</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>+* COP 1812</td>
<td>XML and Web Services</td>
<td>3</td>
</tr>
<tr>
<td>+* COP 2220</td>
<td>C Programming</td>
<td>3</td>
</tr>
<tr>
<td>+* COP 2341</td>
<td>Linux Shell Scripting</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2821</td>
<td>Advanced Microsoft Application</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2823</td>
<td>Advanced Web Publishing - Active</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2830</td>
<td>Scripting Languages</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPUTER PROGRAMMING AND ANALYSIS NON-RESTRICTED ELECTIVES**

These courses may be used for Non-Restricted Elective credit within the Computer Programming and Analysis degree and certificate programs if they are not being used to fulfill a requirement for the specific program. Students planning to transfer to a four-year institution are encouraged to consult a career program advisor to determine the best selection for transfer.

Any course in the Course Descriptions section of the Valencia Catalog with the subject prefix of CET, CIS, COP, or COT or the course CGS 1555 Internet Web Essentials
NOTES:
1 Students with prior programming experience who pass a waiver examination will be allowed to substitute a higher-level course for this course.

2 For students with a high level of expertise in current version of Microsoft Office Suite, credit by examination is available for this course.

3 Students planning to transfer to Information Systems Technology at the University of Central Florida should select from ARH 2050, ARH 2051, HUM 2220, HUM 2223, HUM 2232, HUM 2234, LIT 2110, LIT 2120, MUL 1010, PHI 2010, REL 2000, or THE 1020.

4 Students planning to transfer to Information Systems Technology at the University of Central Florida should select Ant 2000 or PSY 1012 or SYG 2000.

5 Students planning to transfer to Information Systems Technology at the University of Central Florida should select ECO 2013 or ECO 2023.

6 Students planning to transfer to Information Systems Technology at the University of Central Florida should select ENC 2486, CET 2792, and CET 2811.

7 Students planning to transfer to Information Systems Technology at the University of Central Florida should select CET 2486, CET 2792, and CET 2811.

Criminal Justice Institute

Correctional Officer

Law Enforcement Officer

Crossover: Corrections to Law Enforcement

Auxiliary Law Enforcement Officer

Vocational Credit Certificates

As the population of Florida increases, the need for qualified law enforcement and correctional officers must correspondingly increase to meet the need. Criminal justice is a demanding profession, requiring the individual to have a working knowledge of law and criminal offenses, knowledge of apprehension and detention techniques, effective verbal and written communication skills, and excellent public and interpersonal relations skills.

Admission to these programs is limited. Applicants must achieve at least a minimum score on the required entry testing.

The Conduct and Behavior Policies for Criminal Justice Institute Students at Valencia are provided in Appendix C at the back of this catalog.

Successful completion of either the Correctional Officer or the Law Enforcement Officer program, as well as a passing grade on the State of Florida Certification Examination, is required for a career as a sworn officer in corrections or law enforcement regardless of any other Criminal Justice training or degree work which may have been completed.

Correctional Officer

This program is designed to prepare individuals as Correctional Officers. Program content includes the criminal justice system, weapons, basic law and legal procedures, correctional operations, communication, interpersonal skills, CPR and first aid, defensive tactics, investigation procedures, physical security considerations, and emergency preparedness techniques.

After completion of the program, students must take and pass a state examination to be certified in the State of Florida.

See the Admissions section of this catalog for admissions information and contact the Criminal Justice Institute office for admission requirements and procedures. Program expenses are given in the Financial Information section of this catalog.

Contact

Course Title Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0031</td>
<td>First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0050</td>
<td>Criminal Justice Defensive Tactics</td>
<td>80</td>
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<tr>
<td>CJD 0741</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CJD 0773</td>
<td>Interpersonal Skills I</td>
<td>62</td>
</tr>
<tr>
<td>CJD 0750</td>
<td>Interpersonal Skills II</td>
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<td>CJD 0752</td>
<td>Correctional Operations</td>
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<td>CJD 0770</td>
<td>Criminal Justice Legal I</td>
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<td>CJD 0771</td>
<td>Criminal Justice Legal II</td>
<td>22</td>
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<td>CJD 0772</td>
<td>Criminal Justice Communications</td>
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<td>CJK 0095</td>
<td>Criminal Justice Special Topics</td>
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<td>Totals for Program</td>
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</table>

Other suggested course:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CJD 0939</td>
<td>Criminal Justice Exam Review</td>
<td>24</td>
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</tbody>
</table>

Law Enforcement Officer

This program is designed to prepare individuals for entry-level positions in law enforcement, such as police officers and deputy sheriffs. Program content includes introduction to criminal justice, legal knowledge, patrol techniques, defensive tactics, vehicle operation, weapons, investigations, CPR and first aid, court system, communications and interpersonal skills.

After completion of the program, students must take and pass a state examination to be certified in the State of Florida.

See the Admissions section of this catalog for admissions information and contact the Criminal Justice Institute office for admission requirements and procedures. Program expenses are given in the Financial Information section of this catalog.
Crossover: Corrections to Law Enforcement

NOTE:
This Crossover program is being modified by the Criminal Justice Standards and Training Commission. Contact the Criminal Justice Institute office for program information.

This program is designed to prepare individuals who have completed the Correctional Officer program or who currently are certified as correctional officers for entry-level positions in law enforcement, such as police officers and deputy sheriffs. This cross-training program allows for flexibility in scheduling.

After completion of the program, students must take and pass a state examination to be certified in the State of Florida.

See the Admissions section of this catalog for admissions information and contact the Criminal Justice Institute office for admission requirements and procedures. Program expenses are given in the Financial Information section of this catalog.

Auxiliary Law Enforcement Officer

This program is designed to prepare individuals who have completed the Law Enforcement Volunteer program for entry-level volunteer positions as Law Enforcement Auxiliary Officers.

The Criminal Justice Institute programs are offered at the Criminal Justice Institute located at 8600 Valencia College Lane (near the East Campus).
Criminal Justice Technology with Specializations in:
  Corrections
  Law Enforcement
  Probation/Parole

Associate in Applied Science Degree

The Criminal Justice degree program offers the student a broad background in the history, philosophy, organization, management and operation of the criminal justice system. The A.A.S. degree prepares students to work in law enforcement, corrections, private/industry security and other criminal justice fields, and students may select to specialize in one of three areas: Corrections, Law Enforcement or Probation/Parole. This program is also beneficial to professionals seeking incentive benefits or career enhancement. In addition, this program can be useful as a first step toward a career in other legal or public service careers. Successful completion of a state-certified training academy and state examination is required to be a sworn law enforcement or corrections officer in the State of Florida regardless of any degree work which may have been completed.

Graduates of specific programs at TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

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

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
</tr>
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<td>Introduction to Security</td>
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GENERAL EDUCATION COURSES

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<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>SPC</td>
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<tr>
<td>+ * Mathematics (See A.S. Gen Ed Requirement)</td>
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<td>HUMN, HUMH, FORL, ASHM</td>
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Corrections Specialization

Certified Correctional Officers may be awarded a maximum of 22 college credits for the following Intermediate Courses based on proof of passing a recognized Corrections Certification Examination.

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CJE 2110</td>
<td>Career Choices in Criminal Justice</td>
<td>1</td>
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<tr>
<td>CJL 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Criminal Investigation</td>
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<tr>
<td>CJE 2000</td>
<td>Policing Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>1 Elective(s)</td>
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</tr>
<tr>
<td>2 Criminal Justice Technology Electives</td>
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ADVANCED COURSES

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<td>1 Elective(s)</td>
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<tr>
<td>2 Criminal Justice Technology Elective</td>
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</tr>
<tr>
<td>CJL 2102</td>
<td>Criminal Evidence and Procedures</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<td><strong>Total Degree Credits</strong></td>
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Law Enforcement Specialization

Certified Law Enforcement Officers may be awarded a maximum of 28 college credits for the following Intermediate Courses based on proof of passing a recognized Law Enforcement Certification Examination.

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
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<td>CJC 2000</td>
<td>Introduction to Corrections</td>
<td>3</td>
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<tr>
<td>CCJ 2452</td>
<td>Criminal Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2000</td>
<td>Policing Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2110</td>
<td>Career Choices in Criminal Justice</td>
<td>1</td>
</tr>
<tr>
<td>CJL 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2102</td>
<td>Criminal Evidence and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>1/3 Elective(s)</td>
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<td>3</td>
</tr>
<tr>
<td>2 Criminal Justice Technology Elective</td>
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<td><strong>Total Credits</strong></td>
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</table>

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
ADVANCED COURSES

Course Title Credits
CCJ 2500 Juvenile Justice Systems 3
1 Elective(s) 3
2 Criminal Justice Technology Elective 3
Total Credits 9
Total Degree Credits 64

Probation/Parole Specialization

Certified Probation/Parole Officers may be awarded a maximum of 22 college credits for the following Intermediate Courses based on proof of passing a recognized Probation/Parole Certification Examination.

INTERMEDIATE COURSES

Course Title Hours
CJC 2000 Introduction to Corrections 3
CJT 2110 Criminal Investigation 3
CCJ 2452 Criminal Justice Administration 3
CJC 2162 Community Corrections 3
CJE 2110 Career Choices in Criminal Justice 1
CJL 2100 Criminal Law 3
1/3 Elective(s) 3
2 Criminal Justice Technology Electives 6
Total Credits 25

ADVANCED COURSES

Course Title Credits
CCJ 2500 Juvenile Justice Systems 3
CJL 2102 Criminal Evidence and Procedures 3
1 Elective(s) 3
2 Criminal Justice Technology Elective 3
Total Credits 12
Total Degree Credits 64

CRIMINAL JUSTICE TECHNOLOGY ELECTIVES:

Course Title Credits
CJE 2160 Multicultural Law Enforcement 3
CJC 2162 Community Corrections 3
* CCJ 2941 Internship Exploration/Field Observation 3
CCJ 2930 Selected Topics in Criminal Justice 3
CGS 1060 Introduction to Microcomputers 3
CCJ 2022 Contemporary Issues in Criminal Justice 3

NOTES:

1 Recommended Electives include SLS 1122 Student Success, SPA 2612 American Sign Language, and SPN 1000 Basic Spanish.

2 Nine college credits of course work for CCJ 2022 Contemporary Issues in Criminal Justice, CJE 2160 Multicultural Law Enforcement, and CCJ 2930 Selected Topics in Criminal Justice may be awarded to students passing a recognized certification examination.

3 Three college credits of course work for HSC 1400 Safety and First Aid may be awarded to students passing a recognized certification examination.

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

Criminal Justice Technology
Associate in Science Degree
(Articulated A.S. to B.S. Career Path)

The Criminal Justice degree program offers the student a broad background in the history, philosophy, organization, management and operation of the criminal justice system. It is designed for students who seek immediate employment in the field of criminal justice and/or who decide to utilize this Articulated A.S. to B.S. Career Path to transfer to any Florida public university as a junior to complete a four-year Bachelor’s Degree in Criminal Justice.

This program prepares students to work in law enforcement, corrections, private/industry security and other criminal justice fields. It is also beneficial to professionals seeking incentive benefits or career enhancement. In addition, this program can be useful as a first step toward a career in other legal or public service careers. Successful completion of a state-certified training academy and state examination is required to be a sworn law enforcement or corrections officer in the State of Florida regardless of any degree work which may have been completed.

College credits may be awarded to students based on proof of passing a recognized certification examination for:

- Law Enforcement: 15 College Credits
- Corrections: 12 College Credits
- Probation/Parole 12 College Credits

Several Florida public universities recently have begun to provide opportunities, in addition to the Articulated A.S. to B.S. transfer option, for A.S. degree graduates to pursue a bachelor’s degree. Information on some of these transfer options, including those at the University of Central Florida, may be found in the Introduction to this catalog section and at http://valenciacc.edu/asdegrees/tec.asp. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.
### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>CJE 2140</td>
<td>Introduction to Security</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CJE 2110</td>
<td>Career Choices in Criminal Justice</td>
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<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
<td>3</td>
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<td>* ENC 1101</td>
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<td>ENCI</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
<td></td>
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<tr>
<td>or SYG 2000</td>
<td>Introductory Sociology</td>
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### INTERMEDIATE COURSES

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<td>CJT 2110</td>
<td>Criminal Investigation</td>
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<td>Criminal Evidence and Procedures</td>
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<td>CJE 2000</td>
<td>Policing Systems and Procedures</td>
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<td>CJI 2100</td>
<td>Criminal Law</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>SPC</td>
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<tr>
<td>* Mathematics</td>
<td>(See A.A. Gen Ed Requirement) (GR)</td>
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<td>Criminal Justice Technology Elective</td>
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### ADVANCED COURSES

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<tr>
<td>CCJ 2500</td>
<td>Juvenile Justice Systems</td>
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<tr>
<td>Science</td>
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<td>AASC</td>
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<td>Humanities</td>
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<td>HUMN, HUMH</td>
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### CRIMINAL JUSTICE TECHNOLOGY ELECTIVES:

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<td>CJC 2162</td>
<td>Community Corrections</td>
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<td>* CCJ 2941</td>
<td>Internship Exploration/Field</td>
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<td>Observation</td>
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<td>CCJ 2930</td>
<td>Selected Topics in Criminal Justice</td>
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<td>CGS 1060</td>
<td>Introduction to Microcomputers</td>
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<tr>
<td>CCJ 2022</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>3</td>
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### NOTES:

* Recommended Electives include SLS 1122 Student Success, SPA 2612 American Sign Language, and SPN 1000 Basic Spanish.

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.

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**Culinary Management**  
(Hospitality and Tourism Institute)

### Associate in Science Degree

The hospitality industry is expanding and, with it, the need for skilled culinary managers. Whether you are interested in learning skills to become a culinary manager or upgrading your current culinary management talents, Valencia Community College has courses that may interest you.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at [http://valenciacc.edu/asdegrees/tec.asp](http://valenciacc.edu/asdegrees/tec.asp) to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Program expenses are given in the Financial section of this catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<td>Food Service Computer Applications</td>
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<td>Food Service Sanitation Management</td>
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<td>FSS 2251</td>
<td>Food and Beverage Management</td>
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<tr>
<td>* FSS 1203C</td>
<td>Quantity Food Production I</td>
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<td>HUN 1004</td>
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Total Credits: 23
INTERMEDIATE COURSES

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<td>PSY 1012</td>
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<td>SPN 1000</td>
<td>Basic Spanish</td>
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<td>HFT 2223</td>
<td>Human Relations and Supervisory Development</td>
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<td>FSS 2284</td>
<td>Catering and Banquet Management</td>
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<td>FSS 2242C</td>
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ADVANCED COURSES

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<td>Quantity Food Production III</td>
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<td>FSS 2248C</td>
<td>Garde Manger</td>
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<td>FSS 2247C</td>
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<td>FSS 2942</td>
<td>Internship in Culinary Management</td>
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NOTES:
All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

**Culinary Arts**
**Hospitality and Tourism Institute**

Technical Certificate

This program is designed for students interested in the culinary industry and for culinary managers desiring to enhance their skills. Learners develop skills that culinary professionals typically should have, such as strategies for preparing healthy and nutritional dishes. This certificate program allows the learner to integrate baking and pastry skills with traditional culinary skills. Students also learn knife skills, kitchen procedures, and sanitation/safety procedures.

Program expenses are given in the Financial section of this catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>FOS 2201</td>
<td>Food Service Sanitation Management</td>
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<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1203C</td>
<td>Quantity Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1240C</td>
<td>Classical Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1246C</td>
<td>Baking and Pastries I</td>
<td>3</td>
</tr>
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</table>

NOTES:
Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.

Dental Hygiene
Associate in Science Degree

This program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

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.

Dental Hygiene is a selective admission, limited enrollment program. Admission to Valencia does not imply acceptance to the Dental Hygiene Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria. Program expenses are given in the Financial section of this catalog.

A minimum grade of C must be achieved in all courses identified in the program curriculum, including the program prerequisite courses required for admission.

A student who fails or withdraws from any course with a subject prefix of DEH or DES will not be permitted to continue in the Dental Hygiene Program. A student may petition the Dental Hygiene Program one time to be allowed to repeat a course with a subject prefix of DEH or DES. If the student is unsuccessful in this repeat, he/she will not be allowed to continue in the Dental Hygiene Program.

Grades of the Dental Assisting program at OTEC - Orlando Tech may be awarded credit in specific courses in this program after completing one term in the Dental Hygiene Program at Valencia. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a
bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

**Program Prerequisites:**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>* BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>* BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>* MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
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<td>* ENC 1101</td>
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**Total Credits**

**Year I**

**SUMMER TERM B**

<table>
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<tr>
<td>+ DES 1020L</td>
<td>Dental Anatomy Laboratory</td>
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**Total Credits**

**FALL TERM**

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<tr>
<th>Course</th>
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<tr>
<td>* DEH 1003</td>
<td>Fundamentals of Dental Hygiene</td>
<td>3</td>
</tr>
<tr>
<td>+ DEH 1003L</td>
<td>Dental Hygiene Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>+ DES 1220</td>
<td>Dental Radiography</td>
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<td>+ DES 1220L</td>
<td>Dental Radiography Laboratory</td>
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<td>+ DES 1800</td>
<td>Introduction to Clinical Procedures</td>
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<td>+ DES 1800L</td>
<td>Introduction to Clinical Procedures Lab</td>
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<td>+ DES 1100</td>
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**Total Credits**

**SPRING TERM**

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<td>Essentials of Nutrition with Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>+ DEH 1130C</td>
<td>General and Oral Histology</td>
<td>2</td>
</tr>
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<td>* DEH 1800</td>
<td>Dental Hygiene I</td>
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<tr>
<td>* DEH 1800L</td>
<td>Clinical Dental Hygiene I</td>
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</tr>
<tr>
<td>* DES 1600</td>
<td>Dental Office Emergencies</td>
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</tr>
<tr>
<td>* DEH 1603</td>
<td>Periodontology I</td>
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</table>

**Total Credits**

**SUMMER TERM A**

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<tr>
<td>+ SPC 1600</td>
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**Total Credits**

**Year II**

**FALL TERM**

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<td>* DEH 2400</td>
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<tr>
<td>* DEH 2700</td>
<td>Community Dental Health I</td>
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<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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**Total Credits**

**SPRING TERM**

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<th>Course</th>
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<td>* DEH 2605</td>
<td>Periodontology Seminar</td>
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<tr>
<td>* DEH 2504</td>
<td>Advanced Principles of Dental Hygiene Seminar</td>
<td>1</td>
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<tr>
<td>* DEH 2701</td>
<td>Community Dental Health II</td>
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<tr>
<td>* DEH 2810</td>
<td>Dental Hygiene IV</td>
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<tr>
<td>* DEH 2806L</td>
<td>Clinical Dental Hygiene IV</td>
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</table>

**Total Credits**

**Total Degree Credits**

88

**NOTES:**

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

**Diagnostic Medical Sonography**

**Associate in Science Degree**

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 Commission on Accreditation of Allied Health Education Programs. Graduates are eligible to

* Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
take the national certifying examination administered by the American Registry of Diagnostic Medical Sonographers.

Diagnostic Medical Sonography is a selective admission, limited enrollment program. Admission to Valencia does not imply acceptance to the Diagnostic Medical Sonography Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria. Program expenses are given in the Financial section of this catalog.

The program curriculum includes all courses that are required for the Diagnostic Medical Sonography Associate in Science Degree. A minimum grade of C must be achieved in all courses identified in the program curriculum, including courses required for admission.

After being accepted in the Diagnostic Medical Sonography 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 term must be completed with a grade of C or better in order to continue to the next term. 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, the student will not be allowed to continue in the program.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### Prerequisite:

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<tr>
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<tbody>
<tr>
<td>+ * MCB 2010C</td>
<td>Microbiology</td>
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<td>Total Credits</td>
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### Year I

#### FALL TERM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>+ * SON 1000C</td>
<td>Introduction to Medical Sonography</td>
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</tr>
<tr>
<td>+ HSC 1230C</td>
<td>Methods of Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>+ HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>+ * BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
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### SPRING TERM

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<tr>
<td>+ * SON 1804</td>
<td>Clinical Sonography I</td>
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<tr>
<td>+ MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
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<td>+ * BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
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### SUMMER TERM

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<td>Acoustical Physics and Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>+ * SON 1112C</td>
<td>Abdominal Sonography</td>
<td>4</td>
</tr>
<tr>
<td>+ * SON 1814</td>
<td>Clinical Sonography II</td>
<td>2</td>
</tr>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I</td>
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### Year II

#### FALL TERM

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<td>OB/GYN Sonography I</td>
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<td>+ * SON 2824</td>
<td>Clinical Sonography III</td>
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<td>+ * SON 2618</td>
<td>Acoustical Physics and Instrumentation II</td>
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</tr>
<tr>
<td>+ * SON 2150</td>
<td>Neurosonology and Superficial Structures</td>
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#### SPRING TERM

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>+ * SON 2122</td>
<td>OB/GYN Sonography II</td>
<td>3</td>
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<tr>
<td>+ * SON 2834</td>
<td>Clinical Sonography IV</td>
<td>3</td>
</tr>
<tr>
<td>+ * SON 2619</td>
<td>Acoustical Physics and Instrumentation III</td>
<td>2</td>
</tr>
<tr>
<td>+ PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+ Humanities</td>
<td>(See A.S. Gen Ed Requirement)</td>
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#### SUMMER TERM A

<table>
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<tr>
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<tr>
<td>+ * SON 2061</td>
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<tr>
<td>+ * SON 2882</td>
<td>Medical Sonography Clinical Practicum</td>
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### NOTES:

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
Digital Media Technology with Specializations in:

- Design and Development
- Production and Presentation

Associate in Science Degree

This program is designed for students seeking employment in digital media design and development, production and presentation. Combining classroom experience with real-world projects, this interdisciplinary program offers two specializations leading to careers in this cutting-edge field.

The Design and Development Specialization focuses on content development for current and emerging digital media technologies. It teaches students to create interactive digital media for use on DVDs, CD-ROMs, and/or networks, manage digital media projects, and produce content for high-bandwidth digital broadcasting.

The Production and Presentation Specialization concentrates on producing the video and audio materials for use in digital media products as well as presenting digital media projects to live audiences in venues ranging from conventions and corporate meetings to themed interactive entertainment.

Students are prepared to become project managers, multimedia developers, Webmasters, digital videographers, assistant editors, audiovisual technicians, and 2-D animation technicians.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>Survey of Entertainment Technology</td>
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<tr>
<td>+ DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
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<tr>
<td>DIG 1135</td>
<td>Digital Design Concepts</td>
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<tr>
<td>+ FIL 2100</td>
<td>Screenwriting</td>
<td>3</td>
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<tr>
<td>+ FIL 2422</td>
<td>Foundations of Motion Picture Production</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Introduction to Stage Lighting</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2260</td>
<td>Introduction to Audio Production</td>
<td>4</td>
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<tr>
<td>* ENC 1101</td>
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<td>+* Mathematics (See A.S. Gen Ed Requirement)</td>
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Design and Development Specialization

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<td>U. S. Government</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry or General Psychology</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>COP 1006</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
</tr>
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<td>COP 2822</td>
<td>Web Publishing</td>
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<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+* DIG 2202</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>+* CGS 2786</td>
<td>Web Development Tools</td>
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ADVANCED COURSES

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<td>Scripting Languages</td>
<td>3</td>
</tr>
<tr>
<td>+* DIG 2500</td>
<td>Digital Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>+* DIG 2501</td>
<td>Digital Interface Development</td>
<td>3</td>
</tr>
<tr>
<td>+* DIG 2943</td>
<td>Internship in Digital Media</td>
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</tr>
<tr>
<td>+* DIG 2580</td>
<td>Digital Media Portfolio</td>
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Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
**Production and Presentation Specialization**

**INTERMEDIATE COURSES**

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<td>POS</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TPA 2252</td>
<td>Introduction to Audio Visual Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* DIG 2431</td>
<td>Advanced Video Production</td>
<td>3</td>
<td></td>
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<tr>
<td>* DIG 2411</td>
<td>Motion Picture Editing and Post-Production</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* DIG 2202</td>
<td>Digital Imaging</td>
<td>3</td>
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<td>TPA 2290</td>
<td>Technical Theater Production</td>
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</tr>
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<td>DIG 2430</td>
<td>Digital Storytelling</td>
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<tr>
<td>or * FIL 2130</td>
<td>Advanced Screenwriting</td>
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**ADVANCED COURSES**

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<td>Internship in Digital Media</td>
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</tr>
<tr>
<td>or * FIL 2941</td>
<td>Internship in Film</td>
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<tr>
<td>or * TPA 2942</td>
<td>Internship in Theater</td>
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</tr>
<tr>
<td>or +* DIG 2580</td>
<td>Digital Media Electives</td>
<td>6</td>
</tr>
<tr>
<td>or +* TPA 2257</td>
<td>Audio Visual Production</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

**DIGITAL MEDIA ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* FIL 2481</td>
<td>Directing for the Camera</td>
<td>3</td>
</tr>
<tr>
<td>* DIG 2521</td>
<td>Digital Post-Production</td>
<td>3</td>
</tr>
<tr>
<td>* TPA 2221</td>
<td>Advanced Stage Lighting</td>
<td>4</td>
</tr>
<tr>
<td>* TPA 2279</td>
<td>Advanced Audio Visual Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTES:**

1. Taking this course results in 3 credits rather than the required 2 credits.

Specialized program courses are offered on the East Campus; some of the courses are offered at other locations.

General Education courses are in bold print in the course listing.

---

**Digital Media Development**

**Technical Certificate**

This program is designed to provide students with the skills required to create digital media presentations for Internet or CD/DVD delivery as well as other venues. The certificate focuses on industry-standard scripting languages at an intermediate to advanced level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CGS 2786</td>
<td>Web Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>* COP 2830</td>
<td>Scripting Languages</td>
<td>3</td>
</tr>
<tr>
<td>+* DIG 2500</td>
<td>Digital Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>+* DIG 2501</td>
<td>Digital Interface Development</td>
<td>3</td>
</tr>
<tr>
<td>Total Certificate Credits</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**NOTE:**

All certificate courses are offered on East Campus; some of the courses are offered at other locations.

---

**Digital Media Video Production**

**Technical Certificate**

This program is designed to provide students with the required skills to create digital video presentations for DVDs, Internet or live audiences as well as other venues. This certificate focuses on screenwriting, digital video production and post-production skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1135</td>
<td>Digital Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2252</td>
<td>Introduction to Audio Visual Technology</td>
<td>3</td>
</tr>
<tr>
<td>* DIG 2202</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>+ FIL 2422</td>
<td>Foundations of Motion Picture Production</td>
<td>3</td>
</tr>
<tr>
<td>Total Certificate Credits</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**NOTE:**

All certificate courses are offered on East Campus.
Digital Media Web Production
Technical Certificate

This program is designed to prepare students for initial employment as Web production assistants or to provide supplemental training for those already employed in the field. This basic-to-intermediate-level certificate provides students with the skills needed for computer operations, digital media production and image manipulation to create Web projects.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* DIG 2202</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1135</td>
<td>Digital Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 1006</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Certificate Credits</td>
<td>15</td>
</tr>
</tbody>
</table>

NOTE:
All certificate courses are offered on East Campus; some of the courses are offered at other locations.

Digital Video Fundamentals
Technical Certificate

This program is designed to prepare students for initial employment as video or audio visual technicians. This basic-to-intermediate-level certificate provides students with the skills needed for computer operations, video production, audio visual production and lighting to create video projects for Web, broadcast or industrial use.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2257</td>
<td>Audio Visual Production</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2252</td>
<td>Introduction to Audio Visual</td>
<td>3</td>
</tr>
<tr>
<td>+ FIL 2422</td>
<td>Foundations of Motion Picture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Certificate Credits</td>
<td>12</td>
</tr>
</tbody>
</table>

NOTE:
All certificate courses are offered on East Campus; some of the courses are offered at other locations.

Digital Video Editing and Post-Production
Technical Certificate

This program is designed to prepare students for employment as video production or post-production assistants or to provide supplemental training for those already employed in the field. This certificate provides students with the skills needed for video production, editing, post-production and image manipulation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 1135</td>
<td>Digital Design Concepts</td>
<td>3</td>
</tr>
<tr>
<td>* DIG 2202</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2252</td>
<td>Introduction to Audio Visual</td>
<td>3</td>
</tr>
<tr>
<td>+ FIL 2100</td>
<td>Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>+ FIL 2422</td>
<td>Foundations of Motion Picture</td>
<td>3</td>
</tr>
<tr>
<td>* DIG 2431</td>
<td>Advanced Video Production</td>
<td>3</td>
</tr>
<tr>
<td>* DIG 2411</td>
<td>Motion Picture Editing and Post-Production</td>
<td>3</td>
</tr>
<tr>
<td>* DIG 2521</td>
<td>Digital Post-Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Certificate Credits</td>
<td>24</td>
</tr>
</tbody>
</table>

NOTE:
All certificate courses are offered on East Campus; some of the courses are offered at other locations.

Drafting and Design Technology
Associate in Science Degree

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 (Computer Aided Drafting and Design) courses which prepares the student for employment with institutions using computer assisted engineering and design.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

continued
All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC</td>
</tr>
<tr>
<td>ETD 1031C</td>
<td>Introduction to Construction/</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drafting Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTB 2321</td>
<td>Technical Mathematics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td>HUMN, HUMH, FORL, ASHM GRQN, AASC</td>
<td></td>
</tr>
</tbody>
</table>

### Science or

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td>ASMS, GRMT</td>
<td></td>
</tr>
<tr>
<td>Social Science (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td>AASS, ASSS, POS</td>
<td></td>
</tr>
</tbody>
</table>

### Gen Ed

| Elective | (See A.S. Gen Ed Requirement) | 3       | DRAF |

### Total Credits 24

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 1101C</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ETD 1701</td>
<td>Mechanical Drafting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETC 1251</td>
<td>Engineering Materials and Processes</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TAR 1120C</td>
<td>Architectural Drawing I</td>
<td>4</td>
<td>DRAF</td>
</tr>
<tr>
<td></td>
<td>Drafting and Design Technology Elective(s)</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>Total Credits</td>
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<td></td>
</tr>
</tbody>
</table>

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2641</td>
<td>Electromechanical Drafting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ETD 1350</td>
<td>Advanced CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 2702</td>
<td>Mechanical Drafting II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BCN 2405</td>
<td>Statics and Strengths of Materials</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ETD 2355</td>
<td>3-D CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Degree Credits</td>
<td>62</td>
<td></td>
</tr>
</tbody>
</table>

### DRAFTING AND DESIGN TECHNOLOGY ELECTIVES

The Electives requirement may be satisfied with any course(s) in the Course Descriptions section of the Valencia Catalog with the subject prefix of BCN, BCT, ETC, ETD, ETM, SUR or TAR.

### NOTES:
- All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.
- General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.

### Drafting with Specializations in:

**Architectural Drafting**

**Mechanical Drafting**

**Surveying Drafting**

**Technical Certificate**

This program is designed to prepare individuals for entry-level positions in architectural, mechanical, and surveying drafting that require computer-aided drafting skills. The content prepares the student to draw, dimension, and print drawings by computer in the respective specialization area.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 1350</td>
<td>Advanced CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTB 2321</td>
<td>Technical Mathematics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specialization Electives (All from the Same Specialization)</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>24</td>
<td></td>
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</tbody>
</table>

### ARCHITECTURAL DRAFTING SPECIALIZATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1272</td>
<td>Construction Blueprint Reading</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BCT 2941</td>
<td>Internship Exploration in Construction</td>
<td>1-4</td>
<td></td>
</tr>
<tr>
<td>ETD 2331</td>
<td>Customizing and Directories - CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 2355</td>
<td>3-D CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETC 1251</td>
<td>Engineering Materials and Processes</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TAR 1120C</td>
<td>Architectural Drawing I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TAR 2033C</td>
<td>Architectural Design</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### MECHANICAL DRAFTING SPECIALIZATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1701</td>
<td>Mechanical Drafting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 2331</td>
<td>Customizing and Directories - CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 2355</td>
<td>3-D CADD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 2641</td>
<td>Electromechanical Drafting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ETD 2702</td>
<td>Mechanical Drafting II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ETD 2941</td>
<td>Internship Exploration in Drafting and Design</td>
<td>1-4</td>
<td></td>
</tr>
</tbody>
</table>

### SURVEYING DRAFTING SPECIALIZATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1328C</td>
<td>Introduction to Microstation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SUR 1101C</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SUR 2202C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SUR 2460</td>
<td>Subdivisions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SUR 2640</td>
<td>Advanced Surveying Computations (Surveying III)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SUR 2941</td>
<td>Internship Exploration in Surveying</td>
<td>1-4</td>
<td></td>
</tr>
</tbody>
</table>

NOTE:
- All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.
Drafting - AutoCAD  
Technical Certificate

This program is designed for a professional or entry-level individual in a technical area that requires computer-aided drafting skills. The content prepares the student to draw, dimension, and print technical drawings by computer.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>* ETD 1350</td>
<td>Advanced CADD</td>
<td>3</td>
</tr>
<tr>
<td>Drafting Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Certificate Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

DRAFTING - AUTOCAD ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ETD 1701</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>* ETD 2331</td>
<td>Customizing and Directories - CADD</td>
<td>3</td>
</tr>
<tr>
<td>* ETD 2355</td>
<td>3-D CADD</td>
<td>3</td>
</tr>
<tr>
<td>* ETD 2641</td>
<td>Electromechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>* ETD 2702</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>* ETD 2942</td>
<td>Internship in Drafting and Design Technology</td>
<td>1-4</td>
</tr>
<tr>
<td>MTB 2321</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>* SUR 1101C</td>
<td>Basic Surveying and Measurements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Surveying I)</td>
<td></td>
</tr>
<tr>
<td>* SUR 2202C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>* TAR 1120C</td>
<td>Architectural Drawing I</td>
<td>4</td>
</tr>
<tr>
<td>* TAR 2033C</td>
<td>Architectural Design</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE:
Specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

Electronics Engineering Technology with Specializations in:
Electronics  
Telecommunication and Wireless
Associate in Science Degree

This program is designed to produce highly-skilled technicians capable of assisting in the design, production, operation and servicing of electronics, optics, telecommunication and wireless systems and equipment. The specializations will provide an up-to-date curriculum in electronics engineering and in telecommunication and wireless technology. 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.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

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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>^ * MTB 1329</td>
<td>Mathematics for Electronics</td>
<td>3</td>
</tr>
<tr>
<td>^A1CET 2178C</td>
<td>A+ Concepts (Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>^ CET 2486C</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>^ * CET 2112C</td>
<td>Digital Systems I</td>
<td>3</td>
</tr>
<tr>
<td>^ EET 1214C</td>
<td>Introduction to Engineering Technology</td>
<td>2</td>
</tr>
<tr>
<td>* EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>(See A.S. Gen Ed Requirement)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>^Science or</td>
<td></td>
</tr>
<tr>
<td>+ * Mathematics</td>
<td>(See A.S. Gen Ed Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>(See A.S. Gen Ed Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Elective</td>
<td>(See A.S. Gen Ed Requirement)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>^A1CET 2113C</td>
<td>Digital Systems II</td>
<td>3</td>
</tr>
<tr>
<td>^ CET 2123C</td>
<td>Fundamentals of Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>* EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>* EET 1141C</td>
<td>Semiconductor Devices and Circuits</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

^ These courses are common with the Computer Engineering Technology degree.

Code Denotes course attribute if needed for degree audits.
Electronics Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>* EET 2330</td>
<td>Introduction to Transmission Lines</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EET 2142C</td>
<td>Integrated Circuits</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EST 2511C</td>
<td>Electromechanical Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EET 2325C</td>
<td>RF Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EET 2365C</td>
<td>Wireless and Data Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EST 2673C</td>
<td>Programmable Logic Controllers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics Engineering Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
<td>ELEC</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>24</td>
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</tr>
<tr>
<td>Total Degree Credits</td>
<td></td>
<td>68</td>
<td></td>
</tr>
</tbody>
</table>

Telecommunication and Wireless Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>* EET 2330</td>
<td>Introduction to Transmission Lines</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* CET 2854</td>
<td>Wireless Networks</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* CET 2675</td>
<td>Voice Over IP</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* EET 2325C</td>
<td>RF Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EET 2365C</td>
<td>Wireless and Data Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* EST 2220C</td>
<td>Introduction to Fiber Optics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics Engineering Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>5</td>
<td>ELEC</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td></td>
<td>68</td>
<td></td>
</tr>
</tbody>
</table>

ELECTRONICS ENGINEERING TECHNOLOGY ELECTIVES

The Electives requirement may be satisfied with any course(s) in the Course Descriptions section of the Valencia catalog with the subject prefix of CET, EET or EST.

NOTES:
A1 This is a required course leading to CompTia A+ Certification.

General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria. Program expenses are given in the Financial section of this catalog.

The EMT Applied Technology Diploma is an open enrollment program.

The Paramedic Certificate is a selective admission, limited enrollment program. Admission to Valencia does not imply acceptance to the Paramedic Certificate Program; students must apply and be accepted into the program.

Florida-certified paramedics who have completed a Florida-approved paramedic program will receive, through transfer, applicable credits for Valencia’s Paramedic Certificate Program.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

The EMS Degree program is designed for students who desire a career in out-of-hospital emergency medicine. The program will prepare the student for state board certification or national registry 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 and advanced life support provider. Students must successfully complete the state board certification for Emergency Medical Technician before they take any advanced courses or before they are eligible for the state paramedic examination.

Emergency Medical Technology (EMT) Diploma and Paramedic Certificate students are encouraged to continue their studies for the A.S. Degree. To earn the Emergency Medical Services (EMS) Degree, a student must complete the EMT Diploma and the Paramedic Certificate as well as the General Education and Elective Component.

General Education courses are in bold print in the course listing.

Emergency Medical Services Technology

Associate in Science Degree

EMT (Emergency Medical Technology) Applied Technology Diploma

Paramedic Technology Technical Certificate

This program adheres to all current standards and regulations established by the U.S. Department of Transportation, the State of Florida Department of Health/Bureau of Emergency Medical Services, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession.

Specialized courses may not be offered every session or on every campus.
* This course has a prerequisite; check description in Valencia catalog.
^ These courses are common with the Computer Engineering Technology degree.
Code Denotes course attribute if needed for degree audits.
EMT Applied Technology Diploma (ATD)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ EMS 1119</td>
<td>1 Fundamentals of Emergency Medical Technology</td>
<td>5</td>
</tr>
<tr>
<td>+ EMS 1119L</td>
<td>1 Fundamentals of Emergency Medical Technology Practice</td>
<td>3</td>
</tr>
<tr>
<td>+ EMS 1431</td>
<td>1 Emergency Medical Technician Clinical Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

Paramedic Technology Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ BSC 1084</td>
<td>Essentials of Human Structure and Function</td>
<td>3</td>
</tr>
<tr>
<td>+ EMS 2603</td>
<td>Paramedic I</td>
<td>4</td>
</tr>
<tr>
<td>+ EMS 2603L</td>
<td>Paramedic I Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>+ EMS 2666</td>
<td>Paramedic I Clinical</td>
<td>4</td>
</tr>
<tr>
<td>+ EMS 2604</td>
<td>Paramedic II</td>
<td>5</td>
</tr>
<tr>
<td>+ EMS 2604L</td>
<td>Paramedic II Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>+ EMS 2667</td>
<td>Paramedic II Clinical</td>
<td>4</td>
</tr>
<tr>
<td>+ EMS 2647</td>
<td>Endotracheal Intubation</td>
<td>3</td>
</tr>
<tr>
<td>+ EMS 2605</td>
<td>Paramedic III</td>
<td>2</td>
</tr>
<tr>
<td>+ EMS 2605L</td>
<td>Paramedic III Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>+ EMS 2668</td>
<td>Paramedic III Clinical</td>
<td>4</td>
</tr>
<tr>
<td>+ EMS 2659</td>
<td>Paramedic IV (Provisional Field Internship)</td>
<td>5</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

General Education and Elective Component

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
</tr>
<tr>
<td>+ ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
<td>ENC2</td>
</tr>
<tr>
<td>+ POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>+ MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>+ SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>SPC</td>
</tr>
<tr>
<td>+ Electives</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>EMT ATD Courses</td>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Paramedic Certificate Courses</td>
<td></td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td></td>
<td>73</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

1 Courses needed for State EMT Certification.

EMT courses are offered on the East, Osceola, and West Campuses; Paramedic courses are offered on the Osceola and West Campuses.

General Education courses are in bold print in the course listing.

Entertainment Design and Technology with Specializations in:

Live Show Production
Production Design

Associate in Science Degree

This program is designed to produce skilled designers and technicians for live entertainment and theatrical events. Students will specialize in Production Design or Live Show Production. The curriculum will prepare students to function independently or as part of a production team in the preparation and production of live shows for concerts, theater, theme parks, and corporate presentations.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Introduction to Theater</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TPA 1380</td>
<td>Survey of Entertainment Technology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>TPA 1200</td>
<td>Basic Stagecraft</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TPA 1230</td>
<td>Costume Techniques and Wardrobe Practices</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Makeup for the Stage</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
<td>GRQN, AASC</td>
</tr>
<tr>
<td></td>
<td>or General Psychology</td>
<td>3</td>
<td>ASMS, GRMT</td>
</tr>
<tr>
<td>+ * Mathematics (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>21</td>
<td></td>
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</table>
INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2250</td>
<td>Computer Assisted Drafting for the Entertainment Industry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
<td>POS</td>
</tr>
<tr>
<td>TPA 2260</td>
<td>Introduction to Audio Production</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Introduction to Stage Lighting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* TPA 2221</td>
<td>Advanced Stage Lighting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TPA 2000</td>
<td>Creative Design for the Theater</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>21</strong></td>
<td></td>
</tr>
</tbody>
</table>

Live Show Production Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1202</td>
<td>Fundamentals of Entertainment Technology</td>
<td>3</td>
</tr>
<tr>
<td>* MUM 1662</td>
<td>Live Sound Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2252</td>
<td>Introduction to Audio Visual Technology</td>
<td>3</td>
</tr>
<tr>
<td>* TPA 2279</td>
<td>Advanced Audio Visual Technology</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290</td>
<td>1 Technical Theater Production</td>
<td>6</td>
</tr>
<tr>
<td>* TPA 2292</td>
<td>Advanced Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>* TPA 2942</td>
<td>Internship in Theater</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>22</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Degree Credits</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

Entertainment - Stage Technology

Technical Certificate

This program is designed to provide students with the foundation skills required to begin working in Central Florida’s live entertainment industry. The program focuses on stagecraft, lighting, audio and production for theater, concerts, theme parks and industrial theater.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1200</td>
<td>Basic Stagecraft</td>
<td>4</td>
</tr>
<tr>
<td>TPA 1380</td>
<td>Survey of Entertainment Technology</td>
<td>2</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Introduction to Stage Lighting</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2260</td>
<td>Introduction to Audio Production</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290</td>
<td>Technical Theater Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

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

Film Production Technology with Specializations in:
Cinematography
Post-Production

Associate in Science Degree

This program is designed to prepare individuals for entry-level positions in Cinematography or Post-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 Advanced Courses are taught as a series of master classes or “intensives” which may not conform to normal class scheduling or to the Academic Calendar in the online official catalog.

The Advanced Courses are limited enrollment, selective admission courses which require successful completion of the technical prerequisite courses and then submission of a separate application as part of the selection process. A second method of admission to the Advanced Courses requires the applicant to submit, with the application, a resume detailing his/her professional experiences that justifies a waiver of the technical prerequisite courses. Further information is found in the Admissions section of this catalog.

Following are the technical prerequisite courses that must be completed successfully prior to application to the Advanced Courses:

Production Design Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* TPA 2030</td>
<td>Lighting Design for Live Entertainment</td>
<td>3</td>
</tr>
<tr>
<td>* TPA 2060</td>
<td>Principles of Scenery Design</td>
<td>3</td>
</tr>
<tr>
<td>TPF 2300</td>
<td>Directing I</td>
<td>3</td>
</tr>
<tr>
<td>THE 2304</td>
<td>Script Analysis</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290</td>
<td>Technical Theater Production</td>
<td>3</td>
</tr>
<tr>
<td>* TPA 2292</td>
<td>Advanced Technical Production</td>
<td>6</td>
</tr>
<tr>
<td>* TPA 2942</td>
<td>Internship in Theater</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>22</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Degree Credits</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

NOTES:
1 TPA 2290 must be repeated for a total of 6 credit hours.
2 TPA 2292 must be repeated for a total of 6 credit hours.

Specialized program courses are offered on the East Campus.

General Education courses are in bold print in the course listing.
TECHNICAL PREREQUISITE COURSES

TPA 1380
TPA 1200
FIL 2422
TPA 2260
TPA 2220
TPA 2290

SELECTIVE ADMISSION ADVANCED COURSES

Common Core
FIL 2552
FIL 2580
FIL 2200C - Repeated three times

Cinematography Specialization
FIL 2461
FIL 2450
FIL 2505
FIL 2537

Post-Production Specialization
FIL 2561
FIL 2543

Students are strongly encouraged to complete all Foundation and Intermediate Courses before applying to the Advanced Courses.

Enrollment in the Advanced Courses of this program will require a one year, full-time commitment. Students who fail or withdraw from an Advanced Course or withdraw from the program are not guaranteed readmission in the Advanced Courses.

Program expenses are given in the Financial section of this catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

General Education courses are in bold print in the course listing.
Film - Motion Picture Post-Production  
Advanced Technical Certificate  

This program is designed for individuals who previously have received degrees or training for advanced positions in motion picture post-production. Emphasis is placed upon developing post-production skills in sound, editing and mixing. Courses are designed to develop advanced technical/artistic skills and broaden future career advancement possibilities.

Students who enroll in this certificate program of study must have at least an Associate in Arts Degree, an Associate in Science Degree or the equivalent as determined and approved by the East Campus Humanities, Foreign Language and Visual and Performing Arts Division.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ FIL 2571</td>
<td>Post-Production/Picture</td>
<td>4</td>
</tr>
<tr>
<td>+ FIL 2543</td>
<td>Post-Production/Sound for Motion Pictures</td>
<td>4</td>
</tr>
<tr>
<td>+ FIL 2544</td>
<td>Post-Production/Surround Sound Mix</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Certificate Credits</td>
<td>12</td>
</tr>
</tbody>
</table>

NOTES:
All program courses are offered on East Campus.

Graphics Technology with Specializations in:  
Graphic Design  
Interactive Design  
Associate in Science Degree  

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 and Multimedia. Graphic Design prepares students for employment as designers, commercial artists and computer graphic designers. Multimedia prepares students for employment in areas of entry-level multimedia graphics and Web page design.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.  

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequences as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
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<tr>
<td>+ GRA 1142</td>
<td>Digital Media and Design</td>
<td>5</td>
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<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
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<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>ARH 1000</td>
<td>The Visual Arts Today</td>
<td>3</td>
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<tr>
<td>ARH 2050</td>
<td>Introduction to Art History I</td>
<td>3</td>
<td></td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
<td></td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>+* Mathematics (See A.S. Gen Ed Requirement)</td>
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<td>ASMS, GRMT</td>
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<td>POS 2041</td>
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INTERMEDIATE COURSES  

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<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+* GRA 2156</td>
<td>Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>+* GRA 1206C</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>+* GRA 2201</td>
<td>Electronic Imaging</td>
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ADVANCED COURSES  

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<tbody>
<tr>
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<td>Web Page Design</td>
<td>3</td>
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<tr>
<td>+* GRA 2131</td>
<td>Interactive Design I</td>
<td>3</td>
</tr>
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<td>+* GRA 1951</td>
<td>Portfolio Review</td>
<td>1</td>
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<tr>
<td>+* GRA 2942</td>
<td>Internship in Graphics</td>
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</table>

Specialized courses may not be offered every session or on every campus.  
+ This course must be completed with a grade of C or better.  
* This course has a prerequisite; check description in Valencia catalog.  
Code Denotes course attribute if needed for degree audits.
### Graphic Design Specialization

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GRA 1933</td>
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**Total Credits**: 2

#### INTERMEDIATE COURSES

<table>
<thead>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>* GRA 1203C</td>
<td>Layout, Design and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2310C</td>
<td>Graphic Reproduction Processes</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2151C</td>
<td>Illustrating</td>
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**Total Credits**: 9

#### ADVANCED COURSES

<table>
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<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>* GRA 2113C</td>
<td>Advanced Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2182C</td>
<td>Advanced Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2121</td>
<td>Publication Design</td>
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</table>

**Total Credits**: 9

**Total Degree Credits**: 64

### Interactive Design Specialization

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Introduction to Computers and Logical Thinking</td>
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**Total Credits**: 2

#### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>* GRA 2160</td>
<td>Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 1136</td>
<td>Digital Video and Sound</td>
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**Total Credits**: 6

#### ADVANCED COURSES

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>* GRA 2143</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2207</td>
<td>Advanced Image Editing</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2723</td>
<td>CSS Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2132</td>
<td>Interactive Design II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits**: 12

**Total Degree Credits**: 64

### Graphic Design Production

#### Technical Certificate

This program is designed to provide students with the skills required to produce layouts, imagery, and designs for print, advertising design and Web design. The certificate focuses on the application of good design principles and the utilization of industry-standard production techniques as well as software and hardware at an intermediate to advanced level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* GRA 1203C</td>
<td>Layout, Design and Copy Preparation</td>
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</tr>
<tr>
<td>* GRA 1206C</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2113C</td>
<td>Advanced Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2201</td>
<td>Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2121</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2141</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2156</td>
<td>Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2310C</td>
<td>Graphic Reproduction Processes</td>
<td>3</td>
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</tbody>
</table>

**Total Certificate Credits**: 24

**NOTE:**
A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

### Graphic Design Support

#### Technical Certificate

This program is designed to provide students with the skills required to create layouts and graphics for design or presentation projects for print, basic Web or interactive media venues. The certificate focuses on the application of good design principles and the utilization of industry-standard production techniques as well as software and hardware at an intermediate level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* GRA 1203C</td>
<td>Layout, Design and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 1206C</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2113C</td>
<td>Advanced Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2201</td>
<td>Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2121</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2156</td>
<td>Adobe Illustrator</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Credits**: 15

**NOTE:**
A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

### Graphics - Interactive Design Production

#### Technical Certificate

This program is designed to provide students with the skills required to create images, Web design and interactive media for the Internet or CD/DVD ROM delivery and similar venues. The certificate focuses on the application of appropriate production techniques and the use of industry-standard software and hardware at an intermediate to advanced level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* GRA 2143</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2207</td>
<td>Advanced Image Editing</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2723</td>
<td>CSS Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2132</td>
<td>Interactive Design II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Credits**: 12

**NOTE:**
A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

---

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.
### Graphics - Interactive Design Support

**Technical Certificate**

This program is designed to provide students with the skills required to create images, perform basic Web design, and produce interactive media for the Internet or CD/DVD ROM delivery and similar venues. The certificate focuses on the application of appropriate production techniques and the use of industry-standard software and hardware at a basic to intermediate level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* GRA 2201</td>
<td>Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2131</td>
<td>Interactive Design I</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2141</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2143</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2160</td>
<td>Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>* GRA 2207</td>
<td>Advanced Image Editing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Credits 15**

**NOTE:**
A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

### Hospitality and Tourism Management

**Hospitality and Tourism Institute**

**Associate in Applied Science Degree**

The Hospitality Industry and its corresponding requirement for trained management employees is expanding. Whether you are interested in learning employable skills for the hospitality industry or upgrading your current talents, Valencia has courses that may interest you.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at [http://valenciacc.edu/asdegrees/tec.asp](http://valenciacc.edu/asdegrees/tec.asp) to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

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

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

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<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>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality and Tourism 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>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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</tr>
<tr>
<td>OST 1141</td>
<td>Computer Keyboarding</td>
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**Total Credits 22**

### INTERMEDIATE COURSES

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<th>Course</th>
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<tbody>
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<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 1203C</td>
<td>Quantity Food Production I or</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1300</td>
<td>Managing Housekeeping Operations</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 21**

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Cost Control</td>
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<tr>
<td>HFT 2600</td>
<td>Hospitality Law</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* HFT 2942</td>
<td>Internship in Hospitality and Tourism</td>
<td>3</td>
<td></td>
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<tr>
<td>HFT 2500</td>
<td>³ Marketing and Sales in the Hospitality Industry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish or other Foreign Language</td>
<td>3</td>
<td>ASMS, GRQT</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Food Service Sanitation Management</td>
<td>3</td>
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</tr>
<tr>
<td>* Mathematics (See A.A.S. Gen Ed Requirement)</td>
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<td>ASMS, GRMT</td>
<td></td>
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</tbody>
</table>

Total Credits 21

Total Degree Credits 64

**NOTES:**

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

2. Students will select elective credits from business, computer technology, office administration, hospitality management and culinary management courses. The following are suggested: HFT 1300 Managing Housekeeping Operations, HFT 2630 Security Issues in the Hospitality Industry, and HFT 2750 Convention Management and Service.

3. HFT 2750 Convention Management and Service may be substituted for HFT 2500.

All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

**Hospitality and Tourism Management (Hospitality and Tourism Institute)**

**Associate in Science Degree (Articulated A.S. to B.S. Career Path)**

The Hospitality Industry and its corresponding requirement for trained management employees is expanding. This program is designed for students who seek immediate employment in the field of Hospitality and Tourism Management and/or who decide to utilize this Articulated A.S. to B.S. Career Path to transfer to the University of Central Florida or Florida International University as a junior to complete a four-year bachelor’s degree in Hospitality Administration/Management.

Several Florida public universities recently have begun to provide opportunities, in addition to the Articulated A.S. to B.S. transfer option, for A.S. degree graduates to pursue a bachelor’s degree. Information on some of these transfer options, including those at the University of Central Florida, may be found in the Introduction to this catalog section, and at [http://valenciacc.edu/asdegrees/tec.asp](http://valenciacc.edu/asdegrees/tec.asp). Students who want to continue their education should contact their university of choice.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
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<td>* MAC 1105</td>
<td>College Algebra</td>
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<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality and Tourism Industry</td>
<td>3</td>
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<tr>
<td>HFT 2223</td>
<td>Human Relations and Supervisory Development</td>
<td>3</td>
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<td>HFT 1410</td>
<td>Front Office Management</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>SPC</td>
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Total Credits 21

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
<td>ENC2</td>
</tr>
<tr>
<td>HFT 2210</td>
<td>Hospitality Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* FSS 1203C</td>
<td>Quantity Food Production I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HFT 1300</td>
<td>Managing Housekeeping Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HFT 2630</td>
<td>Security Issues in the Hospitality Industry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HFT 2750</td>
<td>Convention Management and Service</td>
<td>4</td>
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</table>

Total Credits 21

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<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>
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<td>Internship in Hospitality and Tourism</td>
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<td>HFT 2500</td>
<td>Marketing and Sales in the Hospitality Industry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish or other Foreign Language</td>
<td>3</td>
<td>ASMS, GRQT</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Food Service Sanitation Management</td>
<td>3</td>
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</tr>
</tbody>
</table>

³ (Choose one of the listed Science courses) 3

Total Credits 21

Total Degree Credits 64

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

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* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
NOTES:
1 One of the following science courses is required:
   AST 1002 Astronomy (3 cr)
   BSC 1005 Biological Science (3 cr)
   BSC 1050 Environmental Science (3 cr)
   CHM 1020 Chemistry in Everyday Life (3 cr)
   PSC 1101C Fundamentals of Physical Science (4 cr)

All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

**Hospitality - Food and Beverage Management**

**Technical Certificate**

This program is designed to prepare students for immediate employment in the hospitality industry in the food and beverage areas of hotels, resorts, and theme parks as well as in other hospitality-related sites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality and Tourism 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 2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Food Service Sanitation Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing and Sales in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hospitality - Food and Beverage Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Credits</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

**HOSPITALITY - FOOD AND BEVERAGE ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>* FSS 1203C</td>
<td>Quantity Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2284</td>
<td>Catering and Banquet Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1820</td>
<td>Food and Beverage Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2210</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2630</td>
<td>Security Issues in the Hospitality Industry</td>
<td>4</td>
</tr>
<tr>
<td>HFT 2750</td>
<td>Convention Management and Service</td>
<td>4</td>
</tr>
<tr>
<td>HFT 2840</td>
<td>Table Service Etiquette</td>
<td>1</td>
</tr>
<tr>
<td>* HFT 2942</td>
<td>Internship in Hospitality and Tourism or *</td>
<td>1-4</td>
</tr>
<tr>
<td>* HFT 2943</td>
<td>Internship in Restaurant Management</td>
<td>1-4</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
<td>3</td>
</tr>
</tbody>
</table>

**Hospitality - Guest Services Specialist**

**Technical Certificate**

This program is designed to prepare students for immediate employment in the hospitality industry in the guest services areas of hotels, resorts, and other hospitality-related sites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality and Tourism 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></td>
<td>Hospitality - Guest Services Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Credits</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**HOSPITALITY - GUEST SERVICES ELECTIVES**

These electives must be selected from courses with the subject prefix of HFT.

NOTES:
All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

**Hospitality - Rooms Division Management**

**Technical Certificate**

This program is designed to prepare students for immediate employment in the hospitality industry in the rooms division of hotels, resorts, and other hospitality-related sites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality and Tourism 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 2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing and Sales in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hospitality - Rooms Division Electives</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Credits</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

**HOSPITALITY - ROOMS DIVISION ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2284</td>
<td>Catering and Banquet Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1300</td>
<td>Managing Housekeeping Operations</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2210</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2630</td>
<td>Security Issues in the Hospitality Industry</td>
<td>4</td>
</tr>
<tr>
<td>HFT 2750</td>
<td>Convention Management and Service</td>
<td>4</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
**Human Resources Management**  
**Technical Certificate**

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Human Resources Management.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MAN 2300</td>
<td>Introduction to Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>* MNA 2320</td>
<td>Human Resources Recruiting, Selection and Staffing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications or Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business or Business Elective(s)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 12**

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MNA 2403</td>
<td>Human Resources Management Law and Employee Relations</td>
<td>3</td>
<td>HRMG</td>
</tr>
<tr>
<td>Business Elective(s)</td>
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<td></td>
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</tbody>
</table>

**Total Credits 6**

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MNA 2329</td>
<td>Case Studies in Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>* MNA 2325</td>
<td>Compensation and Benefits Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 6**

**Total Certificate Credits 24**

**BUSINESS ELECTIVES**

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1600.

**NOTES:**

1 CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science degree.
**Human Resources Specialist**

**Technical Certificate**

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Human Resources Management.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MAN 2300</td>
<td>Introduction to Human Resources Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* MNA 2320</td>
<td>Human Resources Recruiting, Selection and Staffing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>GST 2854</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Business Elective(s)</td>
<td>3</td>
<td>HRSP</td>
</tr>
</tbody>
</table>

**Total Certificate Credits 12**

**BUSINESS ELECTIVES**

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INF, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1600.

**NOTES:**

1. CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science degree.

**Landscape and Horticulture Technology with Specializations in:**

- **Horticulture**
- **Landscape**

**Associate in Science Degree**

This program is designed to prepare students for careers in the landscape and horticulture industries. Students may choose to specialize in two areas: landscape or horticulture. The Landscape Specialization provides for skills in landscape design, construction, and maintenance, which include instruction in constructing and landscaping parks, airports, communities, resorts, etc. Students are trained to supervise, manage, and design exterior and interior landscapes. The Horticulture Specialization is designed to prepare students for careers in both greenhouse and nursery operations and includes instruction in greenhouse foliage and flower and woody nursery production.

Students are specially trained to operate and manage all types of plant productions, programs and facilities.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at [http://valenciacc.edu/asdegrees/tec.asp](http://valenciacc.edu/asdegrees/tec.asp) to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENCI</td>
</tr>
<tr>
<td>BSC 1050</td>
<td>Environmental Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HOS 1010</td>
<td>Introduction to Horticulture and Landscape Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ORH 1510</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ORH 1511</td>
<td>Ornamental Plant Materials II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENY 1002C</td>
<td>Principles of Entomology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Botany</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
<td></td>
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</tbody>
</table>

**Total Credits 26**

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 2012</td>
<td>Types and Systems of Agricultural Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BOT 2501</td>
<td>Plant Physiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OST 1755</td>
<td>Microsoft Word - Introductory</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>* PLP 2001C</td>
<td>Plant Pathology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* SOS 2102</td>
<td>Soils and Fertilizers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities (See A.S. Gen Ed Requirement)</td>
<td>3</td>
<td>HUMN, HUMH, FORL, ASHM</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits 21**

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
Horticulture Specialization
Designed for students wishing to specialize in nursery and greenhouse operations.

Course | Title | Credits | Code
--- | --- | --- | ---
* ORH 2251 | Nursery Operation and Management | 3 | 
* PLS 2220 | Plant Propagation | 3 | 
| Landscape and Horticulture Technology Degree Electives | 11 | LAND |
| **Total Credits** | **17** | |
| **Total Degree Credits** | **64** | |

Landscape Specialization
Designed for students wishing to specialize in landscape design, construction, and maintenance.

Course | Title | Credits | Code
--- | --- | --- | ---
* ORH 1234 | Ornamental Plant Maintenance | 4 | 
* LDE 1000 | Landscape Design and Implementation | 3 | 
* ORH 2840 | Landscape Construction | 4 | 
| Landscape and Horticulture Technology Degree Electives | 6 | LAND |
| **Total Credits** | **17** | |
| **Total Degree Credits** | **64** | |

LANDSCAPE AND HORTICULTURE TECHNOLOGY DEGREE ELECTIVES
These courses may be used for Landscape and Horticulture Technology Degree Electives credit if not a requirement of the Specialization.

Course | Title | Credits
--- | --- | ---
CGS 2100 | Microcomputer Fundamentals and Applications | 3
* FRC 2211L | Citrus Culture | 3
* HOS 2932 | Selected Topics in Horticulture and Landscape Technology | 1-4
* HOS 2941 | Internship Exploration in Landscape/Horticulture | 1-4
* HOS 2942 | Internship in Landscape/Horticulture | 1-4
IPM 1301 | Pesticides | 3
IPM 2011 | Diagnostic Techniques for Plant Problems | 4
* ORH 1234 | Ornamental Plant Maintenance | 4
* LDE 1000 | Landscape Design and Implementation | 3
* ORH 1873 | Interiorscaping - Design and Maintenance | 3
* ORH 2220 | Turf Grass Culture | 4
* ORH 2251 | Nursery Operation and Management | 3
* ORH 2260 | Greenhouse Operations and Management | 3
* ORH 2262 | Flori-Crop Production and Use | 3
* ORH 2277 | Commercial Foliage Plant Production | 4
* ORH 2281 | Introduction to Orchidology | 3
* ORH 2840 | Landscape Construction | 4
* PLS 2220 | Plant Propagation | 3
* VEC 1201 | Introduction to Vegetable Gardening | 3

**NOTES:**
- Specialized program courses are offered on the West Campus.
- General Education courses are in bold print in the course listing.

Landscape and Horticulture Specialist
Technical Certificate
This program is designed to prepare students for entry-level employment in the landscape and horticulture industries as nursery workers, landscape and horticulture workers and specialists. Areas of study include an understanding of plant physiology, growth, plant classification and plant identification.

Course | Title | Credits | Code
--- | --- | --- | ---
HOS 1010 | Introduction to Horticulture and Landscape Technology | 3 | 
* ORH 1510 | Ornamental Plant Materials I | 3 | 
* ORH 1511 | Ornamental Plant Materials II | 3 | 
* LDE 1000 | Landscape Design and Implementation | 3 | 
| **Total Credits** | **12** | |

Specialized program courses are offered on the West Campus.

Landscape and Horticulture Professional
Technical Certificate
This program is designed to prepare students for immediate employment in the landscape and horticulture industries as landscape gardeners, park workers, gardener specialists and landscape or horticulture professionals. Students focus on the maintenance of landscape plants, including nutrition, fertilization and pest control.

Course | Title | Credits | Code
--- | --- | --- | ---
HOS 1010 | Introduction to Horticulture and Landscape Technology | 3 | 
* ORH 1510 | Ornamental Plant Materials I | 3 | 
* ORH 1511 | Ornamental Plant Materials II | 3 | 
* LDE 1000 | Landscape Design and Implementation | 3 | 
* SOS 2102 | Soils and Fertilizers | 3 | 
| AOM 2012 | Types and Systems of Agricultural Operations | 3 | LHTC
| **Total Certificate Credits** | **18** | |

**NOTE:**
- Specialized program courses are offered on the West Campus.
Landscape and Horticulture Technician
with Specializations in:
  Horticulture
  Landscape
Technical Certificate

This program is designed to prepare students for immediate employment in the landscape and horticulture industries as supervisors of landscaping and horticulture, production and nursery supervisors, and horticulture technicians. Areas of study include managing culture of plant materials and installing and constructing landscape projects. Students should select the Horticulture or Landscape Specialization.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 1010</td>
<td>Introduction to Horticulture and Landscape Technology</td>
<td>3</td>
</tr>
</tbody>
</table>
* ORH 1510 | Ornamental Plant Materials I                | 3       |
* ORH 1511 | Ornamental Plant Materials II               | 3       |
* LDE 1000 | Landscape Design and Implementation        | 3       |
* SOS 2102 | Soils and Fertilizers                      |         |
AOM 2012  | Types and Systems of Agricultural Operations | 3       |

Total Credits 15

Horticulture Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
* ORH 2251 | Nursery Operation and Landscape and Horticulture Technology Certificate Elective(s) | 12      |

Total Credits 15

Total Certificate Credits 30

Landscape Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
* ORH 1234 | Ornamental Plant Maintenance               | 4       |
* PLP 2001C | Plant Pathology                          |         |
* IPM 2011 | Diagnostic Techniques for Plant Problems   | 4       |
* ORH 2840 | Landscape Construction                     | 4       |

Total Credits 15

Total Certificate Credits 30

LANDSCAPE AND HORTICULTURE TECHNOLOGY CERTIFICATE ELECTIVES

These courses may be used for Landscape and Horticulture Technology Certificate Electives credit if not being used as a certificate requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
* BOT 2010C | Botany                                    | 4       |
BOT 2501  | Plant Physiology                           | 4       |
BSC 1050  | Environmental Science                     | 3       |
CGS 2100  | Microcomputer Fundamentals and Applications | 3       |
* CHM 1025C | Introduction to General Chemistry         | 4       |
* ENY 1002C | Principles of Entomology                  | 3       |
* FRC 2211L | Citrus Culture                            | 3       |
* HOS 2932 | Selected Topics in Horticulture and Landscape Technology | 1-4 |
* HOS 2941 | Internship Exploration in Landscape/Horticulture | 1-4 |
* HOS 2942 | Internship in Landscape/Horticulture      | 1-4 |

NOTE

Specialized program courses are offered on the West Campus.

Medical Information Coder/Biller Administration

Associate in Science Degree

This program is designed to prepare students for employment in a variety of health care settings. It is for students who wish to seek entry-level positions as coders, medical record coders, coding technicians/coding clerks or medical coding/billing, as well as, for employees who wish to advance in their careers.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a
bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
<td>ENC1</td>
</tr>
<tr>
<td>OST 1100</td>
<td>1 Keyboarding and Document Processing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* OST 1467</td>
<td>Introduction to Body Systems for OST</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td></td>
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<td>* PSY 1012</td>
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<tr>
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<td><strong>Total Credits</strong></td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>* OST 2450</td>
<td>ICD - 9 Coding</td>
<td>3</td>
<td></td>
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<tr>
<td>OST 2711</td>
<td>WordPerfect for Windows or Advanced Office</td>
<td>3</td>
<td></td>
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<tr>
<td>OST 2756</td>
<td>Microsoft Word</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* OST 2452</td>
<td>Advanced ICD – 9 Coding</td>
<td>3</td>
<td></td>
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<tr>
<td>OST 2464</td>
<td>Medisoft (Office Management Software)</td>
<td>3</td>
<td></td>
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<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
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<td>Humanities (See A.S. Gen Ed Requirement)</td>
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<td>HUMH, HUMH, FORL, ASHM</td>
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ADVANCED COURSES

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<td>* OST 2454</td>
<td>Advanced CPT - 4 Medical Coding</td>
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<td>Principles of Financial Accounting</td>
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<td>OST 2501</td>
<td>Office Management</td>
<td>3</td>
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<tr>
<td>OST 2943</td>
<td>Internship in Medical Office and/or</td>
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<td></td>
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<td></td>
<td>Medical Information Coder/Biller Administration Elective(s)</td>
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MEDICAL INFORMATION CODER/BILLER ADMINISTRATION ELECTIVES

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<td>Keyboarding and Document Processing II</td>
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<td>Proofreading</td>
<td>1</td>
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<tr>
<td>OST 1320</td>
<td>Ten Key Mastery</td>
<td>1</td>
<td></td>
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<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
<td></td>
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<tr>
<td>* OST 1461</td>
<td>Medical Office Simulation</td>
<td>3</td>
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<td>* OST 1611</td>
<td>Medical Transcription I</td>
<td>3</td>
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<td>OST 2252</td>
<td>Legal Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>* OST 2431</td>
<td>Legal Office Procedures</td>
<td>3</td>
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<tr>
<td>* OST 2612</td>
<td>Medical Transcription II</td>
<td>3</td>
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<td>OST 2794</td>
<td>Internet for Office Employees</td>
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<td>OST 2813</td>
<td>PageMaker (Desktop Publishing)</td>
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<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software)</td>
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<tr>
<td>OST 2831</td>
<td>Microsoft Windows (Operating System)</td>
<td>1</td>
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<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software)</td>
<td>3</td>
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<tr>
<td>OST 2858</td>
<td>Microsoft Excel</td>
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<td>* OST 2943</td>
<td>Internship in Medical Office</td>
<td>1-4</td>
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<td>SLS 1122</td>
<td>Student Success</td>
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<td>Job Search</td>
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NOTES:

1 Students with prior experience and/or instruction in OST 1100, 1110, 1257 and/or 1467 may take a Medical Information Coder/Biller Administration Elective(s) or take credit-by-examination.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Information courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.
Microsoft Office Specialist Certification

Courses needed for preparation are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST 1755</td>
<td>Microsoft Word - Introductory (CORE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852</td>
<td>Microsoft Excel - Introductory (CORE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel (EXPERT)</td>
<td>3</td>
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<tr>
<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software) (EXPERT)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) (EXPERT)</td>
<td>3</td>
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</tbody>
</table>

Medical Information Coder/Biller

Technical Certificate

This certificate is designed for students who wish to prepare for employment in a variety of health care settings as entry-level coders, medical record coders, technicians/coding clerks or medical coders/billing.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST 1100</td>
<td>1 Keyboarding and Document Processing I</td>
<td>3</td>
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<tr>
<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
<td>3</td>
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<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
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INTERMEDIATE COURSES

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<td>OST 2464</td>
<td>Medisoft (Office Management Software)</td>
<td>3</td>
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<tr>
<td>* OST 2450</td>
<td>ICD - 9 Coding</td>
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<td>* OST 2453</td>
<td>CPT - 4 Medical Coding</td>
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ADVANCED COURSES

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<tr>
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<td>Advanced ICD - 9 Coding</td>
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<tr>
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MEDICAL INFORMATION CODER/BILLER ELECTIVES

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<td>Building Keyboarding Speed and Accuracy</td>
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<tr>
<td>OST 1110</td>
<td>1 Keyboarding and Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>OST 1305</td>
<td>Proofreading</td>
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<tr>
<td>OST 1320</td>
<td>Ten Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>* OST 1461</td>
<td>Medical Office Simulation</td>
<td>3</td>
</tr>
<tr>
<td>* OST 1611</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2252</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>* OST 2431</td>
<td>Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
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<tr>
<td>OST 2794</td>
<td>Internet for Office Employees</td>
<td>3</td>
</tr>
<tr>
<td>OST 2813</td>
<td>PageMaker (Desktop Publishing)</td>
<td>3</td>
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<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software)</td>
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<tr>
<td>OST 2831</td>
<td>Microsoft Windows (Operating System)</td>
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<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software)</td>
<td>3</td>
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<td>OST 2858</td>
<td>Microsoft Excel</td>
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<tr>
<td>* OST 2943</td>
<td>Internship in Medical Office</td>
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</tr>
<tr>
<td>SLS 1122</td>
<td>Student Success</td>
<td>3</td>
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<tr>
<td>SLS 1303</td>
<td>Job Search</td>
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<tr>
<td>* SLS 2940</td>
<td>Service Learning</td>
<td>1-4</td>
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NOTES:

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All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Through special articulation agreements, credits may be awarded to individuals who qualify.

Medical Information courses may be taught in a multilevel-class atmosphere.

Microsoft Office Specialist Certification

Courses needed for preparation are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1755</td>
<td>Microsoft Word - Introductory (CORE)</td>
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</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word (EXPERT)</td>
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<td>OST 2852</td>
<td>Microsoft Excel - Introductory (CORE)</td>
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<td>OST 2858</td>
<td>Microsoft Excel (EXPERT)</td>
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<tr>
<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software) (EXPERT)</td>
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<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) (EXPERT)</td>
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</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
Medical Office Administration
Associate in Science Degree

This program is designed to prepare students for employment as office support staff and medical transcriptionists in medical offices, hospitals and other health care organizations. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>+* ENC 1101</td>
<td>Freshman Composition I</td>
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<td>ENCI</td>
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<td>OST 1100</td>
<td>1 Keyboarding and Document Processing I</td>
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<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
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<tr>
<td>OST 1257</td>
<td>1 Medical Terminology for the Office</td>
<td>3</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
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Total Credits 18

### INTERMEDIATE COURSES

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<td>* OST 2943</td>
<td>Internship in Medical Office</td>
<td>3</td>
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<tr>
<td>* OST 1467</td>
<td>1 Introduction to Body Systems for OST</td>
<td>3</td>
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<td>OST 2711</td>
<td>WordPerfect for Windows</td>
<td>3</td>
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<td>OST 2756</td>
<td>Microsoft Word</td>
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<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>* OST 1611</td>
<td>1 Medical Transcription I</td>
<td>3</td>
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<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
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**Humanities** (See A.S. Gen Ed Requirement) 3 | HUMN, HUMH, FORL, ASHM

Total Credits 21

### ADVANCED COURSES

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<td>1 Medical Transcription II</td>
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<td>OST 2464</td>
<td>Medisoft (Office Management Software)</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
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<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 2501</td>
<td>Office Management</td>
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**Science or Mathematics** (See A.S. Gen Ed Requirement) 3 | GRQN, AASC ASMS, GRMT

**Gen Ed Elective** (See A.S. Gen Ed Requirement) 6

Total Credits 24

**Total Degree Credits** 63

### MEDICAL OFFICE ADMINISTRATION ELECTIVES

<table>
<thead>
<tr>
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<td>OST 1320</td>
<td>Ten Key Mastery</td>
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<tr>
<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
</tr>
<tr>
<td>* OST 1461</td>
<td>Medical Office Simulation</td>
<td>3</td>
</tr>
<tr>
<td>OST 2252</td>
<td>Legal Terminology</td>
<td>3</td>
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<tr>
<td>* OST 2431</td>
<td>Legal Office Procedures</td>
<td>3</td>
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<tr>
<td>* OST 2450</td>
<td>ICD - 9 Coding</td>
<td>3</td>
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<tr>
<td>* OST 2452</td>
<td>Advanced ICD – 9 Coding</td>
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<tr>
<td>* OST 2453</td>
<td>CPT - 4 Medical Coding</td>
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<tr>
<td>* OST 2454</td>
<td>Advanced CPT – 4 Medical Coding</td>
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<tr>
<td>OST 2794</td>
<td>Internet for Office Employees</td>
<td>3</td>
</tr>
<tr>
<td>OST 2813</td>
<td>PageMaker (Desktop Publishing)</td>
<td>3</td>
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<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software)</td>
<td>3</td>
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<td>OST 2831</td>
<td>Microsoft Windows (Operating System)</td>
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<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software)</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.

continued
NOTES:

1 Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 may take a Medical Office Administration Elective(s) or take credit-by-examination.

Students specializing in medical front office may substitute for OST1611 and OST 2612 another Medical Office Administration course excluding OST 1141.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Office Administration courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.

**Medical Office Specialist Technical Certificate**

This certificate prepares students for employment as medical office support personnel and medical transcriptionist in medical offices and hospitals.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1100</td>
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<tr>
<td>OST 1257</td>
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**INTERMEDIATE COURSES**

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<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
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<td>* OST 1467</td>
<td>1 Introduction to Body Systems for OST</td>
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**ADVANCED COURSES**

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<td>OST 2252</td>
<td>Legal Terminology</td>
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</tr>
<tr>
<td>* OST 2431</td>
<td>Legal Office Procedures</td>
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<td>* OST 2450</td>
<td>ICD - 9 Coding</td>
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<td>* OST 2454</td>
<td>Advanced CPT - 4 Medical Coding</td>
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<td>* OST 2943</td>
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<td>Student Success</td>
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**MEDICAL OFFICE SPECIALIST ELECTIVES**

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<td>Advanced ICD - 9 Coding</td>
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<td>CPT - 4 Medical Coding</td>
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<td>Advanced CPT - 4 Medical Coding</td>
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<td>OST 2794</td>
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NOTES:

1 Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 may take a Medical Office Specialist Elective(s) or take credit-by-examination.

Students specializing in medical front office may substitute for OST 1611 a Medical Office Specialist Elective course.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.
Medical Office courses may be taught in a multilevel-class atmosphere.

**Microsoft Office Specialist Certification**
Courses needed for preparation are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Microsoft Access (Database Management Software) (EXPERT)</td>
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**Medical Office Support**

**Technical Certificate**

This certificate prepares students for employment as medical office support personnel and medical transcriptionists in health-related businesses such as medical offices and hospitals.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>OST 1100</td>
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**INTERMEDIATE COURSES**

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**MEDICAL OFFICE SUPPORT ELECTIVES**

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<td>Microsoft Excel (Spreadsheet Software)</td>
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**NOTES:**

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All special programs are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Office courses may be taught in a multilevel-class atmosphere.

**Microsoft Office Specialist Certification**

Courses needed for preparation are:

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Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.

continued
Music and Sound Technology with Specializations in:
Music Performance and Sound
Sound Technology
Associate in Science Degree

The Music and Sound Technology program prepares students for careers in sound recording/reinforcement/post-production and and music as musicians and technicians. Two specializations are available within the program: Music Performance and Sound and Sound Technology. The program provides an understanding of, and an appreciation for, the subtleties and aesthetics of sound and music and an opportunity to receive solid training in the technology used for music recording, reinforcement, and post-production, including mastering.

Because of the additional time required in recording sessions in MUM 2600, MUM 2606, MUM 2607, and MUM 2790L, as well as in post-production projects in MUM 2640, students are encouraged to complete the general education requirements before enrolling in these courses.

Students should contact the Music Department on East Campus for proper Ensemble and Performance placement.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

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<td>Freshman Composition I</td>
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<tr>
<td>TPA 1380</td>
<td>Survey of Entertainment Technology</td>
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<tr>
<td>TPA 2260</td>
<td>Introduction to Audio Production</td>
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<td>MUM 2720</td>
<td>The Business of Music</td>
<td>4</td>
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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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INTERMEDIATE COURSES

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<td>+ MUS 2360</td>
<td>MIDI Production</td>
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<td>Sound Recording I</td>
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<td>+ MUM 2606</td>
<td>Sound Recording II</td>
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<td>* MUM 2640</td>
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Music Performance and Sound Specialization

FOUNDATION COURSES

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<td>MUT 1121</td>
<td>Musicianship I</td>
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<td>* MUT 1122</td>
<td>Musicianship II</td>
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<td>MVK 1111</td>
<td>Piano Class for Music Majors I and II</td>
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<td>MUL 1110</td>
<td>Music Literature</td>
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<td>MV</td>
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INTERMEDIATE COURSES

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<tr>
<td>* MUT 2126</td>
<td>Musicianship III</td>
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ADVANCED COURSES

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Sound Technology Specialization

FOUNDATION COURSES

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<tr>
<td>MUT 1011</td>
<td>Music Theory</td>
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<td>TPA 2252</td>
<td>Introduction to Audio Visual Technology</td>
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<td>TPA 2257</td>
<td>Audio Visual Production</td>
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<td>MUS 1621</td>
<td>Acoustics and Psychoacoustics</td>
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Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
INTERMEDIATE COURSES

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<td>Live Sound Techniques</td>
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<td>* MUM 2607</td>
<td>Soundtrack Development</td>
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<td>Humanities</td>
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<td><strong>64</strong></td>
</tr>
</tbody>
</table>

MUSIC PERFORMANCE AND SOUND SPECIALIZATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MUN 1120</td>
<td>Symphonic Band</td>
<td>1</td>
</tr>
<tr>
<td>* MUN 1340</td>
<td>Contemporary Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>* MUN 1420</td>
<td>Woodwind Choir</td>
<td>1</td>
</tr>
<tr>
<td>* MUN 1430</td>
<td>Brass Choir</td>
<td>1</td>
</tr>
<tr>
<td>* MUN 2310</td>
<td>Valencia Singers</td>
<td>1</td>
</tr>
<tr>
<td>* MUN 2710</td>
<td>Jazz Lab Band</td>
<td>1</td>
</tr>
</tbody>
</table>

SOUND TECHNOLOGY SPECIALIZATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MUC 2000</td>
<td>Composition and Songwriting</td>
<td>2</td>
</tr>
<tr>
<td>MUN 1311</td>
<td>Voices of Valencia</td>
<td>1</td>
</tr>
<tr>
<td>* MUN 2004</td>
<td>Commercial Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>* MUT 2231</td>
<td>Keyboard Harmony I</td>
<td>1</td>
</tr>
<tr>
<td>MVK 1811</td>
<td>Class Piano I and II</td>
<td>1</td>
</tr>
<tr>
<td>MVS 1816</td>
<td>Guitar Class</td>
<td>1</td>
</tr>
<tr>
<td>MVV 1111</td>
<td>Voice Class</td>
<td>1</td>
</tr>
</tbody>
</table>

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

Music and Sound Production - Audio Visual Production

Technical Certificate

This program prepares students for careers in the field of professional audio visual production by providing students with theoretical and classroom experience which closely parallels on-the-job activities. The program provides a technical understanding of acoustics, audio devices, optics and projectors, as well as hands-on experience in the design, set-up, and operation of technical systems in the areas of live sound and audio visual presentations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2260</td>
<td>Introduction to Audio Production</td>
<td>4</td>
</tr>
<tr>
<td>* MUM 1662</td>
<td>Live Sound Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1380</td>
<td>Survey of Entertainment Technology</td>
<td>2</td>
</tr>
<tr>
<td>TPA 2252</td>
<td>Introduction to Audio Visual Technology</td>
<td>3</td>
</tr>
<tr>
<td>* TPA 2257</td>
<td>Audio Visual Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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

Nursing, R.N.

Associate in Science Degree
(Articulated A.S. to B.S. Career Path)

This program is designed for students who seek immediate employment in the field of nursing and who may decide to continue to any Florida public university as a junior to complete a four-year Bachelor’s Degree in Nursing. Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

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. Completion of the program does not ensure permission to sit for the licensing exam.

Nursing is a selective-admission, limited-enrollment program. Admission to Valencia does not imply acceptance to the Nursing Program; students must apply and be accepted into the program. Admission to the Nursing Program is limited to applicants selected by the Collegewide Health Sciences Admission Committee.

The Health Sciences Division provides specific information about the admission process. Program expenses are given in the Financial section of this catalog.

Admission requirements for the A.S. Degree Nursing Generic Track are:

- Submit a Valencia Community College application
- Submit a Valencia Nursing Program application
- Student’s official Valencia record must indicate degree-seeking status
- Have a minimum overall college GPA of 2.5 (including transfer course work)
- Satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which you are placed
- Attend a Nursing information session

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
• Complete Nursing Program Prerequisite for Admission Courses with minimum grades of “C”
• Have satisfactory Nurse Entrance Test (NET) scores
• Complete background check and achieve a satisfactory review
A student will not be allowed to continue in the Nursing Program if he/she withdraws from two courses or receives a grade of D or F in two nursing courses (subject prefix of NUR)—this could be the same nursing course twice or two separate nursing courses.

Students with nursing courses from other institutions who wish to transfer into this program must complete transfer application documents. Transfer decisions are made on an individual basis and on a space-available basis.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

This program has been coordinated with local health care agencies, the State Department of Education and the State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) 61 Broadway, New York City, NY 10006. Phone: 1-800-669-1656.

Generic Track Curriculum

Prerequisite for Admission Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>+* BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>+* BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>+ PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+* DEP 2004</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+* ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+ HUN 2202</td>
<td>Essentials of Nutrition with Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>+ Humanities</td>
<td>PHI 2600 or PHI 2010 recommended; can be any course with HUM prefix that meets A.A. Degree requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Prerequisite Credits 27

Year I

FIRST TERM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 1021C</td>
<td>Nursing I</td>
<td>10</td>
</tr>
</tbody>
</table>

SECOND TERM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 1032C</td>
<td>Nursing II</td>
<td>9</td>
</tr>
</tbody>
</table>

THIRD TERM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 1401C</td>
<td>Nursing III</td>
<td>9</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.
+* This course has a prerequisite; check description on Valencia catalog.

Code Denotes course attribute if needed for degree audits.

Year II

FOURTH TERM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 2204C</td>
<td>Nursing IV</td>
<td>9</td>
</tr>
</tbody>
</table>

FIFTH TERM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 2823C</td>
<td>Nursing V</td>
<td>4</td>
</tr>
<tr>
<td>+* NUR 2832L</td>
<td>Nursing VI</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Nursing Credits 43

+* HSC 2151   | Pharmacology and Clinical Decision Making | 2 |

Total Degree Credits 72

NOTE: All specialized program courses are offered on the West Campus; some are offered at the Osceola Campus.

Online R.N. Advanced Standing Track

This option is designed for LPNs (Licensed Practical Nurses), Paramedics and RRTs (Registered Respiratory Therapists) who are working toward an Associate in Science Nursing Degree. All theory components of the nursing courses (the courses with a prefix of NUR) are offered only in an online format. All nursing courses beyond NUR 1003C have a clinical component to be completed in Central Florida health care facilities. Some Prerequisite for Admission Courses may be available online. Graduates of this track are eligible to take the National Council Licensure Exam (NCLEX) to become a registered nurse.

The Health Sciences Division provides specific information about the admission process to this track. Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Admission requirements for the Advanced Standing A.S. Degree Nursing Track are:

• Submit a Valencia Community College application
• Submit a Valencia Nursing Program application
• Student’s official Valencia record must indicate degree-seeking status
• Have a minimum overall college GPA of 2.5 (including transfer course work)
• Satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which you are placed
• Have completed LPN, Paramedic, or RRT program within last year or have one year of practice within the five years prior to the date of admission
• LPNs must provide evidence of current Florida License and must document completion of a Florida Board of Nursing approved IV therapy certification course
• Paramedics must provide evidence of current certification in Florida and completion of a Certification Nursing Assistant course or evidence of equivalent work experience
• RRTs must provide evidence of current certification in Florida and completion of a Certification Nursing Assistant course or evidence of equivalent work experience
• Complete Nursing Program Prerequisite for Admission Courses with minimum grades of “C” prior to enrollment in NUR 1003C
• Have satisfactory Nurse Entrance Test (NET) scores
• Complete background check and achieve a satisfactory review

Advanced Standing Track Curriculum

Prerequisite for Admission Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>+* BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>+* BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>+ PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>^+ DEP 2004</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+* ENC 1101</td>
<td>Essentials of Nutrition with Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>^+ Humanities</td>
<td>PHI 2600 or PHI 2010 recommended; can be any course with HUM prefix that meets A.A. Degree requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Prerequisite Credits</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

**FIRST TERM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 1003C</td>
<td>Transition Into Professional Nursing</td>
<td>8</td>
</tr>
<tr>
<td>+* NUR 2313C</td>
<td>Maternal Child Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

**SECOND TERM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 2211C</td>
<td>Adult Health Nursing</td>
<td>9</td>
</tr>
</tbody>
</table>

**THIRD TERM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+* NUR 2244C</td>
<td>Advanced Adult Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>+* NUR 2801C</td>
<td>Patient Care Management Practicum</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Nursing Credits</strong></td>
<td><strong>33</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Degree Credits</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

General Education courses are in bold print in the course listing.

Office Administration
Associate in Science Degree

This program is designed to prepare students for office support positions of receptionists, administrative assistants, records managers, office supervisors and managers and other office related positions. The program prepares students for immediate employment in a business office and provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Valencia Community College recognizes the professional achievement of the professional administrative assistant who has earned and has been awarded the CPS designation. Certain college credits may be awarded the applicant who enrolls and elects to pursue an A.S. or an A.A. Degree. For further information, contact the Office Administration Program Director.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

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>OST 1100</td>
<td>Keyboarding and Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2831</td>
<td>Microsoft Windows (Operating System)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Office Administration Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
^ Student may be enrolled in course at time of application; must be completed with a minimum grade of C prior to enrollment in NUR 1003C.
1 Code Denotes course attribute if needed for degree audits.
### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1108</td>
<td>Building Keyboarding Speed and Accuracy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or OST 2120 Office Administration Simulation</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Keyboarding and Document Processing II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or OST 1601 Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 2711</td>
<td>WordPerfect for Windows</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or OST 2756 Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>OST 2813</td>
<td>PageMaker (Desktop Publishing)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2501</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>24</strong></td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software)</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td></td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting and Office Administration Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or OST 2944 Internship in Office Administration (See A.S. Gen Ed Requirement)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>or Humanities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Mathematics (See A.S. Gen Ed Requirement)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or Gen Ed Elective (See A.S. Gen Ed Requirement)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>23</strong></td>
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<td></td>
<td><strong>Total Degree Credits</strong></td>
<td><strong>63</strong></td>
</tr>
</tbody>
</table>

### OFFICE ADMINISTRATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 1031</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 1108</td>
<td>Building Keyboarding Speed and Accuracy</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
<td>3</td>
</tr>
<tr>
<td>OST 1305</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>OST 1320</td>
<td>Ten Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
</tr>
<tr>
<td>OST 1461</td>
<td>Medical Office Simulation</td>
<td>3</td>
</tr>
<tr>
<td>OST 1467</td>
<td>1 Introduction to Body Systems for OST</td>
<td>3</td>
</tr>
<tr>
<td>OST 1601</td>
<td>1 Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 1611</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2252</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2431 Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2450 ICD – 9 Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2452 Advanced ICD – 9 Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2453 CPT – 4 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2454 Advanced CPT – 4 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2612 Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST 2711 WordPerfect for Windows</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST 2794 Internet for Office Employees</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST 2828 Microsoft PowerPoint (Presentation Software)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>OST 2831 Microsoft Windows (Operating System)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>OST 2836 Microsoft Access (Database Management Software)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* OST 2943 Internship in Medical Office</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>* OST 2944 Internship in Office Administration</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>MAN 2300 Introduction to Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SBM 1000 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SLS 1122 Student Success</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SLS 1303 Job Search</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>* SLS 2940 Service Learning</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**NOTES:**

1. Students with prior experience and/or instruction in OST 1100 or 1110 may take an Office Administration Elective(s) or take credit-by-examination.
2. Office Administration courses may be taught in a multilevel-class atmosphere.
3. General Education courses are in bold print in this course listing.
4. Microsoft Office Specialist Certification Courses needed for preparation are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1755</td>
<td>Microsoft Word - Introductory (CORE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852</td>
<td>Microsoft Excel - Introductory (CORE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software) (EXPERT)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) (EXPERT)</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
Office Management
Technical Certificate

This certificate is designed for students interested in employment as office support managers in word processing or office administration departments.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100</td>
<td>1 Keyboarding and Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2831</td>
<td>Microsoft Windows (Operating System)</td>
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</tr>
<tr>
<td>or</td>
<td>Office Management Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
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**INTERMEDIATE COURSES**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1110</td>
<td>1 Keyboarding and Document Processing II</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>1 Machine Transcription</td>
<td></td>
</tr>
<tr>
<td>OST 1601</td>
<td>1 Medical Transcription</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Microsoft Access (Database Management Software)</td>
<td></td>
</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>WordPerfect for Windows</td>
<td></td>
</tr>
<tr>
<td>OST 2501</td>
<td>Office Management</td>
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**ADVANCED COURSES**

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<tbody>
<tr>
<td>OST 2813</td>
<td>PageMaker (Desktop Publishing)</td>
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<td></td>
</tr>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Office Management Elective(s)</td>
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<td>OFMG</td>
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<tr>
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**OFFICE MANAGEMENT ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* MNA 1031</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 1108</td>
<td>Building Keyboarding Speed and Accuracy</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
<td>3</td>
</tr>
<tr>
<td>OST 1305</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>OST 1320</td>
<td>Ten Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>* OST 1461</td>
<td>Medical Office Simulation</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students with prior experience and/or instruction in OST 1100 or 1110 may take an Office Management Elective(s) or take credit-by-examination.

Office Management courses may be taught in a multilevel-class atmosphere.

**Microsoft Office Specialist Certification**

Courses needed for preparation are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1755</td>
<td>Microsoft Word - Introductory (CORE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852</td>
<td>Microsoft Excel - Introductory (CORE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software) (EXPERT)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) (EXPERT)</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
Office Specialist
Technical Certificate

This certificate gives the student experience working with word processing and spreadsheet programs. These skills can be applied at the mid-management level of employment.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100</td>
<td>Keyboarding and Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2831</td>
<td>Microsoft Windows (Operating System) or Office Specialist Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
<td>3</td>
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<tr>
<td>Total Credits</td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
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<td>OST 1110</td>
<td>Keyboarding and Document Processing II</td>
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<td>OST 1601</td>
<td>Machine Transcription or Office Specialist Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) or Office Specialist Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 1108</td>
<td>Building Keyboarding Speed and Accuracy or Office Specialist Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 2813</td>
<td>PageMaker (Desktop Publishing) or Office Specialist Elective</td>
<td>1</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word or Office Specialist Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST 2711</td>
<td>WordPerfect for Windows</td>
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ADVANCED COURSES

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<thead>
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<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel or Office Specialist Elective(s)</td>
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OFFICE SPECIALIST ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 1031</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 1108</td>
<td>Building Keyboarding Speed and Accuracy</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
<td>3</td>
</tr>
<tr>
<td>OST 1305</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>OST 1320</td>
<td>Ten Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
</tr>
</tbody>
</table>
* OST 1461 | Medical Office Simulation | 3       |
* OST 1467 | Introduction to Body Systems for OST | 3       |
* OST 1601 | Machine Transcription | 3       |
* OST 1611 | Medical Transcription I | 3       |
* OST 2252 | Legal Terminology | 3       |
* OST 2431 | Legal Office Procedures | 3       |
* OST 2450 | ICD - 9 Coding | 3       |
* OST 2452 | Advanced ICD – 9 Coding | 3       |
* OST 2453 | CPT - 4 Medical Coding | 3       |
* OST 2454 | Advanced CPT – 4 Medical Coding | 3       |
* OST 2501 | Office Management | 3       |
* OST 2612 | Medical Transcription II | 3       |
* OST 2711 | WordPerfect for Windows | 3       |
* OST 2794 | Internet for Office Employees | 3       |
* OST 2813 | PageMaker (Desktop Publishing) | 3       |
* OST 2828 | Microsoft PowerPoint (Presentation Software) | 1       |
* OST 2831 | Microsoft Windows (Operating System) | 1       |
* OST 2836 | Microsoft Access (Database Management Software) | 3       |
* OST 2943 | Internship in Medical Office | 1-4     |
* OST 2944 | Internship in Office Administration | 1-4     |
* SBM 1000 | Small Business Management | 3       |
* MAN 2300 | Introduction to Human Resources Management | 3       |
* SLS 1122 | Student Success | 3       |
* SLS 1303 | Job Search | 1       |
* SLS 2940 | Service Learning | 1-4     |

NOTES:

* Students with prior experience and/or instruction in OST 1100 or 1110 may take an Office Specialist Elective(s) or take credit-by-examination.

Office Specialist courses may be taught in a multilevel-class atmosphere.

Microsoft Office Specialist Certification
Courses needed for preparation are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1755</td>
<td>Microsoft Word - Introductory (CORE)</td>
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</tr>
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<td>OST 2756</td>
<td>Microsoft Word (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852</td>
<td>Microsoft Excel - Introductory (CORE)</td>
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</tr>
<tr>
<td>OST 2858</td>
<td>Microsoft Excel (EXPERT)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software) (EXPERT)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) (EXPERT)</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialized courses may not be offered every session or on every campus.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
Office Support
Technical Certificate

This certificate will give the student experience working with various computer applications. These skills enable a student to seek entry-level office support positions.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100</td>
<td>1 Keyboarding and Document Processing I</td>
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</tr>
<tr>
<td>OST 2831</td>
<td>Microsoft Windows (Operating System)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Office Support Elective</td>
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</tr>
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<td>OST 2854</td>
<td>Microsoft Office (Applications Package)</td>
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INTERMEDIATE COURSES

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<tbody>
<tr>
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<td>Office Support Elective(s)</td>
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OFFICE SUPPORT ELECTIVES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>* MNA 1031</td>
<td>Project Management</td>
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<tr>
<td>OST 1108</td>
<td>Building Keyboarding Speed and Accuracy</td>
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<tr>
<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
<td>3</td>
</tr>
<tr>
<td>OST 1305</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>OST 1320</td>
<td>Ten Key Mastery</td>
<td>1</td>
</tr>
<tr>
<td>OST 1330</td>
<td>Business Grammar</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
</tr>
<tr>
<td>* OST 1461</td>
<td>Medical Office Simulation</td>
<td>3</td>
</tr>
<tr>
<td>* OST 1467</td>
<td>1 Introduction to Body Systems for OST</td>
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<tr>
<td>OST 1601</td>
<td>1 Machine Transcription</td>
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<td>* OST 1611</td>
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<td>Legal Office Procedures</td>
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<td>* OST 2450</td>
<td>ICD - 9 Coding</td>
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<tr>
<td>* OST 2452</td>
<td>Advanced ICD – 9 Coding</td>
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<tr>
<td>* OST 2453</td>
<td>CPT - 4 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>* OST 2454</td>
<td>Advanced CPT – 4 Medical Coding</td>
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<tr>
<td>OST 2501</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>* OST 2612</td>
<td>Medical Transcription II</td>
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</tr>
<tr>
<td>OST 2711</td>
<td>WordPerfect for Windows</td>
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</tr>
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<td>OST 2794</td>
<td>Internet for Office Employees</td>
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</tr>
<tr>
<td>OST 2813</td>
<td>PageMaker (Desktop Publishing)</td>
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</tr>
<tr>
<td>OST 2828</td>
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</tr>
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<td>OST 2831</td>
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<td>Microsoft Access (Database Management Software)</td>
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<tr>
<td>OST 2858</td>
<td>Microsoft Excel</td>
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<td>* OST 2943</td>
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<td>SLS 1122</td>
<td>Student Success</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
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</tr>
<tr>
<td>* SLS 2940</td>
<td>Service Learning</td>
<td>1-4</td>
</tr>
</tbody>
</table>

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Office Support courses may be taught in a multilevel-class atmosphere.

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Courses needed for preparation are:

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<th>Title</th>
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<td>1</td>
</tr>
<tr>
<td>OST 2756</td>
<td>Microsoft Word (EXPERT)</td>
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</tr>
<tr>
<td>OST 2828</td>
<td>Microsoft PowerPoint (Presentation Software) (EXPERT)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2836</td>
<td>Microsoft Access (Database Management Software) (EXPERT)</td>
<td>3</td>
</tr>
</tbody>
</table>

Paralegal Studies with Specializations in:

**Litigation**

**Transactional**

Associate in Science Degree (Articulated A.S. to B.S. Career Path)

Valencia’s Paralegal Studies Program is approved by the American Bar Association.

This program is designed to prepare students to work in the legal field for law firms, banks, corporations, and government agencies in the performance of delegated, substantive legal services under the supervision of a licensed attorney. Students receive instruction in the substantive and procedural law necessary to function in the legal environment under the direction and supervision of attorneys in areas such as civil litigation, real property, legal research and writing, business organizations, and legal technology. Students will understand the ethical framework within which they will work and will be...
able to analyze and communicate effectively in these areas. Instruction stresses practical applications.

The services paralegals provide include assisting in trial preparation, drafting court pleadings and related documents, performing legal research and informal investigations, preparing real estate documents and assisting in real estate closings, drafting contracts, and maintaining corporate books. Paralegals cannot give legal advice, accept a case, set a fee, or present a case in court and may not provide legal services directly to the public, except as permitted by law.

This program is designed for students who seek immediate employment in the legal environment and who may also decide to transfer as a junior to complete a four-year bachelor’s degree in Legal Studies at one of the two Florida public universities to which this degree will transfer. Students may transfer through a statewide agreement to Florida Gulf Coast University (FGCU) or through a specific program agreement to the University of Central Florida (UCF). Additional general education and legal specialty courses will be required in the university program.

In addition, several Florida public universities recently have begun to provide general transfer opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, as well as the options in Legal Studies at FGCU and UCF, may be found in the Introduction to this catalog section and at http://valenciacc.edu/asdegrees/tec.asp. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

In addition to credits included in the State of Florida’s common course numbering system, Valencia may accept up to nine legal specialty credits from a non-American Bar Association-approved paralegal studies program as credit towards PLA course requirements in the Paralegal Studies A.S. degree. All legal specialty courses transferred into the program must be reviewed and approved by the Paralegal Studies Program Director, in addition to the standard college award of credit process.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Code</th>
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<td>POS 2041</td>
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<td>3</td>
<td>POS2</td>
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<tr>
<td>* PLA 2003</td>
<td>Introduction to Paralegal Practices and Ethics</td>
<td>3</td>
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<tr>
<td>* PLA 1104</td>
<td>Legal Research and Theory I</td>
<td>3</td>
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<td>* PLA 1611</td>
<td>Real Property I</td>
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<tr>
<td>* BUL 2241</td>
<td>Business Law I</td>
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<tr>
<td>* PLA 2203</td>
<td>Civil Litigation I</td>
<td>3</td>
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<td>* PLA 2433</td>
<td>Business Organizations</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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Total Credits 27

### INTERMEDIATE COURSES

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<tr>
<td>* PLA 2732</td>
<td>Legal Technology</td>
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<tr>
<td>* PLA 1730</td>
<td>Computer Assisted Legal Research</td>
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<td>* BUL 2242</td>
<td>Business Law II</td>
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<td>ENC 1102</td>
<td>Technical Communication</td>
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<td>OST 1335</td>
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<td>1 ACG 2021</td>
<td>Principles of Financial Accounting</td>
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<td>APA 1111</td>
<td>Basic Accounting</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<td>2 Humanities</td>
<td>(See A.S. Gen Ed Requirement)</td>
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<tr>
<td>3 Science</td>
<td>or</td>
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<tr>
<td>* Mathematics</td>
<td>(See A.S. Gen Ed Requirement)</td>
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Total Credits 22

### Litigation Specialization

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<tr>
<td>* PLA 2223</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>* PLA 2465</td>
<td>Debtor-Creditor/Bankruptcy</td>
<td>3</td>
</tr>
<tr>
<td>* PLA 1114</td>
<td>Legal Research and Theory II</td>
<td>3</td>
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<tr>
<td>* PLA 2192</td>
<td>Legal Research and Theory III Capstone</td>
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Total Credits 15

Total Degree Credits 64

### Transactional Specialization

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<tr>
<td>* PLA 2612</td>
<td>Real Property II</td>
<td>3</td>
</tr>
<tr>
<td>* PLA 2601</td>
<td>Wills, Trusts and Estate Administration I</td>
<td>3</td>
</tr>
<tr>
<td>* PLA 1114</td>
<td>Legal Research and Theory II</td>
<td>3</td>
</tr>
<tr>
<td>* PLA 2192</td>
<td>Legal Research and Theory III Capstone</td>
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<tr>
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Total Credits 15

Total Degree Credits 64

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
PARALEGAL STUDIES ELECTIVES

These courses may be used as the Paralegal Studies Elective if not a Specialization requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>* PLA 2223</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>* PLA 2465</td>
<td>Debtor-Creditor/Bankruptcy</td>
<td>3</td>
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<tr>
<td>* PLA 2601</td>
<td>Wills, Trusts and Estate Administration I</td>
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<td>* PLA 2602</td>
<td>Wills, Trusts and Estate Administration II</td>
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</tr>
<tr>
<td>* PLA 2612</td>
<td>Real Property II</td>
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<td>* PLA 2800</td>
<td>Family Law</td>
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<td>* PLA 2930</td>
<td>Selected Topics in Paralegal Studies</td>
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<td>* PLA 2942</td>
<td>Internship in Paralegal Studies</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Fundamentals and Applications</td>
<td>3</td>
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<td>CJI 2100</td>
<td>Criminal Law</td>
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<tr>
<td>CJI 2102</td>
<td>Criminal Evidence and Procedures</td>
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NOTES:

1 This course is required for students planning to transfer this degree to the University of Central Florida (UCF) and recommended for those transferring to Florida Gulf Coast University (FGCU).

2 Students planning to transfer to UCF should select from ARH 2050, ARH 2051, HUM 2220, HUM 2223, HUM 2232, HUM 2234, LIT 2110, LIT 2120, MUL 1010, PHI 2010, REL 2000, and THE 1020.

3 Students planning to transfer to UCF should select from AST 1002, BSC 1005, BSC 1050, CHM 1020, GLY 1001, PHY 1053C, PSC 2121, MGF 1106, MAC 1105, MAC 1114, MAC 2233, MAC 2311, MAC 2312, or MAC 2313.

Specialized program courses are offered on the East Campus.

General Education courses are in bold print in the course listing.

Radiography

Associate in Science Degree

This program is designed for students who seek immediate employment in the health care field of Radiography. The radiographer is an integral member of the medical team dedicated to patient care, whose primary role is to operate imaging equipment and perform technical procedures for the diagnosis and treatment of injury and disease. Radiography is a challenging and growing profession with additional career opportunities in computer tomography, magnetic resonance imaging, mammography, angiography, and quality assurance. With professional experience and additional education, management and education are career options. Radiographers are employed primarily in hospitals. Positions are also available in imaging centers, urgent care clinics, private physician offices, industry, and civil service and public health service facilities.

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

Radiography is a selective admission, limited enrollment program. Admission to Valencia does not imply acceptance to the Radiography Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria. Program expenses are given in the Financial section of this catalog.

The identified courses in the program curriculum include all courses that are required for the Radiography Associate in Science Degree. A minimum grade of C must be achieved in all courses in the program curriculum, including prerequisite courses required for admission.

After 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 term must be completed with a grade of C or better in order to continue to the next term. If a student achieves less than a C or withdraws from any course that is required for the Radiography Associate in Science Degree, the student will not be allowed to continue in the program.

Graduates of the X-Ray Machine Operator program at OTEC - Winter Park Tech may be awarded credit in specific courses in this program after completing one term at Valencia. For information and requirements, visit the Valencia Web site at http://valenciacc.edu/asdegrees/tec.asp to view the articulation agreement. Eligible students should contact the related academic department at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.
+ This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.

continued
Prerequisite:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>* MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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Total Prerequisite Credits 4

Year I

FALL TERM

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<th>Course</th>
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<tr>
<td>RTE 1000</td>
<td>Introduction to Radiography</td>
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<tr>
<td>* BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
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<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>2</td>
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<tr>
<td>HSC 1230C</td>
<td>Methods of Patient Care</td>
<td>3</td>
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<tr>
<td>* RTE 1503C</td>
<td>Radiographic Procedures I</td>
<td>2</td>
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<tr>
<td>* RTE 1804</td>
<td>Radiographic Clinical Education I</td>
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Total Credits 14

SPRING TERM

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<th>Course</th>
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<td>BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>* RTE 1418C</td>
<td>Principles of Radiography I</td>
<td>2</td>
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<tr>
<td>* RTE 1513C</td>
<td>Radiographic Procedures II</td>
<td>4</td>
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<tr>
<td>* RTE 1814</td>
<td>Radiographic Clinical Education II</td>
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Total Credits 12

SUMMER TERM

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<th>Course</th>
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<tr>
<td>RTE 1458</td>
<td>Principles of Radiography II</td>
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<td>RTE 1523C</td>
<td>Radiographic Procedures III</td>
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<td>RTE 1824</td>
<td>Radiographic Clinical Education III</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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Total Credits 12

Year II

FALL TERM

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<tr>
<td>RTE 2533</td>
<td>Radiographic Procedures IV</td>
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<td>RTE 2834</td>
<td>Radiographic Clinical Education IV</td>
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<td>RTE 2782</td>
<td>Radiographic Pathology</td>
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<tr>
<td>CGS 1060</td>
<td>Introduction to Microcomputers</td>
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Total Credits 11

SPRING TERM

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<td>RTE 2385</td>
<td>Radiation Biology and Protection</td>
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<td>RTE 2844</td>
<td>Radiographic Clinical Education V</td>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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Total Credits 12

SUMMER TERM

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<td>* RTE 2061</td>
<td>Radiologic Seminar</td>
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<td>* RTE 2854</td>
<td>Radiographic Clinical Education VI</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>Humanities</td>
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Total Credits 12

Total Degree Credits 77

NOTES:

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

Real Estate Specialist

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Real Estate.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>REE 1000</td>
<td>Real Estate Principles and Practices</td>
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<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</td>
<td>3</td>
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<tr>
<td>CGS 2100</td>
<td>¹ Microcomputer Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854</td>
<td>Microsoft Office</td>
<td>3</td>
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<tr>
<td>PLA 1611</td>
<td>Real Property I</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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Total Certificate Credits 12

BUSINESS ELECTIVES

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, SCA, SLS 1303, SLS 1122, and SPC 1600.

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science Degree.

Specialized courses may not be offered every session or on every campus.

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Code Denotes course attribute if needed for degree audits.
Respiratory Care
Associate in Science Degree

This program is approved by the American Medical Association and the Committee on Accreditation for Respiratory Care.

The program is designed for students who desire preparation for employment as respiratory therapists, and graduates are eligible for registry examination.

Respiratory Care is a selective admission, limited enrollment program. Admission to Valencia does not imply acceptance to the Respiratory Care Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

A minimum grade of “C” must be achieved in all respiratory care and required courses to meet a prerequisite or graduation requirement.

Any student admitted to the Respiratory Care Program who fails or withdraws from any two respiratory care courses (can be the same course or two different courses) must petition the Health Sciences Admissions Committee for reevaluation and readmission. Students will be allowed to petition one time.

An articulation process between Seminole Community College, University of Central Florida and Valencia is available to provide a means to ensure students continuous advancement in learning by efficient and effective movement of students among said institutions.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Year I

FALL TERM

<table>
<thead>
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<tbody>
<tr>
<td>+* MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>+* MAT 1033C</td>
<td>Intermediate Algebra or Higher</td>
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<tbody>
<tr>
<td>+* RET 1025C</td>
<td>Principles of Respiratory Care</td>
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<tr>
<td>+* RET 1485C</td>
<td>Cardiopulmonary Physiology</td>
<td>4</td>
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<td>+* BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
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<td>+* ENC 1101</td>
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SUMMER TERM

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<tbody>
<tr>
<td>+* RET 1275C</td>
<td>Clinical Care Techniques</td>
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<td>+* RET 1264C</td>
<td>Principles of Mechanical Ventilation</td>
<td>4</td>
</tr>
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<td>+* RET 1295C</td>
<td>Chest Medicine</td>
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Year II

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<td>Pharmacology</td>
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<td>Principles of Mechanical Ventilation</td>
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<td>+* RET 1874L</td>
<td>Clinical Practice I</td>
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<td>+* RET 2930</td>
<td>Selected Topics in Respiratory Care</td>
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SPRING TERM

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<tbody>
<tr>
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<td>4</td>
</tr>
<tr>
<td>+* RET 2244C</td>
<td>Life Support</td>
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<tr>
<td>+* HSC 2550</td>
<td>Pathophysiology</td>
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<tr>
<td>+* RET 2714C</td>
<td>Pediatric Respiratory Care</td>
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SUMMER TERM

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<td>+* RET 2876L</td>
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</table>

NOTES:
MAC 1105 College Algebra is a university-required math.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
Restaurant Management  
(Hospitality and Tourism Institute)  
Associate in Science Degree

With thousands of restaurants and eateries in the Orlando area alone, Valencia’s Restaurant Management program is in a prime location to train for an exciting career in the food service industry. Valencia’s Restaurant Management program prepares students for immediate employment in a successful profession in one of the fastest-paced, ever-changing industry sectors. While enrolled in Valencia’s Restaurant Management program, students will receive both classroom instruction and work-based experience from leaders in the restaurant field.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>Freshman Composition I</td>
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<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality and Tourism Industry</td>
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<td>SPC</td>
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* FSS 1203C Quantity Food Production I 3

Total Credits 22

INTERMEDIATE COURSES

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<td>PSY 1012</td>
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<td>Catering and Banquet Management</td>
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<td>FSS 2251</td>
<td>Food and Beverage Management</td>
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<td>* FSS 1246C</td>
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<td>Basic Accounting</td>
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<td>ACG 201</td>
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<td>HFT 2840</td>
<td>Table Service Etiquette</td>
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<td>HFT 1820</td>
<td>Food and Beverage Purchasing</td>
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<td>HUN 1004</td>
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Total Credits 20

ADVANCED COURSES

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<td>2 Elective(s)</td>
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Total Credits 22

Total Degree Credits 64

NOTES:
1. This course is recommended for students who plan to seek a four-year degree.
2. Students will select elective credits from Business, Computer Information Technology, Culinary Management, Hospitality Management and Office Administration courses. The following are suggested: HFT 2750 Convention Management and Services, HFT 2630 Security Issues in the Hospitality Industry, FSS *1240C Classical Cuisine, FSS *2204C Quantity Food Production II, and FSS *2247C Baking and Pastries II.

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.
* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
Code Denotes course attribute if needed for degree audits.
Florida’s Statewide Course Numbering System

Courses in this catalog are identified by subject prefixes and numbers that have been assigned in accordance with Florida’s Statewide Course Numbering System. This numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses among participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level (freshman, sophomore, etc.) at which students normally take the course. The subject prefix is a three-letter designator for a subject matter area and is determined by the content of 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 a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “course equivalency profiles.”

Example of Course Identifier

<table>
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<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>No Lab</td>
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<tr>
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<td>Entry-level General Sociology</td>
<td>Survey Course</td>
<td>Social Problems</td>
<td>No Lab components in this course</td>
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</table>

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same last three digits of the course number and are guaranteed to be transferable between 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 35 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 the course at a specific institution. In th SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.”

In science or 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 institution to another is guaranteed in cases in which the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and the last three digits and comparable faculty credentials 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 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 the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated at equivalent.

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 to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials,
regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalencies

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution.

A. Courses in the 900-999 series, (e.g., ART 2905)

B. Internships, practical, clinical experiences, and study abroad courses

C. Performance or studio courses in Art, Dance, Music and Theater

D. Skills courses in Criminal Justice

E. Graduate courses

F. Courses not offered by the receiving institution

G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College-preparatory and vocational-preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Valencia’s Office of Academic Affairs at 407-299-5000, extension 3421 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400.

### Department Headings and Subject Prefixes

<table>
<thead>
<tr>
<th>DEPARTMENT HEADINGS</th>
<th>SUBJECT PREFIXES</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>ACG, APA, TAX</td>
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<tr>
<td>Anthropology</td>
<td>ANT</td>
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<tr>
<td>Architecture</td>
<td>ARC</td>
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<tr>
<td>Art</td>
<td>ARH, ART</td>
</tr>
<tr>
<td>Astronomy</td>
<td>AST</td>
</tr>
<tr>
<td>Baking and Pastry Management</td>
<td>See Hospitality and Tourism</td>
</tr>
<tr>
<td>Biology</td>
<td>BOT, BSC, MCB, OCB, PCB, ZOO</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>BCN, BCT, ETC, TAR</td>
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<td>Business Administration and Management</td>
<td>BUL, GEB, MAN, MAR, MKA, MNA, MTB, SBM, TRA</td>
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<td>Cardiovascular Technology</td>
<td>CVT</td>
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<tr>
<td>Career Development</td>
<td>SLS</td>
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<tr>
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<td>CHM</td>
</tr>
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<td>Computer Information Technology and Computer Programming and Analysis</td>
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<td>Drafting and Design Technology</td>
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Selected Former Valencia Courses with Equivalent Current Courses Numbers

Most of the former course numbers listed were current course numbers sometime since 1999. These former courses are equivalent to the indicated current courses and, therefore, each former course can be used as a prerequisite/corequisite and to satisfy a program requirement the same as the equivalent current course.

Courses in Valencia’s selective admission health-related programs are excluded from this listing.

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<td>LDE 1000</td>
<td>Landscape Design and Implementation</td>
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<tr>
<td>ORH 2261</td>
<td>ORH 2262</td>
<td>Flori-Crop Production and Use</td>
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<tr>
<td>ORH 2842</td>
<td>ORH 2840</td>
<td>Landscape Construction</td>
</tr>
<tr>
<td>OST 2312</td>
<td>OST 2852</td>
<td>Microsoft Excel - Introductory</td>
</tr>
</tbody>
</table>
Valencia Course Offerings

Valencia Community College course offerings and descriptions are grouped under the applicable department heading. Within the alphabetized department headings, courses are listed alphabetically by subject prefix.

A prerequisite is a course which must be completed satisfactorily before a higher-level related course can be taken. A corequisite is a course which must be taken at the same time as another course. Prerequisites and corequisites are denoted within each course description. A “prerequisite or corequisite” is a course that can be taken prior to, or with, the specific course. At the time of registration in a course, all students, except transient students with official documentation, are subject to the current course corequisites and prerequisites, some of which require minimum entry test scores.

Valencia awards semester credits. The following is a guide to the abbreviations at the top of the pages with course descriptions. There may be exceptions to these guidelines.

<table>
<thead>
<tr>
<th>College-Level and College-Preparatory Credits</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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</table>

Vocational Credits:

| Con | Contact hours per course |

The following is a guide to the letters attached to the end of course numbers:

- C represents a combined classroom and laboratory experience
- H represents the Honors version of a course
- L represents a laboratory experience
- N represents a supplemental tutorial

Not all courses are offered in all terms or at all campuses. For current offerings, consult the listing of credit courses available prior to registration each term at [http://www.valenciacc.edu/students/courses.asp](http://www.valenciacc.edu/students/courses.asp).

When a course is added to Valencia’s curriculum, it must be assigned a course number by the Statewide Course Numbering System. Until the course number is assigned, Valencia uses a temporary designator composed of an “N” followed by three digits; e.g., N004.

At times, the course number for a particular course has to be changed. When this occurs and the content of the course is determined to be the same, the two course numbers represent equivalent courses. In the course descriptions that follow, numbers for former equivalent courses are provided for the majority of courses for which there is a former equivalent.

The preceding pages include a listing of the majority of former courses that have current equivalencies.

<table>
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<tr>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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<tbody>
<tr>
<td>Accounting</td>
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</table>

ACG 2021  PRINCIPLES OF FINANCIAL ACCOUNTING
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. (Special Fee: $30.00)

ACG 2071  PRINCIPLES OF MANAGERIAL ACCOUNTING
• Prerequisite: ACG 2021
Accounting for business information requirements with cost accounting concepts and relationships, statement of cash flows, financial statement analysis, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making. (Special Fee: $30.00)

ACG 2100  INTERMEDIATE ACCOUNTING I
• Prerequisite: ACG 2071
Overview of accounting and its theoretical foundation, including recognition, measurement, and reporting of income and assets. (Special Fee: $30.00)

ACG 2110  INTERMEDIATE ACCOUNTING II
• Prerequisite: ACG 2100
Overview of accounting and its theoretical foundations, including recognition, measurement and reporting of liabilities and owner’s equity, special problems in determination and reporting of income on financial statements. (Special Fee: $30.00)

ACG 2360  COST ACCOUNTING
• Prerequisite: ACG 2071
Accounting principles and procedures used in analysis and control of cost for manufacturing and service businesses. Topics include preparation of statements and schedules, analysis of costs, selling, general and administrative expenses, and variances. (Special Fee: $30.00)

ACG 2450  COMPUTER ACCOUNTING I
• Prerequisite: APA 1111 or 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. (Special Fee: $30.00)

ACG 2460  COMPUTER ACCOUNTING II - SPREADSHEETS
• Prerequisite: ACG 2021 or APA 1111 or MTB 1103 or department approval
Introduction to use of spreadsheets in accounting. Students use spreadsheets to complete accounting cycle, prepare financial statements and reports, and perform financial analysis. (Special Fee: $30.00)
### Accountancy

**APA 1111**

**330**

**BASIC ACCOUNTING**

Instruction and practice in fundamentals of financial record keeping and reporting for professionals, service and merchandising enterprises. (Special Fee: $30.00)

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**APA 2934**

**1-3 variable**

**SELECTED TOPICS IN ACCOUNTING**

For students interested in discussion, exploration and observation of special topics in accounting. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $30.00)

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**APA 2941**

**1-4 variable**

**INTERNSHIP EXPLORATION IN ACCOUNTING**

- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ACG 2021 and ACG 2071; and Internship Office approval

This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

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**APA 2942**

**1-4 variable**

**INTERNSHIP IN ACCOUNTING**

- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ACG 2021, ACG 2071, ACG 2450 and either ACG 2460 or CGS 2510; and Internship Office approval

This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

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**TAX 2000**

**330**

**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. (Special Fee: $30.00)

### Anthropology

**ANT 2000**

**330**

**INTRODUCTORY ANTHROPOLOGY**

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.
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<th>Lab</th>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ARC 2303</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>ARC 2051</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ARCHITECTURAL DESIGN III</td>
<td>• Prerequisite: ARC 1302</td>
<td>INTRODUCTION TO ART HISTORY II</td>
<td>• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110</td>
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<td>A focused study of three-dimensional design, including the principles of architectonics and communication of design ideas. Model making, drawing and rendering techniques will be applied to projects that explore conceptualization and material usage. Issues of human use in relationship to program and function are considered in detail. Projects vary but often address residential or institutional programs and involve the integration of form, massing, structure, circulation, light and context. (Special Fee: $15.00)</td>
<td>Survey of development of visual arts from Renaissance to present. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
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<td>ARC 2304</td>
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<td>ARH 2051H</td>
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<tr>
<td>ARCHITECTURAL DESIGN IV</td>
<td>• Prerequisite: ARC 2303</td>
<td>INTRODUCTION TO ART HISTORY II - HONORS</td>
<td>Same as ARH 2051 with honors level content. Honors program permission required.</td>
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<td>This course addresses the issues of functional relationships, spatial composition and site constraints, as well as selection and detailing of building materials. A sequence of design exercises and projects with a high degree of complexity will explore the three-dimensional nature of architectural forms and spaces. Models are primary in this studio, with drawing exercises supplementing each project to develop, refine, and communicate design ideas. (Special Fee: $15.00)</td>
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<td>ARC 2461</td>
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<td>ARH 2930</td>
<td>1 - 3 variable</td>
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<tr>
<td>MATERIALS AND METHODS OF CONSTRUCTION</td>
<td>Broad introduction to the methods and materials used in the construction of the build environment and to building technologies as they influence both architectural design and construction.</td>
<td>SELECTED TOPICS IN ART</td>
<td>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. Multiple credit course. May be repeated for credit for a maximum of 3 credit, but grade forgiveness cannot be applied.</td>
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<td>ARC 2501</td>
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<td>ART 1201C</td>
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</tr>
<tr>
<td>ARCHITECTURAL STRUCTURES I</td>
<td>• Prerequisites: ARC 2303; and MAC 2233 or MAC 2311; and PHY 1053C</td>
<td>DESIGN I</td>
<td>Introduction to studio art through analytical use of elements and principles of two-dimensional design and color theory. (Special Fee: $25.00)</td>
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<td>This course covers principles of statics and strengths of materials; structural mechanics and the effects of loads and loading on building elements and frames. Topics include stress and deformation, properties of sections, gravity loads, shear and bending in beams, and stresses in columns, with focus on analysis and design of wood structural systems.</td>
<td>ART 1203C</td>
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<td>ARC 2702</td>
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<td>DESIGN II</td>
<td>• Prerequisite: ART 1201C</td>
<td>Continuation of ART 1201C through study of visual elements and principles and their application in three-dimensional form and color theory. (Special Fee: $25.00)</td>
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<tr>
<td>HISTORY OF ARCHITECTURE II</td>
<td>• Prerequisite: ARC 1701</td>
<td>ART 1300C</td>
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<td>This introductory course provides a general survey of the cultural, aesthetic and socio-political influences which have affected and shaped architecture from the beginning of the eighteenth century to the present.</td>
<td>DRAWING I</td>
<td>(Was ART 1301C in 1977-78 through 2001-02)</td>
<td>Introduction to basic skills, concepts, methods, and tools. Emphasis on increasing powers of visual observation and drawing from life. (Special Fee: $25.00)</td>
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<td>ART 2330C</td>
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<td>ART 1301C</td>
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<tr>
<td>LIFE DRAWING</td>
<td>• Prerequisite: ART 1300C</td>
<td>DRAWING II</td>
<td>Continuation of ART 1300C with emphasis on further development of technique and articulation of space, volume, mass, tonal value, and composition. (Special Fee: $35.00)</td>
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<td>Working from live models, students learn to draw the human form. Includes instruction in skeletal structure, musculature, movement, and placement in space. (Special Fee: $35.00)</td>
<td>ART 2400C</td>
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<td>PRINTMAKING I</td>
<td>Basic mastery of graphic techniques of intaglio and/or relief printmaking. Consists of studio work, demonstrations of each technique to be mastered and selected studies of history of printmaking. (Special Fee: $25.00)</td>
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<td>ARH 1000</td>
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<td>ART 2530</td>
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</tr>
<tr>
<td>(Formerly ARH 1009)</td>
<td>THE VISUAL ARTS TODAY</td>
<td>LIFE DRAWING</td>
<td>• Prerequisite: ART 1300C or department approval</td>
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<td></td>
<td>Introductory art appreciation course designed to provide student with foundation for understanding contemporary visual arts.</td>
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<td>Working from live models, students learn to draw the human form. Includes instruction in skeletal structure, musculature, movement, and placement in space. (Special Fee: $35.00)</td>
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<td>ART 1300C</td>
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<td>ART 1201C</td>
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<td>DRAWING I</td>
<td>(Was ART 1301C in 1977-78 through 2001-02)</td>
<td>Introduction to basic skills, concepts, methods, and tools. Emphasis on increasing powers of visual observation and drawing from life. (Special Fee: $25.00)</td>
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<td>ART 1301C</td>
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<td>DRAWING II</td>
<td>• Prerequisite: ART 1300C</td>
<td>Continuation of ART 1300C with emphasis on further development of technique and articulation of space, volume, mass, tonal value, and composition. (Special Fee: $35.00)</td>
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<td>PRINTMAKING I</td>
<td>Basic mastery of graphic techniques of intaglio and/or relief printmaking. Consists of studio work, demonstrations of each technique to be mastered and selected studies of history of printmaking. (Special Fee: $25.00)</td>
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<td>ART 1300C</td>
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<td>ART 2400C</td>
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<tr>
<td>DRAWING I</td>
<td>(Was ART 1301C in 1977-78 through 2001-02)</td>
<td>PRINTMAKING I</td>
<td>Basic mastery of graphic techniques of intaglio and/or relief printmaking. Consists of studio work, demonstrations of each technique to be mastered and selected studies of history of printmaking. (Special Fee: $25.00)</td>
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<td>ART 2330C</td>
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</tbody>
</table>
ART 2401C 3 3 3
PRINTMAKING II
• Prerequisite: ART 2400C or department approval
Consists of experimental approach to individual expression with emphasis on imagery, content and refinement of techniques of printmaking. (Special Fee: $25.00)

ART 2500C (Formerly ART 2510C) 3 3 3
PAINTING I
• Prerequisites: ART 1201C and ART 1300C or department approval
Introduction to basic concepts and techniques of painting. Emphasis on color mixing, exploration of form and a rd illusionistic space through observation. (Special Fee: $25.00)

ART 2501C (Formerly ART 2520C) 3 3 3
PAINTING II
• Prerequisite: ART 2500C
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. (Special Fee: $25.00)

ART 2701C 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. (Special Fee: $30.00)

ART 2750C (Formerly ART 2110C) 3 3 3
CERAMICS I
Introductory course in pottery design: hand-building techniques, glazing and firing. (Special Fee: $35.00)

ART 2750C (Formerly ART 2110C) 3 3 3
CERAMICS II
• Prerequisite: ART 2750C
Continuation of ART 2750C with emphasis on wheel throwing, advanced glaze formulation, kiln loading and firing. (Special Fee: $35.00)

ART 2802C (Formerly ART 2800C) 1 - 6 variable
SELECTED TOPICS IN ART
Seminars for students interested in further study in specific art area. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

ART 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN ART AND FINE ARTS
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including one of the following Studio Art Classes (ART 1201C, ART 1300C, ART 2400C, ART 2500C, ART 2701C, ART 2750C); and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

ART 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN ART AND FINE ARTS
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including one of the following Studio Art Classes (ART 1201C, ART 1300C, ART 2400C, ART 2500C, ART 2701C, ART 2750C); and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Astronomy

AST 1002 3 3 0
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.

AST 1002H 3 3 0
ASTRONOMY - HONORS
Same as AST 1002 with honors content. Honors program permission required.

AST 2930 1 - 3 variable
SELECTED TOPICS IN ASTRONOMY
• Prerequisite: Department 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. Multiple credit course. May be repeated for credit for a maximum of 3 credit, but grade forgiveness cannot be applied.

Baking and Pastry Management

See Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management for course descriptions.

Biology

BOT 2010C 4 3 3
BOTANY
• Prerequisite: BSC 1010C or department approval
Study of structural organization, classification, physiology, reproduction, heredity and evolution of plants. Includes survey of plant kingdom and comparison of various plant groups. (Special Fee: $35.00)

BOT 2932 1 - 3 variable
SELECTED TOPICS IN BOTANY
• Prerequisite: Department 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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

BSC 1005 3 3 0
BIOLOGICAL SCIENCE
An introduction to essential principles of biological science. Topics include, but are not limited to, the nature of science and the scientific method, chemistry for biology, cell structure, metabolism, reproduction and genetics, organisms and ecology. This is a general education course for non-biology majors. It is also recommended for students who need preparation before enrolling in a biology course for science majors. May be used as a pre-requisite for BSC 2093C or MCB 2010C when minimum grades of C have been earned in both BSC 1005 and BSC 1005L.
BSC 1005L 1 0 3
LAB IN APPLIED BIOLOGY
General biology laboratory course that will satisfy the General Education requirement for a laboratory science at many universities and may be taken concurrently with, or independently of, BSC 1005. May be used as a pre-requisite for BSC 2093C or MCB 2010C when minimum grades of C have been earned in both BSC 1005 and BSC 1005L. (Special Fee: $35.00)

BSC 1005C 4 3 3
BIOLOGICAL SCIENCE
Same as BSC 1005 and BSC 1005L with class and lab combined. (Special Fee: $35.00)

BSC 1010C 4 3 3
FUNDAMENTALS OF BIOLOGY I
- Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes
Introduction to fundamental biological principles emphasizing common attributes of all living organisms. Unifying concepts include chemical structure of living matter, structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution and ecology. Prerequisite for advanced biology courses. (Special Fee: $35.00)

BSC 1010H 4 3 3
FUNDAMENTALS OF BIOLOGY I - HONORS
Same as BSC 1010C with honors content. Honors program permission required. (Special Fee: $35.00)

BSC 1011C 4 3 3
FUNDAMENTALS OF BIOLOGY II
- Prerequisite: Minimum grade of C in BSC 1010C or BSC 1010H
A continuation of BSC 1010C. 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. (Special Fee: $35.00)

BSC 1011H 4 3 3
FUNDAMENTALS OF BIOLOGY II - HONORS
Same as BSC 1011C with honors content. Honors program permission required. (Special Fee: $35.00)

BSC 1020 3 3 0
HUMAN BIOLOGY
A general education non-laboratory course for students not majoring in biology. Includes study of the human body with an emphasis on major organ systems and processes and their links to biological concepts underlying major societal and bioethical issues.

BSC 1020C 4 3 3
HUMAN BIOLOGY
A general education course for students not majoring in biology that is fully integrated with a laboratory that emphasizes active learning strategies. Includes study of scientific method and study of human biology with an emphasis on major organ systems and processes, human development, genetics, diseases, biochemical processes and their relation to the human body, and biological concepts underlying major societal and bioethical issues. (Special Fee: $35.00)

BSC 1026 3 3 0
BIOLOGY OF HUMAN SEXUALITY
General, non-lab course designed to introduce students to various biological aspects of human sexuality, including sexual genetics and sex determination, sexual anatomy, physiology and development, processes of fertilization, pregnancy, birth control, sexually transmitted diseases, menstruation, menopause and aging. Other appropriate areas may be discussed when time permits.

BSC 1050 3 3 0
ENVIRONMENTAL SCIENCE
General education non-lab course provides understanding of our 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.

BSC 2093C 4 3 3
HUMAN ANATOMY AND PHYSIOLOGY I
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and minimum grade of C in : one year each of high school biology and high school chemistry or high school anatomy and physiology and high school chemistry or BSC 1005 and BSC 1005L or BSC 1005C or BSC 1010C or MCB 2010C
Tissues, structure and function of integumentary, skeletal, muscular, endocrine and nervous systems, and organs of special sense. Lab exercises emphasize anatomic and physiologic principles associated with classroom work. (Special Fee: $35.00)

BSC 2094C 4 3 3
HUMAN ANATOMY AND PHYSIOLOGY II
- Prerequisite: Minimum grade of C in BSC2093C or department approval
Continuation of BSC 2093C, including circulatory, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems with considerable emphasis on biochemistry of metabolic processes and body fluids. (Special Fee: $35.00)

BSC 2933 1-3 variable
SELECTED TOPICS IN BIOLOGY
- Prerequisite: Department approval
Selected topics in biological sciences based on historical, traditional or contemporary approach as background and interest of students and professor dictate. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.
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<th>Course</th>
<th>Cr</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>BSC 2941</td>
<td>1-4</td>
<td>variable</td>
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</tr>
<tr>
<td>INTERNESHIP EXPLORATION IN BIOLOGY</td>
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<td></td>
</tr>
<tr>
<td>• <strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including BSC 1010C; and Internship Office approval.</td>
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<tr>
<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<tr>
<td>PCB 2930</td>
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<tr>
<td>MICROBIOLOGY</td>
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<tr>
<td>• <strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and minimum grade of C in: BSC 1005 and BSC 1005L or BSC 1005C or BSC 1010C or BSC 2093C.</td>
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<tr>
<td>This course is designed for Allied Health majors. Survey of microbial forms with emphasis on bacteria: morphology, physiology and genetic mechanisms. Pathogenic processes and microbes discussed in detail. (Special Fee: $35.00)</td>
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<td>PCB 1435</td>
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<tr>
<td>PCB 2300C</td>
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<tr>
<td>AQUATIC BIOLOGY</td>
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<tr>
<td>• <strong>Prerequisite:</strong> BSC 1010C or department 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: $35.00)</td>
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<tr>
<td>PCB 3204</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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<tr>
<td>PCB 2350</td>
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<tr>
<td>NEOTROPICAL BIOLOGY</td>
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<tr>
<td>This course introduces students to the history, biology, ecology, diversity, and evolution of ecosystems of the New World tropics. Emphasis will be on rainforest, riverine, savanna, estuarine, and coral reef communities. Topics include: nutrient and energy cycling; light gaps, vertical strata and forest structure; animal-plant interactions, such as pollination biology, seed predation, dispersal and herbivory; plant and animal defenses; social insects; and latitudinal trends in biodiversity.</td>
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<td>PCB 2930</td>
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<tr>
<td>SELECTED TOPICS IN ECOLOGY</td>
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<tr>
<td>• <strong>Prerequisite:</strong> Department approval</td>
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<tr>
<td>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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.</td>
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<tr>
<td>OCB 2003C</td>
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<tr>
<td>MARINE BIOLOGY</td>
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<tr>
<td>• <strong>Prerequisite:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and minimum grade of C in: BSC 1010C or BSC 1005L or BSC 1005C or BSC 1010C or BSC 2093C.</td>
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<tr>
<td>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: $35.00)</td>
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<tr>
<td>PCB 2930</td>
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<tr>
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<tr>
<td>SELECTED TOPICS IN MARINE BIOLOGY</td>
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<tr>
<td>• <strong>Prerequisite:</strong> Department approval</td>
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<tr>
<td>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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.</td>
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<tr>
<td>PCB 1435</td>
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<td>PCB 2300C</td>
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<tr>
<td>FLORIDA ENVIRONMENTAL SYSTEMS</td>
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<tr>
<td>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.</td>
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<tr>
<td>PCB 1435H</td>
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<tr>
<td>(Formerly PCB 1440H)</td>
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<tr>
<td>FLORIDA ENVIRONMENTAL SYSTEMS-HONORS</td>
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<tr>
<td>Same as PCB 1440 with honors content. Honors program permission required.</td>
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</table>
Building Construction Technology

See Civil/Surveying Engineering Technology and Drafting and Design Technology for related course descriptions.

BCN 1210C (Formerly BCN 1200C) 4 4 0
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 audio visual material enhances student understanding of topics. (Special Fee: $14.00)

BCN 1272 3 3 0
CONSTRUCTION BLUEPRINT READING
Study of various types of drawings and documents used in construction industry. Includes such topics as terminology, abbreviations, symbols, notations, scales and dimensions, meaning of lines, drawing history, technical and orthographic projection, types of construction and trade information.

BCN 1721 4 4 0
CONSTRUCTION PLANNING AND CONTROL
• Recommended prerequisite: BCN 2563 and BCT 2770
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: $32.00)

BCN 2563 3 3 0
BUILDING SERVICE SYSTEMS
• Recommended prerequisite: ETC 1251
Survey of design and installation of various mechanical and electrical systems used in buildings. Covers heat loss and heat gain, comfort control, water systems, system installation and coordination, illumination and other selected topics.

BCN 2930 1 - 6 variable
SELECTED TOPICS IN BUILDING CONSTRUCTION
• Prerequisite: Department approval
Provides exposure to various technical and non-technical disciplines in which students are likely to become involved upon entry into the building construction environment. Multiple credit course. May be repeated for additional credit, but grade forgiveness cannot be applied.

BCN 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN CONSTRUCTION
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ETC 1251; and Internship Office approval
This course is a planned work-based experience that provides students with supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

BCN 2942 1 - 4 variable
INTERNSHIP IN ARCHITECTURAL/BUILDING CONSTRUCTION
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ETC 1251 and TAR 1120C; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

BCT 1705 3 3 0
CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES
• Recommended prerequisite: ETC 1251
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.

BCT 2770 (Formerly BCT 2600) 4 4 0
BUILDING CONSTRUCTION ESTIMATING
• Prerequisite: BCN 1272 or TAR 1120C
Basic steps of estimating from review of drawings and specifications to development of final estimate including overhead and profit factors. Prepares students to make some estimates commonly used in construction industry. (Special Fee: $32.00)

ETC 1251 (Formerly ETM 1822) 4 4 0
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 audio visual material enhances student understanding of topics. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $14.00)
### Course Requirements

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>TAR 1120C  ARCHITECTURAL DRAWING I</td>
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<tr>
<td>Prerequisites:</td>
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<tr>
<td>ETD 1100C and ETD 1320</td>
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<td>Covers residential design and wood frame construction with additional study in aspects of housing, aesthetics and working drawings. Students prepare assigned drawings. (Special Fee: $32.00)</td>
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<tr>
<td>TAR 2033C  ARCHITECTURAL DESIGN</td>
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<tr>
<td>Prerequisite: TAR 1120C</td>
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<tr>
<td>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: $32.00)</td>
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### Business Administration and Management

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<tr>
<td>BUL 2241  BUSINESS LAW I</td>
<td>3</td>
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<tr>
<td>Prerequisite: ENC 1101 or ENC 1101H or ENC 1210 or GEB 1011 or IDH 1110 or OST 1335</td>
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<td>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; and personal property, including bailments and sales.</td>
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<tr>
<td>BUL 2242  BUSINESS LAW II</td>
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<tr>
<td>Prerequisite: BUL 2241</td>
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<tr>
<td>Continuation of study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.</td>
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<tr>
<td>GEB 1011  INTRODUCTION TO BUSINESS</td>
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<tr>
<td>Fundamentals of business organization and procedures to acquaint student with management, business terminology, organization and control of large and small business.</td>
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<td>GEB 1136  FOUNDATIONS OF E-BUSINESS</td>
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<td>This course provides an overview of functional and general managerial view of e-business and e-commerce. Students will discuss how to manage e-businesses, as well as the risks and opportunities of such ventures. Discussions will include business-to-business, business-to-consumer and intrabusiness models. The course presents models and cases for existing “brick and mortar” operations, as well as for the entrepreneur planning a new e-business.</td>
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### Business Administration and Management

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<tr>
<td>GEB 1137  E-BUSINESS MODELS AND STRATEGIES</td>
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<tr>
<td>Prerequisite: Department approval</td>
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<tr>
<td>This capstone course provides a broad overview of the strategies used in e-business from the early days of the commercial Internet to the present. The course will address the Internet, various business models and the macro environment. Students will have to present an e-business model in class.</td>
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<tr>
<td>GEB 1138  E-BUSINESS LAW AND ETHICS</td>
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<tr>
<td>Prerequisite: GEB 1136</td>
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<tr>
<td>This course provides an overview of the many legal issues involved in starting and maintaining a Web-based company. The course provides knowledge for addressing the many legal issues of setting up a Web-based business. Intellectual property rights including patents, copyrights, trademarks, trade secrets, and others are covered in this course.</td>
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<tr>
<td>GEB 1350  INTRODUCTION TO INTERNATIONAL BUSINESS</td>
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<tr>
<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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<tr>
<td>GEB 2930  SELECTED TOPICS IN BUSINESS</td>
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<tr>
<td>Selected topics in business based on the needs and areas of interest of the class and professor. May include significant research or field work component as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.</td>
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<tr>
<td>GEB 2941  INTERNSHIP EXPLORATION IN BUSINESS</td>
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<tr>
<td>Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011 or ACG 2021 or BUL 2241; and Internship Office approval</td>
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<tr>
<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<td>MAN 2021  PRINCIPLES OF MANAGEMENT</td>
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<tr>
<td>Prerequisite: GEB 1011 or GEB 1136</td>
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<td>This course is a study of the essentials of operational management and how to apply these principles in the dynamic world of business. It covers the functions of management through a basic understanding of planning, organizing, staffing, directing and controlling. This course will study traditional and e-business operations.</td>
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MAN 2300  3  3  0  INTRODUCTION TO HUMAN RESOURCES MANAGEMENT  
  • Prerequisite: GEB 1011 or GEB 1136  
This course is an overview of the field of human resources management. The role of the human resources department will be emphasized with particular attention being focused upon the importance of the supervisors and executives. This course will discuss business in the traditional and electronic environments.

MAN 2944  1 - 3  variable  SELECTED TOPICS IN MANAGEMENT  
For students interested in discussion, exploration and observation of special topics in management. Multiple credit course. May be repeated for credit for a maximum of 9 credits, but grade forgiveness cannot be applied.

MAN 2941  1 - 4  variable  INTERNSHIP EXPLORATION IN BUSINESS (MANAGEMENT)  
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011; and Internship Office approval  
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

MAN 2942  1 - 4  variable  INTERNSHIP IN BUSINESS (MANAGEMENT)  
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011 and MAN 2011; and Internship Office approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

MAR 2011  3  3  0  PRINCIPLES OF MARKETING  
  • Prerequisite: GEB 1011 or GEB 1136  
This course provides basic principles and perspectives of the functions, institutions, methods and problems of marketing goods and services through traditional paths as well as through e-business.

MAR 2941  1 - 4  variable  INTERNSHIP EXPLORATION IN BUSINESS (MARKETING)  
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011; and Internship Office approval  
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

MAR 2942  1 - 4  variable  INTERNSHIP IN BUSINESS (MARKETING)  
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including both MAR 2011 and GEB 1011; and Internship Office approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

MKA 2021  3  3  0  PRINCIPLES OF SELLING  
  • Prerequisite: GEB 1011 or GEB 1136  
Combination of principles and techniques of selling. Emphasis on person-to-person situations, consumer motivations, persuasion and problems dealing with psychology of sales situations.

MKA 2102  3  3  0  RETAILING  
Students will learn the everyday operations of a retail store, including such topics as store location, store layout, shopping centers, department stores, merchandising, and shrinkage prevention.

MKA 2511  3  3  0  ADVERTISING  
  • Prerequisite: GEB 1011 or GEB 1136  
Study of modern advertising from marketing, communications, consumer and legal viewpoints. Emphasis on media selection, sales promotion and creative development of advertising. Addresses traditional and electronic advertising.

MNA 1031  3  3  0  PROJECT MANAGEMENT  
  • Prerequisite: GEB 1011 or GEB 1136  
This course provides the foundation for understanding the broad concepts of successful planning, organization and implementation within the realm of information technology. The course uses real-world examples and identifies common mistakes and pitfalls in project management. Topics covered include project scoping, estimating, budgeting, scheduling, tracking, and controlling.

MNA 2320  3  3  0  HUMAN RESOURCES RECRUITMENT, SELECTION AND STAFFING  
  • Prerequisite: MAN 2300  
This course examines how the functions of recruitment, selection and staffing/training fit into a Human Resources Department. Students will practice analyzing position, recruiting qualified applicants, interviewing candidates for employment and, once hired, orient and train them.

MNA 2325  3  3  0  COMPENSATION AND BENEFITS SYSTEMS  
  • Prerequisite: MAN 2300  
This course discusses various compensation and benefits plans, legal issues, and the administration of compensation and benefits plans. Emphasis is on providing a basic understanding of the business concepts utilized in the compensation and benefits area.
Course | Cr | Cls | Lab | Course | Cr | Cls | Lab
---|---|---|---|---|---|---|---
MNA 2329 | 3 | 3 | 0 | Cardiovascular Technology
CASE STUDIES IN HUMAN RESOURCES MANAGEMENT
• Prerequisites: MAN 2300, MNA 2320, MNA 2325, and MNA 2403
This course uses a case study, experiential/simulated learning approach to build upon and apply Human Resources Management concepts. Students will develop and apply their communication and employee relations skills and problem-solving and decision-making abilities to cases that reflect work-related, human resources challenges.

MNA 2403 | 3 | 3 | 0 | INTRODUCTION TO CARDIOVASCULAR PHARMACOLOGY AND ECG MANAGEMENT
• Prerequisite: Minimum grade of C in CVT 1260C
• Corequisite: CVT 1270 and CVT 1841L
This course is structured to furnish the student with the pharmacological background necessary to function in clinical experiences in the cardiac catheterization lab. It includes classification of medications, modes of action, indications, contraindications, application in the treatment of cardiovascular disease, and the effects on hemodynamic and electrophysiologic variables. This course also prepares the student to identify basic cardiac dysrhythmias. (Special Fee: $72.00)

MTB 1103 | 3 | 3 | 0 | INVASIVE CARDIOLOGY I: CARDIOPULMONARY ANATOMY AND PHYSIOLOGY
• Prerequisite: Minimum grade of C in CVT 1260C
• Corequisite: CVT 1840L
This course includes adult, fetal, and newborn cardiopulmonary anatomy and physiology in detail as it applies to the cardiac catheterization lab. Application also includes blood gas analysis, cardiac electrophysiology including ECG dysrhythmias and other hemodynamic calculations required in cardiopulmonary physiology. (Special Fee: $72.00)

SBM 1000 (Formerly MAN 1800) | 3 | 3 | 0 | PATHOPHYSIOLOGY
• Prerequisite: Minimum grade of C in CVT 1260C
• Corequisite: CVT 1205C
This course is structured to provide the student with the dynamic aspects of disease processes. It is conceptually structured to present the concepts of disease processes by organ system. Precedence will be on understanding the etiology and pathogenesis of a given disorder. Emphasis will be on disorders of the immune system as it relates to adverse reactions to drugs, hematologic, fluid and electrolytes, cardiovascular, respiratory, renal, neurologic, and endocrine disorders.

SBM 1146 | 1 | 1 | 0
SMALL BUSINESS MARKETING
Marketing principles and practices as applied to the successful operation of a small business.

TRA 1000 | 3 | 3 | 0
SUPPLY CHAIN MANAGEMENT
• Prerequisite: GEB 1011 or GEB 1136
This course presents an integrated approach to the management of activities involved in moving goods and services from suppliers to customers. Students learn about transportation, distribution, inventory control, facilities, purchasing, material handling, payment processing, customer service, and other topics important to managing the supply chain in electronic and traditional environments.

To register for any of the Cardiovascular Technology courses, you must apply and be accepted to the Cardiovascular Technology program.
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<tr>
<td>CVT 1840L</td>
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<tr>
<td>CARDIOVASCULAR CLINICAL PRACTICUM I</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in CVT 1000C</td>
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<tr>
<td>• Corequisite: CVT 1260C</td>
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<td>(Completion of health physical with required vaccinations and BLS certification required prior to this course.) In this course the student will participate in supervised clinical practices located in the mock catheterization lab and at local clinical affiliates. The student will observe activities in the following hospital departments: cardiac catheterization lab, non-invasive cardiology, echocardiography, intensive care units, medical/surgical floors, and emergency department. (Special Fee: $50.00)</td>
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<td>CVT 1841L</td>
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<td>CARDIOVASCULAR CLINICAL PRACTICUM II</td>
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<td>• Prerequisite: Minimum grade of C in CVT 1840L</td>
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<tr>
<td>• Corequisites: CVT 1205C and CVT 1270</td>
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<td>This course is designed to prepare and test the competency of the CVT student on basic skills in sterile technique, radiation safety, electrical safety, basic tray set-up, and patient prep prior to his/her diagnostic cardiac catheterization clinical rotation. (Special Fee: $72.00)</td>
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<tr>
<td>CVT 2211C</td>
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<tr>
<td>CRITICAL CARE APPLICATIONS</td>
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<td>• Prerequisites: Minimum grades of C in CVT 2420C and CVT 2620C</td>
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<tr>
<td>• Corequisite: CVT 2421C and CVT 2843L</td>
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<td>This course is designed to teach the student the theory, application, and evaluation of critical care measure for medical and surgical emergencies. These applications include chest tubes, emergent airways, intra-aortic balloon pumping, long-term pulmonary artery monitoring and arterial lines. In addition, the student will apply prior knowledge in cardiovascular technology to the specialty areas of peripheral angiography and electrophysiology. (Special Fee: $72.00)</td>
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<tr>
<td>CVT 2420C</td>
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<tr>
<td>INVASIVE CARDIOLOGY II</td>
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<td>• Prerequisite: Minimum grade of C in CVT 1205C</td>
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<tr>
<td>• Corequisites: CVT 2620C and CVT 2842L</td>
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<td>This course introduces the student to the specific procedures performed in the cardiac catheterization lab and to the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac waveforms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart catheterizations, and complications of cardiac catheterization and subsequent treatments. (Special Fee: $72.00)</td>
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<td>CVT 2421C</td>
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<td>INVASIVE CARDIOLOGY III</td>
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<td>• Prerequisite: Minimum grade of C in CVT 2420C</td>
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<tr>
<td>• Corequisites: CVT 2211C and CVT 2843L</td>
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<td>This course is designed to assimilate cardiac diseases as well as to continue teaching the use of equipment and techniques used in invasive cardiology. Includes an in-depth presentation of various diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, dysrhythmias, congenital anomalies and repair procedures. Additionally, students will learn the various calculations performed in the catheterization lab including cardiac outputs, vascular resistance, valve areas, and shunts. (Special Fee: $72.00)</td>
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<td>CVT 2426C</td>
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<td>ADVANCED CARDIOVASCULAR CONCEPTS</td>
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<td>• Prerequisites: Minimum grades of C in CVT 2421C and CVT 2211C</td>
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<td>• Corequisites: CVT 2920 and CVT 2844L</td>
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<td>This final course is designed to furnish the student with the basics of special procedures and peripheral vascular intervention. The course includes anatomy and physiology, pathophysiology, diagnosis, and intervention for diseases of the aorta, peripheral arteries, carotid artery, and renal artery. The laboratory component will include review and operation of specialty catheters, wires, and devices used in current vascular interventional procedures. (Special Fee: $72.00)</td>
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<td>CVT 2620C</td>
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<td>NON-INVASIVE CARDIOLOGY II</td>
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<td>• Corequisite: CVT 2420C and CVT 2842L</td>
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<td>This course presents an introduction to non-invasive cardiology including those tests performed for the purpose of the diagnosis and treatment of cardiac disease. Topics include: 12 lead electrocardiography, cardiac stress testing, Holter monitoring, pacemaker basics, and an introduction to echocardiography. (Special Fee: $72.00)</td>
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<td>CVT 2842L</td>
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<td>CARDIOVASCULAR CLINICAL PRACTICUM III</td>
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<td>• Prerequisite: Minimum grade of C in CVT 1841L</td>
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<td>• Corequisite: CVT 2842L</td>
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<td>Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests and patient care as it relates to the cardiovascular areas. Emphasis will be placed on cardiac catheterization, ECG, stress testing, Holter monitoring, and an introduction to echocardiography. (Special Fee: $72.00)</td>
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<td>CVT 2843L</td>
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<td>CARDIOVASCULAR CLINICAL PRACTICUM IV</td>
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<td>• Prerequisite: Minimum grade of C in CVT 2842L</td>
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<tr>
<td>This course is designed for students to gain a more in-depth clinical experience in invasive cardiology including pre and post catheterization activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pumping, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording and manipulating the imaging equipment during diagnostic and interventional catheterization procedures. (Special Fee: $72.00)</td>
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CVT 2844L  3  0  24  
CARDIOVASCULAR CLINICAL PRACTICUM V  
Prerequisite: Minimum grade of C in CVT 2843L. This final clinical course is designed for students to gain additional experience and polish their skills in the cardiac catheterization lab, performing all duties in diagnostic and interventional cases. (Special Fee: $72.00)  
Corequisites: CVT 2426C and CVT 2920.

CVT 2920  2  2  0  
CARDIOVASCULAR TECHNOLOGIST AS A PROFESSIONAL  
Prerequisites: Minimum grades of C in CVT 2421C and CVT 2211C.  
Corequisites: CVT 2426C and CVT 2844L. The professional relationship of the Cardiovascular Technologist to other health professionals is presented, along with a basic format for research. Resume preparation and interview skills are presented, and management, legal and ethical issues are discussed.

CVT 2942  1-4  
INTERNSHIP IN CARDIOVASCULAR TECHNOLOGY  
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CVT 1840L, CVT 1841L, and CVT 2842L. In addition, students must have a minimum grade of C in all cardiovascular courses and have the program director's approval. This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Career Development

SLS 1301  3  3  0  
CAREER DEVELOPMENT  
Student develops a personal profile of skills, interests, and values in the process of clarifying career and educational goals. The course activities include self-assessment, exploring occupational options, and developing job search techniques. A model for making career decisions is also included.

SLS 1303  1  1  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.

SLS 2930  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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

Course    Cr  Cls Lab  Course    Cr  Cls Lab
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CVT 2844L  3  0  24  SLS 2941  3  3  0
SLS 1301  3  3  0  ORGANIZATIONAL LEADERSHIP/INTERNSHIP EXPLORATION  
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits; 3.0 overall GPA; and Internship Office approval. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to help them confirm their career objectives. In addition, students will process the experience via weekly seminars. Each earned credit of Internship requires a minimum of 80 clock hours of work. (Internship Fee: $65.00)

Chemistry

CHM 1020  3  3  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 a prerequisite for any other science course)

CHM 1025C  4  3  3  
INTRODUCTION TO GENERAL CHEMISTRY  
Prerequisite: One year of high school algebra or minimum grade of C in MAT 0020C or MAT 0024C or appropriate score on an approved assessment. Prepares students without high school chemistry or with inadequate background for CHM 1045C. Modern chemical theories used to develop understanding of fundamentals of inorganic chemistry and its applications. Emphasis on quantitative relationships, using dimensional analysis to solve problems. Laboratory experiences are integral part of course. May not be taken for credit subsequent to earning C or better in CHM 1045C. (Special Fee: $35.00)

CHM 1045C  4  3  3  
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I  
Prerequisites: CHM 1025C or one year of high school chemistry with a minimum grade of C; and MAC 1102 or MAC 1105 or two years of high school algebra or an appropriate score on an approved mathematics assessment. A study of the basic principles of chemistry including chemical reactivity, atomic structure, chemical bonding, molecular geometry, periodicity, stoichiometry, and kinetic-molecular treatment of gases. Laboratory illustrates principles discussed in classroom. (Special Fee: $35.00)

CHM1045H  4  3  3  
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I - HONORS  
Same as CHM 1045C with honors content. Honors program permission required. (Special Fee: $35.00)
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Classes</th>
<th>Lab</th>
<th>Course Code</th>
<th>Credits</th>
<th>Classes</th>
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<td>CHM 1046C</td>
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<td>CHM 2941</td>
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<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
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<td>INTERNSHIP EXPLORATION IN CHEMISTRY</td>
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<tr>
<td><strong>Prerequisite:</strong> CHM 1045C with C or better</td>
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<td><strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CHM 1025C or CHM 1045C; and Internship Office approval</td>
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<td>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: $35.00)</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II - HONORS</td>
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<tr>
<td>Same as CHM 1046C with honors content. Honors program permission required. (Special Fee: $35.00)</td>
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<tr>
<td>INTRODUCTORY ORGANIC AND BIOCHEMISTRY</td>
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<td><strong>Prerequisites:</strong> CHM 1025C (or one year of high school chemistry with a minimum grade of C) and MAT 0020C or MAT 0024C with a minimum grade of C or an appropriate score on an approved assessment</td>
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<td>Introduces students planning careers in health-related fields or in life sciences to organic and biochemistry. Study of structures and typical reactions of functional groups, structures and functions of classes of biomolecules and energy flows of biological systems. Laboratory portion of course provides students with exercises illustrating principles of organic and biochemistry. (Special Fee: $35.00)</td>
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<td>ORGANIC CHEMISTRY I</td>
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<td><strong>Prerequisite:</strong> CHM 1046C or comparable college-level general chemistry course</td>
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<td>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: $35.00)</td>
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<td>ORGANIC CHEMISTRY II</td>
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<td><strong>Prerequisite:</strong> Minimum grade of C in CHM 2210C</td>
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<td>Continuation of CHM 2210C with laboratory devoted to multistep synthesis. (Special Fee: $35.00)</td>
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<td>SPECIAL TOPICS IN CHEMISTRY</td>
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<td>For advanced students in chemistry who wish to pursue certain topics in detail in chemistry as chosen by the class; to research topics; and to present information and lead discussion with other students and faculty members. Lecture/laboratory instruction. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied. (Special Fee: $35.00)</td>
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<td>INTERNSHIP EXPLORATION IN CHEMISTRY</td>
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<td><strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CHM 1025C or CHM 1045C; and Internship Office approval</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Civil/Surveying Engineering Technology

See Architectural/Building Construction Technology and Drafting and Design Technology for related course descriptions.

<table>
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<th>Course Code</th>
<th>Credits</th>
<th>Classes</th>
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<td>STATICS AND STRENGTH OF MATERIALS</td>
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<td><strong>Prerequisite:</strong> MTB 2321 or MAC 1114 or higher math or department approval</td>
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<td>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.</td>
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<td>SOILS AND FOUNDATIONS</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: $32.00)</td>
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<td><strong>Recommended prerequisites:</strong> ETD 1320 and MTB 2321</td>
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<td>A study in basic theory and design of hydrology related to drainage areas, storm water runoff and stream-flow analysis. This course also includes a study in basic theory and design of hydraulics of flow in pipes and in open channels. Design concepts, techniques, and illustrations of hydrology and hydraulics will be utilized. (Special Fee: $32.00)</td>
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<tr>
<td>BASIC SURVEYING AND MEASUREMENTS (SURVEYING I)</td>
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<tr>
<td><strong>Prerequisite:</strong> MTB 2321 or MAC 1114 or higher mathematics or department approval</td>
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<td>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: $35.00)</td>
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<tr>
<td>SUR 2202C</td>
<td>HIGHWAY DRAFTING AND ROUTE DESIGN</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>SUR 2640</td>
<td>ADVANCED SURVEYING COMPUTATIONS (SURVEYING III)</td>
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<td>• Prerequisite: SUR 1101C</td>
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<td>• Recommended prerequisite: ETD 1320</td>
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<td>• Recommended prerequisite: ETD 1320</td>
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<tr>
<td>SUR 2330</td>
<td>PHOTOGRAMMETRY</td>
<td>2</td>
<td>2</td>
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<td>SUR 2941</td>
<td>INTERNSHIP EXPLORATION IN SURVEYING</td>
<td>1 - 4</td>
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<td></td>
<td>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.</td>
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<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including SUR 1101C; and Internship Office approval</td>
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<tr>
<td>SUR 2390</td>
<td>INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>SUR 2942</td>
<td>INTERNSHIP IN CIVIL/SURVEYING ENGINEERING</td>
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<td>• Recommended prerequisite: Computer proficiency</td>
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<td></td>
<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including both ETD 1320 and SUR 1101C; and Internship Office approval</td>
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<td></td>
<td>This course covers the application of Geographic Information Systems to a variety of professional, industry and business uses. It also provides students with an opportunity to gain hands-on experience in utilizing the application software currently in use in this region. (Special Fee: $23.00)</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<tr>
<td>SUR 2400</td>
<td>LEGAL ASPECTS OF SURVEYING</td>
<td>3</td>
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<td>SUR 2500</td>
<td>ELECTRONIC AND GEODETIC SURVEYING</td>
<td>3</td>
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<td></td>
<td>• Prerequisite: SUR 1101C</td>
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<td>• Prerequisite: SUR 2610</td>
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<td></td>
<td>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.</td>
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<td>Electronic distance measurements and geodetic techniques in surveying; theory construction and use of electronic measuring devices (geodimeter, telurometer, ranger-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc); geodetic corrections to surveys of large extent.</td>
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<tr>
<td>SUR 2402</td>
<td>LAND SURVEYING AND DESCRIPTIONS</td>
<td>3</td>
<td>3</td>
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<td>SUR 2943</td>
<td>INTERNSHIP IN GIS ENGINEERING</td>
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<td></td>
<td>• Prerequisites: SUR 2400 and SUR 2610</td>
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<td></td>
<td></td>
<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including both ETD 1320 and SUR 1101C; and Internship Office approval</td>
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<td></td>
<td>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.)</td>
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<td>This course is a planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<tr>
<td>SUR 2460</td>
<td>SUBDIVISIONS</td>
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<td>SUR 2944</td>
<td>INTERNSHIP IN GIS ENGINEERING</td>
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<td></td>
<td>• Prerequisite: SUR 2202C</td>
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<td>• Prerequisite: SUR 2610</td>
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<td>• Recommended prerequisite: ETC 2521</td>
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<td>Electronic distance measurements and geodetic techniques in surveying; theory construction and use of electronic measuring devices (geodimeter, telurometer, ranger-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc); geodetic corrections to surveys of large extent.</td>
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<td>Plat construction from tract description to final record plat; plat drafting; necessary computations; lettering meaning of legal parts; current plat laws and regulations. (Special Fee: $32.00)</td>
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<td>This course is a planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<tr>
<td>SUR 2500</td>
<td>ELECTRONIC AND GEODETIC SURVEYING</td>
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<td>SUR 2945</td>
<td>INTERNSHIP IN GIS ENGINEERING</td>
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<td>• Prerequisite: SUR 2610</td>
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<td>Electronic distance measurements and geodetic techniques in surveying; theory construction and use of electronic measuring devices (geodimeter, telurometer, ranger-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc); geodetic corrections to surveys of large extent.</td>
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<td>This course is a planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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</table>

**Computer Engineering Technology (Networking)**

See Electronics Engineering Technology for related course descriptions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Classes</th>
<th>Lab</th>
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<tbody>
<tr>
<td>CET 1600C</td>
<td>CISCO NETWORKING FUNDAMENTALS</td>
<td>4</td>
<td>4</td>
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<td></td>
<td>• Prerequisites: CET 2178C and CET 2486C or department approval</td>
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<td></td>
<td>This course is designed to prepare a student to apply and understand the basics of networking hardware. This course covers the OSI Model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. This is the first of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: $35.00)</td>
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<td>Course</td>
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<tr>
<td>CET 1610C</td>
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<tr>
<td>CISCO ROUTER TECHNOLOGY</td>
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<tr>
<td>• Prerequisites: CET 2178C and CET 2486C or department approval</td>
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<tr>
<td>This course is designed to prepare a student to apply and understand the basics of networking hardware. This course covers the beginning router configurations, routed and routing protocols, and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: $35.00)</td>
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<td>CET 2178C (Formerly CET 2252C)</td>
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<tr>
<td>A+ CONCEPTS (HARDWARE)</td>
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<td>Hands-on laboratory-oriented course. An introductory course in microcomputer hardware and related applications. The course is designed to introduce the student to the operation, support, and troubleshooting of PCs. Major topics in this course are hardware concepts, troubleshooting, repair, maintenance and support of PCs. This course will prepare the students for the hardware examination of the A+ certification. (Special Fee: $35.00)</td>
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<td>CET 2179C</td>
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<tr>
<td>A+ CONCEPTS (SOFTWARE)</td>
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<td>Hands-on laboratory-oriented course. An introductory course in microcomputer software and applications. The course is designed to introduce the student to different operating systems including Windows 9X, Windows NT, Windows 2000, and Windows XP. This course will prepare the students for the software examination of the CompTia A+ certification. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $35.00)</td>
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<td>CET 2486C</td>
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<td>LOCAL AREA NETWORKS</td>
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<td>Presents essential material useful to students with no technical data processing or electronics background. Discusses different LAN techniques and matches merits of user's requirements to meet business needs. Case studies present real situations and appropriate solutions. (Special Fee: $35.00)</td>
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<td>CET 2588</td>
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<tr>
<td>NETWORK +</td>
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<tr>
<td>• Prerequisites: CET 2178C and CET 2486C or department approval</td>
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<td>This course will identify the components of a LAN and determine the type of network design most appropriate for a given site; identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network; differentiate between the different networking standards, protocols, and access methods, and determine which would be most appropriate for a given LAN; recognize the primary network architectures, identify their major characteristics, and determine which would be most appropriate for a proposed LAN; identify the primary functions of network operating systems; determine how to implement and support the major networking components (including the server, operating system, and clients), propose a system for adequately securing data on a given LAN and protecting the system's components, and distinguish between LANs and WANs. (Special Fee: $35.00)</td>
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<td>CET 2615C</td>
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<tr>
<td>CISCO ADVANCED ROUTER TECHNOLOGY</td>
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<td>• Prerequisite: CET 1610C or department approval</td>
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<tr>
<td>This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. This course covers the advanced router configurations, LAN switching, network management, and advanced network design. This is the third of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: $35.00)</td>
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<td>CET 2620C</td>
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<tr>
<td>CISCO PROJECTS IN ROUTING DESIGN AND ADMINISTRATION</td>
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<tr>
<td>• Prerequisite: CET 2615C or department approval</td>
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<tr>
<td>This course is designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. This course covers the advanced network design projects and advanced network management projects. This is the fourth of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: $35.00)</td>
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<td>CET 2625</td>
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<tr>
<td>BUILDING SCALABLE CISCO INTERNETWORKS</td>
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<td>• Prerequisite: CET 2620C or department approval</td>
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<td>This course focuses on Cisco routers that are connected in LANs and WANs and are typically found at medium to large network sites. Students will be able to select and implement the appropriate Cisco IOS services to build a scalable, routed network. This course is part of the recommended training path for students seeking the (CCNP) Cisco Certified Network Professional certification. (Special Fee: $35.00)</td>
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<td>CET 2675</td>
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<td>VOICE OVER IP</td>
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<td>• Prerequisites: CET 2486C and EET 1214C</td>
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<td>This course will focus on understanding the architecture of voice communication and will show how signaling, call quality, and PBXs work within data networks. The course also will provide real-world, multi-vendor options for integrating voice and data communication applications. (Special Fee: $35.00)</td>
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<td>CET 2722</td>
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<tr>
<td>MICROSOFT WINDOWS SERVER 2003 ENVIRONMENT</td>
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<tr>
<td>• Prerequisites: CET 2178C and CET 2486C</td>
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<td>This course teaches the student how to manage and maintain a Microsoft Windows Server 2003 environment. The student will learn how to manage physical and logical devices; how to manage users, computers and groups; how to manage and maintain access to recourses; and how to manage and maintain a server environment. The course also covers Managing and Implementing Disaster Recovery. (Special Fee: $35.00)</td>
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Policy tasks required to centrally manage users and computers. Implementing Group Policy and performing the associated Group 2003 Active Directory Services. The course also focuses on necessary to install, configure, and administer Microsoft Windows products. (Special Fee: $35.00)

CET 2792 MICROSOFT WINDOWS SERVER 2003 NETWORK
  • Prerequisites: CET 2178C and CET 2486C or department approval
This course teaches the student how to manage protocols, DHCP, DNS, WINS, Remote Access, Routing and basic security. (Special Fee: $35.00)

CET 2793 PLANNING AND MAINTAINING A MICROSOFT WINDOWS SERVER 2003 NETWORK INFRASTRUCTURE
  • Prerequisite: CET 2792 or department approval
This course provides students with the knowledge and skills necessary for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. (Special Fee: $35.00)

CET 2794 MICROSOFT WINDOWS SERVER 2003 ACTIVE DIRECTORY
  • Prerequisite: CET 2792 or department approval
This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2003 Active Directory Services. The course also focuses on implementing Group Policy and performing the associated Group Policy tasks required to centrally manage users and computers. (Special Fee: $35.00)

CET 2795 DESIGNING MICROSOFT WINDOWS SERVER 2003 ACTIVE DIRECTORY INFRASTRUCTURE
  • Prerequisite: CET 2794 or department approval
This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2003 directory services infrastructure in an enterprise network. (Special Fee: $35.00)

CET 2810 MICROSOFT EXCHANGE 2003 SERVER IMPLEMENTATION AND ADMINISTRATION
  • Prerequisite: CET 2794
This course teaches the student to install, configure, and administer Microsoft Exchange 2003. This course covers the installation of Exchange Server and its integration with Microsoft Windows 2003 Server. Upon completion of this course, the student will understand the Exchange Server Architecture, how to plan an installation, the type of installations available, the coexistence with previous Microsoft Exchange Server versions, running Exchange in a clustered environment, how to deploy Outlook 2003, the available MAPI-based clients that can be used, how MAPI-Based Clients in a Novell Netware environment function, how to configure Internet-based client access, what management tools are available for Exchange 2003, how to create and manage recipients, how to manage server configurations, and SMTP Transport configuration and Message Routing Administration. (Special Fee: $35.00)

CET 2811 MICROSOFT WINDOWS XP PROFESSIONAL
  • Prerequisites: CET 2178C and CET 2486C or department approval
This course teaches the student to implement Windows XP Professional, including automated and remote installations. The student also will learn to configure the desktop environment—from user accounts to multiple-language support. The course will cover installing and supporting hardware devices and drivers. The details of administering resources such as shared folders, file systems and network printers will be covered. The student will practice configuring and troubleshooting network protocols and services including TCP/IP, Internet Information Services, and remote services. Additional items such as optimizing memory and processor and application performance will be covered in detail. The student will be introduced to security management using Group Policies, Encrypting File Systems (EFS) and NTFS permissions that will provide the basis for future courses. The concept of backing up and restoring files and system state data will be introduced. (Special Fee: $35.00)

CET 2812 SQL SERVER 2000 SYSTEM ADMINISTRATION
  • Prerequisite: CET 2792 or department approval
This course teaches the student how to install, configure, and administer Microsoft SQL Server 2000. The installation methods will cover clean installation, upgrades and named instances. The students also will learn to create databases, attach and detach databases, backup databases, and expand and shrink databases. SQL and Windows 2000 security methods will be covered in detail. The student will learn the proper methods of managing, monitoring, and troubleshooting Microsoft SQL Server 2000. The student will learn to create and manage jobs and perform data transforms. (Special Fee: $35.00)
CGS 1560 3 3 0
INTRODUCTION TO OPERATING SYSTEMS
This course covers an introduction to operating systems concepts and basic commands in various common operating systems. Students completing the course will have a solid understanding of operating system concepts and well as know how to perform basic operations in several operating systems, on desktop and networked systems. Students will be exposed to current versions of MS-DOS, Windows, Mac OS, and UNIX/Linux. (Special Fee: $30.00)

CGS 2100 3 1.5 1.5
MICROCOMPUTER FUNDAMENTALS AND APPLICATIONS
This course covers the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software used in today’s business environment. Students will survey and use business applications programs utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics, and Web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today’s business world, and how to access information on the World Wide Web. (Special Fee: $30.00)

CGS 2510 3 3 0
SPREADSHEET APPLICATIONS FOR BUSINESS
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 data table, and how to use a database. (Special Fee: $30.00)

CGS 2545 3 3 0
DATABASE MANAGEMENT SYSTEMS
Principles of database systems, architecture of database management systems, relational model conceptual design and requirement analysis, database design and normalization, query languages, multi-user and distributed database issues; practical use of a DBMS and building of a database application. (Special Fee: $30.00)
CIS 1351 3 3 0
CRYPTOLOGY
• Prerequisite: CIS 1354
This course is an introduction to the basic theory and practice of cryptographic techniques used in computer security. Topics such as encryption (secret-key and public-key), digital signatures, secure authentication, electronic commerce (anonymous cash, micro payments), key management, cryptographic hashing, Internet voting systems, and a bit of zero-knowledge protocols will be discussed. (Special Fee: $30.00)

CIS 1354 3 3 0
INTRODUCTION TO NETWORK SECURITY
• Prerequisite: CET 2486C
This course covers a broad overview of security topics related to information security including: cryptography, security baselines, and current attack and counter attack methods. The course covers methods to secure communications, Web security and hardening the network infrastructure. It also teaches the student to develop comprehensive security and management policies. It looks at both Windows and Linux security techniques for hardening the operating system. The objectives of this course are mapped to Comptia’s Security+ Certification Exam. (Special Fee: $30.00)

CIS 1416 3 3 0
HELP DESK TOOLS AND TECHNOLOGIES
• Prerequisite: Minimum grade of C in CIS 1417 or department approval
This course is designed to provide individuals considering career opportunities in a technical support group with a better understanding of some of the available technology in a support environment and to provide hands-on experience with some of the technologies and tools found in many support groups. (Special Fee: $30.00)

CGS 2786 3 3 0
WEB DEVELOPMENT TOOLS
• Prerequisite: COP 2822
This course introduces Web-authoring software applications and teaches students how to add rich multimedia content to Web pages. The student demonstrates advanced Web development techniques by constructing and managing Web sites using a professional editor, developing and integrating flash movies into a Web-page using an authoring tool, and creating and editing sophisticated images for the Web using a graphics program. (Special Fee: $30.00)

CGS 2840 3 3 0
E-BUSINESS SYSTEMS DESIGN, INTEGRATION, AND DEPLOYMENT
• Prerequisite: CET 2486C
This course is an introduction to e-business systems design, integration, and deployment that builds on the basic concepts taught in e-Business and technology. The course explores a full range of e-business systems design, integration, and deployment concepts, technologies, and examples through case studies, class design/integration exercises, and demonstrations. The course is designed to help potential e-business managers and professionals experience the process of designing/developing and deploying an e-business system that includes integration. (Special Fee: $30.00)

CGS 2850 3 3 0
DATA SYSTEMS ANALYSIS AND DESIGN
This course 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. (Special Fee: $30.00)

CIS 1417 3 3 0
INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS
This course is designed to provide individuals interested in a technical customer support career with the knowledge and skills to be successful in that field. This course will introduce the business, technical, and interpersonal skills needed to provide customer support. Students will gain a better understanding of the various careers in the customer support industry and the knowledge and skill sets needed to enter and advance in those careers. (Special Fee: $30.00)

CIS 2102 3 3 0
SYSTEMS ASSURANCE - QUALITY AND TESTING
• Prerequisite: CGS 1560
This course includes software quality assurance and software testing techniques for desktop and Web-top applications; creating and carrying out formal software test plans including the use of test matrices and decision tables; automated software testing using current versions of “testware”; documentation of test results and working within a software development team. Software quality analysis, including software usability, also is studied. (Special Fee: $30.00)

CIS 2103 3 3 0
SECURITY AND DEPLOYMENT
This course covers Network Defense and Countermeasures and the fundamentals of defending networks, such as the layered defense and defense in depth strategies. The course demonstrates the use of firewalls, ISA servers, VPNS, and IDS. The course also develops and examines risk analysis and security policies to help build a secure network. The course deals with both Windows and Linux Operating Systems. The objective of this course is mapped to the Security Certified Network Professional, Network and Defense Countermeasures Exam. (Special Fee: $30.00)

CIS 2104 3 3 0
FIREWALL CONFIGURATION AND MANAGEMENT
• Prerequisite: CIS 2355
This course looks at the challenges of network security and the role that firewalls have as a solution. Topics include network address translation, proxy servers, stateful inspection firewalls, basic VPNS, and intrusion detection systems. Emphasis is placed on installing, configuring, and managing today’s most popular software and hardware firewalls. (Special Fee: $30.00)

CIS 2105 3 3 0
IT CAPSTONE
• Prerequisite: Departmental approval
This course is designed for IT students who have completed a significant portion of their degree course work. Students will use their knowledge of IT concepts to complete a comprehensive project including a detailed project plan, implementation, documentation, and final presentation. (Special Fee: $30.00)
CIS 2930 1 - 3 variable
SELECTED TOPICS IN INFORMATION SYSTEMS
Seminar for students interested in discussion, exploration and observation of select topics in Information Systems. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $30.00)

CIS 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN COMPUTER PROGRAMMING
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including (knowledge of at least one computer language or database management system); and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

CIS 2942 1 - 4 variable
INTERNSHIP IN COMPUTER PROGRAMMING
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including: (1) one computer language or database management system course with an average of at least 3.0 in all COP courses; or (2) one advanced computer language or one advanced database management system course; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

CIS 2943 1 - 4 variable
INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CET 2178C and COP 2822; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

CIS 2944 1 - 4 variable
INTERNSHIP IN DATABASE TECHNOLOGY
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including COP 2740; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

COP 1006 3 3 0
INTRODUCTION TO PROGRAMMING CONCEPTS
A hands-on introduction to analyzing, designing, coding, and testing computer programs. Students will develop algorithms for problem solving with an emphasis on good programming practices. Students will use programming techniques including control structures, files management, arrays, and subprograms to design and code basic programs using a modern computer language. Other topics include working with data, number systems, and an introduction to object-oriented and event-driven programming. This course prepares students for software development courses in programming and Web development. (Special Fee: $30.00)

COP 1332 3 3 0
INTRODUCTION TO VISUAL BASIC
• Prerequisite: Minimum grade of C in COP 1006
Study of the Visual Basic programming language with an emphasis on developing good programming practices. Topics include creating a graphical user interface, working with objects and events, decision and repetition structures, debugging and error handling, using multiple forms, data manipulation techniques, and an introduction to working with databases. Students will construct applications designed to run in a Windows environment. (Special Fee: $30.00)

COP 1650 3 0 0
PROGRAMMING WIRELESS APPLICATIONS
• Prerequisite: COP 2823 or COP 2830
This course exposes students to a variety of architectures, tools and environments for building wireless applications. Topics include: Wireless Application Protocol (WAP), Wireless Markup Languages (WML), Extensible Markup Language (XML), micro-browsers, WAP Gateways, WAP Servers, WMLScript, Extensible Hypertext Markup Language (XHTML), server-side scripting Java and Active Server Pages (ASP). Students will build wireless applications and dissect the code of existing wireless applications. (Special Fee: $30.00)

COP 1812 3 3 0
XML AND WEB SERVICES
• Prerequisite: COP 2822
This course explains and demonstrates Extensible Markup Language (XML). XML-based Web services are also covered. XML is platform independent and versatile. This course teaches how to use XML in data exchange applications on the Web, for e-commerce and in n-tier architectures, by explaining XML theory reinforced with practical examples and real-life solutions. (Special Fee: $30.00)
COP 2220
C PROGRAMMING
- Prerequisite: Minimum grade of C in COP 1006
Hands-on study of C Programming language as applied to business and scientific applications. Good programming practices and problem solving with procedural programming will be emphasized. Topics include data types, control structures, arrays, pointers, functions, I/O, structs and unions. (Special Fee: $30.00)

COP 2224
C++ PROGRAMMING
- Prerequisite: Minimum grade of C in 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: $30.00)

COP 2228
ADVANCED C++
- Prerequisite: COP 2224
A continuation of COP 2224. The students will learn advanced topics for creating commercial quality software. The Microsoft Foundation Classes for creating graphical user interfaces in C++ will be covered. Students will be able to implement C++ programs using modern software techniques for distributed programming and programs that communicate using standard mechanisms such as OLE (Object Linking and Embedding) and COM (Common Object Model). Database connectivity from C++ programs using DAO and ODBC will be covered. (Special Fee: $30.00)

COP 2341
LINUX SHELL SCRIPTING
An introduction to the Linux operating system. Topics include the history and philosophy of the Linux operating system, the file system, commands and files processing, multitasking, editors, shells, shell scripting, window systems and utilities. (Special Fee: $30.00)

COP 2345
LINUX SYSTEM ADMINISTRATION
This course on the Linux operating system covers the topics required for the CompTIA Linux+ Certification Exam. It builds on concepts of the LINUX operating system covered in COP 2341. Topics include planning a Linux implementation, installation, configuration, administration, system maintenance, troubleshooting, and system hardware. (Special Fee: $30.00)

COP 2360
C# PROGRAMMING
- Prerequisite: Minimum grade of C in COP 1006
A hands-on study of the Microsoft Visual C# programming language with emphasis on object-oriented programming. Topics include control structures, methods, arrays, exception handling and inheritance. Students will develop C# programs in both console and windows modes. (Special Fee: $30.00)

COP 2705
SQL SERVER 2000 DATABASE DESIGN AND IMPLEMENTATION
- Prerequisite: CET 2792 AND CGS 2545 or department approval
This course teaches the student how to develop a logical data model; how to create databases, database files, and objects; space management and growth strategies. The student will use Transact SQL and Data Transformation Services to manipulate data and extract data in XML format. Programming business logic using stored procedures, transactions, triggers, user-defined functions and views also are covered. The student will learn to optimize database performance by using SQL Profiler and the Index Tuning Wizard. Security management will be covered from the viewpoint of data access, object-level security and application roles. (Special Fee: $30.00)

COP 2740
INTRODUCTION TO ORACLE SQL, PL/SQL
- Prerequisite: Minimum grade of C in either CGS 2545 or COP 2700 or department approval
This course provides an extensive introduction to data server technology. The class covers the concepts of relational databases and SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts. This class is preparation for both the Oracle Application Developer and Database Administrator examinations. (Special Fee: $30.00)

COP 2762
ORACLE DATABASE ADMINISTRATION FUNDAMENTALS I
- Prerequisite: Minimum grade of C in COP 2740
This course is designed to give the student a firm foundation in basic database administrative tasks and to provide a conceptual understanding of the architecture to students. Students will learn how the architectural structures work and interact with one another and will learn to create an operational database. Students also will learn to properly manage the various structures in an effective and efficient manner in order to have a well-designed and operational database. Structured hands-on practical applications will be included. (Special Fee: $30.00)
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<th>Course</th>
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<tr>
<td><strong>COP 2800</strong></td>
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<tr>
<td>JAVA PROGRAMMING</td>
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<td>• Prerequisite: Minimum grade of C in COP 1006 or department approval</td>
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<td>A hands-on course in programming with the Java language for students who have completed a course in programming concepts or have some other programming experience. Students will create Java applications with emphasis on correct object-oriented programming techniques and will become familiar with object-oriented design, including the creation of classes in Java and the use of existing classes as provided in the current version of Java API. (Special Fee: $30.00)</td>
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<td><strong>COP 2802</strong></td>
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<tr>
<td>JAVA LANGUAGE FOR PROGRAMMERS</td>
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<td>• Prerequisite: COP 2224 or COP 2800 or department approval</td>
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<td>A comprehensive course in the Java programming language covering the topics required for the Sun Microsystems Certified Java Programmer exam. Designed for students with object-oriented programming knowledge or industrial programming experience. Topics include the Java programming language syntax, object-oriented concepts, as well as more sophisticated features of the Java runtime environment, such as support for graphical user interfaces (GUIs), input/output, collection classes, and multithreaded programs. (Special Fee: $30.00)</td>
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<td><strong>COP 2805</strong></td>
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<td>ADVANCED JAVA PROGRAMMING</td>
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<td>• Prerequisite: Minimum grade of C in COP 2800</td>
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<td>A continuation of COP 2800. Students will learn advanced concepts of programming in Java. The topics in the Sun Microsystems certification will be completed at the beginning of this course, and students will be encouraged to take that exam. Additionally, Web-based programming using JEE (Java Enterprise Edition) is introduced, and specific topics in JEE are covered in depth, especially Java Server Pages (JSP) and Servlets. Database access in Java and N-Tier architectures are covered. (Special Fee: $30.00)</td>
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<td><strong>COP 2807</strong></td>
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<td>DISTRIBUTED PROGRAMMING WITH JAVA</td>
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<td>• Prerequisites: (COP 2802 or COP 2805) and COP 2822</td>
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<td>This is a survey course of the most significant concepts and mechanisms for creating distributed programs in Java. Students must have strong Java programming knowledge and some knowledge of programming for the Internet. Topics include sockets, Universal Resource Locators (URLs), Remote Method Invocation (RMI), Java Database Connectivity (JDBC), Servlets, Java Server Pages (JSP), Java Beans, the unified Modeling language (UML) and security managers. (Special Fee: $30.00).</td>
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<td><strong>COP 2821</strong></td>
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<td>ADVANCED MICROSOFT APPLICATION DEVELOPMENT</td>
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<td>• Prerequisite: Minimum grade of C in COP 1332 or COP 2360 or department approval</td>
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<td>This course is designed for students who have experience working with a current version of a Microsoft programming language such as C# or Visual Basic. Students will learn advanced programming concepts for software development in the Windows environment. Topics will include an in-depth presentation of the .NET framework and coverage of significant object-oriented concepts. Additional topics include working with client/server databases. (Special Fee: $30.00)</td>
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<td><strong>COP 2822</strong></td>
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<td>WEB PUBLISHING</td>
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<td>The student will learn to construct web pages containing animated graphics, forms, frames, style sheets, XML, and Dynamic HTML. The course will also cover the software tools available to create web pages, as well as the hardware and software requirements for setting up a web site. (Special Fee: $30.00)</td>
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<td><strong>COP 2823</strong></td>
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<tr>
<td>ADVANCED WEB PUBLISHING - ACTIVE SERVER PAGES</td>
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<td>• Prerequisites: Minimum grades of C in COP 1006 and COP 2822</td>
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<td>This course focuses on creating dynamic Web applications using server-side programming technologies. Students will use the latest version of Active Server Pages (ASP) for the design and implementation of Web site data support. Topics include managing data sources and building data-driven Web applications. This is a hands-on course requiring all students to implement code for the client-side and server-side of the Web page. (Special Fee: $30.00)</td>
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<td><strong>COP 2830</strong></td>
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<tr>
<td>SCRIPTING LANGUAGES</td>
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<td>• Prerequisites: Minimum grades of C in COP 1006 and COP 2822 or department approval</td>
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<td>The syntax and semantics of scripting programming language will be covered. Covers major scripting languages, including but not limited to: Perl, Tcl, JavaScript, VBScript, PHP, ASP, and XML. Students will learn to write scripting language code, integrate the scripts into Web pages, and identify different uses and applications of scripts in Web sites and/or other multimedia projects. (Special Fee: $30.00)</td>
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<td><strong>COP 2836</strong></td>
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<td>WEB SERVER MANAGEMENT</td>
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<td>• Prerequisite: CET 2486C</td>
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<td>This course is designed for individuals interested in acquiring baseline technical knowledge to pursue a variety of Internet-related careers. It provides entry-level knowledge of Web and related server technologies and presents the concepts of server installation, configuration, and management. Students successfully completing this course should be prepared for the CompTIA i-Net+ certification exam. Additionally, students who also successfully completed CET 2178C should be prepared for the CompTIA Server+ certification exam. (Special Fee: $30.00)</td>
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<td><strong>COP 2930</strong></td>
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<tr>
<td>SELECTED TOPICS IN COMPUTER PROGRAMMING</td>
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<td>• Prerequisite: Department approval</td>
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<td>Selected topics in computer programming based on the needs and areas of interest of the class and the professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied. (Special Fee: $30.00)</td>
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COP 2940 - 1 - 4 variable

INTERNSHIP IN E-BUSINESS

• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including 6 credits in program specialization course work or program director's approval; and Internship Office approval

This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

COT 2104

FOUNDATIONS OF DISCRETE MATHEMATICS

• Prerequisite: MAC 1105 or department approval

This course builds basic mathematical logic skills and foundations of discrete mathematics. It is designed for students in the A.A. Pre-Major: Information Technology. Topics include statements; truth tables and tautologies; arguments; rules of demonstrations; conditional demonstrations and indirect proof; logic of quantifiers; algebra of sets; definitions and axioms of set theory; informal proof; relations and functions; mathematical induction; strings and other topics in discrete mathematics.

Criminal Justice Institute

To register for any of the Criminal Justice Institute courses, you must apply and be accepted to a Criminal Justice Institute program.

Courses offered through the Criminal Justice Institute may have different contact hours and vocational credits in different programs.

CORRECTIONS

Vocational Credits

CJD 0741

EMERGENCY PREPAREDNESS

Potential types of emergency situations that may occur within a correctional facility are examined and which action should be taken. Hostage situations, hazardous material, unusual occurrences, and riots will also be covered.

CJD 0750

INTERPERSONAL SKILLS II

Verbal and nonverbal communication is explored with emphasis placed on task accomplishment, understanding verbal communication correctly, and reinforcing positive and negative behavior. Also discussed are topics on supervision techniques, inmate societies, homosexuality, and human adjustment to imprisonment.

CJD 0752

CORRECTIONAL OPERATIONS

An overview of daily operations within a correctional facility are discussed to include: intake procedures, fingerprinting, disciplinary procedures, inmate movement, release procedures and key control.

CJD 0770

CRIMINAL JUSTICE LEGAL I

This course provides the student with an introductory overview of the criminal justice system and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined.

CJD 0771

CRIMINAL JUSTICE LEGAL II

Constitutional law and its application to the public and officers are examined. Law including evidence procedures, arrest law, search and seizure and various statutory laws that are common to police and correctional officers is studied. Elements of various crimes, civil law and civil and criminal liability of officers are covered.

CJD 0772

CRIMINAL JUSTICE COMMUNICATIONS

The student will learn the report writing process from the interview, statement taking, note taking and the final report product with practical exercises included. The difference between interviewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures.

CJD 0773

INTERPERSONAL SKILLS I

The needs of various groups within society are addressed including juveniles, elderly, ethnic, cultural, mentally ill, retarded, physically handicapped and substance abusers. Community relations and common courtesy will be discussed. Intervention techniques for suicide, domestic violence, and other crisis are reviewed. Stress recognition and reduction are included.

CJK 0030

FIRST AID FOR CRIMINAL JUSTICE OFFICERS

This course prepares prospective officers to apply first aid knowledge and techniques to emergency situations. Adult, child and infant CPR is included.

CJK 0040

CRIMINAL JUSTICE FIREARMS

This course provides instruction in the use of handgun, shotgun and rifle. Safety procedures and ammunition use are also covered. Practical exercises are conducted on the firing range.

CJK 0050

CRIMINAL JUSTICE DEFENSIVE TACTICS

This course of instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search and transport resisting individuals. The use of restraining devices, impact weapons and pressure points are covered.

CJK 0095

CRIMINAL JUSTICE SPECIAL TOPICS

The student will participate in various physical exercises, including stretching, calisthenics and running in preparation for Defensive Tactics Training.
ELECTIVE COURSE:

CJD 0939  24
CRIMINAL JUSTICE EXAM REVIEW
An overview is given which helps prepare the student for the state exam.

LAW ENFORCEMENT

Vocational Credits

CJK 0006  67
LAW ENFORCEMENT INTRODUCTION AND LAW
The course provides an overview of the academy program and the criminal justice system in Florida. Constitutional law and its application to the public and officers are examined. Criminal Justice values and ethics, community oriented policing and communication skills are included.

CJK 0010  50
LAW ENFORCEMENT HUMAN ISSUES
The needs of various groups within society are addressed including elderly, ethnic, cultural, mentally ill, retarded, physically handicapped and substance abusers. The students are introduced to the existence and activities of criminal street gangs and extremist groups.

CJK 0015  77
LAW ENFORCEMENT COMMUNICATIONS
The student will learn the report writing process from the interview, statement taking, note taking and the final report product. Interpersonal communication skills are covered along with use of telecommunications, officer safety, survival skills and crisis intervention.

CJK 0020  48
LAW ENFORCEMENT VEHICLE OPERATIONS
The components of the police driving environment are explored. Practical exercises are conducted on the driving range.

CJK 0031  40
FIRST AID FOR CRIMINAL JUSTICE OFFICERS
This course prepares prospective officers to apply first aid knowledge and techniques to emergency situations. Adult, child and infant CPR is included.

CJK 0040  80
CRIMINAL JUSTICE FIREARMS
This course provides instruction in the use of handgun, shotgun and rifle. Safety procedures and ammunition use are also covered. Practical exercises are conducted on the firing range.

CJK 0050  80
CRIMINAL JUSTICE DEFENSIVE TACTICS
This course includes the techniques used for an officer's personal safety and those necessary to subdue, search and transport resisting individuals. The use of restraining devices, impact weapons and pressure points are covered.

CJK 0060  57
LAW ENFORCEMENT PATROL
In this course the student addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored with practical exercises included.

CJK 0070  53
LAW ENFORCEMENT INVESTIGATIONS
This course addresses skills for conducting investigations including crime scene management, evidence collection, interviewing techniques, using informants, obtaining warrants and preparing investigation reports.

CJK 0075  40
LAW ENFORCEMENT INVESTIGATING OFFENSES
The student will learn methods for investigating various crimes including domestic violence, child abuse, elderly abuse, missing persons and death.

CJK 0080  62
LAW ENFORCEMENT TRAFFIC STOPS
Various types of police traffic stops, high-risk, D.U.I., handling abandoned vehicles are studied. Legal issues regarding traffic stops are also explored.

CJK 0085  32
LAW ENFORCEMENT TRAFFIC CRASH INVESTIGATIONS
Traffic accident investigation, scene management, evidence handling and reporting procedures are reviewed.

CJK 0090  54
LAW ENFORCEMENT TACTICAL APPLICATIONS
This course provides the student with an overview of the court system in Florida. Emergency rescue procedures, bombs, explosives and weapons of mass destruction will also be covered.

CJK 0095  20
CRIMINAL JUSTICE SPECIAL TOPICS
The student will participate in various physical exercises, including stretching, calisthenics and running in preparation for Defensive Tactics Training.

ELECTIVE COURSE:

CJD 0939  24
CRIMINAL JUSTICE EXAM REVIEW
An overview is given which helps prepare the student for the state exam.

CROSSOVER: CORRECTIONS TO LAW ENFORCEMENT

Vocational Credits

CJK 0020  48
LAW ENFORCEMENT VEHICLE OPERATIONS
- Prerequisite: Correctional Officer Basic Recruit Program
The components of the police driving environment are explored. Practical exercises are conducted on the driving range.

223
CROSSOVER: HIGH LIABILITY

- **Prerequisite:** Correctional Officer Basic Recruit Program
  This course focuses on law enforcement high liability areas including basic first aid, firearms safety procedures, use of deadly force, and basic handling procedure for various weapons.

CROSSOVER: CORRECTIONS TO LAW ENFORCEMENT TACTICAL APPLICATIONS

- **Prerequisite:** Correctional Officer Basic Recruit Program
  The student studies the court system in Florida, issues related to responding to emergency situations, and general information involving exposure to bombs, explosives, and weapons of mass destruction. The skill necessary to perform different law enforcement functions while assigned to a special detail will be explored.

ELECTIVE COURSE:

CJD 0939
CRIMINAL JUSTICE EXAM REVIEW
An overview is given which helps prepare the student for the state exam.

AUXILIARY LAW ENFORCEMENT OFFICER

Vocational Credits

CJD 0992
LAW ENFORCEMENT VOLUNTEER PERSONNEL
This course provides job related training to students seeking a position as a Law Enforcement Volunteer and is a prerequisite course for certification as a Law Enforcement Auxiliary Officer.

CROSSOVER: CORRECTIONS TO LAW ENFORCEMENT TACTICAL APPLICATIONS

- **Prerequisite:** Correctional Officer Basic Recruit Program
  The student studies the court system in Florida, issues related to responding to emergency situations, and general information involving exposure to bombs, explosives, and weapons of mass destruction. The skill necessary to perform different law enforcement functions while assigned to a special detail will be explored.

ELECTIVE COURSE:

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<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>CCJ 1020  INTRODUCTION TO CRIMINAL JUSTICE</td>
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<tr>
<td>CCJ 2022  CONTEMPORARY ISSUES IN CRIMINAL JUSTICE</td>
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<td>CCJ 2452  CRIMINAL JUSTICE ADMINISTRATION</td>
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<tr>
<td>CCJ 2500  JUVENILE JUSTICE SYSTEMS</td>
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<tr>
<td>CCJ 2930  SELECTED TOPICS IN CRIMINAL JUSTICE</td>
<td>1 - 3 variable</td>
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<tr>
<td>CCJ 2941  INTERNSHIP EXPLORATION/FIELD OBSERVATION IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>1</td>
<td>4</td>
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<tr>
<td>CJE 2000  POLICING SYSTEMS AND PROCEDURES</td>
<td>3</td>
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<tr>
<td>CJE 2110  CAREER CHOICES IN CRIMINAL JUSTICE</td>
<td>1</td>
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<tr>
<td>CJE 2140  INTRODUCTION TO SECURITY</td>
<td>3</td>
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<td>CJE 2160  MULTICULTURAL LAW ENFORCEMENT</td>
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<td>CJL 2100  CRIMINAL LAW</td>
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<td>CJL 2102  CRIMINAL EVIDENCE AND PROCEDURES</td>
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<tr>
<td>CJT 2110  CRIMINAL INVESTIGATION</td>
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</table>

**Culinary Management**

See Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management for course descriptions.
## Dance

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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<tbody>
<tr>
<td>DAA 1100</td>
<td>2</td>
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<tr>
<td>MODERN DANCE I</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 the medium of movement. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)</td>
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| DAA 1101     | 2  | 3   | 0   |
| MODERN DANCE II |   |     |     |
| • Prerequisite: DAA 1100 or department approval |
| Further development of modern dance techniques, rhythms, music and self-expression. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1200     | 2  | 3   | 0   |
| BALLET I     |   |     |     |
| Basic techniques at the 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 the floor. Leotards, tights and ballet shoes needed. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1201     | 2  | 3   | 0   |
| BALLET II    |   |     |     |
| • Prerequisite: DAA 1200 or department approval |
| Student experiences an intensification of barre and centre work. Students are introduced to eight body directions with corresponding arms and body alignment, pirouettes and the use of beats. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1220     | 2  | 3   | 0   |
| POINTE I     |   |     |     |
| • Prerequisite: DAA 1200 or DAA 1201 or department approval |
| Students further their classical ballet skills by developing technique and strength en pointe. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1221     | 2  | 3   | 0   |
| POINTE II    |   |     |     |
| • Prerequisite: DAA 1220 or department approval |
| Continuation of DAA 1220 with further emphasis on strength and technique en pointe. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1330     | 2  | 3   | 0   |
| AFRICAN DANCE I |   |     |     |
| Students are introduced to the cultural traditions of African, Caribbean and related world dance forms. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1331     | 2  | 3   | 0   |
| AFRICAN DANCE II |   |     |     |
| • Prerequisite: DAA 1330 or department approval |
| Further development of African Dance I, including a heightened appreciation of cultural and/or tribal dance variations of Africa and the Caribbean. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1520     | 2  | 3   | 0   |
| TAP I        |   |     |     |
| • Prerequisite: DAA 1520 or department approval |
| This course is an introduction to the fundamentals of tap dance. Students will study rhythm, direction and coordination with an emphasis on the basic elements of tap technique, combinations and routines. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1521     | 2  | 3   | 0   |
| TAP II       |   |     |     |
| • Prerequisite: DAA 1520 or department approval |
| Continuation of DAA 1520, intensifying tap combinations and routines. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1650     | 2  | 3   | 0   |
| DANCE PRODUCTION |   |     |     |
| • Prerequisite: DAA 1100 or DAA 1200 and selection through audition or department approval |
| Students rehearse and perform choreography created by faculty members and/or guest artists. May include additional rehearsals away from campus. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1680     | 2  | 3   | 0   |
| REPERTORY I  |   |     |     |
| • Prerequisite: DAA 1100 or department approval |
| The study and practice of selected works of dance repertory. Based on technical proficiency, a student may be selected for projects such as lecture demonstrations, workshops, and dance concerts. May include additional performances away from school which would require time apart from the regular curriculum. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 1681     | 2  | 3   | 0   |
| REPERTORY II |   |     |     |
| • Prerequisite: DAA 1680 or department approval |
| Continuation of DAA 1680. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $25.00) |

| DAA 2102     | 2  | 3   | 0   |
| INTERMEDIATE MODERN DANCE I |   |     |     |
| • Prerequisite: DAA 1101 or department approval |
| Intensification of theory and practice in using body movements to express or demonstrate ideas or thoughts. Increase knowledge of rhythms, music and dynamics. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00) |
DAA 2103  2 3 0
INTERMEDIATE MODERN DANCE II
• Prerequisite: DAA 2102 or department approval
Further development of Intermediate Modern Dance I. Analysis of discipline expanded. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)

DAA 2202  2 3 0
INTERMEDIATE BALLET I
• Prerequisite: DAA 1201 or department approval
This course provides an intermediate/advanced level in the discipline of ballet. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)

DAA 2203  2 3 0
INTERMEDIATE BALLET II
• Prerequisite: DAA 2202 or department approval
This course provides an intermediate/advanced level in the discipline of ballet. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)

DAA 2500  2 3 0
JAZZ DANCE I
Student learns coordinated movements with isolated parts of body while using jazz style of dance. Basic routines choreographed to various genres of music. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)

DAA 2501  2 3 0
JAZZ DANCE II
• Prerequisite: DAA 2500 or department approval
Continuation of DAA 2500. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)

DAA 2610  2 3 0
DANCE COMPOSITION AND IMPROVISATION I
• Prerequisite: DAA 1200 or DAA 1100 or department approval
The analysis of dance movement through the art of choreography. Students will experience movement imagery designed to develop the dancer’s imagination and will explore basic spatial, rhythmic and dynamic materials through group improvisations and individual studies.

DAA 2611  2 3 0
DANCE COMPOSITION AND IMPROVISATION II
• Prerequisite: DAA 2610 or department approval
Further exploration of choreographic tools and improvisational exercise. Emphasis is placed on developing personal style.

DAA 2930  1 - 3 variable
SELECTED TOPICS IN DANCE
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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $25.00)

DAA 2942  1 - 4 Credits
INTERNSHIP IN DANCE
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; twelve credits including DAA 1101 and DAA 1201 and either DAA 2500 or DAA 2501; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

### Dental Hygiene

To register for any of the Dental Hygiene courses, you must apply and be accepted to the Dental Hygiene program.

DEH 1003  3 3 0
FUNDAMENTALS OF DENTAL HYGIENE
• Prerequisites: DES 1020 and DES 1020L
• Corequisites: DEH 1003L, DES 1800, and DES 1800L
This course is designed to provide the student with knowledge of the basic principles of instrumentation and instrument design and with instrumentation skills necessary to perform in subsequent clinical dental hygiene courses. Also introduces the concept of oral health and disease with emphasis on preventive dentistry through the use of plaque control methods and carries preventive agents. An introduction to basic computer usage, including case studies and Internet access, is incorporated in lectures and multiple class activities.

DEH 1003L
DENTAL HYGIENE INSTRUMENTATION
• Corequisites: DEH 1003, DES 1800, and DES 1800L
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 mannequins to develop instrumentation and other clinical skills. (Special Fee: $76.50)

DEH 1130C
GENERAL AND ORAL HISTOLOGY
• 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 the dental hygienist.

DEH 1603
PERIODONTOLOGY I
• Prerequisites: DEH 1003 and DEH 1003L
Presents the tissues of the periodontium and the effects of gingival and periodontal disease processes. Includes disease classification, clinical assessment and treatment planning for disease management.
DENTAL HYGIENE I
• Prerequisites: DES 1100, DES 1100L, DES 1800, DES 1800L, DEH 1003, DEH 1003L, DES 1220, and DES 1220L.
• Corequisite: DEH 1800L
Continuation of DEH 1003 with advanced topics including ultrasonic instrumentation, root debridement, treatment planning, recall, instrument sharpening, and desensitization of root surfaces, air abrasive polishing, topical anesthesia and syringe preparation.

DEH 1800L
5 0 15
CLINICAL DENTAL HYGIENE I
• Prerequisite: Current AHA (“C” course) CPR card
• Corequisite: DEH 1800
Students begin patient care in dental hygiene clinic with emphasis on medical histories, oral examination procedures, instrumentation, radiographs, and topical fluoride application. Time allotted for clinical seminar. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $60.00)

DEH 1802
2 2 0
DENTAL HYGIENE II
• Prerequisites: DEH 1800, DEH 1800L, DEH 1603 and HUN 1001
• Corequisite: DEH 1802L
Alterations in treatment for special patients such as geriatric, and physically and mentally handicapped. Covers wheelchair transfers. Reviews dietary analysis and analysis of student’s own diet.

DEH 1802L
3 0 9
CLINICAL DENTAL HYGIENE II
• Prerequisite: DES 1600
• Corequisite: DEH 1802
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. Time allotted for clinical seminar. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $72.00)

DEH 2300
2 2 0
PHARMACOLOGY
• Prerequisite: Acceptance to Dental Hygiene A.S. Degree program
Presentation of the physical and chemical properties, dosage, methods of administration and therapeutic usage of pharmaceutical preparation used in dentistry.

DEH 2400
3 3 0
GENERAL AND ORAL PATHOLOGY
• Prerequisite: DEH 1130C
Introduction to general pathology with consideration of more common diseases affecting the human body. Particular emphasis on study of pathological conditions of mouth, teeth and their supporting structures and relationships to systemic disturbances.
<table>
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<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>DEH 2806L 5 0 15</td>
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<tr>
<td>CLINICAL DENTAL HYGIENE IV</td>
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<tr>
<td>• Prerequisites: DEH 2804 and DEH 2804L</td>
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<td>• Corequisite: DEH 2810</td>
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<tr>
<td>Emphasizes incorporation of all treatment modalities presented in the series of clinical dental hygiene courses. Introduces nitrous oxide conscious sedation. Students continue to participate in patient care at off-campus clinical sites. Time allotted for clinical seminar. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $120.00)</td>
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<tr>
<td>DEH 2810 2 2 0</td>
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<tr>
<td>DENTAL HYGIENE IV</td>
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<tr>
<td>• Prerequisites: DEH 2804, DEH 2804L, and DEH 2400</td>
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<tr>
<td>• Corequisite: DEH 2806L</td>
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<tr>
<td>Includes study of ethics, jurisprudence and practice management, resume writing and employment opportunities.</td>
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<td>DEH 2930 1 - 5 variable</td>
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<tr>
<td>SELECTED TOPICS IN DENTAL HYGIENE</td>
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<tr>
<td>• Prerequisite: Department approval</td>
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<tr>
<td>For students interested in obtaining additional dental hygiene skills. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<td>DES 1020 2 2 0</td>
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<tr>
<td>DENTAL ANATOMY</td>
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<tr>
<td>• Prerequisite: Acceptance to Dental Hygiene A.S. Degree program</td>
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<tr>
<td>• Corequisite: DES 1020L</td>
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<tr>
<td>Study of skeletal, muscular, circulatory, nervous and glandular systems of head and neck. Emphasizes tooth morphology and function.</td>
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<td>DES 1020L 1 0 3</td>
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<tr>
<td>DENTAL ANATOMY LAB</td>
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<td>• Corequisite: DES 1020</td>
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<tr>
<td>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: $30.00)</td>
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<tr>
<td>DES 1100 2 2 0</td>
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<tr>
<td>DENTAL MATERIALS</td>
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<tr>
<td>• Prerequisite: Acceptance to Dental Hygiene A.S. Degree program</td>
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<tr>
<td>• Corequisite: DES 1100L</td>
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<tr>
<td>Includes study of characteristics, properties, and application of materials used in dentistry.</td>
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<tr>
<td>DES 1100L 1 0 3</td>
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<tr>
<td>DENTAL MATERIALS LAB</td>
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<tr>
<td>• Corequisite: DES 1100</td>
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<tr>
<td>Includes properties, manipulation and application of dental materials. Students practice manipulating and using materials commonly used in dental and dental hygiene practice. (Special Fee: $30.00)</td>
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<tr>
<td>DES 1220 2 2 0</td>
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<tr>
<td>DENTAL RADIOGRAPHY</td>
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<tr>
<td>• Prerequisite: Acceptance to Dental Hygiene A.S. Degree program</td>
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<tr>
<td>• Corequisite: DES 1220L</td>
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<tr>
<td>Provides student with background on nature, physical behavior and biological effect of radiation as well as radiation hygiene.</td>
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<td>DES 1600 1 1 0</td>
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<tr>
<td>DENTAL OFFICE EMERGENCIES</td>
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<tr>
<td>• Prerequisites: DES 1800 and DES 1800L</td>
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<tr>
<td>Basic skills necessary to function effectively as a dental team member in medical emergencies in the dental office. Emphasis on prevention and management of emergency situations. (CPR certification not included in course.)</td>
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<tr>
<td>DES 1800 1 1 0</td>
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<tr>
<td>INTRODUCTION TO CLINICAL PROCEDURES</td>
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<tr>
<td>• Corequisites: DES 1800L, DEH 1003, and DEH 1003L</td>
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<tr>
<td>Fundamental information necessary for clinical performance in DES 1800L and subsequent clinical courses.</td>
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<tr>
<td>DES 1800L 1 0 3</td>
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<tr>
<td>INTRODUCTION TO CLINICAL PROCEDURES LAB</td>
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<tr>
<td>• Corequisites: DES 1800, DEH 1003, and DEH 1003L</td>
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<tr>
<td>Clinical application of material covered in DES 1800. Students perform clinical assessment procedures on student partners to develop clinical skills and perform acceptable infection control skills. (Special Fee: $30.00)</td>
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**Digital Media Technology**

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<th>Cls</th>
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<tbody>
<tr>
<td>DIG 1090 3 3 0</td>
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<tr>
<td>DIGITAL INDUSTRY PRACTICES</td>
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<tr>
<td>The business practices of the digital industries are examined with special emphasis on project management, legal issues and teamwork. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 1135 3 3 0</td>
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<tr>
<td>DIGITAL DESIGN CONCEPTS</td>
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<td>This course examines the role of design in the digital media industry. Topics include 4D composition, lighting, color theory and usability issues. (Special Fee: $35.00)</td>
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<tr>
<td>DIG 2000 (Formerly GRA 1580) 3 2 2</td>
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<tr>
<td>INTRODUCTION TO DIGITAL MEDIA</td>
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<tr>
<td>The course will present the various applications for digital media. Industry-standard operating systems, hardware, and software utilized to produce digital media design elements will be utilized to plan and implement a digital media project. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $35.00)</td>
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</table>
### Digital Media Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>DIG 2202 (Formerly GRA 2585)</td>
<td>3</td>
<td>2</td>
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<tr>
<td>DIGITAL IMAGING</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in DIG 1135 or department approval</td>
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<tr>
<td>Advanced skills and techniques are taught to allow students to create and manipulate digital images, integrating media from a variety of sources. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 2411 (Formerly FIL 2211)</td>
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<tr>
<td>MOTION PICTURE EDITING AND POST-PRODUCTION</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in FIL 2100 or department approval</td>
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<tr>
<td>• Corequisite: DIG 2431</td>
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<tr>
<td>Student develops the skills and techniques required to edit a narrative digital video project. (Special Fee: $35.00)</td>
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<tr>
<td>DIG 2430</td>
<td>3</td>
<td>3</td>
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<tr>
<td>DIGITAL STORYTELLING</td>
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<tr>
<td>The use of narrative forms in interactive media and other new technologies is the focus of this course. Games, theme-park rides, DVDs and other technologies will be used as examples. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 2431 (Formerly FIL 2203)</td>
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<tr>
<td>ADVANCED VIDEO PRODUCTION</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in FIL 2422 or department approval</td>
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<tr>
<td>• Corequisite: DIG 2411</td>
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<tr>
<td>Develops creative and organizational skills needed for advanced digital video production. Requires participation in a video production project. Students will incur additional production expenses. (Special Fee: $35.00)</td>
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<tr>
<td>DIG 2500 (Formerly GRA 2581)</td>
<td>3</td>
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<tr>
<td>DIGITAL INTERFACE DESIGN</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in CGS 2786 or department approval</td>
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<tr>
<td>Students plan and author interactive digital media presentations using industry-standard software, scripting languages and basic programming techniques. Various steps of development, implementation, optimizing, debugging, and final output will be exhibited with special attention to cross-platform scripting for multiple venues. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 2501 (Formerly GRA 2582)</td>
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<td>2</td>
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<tr>
<td>DIGITAL INTERFACE DEVELOPMENT</td>
<td></td>
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<tr>
<td>• Prerequisite: DIG 2500 (GRA 2581) or department approval</td>
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<tr>
<td>Using industry-standard authoring software and scripting languages, students author an advanced interactive presentation through various stages of development with emphasis on optimizing and debugging. Special attention is given to creating interactive projects and Web interfaces. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 2521 (Formerly FIL 2266)</td>
<td>3</td>
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<tr>
<td>DIGITAL POST-PRODUCTION</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in DIG 2411 or department approval</td>
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<tr>
<td>Advances post-production skills in a variety of projects and utilizes post-production techniques to enhance post-production goals. Special emphasis on sound post-production. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 2580 (Formerly GRA 2587)</td>
<td>2</td>
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<tr>
<td>DIGITAL MEDIA PORTFOLIO</td>
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<tr>
<td>• Prerequisite: Minimum grades of C in DIG 2500 (GRA 2581) or in both DIG 2431 and DIG 2411</td>
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<tr>
<td>Creation by the student of a final “capstone” project or projects, presented with additional materials in a digital portfolio summarizing the student’s work. The student will design and complete a digital “resume” with the approval of the instructor. (Special Fee: $25.00)</td>
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<tr>
<td>DIG 2930</td>
<td>1</td>
<td>3</td>
<td>variable</td>
</tr>
<tr>
<td>SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY</td>
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<tr>
<td>For students who are interested in advanced topics in digital media technology. May include lab and/or field work as part of the class, depending on topic. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $35.00)</td>
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<tr>
<td>DIG 2943 (Formerly GRA 2943)</td>
<td>1</td>
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<td>variable</td>
</tr>
<tr>
<td>INTERNSHIP IN DIGITAL MEDIA</td>
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<tr>
<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including DIG 2500 (GRA 2581) or DIG 2431; and Internship Office approval</td>
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<tr>
<td>This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Drafting and Design Technology

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<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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<tbody>
<tr>
<td>ETD 1031C</td>
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<td>1</td>
</tr>
<tr>
<td>INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY</td>
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<tr>
<td>Overview of experience, academic and technical requirements in construction/architecture, drafting, civil technology and surveying. Introduction to computers and application software. This course includes learning activity designed to ensure competence in both oral communication and the basic use of computers. (Special Fee: $13.00)</td>
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<tr>
<td>ETD 1100C</td>
<td>3</td>
<td>2</td>
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<tr>
<td>ENGINEERING DRAWING</td>
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<tr>
<td>Survey of principles and practices involved in making and reading engineering drawings. Emphasis placed on lettering, industrial symbolism, visualization, orthographic projection and line techniques. (Special Fee: $14.00)</td>
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<td>Course</td>
<td>Cr</td>
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<tr>
<td>ETD 1320</td>
<td>3</td>
<td>2</td>
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<tr>
<td><strong>INTRODUCTION TO CADD</strong></td>
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<tr>
<td>Engineering drawing recommended. 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. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $35.00)</td>
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<tr>
<td>ETD 1328C</td>
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<tr>
<td><strong>INTRODUCTION TO MICROSTATION</strong></td>
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<tr>
<td>Previous engineering drawing experience recommended. Introduction to computer aided drafting/design. Emphasizes skills and competencies needed 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 levels. MicroStation software will be used in this course. (Special Fee: $35.00)</td>
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<tr>
<td>ETD 1350</td>
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<tr>
<td><strong>ADVANCED CADD</strong></td>
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<tr>
<td>• <strong>Prerequisite:</strong> ETD 1320 or department approval</td>
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<tr>
<td>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: $32.00)</td>
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<tr>
<td>ETD 1701</td>
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<tr>
<td><strong>MECHANICAL DRAFTING I</strong></td>
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<tr>
<td>• <strong>Prerequisite:</strong> ETD 1100C</td>
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<tr>
<td><strong>Recommended prerequisite:</strong> ETD 1320</td>
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<tr>
<td>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: $32.00)</td>
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<tr>
<td>ETD 2331</td>
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<tr>
<td>(Formerly CAP 2203)</td>
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<tr>
<td><strong>CUSTOMIZING AND DIRECTORIES - CADD</strong></td>
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<tr>
<td>• <strong>Prerequisites:</strong> ETD 1320 and ETD 1350</td>
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<tr>
<td>Provides hands-on experience in writing of macros and development of menus, followed by instruction in enhancing autocad system environment. Presents autolisp programming to develop more efficient macros and add drafting and calculation functions to commands. (Special Fee: $32.00)</td>
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<td>ETD 2355</td>
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<tr>
<td>(Formerly CAP 2201)</td>
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<tr>
<td><strong>3-D CADD</strong></td>
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<td>• <strong>Prerequisite:</strong> ETD 1350 or department approval</td>
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<tr>
<td>Provides experienced CADD student with advanced three-dimensional concepts needed for drawing and editing 3-D wire frame or surface models. Teaches creating and orienting 3-D faces along with geometric considerations. Provides hands-on experience with CADD software to produce advanced drawings. (Special Fee: $35.00)</td>
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<tr>
<td>ETD 2641</td>
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<tr>
<td><strong>ELECTROMECHANICAL DRAFTING</strong></td>
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<tr>
<td>• <strong>Prerequisite:</strong> ETD 1100C</td>
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<tr>
<td><strong>Recommended prerequisite:</strong> ETD 1320</td>
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<tr>
<td>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: $32.00)</td>
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<tr>
<td>ETD 2702</td>
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<tr>
<td><strong>MECHANICAL DRAFTING II</strong></td>
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<tr>
<td>• <strong>Prerequisite:</strong> ETD 1701</td>
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<tr>
<td>Continuation of ETD 1701. 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: $32.00)</td>
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<tr>
<td>ETD 2930</td>
<td>1</td>
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<tr>
<td><strong>SELECTED TOPICS IN DRAFTING AND DESIGN TECHNOLOGY</strong></td>
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<tr>
<td>• <strong>Prerequisite:</strong> Department approval</td>
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<tr>
<td>Provides exposure to various technical and non-technical disciplines in which student is likely to become involved upon entry into drafting and design environment. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>ETD 2941</td>
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<td>4</td>
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<tr>
<td><strong>INTERNSHIP EXPLORATION IN DRAFTING AND DESIGN</strong></td>
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<tr>
<td>• <strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including EGN 1111C; and Internship Office approval</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<tr>
<td>ETD 2942</td>
<td>1</td>
<td>4</td>
<td>variable</td>
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<tr>
<td><strong>INTERNSHIP IN DRAFTING AND DESIGN TECHNOLOGY</strong></td>
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<tr>
<td>• <strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ETD 1320 and ETD 1350; and Internship Office approval</td>
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<tr>
<td>This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Key Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Classes</th>
<th>Lab</th>
<th>Credits</th>
<th>Classes</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 2321</td>
<td>TECHNICAL MATHEMATICS</td>
<td>4</td>
<td>4</td>
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</tbody>
</table>

Primary arithmetic, geometry, and algebra operations including algebraic expressions, exponents, factoring and linear and curvilinear equations, graphs of functions and equations, various coordinate systems, solution of right triangles and oblique triangles by means of trigonometric functions; word problems and engineering/surveying/construction applications. Use of scientific calculator.

### Economics

**ECO 1000**

**BASIC ECONOMICS**

General survey of basic economic concepts and institutions to prepare students 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 6 semester credits in ECO 2013 and ECO 2023. No credit granted for ECO 1000 if ECO 2013 and/or ECO 2023 have been satisfactorily completed.

**ECO 2013**

**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 2013 and ECO 2023) is highly recommended.

**ECO 2013H**

**PRINCIPALS OF ECONOMICS MACRO - HONORS**

Same as ECO 2013 with honors level content. Honors program permission required.

**ECO 2023**

**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 2013 and ECO 2023) is highly recommended.

**ECO 2023H**

**PRINCIPLES OF ECONOMICS-MICRO - HONORS**

Same as ECO 2023 with honors content. Honors program permission required.

**ECO 2941**

**INTERNERSHIP EXPLORATION IN ECONOMICS**

- **Prerequisites**: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ECO 2013 or ECO 2023; and Internship Office approval

This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**ECO 2930** (Formerly ECO 2932)

**SELECTED TOPICS IN ECONOMICS**

For students interested in special topics that explore further the field of economics through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

### Education

**ARE 2000** (Formerly ARE 2002)

**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.

**EDF 2005**

**INTRODUCTION 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. This course also incorporates a required field experience. Generally required as a prerequisite for state university teacher education programs in Florida. Check with prospective transfer program on current requirements.

**EDG 2701**

**TEACHING DIVERSE POPULATIONS**

An overview of the issues related to teaching diverse student populations. Topics include demographics, foundations of prejudice, essentials of culture, diversity and commonalities, exceptionalities, barriers to cultural understanding and valuing diversity. Included is a fifteen-hour directed field experience in a diverse educational setting. Generally required as a prerequisite for state university teacher education programs in Florida. Check with prospective transfer program on current requirements.

**EDG 2935**

**SELECTED TOPICS IN EDUCATION**

- **Prerequisite**: EDF 2005 or department approval

For students interested in special topics that explore further field of education through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.
EDG 2941  
1 - 4  variable  
INTERNSHIP EXPLORATION IN EDUCATION  
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including EDF 2005 or EME 2040; an overall minimum grade point average of 2.5; and Internship Office approval  
• Pre or corequisite: EDG 2701 or department approval. 
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

EEC 2001  
3 3 0  
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.

EEX 2010  
3 2 2  
ORIENTATION TO EXCEPTIONAL EDUCATION  
Covers definition, characteristics, theories, current trends and controversies in various categories of exceptional education.

EME 2040  
3 3 0  
TECHNOLOGY FOR EDUCATORS  
A course for undergraduate education majors which is designed to establish awareness and proficiency related to productivity tools (word processing, spreadsheet, database, graphics), multimedia presentation, hardware and software, and contemporary communications systems, such as E-mail and the World Wide Web. This course includes learning activity designed to ensure competence in the basic use of computers. Generally required as a prerequisite for state university teacher education programs in Florida. Check with prospective transfer program on current requirements.

Educator Preparation Institute

For course descriptions, see page 233A in the online official catalog.

Electronics Engineering Technology

See Computer Engineering Technology (Networking) for related course descriptions.

CET 2112C  
3 3 2  
DIGITAL SYSTEMS I  
• Prerequisites: MTB 1329 and EET 1214C or department 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 in and techniques for measurement and interpretation of digital data. (Special Fee: $35.00)

CET 2113C  
3 3 2  
DIGITAL SYSTEMS II  
• Prerequisite: CET 2112C or department 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 projects 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: $35.00)

CET 2123C  
3 2 2  
FUNDAMENTALS OF MICROPROCESSORS  
• Prerequisite: CET 2113C or department approval  
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: $35.00)

EET 1015C  
3 3 2  
FUNDAMENTALS OF DC CIRCUITS  
• Prerequisites: MTB 1329 and EET 1214C or department approval  
Fundamental course in DC electric circuits. Prepares student for EET 1025C and subsequent advanced courses. 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, troubleshooting and orderly documentation of test results and conclusions. (Special Fee: $35.00)
To register for any of the Educator Preparation Institute courses, you must apply and be admitted to the Educator Preparation Institute program. Courses offered through the Educator Preparation Institute provide institutional credit, are not transferable to an upper-division institution, and do not count toward any degree.

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<td>EPI 0001</td>
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<td>CLASSROOM MANAGEMENT</td>
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<td>This course focuses on how to maintain a classroom. Topics include: record keeping, classroom management, school safety, integrating Sunshine State standards into curriculum, development of lesson plans, parent conference management, assessment techniques, implications of the Florida Comprehensive Assessment Test (FCAT) and other standardized tests, professional ethics and school law.</td>
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<td>EPI 0002</td>
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<td>This course focuses on proficiency in the application of a variety of instructional strategies. These include multimodal instruction, learning styles knowledge, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.</td>
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<td>This course focuses on teaching the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly-used software suites and on the Internet. Technology and Internet integration into the classroom is emphasized.</td>
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<td>This course focuses on instructing the participant in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.</td>
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<td>This course focuses on instructing the participant on proper language structure, function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research.</td>
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<td>This course instructs the participant on the necessary foundation for becoming a productive member of the teaching profession. Topics include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.</td>
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<td>This course instructs the participant on the necessary understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture, ethnicity, physical differences, and prejudices affect how students learn.</td>
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<td>FUNDAMENTALS OF AC CIRCUITS</td>
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<td>Fundamental course in AC and transistor-response networks designed to prepare students for advanced courses. 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: $35.00)</td>
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<td>SEMICONDUCTOR DEVICES AND CIRCUITS</td>
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<td>• Prerequisite: EET 1025C or equivalent training in DC and AC electric circuits fundamentals</td>
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<td>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: $35.00)</td>
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<td>A course involving laboratory environment learning. Student will learn to identify electronic components, use computer circuit simulators, solder and desolder components, and use the basic lab instruments for testing and troubleshooting. Student will be required to build a kit and demonstrate functionality and workmanship. (Special Fee: $35.00)</td>
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<td>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: $35.00)</td>
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<td>RF COMMUNICATION</td>
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<td>An introductory course that enables students to gain a technical working knowledge of electronic communication. It includes a broad range of topics such as AM and FM transmission and reception, transmission lines, Smith Chart, Active and Passive Filters, LC filters, SAW filters, Crystal filters, Oscillators, RF detectors, and Mixers. Classroom lectures are supplemented with laboratory projects to provide hands-on experience in the installation and theory of operation of the RF systems. (Special Fee: $35.00)</td>
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<td>This a laboratory-oriented course designed to familiarize the students with the fundamentals of transmission lines. The student is expected to become familiar with the important ideas and concepts of Fiber Optics, Coaxial Cables, and Ethernet cables to gain an understanding of the range of their current applications on an introductory level. (Special Fee: $35.00)</td>
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<td>WIRELESS AND DATA COMMUNICATION</td>
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<td>Covers electronic data communication including digital, fiber optics, and laser communication. Also includes coding transmission RS-232, RS-422, and IEEE-488 along with introduction to local area networks. (Special Fee: $35.00)</td>
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<td>SELECTED TOPICS IN ELECTRONICS ENGINEERING TECHNOLOGY</td>
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<td>Selected topics in electronics engineering based on the needs and areas of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.</td>
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<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CET 2178C, CET 2179C, EET 1141C, EET 1214C, and program director’s approval</td>
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<td>This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<td>This course is structured to introduce the student to the basic concepts of Fiber Optics, fiber hardware, and its application. Topics covered will include fiber amplifiers, fiber lasers, and fiber gratings, transmitters, receivers, light sources, optical amplifiers, connectors, splices, couplers, and splitters. In addition, fiber-optics measurements and fiber-optics communications will be discussed from a system point of view. Various aspects of telecommunications for telephone, cable television, data, and Internet transmission also are covered. (Special Fee: $28.00)</td>
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<td>This course introduces the principles of optoelectronics design to students who have some background in general electronics design, circuit theory, electronics devices, and digital techniques. Students will become familiar with radiometric and photometric theory, basic optics, and optoelectronics devices and methods. Devices covered are optoelectronics sources, detectors, lasers and laser diodes, displays, optocouplers, and fiber optics devices. This course includes several laboratory experiences and applications. (Special Fee: $32.00)</td>
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<td>This course introduces students to the principles and operation of lasers from an applications viewpoint. Upon completion of this course, the student will be able to construct and safely operate a laser as well as apply basic trouble-shooting techniques to optimize the laser’s performance for required applications. (Special Fee: $32.00)</td>
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<tr>
<td>EST 2511C</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>ELECTROMECHANICAL SYSTEMS</td>
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<td>• Prerequisite: EET 1025C</td>
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<td>A study of devices and components that translate electrical energy into mechanical motion such as servo motors, stepping motors, solenoids, linear motors and actuators. (Special Fee: $25.00)</td>
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<tr>
<td>EST 2673C</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>PROGRAMMABLE LOGIC CONTROLLERS</td>
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<td>• Prerequisite: CET 2112C or department approval</td>
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<td>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: $32.00)</td>
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<td>MTB 1329</td>
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<td>3</td>
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<td>MATHEMATICS FOR ELECTRONICS</td>
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<td>• Prerequisite: Minimum grade of C in MAT0020C or MAT0024C or a higher-level mathematics course or department approval</td>
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<td>No prior electronics background is required. This applications-oriented course emphasizes mathematical techniques used in DC/AC circuit analysis. Beginning with Ohm’s and Kirchoff’s Law to analyze basic circuits, the student learns circuit simplifications and solution techniques for more complex configurations. Phasors and their application in AC circuits will also be covered.</td>
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**Emergency Medical Services (EMT/Paramedic)**

To register for any of the Paramedic courses from EMS 2603 through EMS 2668 which follow, you must apply and be accepted to the Paramedic Certificate program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
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<tbody>
<tr>
<td>BSC 1084</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION</td>
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<td>Comprehensive course presenting basic information on the structure and function of the human body. Applies principles of anatomy and physiology to show interaction of body systems as they maintain homeostasis. Each body system is presented with emphasis on the cardiovascular, respiratory and nervous systems. Course must be completed with a C or better to continue in the Paramedic Program.</td>
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<td>EMS 1119</td>
<td>5</td>
<td>10</td>
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<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY</td>
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<td>• Corequisites: EMS 1119L and EMS 1431</td>
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<td>Develops health professional capable of providing basic life support in all aspects of emergency medical care. Students learn assessment in medical and trauma emergencies, stabilization of illness/injury and patient transport.</td>
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<tr>
<td>EMS 1119L</td>
<td>3</td>
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<td>6</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE</td>
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<td>• Corequisites: EMS 1119 and EMS 1431</td>
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<td>Laboratory exercises emphasize patient assessment, radio communications, airway management, bandaging, splinting, CPR, methodologies of shock treatment, obstetrical assistance, extrication, MAST applications, working with cardiac monitors, setting up IVs and others. (Special Fee: $58.00)</td>
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<td>EMS 1431</td>
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<td>EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM</td>
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<td>Allows student to apply in clinical setting (emergency department and field units) skills learned in lab portion of course. (Professional liability insurance required.) (Special Fee: $60.00)</td>
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<td>EMS 2550</td>
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<td>variable</td>
<td>ELECTROCARDIOGRAPHY</td>
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<td>• Prerequisite: Permission of instructor</td>
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<td>Priority given to students who require the course as a program requirement. 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.</td>
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EMS 2603
PARAMEDIC I
  • Prerequisites: State of Florida Emergency Medical Technician Certification and acceptance to Paramedic Certificate program
  • Corequisites: EMS 2603L and EMS 2666
EMS 2603 is the first course in the sequence necessary for completion of the Paramedic Certificate curriculum. The course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock, and decision-making regarding appropriate interventions for identified problems. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs.

EMS 2603L
PARAMEDIC I LABORATORY
  • Corequisites: EMS 2603 and EMS 2666
EMS 2603L is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, venipuncture/intravenous therapy, pharmacology and administration techniques. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. (Special Fee: $57.00)

EMS 2604
PARAMEDIC II
  • Prerequisites: BSC 1084, EMS 2603, EMS 2603L and EMS 2666
  • Corequisites: EMS 2604L and EMS 2667
EMS 2604 is the second course in the sequence necessary for completion of the Paramedic Certificate Program. The course is designed to reinforce and expand upon the materials and clinical skills learned at the EMT and Paramedic I level and to integrate prior learning with enhanced advanced life support concepts and skills. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital differential diagnosis and treatment strategies, pathophysiology, gynecologic emergencies, obstetrical emergencies, neonatal emergencies, pediatric emergencies, patients with special challenges, and assessment based management. This course includes Modules 4 and 5 of the DOT National Standard Curriculum for Paramedic Programs.

EMS 2604L
PARAMEDIC II LABORATORY
  • Corequisites: EMS 2604 and EMS 2667
This course is designed to develop an EMS healthcare professional who is capable of providing Basic and Advanced Life Support (BLS and ALS) in all aspects of emergency care. During this competency-based lab, students will develop, practice and master paramedic skills. Laboratory exercises emphasize patient assessment, trauma and medical skills and treatment strategies, ECG equipment and interpretation, cardiac therapeutic interventions, application of computer skills including mega-code scenarios, trauma scenarios, medical scenarios, ECG recognition, and Advanced Cardiac Life Support resuscitative care. This course includes Modules 4, and 5 of the DOT National Standard Curriculum for Paramedic Programs. (Special Fee: $40.00)

EMS 2605
PARAMEDIC III
  • Prerequisites: EMS 2604, EMS 2604L and EMS 2667
  • Corequisites: EMS 2605L and EMS 2668
EMS 2605 is the third course in the sequence necessary for completion of the Paramedic Program. The course is designed to reinforce and expand upon the materials and clinical skills learned at the EMT, and Paramedic I and II levels and to integrate prior learning with enhanced advanced life support concepts and skills. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital differential diagnosis and treatment strategies, pathophysiology, gynecologic emergencies, obstetrical emergencies, neonatal emergencies, pediatric emergencies, patients with special challenges, and assessment based management. This course includes Modules 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs.

EMS 2605L
PARAMEDIC III LABORATORY
  • Corequisites: EMS 2605 and EMS 2668
EMS 2605L is designed to develop an health professional who is capable of providing Basic and Advanced Life Support (BLS and ALS) in all aspects of emergency care. During this competency-based lab, students will develop, practice and master paramedic skills. Laboratory exercises emphasize obstetrical and neonatal management, pediatric assessment, pediatric airway management and ventilation, intravenous and intra-osseous therapy, medication administration, Pediatric Advanced Life Support (PALS) certification, advanced vascular devices used in home health and assessment based management and operations. This course includes Modules 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs. (Special Fee: $20.00)

EMS 2647
ENDOTRACHEAL INTUBATION
  • Prerequisites: BSC 1084, EMS 2603, EMS 2603L and EMS 2666
Comprehensive airway management course designed for the paramedic student, professional paramedic, respiratory therapist and registered nurse. Provides the opportunity for each student to receive physician-supervised instruction and clinical experience in endotracheal intubation. (Professional liability insurance required)
**EMS 2659**

**PARAMEDIC IV (PROVISIONAL FIELD INTERNSHIP)**

- **Prerequisites:** EMS 2605, EMS 2605L, and EMS 2668

EMS 2659 is the last course necessary to complete the Paramedic Certificate Program. Under the auspices of the medical director, this course is designed to provide the student with intensive clinical experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the transition from observer to team leader in the professional paramedic role. Documented student participation as the team leader during a “code” must be completed during this course if these skills have not been completed during the previous out-of-hospital clinical practicum. This course includes Modules 8 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required.)

**EMS 2666**

**PARAMEDIC I CLINICAL**

- **Corequisites:** EMS 2603 and EMS 2603L

Practicum providing the opportunity for each student to develop competency in clinical skills within the hospital/field setting. Stresses the integration of basic computer skills, application of EMT and paramedic skills and techniques. Directed clinical experiences include emergency departments, medical examiner's office (autopsy), geriatric and mental health facilities. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required.) (Special Fee: $80.00)

**EMS 2667**

**PARAMEDIC II CLINICAL**

- **Corequisites:** EMS 2604 and EMS 2604L

Practicum providing the opportunity in hospital and out-of-hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Stresses the integration of EMT and paramedic responsibilities so the student gains knowledge and confidence in clinical problem solving. Directed clinical experiences include pre-hospital, emergency departments and critical care units. This course includes Modules 4, and 5 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required.)

**EMS 2668**

**PARAMEDIC III CLINICAL**

- **Corequisites:** EMS 2605 and EMS 2605L

This practicum stresses clinical application of advanced procedures and theories in pediatrics and OB. Directed experiences will be in neonatology, obstetrics, physician mentorships, pediatric emergency departments, and clinics. Local hospitals will be utilized. This course includes Modules 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required)

**EMS 2930**

**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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special fee may be required.)

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**Engineering**

**EGN 1111C**

**ENGINEERING COMPUTER GRAPHICS**

- **Prerequisite:** High school trigonometry

Spatial visualization, sketching and graphical presentation as a form of computerized engineering communication. Engineering drawing, descriptive geometry and graphical solution techniques using computer software. (Special Fee: $23.00)

**EGN 2930**

**SELECTED TOPICS IN ENGINEERING**

- **Prerequisite:** Department 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. Multiple credit course. May be repeated for credit for a maximum of 3 credit, but grade forgiveness cannot be applied.

**EGS 1006**

**INTRODUCTION TO THE ENGINEERING PROFESSION**

Overview of academic and professional requirements in various engineering disciplines. Introduction to computers and application software. This course includes learning activity designed to ensure competence in the basic use of computers.

**EGS 1007**

**ENGINEERING CONCEPTS AND METHODS**

Introduction to the use of computer and applications software in solving engineering problems. Introduction to the concepts of engineering design through the use of teams: engineering communication; engineering professionalism and ethics. (Special Fee: $38.00)

**EGS 2004**

**ELECTRICAL NETWORKS**

- **Prerequisites:** PHY 2049C AND MAP 2302 or departmental approval

Analysis and design of linear circuits, transients, AC analysis, power calculations, three-phase circuits, and Laplace Transforms.

**EGS 2025**

**PROBABILITY AND STATISTICS FOR ENGINEERS**

- **Prerequisites:** MAC 2312

Axioms of probability, combinatorial and geometrical probability; probability distributions; measures of location and dispersion; sampling and sampling distributions; estimations and tests of hypotheses; engineering applications.

**EGS 2310**

**ENGINEERING ANALYSIS-STATICS**

- **Prerequisites:** MAC 2311 and PHY 2048C

Fundamental concepts of mechanics, including resultants of force systems, free-body diagrams, equilibrium of rigid bodies, and analysis of structures.
EGS 2321 3 3 0  
ENGINEERING ANALYSIS-DYNAMICS  
- Prerequisite: EGS 2310  
- Prerequisite or Corequisite: MAC 2313  
Kinematics and kinetics of particles and rigid bodies; mass and acceleration, work and energy, impulse and momentum.

EGS 2373 3 3 0  
PRINCIPLES OF ELECTRICAL ENGINEERING  
- Prerequisites: PHY 2049C and MAP 2302 or departmental approval  
Fundamental laws of electrical circuits and circuit analysis; fundamentals of electronics power systems.

EGS 2930 1 - 4 variable  
SELECTED TOPICS IN ENGINEERING  
For students interested in special topics that further explore engineering-related concepts. May include laboratory and/or field work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

EGS 2941 1 - 4 variable  
INTERNSHIP IN ENGINEERING  
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including EGS 1006, EGS 1007, EGS 2310, and MAC 2311; and Internship Office approval  
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

AML 2011H 3 3 0  
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT - HONORS  
Same as AML 2021 with honors content. Honors program permission required.

COM 2941 1 - 4 variable  
INTERNSHIP EXPLORATION IN COMMUNICATIONS  
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ENC 1101 or ENC 1101H or IDH 1110 or SCH 1600 and JOU 1100 or MMC 1000 or MMC 2100; and Internship Office approval  
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

CRW 2710 3 3 0  
INTRODUCTION TO SCRIPTWRITING  
- Prerequisite: ENC 1101 or ENC 1101H or IDH 1110  
Introduces scriptwriting for stage, television, and feature films. Emphasis on story development, structure, character and plot development, format, and marketing.

ENC 0010 3 3 0  
COLLEGE-PREPARATORY ENGLISH I  
(Formerly ENC 0011, ENC 1001, ENC 1013, EH 140)  
- Prerequisite: Appropriate score on CPT or other approved assessment  
- Corequisite: ENC 0010L  
Referral also on basis of diagnostic writing sample. Emphasis on standard American usage and grammatically correct sentences in unified paragraph form. Minimum grade of C required for successful completion. Upon successful completion, degree-seeking student must take ENC 0012 and ENC 0012L. ENC 0010 credit does not apply toward any associate degree.

ENC 0010L 0 0 2  
COLLEGE-PREPARATORY ENGLISH LAB  
- Corequisite: ENC 0010  
Lab component of ENC 0010. (Special Fee: $35.00)

ENC 0010C 3 3 2  
COLLEGE-PREPARATORY ENGLISH I  
Same as ENC 0010 and ENC 0010L with class and lab combined. (Special Fee: $35.00)
ENC 0012 3 3 0
COLLEGE-PREPARATORY ENGLISH II
(Formerly ENC 0021, ENC 1002, ENC 1025, EH 141)

- Prerequisite: Minimum grade of C in ENC 0010 and ENC
  0010L or ENC 0010C or appropriate score on CPT or other
  approved assessment.
- Corequisite: ENC 0012L

Prepares students to plan and write grammatically correct
paragraphs and short essays. A passing score on the Basic Skills
Exit Test is required for a minimum final course grade of C, which is
required for successful completion of this course. Upon successful
completion, student has met the writing requirement for entry into
ENC 1101. ENC 0012 credit does not apply toward any associate
degree.

ENC 0012L 0 0 2
COLLEGE-PREPARATORY ENGLISH LAB
- Corequisite: ENC 0012
  Lab component of ENC 0012. (Special Fee: $35.00)

ENC 0012C 3 3 2
COLLEGE-PREPARATORY ENGLISH II
Same as ENC 0012 and ENC 0012L with class and lab combined.
(Special Fee: $35.00)

ENC 0012N 0 0 2
INTENSIVE WRITING TUTORIAL
- Prerequisite: Completion of EAP 1640 or ENC 0012 or ENC
  0012C with a grade of I
  This course is designed for students who successfully completed the
course work for EAP 1640 or ENC 0012 or ENC 0012C but failed to
earn a passing grade on the Basic Skills Exit Test. Students may be
eligible for this course after their first attempt in EAP 1640 or ENC
0012 or ENC 0012C. Students will sign a contract with the dean of
the department and work with assigned instructors to prepare for the
Basic Skills Exit Test. Faculty recommendation is required. This
course will not appear on a transcript because it is a non-gradable
course. (Special Fee: $35.00)

ENC 1101 3 3 0
FRESHMAN COMPOSITION I
(Formerly ENC 1103, EH 151)

- Prerequisites: Score of 83 on writing component of CPT or
  equivalent score on other state-approved entry test or
  minimum grade of C in ENC 0012 and ENC 0012L or ENC
  0012C or EAP 1640 or ENS 1441; also, score of 83 on reading
  component of CPT or equivalent score on other state-
  approved entry test or minimum grade of C in REA 0002 and
  REA 0002L or REA 0002C or EAP 1620 or ENS 1421.
  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. This
course includes learning activity designed to ensure competence in the
basic use of computers. Gordon Rule course in which the student is required to demonstrate college-level writing skills
through multiple assignments. Minimum grade of C required if
ENC 1101 is used to satisfy Gordon Rule and general education
requirements.

ENC 1101H (Formerly ENC 1121, ENC 1213) 3 3 0
FRESHMAN COMPOSITION I - HONORS

Same as ENC 1101 with honors content. Honors program
permission required.

ENC 1102 (Formerly ENC 1136, EH 152) 3 3 0
FRESHMAN COMPOSITION II

- Prerequisite: Minimum grade of C in ENC 1101 or ENC
  1101H or IDH 1110
  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. Gordon Rule course in which
the student is required to demonstrate college-level writing skills
through multiple assignments. Minimum grade of C required if ENC1102 is used to satisfy Gordon Rule and general education
requirements.

ENC 1102H (Formerly ENC 1122, ENC 1226) 3 3 0
FRESHMAN COMPOSITION II - HONORS

Same as ENC 1102 with honors content. Honors program
permission required.

ENC 1210 3 3 0
TECHNICAL COMMUNICATION

- Prerequisite: ENC 1101 or ENC 1101H or IDH 1110
  Emphasis on clear, simple and precise English. Writing of business
  letters, office memos, technical reports, proposals and
  recommendations. Practice in collecting and organizing data and
  preparing report formats. Includes oral reports and interview
techniques.

ENC 2341 3 3 0
ADVANCED CREATIVE WRITING - LITERARY MAGAZINE

- Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 or
  department approval
  Writing in genre of student's choice. Literary criticism and
  production of College literary magazine.

ENG 2100 3 3 0
INTRODUCTION TO FILM

Techniques of American, British, and foreign-language films. Emphasis on films of '30s through contemporary cinema.

ENG 2930 1 - 3 variable
SELECTED TOPICS IN ENGLISH

Special topics in writing and/or literature. Multiple credit course.
May be repeated for credit, but grade forgiveness cannot be applied.

ENL 2012 3 3 0
SURVEY IN ENGLISH LITERATURE: 1300-1800

- Prerequisite: Minimum grade of C in ENC 1101 or ENC
  1101H or IDH 1110
  British literature though 18th century. Gordon Rule course in which
the student is required to demonstrate college-level writing skills
through multiple writing assignments. Minimum grade of C
required if ENL 2012 is used to satisfy Gordon Rule and general education requirements.

239
ENL 2022  3 3 0
SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110
British literature of 19th and 20th centuries. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if ENL 2022 is used to satisfy Gordon Rule and general education requirements.

LIT 2090  3 3 0
CONTEMPORARY LITERATURE
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110
Representative works of contemporary poets, novelists, short story writers, dramatists, and non-fiction writers especially significant in the last thirty years. Emphasis on issues and ideas related to present and future. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if LIT 2090 is used to satisfy Gordon Rule and general education requirements.

LIT 2090H  3 3 0
CONTEMPORARY LITERATURE - HONORS
Same as LIT 2090 with honors content. Honors program permission required.

LIT 2110  3 3 0
SURVEY IN WORLD LITERATURE: BEGINNING THROUGH RENAISSANCE
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110
Major poetry, fiction, drama, and essays. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if LIT 2110 is used to satisfy Gordon Rule and general education requirements.

LIT 2120  3 3 0
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110
Major poetry, fiction, drama and essays. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if LIT 2120 is used to satisfy Gordon Rule and general education requirements.

LIT 2120H  3 3 0
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT
Same as LIT 2120 with honors content Honors program permission required.

English as a Second Language for Academic Purposes

EAP 0281  6 6 0
HIGH BEGINNING COMBINED SKILLS FOR NON-NATIVE SPEAKERS OF ENGLISH
• Prerequisite: Demonstration of required level of English proficiency
Students develop sufficient elementary skill in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning facilities. Competencies: 1) elementary academic speaking/listening skills, 2) basic reading and vocabulary skills, 3) guided discourse writing skills, 4) basic grammatical structures and patterns, and 5) basic skill in using language learning software. Required lab work is a homework component of this course. Minimum grade of C required for successful completion. A departmental final exam is required. Credit does not apply toward any associate degree. (Special Fee: $35.00)

EAP 0300  3 3 0
LOW INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH
• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281
Students develop speaking and listening skills necessary for participating in classroom discussions, with an emphasis on clarification through rewording and asking questions. Competencies: 1) basic academic speaking/listening skills, 2) classroom interaction skills, and 3) introduction to critical listening skills and strategies. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion.

EAP 0320  3 3 0
LOW INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH
• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281
Students develop the ability to read text on familiar and basic academic topics with an emphasis on vocabulary expansion and application of critical reading skills. Competencies: 1) developing base-line English vocabulary, 2) locating key concepts, 3) reading and understanding, and 4) understanding and using information resources. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion. (Special Fee: $35.00)
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<tr>
<th>Course</th>
<th>Cr</th>
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<tr>
<td>EAP 0340</td>
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<td>EAP 0420</td>
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<td>LOW INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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<td>INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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<tr>
<td>• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281</td>
<td>• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0340.</td>
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<td>Students develop the ability to write basic structured academic paragraphs on familiar topics and execute other academic writing tasks. Competencies: 1) select a topic and appropriate pre-writing technique, 2) develop a topic sentence, 3) select basic support, 4) write the first draft of a paragraph, 5) edit for errors, 6) produce a final paragraph, and 7) write a letter. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion. (Special Fee: $35.00)</td>
<td>Students develop ability to comprehend longer texts of limited length and difficulty on a variety of academically-related topics. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading and understanding, 4) understanding and using information resources, and 5) reading for personal enrichment. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree. (Special Fee: $35.00)</td>
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<td>EAP 0360</td>
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<td>EAP 0440</td>
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<td>LOW INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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<tr>
<td>• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281</td>
<td>• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0340.</td>
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<td>Students develop the ability to use low intermediate-level grammatical structures appropriate to classroom discussion, oral presentations, and writing of academic paragraphs, with an emphasis on increased accuracy. Competencies: 1) controlling verbs, 2) forming questions, 3) using nouns and noun phrases, 4) using prepositions, 5) using a variety of sentence types, and 6) developing some editing ability. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion.</td>
<td>Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. Competencies: 1) select and limit a topic and choose an appropriate pre-writing technique, 2) develop a topic sentence, 3) select and organize appropriate support, 4) write a first draft of the paragraph, 5) use cohesive devices, 6) edit the first draft of the paragraph, 7) produce a final one-paragraph essay, 8) recognize basic paragraph development from reading selections, and 9) execute other academic writing tasks. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the comprehensive and essay writing parts of the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree. (Special Fee: $35.00)</td>
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<td>EAP 0400</td>
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<td>EAP 0460</td>
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<td>INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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<td>• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0300</td>
<td>• Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0360.</td>
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<td>Students continue to develop speaking and listening skills necessary for participation in classroom discussions, with an introduction to oral presentation and critical listening skills. Competencies: 1) academic speaking/listening skills, 2) introduction to oral presentations, and 3) critical listening skills and strategies. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree.</td>
<td>Students develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentations, and writing of more sophisticated academic paragraphs, with an emphasis on increased accuracy. Competencies: 1) controlling verbs, 2) using nouns and noun phrases effectively, 3) forming questions, 4) using subordinate clauses, 5) using a variety of sentence types, 6) using prepositions and phrasal verbs, and 7) developing editing ability. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree. (Special Fee: $35.00)</td>
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EAP 1500
HIGH INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH
- Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0400
Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion, with an introduction to lecture note taking. Competencies: 1) academic communication skills, 2) extemporaneous speech preparation and delivery, and 3) academic lecture note taking. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion.
(Especial Fee: $35.00)

EAP 1520
HIGH INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH
- Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0420
Students develop ability to comprehend longer texts on a variety of academically-related topics by applying appropriate reading strategies. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for information in periodicals, 5) reading to enhance personal life, and 6) developing effective study habits. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion. (Special Fee: $35.00)

EAP 1540
HIGH INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH
- Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0440.
- Prerequisite or corequisite: EAP 1560
Students develop the ability to write basic, structured, academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. Competencies: 1) select and refine a topic and utilize an appropriate pre-writing technique, 2) develop a topic sentence or thesis statement, 3) support the topic sentence or thesis statement, 4) construct an organizational plan/pattern, 5) write an introductory paragraph, 6) write a body paragraph, 7) write a concluding paragraph, 8) write the first draft of the paragraph or essay, 9) revise the paragraph or essay, 10) edit for grammatical and mechanical errors, 11) produce a final multi-paragraph essay, 12) recognize elements of effective writing from reading selections in the disciplines, and 13) execute other academic writing tasks. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion. (Special Fee: $35.00)

EAP 1560
HIGH INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH
- Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0460
Students develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions, and essays, at this level. Competencies: 1) controlling verbs, 2) selecting and using dependent clauses, 3) using nouns and noun phrases, 4) using a variety of sentence types, 5) improving editing ability, 6) recognizing predicate requirements of verbs, and 7) identifying grammatical constructions in readings from various disciplines. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion.

EAP 1616
ADVANCED SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH
- Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 1500
Students further develop communication skills necessary for full participation in mainstream college classes, including comprehension of extensive discourse. Competencies: 1) mainstream academic communication skills, 2) extemporaneous and impromptu academic oral presentations, 3) academic lecture and extensive discourse comprehension, and 4) academic oral/aural skills refinement for college success. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam.

EAP 1620
ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH
- Prerequisite: demonstration of required level of English proficiency or minimum grade of C in EAP 1520
Students develop ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for study and enjoyment, and 5) reading multi-media/hypertext material effectively. Lab work of two hours per week is a required component of this course. In order to pass this course, students must earn a grade of C or better in course work and lab work and a passing score on the Comprehensive Departmental Final Exam. (Special Fee: $35.00)
EAP 1640 3 3 2
ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH
• Prerequisite: Demonstration of required level of English proficiency or minimum grades of C in EAP 1540 and EAP 1560
Students develop the ability to write a variety of college-level essays with sophistication, fluency and accuracy and execute other academic writing tasks. Competencies: 1) narrow a broad topic, 2) select an appropriate pre-writing technique, 3) develop a thesis statement, 4) support the thesis, 5) construct an organizational plan/pattern, 6) write an introductory paragraph, 7) write body paragraph(s), 8) write a concluding paragraph, 9) write the first draft of the essay, 10) revise the essay, 11) edit for grammatical errors, 12) edit for mechanical errors, 13) produce a final multi-paragraph essay, 14) identify elements of effective writing from reading selections in the disciplines, and 15) perform other academic writing tasks. Lab work of two hours per week is a required component of this course. In order to pass this course, students must earn a grade of C or better in course work and lab work and a passing score on both the editing and essay writing parts of the Comprehensive Departmental Final Exam. (Special Fee: $35.00)

EAP 2930 1 - 3 variable
SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE
• Prerequisite: Department 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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied. (Special Fee: $35.00)

Film
You must apply and be accepted to the Selective Admission Advanced Courses in the Film Production Technology A.S. Degree program to register for any of the following film courses:
FIL 2200C, FIL 2450, FIL 2505, FIL 2537, FIL 2543, FIL 2552, FIL 2561, and FIL 2580.

You must apply and be accepted to the Film - Motion Picture Post-Production Advanced Technical Certificate program to register for any of the following film courses: FIL 2543, FIL 2544, and FIL 2571.

FIL 1420 (Formerly FIL 1270) 3 3 0
INTRODUCTION TO THE FILM PROCESS
Study of film-making process from concept to completion with special emphasis on relationship between various job categories and specific role of “below-the-line” production technician.

FIL 2030 (Formerly FIL 2400) 3 3 0
HISTORY OF MOTION PICTURES
Overview of film as an industry, mass medium and art form.

FIL 2100 3 2 1
SCREENWRITING
Introduction to the basic techniques of screenwriting. Exercises in story structure, dialogue and character development. Introduction to screenwriting software. (Special Fee: $25.00)

FIL 2130 (Formerly FIL 2116) 3 3 0
ADVANCED SCREENWRITING
• Prerequisite: Minimum grade of C in FIL 2100
This course advances a student’s knowledge of the screenwriting process with emphasis on completing and marketing a story. (Special Fee: $25.00)

FIL 2200C 4 1 10
FILM PRODUCTION
• Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree
Participation by student as technician in College-sponsored film production. Multiple credit course. Must be repeated for 12 credits, but grade forgiveness cannot be applied. (Special Fee: $457.50)

FIL 2422 (Formerly FIL 2201) 3 2 2
FOUNDATIONS OF MOTION PICTURE PRODUCTION
Provides a basic understanding of motion picture production technology, equipment operation, crew roles, terminology and techniques. Students may incur additional production expenses. (Special Fee: $35.00)

FIL 2450 (Formerly FIL 2273) 3 1 3
FILM LIGHTING
• Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree
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

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<tr>
<th>Course</th>
<th>Cr</th>
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<td>FIL 2537 (Formerly FIL 2275)</td>
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<td><strong>FILM SOUND</strong></td>
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<td>• Prerequisite:</td>
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<tr>
<td>Acceptance to Advanced courses in Film Production A.S. Degree</td>
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<tr>
<td>Focuses on theory and practice of production and post-production film sound. Special emphasis on techniques of sound imaging in film-making process. This course includes learning activity designed to ensure competence in the basic use of computers.</td>
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<tr>
<td>FIL 2543 (Formerly FIL 2000)</td>
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<tr>
<td><strong>POST-PRODUCTION/SOUND FOR MOTION PICTURES</strong></td>
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<td>• Prerequisite:</td>
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<tr>
<td>Acceptance to Advanced courses in Film Production A.S. Degree</td>
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<tr>
<td>Special emphasis on sound design, dialogue editing, and ADR (looping, creating sound effects, including Foley, as these things apply to feature film post-production.</td>
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<td>FIL 2544 (Formerly FIL 2227)</td>
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<td><strong>POST-PRODUCTION/SURROUND SOUND MIX</strong></td>
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<td>• Corequisites:</td>
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<tr>
<td>FIL 2000 and FIL 2210</td>
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<tr>
<td>Open to students seeking the Advanced Technical Certificate in Film - Motion Picture Post-Production. Advanced technical course in post-production picture editing for surround sound mixing for film. (Special Fee: $200.00)</td>
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<tr>
<td>FIL 2552 (Formerly FIL 2274)</td>
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<td><strong>FILM EDITING</strong></td>
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<td>• Prerequisite:</td>
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<tr>
<td>Acceptance to Advanced courses in Film Production A.S. Degree</td>
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<tr>
<td>Acquaints students with techniques and aesthetics of film editing. Emphasis on visual and audio post-production. This course includes learning activity designed to ensure competence in the basic use of computers.</td>
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<tr>
<td>FIL 2561</td>
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<tr>
<td><strong>ADVANCED EDITING</strong></td>
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<td>• Prerequisite:</td>
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<tr>
<td>Acceptance to Advanced courses in Film Production A.S. Degree</td>
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<tr>
<td>Students develop the skills needed to edit a narrative feature film, as well as documentaries, music videos and TV commercials. This course includes Analog as well as Digital editing.</td>
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<td>FIL 2571 (Formerly FIL 2210)</td>
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<tr>
<td><strong>POST-PRODUCTION/PICTURE</strong></td>
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<td>• Corequisites:</td>
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<tr>
<td>FIL 2543 and FIL 2544</td>
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<tr>
<td>Open to students seeking the Advanced Technical Certificate in Film-Motion Picture Post-Production. Advanced technical course in post-production picture editing for film and digital video. (Special Fee: $200.00)</td>
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<tr>
<td>FIL 2570 (Formerly FIL 2271)</td>
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<tr>
<td><strong>FILM CAMERA TECHNIQUES</strong></td>
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<td>• Prerequisite:</td>
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<tr>
<td>Acceptance to Advanced courses in Film Production A.S. Degree</td>
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<td>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.</td>
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### Finance

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<th>Course</th>
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<tr>
<td><strong>SELECTED TOPICS IN FILM</strong></td>
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<tr>
<td>Seminar for students interested in research, discussion and observation of special topics in film and film production. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<td>FIL 2941</td>
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<td><strong>INTERNSHIP EXPLORATION IN FILM</strong></td>
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<td>• Prerequisites:</td>
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<td>Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including FIL 2100 and DIG 2431 and DIG 2411; 2.0 overall GPA; and Internship Office approval</td>
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<tr>
<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<td>FIL 2942</td>
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<tr>
<td><strong>INTERNSHIP IN FILM TECHNOLOGY</strong></td>
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<td>• Prerequisites:</td>
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<td>Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; completion of the limited access portion of the Valencia Film Production Technology Program; and program director’s approval</td>
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<tr>
<td>This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Finance

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<td>FIN 1052 (Formerly FIN 1611)</td>
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<tr>
<td><strong>BASICS OF INTERNATIONAL BANKING AND FINANCE</strong></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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<tr>
<td>FIN 2000 (Formerly BRC 2001)</td>
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<tr>
<td><strong>PRINCIPLES OF FINANCE</strong></td>
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<tr>
<td>A study of business finance in the American economy, money, monetary systems, monetary standards, flow of funds, sources of funds, money markets, capital markets, savings, channeling savings into investments, corporate financial structures, financing large businesses, financing small businesses, financing real estate, public finance, fiscal policies, international finance, and international financial policies.</td>
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FIN 2010 | **PERSONAL INVESTMENTS** | 3  | 3   | 0   |
Introduction to securities markets, types of personal investments, research tools, investment strategies and portfolio management.
FIN 2100 3 3 0
PERSONAL FINANCE
Introduction to personal financial planning, including personal financial management, taxes, risk management, investments, retirement planning and estate planning.

French

FRE 1000 3 3 0
BASIC FRENCH
For students without two years of recent high school French completed within the last three years or department approval. Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to French. Not open to native speakers.

FRE 1100 3 3 0
ELEMENTARY FRENCH I
• Prerequisite: FRE 1000 or two years of recent high school French completed within the last three years and department approval
Combination of fundamental skills in French comprehension, expression, and structure. Increasing awareness and understanding of the French culture.

FRE 1101 3 3 0
ELEMENTARY FRENCH II
• Prerequisite: FRE 1100 or department approval
Continuation of French 1100 emphasizing skills in French comprehension, expression, and structure. Increasing awareness and understanding of the French culture.

FRE 2200 3 3 0
INTERMEDIATE FRENCH I
• Prerequisite: FRE 1101 or department approval
Conversational approach with readings adapted from French newspapers, magazines, short stories, and film. Increasing awareness and understanding of the French culture.

FRE 2201 3 3 0
INTERMEDIATE FRENCH II
• Prerequisite: FRE 2200 or department approval
Conversational approach with readings adapted from French newspapers, magazines, short stories, and film. Increasing awareness and understanding of the French culture.

FRE 2941 1 - 4 variable
INTERNERNSHIP EXPLORATION IN FRENCH
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a foreign language course at the intermediate level; and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Geography

GEA 1000 3 3 0
WORLD GEOGRAPHY
Introduction to basic geographic concepts and terms, problems of conservation of natural resources and human and natural resources of major regions of world with an in-depth study of one or more countries in each region.

GEO 1200 3 3 0
PHYSICAL GEOGRAPHY
A study of the relationship between the natural environment and man. Includes: weather, climate, soils, biogeography, land forms and man’s place and activities within his/her environment.

Geology

GLY 1001 3 3 0
EARTH SCIENCES
Study of earth sciences with emphasis on geology. Additional topics selected from astronomy, oceanography and meteorology. Emphasis on Florida.

GLY 2010C 4 3 3
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, erosion and features, rock and mineral formation along with new and current geological developments. (Special Fee: $10.00)

GLY 2100C 4 3 3
HISTORICAL GEOLOGY
History of the earth and the evolution of life as evidenced in the rock and fossil record; principles of geologic and paleontologic research; evolution of the dinosaurs, mass extinctions, and effects of the past continental movements on the diversity of life. (Special Fee: $10.00)

GLY 2100H 4 3 3
HISTORICAL GEOLOGY - HONORS
Same as GLY 2100C with honors content. Honors program permission required. (Special Fee: $10.00)
**Course** | **Cr** | **Cls** | **Lab** | **Course** | **Cr** | **Cls** | **Lab**
--- | --- | --- | --- | --- | --- | --- | ---
GLY 2930 | 1 - 3 variable | SELECTED TOPICS IN GEOLOGY |  
• Prerequisite: Department approval.  
Selected topics in geology 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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

**German**

GER 1000 | 3 | 3 | 0 | BASIC GERMAN  
For students without two years of recent high school German completed within the last three years or department approval  
Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to German. Not open to native speakers.

GER 1100 | 3 | 3 | 0 | ELEMENTARY GERMAN I  
• Prerequisite: GER 1000 or two years of recent high school German completed within the last three years and department approval  
Continuation of fundamental skills in German comprehension, expression, and structure. Increasing awareness and understanding of the German culture.

GER 1101 | 3 | 3 | 0 | ELEMENTARY GERMAN II  
• Prerequisite: GER 1100 or department approval  
Continuation of German 1100 emphasizing skills in German comprehension, expression, and structure. Increasing awareness and understanding of the German culture.

GER 2200 | 3 | 3 | 0 | INTERMEDIATE GERMAN I  
• Prerequisite: GER 1101 or department approval  
Conversational approach with readings adapted from German newspapers, magazines, short stories, and film. Increasing awareness and understanding of the German culture.

GER 2201 | 3 | 3 | 0 | INTERMEDIATE GERMAN II  
• Prerequisite: GER 2200 or department approval  
Conversational approach with readings adapted from German newspapers, magazines, short stories, and film. Increasing awareness and understanding of the German culture.

GER 2930 | 1 - 3 variable | SELECTED TOPICS IN GERMAN  
For students interested in special topics that further explore the field of German. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

GER 2941 | 1 - 4 variable | INTERNSHIP EXPLORATION IN GERMAN  
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a foreign language course at the intermediate level; and Internship Office approval  
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**Graphics Technology**

GRA 1136 | 3 | 3 | 1 | DIGITAL VIDEO AND SOUND  
• Prerequisite: Minimum grade of C in GRA 2201 or department approval  
Advanced tools and techniques will be taught enabling students to produce sophisticated digital video and sound presentations according to client or audience needs and capabilities. Understanding of digital video and sound creation, editing and presentation will be covered. (Special Fee: $25.00)

GRA 1142 | 5 | 5 | 2 | DIGITAL MEDIA AND DESIGN  
An introduction to a variety of visual communication principles, methods and careers in today’s computer age. Typography, design, layout, color, production, and an introduction to an industry-standard personal computer and software for production of graphics and multimedia all are explored. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $25.00)

GRA 1149 | (Formerly GRA 1836) | 2 | 2 | 1 | INTRODUCTION TO COMPUTERS AND LOGICAL THINKING  
Provides instruction in methods of logical thought and critical thinking. Employs in-class projects, demonstrations and group activities designed to enhance students’ logical thought processes. Students become familiar with historical and modern tools used to employ critical thinking and basic computer programming skills. (Special Fee: $25.00)

GRA 1203C | (Formerly GRA 1540C) | 3 | 2 | 2 | LAYOUT, DESIGN AND COPY PREPARATION  
• Prerequisites: ART 1201C and minimum grade of C in GRA 1142 or in both GRA 1500 and GRA 1800 or department approval  
A practical course in planning and visualizing advertising and industrial copy. The student converts rough ideas and designs into comprehensive layouts from which are prepared traditional and computerized camera-ready copy. Experiments are conducted with various media involving design, balance and color psychology. (Special Fee: $25.00)
GRA 2106C  (Formerly GRA 1530C)  3  3  1
FUNDAMENTALS OF TYPOGRAPHY
• Prerequisite: Minimum grade of C in GRA 1142 or in both
  GRA 1500 and GRA 1800 or department approval
Includes the history and classification of type. Contemporary type
usage will be explored. Projects in type design and production
include the use of a personal computer and industry-standard
software. (Special Fee: $25.00)

GRA 1933  (Formerly ART 1933)  2  2  0
FUNDAMENTALS OF CREATIVE THINKING
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.

GRA 1951                                1  2  0
PORTFOLIO REVIEW
• Prerequisites: SLS 1303 and minimum grade of C in GRA
  2143 or GRA 2182 or department approval
A course in which the student develops a portfolio and presentation
skills for employment in the graphic design or multimedia
profession. Additionally, students design a personal letterhead for
their interview request letter, a business card and a self-promotional
piece. As final evaluation for the course, students undergo a
portfolio review.

GRA 2113C  (Formerly GRA 2545C)  3  1  2
ADVANCED GRAPHIC DESIGN I
• Prerequisites: Minimum grades of C in GRA 1933 and GRA
  1203C and GRA 1206C or department 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.

GRA 2121  (Formerly GRA 2820)  3  3  1
PUBLICATION DESIGN
• Prerequisites: Minimum grades of C in GRA 1203C and GRA
  1206C or department approval
Designed to provide students with hands-on usage of publishing
software and hardware currently used in the industry for the
production of quality publications. A focus on good graphic design
skills will include: composition, layout, typography, pagination,
style, balance, format and project planning. (Special Fee: $25.00)

GRA 2131  (Formerly GRA 2830)  3  3  1
INTERACTIVE DESIGN I
• Prerequisite: Minimum grade of C in GRA 1206C and GRA
  2156 or department 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: $25.00)

GRA 2132  (Formerly GRA 2832)  3  3  1
INTERACTIVE DESIGN II
• Prerequisite: Minimum grade of C in GRA 2131 or
department approval
Students learn advanced techniques to produce interactive
multimedia presentations. Students design a presentation through
various steps of development, implementation, testing and final
output. Special attention is given to scripting, design considerations
for output media and system configurations. Vector and bit-
mapped graphics software, video, sound and authoring software
will be utilized. (Special Fee: $25.00)

GRA 2141  (Formerly GRA 2841)  3  3  1
WEB PAGE DESIGN
• Prerequisite: Minimum grades of C in GRA 1206C and GRA
  2201 or department approval
Provides instruction in the most current applications being used in
the industry for production of web pages. Proper coding of the
pages with consideration of various platforms will be provided.
Special emphasis on good design, proper usage of typography and
images for delivery on the Internet will be covered. (Special Fee:
$25.00)

GRA 2143  (Formerly GRA 2842)  3  3  1
ADVANCED WEB PAGE DESIGN
• Prerequisites: Minimum grades of C in GRA 1149 and GRA
  2131 and GRA 2141 or department approval
Advanced tools and techniques will be taught enabling students to
produce sophisticated, interactive web sites according to audience
needs and capabilities. Understanding of web site maintenance and
administration will be covered. (Special Fee: $25.00)

GRA 2151C  (Formerly GRA 2743C)  3  2  2
ILLUSTRATING
• Prerequisites: ART 1300C and a minimum grade of C in GRA
  1142 or in both GRA 1500 and GRA 1800 or department
  approval
A basic course in the application of freehand sketching to
commercial problems. Various surfaces and techniques, as well as
color and black and white mediums will be explored. Also included
are studies in planning, production and completion of finished
artwork. (Special Fee: $25.00)

GRA 2156  (Formerly GRA 2801)  3  3  1
ADOBE ILLUSTRATOR
• Prerequisites: ART 1300C and a minimum grade of C in GRA
  1142 or in both GRA 1500 and GRA 1800 or department
  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: $25.00)
### Computer Animation
- **Prerequisites:** ART 1300C and a minimum grade of C in GRA 2156 or department approval

Instruction in the use of a personal computer to generate 2-D images and incorporate them into animated sequences. Principles of traditional animation, storyboarding and animation effects will be explored and applied to computer imagery. Students will become familiar with the necessary hardware and software to create and output animated images. (Special Fee: $25.00)

### Advanced Graphic Design II
- **Prerequisite:** Minimum grade of C in GRA 2113C or department 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.

### Electronic Imaging
- **Prerequisite:** Minimum grade of C in GRA 1142 or in both GRA 1500 and GRA 1800 or department approval

Utilizing the most current industry-standard image editing software, this course is designed for the intermediate-to-experienced graphic designer who wishes to integrate black and white or color imagery into page layout or web design projects. Program features will be utilized to create original bitmapped images, edit scanned images, design graphics for web pages, and import images rendered in other applications. Emphasis will be placed on the application of good design principles through projects based on typical assignments within the industry. (Special Fee: $25.00)

### Advanced Image Editing
- **Prerequisites:** Minimum grades of C in GRA 2156 and GRA 2201 or department approval

Exploration of advanced image processing techniques. Students will learn how to prepare images for various output venues, including print, web and multimedia publishing, animation and video. Projects focus on resolution, color management, image and texture creation, and special effects. Industry-standard hardware and software will be utilized. (Special Fee: $25.00)

### Graphic Reproduction Processes
- **Prerequisite:** Minimum grade of C in GRA 2121 or department 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: $25.00)

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### Health, Health and Fitness, and Physical Education

#### Fitness and Wellness for Life I
- **Course:** HLP 1081
- **Credit Hours:** 3
- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including SLS 1303 and a minimum grade of C in GRA 2143 or GRA 2182; and program director’s approval

This course combines aerobics, strength training, and wellness principles. The student is helped to design a personal fitness program which includes regular workouts. Lectures are once a week and topics covered include nutrition, stress, strength training principles, muscle development, and weight control. (Special Fee: $10.00)

#### Fitness and Wellness for Life II
- **Prerequisite:** HLP 1081

This course is a continuation of the HLP 1081 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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $10.00)
HLP 2930  1 - 3  variable
SELECTED TOPICS IN HEALTH AND FITNESS
  • Prerequisite: Department Approval.
Selected topics in health and fitness as background and interests of students dictate. Multiple credit course. May be repeated for credit, provided different topics are explored. May be repeated for credit, but grade forgiveness cannot be applied.

HSC 1100  3 3 0
PERSONAL HEALTH
Acquaints individual with sound principles of healthful living. Emphasis on helping student meet physical, mental and social stresses of daily life. Topics include nutrition, physical conditioning, mental health, reproduction, diseases pertinent to today's lifestyle and alcohol and drug education.

HSC 1400  3 3 0
FIRST AID/CPR
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. (Special Fee: $10.00)

PEL 1121  2 2 0
GOLF I
Basic fundamentals pertaining to grip, stance, posture and swing. Work with woods, irons, chipping and putting. Discussions on rules of play, etiquette and purchase and care of equipment. Emphasizes recreational and carry-over values of golf. (Special Fee: $25.00)

PEL 1321  2 2 0
VOLLEYBALL I
Designed for casual or intramural participants interested in improving skills of forearm pass, set, spike, dink, block and overhead serve. Covers rules and game strategy. (Special Fee: $5.00)

PEL 1341  2 2 0
TENNIS I
Designed specifically for beginning tennis player. Body movements, positioning, footwork and stroke techniques introduced and related to forehead drive, backhand drive, fore and backhand volley and serve. Practical playing experience teaches rules, etiquette and some strategy. Equipment furnished. (Special Fee: $10.00)

PEL 1342  2 2 0
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 technique and strategy. (Special Fee: $10.00)

PEL 1441  2 2 0
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: $5.00)

PEL 1621  2 2 0
BASKETBALL I
Designed for casual or intramural participants interested in improving skills of shooting, passing and catching, dribbling and rebounding. Also covers rules and offensive and defensive team strategy. (Special Fee: $5.00)

PEL 2122  2 2 0
GOLF II
Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with department approval. (Special Fee: $25.00)

PEL 2322  2 2 0
VOLLEYBALL II
For students with intermediate and/or advanced offensive and defensive skills. Review of basic fundamental skills and emphasis on advanced development of fundamental skills and strategies. (Special Fee: $5.00)

PEL 2442  2 2 0
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 department approval. (Special Fee: $5.00)

PEL 2622  2 2 0
BASKETBALL II
For students with intermediate and/or advanced skills. Review of basic fundamental skills and emphasis on advanced development of skills and strategies. (Special Fee: $5.00)

PEM 1012  1-2 1-2 0
FITNESS FOR THE DISABLED
Individualized fitness program geared to student's capabilities; strength and aerobic training in independent workouts. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $10.00)

PEM 1131  2 2 0
WEIGHT TRAINING AND CONDITIONING I
Designed to improve strength and appearance with the use of weight training machines, rope jumping, walking, jogging, circuit training, isotonic and isometric exercises. Emphasis is on fitness and proper conditioning techniques. (Special Fee: $10.00)

PEM 1132  2 2 0
WEIGHT TRAINING AND CONDITIONING II
  • Prerequisite: PEM 1131 or department approval
For students interested in developing advanced skills in weight training, rope jumping, walking, jogging, circuit training, isotonic and isometric exercises. Emphasis is on the use of advanced fitness and conditioning activities to improve strength and maintain health. (Special Fee: $10.00)
**Health, Health and Fitness, and Physical Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>PEM 1171</td>
<td>2</td>
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<tr>
<td>DANCE AEROBICS</td>
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<tr>
<td>Program of physical fitness based on popular aerobic exercises choreographed to music. Individual exercise programs designed for people of all ages. <em>(Special Fee: $5.00)</em></td>
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<tr>
<td>PEM 1172</td>
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<tr>
<td>SLIMNASTICS</td>
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<td>Slimnastics is a program of physical fitness that is choreographed to music. Participants will learn various floor exercises for specific muscle groups and will focus on proper body alignment during exercise. <em>(Special Fee: $5.00)</em></td>
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<tr>
<td>PEM 1173</td>
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<tr>
<td>HIP HOP DANCE I</td>
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<td>Hip Hop Dance is a form of art that allows one to express feelings and emotions. The hip hop dance class is designed to develop the student’s body and spatial awareness and improve coordination, balance, flexibility, concentration, endurance and rhythm skills. <em>(Special Fee: $5.00)</em></td>
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<tr>
<td>PEM 1174</td>
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<tr>
<td>HIP HOP DANCE II</td>
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<td>• Prerequisite: PEM 1173 Students will review the fundamental hip hop dance skills and will focus on choreography. Participants will learn proper techniques of executing specific steps (position, timing, and style), how to memorize dance combinations, and proper stretching techniques. The course will improve eye-foot coordination, eye-hand coordination, agility, concentration, balance, and flexibility. <em>(Special Fee: $5.00)</em></td>
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<td>PEM 1176</td>
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<tr>
<td>KICKBOXING I</td>
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<td>A total workout that is designed to improve cardiovascular endurance, coordination, balance, concentration, agility and muscle tone. <em>(Special Fee: $5.00)</em></td>
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<td>PEM 1405</td>
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<td>SELF-DEFENSE FOR WOMEN</td>
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<td>Practical self-defense techniques designed for women. Techniques do not require strength but rely on dynamics of motion. Designed to increase awareness of danger and develop protective responses. Develops self-confidence and self-esteem. <em>(Special Fee: $5.00)</em></td>
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<td>PEM 1441</td>
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<tr>
<td>KARATE I</td>
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<td>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. <em>(Special Fee: $5.00)</em></td>
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<td>PEM 2442</td>
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<tr>
<td>KARATE II</td>
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<tr>
<td>• Prerequisite: Department 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. <em>(Special Fee: $5.00)</em></td>
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<tr>
<td>PEN 1136</td>
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<tr>
<td>SCUBA TRAINING</td>
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<td>• Prerequisite: Basic swimming ability and good health An introduction to the proper techniques of safe scuba diving. <em>(Special Fee: $55.00)</em></td>
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<tr>
<td>PET 2622</td>
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<tr>
<td>CARE AND PREVENTION OF ATHLETIC INJURIES</td>
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<td>An introduction to the prevention, identification, care and rehabilitation of activity-related injuries. Training will include taping techniques. <em>(Special Fee: $25.00)</em></td>
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<tr>
<td>PET 2930</td>
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<tr>
<td>SELECTED TOPICS IN PHYSICAL EDUCATION</td>
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<td>Selected topics in physical education as background and interests of students dictate. May be repeated for credit, provided different topic explored each time, but grade forgiveness cannot be applied. <em>(Special Fee: $5.00)</em></td>
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### Health Sciences

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<th>Course</th>
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<tbody>
<tr>
<td>HSC 1001</td>
<td>3</td>
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<tr>
<td>PROFESSIONS OF CARING</td>
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<tr>
<td>• Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes Introduces careers in health professions. Includes self exploration and increased awareness of self and others. Focuses on American Health Care Systems and skills and understanding needed to enter health professions.</td>
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<tr>
<td>HSC 1230C</td>
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<tr>
<td>METHODS OF PATIENT CARE</td>
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<td>Introduces basic theories, skills, and techniques of quality patient care. Includes communication, assessment skills, aseptic technique, venous access and drug administration, emergency situations and AIDS education. Presents theoretical and practical knowledge to make sound clinical judgments and carry out patient care activities. <em>(Special Fee: $60.00)</em></td>
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<tr>
<td>HSC 1531</td>
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<tr>
<td>MEDICAL TERMINOLOGY</td>
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<td>Study of the language of medicine. Includes construction, analysis, spelling, application and pronunciation of medical terms and how they relate to the structure and function of the human body. Explores the use of medical words and abbreviations used in clinical procedures, pathophysiology and case histories.</td>
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<td>HSC 2151</td>
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<tr>
<td>PHARMACOLOGY AND CLINICAL DECISION MAKING</td>
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<tr>
<td>• Prerequisite: Admission to health sciences program and department permission • Corequisite: NUR 2823C Addresses the use of critical thinking in making clinical decisions related to pharmacotherapy. Nursing interventions include: administration of medications, evaluating the effects of medications, responding to the effects of medications, and incorporation of teaching. A general knowledge of drug classifications is required at the start of the course. <em>(Special Fee: $20.00)</em></td>
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250
**PATHOPHYSIOLOGY**

- **Prerequisite:** BSC 2093C or department approval

  Concepts of disease and related pathology. Manifestations and etiology of pathological conditions, their relevance to diagnosis and treatment of diseases, trauma, systemic classifications, tissue disruptions and healing process.

**HSC 2941**

- **Interim Exploration in Health**
  - **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits which may include the following recommended courses (HSC 1001, HSC 1531, BSC 1010C or PSY 1012); and Internship Office approval

  This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**History**

**AMH 2010**

- **United States History To 1877**

  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, emancipation movement, Civil War and Reconstruction.

**AMH 2010H**

- **United States History To 1877 - Honors**
  
  Same as AMH 2010 with honors content. Honors program permission required.

**AMH 2020**

- **United States History 1877 to Present**

  Survey of United States history from the Gilded Age to the present, emphasizing political, social, and economic developments. Examines such topics as expansion, Populist and Progressive movements, Great Depression, the World Wars, reform and dissent in the 1960's and the Vietnam conflict.

**AMH 2020H**

- **United States History 1877 to Present - Honors**
  
  Same as AMH 2020 with honors content. Honors program permission required.

**AMH 2070**

- **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.

**EUH 2000**

- **Western Civilization To 1750**

  - **Prerequisite:** Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110

  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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if EUH 2000 is used to satisfy Gordon Rule requirement.

**EUH 2001**

- **Western Civilization 1750 To Present**

  - **Prerequisite:** Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110

  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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if EUH 2001 is used to satisfy Gordon Rule requirement.

**HIS 2206**

- **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.

**HIS 2935**

- **Selected Topics in History**
  
  For students interested in special topics and who wish to explore further field of history through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

**Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management**

**FOS 2201**

- **Food Service Sanitation Management**

  Acquaints 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 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.
### BAKING INGREDIENTS AND TECHNOLOGY

**Course:** FSS 1050  
**Credit:** 3  
**Clinical:** 2  
**Lab:** 1  

**Prerequisite:** FOS 2201  

This course will focus on the range of baking ingredients in original, modified, and prepared forms as well as the theory and operation of large and small equipment used in bakeries and pastry shops. Students will learn to identify and select quality grains, dairy products, baking spices, flours, chocolates, fats, and oils used in the baking field. The costs, advantages, disadvantages, and operational requirements of various equipment will also be covered. (Special fee: $100.00)

### HEARTH BREADS

**Course:** FSS 1051  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisites:** FOS 2201 and FSS 1050  

Students will build on their previous knowledge and learn to mix, shape, bake, store, and distribute breads and rolls. Students will build speed and increase their proficiency in meeting production deadlines with quality products. Emphasis will be placed on increased use of traditional fermentation methods, equipment, and methods that emphasize flavor, texture, and appearance as well as techniques that increase shelf life. (Special fee: $100.00)

### SPECIALTY BREADS

**Course:** FSS 1052  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisites:** FOS 2201 and FSS 1050  

This course covers the principles and techniques of preparing lean breads, multi-grain breads, sourdough, bagels, and pretzels; and holiday, seasonal, and flat breads. Special emphasis will be placed on regional and ethnic breads; handling grains (such as soakers) for specialty breads; mixing, shaping, and finishing specialty breads; and learning innovative baking methods. (Special fee: $100.00)

### QUANTITY FOOD PRODUCTION I

**Course:** FSS 1203C  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisites:** FOS 2201 and FSS 2251  

Student will acquire the fundamental concepts, skills and techniques involved in the management of resources, use of recipes, use and care of equipment, and evaluation of food products. Special emphasis is given to practical demonstrations in breakfast cookery, salads, dressings, cold sauces, sandwiches, and safety and sanitation principles. Student must successfully pass written and practical cooking examination covering a variety of techniques and procedures. (Special fee: $100.00)

### CLASSICAL CUISINE

**Course:** FSS 1240C  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisites:** FOS 2201, FSS 1203C, and FSS 2251  

Students prepare and learn the skills and management theories involved in classical dishes. Concentration is on the basics of classical cuisine, such as stocks, soups, and sauces. Attention is given to the management tasks of portion control, costing and presentation. Special emphasis is given to classics such as emulsion sauces, thickening agents, and sauces derived from the Mother sauces. Student must successfully pass written and practical examination covering a variety of techniques and procedures. (Special fee: $100.00)

### BAKING AND PASTRIES I

**Course:** FSS 1246C  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisites:** FOS 2201 and FSS 2251  

Students apply the fundamentals of baking science and pastry preparation to produce a variety of bread products and pastries. Special emphasis is given to the application of advanced techniques in bakery management and the use and care of equipment normally found in bake shops. Preparation of breads and rolls, classical cakes and icings. Student must pass written and practical baking examination covering a variety of techniques and procedures. (Special fee: $100.00)

### COOKIES, TARTS, AND FRIANDISES

**Course:** FSS 2054  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 2  

**Prerequisites or corequisites:** FOS 2201 and FSS 1052  

An introduction to a variety of doughs, batters, fillings, and glazes with an emphasis on the formulas and skills involved in preparing unfilled and filled cookies, Friandises, and tarts. Topics to be covered include: methods of mixing, shaping, piping, baking, filling, finishing, storing, pricing, and distributing products. Students will prepare sliced, dropped, piped, rolled, and bar cookies, fruit, nut, and chocolate tarts; a variety of petit-fours; and other one-bite items. (Special fee: $100.00)

### CONTEMPORARY CAKES AND DESSERTS

**Course:** FSS 2055  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisite:** FSS 2054  

An examination of cakes and desserts that are assembled and decorated with a modern approach using the latest technology and equipment. Topics to be covered include: small cakes decorated as a whole; cakes finished in molds or rings; and items that can be used for cakes, desserts or individual pastries. Students will use specialized equipment, practice new presentation methods, and focus on fresh produce, simplicity of style, and ease of production. (Special fee: $100.00)

### PASTRY TECHNIQUES

**Course:** FSS 2056  
**Credit:** 3  
**Clinical:** 1  
**Lab:** 5  

**Prerequisite:** FSS 1052  

This course introduces non-yeast, laminated doughs and the preparation of pastry products using a variety of methods: lamination, blending, creaming, foaming, and thickening. Students will combine these methods into new products to create savory items and frozen desserts and will use basic finishing methods by applying glazes, filling pastries, creating simple sauces, and presenting products for service. The course also will cover the fundamentals of heat transfer as applied to pastries by preparing creams, custards, souffles, butter creams, merengues, and flavored whipped creams. Additionally, students will create, taste, and test products and complete a research assignment. (Special fee: $100.00)
FSS 2057
INDIVIDUAL AND PRODUCTION PASTRIES
Prerequisite or corequisite: FSS 2059
This course explores the steps for planning and conducting quantity production for banquets and large functions. Students will learn how to scale recipes for large volume production, calculate yield, work brigade line as a pastry cook, and organize the preparation, storage, and delivery of volume production for pastry buffet tables and retail settings. The course will include products such as filled cakes, French pastries, birthday cakes, special occasion cakes, individual plated desserts and buffet desserts, as well as the study of basic sauces and plate design for banquet style desserts. (Special fee: $100.00)

FSS 2058
CONFECTIONARY ART AND PRINCIPLES OF DESIGN
Prerequisite or corequisite: FSS 2060
An introduction to preparing and decorating display pieces and classical and contemporary wedding cakes. Topics include chocolate, sugar, and marzipan; finishing techniques using an air brush; use of molds and templates; and the “mise en place” of transporting and delivering special items. Students will prepare, cost, and price three-dimensional decorations, centerpieces, cakes for special events, and wedding cakes. The course also will cover the basic design concepts of line, texture, shape, balance, color, scale, movement, contrast, and unity. Students will learn the principles of two- and three-dimensional design and the language to analyze plate presentations, decoration, and displays on both visual and functional levels. Students also will create stencils and molds and learn about silk screening and airbrushing. (Special fee: $100.00)

FSS 2059
CHOCOLATES AND CONFECTIONS
Prerequisite: FSS 2056
This course introduces the principles involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Students will learn to use both traditional and contemporary production methods in creating confections by hand and with special equipment. Efficient methods to increase productivity in this highly-specialized field will be highlighted. (Special fee: $100.00)

FSS 2060
RESTAURANT AND PRODUCTION DESSERTS
Prerequisite: FSS 2056
This course covers the preparation and service of hot and cold desserts with a focus on individual desserts, “a la minute” preparations, and numerous components within one preparation. Students will learn station organization, timing, and service coordination for restaurant dessert production. Products made will include frozen desserts, ice cream, sorbet, glazes, individual plated desserts, and desserts for functions and banquets. During the course, students will develop a dessert menu from the perspective of variety, costs, practicality, and how well it matches the rest of the menu. (Special fee: $100.00)

FSS 2061
BASIC AND CLASSICAL CAKES AND PASTRIES
Prerequisite or corequisite: FSS 2055
A review of creaming, foaming, and blending techniques with an emphasis on preparing simple to complex unfilled cakes and tortes. Topics to be covered include comparison of classical and modern preparations, classical cakes (such as St. Honore’, Dobosh Torte, Linzer Torte, and Sacher); glazed, iced, molded, and cream filled cakes; tortes; and bombs. (Special fee: $100.00)

FSS 2204C
QUANTITY FOOD PRODUCTION II
Prerequisites: FOS 2201, FSS 1203C, and FSS 2251
Methods of vegetable, starch, meat, fish, and poultry cookery are practiced, including the basic cooking techniques: sautéing, roasting, poaching, braising and frying. Students must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: $100.00)

FSS 2205C
QUANTITY FOOD PRODUCTION III
Prerequisites: FOS 2201, FSS 1203C, FSS 2204C, and FSS 2251
Through lectures and demonstrations the student will learn to identify primal cuts of meats and poultry; how they are processed into restaurant portion size cuts; to identify fish and seafood quality; cooler management; and butchery techniques. Speed scratch will be reviewed and practiced. Hot food preparations will be practiced. Students must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: $100.00)

FSS 2242C
INTERNATIONAL AND REGIONAL FOODS
Prerequisites: FOS 2201, FSS 1203C, FSS 1246C, and FSS 2251
Emphasis is placed on learning to use various condiments and seasonings that are indigenous to different parts of the world in food preparation. Topics may include Far East cuisine, Middle Eastern, Mediterranean, North African cuisine, Continental cuisine. Lectures, demonstrations and preparations will also cover American regional cooking. Students must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: $100.00)

FSS 2247C
BAKING AND PASTRIES II
Prerequisites: FOS 2201, FSS 1246C, and FSS 2251
The student will apply advanced techniques in the baking science and be able to demonstrate production management procedures in the pastry department. Students will prepare a variety of pies, tarts, and meringues. Modern trend desserts, such as low-fat desserts will be produced. Students must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: $100.00)
FSS 2248C  
**GARDE-MANGER**  
- Prerequisites: FOS 2201, FSS 1203C, FSS 1246C, FSS 2247C, and FSS 2251  
This course introduces three main focuses of the cold kitchen: reception foods, à la carte appetizers, and grand-buffet arrangements. Students learn to prepare canapés, hot and cold hors d’œuvres, appetizers, pâtés, galantines, terrines, and salads. Curing and smoking techniques for seafood and poultry items are practiced. Modern decorating and food arranging techniques for practical and show purposes are emphasized. Students learn techniques on how to sculpture centerpieces using various mediums. Ice carving techniques are discussed. (Special fee: $100.00)

FSS 2251  
**FOOD AND BEVERAGE MANAGEMENT**  
An application of principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. Procedures, approaches and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities.

FSS 2284  
**CATERING AND BANQUET MANAGEMENT**  
Students will be taught the logistics of preparation, production, transportation, and implementation of the catered event, including analysis of typical banquet/event contracts. Students learn to determine cost of the project, including rental and transportation. Emphasis is given to menu planning for various types of banquets, theme buffets, and physical management of floor lay-out and table set-up. Training techniques for supervisors in dining room and banquet service is practiced. Development of stewarding and production checklists is practiced.

FSS 2500  
**FOOD AND BEVERAGE COST CONTROL**  
Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods of controlling sales income, through both electronic spreadsheets and manual systems.

FSS 2942  
**INTERNSHIP IN CULINARY MANAGEMENT**  
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including FOS 2201 and FSS 1203C and FSS 1240C; and program director’s approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

FSS 2943  
**INTERNSHIP IN BAKING AND PASTRY MANAGEMENT**  
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including FSS 2056; and program director’s approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

HFT 1000  
**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.

HFT 1300  
**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.

HFT 1410  
**FRONT OFFICE MANAGEMENT**  
This course is designed to acquaint the student with Front Office Management. The course encompasses theory plus classroom computerized property management system exercises and simulations including reservations, arrival and departure of guests, night audit reports and procedures, yield management, and exception handling and reporting.

HFT 1700  
**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.

HFT 1820  
**FOOD AND BEVERAGE PURCHASING**  
Provides a basic study of information on purchasing food and beverages. Students will learn to create estimates of needed materials, safety and sanitation standards development, and food receiving and storage techniques.

HFT 2210  
**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.
## Course Descriptions

**HFT 2223**  
HUMAN RELATIONS AND SUPERVISORY DEVELOPMENT  
Provides basic skills and knowledge of supervision with specific examples in the hospitality industry. It details the characteristics and responsibilities of an efficient and effective supervisor with emphasis placed on such management skills as solving problems, motivating employees and improving employee performance.

**HFT 2500**  
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.

**HFT 2600**  
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.

**HFT 2630**  
SECURITY ISSUES IN THE HOSPITALITY INDUSTRY  
This course explores hospitality security issues and crime prevention. Students will learn how to create and implement lodging and restaurant security programs that reduce and deter criminal activity. Special emphasis is placed on case studies that cover a wide range of security topics.

**HFT 2750**  
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 sales goals as part of meeting and convention services. Introduction to HOTS (Hotel Operations Training Simulation), a computer-based management tool that simulates the management of a service business.

**HFT 2840**  
TABLE SERVICE ETIQUETTE  
Students learn acceptable procedures in serving foods, including display techniques. Special emphasis is given to learning to evaluate food service operation.

**HFT 2930**  
SELECTED TOPICS IN HOSPITALITY MANAGEMENT  
- **Prerequisite:** Department approval  
For students interested in discussion, exploration and observation of special topics in lodging, restaurant, tourism, attractions and food management. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

**HFT 2941**  
INTERNSHIP EXPLORATION IN HOSPITALITY AND TOURISM  
- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000 and either HFT 1410 or FSS 2251; and program director’s approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**HFT 2942**  
INTERNSHIP IN HOSPITALITY AND TOURISM  
- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000 and either HFT 1410 or FSS 2251; and program director’s approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**HFT 2943**  
INTERNSHIP EXPLORATION IN HOSPITALITY AND TOURISM  
- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000 and either HFT 1410 or FSS 2251; and program director’s approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**HFT 2944**  
INTERNSHIP IN RESTAURANT MANAGEMENT  
- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000 and either HFT 1410 or FSS 2251; and program director’s approval  
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

**HUN 1004**  
HEALTHY CUISINE/NUTRITION  
Students acquire basic knowledge about nutrients, the nutritional value of food, dietary requirements and contemporary nutritional issues in health and diet. Rationale for dietary modifications, menu design and alteration, ingredient and food selection are emphasized.

**OST 1746**  
FOOD SERVICE COMPUTER APPLICATIONS  
Students will be introduced to the computer with a concentration on basic word processing and spreadsheet applications. Menu creation and inventory value spreadsheets will be included.

## Humanities

**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.
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<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
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<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
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<td>HUMANITIES - TWENTIETH CENTURY</td>
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<td>• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110</td>
<td>• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110</td>
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<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
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<td>Same as HUM 2232 with honors content. Honors program permission required.</td>
<td>Same as HUM 2250 with honors content. Honors program permission required.</td>
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<td>• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110</td>
<td>• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110</td>
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<td>Examines world mythology in comparative perspective, analyzes myths with a variety of methods, and considers the application of mythological ideas and symbols in the humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
<td>Examines world mythology in comparative perspective, analyzes myths with a variety of methods, and considers the application of mythological ideas and symbols in the humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
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<td>Same as HUM 2310 with honors content. Honors program permission required.</td>
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HUM 2410

ASIAN HUMANITIES

• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110

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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2454

AFRICAN-AMERICAN HUMANITIES

• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110

An integrated study of the New World cultures most impacted by the African diaspora. Topics include African civilizations; the impact of African influences on art, music, literature, dance, and religion; and the creation of distinctive African-American cultures. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2461

LATIN AMERICAN HUMANITIES

• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110

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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2930

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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

HUM 2941

INTERNSHIP EXPLORATION IN HUMANITIES

• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including 6 credits in Humanities, three of which must be a Gordon Rule writing course; and Internship Office approval

This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Interdisciplinary Studies - Honors

IDH 1110

INTERDISCIPLINARY STUDIES - GENERAL EDUCATION I - HONORS

• Prerequisite: Honors Program permission

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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to non-Gordon Rule humanities course, three credits; and ENC 1101, Freshman Composition I, three credits.)

IDH 1111

INTERDISCIPLINARY STUDIES - GENERAL EDUCATION II - HONORS

• Prerequisites: Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission

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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to ENC 1102 Freshman Composition II, three credits; and science non-laboratory course, three credits.)

IDH 1112

INTERDISCIPLINARY STUDIES - GENERAL EDUCATION - HONORS

• Prerequisites: Minimum grade of C in ENC 1101 or ENC 1101H and Honors Program permission

Introduction to the study of the humanities, ancient history, and the sciences from Ancient China to the Fall of Rome. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to non-Gordon Rule humanities course, three credits; and HUM prefix, Gordon Rule humanities course, three credits.)
**Course** | **Cr** | **Cls** | **Lab** | **Course** | **Cr** | **Cls** | **Lab**
--- | --- | --- | --- | --- | --- | --- | ---
IDH 2120 | 6 | 6 | 0 | JOU 1400L (Formerly JOU 1420L) | 1 | 0 | 3
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III - HONORS |  |  |  | COLLEGE NEWSPAPER |  |  |  
**Prerequisites**: Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission
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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to HUM prefix, Gordon Rule humanities course, three credits; and social science course, three credits.)

IDH 2121 | 6 | 6 | 0 | COLLEGE MAGAZINE | 1 | 0 | 3
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV - HONORS |  |  |  |  |  |  |  
**Prerequisites**: Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission
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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to HUM prefix, Gordon Rule humanities course, three credits; and science, non-laboratory course, three credits.)

**Internships**

See Internship course descriptions within the discipline areas.

**Journalism**

**JOU 1100** 3 3 0
NEWS REPORTING
In-depth reporting with emphasis on modern news and feature stories. Stresses elements of news: sources, structure, style, and mechanics of production. Recommend students also enroll in College Newspaper.

**JOU 1103** (Formerly JOU 1401) 3 3 0
ADVANCED REPORTING
**Prerequisite**: JOU 1100
Develops student as specialized news gatherer and reporter. Sharpens in-depth reportorial skills; emphasis on investigative reporting. Students submit material to student newspaper and other publications.

**JOU 1400L** (Formerly JOU 1420L) 1 0 3
COLLEGE NEWSPAPER
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.

**JOU 1404L** (Formerly JOU 1401L) 1 0 3
COLLEGE NEWSPAPER
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.

**JOU 1440L** 1 0 3
COLLEGE MAGAZINE
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
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.

**JOU 2200** (Formerly JOU 2201) 3 3 0
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.

**JOU 2402L** (Formerly JOU 2422L) 1 0 3
COLLEGE NEWSPAPER
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.

**JOU 2403L** (Formerly JOU 2423L) 1 0 3
COLLEGE NEWSPAPER
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.

**JOU 2442L** 1 0 3
COLLEGE MAGAZINE
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
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.

**JOU 2443L** 1 0 3
COLLEGE MAGAZINE
**Prerequisite or corequisite**: JOU 1100 or JOU 2200
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.
spraying, irrigating, harvesting, grading, storing and marketing.
practices as propagation, planting, pruning, cultivating, fertilizing,
practical aspects of all phases and areas of horticulture. (Special
experiences make applications to biological concepts and to
growth and development that result from responses. Laboratory
functions, responses of plants to changes in environment, and
systems analysis.
experiences will include field trips to horticulture concerns for
communications, transportation, production, and marketing. Lab
needs and application, operational analysis for purchasing,
development, service and maintenance, machinery and equipment
development, administrative definition, product research and
CITRUS CULTURE
FRC 2211L 3 3 1
ENY 1002C          (Formerly ENY 1007C) 33 1
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. (Special
Fee: $21.00)

HOS 1010 3 3 1
INTRODUCTION TO HORTICULTURE AND LANDSCAPE
TECHNOLOGY
A study of plant science as it is applied to the horticulture industry.
A general survey is made regarding plant culture as it is utilized in
all areas of horticulture. Labs include plant productions, plant
training, and plant classification sciences. (Special Fee: $21.00)

HOS 2932 1 - 4
SELECTED TOPICS IN HORTICULTURE AND LANDSCAPE
TECHNOLOGY
• Prerequisite: HOS 1010
Topics of interest or research in horticulture or landscape
technology. Multiple credit course. May be repeated for credit, but
grade forgiveness cannot be applied. (Special fee may be required)

HOS 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN
LANDSCAPE/HORTICULTURE
• Prerequisites: Satisfactory completion of all mandated
courses in reading, mathematics, English, and English for
Academic Purposes; 12 credits including BSC 1010C; and
Internship Office approval
This course is a planned work-based experience that provides
students with supervised career exploration activities and/or
practical experiences related to their career objectives. Each earned
credit of Internship requires a minimum of 80 clock hours of work.
Multiple credit course. May be repeated for credit, but grade
forgiveness cannot be applied. (Internship Fee: $65.00)

HOS 2942 1 - 4 variable
INTERNSHIP IN LANDSCAPE/HORTICULTURE
• Prerequisites: Satisfactory completion of all mandated
courses in reading, mathematics, English, and English for
Academic Purposes; 12 credits including AOM 2012 and BOT
2501 and ORH 1510; and Internship Office approval
This course is a planned work-based experience that provides
students with an opportunity to enhance workplace skills through a
supervised practical experience related to their career objectives.
Each earned credit of Internship requires a minimum of 80 clock
hours of work. Multiple credit course. May be repeated for credit,
but grade forgiveness cannot be applied. (Internship Fee: $65.00)

IPM 1301 3 3 1
PESTICIDES
Involves classification, mode of action, toxicity, mixing, registration
and safe application techniques of pesticides used in pest control
industry.

IPM 2011 4 3 2
(Formerly PMA 2502)
DIAGNOSTIC TECHNIQUES FOR PLANT PROBLEMS
Study of procedures and methodologies used by horticultural
industry, both research and commercial, to accurately identify plant
cultural problems, such as pathogenic, non-pathogenic,
entomological, and environmental. Lab experience includes field
trips to private industry labs, collecting samples and analyzing
problems, and introduction to state-of-the-art equipment used by
both industry and research facilities.
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<th>Course</th>
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<th>Lab</th>
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<td>LDE 1000 (Formerly ORH 1800, ORH 1831)</td>
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<tr>
<td>LANDSCAPE DESIGN AND IMPLEMENTATION</td>
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<tr>
<td><strong>Prerequisite:</strong> ORH 1510 or department approval</td>
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<tr>
<td>Comprehensive study of design elements, design principles, culture and technique. Includes plan preparation, evaluation, presentation and implementation of functionally designed areas. (Special Fee: $21.00)</td>
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<tr>
<td>ORH 1234</td>
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<tr>
<td>ORNAMENTAL PLANT MAINTENANCE</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<td>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: $21.00)</td>
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<td>ORH 1510</td>
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<td>ORNAMENTAL PLANT MATERIALS I</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<td>Detailed study of temperate zone plants used in Florida landscaping. Includes identification, growth characteristics, propagation, culture and uses of plants. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $21.00)</td>
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<td>ORH 1511</td>
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<td>ORNAMENTAL PLANT MATERIALS II</td>
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<td><strong>Prerequisite:</strong> ORH 1511 or department approval</td>
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<tr>
<td>Identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants in Florida plantscapes. (Special Fee: $21.00)</td>
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<td>ORH 1873</td>
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<td>INTERIORSCAPING – DESIGN AND MAINTENANCE</td>
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<td><strong>Prerequisite:</strong> ORH 1511 or department approval</td>
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<td>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. (Special Fee: $21.00)</td>
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<td>TURF GRASS CULTURE</td>
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<td><strong>Prerequisites:</strong> HOS 1010 and SOS 2102 or department approval</td>
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<td>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: $21.00)</td>
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<td>ORH 2230</td>
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<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: $21.00)</td>
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<td>ORH 2251</td>
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<tr>
<td>NURSERY OPERATION AND MANAGEMENT</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<td>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: $21.00)</td>
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<td>ORH 2260</td>
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<td>GREENHOUSE OPERATIONS AND MANAGEMENT</td>
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<td><strong>Prerequisite:</strong> HOS 1010</td>
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<td>Study of producing plants under transparency. Includes greenhouse management; heating, cooling and humidity control; culture practices of growing foliage and other house plants with regard to propagation, pest control; plant acclimatization and marketing. (Special Fee: $21.00)</td>
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<td>ORH 2262 (Formerly ORH 2261)</td>
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<td>FLORI-CROP PRODUCTION AND USE</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<tr>
<td>Basic concepts of commercial greenhouse construction, maintenance and environmental control techniques. Major emphasis on production, management and marketing of major floral crops. (Special Fee: $21.00)</td>
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<td>ORH 2277 (Formerly ORH 2274)</td>
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<td>COMMERCIAL FOLIAGE PLANT PRODUCTION</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<tr>
<td>Comprehensive study of commercial foliage production. Major topics of discussion: identification, classification, growing structures, culture, production, pest control and marketing. (Special Fee: $21.00)</td>
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<td>ORH 2281</td>
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<td>INTRODUCTION TO ORCHIDOLOGY</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<td>Survey of taxonomy, morphology, ecology and culture of the orchid family. Emphasis upon cultural aspects for Central Florida. (Special Fee: $21.00)</td>
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<td>ORH 2840 (Formerly ORH 2842)</td>
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<td>LANDSCAPE CONSTRUCTION</td>
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<td><strong>Prerequisite:</strong> HOS 1010 or department approval</td>
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<td>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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<td>HORTICULTURE RESEARCH AND SEMINAR</td>
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<td><strong>Prerequisite:</strong> Department approval</td>
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<td>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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</table>
PLP 2001C 4 3 2
PLANT PATHOLOGY
• Prerequisite: HOS 1010 or department approval
Deals with more common and important diseases of horticultural plants. Discusses symptoms, life history of causal organisms and treatments of diseases. Analysis of biological, physical and chemical approaches. (Special Fee: $21.00)

PLS 2220 3 3 1
PLANT PROPAGATION
• Prerequisite: HOS 1010 or department approval
Comprehensive study of methods and practices used for propagating plant materials in industry today. Includes study and practice in seedage, layerage, cuttage, graftage, budding and micro-propagation.

SOS 2102 3 3 1
SOILS AND FERTILIZERS
• Prerequisite: HOS 1010 or department 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: $21.00)

VEC 1201 3 3 1
INTRODUCTION TO VEGETABLE GARDENING
• Prerequisite: HOS 1010
Study of fundamental principles underlying commercial production of vegetables: seeding, fertilization, harvesting and storage. (Special Fee: $21.00)

Library Science

LIS 1001 1 - 3 variable
COMPUTER RESEARCH
Introduction to the use of electronic library resources. Emphasis is placed on the use of these resources to meet the informational needs of students. The course will focus on accessing information electronically through LINCC, electronic reference, online databases, and the Internet. This course includes lectures, group activities, and hands-on experience.

LIS 2002 1 - 3 variable
INTRODUCTION TO THE INTERNET
Provides an introduction to the Internet. Covers E-mail, World Wide Web, research strategies, search tools, and evaluating and citing Internet resources. This course includes lectures, group activities, and hands-on experience.

LIS 2930 1 - 3 variable
SELECTED TOPICS IN LIBRARY SCIENCE
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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

Logic

PHI 1100 3 3 0
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.

Mathematics

MAC 1105 (Formerly MAC 1102) 3 3 0
COLLEGE ALGEBRA
• Prerequisite: Minimum grade of C in either MAT 0025C or MAT 1033C or appropriate score on an approved assessment
Course based on the study of functions and their role in problem solving. Topics include graphing, the linear, quadratic, and exponential families of functions, and inverse functions. Students will be required to solve applied problems and communicate their findings effectively. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1105 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1105 and MAC 1102 nor for MAC 1105 and MAC 1104 nor for MAC 1105 and MAC 1132.

MAC 1114 3 3 0
COLLEGE TRIGONOMETRY
• Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment
Topics include a symbolical, graphical, and numerical analysis of trigonometric functions; solutions of plane triangles and vectors. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1114 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1114 and MAC 1132 nor for MAC 1114 and MAC 1142. nor for MAC 1114 and MAC 1147.
**MATH PATH**

**College-Preparatory Credit**
- MAT 0020C (4, 5) Preparatory Mathematics Intensive
- MAT 0012C (3, 4) Pre-Algebra
- MAT 0024C (3, 4) Beginning Algebra
- MAT 1033C (3, 4) Intermediate Algebra

**College Elective Credit**

**Gordon Rule Math Credit**
- MAC 1105 (3, 3) College Algebra
- MAC 1140 (3, 3) Precalculus Algebra
- MAC 1114 (3, 3) College Trigonometry
  - Both Required
- MAC 1147 (5, 5) Precalculus

- MAC 2311 (5, 5) Calculus with Analytic Geometry I
- MAC 2312 (5, 5) Calculus with Analytic Geometry II
- MAC 2313 (4, 4) Calculus with Analytic Geometry III
- MAP 2302 (3, 3) Differential Equations

**KEY:**
- Credit hours Contact Hours
- Course Number Course Title

*MAC 1140 and MAC 1114 may be taken concurrently.

MAC 1105 and MAC 1114 will not prepare students for MAC 2311.
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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<tbody>
<tr>
<td>MAC 1140</td>
<td>3</td>
<td>3</td>
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<tr>
<td>PRECALCULUS ALGEBRA</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in MAC 1105 or appropriate score on an approved assessment</td>
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<tr>
<td>Algebra preparation for the calculus sequence. Topics include a symbolical, graphical, and numerical analysis of polynomials, exponential, logarithmic, power, and rational functions; matrices, sequences, induction, binomial theorem and conic sections. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1140 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1140 and MAC 1132 nor for MAC 1140 and MAC 1142 nor for MAC 1140 and MAC 1147.</td>
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</table>

| MAC 1147 (Formerly MAC 1142, MAC 1132) | 5  | 5   | 0   |
| PRECALCULUS                               |    |     |     |
| • Prerequisite: Department approval or appropriate score on an approved assessment |
| To be considered as a candidate for this accelerated course, you must be an independent, self-motivated learner who has successfully completed precalculus level algebra and trigonometry. This course is preparation for the calculus sequence. Topics include a symbolical, graphical, and numerical analysis of polynomial, exponential, logarithmic, power, rational and trigonometric functions; matrices, sequences, induction, binomial theorem, conic sections, and the polar coordinate system; trigonometric equations and inverse functions; solutions of plane triangles and vectors. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1147 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1147 and MAC 1114 nor for MAC 1147 and MAC 1132 nor for MAC 1147 and MAC 1140 nor for MAC 1147 and MAC 1142. |

| MAC 2233                                   | 3  | 4   | 0   |
| CALCULUS FOR BUSINESS AND SOCIAL SCIENCE   |    |     |     |
| • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment |
| 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. Gordon Rule course. Minimum grade of C required if MAC 2233 is used to satisfy Gordon Rule and general education requirements. |

| MAC 2311                                   | 5  | 5   | 0   |
| CALCULUS WITH ANALYTIC GEOMETRY I          |    |     |     |
| • Prerequisites: Minimum grades of C in (MAC 1140 and MAC 1114) or MAC 1147 or MAC 1142 or MAC 1132 or (MAC 1104 and MAC 1114) or appropriate score on an approved assessment |
| Topics include circle and parabola, limits and continuity, derivatives of algebraic and trigonometric forms, applications of derivatives, and definite and indefinite integral. Gordon Rule course. Minimum grade of C required if MAC 2311 is used to satisfy Gordon Rule and general education requirements. |

| MAC 2311H                                  | 5  | 5   | 0   |
| CALCULUS WITH ANALYTIC GEOMETRY I - HONORS |    |     |     |
| Same as MAC 2311 with honors content. Honors program permission required. |

| MAC 2312                                   | 5  | 5   | 0   |
| CALCULUS WITH ANALYTIC GEOMETRY II         |    |     |     |
| • Prerequisite: Minimum grade of C in MAC 2311 |
| Topics include differentiation and integration of exponential, logarithmic, transcendental functions, techniques of integration, indeterminate forms, conic sections, and infinite series. Gordon Rule course. Minimum grade of C required if MAC 2312 is used to satisfy Gordon Rule and general education requirements. |

| MAC 2312H                                  | 5  | 5   | 0   |
| CALCULUS WITH ANALYTIC GEOMETRY II - HONORS|    |     |     |
| Same as MAC 2312 with honors content. Honors program permission required. |

| MAC 2313                                   | 4  | 4   | 0   |
| CALCULUS WITH ANALYTIC GEOMETRY III        |    |     |     |
| • Prerequisite: Minimum grade of C in MAC 2312 |
| Topics include polar coordinates, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration Gordon Rule course. Minimum grade of C required if MAC 2313 is used to satisfy Gordon Rule and general education requirements. |

| MATH 2801                                  | 4  | 4   | 0   |
| ELEMENTARY SCHOOL MATHEMATICS CURRICULUM AND INSTRUCTION |    |     |     |
| • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment |
| 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 Gordon Rule or general education requirements. |

| MAP 2302                                   | 3  | 3   | 0   |
| DIFFERENTIAL EQUATIONS                     |    |     |     |
| • Prerequisite: Minimum grade of C in MAC 2313 or department 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. Gordon Rule course. Minimum grade of C required if MAP 2302 is used to satisfy Gordon Rule and general education requirements. |

<p>| MAS 2103                                   | 3  | 3   | 0   |
| INTRODUCTION TO LINEAR ALGEBRA             |    |     |     |
| • Prerequisite: Minimum grade of C in MAC 2311 |
| 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, and special matrices. Gordon Rule course. Minimum grade of C required if MAS 2103 is used to satisfy Gordon Rule and general education requirements. |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Cls</th>
<th>Lab</th>
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<tbody>
<tr>
<td>MAS 2103H</td>
<td>3</td>
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<tr>
<td>INTRODUCTION TO LINEAR ALGEBRA</td>
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<tr>
<td>Same as MAS 2103 with honors content. Honors program permission required.</td>
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<tr>
<td>MAT 1033C (Formerly MS 141)</td>
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<tr>
<td>INTERMEDIATE ALGEBRA</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in MAT 0020C or MAT 0024C or appropriate score on an approved assessment</td>
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<td>This course presents algebraic skills for MAC 1105. Topics include linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, factoring, algebraic fractions, rational equations, radicals and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with disciplines and the real world will be included. For the A. A. Degree, this course carries general elective credit but does not satisfy either Gordon Rule or general education requirements. For the A. S. Degree, this course can fulfill general education mathematics requirements if a minimum grade of C is earned. (Special Fee: $25.00)</td>
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<tr>
<td>MAT 0012C</td>
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<tr>
<td>PRE-ALGEBRA</td>
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<td>This is the first course in a college-preparatory, two-course sequence (MAT 0012C and MAT 0024C) designed to prepare students for MAT 1033C Intermediate Algebra. This course emphasizes the fundamental mathematical operations with application to beginning algebra. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside educational settings. Minimum grade of C required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: $25.00)</td>
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<tr>
<td>MAT 0020C</td>
<td>4</td>
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<tr>
<td>PREPARATORY MATHEMATICS INTENSIVE</td>
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<tr>
<td>• Prerequisite: Appropriate score on an approved assessment</td>
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<tr>
<td>This college-preparatory course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percents, integers, operations with rational and polynomial expressions, solving linear equations and expressions, plane geometric figures and applications, graphing ordered pairs and lines and determining the intercepts of lines. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: $25.00)</td>
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<tr>
<td>MAT 0024C (Formerly MAT 1024, MS 140)</td>
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<tr>
<td>BEGINNING ALGEBRA</td>
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<td>• Prerequisite: Minimum grade of C in MAT 0012C or appropriate score on an approved assessment</td>
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<tr>
<td>This college-preparatory course is designed to supplement the algebraic background of students prior to taking MAT 1033C Intermediate Algebra. Topics include sets, fundamental operations with polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing of linear equations, introduction to radicals, and use of calculators to enhance certain concepts. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: $25.00)</td>
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<tr>
<td>MAT 1905</td>
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<tr>
<td>DIRECTED INDIVIDUAL STUDIES</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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<tr>
<td>MAT 2930</td>
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<td>1-3</td>
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<tr>
<td>SELECTED TOPICS IN MATHEMATICS</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment</td>
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<td>Examines selected topics in mathematics based on historical, theoretical, application or research approach. Does not apply toward Gordon Rule or general education requirements. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>MGF 1106</td>
<td>3</td>
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<tr>
<td>COLLEGE MATHEMATICS</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in MAT 1033C or MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment or department approval</td>
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<td>Topics include systematic counting, probability, statistics, geometry, sets, logic, and the history of mathematics. Gordon Rule course. Minimum grade of C required if MGF 1106 is used to satisfy Gordon Rule and general education requirements. This course is not a prerequisite for any other mathematics course. Credit may not be given for both MGF 1106 and MGF 2106 nor for MGF 1106 and MGF 2202.</td>
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<tr>
<td>MGF 1107</td>
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<tr>
<td>MATHEMATICS FOR THE LIBERAL ARTS</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in MAT 1033C or MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment</td>
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<td>General education mathematics course which covers topics chosen from problem solving, numeration and mathematical systems, financial mathematics, history of mathematics, voting techniques and apportionment, chaos theory, networking, knot theory, connections to other disciplines, and other current and special topics in mathematics. Gordon Rule course. Minimum grade of C required if MGF 1107 is used to satisfy Gordon Rule and general education requirements.</td>
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<td>Course</td>
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<tr>
<td>MGF 1118</td>
<td>1</td>
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<td>MATHEMATICS CLAST REVIEW</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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</table>

| MHF 2300             | 3  | 3   | 0   |
| LOGIC AND PROOF IN MATHEMATICS |
| • Prerequisite: Minimum grade of C in MAC 1104 or MAC 1105 or appropriate score on an approved assessment |
| Topics include basic mathematical logic, methods of proof in mathematics, application of proof to elementary mathematical structures. For prospective major in mathematics or mathematics education. Gordon Rule course. Minimum grade of C required if MHF 2300 is used to satisfy Gordon Rule and general education requirements. |

| MHF 2300H            | 3  | 3   | 0   |
| LOGIC AND PROOF IN MATHEMATICS - HONORS |
| Same as MHF 2300 with honors content. Honors program permission required. |

| MTB 1304             | 2  | 3   | 0   |
| MODERN COMPUTATIONAL METHODS |
| Open to students desiring to learn to use microcomputer or programmable calculators 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 problem in selected field. Recommended for pre-business, pre-science and pre-engineering majors. Does not apply toward Gordon Rule or general education requirements. |

| MTG 2204             | 3  | 3   | 0   |
| INFORMAL GEOMETRY    |
| • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or satisfactory score on an approved assessment or department approval |
| This course covers Euclidean plane geometry and an introduction to non-Euclidean geometries, a history of the development of geometry, construction, proofs, theorems, definitions, polygons, circles, triangles, similarity, congruence, and other informal geometric concepts. Gordon Rule course. Minimum grade of C required if MTG 2204 is used to satisfy Gordon Rule and general education requirements. |

| STA 2023             | 3  | 3   | 0   |
| STATISTICAL METHODS  |
| • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or satisfactory score on an approved assessment |
| An introductory statistics course covering collection, description and interpretation of data. Topics include sampling, summarizing data graphically and numerically, probability distributions, confidence interval estimation, hypothesis testing, correlation and regression. Gordon Rule course. Minimum grade of C required if STA 2023 is used to satisfy Gordon Rule and general education requirements. |

| STA 2023H            | 3  | 3   | 0   |
| STATISTICAL METHODS - HONORS |
| Same as STA 2023 with honors content. Honors program permission required. |

| STA 2930             | 3  | 3   | 0   |
| SELECTED TOPICS IN STATISTICS |
| • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or satisfactory score on an approved assessment |
| Examines selected topics in statistics based on historical, theoretical, application or research approach. Gordon Rule course. Minimum grade of C required if STA 2930 is used to satisfy Gordon Rule and general education requirements. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. |

| MET 1010             | 3  | 3   | 0   |
| INTRODUCTION TO METEOROLOGY |
| Introduction to study of atmospheric phenomena. Includes study of atmospheric structure, heat budget, winds, air pollution, and local and regional weather forecasting. |

| AFR 1101             | 1  | 1   | 2   |
| THE AIR FORCE TODAY I |
| Provides an introduction to ROTC, military customs and courtesies, Air Force heritage, career opportunities and benefits, and Air Force installations. Hands-on training. |

| AFR 1111             | 1  | 1   | 2   |
| THE AIR FORCE TODAY II |
| Provides an introduction to core values, leadership, communication skills, team building, diversity, and the oath of office. Hands-on training. |

| AFR 2130             | 1  | 1   | 2   |
| THE DEVELOPMENT OF AIR POWER I |
| A study of the development of air power from experiments by 18th century balloonists to the achievement of combat air power capabilities during World War II. Hands-on training. |

| AFR 2131             | 1  | 1   | 2   |
| THE DEVELOPMENT OF AIR POWER II |
| A study of the development of aerospace capabilities since World War II, highlighting technological advancements and the role of aerospace power in the contemporary world. Hands-on training. |

| MSL 1001C            | 2  |     |     |
| FOUNDATIONS OF OFFICERSHIP |
| Examines the unique duties and responsibilities of officers, organization and role of the Army; reviews skills pertaining to fitness and communication; and analyzes Army values and expected ethical behavior. |
MSL 1002C 2
BASIC LEADERSHIP
Presents fundamental leadership concepts and doctrine and basic
skills that underlie effective problem solving; and examines the
officer experience.

MSL 2101C 2
INDIVIDUAL LEADERSHIP STUDIES
Develops knowledge of self, self-confidence, and individual
leadership skills; develops problem solving and critical thinking
skills; and applies communication, feedback, and conflict resolution
skills.

MSL 2102C 2
LEADERSHIP AND TEAMWORK
Focuses on self-development guided by knowledge of self and
group processes and challenges current beliefs, knowledge, and
skills.

Music

MUC 2000 2 1 2
COMPOSITION AND SONGWRITING I AND II
• Prerequisite: MUT 1011 or MUT 1121 or department
approval.
A study of the basic elements of music composition and songwriting
through analysis and student projects. Composition II is a
continuation of the study of these elements. Multiple credit course.
May be repeated for credit for a maximum of four credits, but grade
giveness cannot be applied.

MUL 1010 3 3 0
MUSIC APPRECIATION
General survey of music and composers, with extensive listening to
develop intelligent understanding and appreciation of world’s great
music. Open to all students.

MUL 1110 3 3 0
MUSIC LITERATURE
• Prerequisite: Minimum grade of C in ENC 1101 or ENC
1101H or IDH 1110
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.
Gordon Rule course in which the student is required to demonstrate
college-level writing skills through multiple writing assignments.
Minimum grade of C is required if MUL 1110 is used to satisfy the
humanities requirement in general education.

MUM 1662 3 2 2
LIVE SOUND TECHNIQUES
• Prerequisite: Minimum grade of C in TPA 2260
This course reviews the theory and practices of sound
reinforcement for the entertainment industry. It covers
audio equipment, sound systems, and sound
reinforcement for live events with a hands-on, project-
focused approach. (Special Fee: $35.00)

MUM 2600 4 3 3
SOUND RECORDING I
• Prerequisites: Minimum grades of C in MUT 1011 and
TPA 2260
This course is designed to develop recording skills through solid
ear-training for quality of sound, principles of psychoacoustics, and
basic studio techniques, including principles of analog and digital
recording, and crafting of the mix. Digidesign’s Pro Tools 101® is
covered as part of the regular curriculum in this course. Students
must be prepared for additional hours of studio work. (Special Fee: $35.00)

MUM 2606 4 3 3
SOUND RECORDING II
• Prerequisite: Minimum grade of C in MUM 2600
This course focuses on advanced studio techniques, microphone
selection, studio equipment calibration, including analog multitrack
recorders, and advanced digital audio training on Digidesign’s Pro
Tools®. Students must be prepared for additional hours of studio
work. (Special Fee: $35.00)

MUM 2607 4 3 3
SOUNDTRACK DEVELOPMENT
• Prerequisite: Minimum grade of C in MUM 2600
A project-oriented approach to the development of soundtrack for
audio visual presentations such as motion pictures, TV shows and
commercials. It covers basic principles of graphics design and
technology, basic video editing techniques, DVD authoring, Foley,
ADR, music timing, sweetening and sound replacement. (Special Fee: $35.00)

MUM 2632 (Formerly MUM 2342, MUS 2600) 2 1 3
AUDIO SYSTEMS DESIGN AND MAINTENANCE
• Prerequisite: Minimum grade of C in MUM 1662
A project-oriented course designed to develop skills in the design of
audio systems to meet industry standards and sound system
maintenance. (Special Fee: $35.00)

MUM 2640 3 2 2
POST-PRODUCTION SOUND
• Prerequisite: Minimum grade of C in MUM 2606
A project-oriented approach to sound post-production techniques.
Includes CD mastering, surround sound mixing, integration of
dialog, sound effects and music in film and video productions.
(Special Fee: $35.00)

MUM 2720 4 4 0
THE BUSINESS OF MUSIC
The fundamentals, guidelines and use of copyright law, contracts,
agencies and management, publishing, song writing, record
production and marketing.

MUM 2790L 1 0 3
MUSIC PRODUCTION
• Prerequisites: Minimum grade of C in MUM 2606
Participation by students as technicians, producers and managers in
the production of a live audio event and a music album, closely
paralleling the workings of a music production. Multiple credit
course. May be repeated for credit for a maximum of two credits,
but grade forgiveness cannot be applied. (Special Fee: $35.00)
### Course Overview

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<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td><strong>SELECTED TOPICS IN MUSIC PRODUCTION</strong></td>
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<tr>
<td>MUN 2930</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>For students who desire in-depth study of special topics in music production through research, discussion, hands-on experience and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>INTERNSHIP IN MUSIC TECHNOLOGY</strong></td>
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<tr>
<td>MUN 2942</td>
<td>1-4</td>
<td>variable</td>
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<tr>
<td><strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including MUM 2606; and Internship Office approval</td>
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<tr>
<td>This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>SYMPHONIC BAND</strong></td>
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<tr>
<td>MUN 1120</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students who play appropriate instruments</td>
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<tr>
<td>Required of all music majors who play appropriate instruments. Laboratory training session for fundamentals of rehearsal techniques and performance of standard concert band literature. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>VOICES OF VALENCIA</strong></td>
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<tr>
<td>MUN 1311</td>
<td>1</td>
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<tr>
<td>A performing group established for all interested in performing choral music. Music reading skills not required. Public performance stressed. Open to all students without audition. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>CONTEMPORARY ENSEMBLE</strong></td>
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<tr>
<td>MUN 1340</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students</td>
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<tr>
<td>Choral ensemble which performs choreographed selections from popular Broadway musical and vocal jazz repertoire. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>WOODWIND CHOIR</strong></td>
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<tr>
<td>MUN 1420</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to any woodwind player</td>
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<tr>
<td>Selected performing ensemble. Representative woodwind choir literature from all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>BRASS CHOIR</strong></td>
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<tr>
<td>MUN 1430</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to any brass player</td>
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<tr>
<td>Selected performing small ensemble. Representative brass choir literature from all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>EARLY MUSIC ENSEMBLE</strong></td>
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<tr>
<td>MUN 2002</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students</td>
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<tr>
<td>Select group performing sacred and secular styles from the Medieval, Renaissance, and Baroque periods. This course is designed to develop the performing skills needed for accurate and historically authentic performances of music from these three periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tbody>
<tr>
<td><strong>VALENCIA CHORALE</strong></td>
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<tr>
<td>MUN 2003</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students with an expressed interest in performing choral music in the small group setting</td>
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<tr>
<td>Choral experience and music-reading skills are desired. Literature, movement, public performance and a great attitude are stressed. Music majors seeking additional opportunities to perform and work with a small choral ensemble are encouraged to join. Meets two hours weekly; additional rehearsal may be required. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tbody>
<tr>
<td><strong>COMMERCIAL MUSIC ENSEMBLE</strong></td>
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<tr>
<td>MUN 2004</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students</td>
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<tr>
<td>Select group performing varied literature in contemporary styles. Designed to develop the performing skills needed by musicians in a studio recording environment. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tbody>
<tr>
<td><strong>PERFORMANCE LAB</strong></td>
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<tr>
<td>MUN 2011</td>
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<tr>
<td>Provides music majors in-depth study of performance problems, techniques, repertoire and performance skills. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>VALENCIA SINGERS</strong></td>
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<tr>
<td>MUN 2310</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students</td>
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<tr>
<td>Select performing group established for music majors and/or students with experience in choral singing and music-reading ability. Literature and public performance stressed. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>STRING Ensemble</strong></td>
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<tr>
<td>MUN 2410</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to any orchestral string player</td>
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<tr>
<td>Selected performing ensemble. Representative string literature for all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<th>Course</th>
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<tbody>
<tr>
<td><strong>JAZZ LAB BAND</strong></td>
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<tr>
<td>MUN 2710</td>
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<tr>
<td><strong>Prerequisite:</strong> Open by audition to all students who play appropriate instruments</td>
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<tr>
<td>Performance of varied literature in jazz, swing and rock. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>MUS 1621</td>
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<tr>
<td>ACOUSTICS AND PSYCHOACoustics</td>
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<tr>
<td>MUS 2360</td>
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<tr>
<td>MIDI PRODUCTION</td>
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<tr>
<td>• Prerequisite: MUT 1011 or MUT 1121</td>
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<tr>
<td>This course provides an introduction to MIDI production and sequencing using electronic instruments and computers and stresses harmonization, voicing, and rhythmic variations. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $35.00)</td>
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<tr>
<td>MUS 2930</td>
<td>1 - 3 variable</td>
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<tr>
<td>SELECTED TOPICS IN MUSIC</td>
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<tr>
<td>For students who desire in-depth study of special topics in music through research, discussion, performance and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>MUT 1011</td>
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<tr>
<td>MUSIC THEORY</td>
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<tr>
<td>Study of the fundamentals of music through analysis and composition, with application to both traditional and popular styles of music. Development of skills in dictation and sight-singing. Not recommended for Music Majors or Musicanship Specialization. (Special Fee: $35.00)</td>
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<tr>
<td>MUT 1121</td>
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<tr>
<td>MUSICIANSHIP I</td>
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<tr>
<td>Study of fundamentals of music through analysis and composition of Baroque and Classical music. Development of basic skills in dictation and sight-singing.</td>
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<tr>
<td>MUT 1122</td>
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<tr>
<td>MUSICIANSHIP II</td>
<td>• Prerequisite: MUT 1121 or department approval</td>
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<tr>
<td>Continuation of MUT 1121 through analysis and composition of Baroque and Classical music. Continued development of basic skills in dictation and sight-singing.</td>
<td>• Prerequisite: MUT 1126 or department approval</td>
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<tr>
<td>MUT 2126</td>
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<tr>
<td>MUSICIANSHIP III</td>
<td>• Prerequisite: MUT 1120 or department approval</td>
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<tr>
<td>Advanced techniques of composition, through analysis of Classical and Romantic music, together with introduction to counterpoint and simpler instrumental and vocal forms. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing.</td>
<td>• Prerequisite: MUT 2127 or department approval</td>
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</table>
MVB 23XX - MVW 23XX  
PERFORMANCE III AND IV  
• Prerequisite: Successful completion of Performance I and II  
Private lessons for sophomore music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Additional requirements: satisfactory performance in one recital and satisfactory performance before a jury of faculty. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00)

MVK 1111  
PIANO CLASS FOR MUSIC MAJORS I AND II  
Elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, chord progressions, sight-reading and transposition. Open to non-music majors by department approval. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $30.00)

MVK 1811  
PIANO CLASS I AND 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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $30.00)

MVS 1816  
GUITAR CLASS  
Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

MVV 1111  
VOICE CLASS  
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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

Nursing

To register for any of the Nursing courses, you must apply and be accepted to the Nursing program.

NUR 1003C  
TRANSITION INTO PROFESSIONAL NURSING  
• Prerequisites: Admission to Advanced Standing Track in Nursing A.S. Degree program  
This course is designed for Licensed Practical Nurses, Paramedics and Registered Respiratory Therapists as the introductory nursing course in the Advanced Standing Track. The course builds on the foundation of knowledge that was acquired during previous health care education. Emphasis is placed on the role of the registered nurse and individual responsibility for role change. Critical thinking is utilized in learning the process of clinical decision making for diverse populations with alterations in physiological and/or psychosocial integrity. Concepts of pharmacology, dosage calculation and safe administration of medications will be presented. Basic skills most often used in nursing practice will be reviewed and evaluated. Learning activities to ensure competency in oral communication and basic use of computers are included. (Special Fee: $84.00)

NUR 1021C  
NURSING I  
• Prerequisite: Admission to Nursing A.S. Degree Program  
Builds the nursing theory base necessary for the registered nurse to communicate effectively, make clinical decisions, and provide a safe and effective environment related to clients’ physiological and psychosocial integrity. This course includes learning activities designed to develop oral communication skills and also basic use of computers. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $127.00)

NUR 1032C  
NURSING II  
• Prerequisite: Minimum grade of C in NUR 1021C  
Focuses on the human responses to the specific alterations in physiological and psychosocial integrity. Begins clinical application of the decision-making process. Demonstrates the use of a safe, effective environment that promotes and maintains health for specific health alterations that occur in adults. This course includes learning activities that demonstrate increasing competence in oral communication and computer use. Relates professional behaviors and effective communication to specific health care environments. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $114.50)
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<tbody>
<tr>
<td>NUR 1061C</td>
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<td>NUR 2313C</td>
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<tr>
<td>HEALTH AND PHYSICAL ASSESSMENT</td>
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<td>MATERNAL CHILD NURSING</td>
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<tr>
<td>ADVANCED STANDING TRACK</td>
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<td>• Prerequisite: Minimum grade of C in NUR 1003C</td>
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<tr>
<td>• Prerequisite or corequisite: BSC 2094C</td>
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<td></td>
<td>Builds on Advanced Standing Track students’ previous knowledge.</td>
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<tr>
<td>GENERIC TRACK</td>
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<td>Important concepts will include the role of the registered nurse in providing family centered care to childbearing and childrearing families. Clinical decision-making will focus on health promotion and maintenance as well as complex and acute conditions affecting childbearing women and children from infancy through adolescence. Physiological and psychosocial integrity of each client is assured through critical thinking and appropriate clinical decision-making as guided by the clinical instructor. (Special Fee: $50.00)</td>
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<tr>
<td>• Prerequisites: Minimum grades of C in NUR 1020C, NUR 1141C, and PSY 1012</td>
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<tr>
<td>• Prerequisites or corequisites: DEP 2004 and ENC 1101 or ENC 1101H or IDH 1110</td>
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<tr>
<td>• Corequisite: NUR 2211C</td>
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<tr>
<td>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. (Special Fee: $38.00)</td>
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<td>NUR 1401C</td>
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<tr>
<td>NURSING III</td>
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<tr>
<td>• Prerequisite: Minimum grade of C in NUR 1032C</td>
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<td>Utilizes the theoretical base of human responses to alterations in physiological and psychosocial integrity. Adapts clinical decision making to the childbearing family, childrearing family, and women’s health. Applies the processes involved in making clinical decisions. Provides reinforcement of the theory of a safe, effective care environment that promotes and maintains health for specific alterations in this population. Demonstrates increasing skill in use of communication theory and use of computer-driven technology in the clinical and classroom setting. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $114.50)</td>
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<td>NUR 2204C</td>
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<tr>
<td>NURSING IV</td>
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<td>• Prerequisite: Minimum grade of C in NUR 1401C</td>
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<td>Analyzes human responses to specific alterations in physiological and psychosocial integrity. Applies the complex processes involved in making clinical decisions. Provides reinforcement of the theory of a safe, effective care environment that promotes and maintains health for complex alterations in adults. Enhances skill in use of communication theory and use of computer-driven technology in the clinical and classroom setting. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $114.50)</td>
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<td>ADULT HEALTH NURSING</td>
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<td>• Prerequisites: Minimum grade of C in NUR 2313C</td>
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<td>Builds on Advanced Standing Track students’ previous knowledge. Applies knowledge of adult physiological and psychosocial needs to the care of clients in acute, long-term and community settings. Utilizing professional behaviors and effective communication skills, the student will provide safe and effective care. Faculty will guide students’ clinical decision-making to attain, maintain and promote health in adult clients. (Special Fee: $96.00)</td>
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<td>Continues concepts introduced in Adult Health Nursing. Guides students in making clinical decisions for clients with alterations in physiological and/or psychosocial integrity. Physiological, psychosocial and pharmacological applications stressed. Learning experiences include interaction with clients in acute settings, psychiatric settings and community settings. (Special Fee: $72.00)</td>
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<td>PATIENT CARE MANAGEMENT PRACTICUM</td>
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<td>This course has a major clinical focus designed to prepare the Advanced Standing Nursing student to assume the role of manager of patient care. Clinical decision making, collaboration skills, interventions related to pharmacotherapy, and understanding of professional responsibility within the health care system will be emphasized. With the guidance of faculty or an RN preceptor, the student will demonstrate his/her ability to independently perform the role of the new associate degree graduate in a variety of clinical settings. Learning activities will ensure competence in oral communication and basic use of computers. (Special Fee: $60.00)</td>
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<td>NURSING V</td>
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<td>• Prerequisite: Minimum grade of C in NUR 2204C</td>
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<td>• Corequisites: HSC 2151</td>
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<td>Focuses on leadership roles, management of care, coordination of care services, and collaboration with all team members to ensure safe and effective care for clients, families, significant others, and health care personnel in the care environment. Demonstrates effective communication in specific health care settings. Relates nursing accountability to the legal, ethical, and regulatory framework. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $50.00)</td>
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<td>NURSING VI</td>
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<td>• Prerequisite: Minimum grade of C in NUR 2823C</td>
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<td>Helps the student develop behaviors that will move him/her from the role of student nurse to the role of registered nurse. With the guidance of faculty and a registered nurse (R.N.) preceptor, the student will be assisted to demonstrate his/her ability to independently perform the Valencia Community College Nursing Program Educational outcomes. Learning experiences will be conducted in a variety of patient care settings. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $25.00)</td>
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<td>SELECTED TOPICS IN NURSING</td>
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<td>For students interested in obtaining additional nursing skills. Provides clinical experience and seminar type discussion activities for student pursuing selected topics in nursing. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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NUR 2942  1 - 4  variable
INTERNSHIP IN NURSING
• Prerequisites: Satisfactory completion of all mandated
courses in reading, mathematics, English, and English for
Academic Purposes; 12 credits including NUR 2223C; and
program director's approval
This course is a planned work-based experience that provides
students with an opportunity to enhance workplace skills through a
supervised practical experience related to their career objectives.
Each earned credit of Internship requires a minimum of 80 clock
hours of work. Multiple credit course. May be repeated for credit,
but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Nutrition
HUN 1001  3 3 0
BASICS OF PERSONAL NUTRITION
Fundamentals of nutrition, including human nutritional
requirements and role of nutrition in maintenance of good health.
HUN 2202  (Formerly FIL 2242)  3 3 0
ESSENTIALS OF NUTRITION WITH DIET THERAPY
A study of general and clinical nutrition. Focuses on nutrients and
their digestion, absorption, metabolism, transport and interactions.
Students will learn how to select a meal plan for optimum health,
nutrition throughout the life cycle and current issues and
controversies in nutrition. The diet therapy feature is included for
students entering health-care fields.

Oceanography
OCE 1001  3 3 0
INTRODUCTION TO OCEANOGRAPHY
Acquaints student with elementary physical, biological, chemical
and geographical characteristics of world ocean system. Emphasis on
Florida's unique relationship with ocean environment.

Office and Medical Administration
OST 1100  3 3 0
KEYBOARDING AND DOCUMENT PROCESSING I
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. (Special Fee: $25.00)
OST 1108  3 3 0
BUILDING KEYBOARDING SPEED AND ACCURACY
Previous keyboarding, document processing and word processing
experience strongly recommended. 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. In addition,
speech recognition software will be used. This software is
reshaping writing, data input, and record keeping in medical,
dental, legal and other offices. (Special Fee: $25.00)
OST 1110  3 3 0
KEYBOARDING AND DOCUMENT PROCESSING II
Previous keyboarding, document processing and word processing
experience strongly recommended. 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. (Special Fee: $25.00)
OST 1141  1 2 0
COMPUTER KEYBOARDING
Instruction in the touch method of alphabetic and numeric
keyboarding on the computer as well as on the ten-key number pad.
Skills can be used on the computer and electronic terminals. This
course may not be used for credit as part of the Office
Administration degree program. (Special Fee: $25.00)
OST 1257  3 3 0
MEDICAL TERMINOLOGY FOR THE OFFICE
For medical office employees. Covers basic word-building system
for defining, pronouncing, spelling, and using medical words.
Programmed text and audio tapes on which professionals
pronounce medical words correctly allow students to develop
vocabulary at own pace. (Special Fee: $25.00)
OST 1305  1 1 0
PROOFREADING
Proofreading of original, revised or corrected documents for content
and consistency, style, format, typographical errors, capitalization,
grammar, punctuation, and spelling. Also covers proofreading of
statistical material. (Special Fee: $25.00)
OST 1320  1 1 0
TEN KEY MASTERY
Students will learn the numeric keypad by touch and develop the
speed and accuracy necessary to skillfully apply this knowledge to a
variety of data entry situations: data entry employment, on-line,
point-of-sale entries, spreadsheet, accounting, and other numeric
computer-related applications. This skill will easily transfer to the
ten key calculator for those students for whom speed and accuracy
are necessary. (Special Fee: $25.00)
OST 1330  3 3 0
BUSINESS GRAMMAR
Techniques a This course covers the basics of English grammar,
punctuation, style, and usage for business writing. Students will
start from the most fundamental frequently-used concepts and build
to the more complex concepts in business language skills. (Special
Fee: $25.00)
OST 1335  3 3 0
BUSINESS COMMUNICATIONS
This course presents an overview of business communications,
including international considerations, and focuses on constructing,
formatting and proofreading good news, bad news, and persuasive
business messages. Preparation and formatting of proposals,
business reports and oral presentations are included. Students will
proofread, review grammar, and create an employment package
consisting of resumes, application letters and job interviewing
techniques. (Special Fee: $25.00)
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<th>Course</th>
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<tr>
<td>OST 1355 RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
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<tr>
<td>Overview of proper records management procedures within a variety of business enterprises. Student will learn and work with manual filing systems and software applications. They will learn the basic legal background requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records. (Special Fee: $25.00)</td>
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<tr>
<td>OST 1461 MEDICAL OFFICE SIMULATION</td>
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<tr>
<td><strong>Prerequisite:</strong> OST 1611. Provides students with classroom experience of performing realistic administrative duties within a physician’s office. Students will work in a simulated medical office rotating through various medical units. Students will create, compose, key, retrieve, revise, and transcribe from simple to complex documents. (Special Fee: $25.00)</td>
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<tr>
<td>OST 1467 INTRODUCTION TO BODY SYSTEMS FOR OST</td>
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<tr>
<td><strong>Prerequisite:</strong> OST 1257 Previous keyboarding, word processing and document processing experience strongly recommended. 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, types of blood products, immunization, the disease process, surgical techniques, and instrumental and operative procedures. Students will learn sufficient anatomy and physiology to work in a medical setting. (Special Fee: $25.00)</td>
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<tr>
<td>OST 1601 MACHINE TRANSCRIPTION</td>
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<tr>
<td>Previous keyboarding, word processing and document processing experience strongly recommended. 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 with grammar, punctuation, spelling, proofreading and editing. (Special Fee: $25.00)</td>
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<tr>
<td>OST 1611 MEDICAL TRANSCRIPTION I</td>
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<tr>
<td><strong>Prerequisite:</strong> OST 1467 Previous keyboarding, word processing and document processing experience strongly recommended. This course emphasizes the fundamentals of transcribing simple medical reports and correspondence using transcription machines. (Special Fee: $25.00)</td>
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<tr>
<td>OST 1755 MICROSOFT WORD - INTRODUCTORY</td>
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<tr>
<td>Beginning/Intermediate word processing course. Students will learn to process, edit, and format text and paragraphs; to use headers, footers, sections, styles, templates, and writing tools; and to print and manage files. Students also will create tables, outlines, drawing objects, and columns. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2120 OFFICE ADMINISTRATION SIMULATION</td>
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<td><strong>Prerequisite:</strong> OST 2854 Provides the student with the experience of working in a company and performing all tasks assigned to an administrative assistant within that firm. As an administrative assistant, the student will assist with correspondence, meetings, client presentations, travel arrangements, and office organization. The student will demonstrate skills in the following: problem solving, decision making, and critical thinking. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2252 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. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2431 LEGAL OFFICE PROCEDURES</td>
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<tr>
<td><strong>Prerequisites:</strong> OST 2252 and OST 2756 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. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2450 ICD - 9 CODING</td>
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<tr>
<td><strong>Prerequisite:</strong> OST 1467 This course introduces students to the numeric International Classification of Diseases (ICD) and the importance of identifying proper codes to facilitate payment for health services. Also teaches specific areas of ICD and how to use medical charts to identify primary/secondary diagnoses and to code billing forms. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2452 ADVANCED ICD - 9 CODING</td>
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<tr>
<td><strong>Prerequisite:</strong> OST 2450 Continuation of coding principles, characteristics, and conventions of coding using the ICD-9-CM coding systems as implemented. Includes coding principles and guidelines using the Alphabetic Index and Tabular list for diseases and procedures. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2453 CPT - 4 MEDICAL CODING</td>
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<tr>
<td><strong>Prerequisite:</strong> OST 2450 Teaches the importance of the relationship between ICD-9-CM codes and CPT 4 (Current Procedural Terminology) in assuring accurate coding and reimbursement. Also examines medical records to determine primary and secondary procedures; teaches ICD 9-CM codes and CPT 4 codes unique to medical specialty areas; introduces students to RBRVS codes and their importance in billing Medicare; and presents importance of individual payer coding requirements. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2454  ADVANCED CPT - 4 MEDICAL CODING</td>
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<td>• Prerequisite: OST 2453</td>
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<td>This course is a continuation of basic coding principles, characteristics and conventions of coding, using the Physicians’ Current Procedural Terminology (CPT) coding nomenclature. (Special Fee: $25.00)</td>
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<td>OST 2464  MEDISOF (OFFICE MANAGEMENT SOFTWARE)</td>
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<td>The Medisoft program prepares a medical office assistant to work as an administrative assistant in a health care practice. It provides training for input to patient information, appointment scheduling and billing. Students also will produce various lists and reports and learn to handle insurance claims. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2501  OFFICE MANAGEMENT</td>
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<td>This course is designed for the student who plans to advance into management. It covers current management thinking with regard to managing office and business information systems and supervising staff. It continues with management principles and concepts including organizational trends, technology and global business ethics. Case studies are used in the understanding of groups, teams and conflict issues. (Special Fee: $25.00)</td>
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<td>OST 2612  MEDICAL TRANSCRIPTION II</td>
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<td>• Prerequisite: OST 1611</td>
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<tr>
<td>This is an advanced medical transcription course. Students will transcribe physician-dictated medical documents from two or three different specialties. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2711  WORDPERFECT FOR WINDOWS (WORD PROCESSING)</td>
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<td>Covers specific functions of WordPerfect for Windows for word processing software on the PC. Students use various features of the program to input, edit, store, and output data. Includes basic and advanced functions, including copy, move, style, columns, merge, sort, tables, graphics and desktop publishing. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2741  COREL WORDPERFECT (WORD PROCESSING)</td>
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<td>This course covers the basic principles of computers and their use in business using Corel WordPerfect. Students will learn to use WordPerfect to create and edit word processing documents. (Special Fee: $25.00)</td>
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<td>OST 2756  MICROSOFT WORD (Formerly OST 2316)</td>
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<td>Students will learn to process, edit, and format text and paragraphs; to use headers, footers, sections, styles, templates, and writing tools; and to print and manage files. In addition, students will learn to use advanced formatting features to merge documents, to create and format tables, to work with graphics, to format macros, to work with shared documents, and other features. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2794  INTERNET FOR OFFICE EMPLOYEES</td>
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<td>This business-oriented course will cover all of the major access routes for using resources on the Internet, E-mail, Telnet, Anonymous FTP, E-mail group, discussion, Usenet, Archie, Gopher, WAIS, and World Wide Web. Legal, ethical and social issues involving the use of the Internet and Internet files will be reviewed. The focus will be on finding and using business resources available on the Internet. Students must have access to a computer and modem, have a service provider, and have a Graphical User Interface for accessing the Internet and World Wide Web. Use of calendaring software also will be covered. (Special Fee: $25.00)</td>
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<tr>
<td>OST 2813  PAGEMAKER (DESKTOP PUBLISHING) (Formerly OST 2821)</td>
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<td>Students learn PageMaker concepts used by office support personnel to create publications such as flyers, newsletters, business cards, brochures and report covers. This desktop publishing software uses the Windows environment. (Special Fee: $25.00)</td>
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<td>OST 2828  MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
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<td>Beginning/Intermediate presentation course. Students will learn to create, modify, customize, and deliver a PowerPoint slide presentation. Students also will create or use drawing objects, charts, and templates; prepare speaker notes, add sound or import from other sources; and use delivery and navigation tools. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)</td>
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<td>OST 2831  MICROSOFT WINDOWS (OPERATING SYSTEM)</td>
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<td>Introduces the basic concepts and skills of the Windows operating system. Students get hands-on experience as they complete integrated activities that are designed to develop and expand skills related to the computer and the Internet. Realistic applications using operating system features such as the clipboard, file management/explorer, and accessories will be included. (Special Fee: $25.00)</td>
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<td>OST 2836  MICROSOFT ACCESS (DATABASE MANAGEMENT SOFTWARE)</td>
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<td>Beginning/Intermediate/Advanced database course. Students will learn to plan, create, modify, and organize a database. In addition, students will use forms; chart, sort, query, and analyze database records; create relational databases; and create, customize, and modify reports. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)</td>
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<td>OST 2852  MICROSOFT EXCEL - INTRODUCTORY (Formerly OST 2312)</td>
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<td>Beginning/Intermediate spreadsheet course. Students will learn to create, format, modify, and print worksheets; draw objects; and use spreadsheet data in ranges, functions and charts. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)</td>
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OST 2854 (Formerly OST 2706) 3 3 0
MICROSOFT OFFICE (APPLICATIONS PACKAGE)
Beginning/Intermediate office application course. Students will learn Microsoft Office in a Windows environment and its use in business including: MS Word for creating and editing word processing documents, MS Excel for creating spreadsheets, MS Access for creating databases, and MS PowerPoint for creating professional slide show presentations. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)

OST 2858 (Formerly OST 2318) 3 3 0
MICROSOFT EXCEL
Students will learn to create, format, modify, print worksheets, draw objects, and use spreadsheet data in ranges, functions and charts. In addition, they will learn to apply special or custom formatting, sort and query data from lists; audit worksheets; use macros, templates, and multiple workbooks; and import/export data. They will use database features; extract and filter data; and use data analysis, pivot tables, data validation, data map, condition formatting and other features. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $25.00)

OST 2930 1 - 3 variable
SELECTED TOPICS IN OFFICE ADMINISTRATION
For students interested in acquiring knowledge and skills in areas not included in other office systems technology courses. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $25.00)

OST 2943 1 - 4 variable
INTERNSHIP IN MEDICAL OFFICE
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including OST 1611 or OST 2854 with at least a 3.0; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

OST 2944 1 - 4 variable
INTERNSHIP IN OFFICE ADMINISTRATION
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including OST 1110 and OST 2854 with at least a 3.0; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Paralegal Studies

PLA 1104 (Formerly PLA 1105) 3 3 0
LEGAL RESEARCH AND THEORY I
• Prerequisites: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes and minimum grade of C in PLA 2003 or department approval for non-Paralegal Studies majors
An introduction to the legal system and to the law library system. Students learn to research and cite all primary and secondary sources on both the state and federal levels. (Special Fee: $25.00)

PLA 1114 (Formerly PLA 1115) 3 3 0
LEGAL RESEARCH AND THEORY II
• Prerequisites: ENC 1101 or ENC 1101H or IDH 1110 and ENC 1102 or ENC 1210 or OST 1335 and minimum grades of C in PLA 1104, PLA 1611, PLA 2203 and PLA 2433
Study of legal analysis and legal writing. Students prepare letters, memorandums, and memorandums of law which analyze both statutory and case law. (Special Fee: $25.00)

PLA 1611 (Formerly PLA 1506) 3 3 0
REAL PROPERTY I
• Prerequisites: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes
Survey of Florida real property law, including classification of interests in real property; methods of acquiring ownership in real property; ownership interests; surveys and land descriptions; encumbrances of real property; easements and licenses; buying and selling real property; deeds of conveyance; recording systems; title abstracting and title insurance. Stresses practical application. (Special Fee: $25.00)

PLA 1730 1 1 0
COMPUTER-ASSISTED LEGAL RESEARCH
• Prerequisite: Minimum grade of C in PLA 1104
This course is designed to enhance the student’s computer-assisted legal research skills. Students will be able to locate and update legal authority using online and electronic sources and properly cite them. (Special Fee: $25.00)
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<th>Course</th>
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<td>PLA 2003 INTRODUCTION TO PARALEGAL...</td>
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<td>PLA 2192 LEGAL RESEARCH AND THEORY III...</td>
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<td>PLA 2203 CIVIL LITIGATION I</td>
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<td>PLA 2223 CIVIL LITIGATION II</td>
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<td>PLA 2433 BUSINESS ORGANIZATIONS</td>
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<td>PLA 2465 DEBTOR-CREDITOR/BANKRUPTCY</td>
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<td>PLA 2601 WILLS, TRUSTS AND ESTATE...</td>
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<td>PLA 2602 WILLS, TRUSTS AND ESTATE...</td>
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<td>PLA 2732 LEGAL TECHNOLOGY</td>
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<td>PLA 2800 FAMILY LAW</td>
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<tr>
<td>PLA 2930 SELECTED TOPICS IN...</td>
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**Prerequisites:**
- Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes.
- Minimum grade of C in PLA 2203.
- Minimum grade of C in PLA 1611.
- Minimum grade of C in PLA 2601.
- Minimum grade of C in PLA 2611.
- Minimum grade of C in PLA 2203.

**Course Summary:**
- This course is designed to introduce the student to the paralegal profession and legal ethics. The course focuses on the role of the paralegal in the legal environment and career-related topics, including job search criteria. The course also will provide an overview of the legal system and selected areas of the law. (Special Fee: $25.00)
- This course is designed as a capstone to enhance the paralegal competencies developed in the student’s prior course work. Through study of legal specialty topics, students will gain additional experience and skill in critical analysis of legal issues, locating and evaluating appropriate legal authority and resources online, and the application of such authority and resources to the resolution of hypothetical factual situations. (Special Fee: $25.00)
- This course is designed to introduce the student to the paralegal profession and legal ethics. The course focuses on the role of the paralegal in the legal environment and career-related topics, including job search criteria. The course also will provide an overview of the legal system and selected areas of the law. (Special Fee: $25.00)
- This course is designed to assist students in developing analytical and technological skills so as to enable them to logically approach the application of computer technology to the field of law. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $25.00)
- This course is designed to assist students in developing analytical and technological skills so as to enable them to logically approach the application of computer technology to the field of law. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $25.00)
- This course will explore a selection of emerging topics and trends in the legal field. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)
PLA 2942 1 - 4 variable
INTERNSHIP IN PARALEGAL STUDIES
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes. Internship is to be taken in last term of Paralegal Studies Program and requires program director’s approval.
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Philosophy

PHI 2010 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.

PHI 2600 3 3 0
ETHICS AND CRITICAL THINKING
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.

PHI 2604 3 3 0
MEDICAL ETHICS AND CRITICAL THINKING
Introduction to critical thinking skills taught in the context of the examination of ethical theory. The theory and skills will be applied to cases related to the health care field; for example, issues of patients’ rights, allocation of limited medical resources, codes of professional ethics, etc.

Photography

PGY 2401C 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. Students must supply a camera, which should have adjustable lens and shutter speeds, and some other materials. (Special Fee: $35.00)

PGY 2410C 3 3 3
PHOTOGRAPHY II
  • Prerequisite: PGY 2401C
Continuation of PGY 2401C with emphasis on imagery, content and refinement of techniques of medium. (Special Fee: $35.00)

PGY 2930 1 - 3 variable
SELECTED TOPICS IN PHOTOGRAPHY
  • Prerequisite: Department 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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

Physical Education
See Health for course descriptions.

Physical Science

PSC 1020C (Formerly PSC 1101C) 4 3 3
FUNDAMENTALS OF PHYSICAL SCIENCE
Designed to meet the general education requirements for the technical or non-science major. Students study fundamental physical concepts such as force and motion, thermodynamics, electromagnetics, properties of solids and fluids, propagation of sound, and behavior of light and apply these principles to everyday life. (Special Fee: $35.00)

PSC 2121 1-3 1 9
SELECTED TOPICS IN PHYSICAL SCIENCE
  • Prerequisite: Department approval
Selected topics in physical sciences based on historical, traditional or contemporary approach, as background and interests of students and professor dictate. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

PSC 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN EARTH AND PHYSICAL SCIENCE
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits; and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Physics

PHY 1007C 4 3 3
PHYSICS
  • Prerequisite: MAC 1102 or MAC 1105 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. (Special Fee: $35.00)
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<th>Course</th>
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<td><strong>PHY 1053C</strong></td>
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<td><strong>INTRODUCTORY PHYSICS I</strong></td>
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<td>• <strong>Prerequisite:</strong> High school trigonometry with a minimum grade of C or MAC 1114 or MAC 1147</td>
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<td>Fundamental principles of mechanics, heat and sound. For students whose requirements for baccalaureate degree include basic courses in physics. (Special Fee: $35.00)</td>
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<td><strong>PHY 1054C</strong></td>
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<td><strong>INTRODUCTORY PHYSICS II</strong></td>
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<td>• <strong>Prerequisite:</strong> PHY 1053C</td>
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<td>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: $35.00)</td>
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<td><strong>PHY 2048C</strong></td>
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<td><strong>GENERAL PHYSICS WITH CALCULUS I</strong></td>
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<td>• <strong>Prerequisite:</strong> MAC 2311</td>
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<td>Fundamental principles of mechanics, heat, and sound. For physics, mathematics, chemistry, and pre-engineering majors. (Special Fee: $35.00)</td>
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<td><strong>PHY 2049C</strong></td>
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<td><strong>GENERAL PHYSICS WITH CALCULUS II</strong></td>
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<td>• <strong>Prerequisite:</strong> PHY 2048C</td>
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<td>Fundamental principles of electricity, magnetism, and optics. For physics, mathematics, chemistry and pre-engineering majors. (Special Fee: $35.00)</td>
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<td><strong>MODERN PHYSICS</strong></td>
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<td>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.</td>
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<td><strong>PHY 2936</strong></td>
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<td><strong>SELECTED TOPICS IN PHYSICS</strong></td>
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<td>• <strong>Prerequisites:</strong> PHY 1053C or PHY 2048C and department approval</td>
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<td>For student in science who desires in-depth study of special topics in classical and modern physics. Includes experimental topics upon demand. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<td><strong>PHY 2941</strong></td>
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<td><strong>INTERNSHIP EXPLORATION IN PHYSICS</strong></td>
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<td>• <strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including PHY 2048C and MAC 2311; and Internship Office approval</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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<td><strong>Political Science</strong></td>
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<td><strong>INTERNATIONAL POLITICS</strong></td>
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<td>• <strong>Prerequisite:</strong> Minimum grade of C in ENC 1101 or 1101H or IDH 1110</td>
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<td>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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if INR 2002 is used to satisfy Gordon Rule and general education requirements.</td>
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<td>Same as INR 2002 with honors content. Honors program permission required.</td>
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<td><strong>POS 2041</strong> (Formerly POS 1041)</td>
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<td>Theory, organization, principles and functions of national government, stressing relationships of individual to all levels of government in political system. This course includes learning activity designed to ensure competence in the basic use of computers.</td>
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<td><strong>POS 2112</strong></td>
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<td><strong>STATE AND LOCAL GOVERNMENT</strong></td>
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<td>In-depth study of state, county and municipal government with emphasis on contemporary problems.</td>
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<td><strong>POS 2930</strong></td>
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<td><strong>SELECTED TOPICS IN POLITICAL SCIENCE</strong></td>
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<td>• <strong>Prerequisite:</strong> POS 2041 or department approval</td>
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<td>For students interested in exploring special topics in political science through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<td><strong>INTERNSHIP IN CIVIC LEADERSHIP</strong></td>
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<td>• <strong>Prerequisites:</strong> Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including POS 2041 with a minimum grade of C; a 2.5 overall GPA; Program Coordinator’s approval; and Internship Office approval</td>
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<td>• <strong>Prerequisite or corequisite:</strong> INR 2002 or POS 2112</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Political Science

**Course** |
**POS 2941** | **1 - 4 variable** |
**INTERNSHIP EXPLORATION IN POLITICAL SCIENCE** |
**Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including POS 2041; and Internship Office approval.  
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

### Portuguese

**POR 1000** | **3 3 0** |
**BASIC PORTUGUESE** |
Emphasizes everyday use of Portuguese. Beginning level course for students with no prior exposure to the language. Introduces basic vocabulary, grammar and composition.

**POR 1100** | **3 3 0** |
**ELEMENTARY PORTUGUESE I**  
**Prerequisite:** POR 1000 or two years of high school Portuguese or department 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.

**POR 1101** | **3 3 0** |
**ELEMENTARY PORTUGUESE II**  
**Prerequisite:** POR 1100 or department approval  
Continuation of POR 1100.

**POR 2930** | **1 - 3 variable** |
**SELECTED TOPICS IN PORTUGUESE** |
Seminars for students interested in exploring special topics in Portuguese. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

### Psychology

**CLP 1001** (Formerly CLP 1002) | **3 3 0** |
**PSYCHOLOGY OF ADJUSTMENT** |
Biology and learned factors involved in processes of personal and social adjustment and study of mental health principles and their application to human adjustment.

**CLP 2140** | **3 3 0** |
**ABNORMAL PSYCHOLOGY**  
**Prerequisite:** PSY 1012  
Psychological abnormality discussed with reference to symptom patterns, causation and treatment approaches.

**DEP 1302** | **3 3 0** |
**PSYCHOLOGY OF ADOLESCENCE** |
Study of adolescent development from a multi-disciplinary viewpoint. Emphasizes social, physical and emotional development; adolescent problems including delinquency and drugs; learning problems and factors affecting life and vocational/career choices.

**DEP 2004** | **3 3 0** |
**DEVELOPMENTAL PSYCHOLOGY**  
**Prerequisite:** PSY 1012  
Designed to survey theory and research on development from conception through death. Emphasizes biological and social variables which influence human behavior.

**DEP 2004H** | **3 3 0** |
**DEVELOPMENTAL PSYCHOLOGY - HONORS**  
Same as DEP 2004 with honors content. Honors program permission required.

**DEP 2402** | **3 3 0** |
**ADULT DEVELOPMENT AND AGING** |
This 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.

**EDP 2002** | **3 3 0** |
**EDUCATIONAL PSYCHOLOGY** |
Study of psychological principles and how they apply to educational process. Major areas: principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning and study of teaching - learning situation. Especially designed for prospective teachers.

**INP 1301** | **3 3 0** |
**PSYCHOLOGY IN BUSINESS AND INDUSTRY** |
Introduction to psychology of human behavior as applied to business and industry. Designed to study psychological factors involved in work situation, including leadership, motivation, communications, morale, organizational structure, personnel selection, training, appraisal and consumer problems.

**PSY 1012** | **3 3 0** |
**GENERAL PSYCHOLOGY** |
Life-oriented course in psychology, designed to give student factual foundation in techniques and vocabulary of psychology and general understanding of human behavior. Surveys, research and application of psychology in areas of learning, intelligence, motivation, emotion, personality, behavior disorders, mental health and therapy.

**PSY 1012H** | **3 3 0** |
**GENERAL PSYCHOLOGY - HONORS**  
Same as PSY 1012 with honors content. Honors program permission required.
PSY 2930 1 - 3 variable
SELECTED TOPICS IN PSYCHOLOGY
  • Prerequisite: PSY 1012
For students interested in exploring special topics in psychology through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

PSY 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN PSYCHOLOGY
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including PSY 1012; and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

SOP 2772 3 3 0
HUMAN SEXUALITY
  • Prerequisite: PSY 1012 or SYG 2000
Study of sexuality with emphasis on subjects such as identity and behavior, characteristics of sexual beings and meaning of sexuality. Includes study of sexual health, sexual decision-making and strategies for dealing with conception, sexually transmitted diseases and sexual coercion and exploitation.

Public Administration
These courses are offered at Mid-Florida Tech and TECO as part of an articulation agreement for the A.A. Pre-Major: Public Administration.

FFP 1505 3 3 0
FIRE PREVENTION
This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.

FFP 1540 3 3 0
PRIVATE FIRE PROTECTION SYSTEMS I
This course is a survey of fire protection systems and domestic water supply. The operational feature and functional characteristics of fire detection and suppression systems and devices will be studied.

FFP 1780 3 3 0
COMPANY OFFICER
This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company.

FFP 1824 1 1 0
BASIC INCIDENT MANAGEMENT SYSTEM
This is a study of the principles and features of an Incident Command System (ICS), how an Incident Command System is organized, incident facilities and their purposes (such as, but not limited to, command post, staging area, bases, camps, and heliports/helisports), incident resources such as strike teams, task forces and single resources; and common responsibilities such as communications and forms in incident management.

FFP 1825 1 1 0
INTERMEDIATE INCIDENT MANAGEMENT SYSTEM
This is a continuation of the study of the Incident Command System (ICS), constructing an incident management organization for a given incident or event, including appropriate procedures for establishing command, transferring command, and terminating an incident, demonstrating knowledge of efficient incident resource management including logistics, finance, administration, and record-keeping, demonstrating a familiarity with air operations, and demonstrating knowledge of incident planning processes.

FFP 1832 1 1 0
EMERGENCY RESPONSE TO TERRORISM: BASIC CONCEPTS
This course is designed primarily for fire-rescue and EMS personnel, although other emergency responders can benefit from the course. A background in hazardous materials is helpful but not required. The course covers the history and categories of terrorism and terrorist organizations in the United States and abroad, self-protection measures to be taken at explosive and nuclear-biological-chemical (NBC) incidents, crime scene and perimeter control procedures, defensive tactical operations, and building an Incident Command organization for terrorism responses.

FFP 2120 3 3 0
BUILDING CONSTRUCTION FOR THE FIRE SERVICE
This course examines the various types and methods of building construction and their influence on fire travel and life safety. Fire resistance of building materials and problems inherent in new construction as well as in existing buildings are examined closely.

FFP 2510 3 3 0
FIRE CODES AND STANDARDS
This course is a study of building and life safety codes in relation to types of occupancies, building design, fire resistance of building materials, fire problems inherent in structures and life safety considerations. A problem solving emphasis is used to provide opportunities for application of building and life safety code enforcement methods to prevent and correct building design problems.

FFP 2521 3 3 0
BLUEPRINT READING AND PLANS REVIEW
This course is a comprehensive study of building construction blueprints and plans. The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections.
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<tr>
<th>Course</th>
<th>Cr</th>
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<th>Lab</th>
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<tbody>
<tr>
<td><strong>FFP 2740</strong> FIRE SERVICE COURSE DELIVERY</td>
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<tr>
<td>This is a study of the instructor’s responsibility for communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use. This course is a requirement to sit for the Florida State Fire Officer certification exam.</td>
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<tr>
<td><strong>FFP 2810</strong> FIRE FIGHTING TACTICS AND STRATEGY I</td>
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<tr>
<td>This course is a study of the basic concepts involved in fire fighting, including the behavior, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies; and pre-planning fire problems.</td>
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<tr>
<td><strong>FFP 2811</strong> FIRE FIGHTING TACTICS AND STRATEGY II</td>
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<tr>
<td>• Prerequisite: FFP 2810</td>
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<td>This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization; fire ground administration, starting with a small fire through major conflagrations. Emphasis will be on developing thinking skills in relation to crises.</td>
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## Radiography

To register for any of the Radiography courses, you must apply and be accepted to the Radiography program.

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<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td><strong>RTE 1000</strong> INTRODUCTION TO RADIOGRAPHY</td>
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<tr>
<td>• Prerequisite: Acceptance to Radiography A.S. Degree program</td>
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<tr>
<td>• Prerequisites or Corequisites: BSC 2093C and HSC 1531</td>
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<tr>
<td>• Corequisites: HSC 1230C, RTE 1503C and RTE 1804</td>
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<td>An overview of radiography and its role in health care delivery with orientation to academic and administrative structure and to the profession as a whole, including ethical and legal responsibilities, patient consent, hospital and department policies, and basic radiation protection principles.</td>
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<tr>
<td><strong>RTE 1418C</strong> PRINCIPLES OF RADIOGRAPHY I</td>
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<tr>
<td>• Prerequisite: RTE 1000</td>
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<tr>
<td>• Prerequisite or Corequisite: BSC 2094C</td>
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<tr>
<td>• Corequisites: RTE 1513C and RTE 1814</td>
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<td>Basic principles of radiation, image receptor systems, processing and a study of the factors that govern and influence the production of the radiographic image will be presented. Assignments include written journal article reports. (Special Fee: $20.00)</td>
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<tr>
<td><strong>RTE 1458</strong> PRINCIPLES OF RADIOGRAPHY II</td>
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<td>3</td>
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<tr>
<td>• Prerequisite: RTE 1418C</td>
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<tr>
<td>• Corequisites: RTE 1523C and RTE 1824</td>
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<td>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. Quality assurance evaluation methods for radiographic systems will be presented, performed, and orally reported.</td>
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<tr>
<td><strong>RTE 1503C</strong> RADIOGRAPHIC PROCEDURES I</td>
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<tr>
<td>• Prerequisites: MCB 2010C and acceptance to Radiography A.S. Degree program</td>
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<tr>
<td>• Corequisites: RTE 1000, HSC 1230C and RTE 1804</td>
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<td>A study of patient habitus, positioning, equipment manipulation, and radiographic quality evaluation of the chest, abdomen, and upper extremity. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection. Assignments include a minimum-1500-word research paper. (Special Fee: $44.00)</td>
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<td><strong>RTE 1513C</strong> RADIOGRAPHIC PROCEDURES II</td>
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<td>• Prerequisite: RTE 1503C</td>
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<td>• Corequisites: RTE 1418C and RTE 1814</td>
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<td>A study of patient positioning, equipment manipulation and radiographic quality evaluation of the lower extremity, spine, and skull. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection. (Special Fee: $40.00)</td>
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<tr>
<td><strong>RTE 1523C</strong> RADIOGRAPHIC PROCEDURES III</td>
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<td>• Prerequisite: RTE 1513C</td>
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<td>• Corequisites: RTE 1458 and RTE 1824</td>
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<td>A study of patient positioning, equipment manipulation and radiographic quality evaluation of contrast procedures of the gastrointestinal and urinary systems. Emphasis is placed on critical thinking and communication skills related to patient care and radiation protection. (Special Fee: $40.00)</td>
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<td><strong>RTE 1804</strong> RADIOGRAPHIC CLINICAL EDUCATION I</td>
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<tr>
<td>• Prerequisites: MCB 2010C and acceptance to Radiography A.S. Degree program</td>
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<tr>
<td>• Corequisites: RTE 1000, HSC 1230C and RTE 1503C</td>
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<td>Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation. (Special fee: $20.00)</td>
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<td><strong>RTE 1814</strong> RADIOGRAPHIC CLINICAL EDUCATION II</td>
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<tr>
<td>• Prerequisite: RTE 1804</td>
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<tr>
<td>• Corequisite: RTE 1513C</td>
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<tr>
<td>Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. (Special Fee: $40.00)</td>
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</table>
RTE 1824  2 0 16
RADIOGRAPHIC CLINICAL EDUCATION III
  • Prerequisite: RTE 1814
  • Corequisite: RTE 1523C
Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. (Special Fee: $40.00)

RTE 2061  3 3 0
RADIOLOGIC SEMINAR
  • Prerequisite: RTE 2563
  • Corequisite: RTE 2854
This course is designed to provide a forum for student research and review of all aspects of radiography.

RTE 2385  2 2 0
RADIATION BIOLOGY AND PROTECTION
  • Prerequisite: MCB 2010C
  • Corequisites: RTE 2563 and RTE 2844
Study of effects of ionizing radiation on biologic systems. Investigates responses at cellular and total organism level. Presents protection measures and regulations for all types of ionizing radiation.

RTE 2533  2 2 0
RADIOGRAPHIC PROCEDURES IV
  • Prerequisite: RTE 1523C
  • Corequisites: RTE 2834 and RTE 2782
A study of patient procedures and radiographic quality evaluation for semi-special vascular and nonvascular procedures including mammography, conventional tomography, computed tomography and magnetic resonance imaging. Emphasis is placed on critical thinking skills as related to procedure performance, patient care and radiation protection. Written communication skills are demonstrated through preparation of journal article reports and a research paper.

RTE 2563  4 4 0
PRINCIPLES OF RADIOGRAPHY III
  • Prerequisite: RTE 1458
  • Corequisites: RTE 2385 and RTE 2844
A study of the physical principles and application of imaging equipment; radiographic/fluoroscopic, computed tomography, digital imaging, magnetic resonance imaging, and radiology department computerization. Assignments include written journal article reports.

RTE 2782  3 3 0
RADIOGRAPHIC PATHOLOGY
  • Prerequisite: RTE 1523C
  • Corequisites: RTE 2533 and RTE 2834
Course content will provide student with an introduction to the concept of disease. The relationship of pathology and disease to various radiographic procedures will be discussed. Assignments will include an oral case presentation.

RTE 2834  3 0 24
RADIOGRAPHIC CLINICAL EDUCATION IV
  • Prerequisite: RTE 1824
  • Corequisite: RTE 2533
Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. (Special Fee: $60.00)

RTE 2844  3 0 24
RADIOGRAPHIC CLINICAL EDUCATION V
  • Prerequisite: RTE 2834
Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. (Special Fee: $60.00)

RTE 2854  3 0 24
RADIOGRAPHIC CLINICAL EDUCATION VI
  • Prerequisite: RTE 2844
Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. (Special Fee: $60.00)

RTE 2930  1 - 3 variable
SELECTED TOPICS IN RADIOGRAPHY
  • Prerequisite: Department 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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

RTE 2942  1 - 4 variable
INTERNSHIP IN RADIOGRAPHY
  • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; second-year standing in Radiography degree program; and program director’s approval
This course is an occupational-specific work experience designed to allow radiography students to make practical applications of theory taught in the classroom. It allows students to develop work habits that lead to success in the workplace. Each earned credit of Internship requires a minimum of 80 clock hours of work. (Internship Fee: $65.00)
Reading

REA 0001 3 3 0
COLLEGE-PREPARATORY READING I
• Prerequisite: Appropriate score on CPT or other approved assessment
• Corequisite: REA 0001L
Study of literal and critical comprehension skills with emphasis on literal skills and organization patterns of information. Includes strategies for vocabulary development. Minimum grade of C required for successful completion. Upon successful completion, degree-seeking student must take REA 0002 and REA 0002L or . REA 0001 credit does not apply toward any associate degree.

REA 0001L 0 0 2
COLLEGE-PREPARATORY READING LAB
• Corequisite: REA 0001
Lab component of REA 0001. (Special Fee: $35.00)

REA 0002 3 3 0
COLLEGE-PREPARATORY READING II
• Prerequisite: Minimum grade of C in REA 0001 and REA 0001L or REA 0001C or an appropriate score on CPT or other approved assessment
• Corequisite: REA 0002L
Review and reinforcement of skills covered in REA 0001 and REA 0001L. Emphasis on additional critical comprehension skills. Strategies for vocabulary development. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. Upon successful completion, student has met the reading requirement for entry into ENC 1101. Students who pass the CPT - Reading with scores of 83-85 are strongly encouraged to enroll in REA 1105. REA 0002 credit does not apply toward any associate degree.

REA 0002L 0 0 2
COLLEGE-PREPARATORY READING II LAB
• Corequisite: REA 0002
Lab component of REA 0002. (Special Fee: $35.00)

REA 0002C 3 3 2
COLLEGE-PREPARATORY READING II
Same as REA 0002 and REA 0002L with class and lab combined. (Special Fee: $35.00)

REA 0002N 0 0 2
INTENSIVE READING TUTORIAL
• Prerequisite: Completion of EAP 1620 or REA 0002 or REA 0002C with a grade of I
This course is designed for students who successfully completed the course work for EAP 1620 or REA 0002 or REA 0002C but failed to earn a passing grade on the Basic Skills Exit Test in two attempts in the course. Students may be eligible for this course after their second attempt in EAP 1620 or REA 0002 or REA 0002C. Students will sign a contract with the dean of the department and work with assigned instructors to prepare for the Basic Skills Exit Test. Faculty recommendation is required. This course will not appear on a transcript because it is a non-gradable course. (Special Fee: $35.00)

REA 1105 (Formerly REA 1106) 3 3 0
COLLEGE READING
• Prerequisite: Minimum score of 83 on CPT
Reinforcement of comprehension skills and vocabulary development. Emphasis on developing strategies for learning and remembering new words.

REA 1205 3 3 0
READING SKILLS
• Prerequisite: REA 1105 or score of 83 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.

REA 1620 1-3 1-3 0
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 mini courses 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.

REA 2930 1-3 variable
SELECTED TOPICS IN READING
Seminar for students interested in research, discussion, and observation of special topics in reading. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.
Reading

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<th>Course</th>
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<tbody>
<tr>
<td>REA 2941</td>
<td>1 - 4 variable</td>
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</table>

INTERNSHIP EXPLORATION IN READING

- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ENC 1101 or ENC 1101H or IDH 1110 or REA 1105; and Internship Office approval

This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Real Estate

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<th>Course</th>
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<tbody>
<tr>
<td>REE 1000</td>
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REAL ESTATE PRINCIPLES AND PRACTICES

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.

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<th>Course</th>
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<tbody>
<tr>
<td>REE 1400</td>
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FLORIDA REAL ESTATE LAW

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.

Respiratory Care

To register for any of the Respiratory Care courses, you must apply and be accepted to the Respiratory Care program.

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<tr>
<th>Course</th>
<th>Cr</th>
<th>Cis</th>
<th>Lab</th>
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<tbody>
<tr>
<td>RET 1025C</td>
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PRINCIPLES OF RESPIRATORY CARE

- **Prerequisite:** Acceptance to Respiratory Care A.S. Degree program
- **Prerequisite or corequisite:** 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. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $50.00)

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<th>Course</th>
<th>Cr</th>
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<tr>
<td>RET 1264C</td>
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</table>

PRINCIPLES OF MECHANICAL VENTILATION

- **Prerequisite:** RET 1025C or department approval

Functions of advanced respiratory equipment, arterial blood-gas equipment, prolonged mechanical ventilation, bedside respiratory volumetric monitoring, evaluation prior to and during weaning from respiratory support. (Special Fee: $30.00)

Religion

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<tr>
<th>Course</th>
<th>Cr</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>REL 2000</td>
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</table>

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.
**Course** | **Cr** | **Cls** | **Lab** | **Course** | **Cr** | **Cls** | **Lab**
--- | --- | --- | --- | --- | --- | --- | ---
RET 1275C | 4 | 3 | 3 | RET 2244C | 3 | 2 | 3
**CLINICAL CARE TECHNIQUES** |  |  |  | **LIFE SUPPORT** |  |  |  | **Prerequisites:** RET 1450C and RET 1264C
• **Prerequisites:** BSC 2093C and RET 1025C |  |  |  | Emphasis on advanced cardiopulmonary assessment diagnostic and monitoring techniques. Stresses cardiopulmonary thermodynamics, advanced pulmonary function studies and innovations.

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: $30.00)

RET 1295C | 4 | 3 | 3 | RET 2350 | 3 | 3 | 0
**CHEST MEDICINE** |  |  |  | **PHARMACOLOGY** |  |  |  | **Prerequisites:** BSC 2094C or department approval and acceptance to Respiratory Care A.S. Degree program
• **Prerequisites:** BSC 2093C and RET 1025C |  |  |  | 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.

Respiratory care students investigate nature and cause of cardiopulmonary 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. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $30.00)

RET 1450C | 3 | 2 | 3 | RET 2714C | 4 | 3 | 1
**BASIC PHYSIOLOGIC MONITORING** |  |  |  | **PEDIATRIC RESPIRATORY CARE** |  |  |  | **Prerequisite:** RET 1264C or department approval
• **Prerequisite:** RET 1275C |  |  |  | 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: $30.00)

Emphasis on basic diagnostic and monitoring principles used in determining clinical evaluation of patients. Cardiopulmonary assessment using electrocardiography, chest roentgenography and lab test. (Special Fee: $26.00)

RET 1485C | 4 | 3 | 3 | RET 2876L | 4 | 0 | 24
**CARDIOPULMONARY PHYSIOLOGY** |  |  |  | **CLINICAL PRACTICE III** |  |  |  | **Prerequisites:** Both RET 1875L and RET 2714C or department approval
• **Prerequisites:** BSC 2093C or department approval and acceptance to Respiratory Care A.S. Degree program |  |  |  | Each student assigned clinical tasks and orientation in pulmonary function lab, cardiac catheterization and open heart surgery under supervision of staff respiratory therapist or clinical instructor. Approximately 24 contact hours for every four semester credits. (Special Fee: $34.50)

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: $30.00)

RET 1874L | 4 | 0 | 24 | RET 2930 | 1 - 3 | variable
**CLINICAL PRACTICE I** |  |  |  | **SELECTED TOPICS IN RESPIRATORY CARE** |  |  |  | **Prerequisite:** Department approval
• **Prerequisite:** RET 1275C |  |  |  | Selected topics in respiratory care based on the needs and areas of interest of the class and the professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied. (Special Fee: $30.00)

• **Corequisite:** Department approval

Student assigned clinical tasks in patient floor care under supervision of staff respiratory therapist or clinical instructor. (Special Fee: $30.00)

RET 1875L | 4 | 0 | 24 | **Restaurant Management**
**CLINICAL PRACTICE II** |  |  |  | See Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management for course descriptions.
• **Prerequisites:** Both RET 1264C and RET 1874L or department approval |  |  |  | **Sign Language**

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. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $30.00)

• **Prerequisites:** Both RET 1264C and RET 1874L or department approval

Each student assigned clinical tasks and orientation in pulmonary function lab, cardiac catheterization and open heart surgery under supervision of staff respiratory therapist or clinical instructor. Approximately 24 contact hours for every four semester credits. (Special Fee: $34.50)

**SELECTED TOPICS IN RESPIRATORY CARE** |  |  |  | **SPARE 2000** | 3 | 3 | 0
• **Prerequisite:** Department approval |  |  |  | **SURVEY OF COMMUNICATIVE DISORDERS**
Selected topics in respiratory care based on the needs and areas of interest of the class and the professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied. (Special Fee: $30.00)

An examination of speech, language, and hearing problems in the deaf and hard-of-hearing population, with an emphasis on etiology, pathology, and management of disorders of the outer, middle, and inner ears as well as the retrocochlear and central auditory systems.
Systems and philosophies. Describes various manual communication systems and introduces ASL idioms. Vocabulary and use of signing space. Provides greater opportunity toward persons with disabilities.

Continuation of SPA 2612 emphasizing intermediate level sign language skills. Describes various manual communication systems in the complex grammar, facial expression, metaphorical and idiomatic vocabulary of American Sign Language. Gives students advanced skills in fluent, conversational receptive and expressive American Sign Language. Additional production of non-voiced, conversational spontaneous signed sentences is the goal of this course. Emphasis on the ability to “read” signed phrases and sentences will be an integral part of the course.

Introduction to American Sign Language with emphasis on the ability to “read” signed phrases and sentences will be an integral part of the course.

Sociology of Deafness*  
An overview of deafness with emphasis on its impact on the individual, the family, and the social patterns of the deaf community and culture, as well as historical and changing attitudes toward persons with disabilities.

Introduction to American Sign Language with emphasis on the ability to “read” signed phrases and sentences will be an integral part of the course.

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.

American Sign Language II*  
Continuation of SPA 2612 emphasizing intermediate level sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms.

American Sign Language III*  
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. Emphasis on the ability to “read” signed phrases and sentences will be an integral part of the course.

American Sign Language IV*  
Designed for students who have previous course work in other manual communication systems in the complex grammar, facial expression, metaphorical and idiomatic vocabulary of American Sign Language. Gives students advanced skills in fluent, conversational receptive and expressive American Sign Language. Additional production of non-voiced, conversational, spontaneous signed sentences is the goal of this course. Continued emphasis on the ability to “read” signed phrases and sentences will be an integral part of the course.

Fingerspelling*  
The study and practice of fingerspelling techniques to improve receptive and expressive fingerspelling proficiency beyond basic skill levels.

Interactive Interpreting I*  
An introduction to the basic theories, guidelines, principles and practices of interpreting, including the role of the interpreter, professional behavior and the ethics of interpreting, and environmental considerations of interpreting situations.

Interactive Interpreting I Lab*  
This lab emphasizes sign-to-voice and voice-to-sign practice using audiotape, videotape, and CD-ROM materials to reinforce skill development. Live roleplay and modeling techniques permit students to experience a variety of interactive interpreting settings.

Interactive Interpreting II with Transliterating*  
A continuation of Interactive Interpreting I. This course focuses on the advanced study of the theories, guidelines, principles and practices of interpreting. It emphasizes Conceptually Accurate Signed English (CASE) as used in educational settings. The corequisite lab component includes videotaped evaluation of the student’s interpreting skills.

Interactive Interpreting II Lab with Transliterating*  
This lab emphasizes advanced sign-to-voice and voice-to-sign development using audiotape, videotape, and CD-ROM materials to reinforce skill development. Live roleplay and modeling techniques permit students to experience a variety of interactive interpreting settings.

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

Social Science

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.
### Sociology

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<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>SYG 2000</td>
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<tr>
<td>INTRODUCTORY SOCIOLOGY</td>
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<tr>
<td>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.</td>
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<tr>
<td>SYG 2000H</td>
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<tr>
<td>INTRODUCTORY SOCIOLOGY - HONORS</td>
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<tr>
<td>Same as SYG 2000 with honors content. Honors program permission required.</td>
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<tr>
<td>SYG 2010</td>
<td>3</td>
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<tr>
<td>CONTEMPORARY AMERICAN SOCIAL PROBLEMS</td>
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<tr>
<td>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.</td>
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<tr>
<td>SYG 2320</td>
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<tr>
<td>DEVIAN'T BEHAVIOR</td>
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<tr>
<td>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.</td>
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<tr>
<td>SYG 2430</td>
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<td>MARRIAGE AND THE FAMILY</td>
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<td>Assists student in developing perspective regarding areas of adjustment in marriage and family living. Attention to premarital behavior patterns, love and mate selections, communication, family finances, sexual relations, parenthood, divorce, widowhood and remarriage.</td>
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<tr>
<td>SYG 2935</td>
<td>1 - 3 variable</td>
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<tr>
<td>SELECTED TOPICS IN SOCIOLOGY</td>
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<tr>
<td>• Prerequisite: SYG 2000 or department approval</td>
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<td>For students interested in exploring special topics in sociology through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>SYG 2941</td>
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<tr>
<td>INTERNSHIP EXPLORATION IN SOCIOLOGY</td>
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<tr>
<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including SYG 2000; and Internship Office approval</td>
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<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Sonography

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<th>Course</th>
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<tr>
<td>SON 1000C</td>
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<tr>
<td>INTRODUCTION TO MEDICAL SONOGRAPHY</td>
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<tr>
<td>• Prerequisites: MCB 2010C and acceptance to Sonography A. S. Degree program</td>
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<tr>
<td>• Prerequisites or corequisites: BSC 2093C and HSC 1531</td>
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<tr>
<td>• Corequisite: HSC 1230C</td>
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<td>A course designed to introduce the student to the Radiology Department and to the interaction of the Diagnostic Ultrasound Department with the other imaging departments. This course will also include darkroom procedures, film processing, basic ultrasound procedures, and a hands-on lab. (Special Fee: $44.00)</td>
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<tr>
<td>SON 1001C</td>
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<tr>
<td>FUNDAMENTALS OF SONOGRAPHY</td>
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<td>• Prerequisite: SON 1000C</td>
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<tr>
<td>• Prerequisite or corequisite: BSC 2094C</td>
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<tr>
<td>• Corequisite: SON 1804</td>
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<td>This course includes ultrasound terminology, basic operation of the computerized ultrasound machine, routine scan planes, and review of cross sectional anatomy of the abdominal and pelvic organs. Also included are a review of the abdominal and pelvic organs and their functions and a hands-on lab. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $20.00)</td>
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<tr>
<td>SON 1112C</td>
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<tr>
<td>ABDOMINAL SONOGRAPHY</td>
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<tr>
<td>• Prerequisites: BSC 2094C, SON 1001C and SON 1804</td>
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<tr>
<td>• Corequisites: SON 1614 and SON 1814</td>
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<tr>
<td>This course is an in-depth study in the sonographic imaging of the abdominal viscera and the pathological processes that affect this area of the body. This course also includes correlation of the ultrasound findings with clinical laboratory tests and a hands-on lab. (Special Fee: $20.00)</td>
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<tr>
<td>SON 1614</td>
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<tr>
<td>ACOUSTICAL PHYSICS AND INSTRUMENTATION I</td>
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<td>• Prerequisite: SON 1001C</td>
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<tr>
<td>• Corequisites: SON 1112C and SON 1814</td>
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<tr>
<td>A study of the properties of diagnostic ultrasound and the effective utilization of them to produce quality scans. Also covered in this class are the biologic effects of ultrasound on body tissue and routine maintenance of sonographic equipment.</td>
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<tr>
<td>SON 1804</td>
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<tr>
<td>CLINICAL SONOGRAPHY I</td>
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<tr>
<td>• Prerequisite or corequisite: BSC 2094C</td>
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<td>• Corequisite: SON 1001C</td>
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<td>Supervised clinical experience and competency evaluation of professional interaction and performance of sonographic procedures with emphasis on patient care, ultrasound computer equipment orientation, cross-sectional imaging planes, and performance of quality exams. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $40.00)</td>
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<td>SON 1814</td>
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<td>CLINICAL SONOGRAPHY II</td>
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<td>• Prerequisite: SON 1804</td>
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<td>• Corequisites: SON 1112C and SON 1614</td>
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<tr>
<td>A continuation of supervised clinical experience and competency evaluation of performance of routine sonographic procedures, usage of computerized ultrasound equipment and professional interaction. Emphasis is placed critical thinking skills as related to exam performance and patient care in the clinical setting. (Special Fee: $30.00)</td>
<td>A continuation in the study of the properties of diagnostic ultrasound and their application to Doppler/color flow imaging, artifact and quality assurance. This course covers the basic mathematical principles and instrumentation of Doppler/color flow imaging, resolution and attenuation artifact, bioeffects, safety and routine maintenance of the ultrasound equipment.</td>
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<td>SON 2061</td>
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<tr>
<td>SEMINAR IN SONOGRAPHY</td>
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<tr>
<td>• Prerequisite: SON 2122</td>
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<td>• Corequisite: SON 2882</td>
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<td>This course is a comprehensive review of all aspects of the Sonography curriculum to prepare the students for the Board Exams. Also included is the preparation of employment resumes.</td>
<td>A continuation of supervised clinical experience and competency evaluation of performance of routine sonographic procedures, computerized ultrasound machine skills and professional interaction. Emphasis is placed on critical thinking skills as related to exam performance and patient care in the clinical setting. Students will be required to research selected case studies and prepare oral presentations to be presented to the radiologist. (Special Fee: $60.00)</td>
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<td>SON 2121</td>
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<tr>
<td>OB/GYN SONOGRAPHY I</td>
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<td>• Prerequisite: SON 1112C</td>
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<tr>
<td>• Corequisites: SON 2150, SON 2618 and SON 2824</td>
<td>• Corequisites: SON 2122 and SON 2619</td>
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<tr>
<td>This course includes an in-depth study of the female pelvis with emphasis on the sonographic appearance of its structure and the numerous pathological processes that may affect it. The course will continue with early pregnancy and its complications.</td>
<td>This course is a continuation of SON 2121 which includes the sonographic evaluation of pregnancy and related complications. Emphasis is placed on the detection of fetal anomalies, pathology, and the scan planes necessary for appropriate imaging.</td>
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<tr>
<td>SON 2122</td>
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<tr>
<td>OB/GYN SONOGRAPHY II</td>
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<td>• Prerequisite: SON 2121</td>
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<tr>
<td>• Corequisites: SON 2150 and SON 2824</td>
<td>• Corequisites: SON 2112C</td>
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<tr>
<td>This course is a continuation of SON 2121 which includes the sonographic evaluation of pregnancy and related complications. Emphasis is placed on the detection of fetal anomalies, pathology, and the scan planes necessary for appropriate imaging.</td>
<td>This course is a study of the sonographic imaging of the premature infant brain and the pathological processes that affect it. Also included are the sonographic evaluations of the prostate, scrotum, thyroid gland, and breast.</td>
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<tr>
<td>SON 2150</td>
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<tr>
<td>NEUROSONOLOGY AND SUPERFICIAL STRUCTURES</td>
<td>ACOUSTICAL PHYSICS AND INSTRUMENTATION II</td>
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<tr>
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<tr>
<td>• Corequisites: SON 2121, SON 2150 and SON 2824</td>
<td>• Corequisites: SON 2121, SON 2150 and SON 2824</td>
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<td>This course is a study of the sonographic imaging of the premature infant brain and the pathological processes that affect it. Also included are the sonographic evaluations of the prostate, scrotum, thyroid gland, and breast.</td>
<td>This course is a continuation in the study of the properties of diagnostic ultrasound and their role in the production of quality ultrasonic images of patient organs.</td>
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<tr>
<td>SON 2618</td>
<td>3</td>
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<tr>
<td>ACOUSTICAL PHYSICS AND INSTRUMENTATION II</td>
<td>SELECTED TOPICS IN SONOGRAPHY</td>
<td></td>
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<tr>
<td>• Prerequisite: SON 1614</td>
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<tr>
<td>• Corequisites: SON 2121, SON 2619 and SON 2824</td>
<td>Selected topics in sonography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.</td>
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<tr>
<td>This course is a continuation in the study of the properties of diagnostic ultrasound and their role in the production of quality ultrasonic images of patient organs.</td>
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### Spanish

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>SPN 1000</td>
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<tr>
<td><strong>BASIC SPANISH</strong></td>
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<tr>
<td>For students without two years of recent high school Spanish completed within the last three years or department approval. Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to Spanish. Not open to native speakers.</td>
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<tr>
<td>SPN 1100</td>
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<tr>
<td><strong>ELEMENTARY SPANISH I</strong></td>
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<tr>
<td>• Prerequisite: SPN 1000 or two years of recent high school Spanish completed within the last three years and department approval.</td>
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<tr>
<td>Continuation of fundamental skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the Spanish culture.</td>
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<tr>
<td>SPN 1101</td>
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<tr>
<td><strong>ELEMENTARY SPANISH II</strong></td>
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<tr>
<td>• Prerequisite: SPN 1100 or department approval.</td>
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<tr>
<td>Continuation of SPN 1100 emphasizing skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the Spanish culture.</td>
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<tr>
<td>SPN 2200</td>
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<tr>
<td><strong>INTERMEDIATE SPANISH I</strong></td>
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<tr>
<td>• Prerequisite: SPN 1101 or department approval.</td>
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<tr>
<td>Conversational approach with readings adapted from Spanish newspapers, magazines, short stories, and film. Increasing awareness and understanding of the Spanish culture.</td>
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<tr>
<td>SPN 2201</td>
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<tr>
<td><strong>INTERMEDIATE SPANISH II</strong></td>
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<tr>
<td>• Prerequisite: SPN 2200 or department approval.</td>
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<tr>
<td>Conversational approach with readings adapted from Spanish newspapers, magazines, short stories, and film. Increasing awareness and understanding of the Spanish culture.</td>
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<tr>
<td>SPN 2201H</td>
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<tr>
<td><strong>INTERMEDIATE SPANISH II - HONORS</strong></td>
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<tr>
<td>Same as SPN 2201 with honors content. Honors program permission required.</td>
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<tr>
<td>SPN 2930</td>
<td>1-3</td>
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<tr>
<td><strong>SELECTED TOPICS IN SPANISH</strong></td>
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<tr>
<td>For students interested in exploring special topics in Spanish. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>SPN 2941</td>
<td>1-4</td>
<td>variable</td>
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<tr>
<td><strong>INTERNERNSHIP EXPLORATION IN SPANISH</strong></td>
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<tr>
<td>• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a foreign language course at the intermediate level; and Internship Office approval.</td>
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<tr>
<td>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)</td>
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### Speech

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ORI 1000</td>
<td>3</td>
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<tr>
<td><strong>ORAL INTERPRETATION</strong></td>
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<tr>
<td>• Prerequisite: SPC 1600.</td>
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<tr>
<td>Principles of selection, analysis, preparation and presentation of materials for oral reading. Experience in choral speaking and readers' theater.</td>
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<tr>
<td>SPC 1016</td>
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<tr>
<td><strong>INFORMAL COMMUNICATION</strong></td>
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<tr>
<td>Study and application of communication principles to remove verbal and non-verbal barriers. Emphasis on role playing, simulated conflicts, and dynamics of group discussion.</td>
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<tr>
<td>SPC 1050</td>
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<tr>
<td><strong>SPEECH AND WRITING IMPROVEMENT</strong></td>
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<tr>
<td>Improvement of language skills by developing and understanding effective articulation of American English through audiolingual approach.</td>
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<td>SPC 1600</td>
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<tr>
<td><strong>FUNDAMENTALS OF SPEECH</strong></td>
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<tr>
<td>Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking.</td>
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<tr>
<td>SPC 1600H</td>
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<tr>
<td><strong>FUNDAMENTALS OF SPEECH - HONORS</strong></td>
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<tr>
<td>Same as SPC 1600 with honors content. Honors program permission required.</td>
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<tr>
<td>SPC 1601</td>
<td>3</td>
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<td>0</td>
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<tr>
<td><strong>PUBLIC SPEAKING</strong></td>
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<tr>
<td>• Prerequisite: SPC 1600.</td>
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<tr>
<td>Advanced principles of audience communication. Methods of presentation include impromptu, extemporaneous and manuscript. Categories include informative, entertainment, persuasion, and group discussion.</td>
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<tr>
<td>SPC 1700</td>
<td>3</td>
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<tr>
<td><strong>CROSS CULTURAL COMMUNICATION</strong></td>
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<tr>
<td>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.</td>
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</tbody>
</table>
SPC 2930 1 - 3 variable
SELECTED TOPICS IN SPEECH
Seminar for students interested in research, discussion, and observation of special topics in speech. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

Student Development

SLS 1261 3 3 0
STUDENT LEADERSHIP DEVELOPMENT
Dynamics of student organizational behavior with emphasis on personal and group goal setting, self-assertion, conflict resolution and development of leadership skills.

Student Life Skills

SLS 1101 1 1 0
COLLEGE SURVIVAL SKILLS
Provides students knowledge and skills for college survival. Includes an introduction to the college and its resources, selected study skills and personal resource management skills. Students identify skill areas and levels they wish to improve. Multiple credit course. May be repeated for a maximum of three credits, but grade forgiveness cannot be applied.

SLS 1122 3 3 0
STUDENT SUCCESS
Student Success is designed to equip students for transitions in education and life. Students will be actively involved in learning and integrating practical applications to promote success. Emphasis is on investigating personality traits, learning styles and goals. Students will develop a learning portfolio and an educational plan while enhancing critical thinking and study strategies.

SLS 2940 1 - 4 variable
SERVICE LEARNING
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits; 2.0 overall GPA; and Internship Office approval
This is a planned service learning experience that provides students with supervised career exploration activities and/or practical experiences in a community service setting to confirm their career objectives. Each credit earned for Community Service Experience requires a minimum of 50 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

Surveying Technology

See Civil/Surveying Engineering Technology for course descriptions.

Television

RTV 1241 3 3 0
TELEVISION PRODUCTION
Introduction to basic procedures and practices in producing. Emphasis on beginning television production techniques in studio. Includes use of cameras, lighting and staging, and application of some techniques in scriptwriting and directing.

RTV 2930 1 - 3 variable
SELECTED TOPICS IN TELEVISION TECHNOLOGY
For students interested in research, discussion, observation, and experience in advanced techniques in television and 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. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

Theater and Entertainment

THE 1020 3 3 0
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.

THE 1100 3 3 0
INTRODUCTION TO THEATER HISTORY
Survey of the development of theater and drama from prehistory through the present. Representative plays studied.

THE 2304 (Formerly THE 2300) 3 3 0
SCRIPT ANALYSIS
An introduction to the examination and analysis of play scripts as preparation for production. Students will read plays from various periods and genres and analyze such dramatic elements as plot, theme, character, dialogue, and style.

THE 2930 1 - 3 variable
SELECTED TOPICS IN THEATER
For students interested in exploring special topics in theater through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

TPA 1200 4 2 3
BASIC STAGECRAFT
Focuses on techniques of scenic construction, installation and budgeting, using hands-on assignments to complement lectures. Topics include interpreting drawings, tool use, material selection, painting and safety. (Special Fee: $25.00)

TPA 1202 3 2 3
FUNDAMENTALS OF ENTERTAINMENT TECHNOLOGY
Practical exploration of engineering principles used in the entertainment industry. Applies theoretical concepts in a laboratory setting. (Special Fee: $25.00)
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<th>Course</th>
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<th>Course</th>
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<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>TPA 1230  COSTUME TECHNIQUES AND WARDROBE PRACTICES</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>TPA 2250  COMPUTER-ASSISTED DRAFTING FOR THE ENTERTAINMENT INDUSTRY</td>
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<tr>
<td>Emphasis on planning, execution and running of costumes for production. (Special Fee: $25.00)</td>
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<td>An introduction to computer-assisted drafting using industry-standard applications like CAD and Vector Works. Emphasizes creating standard working drawings used in the entertainment industry. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: $25.00)</td>
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<tr>
<td>TPA 1248  MAKEUP FOR THE STAGE</td>
<td>3</td>
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<td>2</td>
<td>TPA 2252  INTRODUCTION TO AUDIO VISUAL TECHNOLOGY</td>
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<tr>
<td>Study of principles, materials and applications of theatrical makeup. (Special Fee: $25.00)</td>
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<td>An introduction to the audio visual technology and practices of the entertainment industry. The course will focus on the set-up, operation and troubleshooting of basic audio visual equipment including video and slide projectors, monitors, computers and projection screens. (Special Fee: $25.00)</td>
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<tr>
<td>TPA 1380  SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
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<td>2</td>
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<td>TPA 2257  AUDIO VISUAL PRODUCTION</td>
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<tr>
<td>Explores the range of employment options in the Central Florida Entertainment Industry including digital media, film production, music and sound, and entertainment design and technology with a focus on career and educational planning for success. (Special Fee: $25.00)</td>
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<td>The student will participate as an audio visual technician for theater, dance, film or music events. Requires a minimum of 10 hours per week for a production or pre-production assignment. (Special Fee: $25.00)</td>
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<tr>
<td>TPA 2000  CREATIVE DESIGN FOR THE THEATER</td>
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<td>TPA 2260  INTRODUCTION TO AUDIO PRODUCTION</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. (Special Fee: $25.00)</td>
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<td>This course introduces students to the theory and practices of sound reinforcement and recording for the entertainment industry. It covers audio equipment, sound systems, recording techniques and sound reinforcement for live events with a hands-on, project-focused approach. (Special Fee: $25.00)</td>
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<tr>
<td>TPA 2030  LIGHTING DESIGN FOR LIVE ENTERTAINMENT</td>
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<td>TPA 2279  ADVANCED AUDIO VISUAL TECHNOLOGY</td>
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<tr>
<td>• Prerequisite: TPA 2220</td>
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<td>• Prerequisite: TPA 2252</td>
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<td>This course will focus on lighting design for theater and other live entertainment productions. Students will develop proficiency in script analysis, light plots, lighting paperwork and lighting designs in a laboratory setting. Students will use lighting visualization software such as WYSIWYG to complete lighting designs. (Special Fee: $25.00)</td>
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<td>An in-depth exploration of audio visual technology and practices of the entertainment industry, the course focuses on the development of proficiency in the operation of a variety of audio visual equipment with an emphasis on systems integration. (Special Fee: $25.00)</td>
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<tr>
<td>TPA 2050  PRINCIPLES OF SCENERY DESIGN</td>
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<td>2</td>
<td>TPA 2290  TECHNICAL THEATER PRODUCTION</td>
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<tr>
<td>• Prerequisites: TPA 2000 and TPA 2250</td>
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<td>The student will participate as technician in dramatic productions at the College. Requires a minimum of 10 hours per week production or post-production assignment. Multiple credit course. May be repeated for a maximum of 12 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)</td>
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<tr>
<td>Introductory design techniques including design development, presentation and execution. The student will complete ground plans, perspective sketches and scenic models of single set stage designs. (Special Fee: $25.00)</td>
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<td>TPA 2292  ADVANCED TECHNICAL PRODUCTION</td>
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<tr>
<td>TPA 2220  INTRODUCTION TO STAGE LIGHTING</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>• Prerequisites: (TPA 1200 or TPA 1210), TPA 2220, TPA 2260 and TPA 2290</td>
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<td>Stage lighting techniques, practices and equipment. Includes electrical theory, use of dimming systems and implementation of lighting designs. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: $25.00)</td>
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<td>This production-based capstone experience will require that students serve in a key crew head or design role on one to two Valencia Theater productions. Requires a minimum of 10 hours per week in a crew head or design assignment. Multiple credit course. May be repeated for a maximum of 6 credits, but grade forgiveness cannot be applied. (Special Fee: $25.00)</td>
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SELECTED TOPICS IN THEATER TECHNOLOGY
Selected topics in theater 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. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

INTERNSHIP EXPLORATION IN THEATER
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including TPA 2290 and THE 1020 or TPA 1200 or TPA 1210 or TPA 2220 or TPA 2260; and Internship Office approval
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

INTERNSHIP IN THEATER
- Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a total of 4 courses with TPA or MUM prefixes to include TPA 2290 or TPA 2257; and Internship Office approval
This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00)

ACTING I
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.

ACTING II
- Prerequisite: TPP 1110
Further application of principles studied in Acting I. Includes selection, rehearsal and performance of repertoire of monologues, preparing resume, auditioning techniques, and public performance in one-act plays. Focus on acting as career.

REHEARSAL AND PERFORMANCE I
- Prerequisite: By audition only
Participation in a major theater production as a member of the cast. (Lab involves 5-20 hours per week of rehearsals and/or performances.) Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.
With the ever-changing business environment, companies are looking for innovative ways to grow and remain profitable. In order to remain profitable, an organization must stay competitive.

Valencia Enterprises helps organizations stay competitive. Valencia Enterprises provides solutions to some of the most critical challenges facing organizations today, such as retention, leadership development, and customer service.

Organizations prosper when their employees prosper. Knowing this, Valencia Enterprises also helps individuals succeed both personally and professionally. Whether students are looking to advance their careers, earn CEU credit, become better managers, enhance their IT skills, or perhaps learn a language, Valencia Enterprises offers many programs and certifications designed to help them succeed.

Valencia Enterprises delivers solutions through a number of business affiliates which include: the Business Solutions Group, Center for Global Languages, ScenariosOnline and Inside Learning.

Programs and Services Include the Following:

Business Solutions
- Assessments
- Consulting
- Coaching
- Corporate Training
- Professional Development

Business Courses
- Human Resource Management
- Supervision and Management
- Performance Improvement
- Financial Management

Health Professions
- CAPTrack Addiction Certification
- Certification Renewal (HIV, Domestic Violence, End-of-Life Care)
- Dental Education
- Health Care Technician Certification
- Licensed Clinical Counseling
- Multidisciplinary Health
- Nursing

Information Technology Applications
- Microsoft Office Suite
- Microsoft Office Specialist (MOS)
- AutoCAD
- HTML and XML
- Dreamweaver
- Internet/Web Technology
- SAS Business Intelligence

Information Technology Certifications
- Basic PC
  - Microsoft Certified Professional (MCP)
  - Microsoft Certified Desktop Support Technician (MCDST)
  - CompTIA A+, CompTIA Servers
- Database Administration
  - Microsoft Certified Database Administrator (MCDBA)
  - Oracle 9i Certified Administrator (OCA)
  - Oracle 9i Certified Professional Database Administrator (OCDBA)
- Internet
  - CompTIA i-Net+
  - Prosoft Associate Certified Internet Web Designer (Associate CIW)
  - Prosoft Master Certified Internet Web Designer (Master CIW)
- Networking
  - Cisco Certified Network Associate (CCNA)
  - Cisco Certified Network Professional (CCNP)
  - Microsoft Certified System Administrator (MCSA) and Engineer (MCSE)
  - Programming
  - Security

Languages
- Accent Reduction
- Conversational English
- Conversational Spanish
- Cultural Diversity
- Intensive English
- Industry Specific Language Programs
  - Spanish for Real Estate
  - Spanish & English for Construction
  - Spanish for Banking
  - Spanish for Healthcare

Online Programs
- Business
- Insurance
- Faculty Development (ScenariosOnline)
- Real Estate
- Health Professions
- Computer & Information Technology
- SAS Live Web

Professional Skills Development
- Grammar and Business Writing
- Grant Writing
- Medical Office Administration
- Testing

Valencia Enterprises Business Solutions Group

Valencia Enterprises Business Solutions Group helps companies develop and communicate their vision, design an effective business strategy, set clear goals and objectives for success, align personal and organizational performance and improve their bottom line and achieve successful results.

The Business Solutions Group works with the human resources executive and senior management team within organizations to (1) identify the challenges that hinder achieving business results (2) assess and analyze existing and desired performance (3) identify and recommend potential solutions (4) assist in solution implementation, and (4) help companies achieve desired results.

Center for Global Languages

The Center for Global Languages offers a variety of programs and courses in English, Spanish, American Sign Language and Cultural Diversity. Industry – Specific English and Spanish Courses are also offered to teach the essentials of the language as needed for different industries.
These intensive programs are led by experienced, native-speaking instructors who have previous second-language teaching knowledge and who must participate in Center for Global Languages’ on-going professional development program designed for language instructors. Courses are available through onsite, customized curriculums for corporate training, as well as through open enrollment, 8 week courses of 2 to 4 hours per week (Evenings and Saturdays).

Classes have a student-centered approach with a class size of 15 students or less. Each course emphasizes communication in real-world contexts and practices all four language skills of listening, speaking, reading and writing. Measurable results are monitored with standardized testing. Six levels of Conversational English and Spanish courses allow for quick adjustment to the difficulty of the course based on the student’s experience.

**ScenariosOnline**

Scenarios Online offers Web-based professional development courses to faculty, staff and administrators within educational institutions across North America. ScenariosOnline courses encourage self and group reflection on the principles and practices of good teaching. The tools, resources and expert guidance are provided to improve the quality of teaching in an ever-changing educational landscape through case studies and problem based learning.

Teaching in the Learning College is the ScenariosOnline foundation course and is designed for new and adjunct faculty with strong content expertise but limited instructional professional development experience. Utilizing expert guidance, case studies and problem-based learning, participants acquire the skills and resources that assist them in improving student learning. Course topics range from creating a learning-centered syllabus and classroom assessment techniques to balancing life and work.

All courses are facilitated and collaborative and utilize the Scenarios software from WisdomTools, Inc. and Indiana University.

**Inside Learning**

Inside Learning provides a partner resource that Valencia Enterprises affiliates can utilize to administer market research, develop or acquire (brokering or purchasing) new products, provide premium programs/packages and implement pilot programs to test new ventures.

The support provided by Inside Learning will allow the Business Solutions Group, Center for Global Languages and Scenarios Online to focus on idea creation, audience trends and needs, and implementation of the various programs.
College and Community Relations

The Office of College and Community Relations serves a vital role at Valencia by ensuring that Valencia’s mission, vision and goals are communicated both internally and externally. Specifically, the Office of College and Community Relations communicates Valencia’s mission externally through general oversight of the Valencia Alumni Association; conference management services; and by building relationships with the region’s civic leadership through educational and community-based partnerships.

The Office of College and Community Relations also works to foster collaboration and partnerships within Valencia through coordination and facilitation of academic events and celebrations, such as Commencement, Academic Assembly, and Learning Day. Leadership Valencia, a comprehensive professional development program that includes highly specialized seminars and employee training programs, receives logistical support from the Office of College and Community Relations. To reach the Office of College and Community Relations, call 407-299-5000, extension 3122.

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 5,000 member organization, the Association has focused its efforts in five main areas: scholarship programs, recognition programs, academic support programs, volunteerism and fund raising.

Association members manage nine scholarships annually and touch the lives of Valencia’s students, faculty, staff and alumni through annual recognition and academic support programs. These include the Distinguished Graduate Award, the Alumni Achievers Reception, and Theater Night Out.

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. Another key to the Association’s successful programs is the financial support generated by various fund raising activities conducted each year.

Membership information and materials may be obtained by contacting the Alumni Relations Office at 407-299-5000, extension 3125 or by visiting the Association’s Web site at http://valenciacc.edu/alumni.

Conference Management

Through Conference Management, Valencia offers a variety of customized services tailored to the needs of faculty and staff as well as local, state, regional, and national educational associations and institutions. Valencia’s professional team manages Valencia’s “signature conferences” and works with a network of contacts and local agencies to provide all or part of the arrangements for a successful meeting, whether it is local, regional, state or national. Services include:

- General consultation and concept development
- Speaker and program management
- Marketing strategies
- Site selection and facility contract negotiation
- Food and beverage coordination
- Registration services (including online registration)
- On-site management
- Income and expense tracking
- Special events and activities

Contact the Conference Management Office at 407-299-5000, extension 3219 or visit http://valenciacc.edu/conference to learn more about Conference Management’s flexible and affordable services.
Valencia Foundation’s endowment of more than $42 million – which is the largest community college endowment in the country, according to the National Association of College and University Business Officers and The Community College Times – allows the foundation to disburse nearly $1.5 million annually in support of students, college programs and the community. The foundation has embarked on its first-ever capital campaign, hoping to significantly increase the resources available to serve Valencia students. The campaign goal is $20 million.

Winston Churchill once noted, “You make a living by what you get, but you make a life by what you give.” Generous donors make the foundation’s work possible. In the 2004-05 academic year, the foundation served some 3,700 students with scholarships and grants. The continuing support of philanthropic individuals, corporations and organizations allows us to increase the number of students we serve and enhances our ability to most effectively serve them.

Of the top five reasons students cite for dropping out of college, four are financially related. This makes Valencia Foundation’s work building scholarships especially urgent. Because many students are working a full-time or several part-time jobs—as well as balancing family, community, volunteer and personal commitments—scholarships make a tremendous difference in their ability to attend college.

This is the heart of Valencia Foundation. Our mission is to enhance learning, workforce training and economic development in Central Florida through the support of scholarships, teaching chairs, programs, equipment and facilities for Valencia Community College.

The foundation’s efforts are guided by these principles:

- to provide opportunities to individuals who might not otherwise be able to attend college
- to steward the resources entrusted to our care
- to make enhancement of student learning the center of our work
- to invest wisely and conservatively
- to partner with the college to meet its mission in the community
- to communicate openly, frequently and honestly with our constituents
- to honor the privacy of our donors and friends
- to value diversity in all its forms and respect the dignity of the individual
- to ensure we meet both the letter and the spirit of the laws that govern our work

Valencia continues to be the best start for minority students, women, individuals with disabilities and first-time college students. Community colleges educate 65 percent of tomorrow’s health care professionals, and surveys show that people of all ages are making community colleges their first choice for computer and technology training. About half of our students are the first generation in their families to attend college.

Through the generosity of our donors and partners, Valencia Foundation is able to help fund the margin of excellence for which the college is nationally recognized. Valencia Community College boasts one of the highest graduation rates in the country among some 1,300 community colleges. Why? The reason is simple: A seasoned, dedicated, talented faculty has made learning the center of their work. Every decision—from developing curricula to choosing texts to budgeting funds to hiring professors—is made based on one primary question: How does this enhance student learning?

The college continues to be an affordable place for Florida students to start. Basic tuition is less than $2,200 for a full-time credit student to attend Valencia for a year, which is less than that of public universities and a small percentage of private school tuition. But tuition is still out of reach for many students. Plus, the price of books, which the college unfortunately doesn’t control, is escalating and outpacing tuition.

Your contribution makes a meaningful difference for our students. Valencia Community College Foundation offers a variety of flexible gifting options to promote higher education and workforce development in Central Florida. The foundation is a 501 (c) 3 organization, so your gift is tax-deductible to the fullest extent of the law.

One hundred percent of every dollar given to Valencia Foundation goes directly to the donor’s intended use. We never take a single penny for overhead, administration or any other expenses. Every gift goes entirely to support students, faculty and the college. What’s more, the college traditionally receives a dollar-for-dollar match on scholarships from the state of Florida, which leverages your gift to serve twice as many students.

You can help us change the future—one mind at a time. We welcome your partnership in giving opportunity.

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www.valencia.org
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Valencia Community College Foundation is committed to the principle of equal opportunity in education and employment. We value the richness of diversity in its many forms and respect
the dignity of each individual. We do not practice unlawful discrimination on the basis of race, color, national origin, gender, religious creed, disabling condition, age, sexual orientation or marital status. Our focus is to support Valencia Community College’s mission, as we strive to unlock access to learning for students of all backgrounds.

SCHOLARSHIPS

Thanks to the generosity of our Valencia Foundation donors, the college is able to award scholarships to students in need; some of the scholarships pending endowment are still in the process of being fully funded before disbursement begins. Additionally, there are many scholarships that have special preferences, including residence, program, personal interests or life experience.

For more information about scholarships, please visit the Financial Aid Office at any of Valencia’s four campuses. Applications can be found at http://valenciacc.edu/finaid under “Forms and Worksheets.”

Valencia Foundation Board of Directors

The foundation board comprises as many as 60 community leaders who volunteer their time and talents, as well as giving and gathering significant resources, to guide Valencia Foundation in its mission. As a dynamic and growing board, the membership continues to expand. This list was current at the time of publication.

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Red Lobster Restaurants

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Walt Disney World Swan and Dolphin

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Kelly Gettings  
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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Name</th>
<th>Position</th>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Noemi R. Bradt</td>
<td>Human Resources Specialist</td>
<td>Johanna E. Cardona</td>
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<td>Ilia M. Cordero</td>
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</tr>
<tr>
<td>Nicoleta D. Brandolini</td>
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<td>Library Assistant</td>
<td>Mabel Cordero</td>
<td>Custodian</td>
</tr>
<tr>
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</tr>
<tr>
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<td>Groundskeeper</td>
<td>John L. Core</td>
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</tr>
<tr>
<td>Willie Broome</td>
<td>Custodian</td>
<td>Danilo G. Castaneda</td>
<td>Custodian</td>
<td>Tina M. Crane</td>
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</tr>
<tr>
<td>Bernadette Brown</td>
<td>Custodian</td>
<td>Edgar A. Castaneda</td>
<td>Security Officer</td>
<td>Francine Crum</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Fanita A. Brown</td>
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</tr>
<tr>
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<td>Robert L. Brown</td>
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</tr>
<tr>
<td>Curnife G. Buchanan</td>
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</tr>
<tr>
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<tr>
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<td>Daniel Charriez</td>
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</tr>
<tr>
<td>Dana B. Bullard</td>
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<td>Javier Charriez</td>
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<td>Bobby Cruz Perez</td>
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<tr>
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<tr>
<td>Donald Burlinson</td>
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<tr>
<td>Joan B. Burry</td>
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<tr>
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Rebecca M. Hopkins  
Word Processing Specialist, Senior

Marsha L. Huertas  
Accounts Payable Specialist

David D. Huff  
Shipping and Receiving Clerk

Fidel O. Ilano, III  
Custodian

Elnita R. Isidor  
Custodian

LeGene Isidor  
Groundskeeper

Anthony Jackson  
Groundskeeper

Debra J. Jakubcin  
Manager, Fitness and Wellness Programs

Glenn R. Janes  
Program Specialist, Valencia Institute

Deborah L. Jefferson  
Word Processing Specialist

Karen Jenner Jessup  
Staff Assistant II

Barbara A. Jester  
Academic Advisor

Evelyn I. Jimenez  
Administrative Assistant to the Dean

Michael S. Johnson  
Student Services Specialist, Answer Center

Pamela J. Johnson  
Financial Aid Technical Records Specialist

Peggy J. Johnson  
Staff Assistant II

Sarah E. Johnson  
Human Resources Specialist

Sherry S. Johnson  
Payroll Specialist

Valentina Johnson  
Staff Assistant II

Terry L. Johnston  
Fiscal Manager

Brenda G. Jones  
Facilities Specialist

L. C. Jones  
Custodian

Mary Jane Jones  
Staff Assistant III

Robyn G. Jones  
Cashier

Fadia Jourieh  
Student Services Specialist, Home Office

Janice A. Karas  
Rotating Cashier

Paula T. Kerr  
Administrative Assistant to the Director

Reta J. Kerr  
Staff Assistant I

Mehdi Khoumassi  
Classroom Technology Support Specialist

James E. King, Jr.  
Custodian

Sarah M. Kinsley  
Technical Document Specialist

Fred Klausegger  
Instructional Assistant, Senior

Joseph A. T. Koenig  
Security Officer

Nancy W. Koerner  
Fiscal Assistant

Jeffrey J. Kurtz  
Coordinator, Technology Refresh Programs

Alison M. Langevin  
Testing Center Specialist
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
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<tr>
<td>Ann M. LaPietra</td>
<td>Performing Arts Center Manager</td>
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<td>Pierre J. Leandre</td>
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<td>Staci B. LeBlanc</td>
<td>Systems Support Coordinator</td>
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<tr>
<td>Jodi S. Lewis</td>
<td>Manager, Computer Labs</td>
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<td>Susan S. Ling</td>
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<td>Ezequiel Lopez, Jr.</td>
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<td>Leland A. Lucia</td>
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<td>Scott A. Lutz</td>
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<tr>
<td>Carmen Marte</td>
<td>Coordinator, Admissions &amp; Records</td>
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<tr>
<td>Marie J. Martin</td>
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<td>Javier Martinez</td>
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<td>Brenda Martinez-Britt</td>
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<tr>
<td>Stephen R. McColom</td>
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<tr>
<td>Deborah J. McCoy</td>
<td>Employee Relations and Diversity Specialist</td>
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<tr>
<td>Dawn V. McGuire</td>
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<tr>
<td>Joy McKeon</td>
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<td>Connie J. Meers</td>
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<td>Ileana Mercado Padilla</td>
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<td>Terrie J. Meyers</td>
<td>Student Services Specialist, Answer Center</td>
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<tr>
<td>Christina F. Miller</td>
<td>Executive Assistant to the Chief Information Officer</td>
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<tr>
<td>Denver W. Miller</td>
<td>Maintenance Technician</td>
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<td>Jo Ellen Miller</td>
<td>Financial Aid Clerk</td>
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<td>Marsha L. Miller</td>
<td>Bookstore Supervisor I</td>
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<tr>
<td>Rand Miller</td>
<td>Instructional Assistant, Senior</td>
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<tr>
<td>Robynne G. Miller</td>
<td>Graphic Designer</td>
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<td>Vilma M. Miller</td>
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<tr>
<td>Angel L. Miranda</td>
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<tr>
<td>Lisa L. Misserian</td>
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<tr>
<td>William T. Michell</td>
<td>Mail Clerk/Courier</td>
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<tr>
<td>Randy Mobley</td>
<td>PEC Building/Equipment Manager</td>
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<tr>
<td>Juan F. Montalvo</td>
<td>Lead Reprographic Equipment Operator</td>
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<tr>
<td>Michael D. Montalvo</td>
<td>Graphic Designer</td>
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<tr>
<td>Lisa W. Byrd Moodie</td>
<td>Cashier</td>
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<tr>
<td>Chris R. Moore</td>
<td>Library Technician, Senior</td>
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<tr>
<td>Mary Ann Moore</td>
<td>Administrative Assistant to the Assistant Vice President</td>
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</tbody>
</table>
Rita B. Moore
Executive Assistant

Mildred Morales
Staff Assistant II

Raquel G. Morales
Academic Advisor

J. Michael Moreno
Operations Specialist

Maria T. Moreno
LRC Services Supervisor

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Calvin Moultry
Custodial Services Assistant Supervisor

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Lorin W. Nelson
Coordinator, Atlas Student Access

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Hop T. Nguyen
Cashier

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Contractor Liaison Specialist

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Maintenance Technician

Vivian M. Nicoletto
Bookstore Supervisor I

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Maintenance Assistant

Haki Nkrumah
Coordinator, Admissions & Records

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Custodian

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William L. Ong
Assistive Technology Specialist

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Yolanda Ortiz
Mail and Courier Services Supervisor

Jesus Ortiz Rolon
Groundskeeper

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Samantha P. Pabon
Staff Assistant III

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Computer Aided Drafting and Design Technician

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Student Services Specialist, Answer Center

Hongjuan Pan
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Custodian

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Custodian

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Security Officer

Diane B. Peckham
Human Resources Specialist

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Christa M. Perez
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Francisco R. Perez
Academic Advisor

Jesus L. Perez
Security Field Supervisor

Maria I. Perez
Custodian

Wilfredo E. Perez
Custodian

Onkar N. Persaud
Security Officer

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Office Systems Manager

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Gustavo Silva
Student Services Specialist, Answer Center

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Wanda L. Smith
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Custodian

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Donna L. Sovern
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Earl E. Spatcher
Grounds Maintenance Supervisor

Sandra J. Staaf
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Erica E. Stepahin
Administrative Assistant to the Dean

Sherian M. Stevenson
Human Resources Specialist

William S. Stillwell
Instructional Assistant, Senior

A. Todd Stinson
Shipping and Receiving Clerk

Richard C. Stout
Television and Video Production Specialist

Thomas B. Stout, II
Audio Visual Specialist

Katherine E. Suarez
Student Services Specialist, Home Office

Sharon S. Swann
Communications Operations Supervisor

Janice M. Swanson
Program Support Specialist

Mariann C. Swenson
Human Resources Specialist, Senior

Ramón N. Taborda
Lead Custodian

Orcun Tagtekin
Instructional Technology Services Technician

Clifton Taylor
Air Conditioning Technician

Jackson H. Thevenin
Custodian

Gene Thomas
Maintenance Technician

Gloria J. Thomas
Staff Assistant II

Laura W. Thomas
Academic Advisor

Linda S. Thomas
Coordinator, Financial Aid Technical Services

Missouri M. Thomas
Staff Assistant II

Tamla J. Thomas
Staff Assistant II

Eleanor Tinkes
Tutorial Center Coordinator

Jeffrey B. Tiu
Stock Clerk

Solymar Torres
Instructional Assistant, Senior

Brenda J. Townsend
Records Specialist

Letitia N. Trapp
Student Services Specialist, Answer Center

Thomas C. Traver
Lead Groundskeeper

Summer K. Trazzera
Instructional Assistant, Senior

Lillian Tribino
Business Office Coordinator

Angela E. Trujillo
Student Services Specialist, Answer Center

Mary Ann Tudor
Staff Assistant II

Arnaldo Valdes
Equipment Mechanic

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Student Services Specialist, Home Office

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Custodian

Rosalba Valenzuela
Custodian

Rachael S. Varady
Human Resources Specialist

Colleen M. Vazquez
Security Clerk

Nancy Vazquez
Technical Document Specialist

Ismael Velazquez
Instructional Assistant, Senior

Maria J. Velazquez
Staff Assistant III

Nelson Velez
Custodian

Curtis Venson
Lead Groundskeeper

Pya Y. Verrett
Technical Document Specialist

J. Lawrence Wainwright
Trades and Maintenance Supervisor

Elbert H. Walker
Lead Custodian

Carl Wallace
Shipping and Receiving Clerk

LaToya D. Ward
Assistant Supervisor, Enrollment Services

Penny C. Waters
Staff Assistant II

John G. Watson
Master Control Technician

Barbara E. Webb
Administrative Assistant to the President and District Board of Trustees

Kacy C. Weekes
Fiscal Assistant

Richard H. Weinsier
Instructional Assistant, Senior

Terri L. Weir
Bookstore Specialist

Charles H. Weise
Program/Equipment Specialist

Janice E. Wentworth
Student Services Specialist, Answer Center
Christine L. Wettstein  
LRC Operations Supervisor

Jemiah W. Whiting  
Maintenance Technician

Annelle Wiley  
Financial Records Specialist

Cheryl A. Williams  
Word Processing Specialist, Senior

Felicia A. Williams  
Account Assistant

Noris Williams  
Groundskeeper

Reneesa J. Williams  
Instructional Assistant, Senior

Richard M. Williams  
Instructional Assistant, Senior

Sheila J. Williamson  
Alumni Relations Specialist

Early B. Wilson  
Custodian

Thomas A. Winch  
Air Conditioning Technician

Annmarie R. Wise  
Purchasing Agent

Ronald G. Woodruff  
Tutorial Center Coordinator

Melissa D. Woods-Lemon  
Technical Document Specialist

Juliette Woronov  
Instructional Assistant, Senior

Bruce E. Wright  
Custodial Working Supervisor

Hazel C. Wright  
Custodian

Li C. W. Wu  
Library Assistant

Madelyn J. Young  
Career Advisor

Mary Jane Young  
Staff Assistant II

Anita Zubak  
Staff Assistant II
THINGS YOU SHOULD KNOW ABOUT FLORIDA RESIDENCY FOR TUITION PURPOSES

1. The State of Florida requires certifications of dependent and independent student status as defined by the Internal Revenue Service Income Tax Code.

Dependent Student: If you are under age 24 and 51% or more of your support is provided by another as defined by the Internal Revenue Service, you will be classified as a dependent student. A copy of your parent’s or legal guardian’s most recent federal tax return is required unless you are classified as an ALL FLORIDA RESIDENT.

Independent Student: If you meet any one of the following criteria, you will be classified as an independent student:

- You are 24 years of age or older prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog.
- You are married.
- You have children who receive at least 51% of their support from you.
- You have other dependents who live with you and receive more than 51% of their support from you.
- You are a veteran of the United States Armed Forces.
- Your parents are deceased and you are, or were until age 18, a ward of the court.
- You can provide documentation that you are not claimed by your parent(s) as a dependent under the federal tax code and can document that you provide at least 51% of your own support for the cost of attendance as defined by the Valencia Financial Aid Office.

A copy of your most recent federal tax return is required unless you are classified as an ALL FLORIDA RESIDENT.

2. Under Florida law, there is a difference between being a Florida resident and being a Florida resident for tuition purposes.

3. Proof of residence for tuition purposes is the sole responsibility of the student.

4. The parents’ and/or student’s tax return(s) will be required when establishing dependence or independence for residency purposes. Parents may make financial information illegible.

5. Living in Florida and/or attending school full-time for a year or longer is not automatic qualification for Florida residency for tuition purposes.

6. All supporting documents must be dated 12 consecutive months prior to the Proof of Florida Residency Deadline in the Academic Calendar in the online official catalog.

7. College staff cannot consider personal justification for documents not meeting the 12 consecutive months requirement. For example, “I have one document not, but I did not get a driver’s license when I moved here a year ago because...”

8. Any ties to another state such as driver’s license, parental support, etc. prevent the establishment of Florida residency for tuition purposes.

9. Financial hardship cannot be considered in determining residency for tuition purposes.

You will be classified as an ALL FLORIDA RESIDENT for tuition and fee purposes if you meet one of the following requirements and submit the appropriate documentation.

1. You are an independent student 24 years of age or older; you are a citizen of the United States with a permanent Florida address; you graduated from a Florida high school and every educational institution you have attended is located in Florida; and you can provide verification that you possess two of the following three documents that date back more than 12 months: a driver’s license and either a vehicle registration or voter registration card. No taxes are required.

2. You are a dependent student under age 24 who is eligible to be claimed by your parent or legal guardian as a dependent under the federal tax code; you are a citizen of the United States; and your mother, father or legal guardian who is claiming Florida residence can provide verification of two of the following three documents that date back more than 12 months: a driver’s license and either a vehicle registration or voter registration card. No taxes are required.

You will be classified as a Florida resident for tuition and fee purposes if you meet one of the following requirements and submit the appropriate documentation.

1. You are an independent person, you have completed the Residency Statement, and you have maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog.

2. You are a dependent person and your parent or legal guardian has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof...
of Florida Residency Deadline listed in the Academic Calendar in the online official catalog. (Attach documents if guardianship is court-appointed.)

3. You are a dependent person and you have 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 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog. (Attach a notarized verification letter from the adult relative; the adult relative must also complete and sign the Residency Statement.)

4. You are married to a person who has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog. You have established legal residence and intend to make Florida your permanent home. (Copy of marriage certificate required.)

5. A Florida public college/university declared you a resident for fee purposes. Typically, Florida residency is noted on the official transcript. (Attach verification from the institution.)

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. 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 your home of record is Florida or you are the member’s spouse or dependent child. Copy of military orders or DD2058 showing home of record required.

8. You are a full-time instructional or administrative employee employed by a Florida public school, community college, or university (or are the employee’s spouse or dependent child). A copy of employment verification is required.

9. 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. (Letter of verification required.)

10. 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.)

11. According to United States Immigration and Customs Enforcement (ICE), you have applied and been approved as a permanent resident alien or other legal alien granted indefinite stay and have completed the Residency Statement. In addition, you have maintained domicile in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog. (ICE documentation required.)

12. You are a foreign national, or under age 21 and a dependent of a foreign national, with a visa that allows you the opportunity to pay Florida resident fees and you have maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog.

13. You are a foreign national who has protected or deferred status or who has applied for adjustment of status or who has applied for asylum; and who has received a Notice of Action or Court Action; and who has met the requirements for Florida residency reclassification found in the “Change of Residence” and “Florida Resident” entries in the Admissions section of this catalog.

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

15. You are a full-time student participating in an international linkage institute (S.240.137,F.S.). (Letter of verification required.)

16. 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. (College transcript required.)
In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, Valencia Community College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Valencia Community College presents the following information for your knowledge and in promotion of healthy lifestyles:

- Student and Employee Policies and Codes of Conduct.
- Health Risks Associated with Substance Abuse.
- Legal Sanctions: Federal and State.
- Drug/Alcohol Counseling and Treatment.
- Institutional Disciplinary Sanctions.

**Student and Employee Policies and Conduct**

It is the policy of Valencia Community College to promote a safe, healthy and productive environment for all students and employees.

**Students**

The Drug Free Campuses Policy (6Hx28: 04-41)* is contained in full in the Student Handbook. Applicable sections are:

1. The president or a designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state, and Federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy.

2. Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions.

**Employees**

The Drug Free Workplace Policy (6Hx28: 07-36)* is contained in the Valencia Community College Policy Manual. It states that the unlawful distribution, dispensing, possession, or use of a controlled substance by employees on College premises or while on College business is prohibited. Further, the use of any legally obtained drug, including alcohol, to the point of intoxication or influence adversely affecting the employees job performance, is prohibited.

* These policies presently are under revision: the most current versions can be found in the online catalog at http://valenciacc.edu/catalog.

As a condition of employment and continued employment, all employees of Valencia Community College are required to adhere to this policy.

An employee who is convicted of a criminal drug statute violation occurring in the workplace must, within five (5) days after conviction, notify Valencia Community College of such conviction by informing the appropriate personnel representative.

**Health Risks Associated with Substance Abuse**

**Alcohol**

Alcohol is a depressant. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy increase the risk of birth defects, spontaneous abortion, and still births.

Substance abuse often leads to on-the-job accidents and absenteeism.

**Controlled Substances**

See chart in this Appendix.

**Legal Sanctions: Federal and State**

**Federal**

See charts in this Appendix.
State and Municipal Laws

1. **Drinking Age:** The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. In Florida, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.

2. **Open Container Laws:** It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight, upon any street, sidewalk or in any alley. It is unlawful to have an open container of alcoholic beverage in a vehicle. (Section 316.1936 F.S.)

3. **Drinking, Driving and the Law:** Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher.

4. **Sale or Possession of Illegal Drugs:** It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.

5. **Selling or Purchasing Controlled Substances within 1000 Feet of School:** It is unlawful for any person to sell, purchase, manufacture or deliver or possess with the intent to sell, purchase, manufacture or deliver, a controlled substance in, or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

### Controlled Substances, Uses and Effects

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>POSSIBLE EFFECTS</th>
<th>POSSIBLE OVERDOSE EFFECTS</th>
<th>SYMPTOMS OF WITHDRAWAL</th>
<th>DURATION</th>
<th>ADMINISTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cannabis</strong></td>
<td>Euphoria, reduced inhibitions, increased appetite, disorientation</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity</td>
<td>2-4 hours</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td><strong>Stimulants</strong></td>
<td>Increased alertness, euphoria,</td>
<td>Agitation, increase in body temperature, hallucinations convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression</td>
<td>1-2 hours</td>
<td>Snorted, smoked injected</td>
</tr>
<tr>
<td><strong>Amphetamines</strong></td>
<td>Increased pulse rate and blood pressure, loss of appetite</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td></td>
<td>2-4 hours</td>
<td>Oral injected</td>
</tr>
<tr>
<td><strong>Depressants</strong></td>
<td>Slurred Speech, disorientation, drunken behavior</td>
<td>Longer, more intense “trip” episodes, psychosis, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, disorientation, convulsions, possible death</td>
<td>1-16 hours</td>
<td>Oral</td>
</tr>
<tr>
<td>Methaqualone (quaalude)</td>
<td></td>
<td></td>
<td></td>
<td>4-8 hours</td>
<td>Oral</td>
</tr>
<tr>
<td><strong>Hallucinogens</strong></td>
<td>Illusions, hallucinations, poor perception of time and distance</td>
<td>Withdrawal syndrome not reported</td>
<td></td>
<td>8-12 hours</td>
<td>Smoked, oral, injected</td>
</tr>
<tr>
<td>Phencyclidine (PCP, angel dust)</td>
<td></td>
<td></td>
<td></td>
<td>Days</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Amphetamine variants, designer drugs (MDA, MDM, ICC, Crack, Ecstasy)</td>
<td>Paralysis, Parkinson’s disease, death</td>
<td></td>
<td>Variable</td>
<td>Injected, smoked, snorted</td>
<td></td>
</tr>
<tr>
<td><strong>Narcotics</strong></td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning chills and sweats, loss of appetite, tremors, cramps, nausea</td>
<td>3-6 hours</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Methadone (methadone, methadone, methadone)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Alcohol</strong></td>
<td>Is a depressant that in small amounts produces a short-term “lift” which tends to relax inhibitions, increase sociability and decrease judgment and perception. In larger amounts, it increases depression and anxiety, resulting in confusion or stupor. Death can result due to respiratory paralysis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Anabolic Steroids</strong></td>
<td>When combined with exercise, produce a marked increase in strength and muscle mass. Extended use will lead to kidney and liver dysfunction, sterility, and cardiac disease. Recent research indicate steroids are addictive.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Federal Trafficking Penalties

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance’s medical use, potential for abuse, and safety or dependence liability.*

<table>
<thead>
<tr>
<th>Controlled Substances Act Schedule</th>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II</td>
<td>Methamphetamine</td>
<td>10-99 gm pure or 100-999 gm mixture</td>
<td>100 gm or more pure of 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heroin</td>
<td>100-999 gm mixture</td>
<td>1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cocaine</td>
<td>500-4,999 gm mixture</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 kg or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cocaine base</td>
<td>5-49 gm mixture</td>
<td>If death or serious injury, not less than 20 years or more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>50 gm or more mixture</td>
<td>If death or serious injury, not less than 20 years or more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PCP</td>
<td>10-99 gm pure or 100-999 gm mixture</td>
<td>Fine of not more than $2 million individual, $5 million other than individual.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 gm or more pure of 1 kg or more mixture</td>
<td>Fine of not more than $4 million individual, $10 million other than individual.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LSD</td>
<td>1-9 gm mixture</td>
<td>10 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fentanyl</td>
<td>40-399 gm mixture</td>
<td>400 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fentanyl Analogue</td>
<td>10-99 gm mixture</td>
<td>100 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td>Others (law does not include marijuana, hashish or hashish oil)</td>
<td>Any</td>
<td>Not more than 20 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol® and some barbiturates)</td>
<td>Any</td>
<td>Not more than 5 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All (included in Schedule IV are Darvocet®, Talwin®, Equanil®, Valium®, and Xanax®)</td>
<td>Any</td>
<td>Not more than 3 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All (over-the-counter cough medicines with codeine are classified in Schedule V)</td>
<td>Any</td>
<td>Not more than 1 year.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Federal Trafficking Penalties—Marijuana
(includes hashish and hashish oil)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
</tr>
</thead>
</table>
| Marijuana   | 1,000 kg or more mixture or 1,000 or more plants | • Not less than 10 years, not more than life.  
  • If death or serious injury, not less than 20 years, not more than life.  
  • Fine not more than $4 million individual, $10 million other than individual. | • Not less than 10 years, not more than life.  
  • If death or serious injury, not more than life.  
  • Fine not more than $8 million individual, $20 million other than individual. |
|             | 100 kg to 999 kg mixture or 100-999 plants | • Not less than 5 years, not more than 40 years.  
  • If death or serious injury, not less than 20 years, not more than life.  
  • Fine not more than $2 million individual, $5 million other than individual. | • Not less than 10 years, not more than life.  
  • If death or serious injury, not more than life.  
  • Fine not more than $4 million individual, $10 million other than individual. |
|             | 50 to 99 kg mixture  
  50 to 99 plants | • Not more than 20 years.  
  • If death or serious injury, not less than 20 years, not more than life.  
  • Fine $1 million individual, $5 million other than individual. | • Not more than 30 years.  
  • If death or serious injury, not more than life.  
  • Fine $2 million individual, $10 million other than individual. |
|             | Less than 50 kg mixture | | |
| Hashish     | 10 kg or more | • Not more than 5 years. | • Not more than 10 years. |
| Hashish Oil | 1 kg or more | • Fine not more than $250,000, $1 million other than individual. | • Fine $500,000 individual, $2 million other than individual. |

Student and Employee Drug/Alcohol Counseling and Treatment

Students

Violations of standards of conduct will result in disciplinary action.

Sanctions: the following are disciplinary measures that may be taken by the President, Campus Provost, or designee:

1. Warning – written notice of violation
2. Censure – written reprimand for specified violation
3. Disciplinary Probation – written reprimand and warning that continued misbehavior may be grounds for more serious disciplinary action.
4. Restitution – reimbursement for damages or misappropriation of services.
5. Suspension – exclusion from classes and other student activities pending final determination of alleged violation.
7. The conviction of a student for a criminal offense shall be sufficient grounds for suspension or expulsion of such student.

Employees

Violations of standards of conduct will result in disciplinary action. Sanctions may include, the completion of an appropriate rehabilitation program and other disciplinary actions up to and including termination of employment and referral for prosecution.

INSTITUTIONAL DISCIPLINARY SANCTIONS

Students

Alcohol and other drug educational information is available to students through the Peer Educators and Student Development. Theme weeks including programs, awareness activities, and informational materials are sponsored annually. Students in need of treatment for alcohol and other drug problems will be assisted with referrals through Student Services to self help support groups, community agencies, and private providers.

Employees

Employees who seek assistance with alcohol and other drug problems may self refer to the Employee Assistance Program for confidential assistance. Referral to the EAP by the employee’s supervisor may be a part of a disciplinary sanction.

College Sanctions

The College will impose appropriate sanctions on those individuals in violation of Standards of Conduct, as set forth in Section 1.
Appendix C: Conduct and Behavior Policies for Criminal Justice Institute Students at Valencia Community College

Conduct and Behavior

Knowledge of Regulations
Trainees are required to establish and maintain a working knowledge of rules, policies and procedures of Valencia Community College and the Criminal Justice Institute (C.J.I.). In the event of improper action or breach of discipline, it will be presumed that the trainee was familiar with the rule, policy or procedure in question. A copy of all college policies is available in the C.J.I. office.

Conduct

1. Standards of Conduct - Trainees shall not engage in any conduct which constitutes neglect of duty, order or conduct unbecoming to a trainee or any act which is likely to adversely affect the discipline, good order or reputation of the Institute.

2. Truthfulness - Trainees are required to be truthful at all times whether under oath or not, concerning matters of conduct or business associated with the Institute.

3. False Information - No trainee shall knowingly falsify or omit information from any written document or enter or cause to be entered any inaccurate, false or improper information on records of the Institute.

4. Obedience to Laws and Regulations - Trainees shall observe and obey federal and state laws, appropriate ordinances, rules, orders and regulations of the Institute.

5. Sexual or Racial Harassment - Trainees shall not engage in conduct whether physical or verbal, which constitutes either sexual or racial harassment. No trainee of Valencia Community College should be subject to physical, emotional or sexual abuse by another student or any employee. See C.J.I. Policy 97-015 for procedures.

6. Reporting Violations of Laws, Ordinances, Rules or Orders by Trainees - Trainees knowing of other trainees violating laws, ordinances or rules of the Institute, or disobeying orders, shall report same in writing to the Training Center Director via the Class Coordinator.

7. Carelessness - A trainee may be determined to have impaired or jeopardized the proper and efficient operation of the Institute due to his/her carelessness or by his/her neglect of his/her job performance under this provision where he/she acts or fails to act; either in a deliberate or willful manner which reflects a reckless or wanton disregard for life; or which results or could have resulted in injury, danger or damage to others or to their property.

Furthermore, repeated incidents or minor carelessness or a pattern of errors, neglect and/or inattentiveness to job performance are of an equally serious nature and will not be tolerated. Each case of carelessness or neglect will be evaluated and considered on its merits and will result in appropriate administrative or disciplinary action.

8. Obedience to Commands

a. All lawful orders and commands will be executed immediately. Failure to obey all lawful orders and commands will be considered insubordination and may result in disciplinary action.

• No trainee shall knowingly obey any order which is contrary to law or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification.

• A trainee who receives an order which he/she believes to be improper or unlawful shall report in writing, via the chain of command, to the Director. The report shall contain all of the facts of the incident. Appeals for relief from such orders may be made at the same time.

• Upon receipt of a conflicting order or instruction, the trainee shall advise of the conflict. Responsibility for countermanding the original order or instruction then rests with the individual who issued the conflicting command. If so directed, the latter command shall be obeyed first.

b. Official orders posted on an official bulletin board or distributed through an official channel must be adhered to and will have the same force and authority as rules.

9. The following behavior will be strictly prohibited and shall lead to disciplinary action:

• Drinking intoxicants while in uniform, during class, or reporting to class with the odor of intoxicants on the breath, or impairment by use of illegal narcotics.
• The use of any illegal substance.
• Gambling in any form.
• The use of profane, obscene or vulgar language.
• Ethnic, sexual or racial comments of a demeaning nature.
• Fighting.
Behavior

1. Trainees shall address all sworn personnel and civilian instructors by their formal title, i.e., Captain Smith, Officer Jones, Mr. Black, etc. Trainees shall knock at all times prior to entering any instructor or staff member’s office at the Institute.
   a. Trainees shall not fraternize with academy staff members or instructors.

2. Trainees shall not display intimate affection toward other trainees during class hours or on campus.

3. All trainees shall comply with Florida Statutes and agency regulations concerning the acquisition and display of license plates, vehicle registrations and Florida driver’s license.

4. In the event of any incident occurring off-duty (good or bad) involving civil or criminal police action, trainees are to submit a complete memo to their Class Coordinator (traffic citation, automobile accident, domestic dispute or arrest).

5. Trainees shall not gather in doorways, aisles or other thoroughfares and shall not impede the progress of staff members or other persons walking about the Institute grounds. When any staff member, uniformed officer or other person not a trainee, approaches a trainee or group of trainees, the trainees shall stand or walk aside so as to make a clear path for the person. If the trainees are standing in a group and unaware of the approaching person, the first trainee to see him/her shall announce “stand clear” and the other trainees shall then stand aside out of the way of the approaching person. The command “stand clear” should not be made at the top of one’s voice but should merely be loud enough to be heard by the other trainees in the group.
   a. If a trainee is approached by any staff member, agency representative or faculty member anywhere on the facility, a proper greeting will be rendered.

6. Trainees shall not loiter in the vicinity of the staff offices.

7. Trainees will conduct themselves in a professional manner when dealing with other students from any class. Hazing will not be permitted in any form.

8. Reporting Procedure - Trainees who report to the Class Coordinator’s office will adhere to the following:
   a. Approach the Class Coordinator’s office, knock loudly twice and wait for the command to enter.
   b. When given the command to enter, approach the Class Coordinator’s desk and render the proper greeting, coming to the position of attention.
   c. If there is no command to enter, the trainee should return to class.

Disciplinary Procedure

1. Trainees who violate rules, policies or procedures of Valencia Community College and the Criminal Justice Institute shall be subject to discipline.

2. Disciplinary action shall be one of the following based on the violation:
   a. Verbal Warning. All conferences will be documented by the Class Coordinator.
   b. Written Censure. A memo is given to a recruit as notice of unsatisfactory behavior, practice or act which, if repeated, may lead to dismissal from the Academy.
   c. Dismissal from the Academy. Only the Training Center Director or designee of the Criminal Justice Institute at Valencia may dismiss a recruit.

Appeal Process

1. Any disciplinary action imposed upon a recruit by an Institute staff member may be appealed, using the following process:
   a. He/she must submit a written memorandum to the Training Center Director, via the chain of command, stating his/her desire to appeal, before the close of business of the next work day after being notified of the disciplinary action against him/her.
   b. Verbal warnings and written censures will be reviewed by the Director for final disposition.
   c. For dismissals from the Academy, the Training Center Director will convene an Appeal Board consisting of a non-involved Coordinator and two members of the Institute’s Advisory Board.
   d. The Appeal Board will meet within five working days of receipt of the appeal request to hear the basis of the appeal, take testimony and evaluate the evidence as related to the validity of the appeal. The hearing must be tape recorded.
   e. The Appeal Board will render its recommendation within five working days of the conclusion of the appeal hearing.
      The Appeal Board’s recommendation will be:
      i. Reject the appeal.
      ii. Partially reject or partially sustain the appeal.
      iii. Sustain the appeal.

The Director will review the Board’s recommendation and advise the recruit on the final discipline. The Training Center Director is the final authority for all disciplinary action.
General Procedures

Bearing

A professional bearing will be maintained at all times, in or out of the classroom. Polite and courteous conduct is required.

Class President, Class Officers and Squad Leaders

1. Each basic class shall have class officers and squad leaders. Each class will elect these positions. These positions will be maintained at the discretion of the Class Coordinator. The responsibilities for these positions will be outlined by the Class Coordinator.

2. The Class President or his/her designated person will check the bulletin board at each class break and relay all appropriate information to the person(s) concerned.

Classroom Procedures

1. Upon entering the classroom, trainees will proceed to their assigned seats.

2. Trainees will be seated immediately prior to class. When an instructor enters the classroom, all trainees will immediately face the front and provide the proper respect to the instructor.

3. To ask a question in class, raise hand and await acknowledgment, preface the question with the title “Sir/Ma’am”, as appropriate. Remain seated while asking the question, but speak in a manner that allows all other individuals in the classroom to hear. Disruptive conversation or comments between trainees will not be tolerated.

4. Trainees shall be alert in the classroom to the instruction being presented and shall make adequate notes.

5. Dozing off or sleeping in class will not be tolerated. If the recruit finds him/herself dozing off, he/she should quietly step to the rear of the room and remain there attentively until sufficient energy has been regained.

6. No food or drinks allowed in the classroom (except water).

Break Time

1. Class break periods are at the discretion of the instructor. Trainees shall return promptly to the classroom by the end of each break and be seated. Any trainee who is late returning to the classroom shall quietly enter the room and take his/her assigned seat. The Class President shall ensure prompt reporting by the offending trainee to the Class Coordinator.

2. All breaks will be taken in the area designated by staff. Breaks will be conducted in a quiet and orderly manner.

Memos and Research Papers

1. All memos and research papers will be turned in to the Class President prior to the first class of the day. The Class President will review, date and initial all memos or research papers, then deliver them to the Class Coordinator. Papers turned in after the beginning of the first class of the day, will be considered late.

   a. Memos are to be informational in nature, factual as to content and shall be submitted on the standard memo form.

   b. Make up papers are used as an educational device. They are designed to better acquaint the trainee with a particular subject and are used by the training advisor in evaluating the trainee’s ability to put information into composition form and to give an indication of the effort put forth on a given task.

   c. No information shall be written on the back side of either memos or research papers.

   d. Both memos and make up papers are to be typed or hand printed (block letters) in black ink, on plain, unlined paper.

      • Cross outs are unacceptable.
      • Erasures must be undetectable.
      • Printing must be legible.
      • “White Out” is unacceptable.

Telephone Use

1. All trainees who need to use a telephone, must use the pay telephones. In case of an emergency, staff may approve the use of an academy telephone. Phone calls shall be limited to three (3) minutes.

2. Trainees will not be called from class except in emergencies.

Smoking

Smoking permitted in designated smoking areas only.
Appendix D: Foreign Credential Evaluation Agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (http://naces.org)

Center for Applied Research Evaluation & Education, Inc.
P.O. Box 20348
Long Beach, CA 90801-3348
Phone: 714-237-9272
Fax: 714-237-9279
E-mail: eval_caree@yahoo.com
Web: www.iescaree.com

Education Evaluators International, Inc.
P.O. Box 5397
Los Alamitos, CA 90720-5397
Phone: 562-431-2187
Fax: 562-493-5021
E-mail: Gary@educei.com

Education International, Inc.
29 Denton Road
Wellesley, MA 02482
Phone: 781-235-7425
Fax: 781-235-6831
E-mail: edint@gis.net
Web: www.educationinternational.org

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400
Fax: 414-289-3411
E-mail: eval@ece.org
Web: www.ece.org

Educational Perspectives
P.O. Box 618056
Chicago, IL 60661-8056
Phone: 312-421-9300
Fax: 312-421-9353
E-mail: info@educational-perspectives.org
Web: www.educational-perspectives.org

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825
Phone: 916-921-0790
Fax: 916-921-0799
E-mail: edu@eres.com
Web: www.eres.com

Evaluation Services, Inc.
P.O. Box 85
Hopewell Jct., NY 12533
Phone: 845-223-6455
Fax: 845-223-6454
E-mail: esl2@fotiernet.net
Web: www.evaluationservice.net

Foreign Academic Credential Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: 618-656-5291
Fax: 618-656-5292
Web: www.facusa.com

The Foreign Educational Document Service
P.O. Box 4091
Stockton, CA 95204
Phone: 209-948-6589

Foundation for International Services, Inc.
14926 - 35th Avenue West
Suite 210
Lynnwood, WA 98087
Phone: 425-248-2255
Fax: 425-248-2262
E-mail: info@fis-web.com
Web: www.fis-web.com

Global Credential Evaluators
P.O. Box 9203
College Station, TX 77842-9203
Phone: 512-528-9098
Fax: 512-528-9293
E-mail: gce@gecus.com
Web: www.gecus.com or www.gcevaluators.com

Global Services Associates, Inc.
2554 Lincoln Blvd., #445
Marina del Rey, CA 90291
Phone: 310-828-5709
Fax: 310-828-5709
E-mail: info@globaleval.org
Web: www.globaleval.org

International Consultants of Delaware, Inc.
625 Barksdale Road
Suite 109
Newark, DE 19711-3258
Phone: 302-737-8715
Fax: 302-737-8756
E-mail: icd@icdel.com
Web: www.icdel.com

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Phone: 310-258-9451
Fax: 310-342-7086
E-mail: information@ierf.org
Web: www.ierf.org

Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173
Phone: 305-273-1616
Fax: 305-273-1338
Fax: 305-273-1984 (Translations)
E-mail: info@jsilny.com
Web: www.jsilny.com

SpanTran Educational Services, Inc.
7211 Regency Square Blvd.
Suite 205
Houston, TX 77036-3197
Phone: 713-266-8805
Fax: 713-789-6022
E-mail: info@spantran-edu.org
Web: www.spantran-edu.org

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: 212-966-6311
Fax: 212-739-6100
E-mail: info@wes.org
Web: www.wes.org
Active Student - a student who has been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.

Academic Life - Atlas page that provides information on college programs and services and links to learning resources such as the national and international libraries, Valencia’s Learning Resource Centers and much more.

Academic Year - Year that begins with the Fall Term in August, extends through Spring Term and ends with the Summer Term the following August.

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) - College entrance testing program which may be used for placement in college-credit English and mathematics courses.

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.

Alternative Delivery - All modes of instruction other than traditional course delivery and may include Web-enhanced, hybrid, online, video-on-demand/telecourse, and computer-assisted. The intent of alternative delivery courses is to provide flexibility to students who are attempting to balance work, family and college and still reach their career and academic goals.

Answer Center - The Answer Center is where all student service activities begin. This is the first stop for students to submit an application, discuss financial aid, inquire about entry testing and orientation, and receive basic educational advising. A professional staff member, known as a Student Services Specialist, will meet with a student visiting the Answer Center to assist in the following areas:

- Admissions: Application, residency, and deadlines
- Financial Aid: Award information, proper documentation, and deadlines
- Transcripts: High school, college, AP and CLEP
- Graduation: Proper documentation, commencement information, and deadlines
- Referrals: Referrals to other offices (as necessary)

Arena - West Campus student development publication which contains announcements and important information for students and staff.

Articulation Agreement for the A.A. Degree - Agreement between Florida’s public community colleges and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel (A.A. degree) programs.

Ask Atlas - Online help within Atlas.

Assisted Registration - The period of time each term from the beginning of classes through the Drop/Refund Deadline during which students may drop courses and add only courses that have not met. To add a course on the same day it meets for the first time or to drop a course(s), students must go to the Atlas Access Lab in the Student Services area to have a staff member complete the course registration.

Atlas - Valencia’s online learning community, customized to each individual’s interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap (Valencia’s systematic approach for assistance in planning and achieving educational and career goals), online registration, grades, financial aid, and academic records.

Atlas features defined alphabetically in this Glossary:

- Academic Life
- Ask Atlas
- College Services
- Degree Audit
- E-mail
- Groups
- My Atlas
- My Career Planner
- My Courses
- My Education Plan
- My Financial Planner
- My Job Prospects
- My LifeMap
- My Portfolio

Atlas Access Lab - The Atlas Access Lab is the resource for assistance with online tools and services. Through My LifeMap Tools, the staff assists with registration, online career and education planning, and accessing other student information such as financial aid, accounts, and degree audits.

Attribute Code - When a number of courses may be used to satisfy a degree requirement, a course attribute code identifies each course that may be used to satisfy that specific requirement.

Audit - Credit course taken as non-credit.
Basic Skills Exit Test - The state-mandated exit test required for students who do not place at the college level in mathematics and/or the level of ENC 1101 Freshman Composition on entry testing at Valencia. The Basic Skills Exit Test is a component of each exit-level college-preparatory and English for Academic Purposes courses and must be passed in order to pass the corresponding course.

Career Program Advisors - Staff with specialized training to answer specific questions about requirements and program completion of A.A.S. and A.S. degrees, certificate and diploma programs.

Career Programs - Applied Technology Diploma, Associate in Applied Science and Associate in Science Degrees, Technical Certificate, and Vocational Credit Certificate programs with courses designed to prepare students for specialized occupations.

Catalog, Governing - The Valencia Catalog in effect at the time of a student’s initial enrollment at Valencia.

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.

CLAST (College-Level Academic Skills Test) - State-mandated test of college-level competencies in English language skills, essay, reading, and mathematics given to students who have earned no fewer than 18 college-level credits, including ENC 1101 and ENC 1102 or equivalents and one college-level mathematics course with grades of C or better. To qualify for the A.A. Degree, a student must meet college-level academic skills requirements in all four areas by test and/or alternative methods.

CLAST Alternatives - Methods by which students can satisfy the CLAST requirement without taking the examination. The alternatives include minimum grades in certain courses and/or minimum scores on the ACT and/or SAT.

CLEP (College Level Examination Program) - from the College Board. General and subject exams covering material taught in college courses. Credit for courses may be granted to students who achieve specific scores on the exams.

Code, Course Attribute - Every course is assigned at least one course attribute to be used in degree audits. Course attribute codes are reflected with program requirements and on degree audits when more than one course may be used to satisfy a specific program requirement.

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 in early October.

College-Preparatory Courses - Courses in reading, writing, mathematics and English as a second language designed to assist students who, through entry testing, do not place in college-level course work in the corresponding skill area(s). These courses do not apply toward any associate degree.

College Services - The Atlas page that provides links to college transactions such as registration, financial aid, fee payment, grades, and academic history.

Common Prerequisites - The State of Florida has identified Common Prerequisites for all public university programs. These prerequisites must be completed by all students entering the specific program in a state university.

Companion Test - A paper/pencil version of the Computerized Placement Tests (CPTs).

Continuing Education - Courses and programs designed to meet the professional development and training needs of the workforce.

Corequisite - A course required to be taken at the same time as another course.

Course Load - Number of credits a student takes in a term.

Course Management System - A computer program that facilitates computerized learning or e-learning, especially by helping teachers and learners with course administration. Valencia currently uses WebCT as its approved course management system.

Course Reference Number (CRN) - Course number used in Atlas for registration.

CPT (Computerized Placement Tests) - Primary entry testing used for placement in English, reading and mathematics.

Credit - The unit of measurement for academic work to indicate requirements for academic programs. Valencia uses a semester credit system.

Credit by Examination - College credit in specified subjects granted by successful completion of local or national tests.

Degree Audit - Formal list of the course requirements a student has completed and still must complete in order to satisfy the course requirements for a specific degree or certificate program. Students can view their degree audit in Atlas at any time.

Department - Academic discipline related to each course, e.g., English, Geology, Sociology.

Division - Academic administrative unit responsible for a set of departments.

Drop - Procedure student uses at specific times to remove a course from his/her class schedule without penalty.

Dual Enrollment - Enrollment by a high school student in one or more courses that count for credit in both high school and college.

EAP - College-preparatory and college-level courses in English as a Second Language for Academic Purposes taught for non-native speakers of English.
Early Enrollment - Enrollment by a high school senior in one or more college courses that do not count for credit toward high school graduation.

East Wind - East Campus student development publication which contains announcements and important information for students and staff.

E-mail - Atlas delivered e-mail accounts follow the format: (first initial) (last name) (assigned number if there is more than one person in Atlas with the same first initial and last name) @atlas.valenciacc.edu. For example, jdoe1@atlas.valenciacc.edu.

Entry Testing - An evaluation of basic skills to determine initial placement in reading, mathematics, and English courses. Initial placement may include college-preparatory and/or college-level courses. See CPT, Companion, ELPA and LOEP.

FACTS (Florida Academic Counseling and Tracking for Students) - The State of Florida’s Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students’ academic records, degree audits, and transfer requirements.

Fee - A financial charge for courses and services.

Flex Start - Schedule of all classes that start on a day other than the official first day of classes for any Fall, Spring or Summer Full Term.

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 and the inclusion of this requirement in Valencia’s A.A. degree requirements.

Freshman - A student who has completed less than 30 college-level credits toward a degree.

Full Cost of Instruction Fee - The amount, exclusive of state funding, established by the College to pay all costs associated with teaching a course.

Full-Time Student - Student enrolled for 12 or more credits in Fall, Spring or Summer Terms.

General Education - Specific number of credits of basic liberal arts courses required as foundation in university parallel A.A. Degree. General Education courses also are required in A.A.S and A.S. Degree programs.

Gordon Rule - State Board of Education rule that requires students to complete successfully 12 credits of course work in which they must demonstrate written skills and six credits of mathematics course work at the level of college algebra or higher.

GPA (Grade Point Average) - Obtained by dividing quality points earned (based on grades) by credits. GPAs range from 4.0 downward. Following are the types of GPAs calculated at Valencia.

Institutional GPA: all course work at Valencia

Overall GPA: all course work (including college-preparatory)

Program GPA: only course work applied toward program requirements

Term GPA: all course work attempted and earned for a given term

Transfer GPA: all course work from other institutions

Grade - Alphabetical measure of academic achievement ranging from excellent (A) to failure (F).

Grade Forgiveness - Refers to one grade in a course replacing another grade in the same course when certain conditions are met.

Graduation Application - The application a student must file online through Atlas or at http://valenciacc.edu/graduation to be awarded a degree. This application must be submitted by the deadline date listed in the Academic Calendar in the online official catalog.

Grant - Funds, which do not require repayment, awarded for college expenses to qualified students in financial need.

Groups - Atlas online learning communities through which Valencia students, faculty, and staff can “meet” around topics of mutual interest.

Hybrid/Blended Course - A course that blends online and face-to-face delivery. A hybrid/blended delivery may be TV/Online, Ongoing/Online, Hybrid Online/TV, Hybrid Online/TV/Online, etc. What makes a course hybrid is simply the degree of use of the alternative modality.

Inactive Student - A student who has not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.

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.

Late Registration - Registration for courses after the second fee payment deadline during which a late registration fee may be assessed.

LifeMap - Valencia’s system of advising, programs, curriculum, and services to assist students in the design and achievement of their career and educational goals.

LINC - a program of linking two or more courses in one integrated course in which professors from different disciplines tie their courses together around a common theme.
LOEP (Levels of English Proficiency) - Test used for entry testing of English language proficiency of non-native speakers of English. Students who take the LOEP also will write an essay to be used with the LOEP for course placement.

Mandatory Courses - Courses in college-preparatory reading, mathematics, and English; college-preparatory and college-level English for Academic Purposes; and Student Success which, based on entry testing scores, a student may be “mandated” to take and complete successfully.

Matador Day - Annual event of entertainment and fun in Fall Term.

Math Path - The sequence of math courses and prerequisites at Valencia.

Multiple Credit Course - A course designated as “multiple credit” in the course description, meaning it can be repeated for credit; a repeat will not count as an attempt for full cost of instruction or for withdrawal; and grade forgiveness cannot be applied.


My Career Planner - Valencia’s Web-based tool in Atlas that provides assessments, exploration of careers and majors, and the ability to select and save career, major and occupational goals.

My Courses - Atlas page that provides links to course home pages for students and faculty.

My Education Plan - Valencia’s Web-based education planning tool in Atlas that allows students to plan their degree completion requirements, project the time it will take to complete a degree, and save up to three education plans.

My Financial Planner - Valencia’s Web-based tool in Atlas that assists students in developing a budget plan for financing their education. The current content includes modules for learning about the budget planning process; another component, which is under development, will allow students to develop and save personal budgets.

My Job Prospects - Valencia’s Web-based tool in Atlas to learn about job and occupational information in Central Florida through an easily-searchable database.

My LifeMap - Atlas page that describes the LifeMap System and provides links to educational and career planning tools including My Education Plan, My Career Planner, My Job Prospects and My Portfolio.

My Portfolio - Valencia’s Web-based tool in Atlas through which students save examples of their academic work, receive faculty reviews, post an online resume and link learning to the Valencia Student Core Competencies of Think, Value, Communicate, and Act.

Nonimmigrant Student - A student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa.

Online Course - A course in which all of the content is delivered online using the college-approved course management system (WebCT).

Orientation - Prior to registering for courses, students new to Valencia must participate in a New Student Orientation program that includes information on education planning and college resources, a campus tour, and group advising.

Osceola On Campus - Osceola Campus student development publication which contains announcements and important information for students and staff.

Part-Time Student - Student enrolled for fewer than 12 credits in Fall, Spring or Summer Terms.

Pre-Major - A prescribed plan of study at Valencia, including general education courses and courses prerequisite to a specific university major, that leads to the A.A. Degree.

Prerequisite - Course which must be satisfactorily completed before a higher-level related course can be taken.

Prerequisite or Corequisite - Course that is required to be taken prior to, or with, a specific course.

Probation - A status given to students who fail to maintain satisfactory academic progress.

Provisional Student - A student who has not met all necessary requirements for admission and, thus, has restrictions on the courses that may be taken.

Quality Points - The value, ranging from 4 to 0, for grades from A to F for all courses completed, used in determining a grade point average. (Also see GPA.)

Registration - The process of selecting courses and class times for an academic term.

Residency - To qualify for Florida resident fees, students must meet the residency requirements, including the submission of supporting documentation, by the Proof of Florida Residency Deadline for the term for which Florida residency is sought.

ROTC Courses - Courses offered at the University of Central Florida through which Valencia students may earn college credit.

SAT (Scholastic Assessment Test) - College entrance test which may be used for placement in college-credit English and mathematics courses.

Scholarships - Financial assistance for tuition and fee payment granted by donors to qualified recipients.

Servicemembers Opportunity College - Programs and special services designed to meet unique needs of active-duty military personnel.
SGA (Student Government Association) - Official representatives of the student body to the administration in matters concerning student life.

Sophomore - A student who has completed at least 30 college-level credits toward a degree.

Student Activities - Various college-sanctioned projects, endeavors, contests, and functions of an extracurricular nature engaged in by students.

Student Classification - Pertains to a student’s status as active or inactive, full-time or part-time, freshman or sophomore, degree-seeking or non-degree-seeking.

Student Development - Located on each campus, provides access to and coordination of campus activities, student clubs, student government, photo IDs and information services.

Subject Prefix - The three letter code related to each course offering, e.g., ENC, MAT, TPA.

Suspension - Student status under which a student is not permitted to attend college for a specific period of time.

Telecourse - See Video-on-Demand/Telecourse entry in Glossary.

Term - Academic time period for which classes meet. Fall, Spring and Summer Full Terms are approximately 14 weeks each; through Flex Start scheduling courses also are taught in five, six, eight, and ten week time periods.

Testing - See Entry Testing entry in this Glossary.

The Park News - Winter Park Center student development publication which contains announcements and important information for students and staff.

The Valencia Source - Collegewide student newspaper published biweekly during Fall and Spring Terms as part of journalism offerings.

Third Attempt - Related to the number of times a student enrolls in the same course, the rule has different meanings in the contexts of attempts for academics and for full cost of instruction fees. See the Index for reference to sections of the catalog that describe “third attempt” in these contexts.

TOEFL (Test of English as a Foreign Language) - Test used for entry testing of English language proficiency of non-native speakers of English.

Traditional Course - A course with face-to-face classroom delivery in which no online technology is used.

Transcript - A student’s academic record of courses.

Complete Transcript - A transcript that includes course work and final grades for all credits attempted and earned at an educational institution.

Official Transcript - A transcript Valencia receives electronically or in a sealed envelope from another educational institution or an evaluation agency. A transcript issued to the student may be considered official by Valencia as long as the seal on the envelope has not been broken.

Transfer Student - Student who attended a college or university before coming to Valencia.

Transient Student - Student who takes one or more courses at Valencia to apply to academic requirements at another institution or a Valencia student who takes one or more courses at another institution to apply to degree requirements at Valencia.

Tutorial Assistance - Special academic help in specified subjects.

University Parallel Program - Courses of study leading to the A.A. degree which parallel the lower division requirements of a bachelor’s degree.

Valencia Television - See Video-on-Demand/Telecourse Course.

Valencia Volunteers - Community service organization that matches student interest in service projects with community needs.

Video-on-Demand/Telecourse Course - A course in which the content is delivered via high-speed Internet connection, videotape, and/or television.

Web-Enhanced/Facilitated Course - A course which uses Web-based technology to enhance a face-to-face course delivery.

Weekend Courses - Classes offered Friday evenings through Sunday evenings.

Withdrawal - Removal from a course(s) at the student’s request or by a faculty member or by the College. (See entry on Withdrawal in this catalog.)
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X

Y

Z
Learning-Centered Student Affairs

The Student Affairs Division at Valencia Community College is designed to assist all Valencia students in achieving extraordinary learning results by better preparing students to start right and be successful. Student Affairs focuses on encouraging the use of LifeMap and Atlas tools as a means of success for all students. Traffic and information flow in ways to support student learning. The order of the following descriptions can be used as a guideline for moving through the enrollment process.

Information Station – The Information Station is located in a central location. It is staffed by student leaders trained to provide general information to new and returning students. From here, prospective students and visitors to campus will be able to obtain directions to the offices on campus, applications for admission and financial aid, information about the assessment process, and other general information. In addition, there are computer stations available for students to log on to Atlas to conduct “quick business.”

Answer Center – The Answer Center is where all student service activities begin. This is the first stop for students to submit an application, discuss financial aid, inquire about entry testing and orientation, and receive basic educational advising. A professional staff member, known as a Student Services Specialist, will meet with a student visiting the Answer Center to assist in the following areas:
- Admissions: Application, residency and deadlines
- Financial Aid: Award information, proper documentation and deadlines
- Transcripts: High school, college, AP and CLEP
- Graduation: Proper documentation, commencement information and deadlines
- Referrals: Referrals to other offices (as necessary)

Student Services Office – in the Student Services Office students receive specialized assistance with issues that are more involved or complex than those handled in the Answer Centers. A student visiting Student Services may meet with a Student Services Manager, a Student Services Specialist for Financial Aid, an Educational Advisor, and/or a Counselor. These professional staff members are the functional experts in their areas.

The Student Services Office staff is trained to both assist and educate. The Advising/Counseling staff will assist you in achieving your career and education goals in a productive and efficient manner. This office provides developmental advising which includes life, career and education planning; interpretation of assessments; strategies to address academic and personal challenges; programs to encourage student success skills, information about graduation requirements and academic policies; correct course selection for students’ programs; preparation for university transfer; and assistance with financial aid. Students may also be referred to an Atlas Access Lab to learn how certain online tools can be used to plan their education path, prepare for a career, and save selected work in an electronic format.

Other Support Service Areas

Assessment – The office in which students take the CPT (Computerized Placement Tests), the LOEP (Levels of English Proficiency) and register for the CLAST (College Level Academic Skills Test).

Atlas Access Lab – The Atlas Access Lab is the resource for assistance with online tools and services. Through My LifeMap Tools, the staff assists with registration, online career and education planning, and accessing other student information such as financial aid, accounts, and degree audits.

Business – The office where questions related to student accounts are answered.

Career Development Services – The office where a variety of services is available to assist students in making career decisions, setting career goals, and preparing for a job search.

Department Offices – Academic Departments are where students are able to speak with Academic Deans and Career Program Advisors (CPAs). Career Program Advisors offer valuable assistance to students enrolled in Associate in Science Degree and certificate programs. They can help ensure that students are taking the right classes to complete their programs, explain graduation requirements and transfer options, and describe career opportunities for graduates.

Office for Students with Disabilities – Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) provides individual assistance to students with documented disabilities, based upon the need and impact of a student’s specific disability.

International Student Services – Students attending Valencia on any visa must meet with an International Student Manager or Counselor after completing the admissions process. After a student is accepted to Valencia, the Student Services Managers and Counselor offer assistance in creating a course schedule, making appropriate referrals and addressing immigration-related topics.

Internship and Placement Office – The office where students and employers connect for opportunities such as employment or an internship in a specific field.

Security – The office in which parking decals are issued and emergencies (illness or injury) as well as any disturbance on campus that could result in a serious injury should be reported; also the location of lost and found services.

Student Assistance Services (SAS) – Students can access confidential, professional assistance to help resolve problems that affect their personal life and/or college performance. Besides being confidential, this voluntary program is designed for all students to seek help on their own. Students should start by going to a Student Services Office and asking for assistance. Valencia Counselors may authorize a face-to-face assessment with a completely separate and confidential counseling service. Credit students are able to use this service at no charge, as the service is funded through the student activity fee.

Student Development – The office that coordinates a variety of programs and services such as student government, campus activities, clubs and organizations, co-curricular activities, student leadership programs, intramural sports, community service programs, campus publicity and newsletters, student identification cards, and college and community information.

Student Learning Laboratories – A variety of learning laboratories designed to assist students who need help in reading, writing and mathematics skills.

Tutoring Services – Tutoring services are available at no charge to students for academic courses in which they are currently enrolled. Tutoring Services matches students having difficulty in a course with tutors who demonstrate competence in the specific course.

Veterans Affairs – The Veterans Affairs Office is responsible for providing veterans and their eligible dependents assistance that will enable them to maximize their veteran’s educational entitlement.

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.