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Valencia 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 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.

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

In 2011, Valencia College won the inaugural Aspen Prize for Community College Excellence, the only national competitive award recognizing top achievement in student academic performance and workforce preparedness.

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 East Campus in 1975
• Opening Osceola Campus in 1997
• Opening Winter Park Campus in 1998
• Opening Sand Lake Center in 2004
• Co-founding DirectConnect to UCF in 2005, to provide Valencia students with guaranteed admission to the University of Central Florida
• Changing its name from Valencia Community College to Valencia College and began offering bachelor's degrees in 2011
• Opening the Lake Nona Campus and going smoke-free collegewide in 2012

In response to a burgeoning student population, the college anticipates opening additional campuses during the next decade, including one in the Poinciana community.

Accreditation

Valencia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate and Bachelor’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Valencia College. The Commission’s address and contact numbers are provided to enable interested constituents to (1) learn about the accreditation status of the institution, (2) file a third-party comment at the time of the institution’s decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the college, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the appropriate department at Valencia College and not to the Commission’s office.

Administration and Faculty

To view our Administration listing please visit valenciacollege.edu/aboutus/administration.cfm. To view our complete faculty roster, please visit http://net5.valenciacollege.edu/facultyroster/.
Statements of Institutional Purpose

Vision
Valencia is a premier learning college that transforms lives, strengthens community, and inspires individuals to excellence.

Mission
Valencia provides opportunities for academic, technical, and life-long learning in a collaborative culture dedicated to inquiry, results, and excellence.

Values
We value:

Learning by committing to Valencia’s core competencies—Think, Value, Communicate, and Act—and the potential of each person to learn at the highest levels of achievement for personal and professional success.

People by creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.

Diversity by fostering the understanding it builds in learning relationships and appreciating the dimensions it adds to our quality of life.

Access by reaching out to our communities, and inviting and supporting all learners and partners to achieve their goals.

Integrity by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and courage to act.

Statutory Purpose
Valencia is a publicly supported, comprehensive 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.
• Bachelor’s degree programs that prepare learners for specialized careers.

Florida statute 1004.65 provides the definition, mission, and responsibilities of Florida’s colleges.
Roles and Functions

- **The Transfer Function**
  A college-level program of general education and specialized courses designed to prepare students to transfer to Bachelor’s degree-granting colleges and universities.

- **The Technical Education Function**
  Technical college-level courses and programs designed to prepare students to enter immediately into the workforce.

- **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.

- **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.

- **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.

- **The Developmental Function**
  Developmental courses designed to enable students to achieve college-level competency in reading, writing, mathematics, and elementary algebra.
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?

• analyze data, ideas, patterns, principles, and perspectives
• employ the facts, formulas, and procedures of the discipline
• integrate ideas and values from different disciplines
• draw well-supported conclusions
• 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?

• recognize values as expressed in attitudes, choices, and commitments
• distinguish among personal, ethical, aesthetic, cultural, and scientific values
• employ values and standards of judgment from different disciplines
• evaluate your own and others’ values from individual, cultural, and global perspectives
• 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?

• identify your own strengths and need for improvement as a communicator
• employ methods of communication appropriate to your audience and purpose
• 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?

• apply disciplinary knowledge, skills, and values to educational and career goals
• implement effective problem-solving, decision-making, and goal-setting strategies
• act effectively and appropriately in various personal and professional settings
• assess the effectiveness of personal behavior and choices
• 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
As a partner with federal, state and local organizations, Valencia College 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 works closely with business partners to develop workforce training programs that 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.

In a 2012 economic impact study, the college’s economic contributions to the region were estimated at more than $1 billion annually.
Degrees and Certificate Programs

Valencia College offers the choice of three degrees:

• Associate in Arts (A.A.)
• Associate in Science (A.S.)
• Bachelor in Science (B.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 or state college 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/State College System of Florida.
   The Associate in Arts degree pre-majors are designed for students who know their intended major, plan to earn the A.A. degree from Valencia, and want to transfer to a state university or state college in Florida as a junior to complete a Bachelor’s degree in one of the specific majors for which Valencia has a pre-majors. Valencia also offers Articulated pre-majors for transfer to private institutions in Florida. The Associate in Arts degree is available for students who want a college degree and have not selected a pre-major for transfer to a state university or state college 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 or College System, a student still may choose the Associate in Arts 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.S. degrees are designed to prepare students to enter careers upon completing a degree, with no further study required. Valencia offers approximately 35 A.S. degrees ranging from Accounting to Restaurant and Food Service Management.
   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’s degree programs. For further information, visit valenciacollege.edu/asdegrees/transferagreements.cfm
   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.S. degrees are described in full in the Career Programs Section of this catalog.
   If you are interested in an Associate in Arts or an Associate in Science degree, you should read the catalog carefully to learn the requirements and characteristics of each degree. You should also review the career areas of the Student Handbook to explore career options.

3. The Bachelor in Science degree is an upper level degree that offers students an opportunity to continue their degree beyond the Associates degree. Students who have earned an A.S. degree may have to complete additional hours of General Education courses, and they must complete a foreign language proficiency if they have not already done so.

Important Notes:

1. Your governing catalog is the Valencia College catalog in effect at the time of your initial enrollment in associate or bachelor’s degree credit courses at Valencia. A Valencia catalog is valid for five academic years provided you are continuously enrolled (including summer). If you are applying to a limited access program and the admissions requirements change within your five year catalog time period, you will qualify for a transition plan to the new requirements. Your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program. 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 may 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. 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 catalog, academic departments, and Career Program Advisor’s offices. Students affected by the change in requirements should contact the appropriate Program Advisor, Program Director, or Academic Dean.
2. Limited access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not guarantee acceptance to a limited-access degree program in which the number of students who can enroll is limited. Limited-access programs have specific admission requirements. Degrees with limited-access status are indicated with the program information in this catalog.

3. You may earn any number of Associate in Science degrees as well as one Associate in Arts degree; however, you may not earn the Associate in Arts degree at Valencia if you have earned an Associate in Arts or Bachelor's degree from an institution that has regional accreditation in the U.S. Students who have an earned Associate in Arts or Bachelor's degree in a foreign country are eligible to complete the general education requirements.

   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.

4. 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).
Associate in Arts (A.A.) Degree

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 prior to transferring 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-majors at Valencia or by careful selection of courses for the Associate in Arts. The Transfer Plans section of this catalog provides guidance for certain university majors. 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 state universities or state colleges 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 offers a few Articulated pre-majors for transfer to private institutions in Florida. The pre-majors are included at the end of this section of the catalog. Transfer Plans are in a separate section of this catalog.

The Associate in Arts degree requires a minimum of 60 acceptable college-level credit hours, which includes 36 credits of general education and 24 credit hours of electives.

If you plan to transfer to a Florida state university or state college, 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 flvc.org (http://www.flvc.org). Not all majors are offered at every university. For assistance in accessing information about majors, you are encouraged to visit a Career Center 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 state universities, but not necessarily admission to a specific major (program) (Florida Statute 1007.23). 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 and at flvc.org (http://www.flvc.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 course 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 any campus Career Center on any campus, review flvc.org (http://www.flvc.org), 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.

Limited-Access Programs at Valencia

Limited-access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not guarantee acceptance to a limited-access degree in which the number of students who can enroll is
limited. Limited-access degrees have specific admission requirements. The A.A. Pre-Major: Dance Performance is the only pre-major with limited-access status.

Your governing catalog is the Valencia College catalog in effect at the time of your initial enrollment in associate or bachelor’s degree credit courses at Valencia. A Valencia catalog is valid for five academic years. If you are applying to a limited access program and the admissions requirements change within your five year catalog time period, you will qualify for a transition plan to the new requirements. Your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program. 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. 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 catalog, academic departments, and Career Program Advisor's offices. Students affected by the change in requirements should contact the appropriate Program Advisor, Program Director, or Academic Dean.

A.A. Program Learning Outcomes

The A.A. Program Learning Outcomes are the General Education outcomes and the following outcome: Students will demonstrate the readiness for transfer to a Bachelor’s degree program.

General Education and Course Requirements

• General Education (p. 22)
• Electives (p. 26)
• Foreign Language Proficiency Requirement (p. 26)

The Associate in Arts degree requires a minimum of 60 acceptable college-level credits including 36 credits in general education, 24 credits of acceptable electives, and satisfaction of the foreign language proficiency requirement.

General Education Program Requirements for the Associate in Arts Degree (36 Credits)

The general education program at Valencia is an integral part of the A.A. degree program and is designed to contribute to the student’s educational growth by providing a basic liberal arts education. A student who completes the general education program should have achieved the following outcomes:

Cultural and Historical Understanding: Demonstrate understanding of the diverse traditions of the world, and an individual’s place in it.

Quantitative and Scientific Reasoning: Use processes, procedures, data, or evidence to solve problems and make effective decisions.

Communication Skills: Engage in effective interpersonal, oral and written communication.

Ethical Responsibility: Demonstrate awareness of personal responsibility in one’s civic, social and academic life.

Information Literacy: Locate, evaluate and effectively use information from diverse sources.

Critical Thinking: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines.

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 1608,or SPC 1608H or SPC 1017,or SPC 1017H, and SLS 1122 or SLS 1122H 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.

<table>
<thead>
<tr>
<th>Area 1. Communications</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 2. Humanities</td>
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</tr>
<tr>
<td>Area 3. Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Area 4. Science</td>
<td>6</td>
</tr>
</tbody>
</table>
### Area 1. Communications

**Required Courses** - There are a required 12 credits. The Freshman Composition courses must be completed with a minimum grade of C to fulfill the Gordon Rule Requirement

#### Freshman Composition I
- **ENC 1101**  
  FRESHMAN COMPOSITION I **~**
- or **ENC 1101H**  
  FRESHMAN COMPOSITION I - HONORS

#### Freshman Composition II
- **ENC 1102**  
  FRESHMAN COMPOSITION II **~**
- or **ENC 1102H**  
  FRESHMAN COMPOSITION II - HONORS

#### Select one of the following Oral Communication courses:
- **SPC 1608**  
  FUNDAMENTALS OF SPEECH ~
- **SPC 1608H**  
  FUNDAMENTALS OF SPEECH - HONORS ~
- **SPC 1017**  
  INTERPERSONAL COMMUNICATION ~
- **SPC 1017H**  
  INTERPERSONAL COMMUNICATION HONORS ~

#### New Student Experience
- **SLS 1122**  
  NEW STUDENT EXPERIENCE ~
- or **SLS 1122H**  
  New Student Experience-Honors

**Total Credit Hours**  
12

### Area 2. Humanities

**Required Courses** - There are 6 required credits. Students must take three credit hours from the Core offerings and three credit hours from Institutional offerings. One course must be a Gordon Rule (GR) course, and completed with a minimum grade of C to fulfill the Gordon Rule Requirement

#### Core
- **ARH 1000**  
  Art Appreciation ~
- **HUM 1020**  
  INTRODUCTION TO HUMANITIES ~
  or **HUM 1020H**  
  INTRODUCTION TO HUMANITIES - HONORS
- **LIT 1000**  
  INTRODUCTION TO LITERATURE ~
- **MUL 1010**  
  MUSIC APPRECIATION **~(GR)**
- **PHI 2010**  
  PHILOSOPHY ~
- **THE 1000**  
  Introduction To Theater ~

#### Institutional
- **HUM 2220**  
  HUMANITIES - GREEK AND ROMAN **~(GR)**
  or **HUM 2220H**  
  HUMANITIES- GREEK AND ROMAN- HONORS
- **HUM 2223**  
  HUMANITIES - LATE ROMAN AND MEDIEVAL **~(GR)**
  or **HUM 2223H**  
  HUMANITIES - LATE ROMAN AND MEDIEVAL HONORS
- **HUM 2232**  
  HUMANITIES - RENAISSANCE AND BAROQUE **~(GR)**
  or **HUM 2232H**  
  HUMANITIES - RENAISSANCE AND BAROQUE - HONORS
- **HUM 2234**  
  HUMANITIES - ENLIGHTENMENT AND ROMANTICISM **~(GR)**
  or **HUM 2234H**  
  HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS
- **HUM 2250**  
  HUMANITIES - TWENTIETH CENTURY **~(GR)**
  or **HUM 2250H**  
  HUMANITIES - TWENTIETH CENTURY - HONORS
- **HUM 2310**  
  MYTHOLOGY **~(GR)**
  or **HUM 2310H**  
  MYTHOLOGY - HONORS
- **HUM 2410**  
  ASIAN HUMANITIES **~(GR)**
- **HUM 2461**  
  LATIN AMERICAN HUMANITIES **~(GR)**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>HUM 2461H</td>
<td>LATIN AMERICAN HUMANITIES - HONORS</td>
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<tr>
<td>REL 2300</td>
<td>World Religions</td>
<td>*~ (GR)</td>
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<tr>
<td>ARC 1701</td>
<td>HISTORY OF ARCHITECTURE I *~ (GR)</td>
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<tr>
<td>ARH 2051</td>
<td>INTRODUCTION TO ART HISTORY II *~ (GR)</td>
<td></td>
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<tr>
<td>or ARH 2051H</td>
<td>INTRODUCTION TO ART HISTORY II - HONORS</td>
<td></td>
</tr>
<tr>
<td>MUT 1111</td>
<td>MUSIC THEORY I</td>
<td>~</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>ETHICS AND CRITICAL THINKING *~ (GR)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 6

**Area 3. Mathematics**

Required Courses - There are 6 required credits. Students must take three credit hours from the Core offerings, and three credit hours from either the Core or Institutional offerings. All courses must be completed with a minimum grade of C to meet the Gordon Rule Requirement. Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

**Core**

- MAC 1105  COLLEGE ALGEBRA *~ (GR)  
- or MAC 1105H  COLLEGE ALGEBRA - HONORS  
- MGF 1106  COLLEGE MATHEMATICS *~ (GR)  
- MGF 1107  MATH FOR THE LIBERAL ARTS *~ (GR)  
- MAC 2311  CALCULUS WITH ANALYTIC GEOMETRY I *~ (GR)  
- or MAC 2311H  CALCULUS WITH ANALYTIC GEOMETRY I - HONORS  
- STA 2023  STATISTICAL METHODS *~ (GR)  
- or STA 2023H  STATISTICAL METHODS - HONORS

**Institutional**

- MAC 1114  COLLEGE TRIGONOMETRY *~ (GR)  
- MAC 1140  PRECALCULUS ALGEBRA *~ (GR)  
- or MAC 2312  CALCULUS WITH ANALYTIC GEOMETRY II *~ (GR)  
- or MAC 2312H  CALCULUS WITH ANALYTIC GEOMETRY II - HONORS  
- MAC 2233  CALCULUS FOR BUSINESS AND SOCIAL SCIENCE *~ (GR)  
- or MAC 2233H  CALCULUS FOR BUSINESS AND SOCIAL SCIENCE

Total Credit Hours 6

**Area 4. Science**

Required Courses - There are 6 required credits. Students must take at least three credit hours from the Core offerings and three credit hours from either the Core or Institutional offerings. Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

Valencia does not require a science course with a laboratory. Courses with a C designation have a combined class and 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 or transfer plan, complete an education plan through Atlas.

**Core**

- AST 1002  ASTRONOMY  
- or AST 1002H  ASTRONOMY - HONORS  
- BSC 1005  BIOLOGICAL SCIENCE  
- BSC 1005L  LAB IN APPLIED BIOLOGY  
- BSC 1005C  BIOLOGICAL SCIENCE COMBINED  
- or BSC 1005H  BIOLOGICAL SCIENCE - HONORS  
- BSC 1010C  GENERAL BIOLOGY I  

Total Credit Hours 6
**Area 5. Social Sciences**

Required Courses - There are 6 required credits. Students are required to take three credit hours from the Core offerings and three credit hours from Institutional offerings. The three hours of Institutional credit will apply toward the Gordon Rule (GR) requirement and must be completed with a minimum grade of C to fulfill the Gordon Rule Requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT.</td>
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<tr>
<td>or POS 2041H</td>
<td>U.S. GOVERNMENT - HONORS</td>
</tr>
<tr>
<td>AMH 2020</td>
<td>U.S. HISTORY 1877 TO PRESENT</td>
</tr>
<tr>
<td>or AMH 2020H</td>
<td>UNITED STATES HISTORY 1877 TO PRESENT - HONORS</td>
</tr>
<tr>
<td>ANT 2000</td>
<td>INTRODUCTORY ANTHROPOLOGY</td>
</tr>
<tr>
<td>or ANT 2000H</td>
<td>INTRODUCTORY ANTHROPOLOGY HON</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
</tr>
<tr>
<td>or ECO 2013H</td>
<td>PRINCIPLES OF ECONOMICS-MACRO-HONORS</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
</tr>
<tr>
<td>or PSY 2012H</td>
<td>GENERAL PSYCHOLOGY - HONORS</td>
</tr>
</tbody>
</table>
SYG 2000  INTRODUCTORY SOCIOLOGY.
or SYG 2000H  INTRODUCTORY SOCIOLOGY- HONORS.

Institutional

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 2510</td>
<td>DEAF CULTURE *~ (GR)</td>
<td>3</td>
</tr>
<tr>
<td>EUH 2000</td>
<td>ANCIENT AND MEDIEVAL WESTERN CIVILIZATION *~ (GR)</td>
<td>3</td>
</tr>
<tr>
<td>EUH 2001</td>
<td>MODERN WESTERN CIVILIZATION *~ (GR)</td>
<td>3</td>
</tr>
<tr>
<td>or EUH 2001H</td>
<td>Modern Western Civilization-Honors</td>
<td>3</td>
</tr>
<tr>
<td>INR 2002</td>
<td>INTERNATIONAL POLITICS *~ (GR)</td>
<td>3</td>
</tr>
<tr>
<td>or INR 2002H</td>
<td>INTERNATIONAL POLITICS HONORS</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>STATE AND LOCAL GOVERNMENT *~ (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 6

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog
~ This is a General Education course.
(GR) Denotes a Gordon Rule course

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.

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 high school instruction in one language other than English with a passing grade each year as documented on your official high school transcript.
- You may successfully complete one of the following sequences in a single foreign language with a letter grade of "C" or better:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARA 1120</td>
<td>ELEMENTARY ARABIC I &amp; ARA 1112</td>
<td>ELEMENTARY ARABIC II</td>
</tr>
<tr>
<td>ASL 2140 &amp; ASL 2150</td>
<td>AMERICAN SIGN LANGUAGE I &amp; American Sign Language II</td>
<td>8</td>
</tr>
<tr>
<td>CHI 1120 &amp; CHI 1121</td>
<td>Elementary Chinese I &amp; Elementary Chinese II</td>
<td>8</td>
</tr>
<tr>
<td>FRE 1120 &amp; FRE 1121</td>
<td>ELEMENTARY FRENCH I &amp; Elementary FRENCH II</td>
<td>8</td>
</tr>
<tr>
<td>GER 1120 &amp; GER 1121</td>
<td>ELEMENTARY GERMAN I &amp; ELEMENTARY GERMAN II</td>
<td>8</td>
</tr>
<tr>
<td>ITA 1120 &amp; ITA 1121</td>
<td>ELEMENTARY ITALIAN I &amp; ELEMENTARY ITALIAN II</td>
<td>8</td>
</tr>
<tr>
<td>JPN 1120 &amp; JPN 1121</td>
<td>Elementary Japanese I &amp; Elementary Japanese II</td>
<td>8</td>
</tr>
<tr>
<td>LAT 1120 &amp; LAT 1121</td>
<td>ELEMENTARY LATIN I &amp; ELEMENTARY LATIN II</td>
<td>8</td>
</tr>
<tr>
<td>POR 1120 &amp; POR 1121</td>
<td>ELEMENTARY PORTUGUESE I &amp; ELEMENTARY PORTUGUESE II</td>
<td>8</td>
</tr>
<tr>
<td>SPN 1120 &amp; SPN 1121</td>
<td>ELEMENTARY SPANISH I &amp; ELEMENTARY SPANISH II</td>
<td>8</td>
</tr>
</tbody>
</table>
• You may satisfy this requirement by successfully completing foreign language course work at the Elementary II college level with a minimum grade of "C."

• Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test or a foreign language proficiency test administered by the University of Central Florida. Students who earn college-level foreign language credits through course work or CLEP may apply these credits toward the 24 Elective credits.

• If your native language is a language other than English, you may satisfy the foreign language proficiency requirement by successful completion of English for Academic Purposes (EAP) course requirements and successful completion of the Area I Communications requirements for the Associate in Arts degree.

• Demonstrated college-level proficiency in American Sign Language (either through completion of eight semester credits or successful completion of ASL 2150) can be used to fulfill this requirement at Valencia.

• Demonstration of proficiency by passing Advanced Placement test with a score of 4 or higher.

• American Sign Language cannot be used to fulfill the foreign language graduation requirement at many universities. Students are responsible for verifying acceptability at the institution to which they plan to transfer.

**Note:** 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.

## Graduation Requirements

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 College a student must have an active student record and do the following:

1. Complete a minimum of 60 acceptable college-level credits which may include the following:
   • a maximum of six elective credits may be in music ensemble courses and/or physical education activity courses; and/or
   • a maximum of twelve credits may be in college-level English as a Second Language for Academic Purposes (EAP) courses; and/or
   • a maximum of four credits may be in internship courses; and/or
   • a maximum of four credits may be in SLS 2940 SERVICE LEARNING; and/or
   • a maximum of eight credits may be in military science courses; and/or
   • a maximum of 45 credits may be in any combination of Advanced Placement (AP), College Level Examination Program (CLEP), credit-by-examination, DANTES, Excelsior, experiential learning, and International Baccalaureate.

2. Complete the 36 credits of General Education described in the A.A. degree course requirements section. Honors sections of general education courses will satisfy this program requirement.

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/or English for Academic Purposes.

6. 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)

7. Submit official transcripts of all college course work, including course work attempted at other institutions following initial enrollment at Valencia.

8. Complete at Valencia at least 25% of the college-level credits required for the degree.

9. Complete with a grade of C or better the courses which satisfy the Gordon Rule requirements (6A-10.30 Florida Administrative Code):
   • ENC 1101 or ENC 1101H FRESHMAN COMPOSITION I - HONORS
   • ENC 1102 FRESHMAN COMPOSITION II or ENC 1102H FRESHMAN COMPOSITION II - HONORS
One three-credit Gordon Rule Humanities course
One three-credit Gordon Rule Social Science course
Six credits of general education mathematics courses.

10. Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.

11. 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 currently registered, and meet all GPA requirements in order to submit your graduation application.

12. Fulfill all financial obligations to Valencia.

Important Notes:

1. Valencia awards degrees to students at the end of each Fall, Spring, and Summer Full Term, and holds commencement ceremonies annually at the end of Spring Term.

2. Your governing catalog is the Valencia College catalog in effect at the time of your initial enrollment in associate or bachelor’s degree credit courses at Valencia. A Valencia catalog is valid for five academic years. If you are applying to a limited access program and the admissions requirements change within your five year catalog time period, you will qualify for a transition plan to the new requirements. Your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program. 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. Should the Board of Trustees approve changes in program requirements to be effective within the academic year, the revised requirements will be available in the catalog, academic departments, and Career Program Advisor’s offices. Students affected by the change in requirements should contact the appropriate Program Advisor, Program Director, or Academic Dean.

3. You may earn one Associate in Arts degree from Valencia. If you have earned an Associate in Arts or Bachelor’s degree from an institution that has regional accreditation in the U.S., or if you have earned the equivalent of an Associate in Arts or Bachelor’s degree in a foreign country and are not on a Valencia issued F visa, you are not eligible to be awarded an Associate in Arts degree from Valencia. (In addition to the Associate in Arts degree, you may earn any number of 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 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.

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 course work 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 requirements.

Writing

Required: Freshman Composition I and II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR)</td>
<td>3</td>
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<tr>
<td>or ENC 1101H</td>
<td>FRESHMAN COMPOSITION I - HONORS (GR)</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II (GR)</td>
<td>3</td>
</tr>
<tr>
<td>or ENC 1102H</td>
<td>FRESHMAN COMPOSITION II - HONORS (GR)</td>
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Humanities

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HUM 2220</td>
<td>HUMANITIES - GREEK AND ROMAN (GR)</td>
<td>3</td>
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<tr>
<td>or HUM 2220H</td>
<td>HUMANITIES- GREEK AND ROMAN- HONORS (GR)</td>
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<tr>
<td>HUM 2223</td>
<td>HUMANITIES - LATE ROMAN AND MEDIEVAL (GR)</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>-------------</td>
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<tr>
<td>HUM 2232</td>
<td>HUMANITIES - RENAISSANCE AND BAROQUE (GR)</td>
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<td>HUM 2232H</td>
<td>HUMANITIES - RENAISSANCE AND BAROQUE - HONORS (GR)</td>
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<td>HUM 2234</td>
<td>HUMANITIES - ENLIGHTENMENT AND ROMANTICISM (GR)</td>
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<tr>
<td>HUM 2234H</td>
<td>HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS (GR)</td>
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<tr>
<td>HUM 2250</td>
<td>HUMANITIES - TWENTIETH CENTURY (GR)</td>
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<td>HUM 2250H</td>
<td>HUMANITIES - TWENTIETH CENTURY - HONORS (GR)</td>
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<tr>
<td>HUM 2310</td>
<td>MYTHOLOGY (GR)</td>
<td>3</td>
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<tr>
<td>HUM 2410</td>
<td>ASIAN HUMANITIES (GR)</td>
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<tr>
<td>HUM 2461</td>
<td>LATIN AMERICAN HUMANITIES (GR)</td>
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<tr>
<td>ARC 1701</td>
<td>HISTORY OF ARCHITECTURE I (GR)</td>
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<tr>
<td>ARH 2051</td>
<td>INTRODUCTION TO ART HISTORY II (GR)</td>
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<tr>
<td>MUL 1010</td>
<td>MUSIC APPRECIATION (GR)</td>
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<tr>
<td>PHI 2600</td>
<td>ETHICS AND CRITICAL THINKING (GR)</td>
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<td>REL 2300</td>
<td>WORLD RELIGIONS (GR)</td>
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**Social Science**

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<th>Course Title</th>
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<tr>
<td>ASL 2510</td>
<td>DEAF CULTURE (GR)</td>
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<tr>
<td>EUH 2000</td>
<td>ANCIENT AND MEDIEVAL WESTERN CIVILIZATION (GR)</td>
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<td>EUH 2001</td>
<td>MODERN WESTERN CIVILIZATION (GR)</td>
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<tr>
<td>INR 2002</td>
<td>INTERNATIONAL POLITICS (GR)</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>STATE AND LOCAL GOVERNMENT (GR)</td>
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**Mathematics**

Students must complete, with grades of C or better, at least six credits from the following list:

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA (GR)</td>
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<tr>
<td>MAC 1105H</td>
<td>COLLEGE ALGEBRA - HONORS (GR)</td>
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<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR)</td>
<td>3</td>
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<tr>
<td>MAC 2233H</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR)</td>
<td></td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2311H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I - HONORS (GR)</td>
<td></td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II (GR)</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II - HONORS (GR)</td>
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</tr>
<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>MATH FOR THE LIBERAL ARTS (GR)</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023H</td>
<td>STATISTICAL METHODS - HONORS (GR)</td>
<td></td>
</tr>
</tbody>
</table>

**State College AA Transfer Guarantees**

Community College Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement (Administrative Rule 6A-10.024). This Articulation Agreement governs the transfer of students from Florida public community college to the state university system. The agreement addresses general admission to a state university/college and Program Admission.
General Admission to Florida State Universities and Colleges

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 state universities or colleges, but not necessarily to limited-access programs.
2. Upon transferring to a state university/college, A.A. degree graduates will be awarded at least 60 credits toward the baccalaureate degree.
3. The university/college 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/college, 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 (Advanced Placement, College Level Examination Program, Dual Enrollment, International Baccalaureate, DANTES and Excelsior) 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 Bachelor’s degree for a chosen program. Although all credit earned toward an A.A. degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a Bachelor’s degree. Therefore, it is important to know the program requirements and to satisfy as many of these course requirements 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, refer to the Transfer Plans in this catalog, visit Career Center, access flvc.org (http://www.flvc.org), or the Atlas Access Lab on any campus where you 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 review your education plan. Refer to your education plan when you are selecting the courses in which you will enroll each term.

Appeals

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university or college has established appeal procedures. Students may contact the state university articulation officer for information about these procedures.
**Associate in Arts Degree**

The Associate in Arts degree is designed for students who plan to transfer to an upper division institution. The degree requires completion of 60 hours. Of those hours, 36 need to be completed within the five areas of general education and 24 hours are elective credit. There are five areas of focus within Valencia's general education program: Communications, Humanities, Mathematics, Science and Social Science.

Students who wish to transfer to one of the state universities, should review the transfer plans located in the Transfer Plan section of the catalog. These plans will show you how to take courses that are required common prerequisites within each major and use them efficiently within the 36 hours of general education and the 24 hours of electives.

It is the student’s responsibility to review the requirements for admission to the major at the transfer university. For specific transfer information, meet with a Valencia advisor to review your transfer plan, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that are related to their intended baccalaureate degree program.

**Communications Credit**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR)</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II (GR)</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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**Humanities Credits**

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
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**Mathematics Credits**

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Math</td>
<td>See Gen. Ed. Core Requirement (GR)</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>See Gen. Ed. Core or Institutional Requirement (GR)</td>
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</table>

**Science Credits**

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
<td>3</td>
</tr>
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</table>

**Social Science Credits**

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement</td>
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</tr>
<tr>
<td>Social Sciences</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
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</tbody>
</table>

**Additional Common Prerequisites**

Students are encouraged to take electives within their area of interest for their Bachelor's degree major.

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Total Elective/Foreign Language Credits</td>
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</tr>
<tr>
<td>Total Credit Hours</td>
<td>60</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a Gen Ed course.

**(GR)** Denotes a Gordon Rule course

**Note:**

Specialized courses may not be offered every session or on every campus.

**Pre-Majors at Valencia**

Valencia offers six pre-majors: Art/Studio/Fine Art, Dance Performance, Early Childhood Education, Music Performance, Sign Language Interpretation, and Theatre/Drama/Dramatic Arts. 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 upper division 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 upper division program.

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.

A.A. 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 and must satisfy Valencia's foreign language proficiency requirement.

Valencia offers the following pre-majors:

- Art, Studio/Fine Art (p. 32)
- Dance Performance (p. 34)
- Early Childhood Education (p. 36)
- Music Performance (p. 37)
- Sign Language Interpretation (p. 39)
- Theatre/Drama/Dramatic Arts (p. 41)

**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. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Financial Aid**

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

**Common Prerequisites**

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

**Math Pathways**

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and
abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

• Distinguish the principles and elements of two-dimensional and three-dimensional design, including color theory.
• Draw from observation of object, nature, and figure
• Develop a particular field of concentration within Studio/Fine Art.
• Examine aesthetics relating to art historical periods and their influences on contemporary art.
• Develop a working vocabulary of fine art media, tools and processes within each artistic medium.

Communications Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I †”~</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
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<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II †”~</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
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Humanities Credits

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<td>ARH 1000</td>
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<tr>
<td>ARH 2051</td>
<td>INTRODUCTION TO ART HISTORY II (GR) †”~#</td>
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Mathematics Credits

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<td>MGF 1107</td>
<td>MGF 1107 (GR) †”~</td>
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Science Credits

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<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement ~</td>
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</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
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Social Science Credits

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Social Science</td>
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Additional Common Prerequisites

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<td>DRAWING I †”#</td>
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Total Credit Hours

60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Note:

Specialized courses may not be offered every session or on every campus.
Dance Performance

Associate in Arts Degree

Limited-Access

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. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Admission Requirements

• Submit a completed Valencia College application
• Submit a completed Valencia College A.A. Pre-Major: Dance Performance Audition Application
• Have a successful audition
• Have degree-seeking student status indicated in your official Valencia record

Further information about the admission process is available at valenciacollege.edu/dance and from the Arts and Entertainment Division on East Campus.

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

Program Outcomes

• Demonstrate technical proficiency in dance technique and performance.
• Demonstrate an individual choreographic voice through the development of abstract and structured creative work.
- Show evidence of performance elements through artistry, musicality, projection of character and intent, and the refinement of personal technical clarity and movement comprehension.

### Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
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<td>or SPC 1017</td>
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<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II ++~</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
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### Humanities Credits

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### Social Science Credits

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### Additional Common Prerequisites

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<td>DAA 2611C</td>
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<td>DAA 2206C</td>
<td>Ballet III for Pre-Majors ++#</td>
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<td>DAA 2682C</td>
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<td>DAA 1681C</td>
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**Total Credit Hours**: 60

* 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.

~ This is a General Education course.

# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Note:**

Specialized courses may not be offered every session or on every campus.
### 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. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer, as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

### Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

### Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

### Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

### Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

### Program Outcomes:

- To establish and maintain a safe, healthy learning centered environment
- To advance physical and intellectual competence
- To support social and emotional development and to provide positive guidance
- To establish positive and productive relationships with families
- To ensure a well-run, purposeful program that is responsive to participants needs
- To maintain a commitment to professionalism

### Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR)<strong>~</strong></td>
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<tr>
<td>ENC 1102</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
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</table>
Music Performance

Associate in Arts Degree

This A.A. Pre-Major is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Music Performance. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

If you are an AA Music Performance Major or considering Music Performance as a Major, please contact the Music Department at agerber@valenciacollege.edu for audition and important course information.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.
Financial Aid
In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites
These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways
A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes
- Demonstrate technical instrumental and/or vocal proficiency.
- Appraise different musical performance practices based on musical style and history.
- Perform in a recital or concert setting as both soloist and member of an ensemble.
- Develop a working vocabulary of musical terminology.
- Demonstrate an understanding of music theory.
- Practice competencies of sight singing and ear training.

Communications Credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
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<td>or SPC 1017</td>
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Humanities Credits
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<td>MUT 1111</td>
<td>MUSIC THEORY I *~</td>
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Science Credits
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Social Science Credits
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Additional Common Prerequisites
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<td>MUT 2117</td>
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MUT 2247C  SIGHT SINGING AND EAR TRAINING IV **#  1
MVX 23XX  Performance-(Applied Instrument) *#  4
MUN XXXX  Ensembles *#  4

Recommended Electives
MUN 2011  PERFORMANCE LAB *  3

Total Credit Hours  60

+ 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.
~ This is a General Education course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:
Secondary Piano (Proficiency by examination) is required for transfer to a Florida public university. It is strongly recommended that students complete MVK 1111C PIANO CLASS FOR MUSIC MAJORS 1, MVK 1112C PIANO CLASS FOR MUSIC MAJORS II, MVK 1121C PIANO CLASS FOR MUSIC MAJORS III, and MVK 1122C PIANO CLASS OR MUSIC MAJORS IV as needed to achieve piano proficiency. Check course descriptions for prerequisites. Some ensembles may require an audition. Specialized courses may not be offered every session or on every campus.

Sign Language Interpretation

Associate in Arts Degree

This pre-major is designed for the student who plans to transfer as a junior to complete the emerging Bachelor of science degree in ASL/English Interpreting, or the Bachelor of arts degree in Communication Sciences and Disorders with a concentration in Interpreter Training. 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 and still be prepared for transfer in this major. For more information on this pre-major, contact Social Sciences department on East campus, 407-299-5000, x2628.

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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

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Math Pathways

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Program Outcomes

• Students will demonstrate knowledge of the role of a professional Sign Language Interpreter.
• Students will demonstrate an ability to effectively incorporate predicting skills in processing a message into an interpreted product.
• Students will demonstrate competency in consecutively processing spoken English to signed ASL in an effective and accurate interpreted product.
• Students will demonstrate competency in consecutively processing signed ASL to spoken English in an effective and accurate interpreted product.
• Students will demonstrate competency in consecutively processing spoken English to signed ASL, as well as, consecutively processing signed ASL to spoken English into an appropriate interpreted product.

Communications Credit

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Mathematics Credit

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</tr>
<tr>
<td>Mathematics</td>
<td>See Gen. Ed. Core or Institutional Requirement (GR) **~</td>
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Science Credit

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement ~</td>
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<td>Science</td>
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Social Science Credit

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<tr>
<td>ASL 2510</td>
<td>DEAF CULTURE (GR) **</td>
<td>3</td>
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<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT. ~</td>
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Other Requirements

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<tr>
<td>INT 2131</td>
<td>Introduction to Interpreting</td>
<td>3</td>
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<tr>
<td>INT 2200</td>
<td>Cognitive Processing and Translation</td>
<td>2</td>
</tr>
<tr>
<td>INT 2201</td>
<td>CONSECUTIVE ENGLISH TO ASL INTERPRETING</td>
<td>3</td>
</tr>
<tr>
<td>INT 2202</td>
<td>CONSECUTIVE ASL TO ENGLISH INTERPRETING</td>
<td>3</td>
</tr>
<tr>
<td>INT 2203</td>
<td>CONSECUTIVE INTERACTIVE INTERPRETING</td>
<td>2</td>
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<tr>
<td>ASL 2160</td>
<td>AMERICAN SIGN LANGUAGE III</td>
<td>4</td>
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<tr>
<td>ASL 2200</td>
<td>AMERICAN SIGN LANGUAGE IV</td>
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<tr>
<td>ASL 2300</td>
<td>STRUCTURE OF AMERICAN SIGN LANGUAGE</td>
<td>3</td>
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</table>

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
Notes:

American Sign Language cannot be used to fulfill the foreign language graduation requirement at many universities. Students are responsible for verifying acceptability at the institution to which they plan to transfer.

Specialized courses may not be offered every session or on every campus.

Theater/Drama/Dramatic Arts
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 Theatre. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia Advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org.

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

• Analyze dramatic texts with critical understanding of content, especially as it applies to production.
• Integrate acting skills and techniques in the preparation and performance of dramatic literature.
• Evaluate the work performed by theatre practitioners, with special attention to the skills involved in acting, directing, and designing.
• Function safely and effectively as a crew member on production using basic theatre technology.
• Indentify important plays, playwrights, and production elements associated with the major periods in theatre history.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I <strong>~</strong></td>
<td>3</td>
</tr>
</tbody>
</table>
SPC 1608  FUNDAMENTALS OF SPEECH  ~
or SPC 1017  INTERPERSONAL COMMUNICATION
ENC 1102  FRESHMAN COMPOSITION II  ~*
SLS 1122  NEW STUDENT EXPERIENCE  ~

Humanities Credits
THE 1000  Introduction To Theater  ~
Humanities  See Gen. Ed. Institutional Requirement (GR)  ~*

Mathematics Credits
Recommended  MGF 1106 (GR)  ~*
Recommended  MGF 1107 (GR)  ~*

Science Credits
Science  See Gen. Ed. Core Requirement  ~
Science  See Gen. Ed. Core or Institutional Requirement  ~

Social Science Credits
Social Science  See Gen. Ed. Core Requirement  ~
Social Science  See Gen. Ed. Institutional Requirement (GR)  ~*

Additional Common Prerequisites
THE 2304  SCRIPT ANALYSIS  ~#
TPA 2290C  TECHNICAL THEATER PRODUCTION
TPA 1200C  BASIC STAGECRAFT
TPP 1110  ACTING I  ~
Theatre  Plus 9 hours in any combination of THE, TPA, or TPP courses  ~#
Electives  ~

Total Credit Hours  60

+  This course must be completed with a grade of C or better.
*  This course has a prerequisite; check description in Valencia catalog.
~  This is a General Education course.
(GR)  Denotes a Gordon Rule course.
#  This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Note:
Specialized courses may not be offered every session or on every campus.

Articulated Pre-Majors at Valencia

Some pre-majors are based upon articulation agreements with specific universities. They are designed for students to transfer to a particular public or private university as a junior to complete a four-year Bachelor’s degree in a specific major. Additional information on the articulation agreements may be found at valenciacollege.edu/aadegrees/articulationagreements.cfm

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 a student is placed and must satisfy Valencia’s foreign language proficiency requirement.

Valencia offers the following Articulated Pre-Majors:

- Articulated Architecture (University of Central Florida) (p. 43)
- Articulated Architecture (University of Florida) (p. 44)
- Articulated Art, Studio/Fine Art (Ringling College of Art and Design) (p. 46)
- Articulated Aviation Management (Florida Institute of Technology) (p. 48)
- Articulated Computer Science (University of Central Florida) (p. 49)
• Articulated Computer Science (Rollins College) (p. 51)
• Articulated Electrical and Computer Engineering Technology (Valencia College) (p. 52)
• Articulated Engineering (Florida Institute of Technology) (p. 54)
• Articulated Engineering (Polytechnic University of Puerto Rico, Orlando campus) (p. 55)
• Articulated Engineering (University of Central Florida) (p. 57)
• Articulated Engineering (University of Miami) (p. 59)
• Articulated Information Technology (University of Central Florida) (p. 61)
• Articulated Information Technology (University of South Florida) (p. 62)
• Articulated Logistics Management (Florida Institute of Technology) (p. 63)

Architecture (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 as a junior to complete a Bachelor’s 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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Industry/Manufacturing path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

• Implement architectural principles, vocabulary, and technical facts to describe design solutions.
• Prepare drawings and models to solve three-dimensional design problems.
• Synthesize data in written and graphic form to effectively communicate spatial concepts and historical facts.
• Evaluate architectural precedents both historical and concurrent to contemporary practice.
• Operate computer software related to the architectural profession.
• Demonstrate fundamental knowledge of the systems and processes used to construct the built environment.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>ARC 1430</td>
<td>Architectural Design I</td>
<td>4</td>
</tr>
<tr>
<td>ARC 1201</td>
<td>Theory of Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARC 1701</td>
<td>HISTORY OF ARCHITECTURE I (GR)</td>
<td>3</td>
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Intermediate Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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<tr>
<td>ARC 1430</td>
<td>Architectural Design II</td>
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<tr>
<td>ARC 2702</td>
<td>HISTORY OF ARCHITECTURE II</td>
<td>3</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2053</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
<td>4</td>
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Advanced Courses

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<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>ARC 2403</td>
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<td>POS 2041</td>
<td>U.S. GOVERNMENT</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>INTRODUCTION TO HUMANITIES</td>
<td>3</td>
</tr>
<tr>
<td>POS 2120</td>
<td>STATE AND LOCAL GOVERNMENT (GR)</td>
<td>3</td>
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<tr>
<td>ARC 2504</td>
<td>Architectural Design IV</td>
<td>5</td>
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</table>

Total Credit Hours

60

Architecture Electives

Students who want to fulfill the requirements for the Articulation Agreement with the University of Central Florida must take the following additional courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2461</td>
<td>MATERIALS AND METHODS OF CONSTRUCTION</td>
<td>4</td>
</tr>
<tr>
<td>ARC 2180</td>
<td>Introduction to Digital Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.

Note:

Specialized courses may not be offered every session or on every campus.

Architecture (University of Florida)

Associate in Arts Degree

This pre-major is designed for the student who plans to transfer to the University of Florida 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.
Start Right

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Financial Aid

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Math Pathways

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Program Outcomes

- Implement architectural principles, vocabulary, and technical facts to describe design solutions.
- Prepare drawings and models to solve three-dimensional design problems.
- Synthesize data in written and graphic form to effectively communicate spatial concepts and historical facts.
- Evaluate architectural precedents both historical and concurrent to contemporary practice.
- Operate computer software related to the architectural profession.
- Demonstrate fundamental knowledge of the systems and processes used to construct the built environment.

Foundation Courses

<table>
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<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
<td>3</td>
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<tr>
<td>ARC 1201C</td>
<td>Theory of Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARC 1301C</td>
<td>Architectural Design I</td>
<td>4</td>
</tr>
<tr>
<td>ARC 1701</td>
<td>HISTORY OF ARCHITECTURE I (GR)</td>
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Intermediate Courses

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<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<td>FRESHMAN COMPOSITION II</td>
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<td>ARC 1302C</td>
<td>Architectural Design II</td>
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<tr>
<td>ARC 2702</td>
<td>HISTORY OF ARCHITECTURE II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY</td>
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<tr>
<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
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Advanced Courses

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<th>Description</th>
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<tr>
<td>ARC 2303C</td>
<td>Architectural Design III</td>
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<td>POS 2041</td>
<td>U.S. GOVERNMENT.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirement (GR)</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>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARC 2461</td>
<td>MATERIALS AND METHODS OF CONSTRUCTION *</td>
<td>4</td>
</tr>
<tr>
<td>ARC 2180C</td>
<td>Introduction to Digital Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.

(GR) Denotes a Gordon Rule course.

Note:

Specialized courses may not be offered every session or on every campus.

Art, Studio/Fine Art (Ringling College of Art and Design)

Associate in Arts Degree

This pre-major is designed for the student who plans to transfer to the Ringling College of Art and Design 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. It is based upon an articulation agreement in Fine Arts with Ringling.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

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Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

- Distinguish the principles and elements of two-dimensional and three-dimensional design, including color theory.
- Draw from observation of object, nature, and figure
- Develop a particular field of concentration within Studio/Fine Art.
- Examine aesthetics relating to art historical periods and their influences on contemporary art.
- Develop a working vocabulary of fine art media, tools and processes within each artistic medium.

### Foundation Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>DESIGN I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities**

See Gen. Ed. Core Requirements

**Mathematics**

See Gen. Ed. Core Requirement

**Social Science**

See Gen. Ed. Core Requirement

### Intermediate Courses

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<th>Course Code</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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</tr>
<tr>
<td>ART 1300C</td>
<td>DRAWING I</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>INTRODUCTION TO ART HISTORY I</td>
<td>3</td>
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<tr>
<td>ART 2500C</td>
<td>PAINTING I (Formerly ART 2510C)</td>
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**Mathematics**

See Gen. Ed. Core or Institutional Requirement

### Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 2701C</td>
<td>SCULPTURE I</td>
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<td>ART 1203C</td>
<td>DESIGN II</td>
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<tr>
<td>ART 2501C</td>
<td>PAINTING II</td>
<td>3</td>
</tr>
<tr>
<td>or ART 2401C</td>
<td>PRINTMAKING II</td>
<td></td>
</tr>
</tbody>
</table>

**Science**

See Gen. Ed. Core or Institutional Requirement

**Social Science**

See Gen. Ed. Institutional Requirement (GR)

### Total Credit Hours

60

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a General Education course.

(GR) Denotes a Gordon Rule course.

Students who wish to fulfill the requirements for the articulation agreement with the Ringling College of Art and Design must take the following additional courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000C</td>
<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
<td>5</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>DIGITAL IMAGING FUNDAMENTALS</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2030C</td>
<td>DIGITAL VIDEO AND SOUND</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

**Note:**

Students who anticipate entering RCAD to pursue an emphasis in sculpture are encouraged to take an additional 3-6 studio course credits in sculpture at an accredited institution.
Aviation Management (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 as a junior to complete a degree in Aviation 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.

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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Industry/Manufacturing path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

- Students will incorporate business competencies for effective decision making
- Students will be able to prepare basic financial statements
- Students will be able to analyze financial information for internal decision making
- Students will be able to assess ethical issues in business situations

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR)</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA (GR)</td>
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<tr>
<td>ENC 1210</td>
<td>TECHNICAL COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>INTRODUCTION TO HUMANITIES</td>
<td>3</td>
</tr>
</tbody>
</table>

Intermediate Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II (GR) **~</td>
<td>3</td>
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<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>CONCEPTUAL PHYSICS</td>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
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<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR) **~</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO **~</td>
<td>3</td>
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<tr>
<td><strong>Advanced Courses</strong></td>
<td></td>
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<tr>
<td>CHM 1020</td>
<td>CHEMISTRY IN EVERYDAY LIFE ~</td>
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<tr>
<td>ACG 2071C</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>BUL 2241</td>
<td>BUSINESS LAW I *</td>
<td>3</td>
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<tr>
<td>EUH 2000</td>
<td>ANCIENT AND MEDIEVAL WESTERN CIVILIZATION (GR) **~</td>
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<tr>
<td>or EUH 2001</td>
<td>MODERN WESTERN CIVILIZATION (GR)</td>
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<tr>
<td>MAN 2021</td>
<td>PRINCIPLES OF MANAGEMENT *</td>
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<tr>
<td>Humanities</td>
<td>Select from list below *~ (GR)</td>
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**Total Credit Hours** 60

Choose from Humanities Courses Below

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>HUM 2220</td>
<td>HUMANITIES - GREEK AND ROMAN (GR) **~</td>
<td>3</td>
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<tr>
<td>HUM 2223</td>
<td>HUMANITIES - LATE ROMAN AND MEDIEVAL (GR) **~</td>
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<tr>
<td>HUM 2232</td>
<td>HUMANITIES - RENAISSANCE AND BAROQUE (GR) **~</td>
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</tr>
<tr>
<td>HUM 2234</td>
<td>HUMANITIES - ENLIGHTENMENT AND ROMANTICISM (GR) **~</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2250</td>
<td>HUMANITIES - TWENTIETH CENTURY (GR) **~</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2310</td>
<td>MYTHOLOGY (GR) **~</td>
<td>3</td>
</tr>
</tbody>
</table>

+ This course must be completed with a C or better.
* This course has a pre or co-requisite; check description in Valencia catalog.
~ This is a general education course.

**Computer Science (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 and Computer Science. It is based upon an articulation agreement in Computer Science 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.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.
Financial Aid
In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways
A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes
• Analyze technical problems that can be solved with procedural and object oriented computer programs.
• Design specifications for procedural and object-oriented computer programs.
• Implement software solutions using current procedural and object oriented programming languages.
• Test and debug software solutions.

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>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220C</td>
<td>C PROGRAMMING</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
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<tr>
<td>Science</td>
<td>Science for Science Majors</td>
<td>4</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement</td>
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Intermediate Courses
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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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</tr>
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<td>COP 2800C</td>
<td>JAVA PROGRAMMING</td>
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<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
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<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
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Advanced Courses
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<th>Credits</th>
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<tbody>
<tr>
<td>COP 2805C</td>
<td>ADVANCED JAVA PROGRAMMING</td>
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<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>5</td>
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<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
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Electives

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<td></td>
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</table>

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
1 Acceptable science courses include BSC 1010C GENERAL BIOLOGY I, BSC 1011C GENERAL BIOLOGY II, CHM 1045C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS, CHM 1046C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II.
Note:

Specialized courses may not be offered every session or on every campus.

Computer Science (Rollins College)

Associate in Arts Degree

This pre-major is designed for the student who plans to transfer to Rollins College in Orlando, Florida as a junior to complete a four-year Bachelor's degree in Computer Science. It is based upon an articulation agreement in Computer Science with Rollins College. Students who plan to transfer are responsible for completing the admission requirements of Rollins College.

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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

- Analyze technical problems that can be solved with procedural and object oriented computer programs.
- Design specifications for procedural and object-oriented computer programs.
- Implement software solutions using current procedural and object-oriented programming languages.
- Test and debug software solutions.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I **~</td>
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<tr>
<td>or ENC 1101H</td>
<td>FRESHMAN COMPOSITION I - HONORS</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
<td>3</td>
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<td>or SLS 1122H</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
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or SPC 1608H ~ or SPC1017 ~ or SPC 1017~H

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<tr>
<td>Science</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement ~</td>
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</tr>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS</td>
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### Intermediate Courses

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II ~</td>
<td>3</td>
</tr>
<tr>
<td>or ENC 1102H</td>
<td>FRESHMAN COMPOSITION II - HONORS</td>
<td></td>
</tr>
<tr>
<td>COP 2220C</td>
<td>C PROGRAMMING ~</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800C</td>
<td>JAVA PROGRAMMING ~</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA ~</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Instutional Requirement ~</td>
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<td>Humanities</td>
<td>See Gen. Ed. Instutional Requirement ~</td>
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<tr>
<td>COT 2104C</td>
<td>FOUNDATIONS OF DISCRETE MATHEMATICS</td>
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### Advanced Courses

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<tr>
<td>COP 2805C</td>
<td>ADVANCED JAVA PROGRAMMING ~</td>
<td>3</td>
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<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS ~</td>
<td>3</td>
</tr>
<tr>
<td>COP 2660C</td>
<td>ANDROID APP DEVELOPMENT ~</td>
<td>3</td>
</tr>
<tr>
<td>or COP 2654C</td>
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<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Instutional Requirement ~</td>
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### Elective/Foreign Language Credits

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### Total Credit Hours

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
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</tbody>
</table>

+ This course must be completed with a grade of "C" or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.
1 A more advanced MAC course can be used to meet this math requirement.

Note: Specialized courses may not be offered every session or on every campus.

**Electrical and Computer Engineering Technology (Valencia College)**

**Associate in Arts Degree**

This pre-major is designed for the student who plans to transfer to Valencia College in Orlando, Florida as a junior to complete a four-year Bachelor's degree in the Department of Electrical and Computer Engineering Technology. Students who plan to transfer are responsible for completing the admission requirements of Valencia College.

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 and Engineering Technology Elective courses and those listed in the Notes below may also be taken at Valencia in addition to the 60 credits listed.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.
Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

- Implement engineering and engineering technology principles and processes.
- Use computer software related to and engineering technology profession.
- Solve engineering and engineering technology problems using physics and mathematics.
- Accept professional and ethical responsibilities of the engineering and engineering technology profession.
- Engage effectively in interpersonal, oral, visual, and written communication.

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>
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<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
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<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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<td>EET 1214C</td>
<td>INTRODUCTION TO ENGINEERING TECHNOLOGY</td>
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<tr>
<td>EGS 1006C</td>
<td>Introduction to the Engineering Profession</td>
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<tr>
<td>EGN 1007C</td>
<td>Engineering Concepts &amp; Methods</td>
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Intermediate Courses

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>MAC 1140</td>
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<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
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Advanced Courses

<table>
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<tr>
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<tr>
<td>Humanities</td>
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</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>5</td>
</tr>
<tr>
<td>EET 1015C</td>
<td>FUNDAMENTALS OF DC CIRCUITS</td>
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<tr>
<td>Electives</td>
<td>EET, ETS, CET, EGN, or EGS Prefixes only (excluding B.S.E.C.E.T. courses)</td>
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<tr>
<td>CET 2112C</td>
<td>DIGITAL SYSTEMS I (Electrical/Electronics Systems and Computer Systems Concentration)</td>
<td>1</td>
</tr>
<tr>
<td>ETS 2220C</td>
<td>INTRODUCTION TO FIBER OPTICS (Lasers and Photonics Concentration)</td>
<td>1</td>
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</table>

Total Credit Hours

60

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
This is a General Education course.

(GR) Denotes a Gordon Rule course.

**Notes:**
Students may take additional technical courses common to all concentrations towards the B.S.E.C.E.T degree at Valencia (see program advisor).

Specialized courses may not be offered every session or on every campus.

**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, FL 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.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Financial Aid**

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. Visit the Florida Tech admissions Web site fit.edu (http://fit.edu) for additional information. In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

**Math Pathways**

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

**Program Outcomes**

- Use computer software related to engineering profession.
- Implement engineering principles and processes.
- Solve engineering problems using physics and mathematics.
- Accept professional and ethical responsibilities of the engineering profession.
• Engage effectively in interpersonal, oral, visual, and written communication.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>EGS 1006C</td>
<td>Introduction to the Engineering Profession</td>
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<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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<tr>
<td>EGN 1007C</td>
<td>Engineering Concepts &amp; Methods</td>
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<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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**Intermediate Courses**

| Social Science | See Gen. Ed. Institutional Requirement (GR) | 3       |
| ENC 1102      | FRESHMAN COMPOSITION II                      | 3       |
| MAC 2312      | CALCULUS WITH ANALYTIC GEOMETRY II           | 5       |
| PHY 2048C     | GENERAL PHYSICS WITH CALCULUS I              | 4       |
| HUM 2234      | HUMANITIES - ENLIGHTENMENT AND ROMANTICISM    | 3       |
| or HUM 2232   | HUMANITIES - RENAISSANCE AND BAROQUE         |         |
| ECO 2013      | PRINCIPLES OF ECONOMICS-MACRO                 | 3       |

**Advanced Courses**

| MAC 2313      | CALCULUS WITH ANALYTICAL GEOMETRY III          | 4       |
| PHY 2049C     | GENERAL PHYSICS WITH CALCULUS II              | 4       |
| MAP 2302      | DIFFERENTIAL EQUATIONS                        | 3       |
| EGN 2312      | ENGINEERING ANALYSIS-STATICS                  | 3       |
| PHY 2105      | MODERN PHYSICS                                | 3       |

| Engineering Electives (FIT) | 3 |

Total Credit Hours 60

**Engineering Electives (FIT)**

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>EGN 2440</td>
<td>PROBABILITY AND STATISTICS FOR ENGINEERS</td>
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<tr>
<td>EGS 2373</td>
<td>PRINCIPLES OF ELECTRICAL ENGINEERING (Aerospace, Civil, Chemical, Mechanical and Ocean majors)</td>
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</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.

**Notes:**

All Engineering majors should take CHM 1045C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS 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.

Specialized courses may not be offered every session or on every campus.

**Engineering (Polytechnic University of Puerto Rico, Orlando Campus)**

**Associate in Arts Degree**

This pre-major is designed for the student who plans to transfer to the Polytechnic University in Winter Park, FL 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 PUPR.

Students who plan to transfer are responsible for completing the admission requirements of PUPR.
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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

• Use computer software related to engineering profession.
• Implement engineering principles and processes.
• Solve engineering problems using physics and mathematics.
• Accept professional and ethical responsibilities of the engineering profession.
• Engage effectively in interpersonal, oral, visual, and written communication.

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<td>FRESHMAN COMPOSITION I</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>EGS 1006C</td>
<td>Introduction to the Engineering Profession</td>
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</tr>
<tr>
<td>EGN 1007C</td>
<td>Engineering Concepts &amp; Methods</td>
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<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Intermediate Courses

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<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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<tr>
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<td>See Gen. Ed. Institutional Requirement (GR)</td>
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<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
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<tr>
<td>EGN 2312</td>
<td>ENGINEERING ANALYSIS-STATICS</td>
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<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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Advanced Courses
MAC 2313  CALULCUS WITH ANALYTICAL GEOMETRY III  4
PHY 2049C  GENERAL PHYSICS WITH CALCULUS II  4
MAP 2302  DIFFERENTIAL EQUATIONS  3
EGN 2440  PROBABILITY AND STATISTICS FOR ENGINEERS  3
Social Science  See Gen. Ed. Institutional Requirement (GR)  3
Engineering Electives (PUA)  3
Total Credit Hours  60

Engineering Electives (PUA)

Students will select a minimum of 3 credits; additional Engineering Electives (PUA) courses, as well as the course in the Notes below, can also be taken at Valencia - in addition to the 60 credits listed.

EGS 2004  ELECTRICAL NETWORKS (Electrical majors)  3
EGN 2322  ENGINEERING ANALYSIS-DYNAMICS (All majors except Aerospace and Mechanical)  3
EGS 2373  PRINCIPLES OF ELECTRICAL ENGINEERING (Civil majors)  3

+ This course must be completed with a grade of C or better
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.

Notes:

It is recommended that students also complete CHM 1045C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).
Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

- Use computer software related to engineering profession.
- Implement engineering principles and processes.
- Solve engineering problems using physics and mathematics.
- Accept professional and ethical responsibilities of the engineering profession.
- Engage effectively in interpersonal, oral, visual, and written communication.

Foundation Courses

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<td>EGS 1006C</td>
<td>Introduction to the Engineering Profession</td>
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<td>EGN 1007C</td>
<td>Engineering Concepts &amp; Methods</td>
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<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>5</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Intermediate Courses

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Advanced Courses

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<td>CALCULUS WITH ANALYTICAL GEOMETRY III</td>
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<td>GENERAL PHYSICS WITH CALCULUS II</td>
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<td>MAP 2302</td>
<td>DIFFERENTIAL EQUATIONS</td>
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<td>EGN 2440</td>
<td>PROBABILITY AND STATISTICS FOR ENGINEERS</td>
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<td>See Gen. Ed. Institutional Requirement (GR)</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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<td>ELECTRICAL NETWORKS (Computer and Electrical majors)</td>
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<td>EGN 2322</td>
<td>ENGINEERING ANALYSIS-DYNAMICS ( All majors except Aerospace and Mechanical)</td>
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</tr>
<tr>
<td>EGS 2373</td>
<td>PRINCIPLES OF ELECTRICAL ENGINEERING (Aerospace, Industrial, and Mechanical majors)</td>
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</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
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, FL 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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

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. Visit the University of Miami admissions Web site miami.edu (http://miami.edu) for additional information. In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes

- Use computer software related to engineering profession.
- Implement engineering principles and processes.
- Solve engineering problems using physics and mathematics.
- Accept professional and ethical responsibilities of the engineering profession.
- Engage effectively in interpersonal, oral, visual, and written communication.

Foundation Courses

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<tr>
<td>EGN 1007C</td>
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<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>EGS 2004</td>
<td>ELECTRICAL NETWORKS</td>
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<tr>
<td>EGS 2373</td>
<td>PRINCIPLES OF ELECTRICAL ENGINEERING</td>
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<td><strong>Total Credit Hours</strong></td>
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**Humanities - Group A for UM**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HUM 1020</td>
<td>INTRODUCTION TO HUMANITIES</td>
<td>3</td>
</tr>
<tr>
<td>MUL 1010</td>
<td>MUSIC APPRECIATION</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2010</td>
<td>PHILOSOPHY</td>
<td>3</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
1 EGS 2004 ELECTRICAL NETWORKS (Biomedical, Computer and Electrical majors) or EGS 2373 PRINCIPLES OF ELECTRICAL ENGINEERING (All other majors).

**Notes:**

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 at Valencia.

Aerospace and Mechanical majors should take EGN 2322 ENGINEERING ANALYSIS-DYNAMICS at Valencia. (All majors except Aerospace and Mechanical)

Computer, Electrical, and Industrial majors should take MAS 2103 INTRODUCTION TO LINEAR ALGEBRA at Valencia.

Specialized courses may not be offered every session or on every campus.
Articulated Information Technology (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 as a junior to complete a four-year Bachelor’s degree in Information Technology. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid
In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Math Pathways
A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Program Outcomes
• Solve problems using computer programs
• Implement a database from logical design
• Apply various methods of proof ad disproof

Foundation Courses
- ENC 1101 FRESHMAN COMPOSITION I (GR) **~ 3
- SLS 1122 NEW STUDENT EXPERIENCE ~ 3
- SPC 1608 FUNDAMENTALS OF SPEECH ~ 3
- MAC 1105 COLLEGE ALGEBRA (GR) **~ 3
- Humanities See Gen. Ed. Core Requirement 3
- PSY 2012 GENERAL PSYCHOLOGY ~ 3
- COP 2220C C PROGRAMMING ** 3

Intermediate Courses
- ENC 1102 FRESHMAN COMPOSITION II (GR) **~ 3
- MAC 1114 COLLEGE TRIGONOMETRY (GR) **~ 3
- PHY 2053C COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY **~ 4
- CGS 2545C DATABASE MANAGEMENT SYSTEMS * 3
- COP 2800C JAVA PROGRAMMING ** 3
- STA 2023 STATISTICAL METHODS (GR) **~ 3
### Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Social Sciences</td>
<td>See Gen. Ed. Institutional Requirement (GR) ^~</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2054C</td>
<td>COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY *~</td>
<td>4</td>
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<tr>
<td>COP 2805C</td>
<td>ADVANCED JAVA PROGRAMMING *</td>
<td>3</td>
</tr>
<tr>
<td>COT 2104C</td>
<td>FOUNDATIONS OF DISCRETE MATHEMATICS *</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Consult with an advisor for appropriate course</td>
<td>1</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Institutional Requirement (GR) ^~</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.

(GR) Denotes a Gordon Rule course.

### Information Technology (University of South Florida)

**Associate in Arts Degree**

This pre-major is designed for the student who plans to transfer to the University of South Florida as a junior to complete a four-year Bachelor's degree in Information Technology. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

### Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses should be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. Pre-Majors (or articulated pre-majors for those tabs). For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

### Financial Aid

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### Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

### Program Outcomes

- Solve problems using computer programs.
- Implement a database from a logical design.
• Apply various methods of proof and disproof.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220C</td>
<td>C PROGRAMMING</td>
<td>3</td>
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</table>

Science: See Gen. Ed. Core or Institutional Requirement
Humanities: See Gen. Ed. Core Requirement

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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</tr>
<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY</td>
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<tr>
<td>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS</td>
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<tr>
<td>COP 2800C</td>
<td>JAVA PROGRAMMING</td>
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Select one of the following:

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<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS</td>
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<tr>
<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
<td>3</td>
</tr>
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</table>

### Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO 2013</td>
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<td>3</td>
</tr>
<tr>
<td>COT 2104C</td>
<td>FOUNDATIONS OF DISCRETE MATHEMATICS</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
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Humanities: Or Social Science: See Gen Ed Institutional Requirement (GR)

Select electives from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CET 2486C</td>
<td>LOCAL AREA NETWORK</td>
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<tr>
<td>COP 2805C</td>
<td>ADVANCED JAVA PROGRAMMING</td>
<td></td>
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<tr>
<td>CIS 2910C</td>
<td>IT CAPSTONE</td>
<td></td>
</tr>
<tr>
<td>CET 2178C</td>
<td>A+ CONCEPTS (HARDWARE)</td>
<td></td>
</tr>
<tr>
<td>COP 2822C</td>
<td>WEB SITE DEVELOPMENT (FORMER TITLE, WEB PUBLISHING)</td>
<td></td>
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</table>

Total Credit Hours: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
1 "MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I" can substitute for the combination of MAC 1140 PRECALCULUS ALGEBRA* and MAC 1114 COLLEGE TRIGONOMETRY*, in which case the student would need six (6) elective credits instead of five (5).

(GR) Denotes a Gordon Rule course.

### Notes:

Specialized courses may not be offered every session or on every campus.

**Logistics Management (Florida Institute of Technology)**

This Articulated Pre-Major is designed for the student who plans to transfer to the Florida Institute of Technology (FIT) in Orlando, Florida as a junior to complete a four-year Bachelor of Science degree in Logistics Management. It is based on an articulation agreement in Logistics Management with FIT. Students who plan to transfer are responsible for completing the admissions
requirements for FIT. For more information on the program at FIT visit [www.fit.edu/programs/7880/bs-logistics-management/](http://www.fit.edu/programs/7880/bs-logistics-management).

All degree-seeking students must satisfy entry-testing requirements and satisfactorily complete all mandated 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.

**Start Right**

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**Math Pathways**

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**Program Outcomes**

- Students will incorporate business competencies for effective decision making
- Students will be able to prepare basic financial statements
- Students will be able to analyze financial information for internal decision making
- Students will be able to assess ethical issues in business situations

<table>
<thead>
<tr>
<th>Foundation Courses</th>
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<tbody>
<tr>
<td>ENC 1101</td>
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<tr>
<td>SPC 1608 or SPC 1017</td>
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<tr>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>Science</td>
<td>3</td>
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<tr>
<td>SLS 1122</td>
<td>3</td>
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<tr>
<td>ACG 2021C</td>
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<td>MAC 1105</td>
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<td>ENC 1102</td>
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<td>3</td>
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<td>MAG 2233</td>
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<tr>
<td>ACG 2071C</td>
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<td>OST 1335C</td>
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<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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<td>MAN 2021</td>
<td>PRINCIPLES OF MANAGEMENT</td>
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<td><strong>Advanced Courses</strong></td>
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<td>ANCIENT AND MEDIEVAL WESTERN CIVILIZATION</td>
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<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>INTRODUCTION TO COMPUTERS</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>BUSINESS LAW I</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirements</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 60

* This course must be completed with a C or better.
* This course has a prerequisite; check description in Valencia catalog.
(Gr) This is a Gordon Rule course.
You may be interested in earning an Associate in Science degree at Valencia College. Valencia College offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a Bachelor’s 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 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.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 theatre.

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.S. degree programs are described on the following pages. You can obtain additional information about these programs in the Career Center and by contacting the Career Program Advisors, Program Directors and Academic Deans who are assigned to the program.

Due to the availability of staff, specialized equipment and labs, and program costs, some 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 Science degree requires a minimum of 60 college credits. Each Associate in Science degree program consists of a core group of courses known as the area of specialization. To earn an Associate in Science degree, you must complete a minimum of 30 college-level credits in your area of specialization and 15-18 college-level credits in general education, satisfy entry testing requirements and complete, with a minimum grade of "C" all required/mandatory courses in reading, mathematics, and English, and English for Academic Purposes. In addition to the information on each 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 Center, Student Services and online at valenciacollege.edu.

### 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)**

**Biotechnology Laboratory Sciences (A.S. Degree)** (p. 73)

**Building Construction Technology (A.S. Degree)**

**Business Administration (A.S. Degree)**

- Articulated A.S. to B.A./B.S. Career Path
- Finance Specialization
- Human Resources Management Specialization
- International Business Specialization
- Management Specialization
- Marketing Specialization
- Property and Casualty Insurance Management specialization
- Real Estate Management Specialization
• Small Business Management Specialization

**Cardiovascular Technology** (A.S. Degree)

**Civil/Surveying Engineering Technology** (A.S. Degree)

**Computer Information Technology** (A.S. Degree)

**Computer Programming and Analysis** (A.S. Degree)

**Criminal Justice** (Articulated A.S. to B.S. Career Path)
  • Homeland Security Specialization

**Culinary Management** (A.S. Degree)

**Dental Hygiene** (A.S. Degree)

**Diagnostic Medical Sonography** (A.S. Degree)

**Digital Media Technology** (A.S. Degree)
  • Live Event Video Production Specialization
  • Mobile Journalism
  • Video and Motion Graphics Specialization
  • Web Development

**Drafting and Design Technology** (A.S. Degree)

**Electronics Engineering Technology** (A.S. Degree)
  • Electronics Specialization
  • Laser and Photonics Specialization
  • Robotics and Mechatronics 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)

**Fire Science Academy Track** (A.S. Degree)

**Fire Science Technology** (A.S. Degree)
  • Fire Officer Specialization
  • Fire Prevention Specialization

**Graphic and Interactive Design** (A.S. Degree)
  • Graphic Design Specialization
  • Interactive Design Specialization

**Health Information Technology** (A.S. Degree)

**Hospitality and Tourism Management** (A.S. Degree and Articulated A.S. to B.S. Career Path)

**Supervision and Management for Industry** (A.S. Degree)

**Plant Science and Agricultural Technology** (A.S. Degree) (p. 252)
• Horticulture Specialization
• Landscape Specialization

Medical Office Administration (A.S. Degree)
• Medical Transcription
• Medical Front Office

Network Engineering Technology (A.S. Degree)
• Cisco Routing and Switching Specialization
• Microsoft Systems Administration Specialization
• Cyber Security and Digital Forensics Specialization

Nursing, R.N. (Articulated A.S. to B.S. Career Path)
• Online R.N. Advanced Standing Track (http://catalog.valenciacollege.edu/degrees/associateinscience/nursing/nursingadvancedstandingtrack)

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 and Food Service Management (A.S. Degree and Articulated A.S. to B.S. Career Path)

Sound and Music Technology (A.S. Degree)
• Audio Engineering Technology Specialization (articulated to B.S.E.C.E.T. degree program)
• Audio and Music Business Management Specialization
• Music Production Specialization
• Sound Production Specialization

Veterinary Technology (A.S. Degree)
Offered through Cooperative Agreement with St. Petersburg College

A.S. General Education Requirements

The general education program at Valencia is designed to contribute to the student's educational growth by providing a basic liberal arts education. A student who completes the general education program should have achieved the following outcomes:

Cultural and Historical Understanding: Demonstrate understanding of the diverse traditions of the world, and an individual’s place in it.

Quantitative and Scientific Reasoning: Use processes, procedures, data, or evidence to solve problems and make effective decisions.

Communication Skills: Engage in effective interpersonal, oral and written communication.

Ethical Responsibility: Demonstrate awareness of personal responsibility in one’s civic, social and academic life.

Information Literacy: Locate, evaluate and effectively use information from diverse sources.

Critical Thinking: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines.
Area 1. Communications (3 Credits)

Required Course - There are 3 required credits. Students must take three credit hours of ENC 1101 FRESHMAN COMPOSITION I or ENC 1101H Freshmen Comp I Honors. The Freshman Composition course must be completed with a minimum grade of C to fulfill the Gordon Rule requirement.

Freshman Composition I (Required)

ENC 1101       FRESHMAN COMPOSITION I ~ 3
or ENC 1101H   FRESHMAN COMPOSITION I - HONORS

Freshman Composition II

ENC 1102       FRESHMAN COMPOSITION II ~ 3
or ENC 1102H   FRESHMAN COMPOSITION II - HONORS

Fundamentals of Speech

SPC 1608       FUNDAMENTALS OF SPEECH ~ 3
or SPC 1608H   FUNDAMENTALS OF SPEECH - HONORS
SPC 1017       INTERPERSONAL COMMUNICATION ~ 3
or SPC 1017H   INTERPERSONAL COMMUNICATION HONORS

New Student Experience

SLS 1122       NEW STUDENT EXPERIENCE ~ 3
or SLS 1122H   New Student Experience-Honors

Area 2. Humanities (3 Credits)

Required Courses – There are 3 required credits. Students should take three credit hours from the Core offerings unless otherwise noted in the A.S. degree program. The Institutional offerings must be completed with a minimum grade of C to fulfill the Gordon Rule proficiency (exception MUT 1111; MUL 1010 requires a minimum grade of C to fulfill the Gordon Rule proficiency).

Core

ARH 1000       Art Appreciation ~
HUM 1020       INTRODUCTION TO HUMANITIES ~
or HUM 1020H   INTRODUCTION TO HUMANITIES - HONORS
LIT 1000       INTRODUCTION TO LITERATURE
MUL 1010       MUSIC APPRECIATION ~ *(GR)
PHI 2010       PHILOSOPHY ~
THE 1000       Introduction To Theater ~

Institutional

HUM 2220       HUMANITIES - GREEK AND ROMAN ~ *(GR)
or HUM 2220H   HUMANITIES- GREEK AND ROMAN- HONORS
HUM 2223       HUMANITIES - LATE ROMAN AND MEDIEVAL ~ *(GR)
or HUM 2223H   HUMANITIES - LATE ROMAN AND MEDIEVAL HONORS
HUM 2232       HUMANITIES - RENAISSANCE AND BAROQUE ~ *(GR)
or HUM 2232H   HUMANITIES - RENAISSANCE AND BAROQUE - HONORS
HUM 2234       HUMANITIES - ENLIGHTENMENT AND ROMANTICISM ~ *(GR)
or HUM 2234H   HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS
HUM 2250       HUMANITIES - TWENTIETH CENTURY ~ *(GR)
or HUM 2250H   HUMANITIES - TWENTIETH CENTURY - HONORS
HUM 2310       MYTHOLOGY ~ *(GR)
or HUM 2310H   MYTHOLOGY - HONORS
HUM 2410       ASIAN HUMANITIES ~ *(GR)
HUM 2461       LATIN AMERICAN HUMANITIES ~ *(GR)
or HUM 2461H   LATIN AMERICAN HUMANITIES - HONORS
REL 2300       World Religions ~ *(GR)
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<tr>
<td>REL 2300H</td>
<td>World Religions - Honors</td>
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| ARC 1701    | HISTORY OF ARCHITECTURE I  
| ARH 2051    | INTRODUCTION TO ART HISTORY II  
| or ARH 2051H| INTRODUCTION TO ART HISTORY II - HONORS |         |
| MUT 1111    | MUSIC THEORY I                  |         |
| PHI 2600    | ETHICS AND CRITICAL THINKING    |  

**Area 3. Mathematics or Area 4. Science (3 Credits)**

Required Courses – There are 3 required credits of either math or science, and students should select from the core, unless otherwise noted in the degree A.S. degree program. Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

**Core**

<table>
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<tr>
<th>Course Code</th>
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<tr>
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<td>or MAC 1105H</td>
<td>COLLEGE ALGEBRA - HONORS</td>
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<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS</td>
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<td>MGF 1107</td>
<td>MATH FOR THE LIBERAL ARTS</td>
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<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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<td>or MAC 2311H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I - HONORS</td>
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<td>STATISTICAL METHODS</td>
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<td>or STA 2023H</td>
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<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA</td>
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<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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<td>or MAC 2312H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II - HONORS</td>
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<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE</td>
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<tr>
<td>or MAC 2233H</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE</td>
<td></td>
</tr>
</tbody>
</table>

Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

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 or transfer plan, complete an education plan through Atlas.

**Core**

<table>
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<td>or AST 1002H</td>
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<td>BSC 1005</td>
<td>BIOLOGICAL SCIENCE</td>
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<td>BSC 1005L</td>
<td>LAB IN APPLIED BIOLOGY</td>
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<td>BIOLOGICAL SCIENCE COMBINED</td>
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<tr>
<td>or BSC 1005H</td>
<td>BIOLOGICAL SCIENCE - HONORS</td>
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<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
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<td>or BSC 1010H</td>
<td>GENERAL BIOLOGY - HONORS</td>
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<td>CHM 1020</td>
<td>CHEMISTRY IN EVERYDAY LIFE</td>
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<td>CHM 1045C</td>
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<td>EVR 1001</td>
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<tr>
<td>or EVR 1001H</td>
<td>INTRODUCTION TO ENVIRONMENTAL SCIENCE HONORS</td>
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<tr>
<td>PHY 1020</td>
<td>CONCEPTUAL PHYSICS</td>
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<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
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<td>or PHY 2048H</td>
<td>GENERAL PHYSICS WITH CALCULUS I - HONORS</td>
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<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
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### Institutional Courses

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<td>BSC 1011C</td>
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<tr>
<td>or BSC 1011H</td>
<td>GENERAL BIOLOGY II - HONORS</td>
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<td>BSC 1020</td>
<td>HUMAN BIOLOGY</td>
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<td>BSC 1020C</td>
<td>HUMAN BIOLOGY COMBINED</td>
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<tr>
<td>BSC 1026</td>
<td>BIOLOGY OF HUMAN SEXUALITY</td>
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<tr>
<td>or BSC 1026H</td>
<td>BIOLOGY OF HUMAN SEXUALITY - HONORS</td>
</tr>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>INTRODUCTION TO GENERAL CHEMISTRY</td>
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<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
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<td>or CHM 1046H</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II - HONORS</td>
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<td>GLY 2010C</td>
<td>PHYSICAL GEOLOGY</td>
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<td>GLY 2160</td>
<td>GEOLOGY OF NATIONAL PARKS</td>
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<td>MET 1010</td>
<td>INTRODUCTION TO METEOROLOGY</td>
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<td>OCB 1000</td>
<td>INTRODUCTION TO MARINE BIOLOGY</td>
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<td>OCE 1001</td>
<td>INTRODUCTION TO OCEANOGRAPHY</td>
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<td>or OCE 1001H</td>
<td>INTRODUCTION TO OCEANOGRAPHY - HONORS</td>
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<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
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<td>PHY 2054C</td>
<td>COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY</td>
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<td>MCB 2010C</td>
<td>MICROBIOLOGY</td>
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### Area 5. Social Science (3 Credits)

**Required Courses** - There are 3 required credits. Students should take course from the core offerings unless otherwise noted in the A.S. degree program.

#### Core Courses

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<tr>
<th>Course ID</th>
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<td>or POS 2041H</td>
<td>U.S. GOVERNMENT - HONORS</td>
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<tr>
<td>AMH 2020</td>
<td>U.S. HISTORY 1877 TO PRESENT</td>
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<td>or AMH 2020H</td>
<td>UNITED STATES HISTORY 1877 TO PRESENT - HONORS</td>
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<tr>
<td>ANT 2000</td>
<td>INTRODUCTORY ANTHROPOLOGY</td>
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<td>or ANT 2000H</td>
<td>INTRODUCTORY ANTHROPOLOGY - HONORS</td>
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<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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<td>or ECO 2013H</td>
<td>PRINCIPLES OF ECONOMICS-MACRO - HONORS</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<td>or PSY 2012H</td>
<td>GENERAL PSYCHOLOGY - HONORS</td>
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<tr>
<td>SYG 2000</td>
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<td>or SYG 2000H</td>
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### Institutional Courses

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<tr>
<td>ASL 2510</td>
<td>DEAF CULTURE</td>
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<tr>
<td>EUH 2000</td>
<td>ANCIENT AND MEDIEVAL WESTERN CIVILIZATION</td>
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</table>
EUH 2001 MODERN WESTERN CIVILIZATION *~ (GR) 3
INR 2002 INTERNATIONAL POLITICS *~ (GR) 3
or INR 2002H INTERNATIONAL POLITICS HONORS
POS 2112 STATE AND LOCAL GOVERNMENT *~ (GR) 3

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in the Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course

A.S. Graduation Requirements

Responsibility for meeting the requirements for graduation with an Associate in Science degree rests with the student. To be awarded an A.S. degree from Valencia College a student must have an active student record and 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 12 credits in college-level English as a Second Language for Academic Purposes (EAP) and a maximum of four credits in SLS 2940H SERVICE LEARNING may be applied toward an A. S. degree.
   A maximum of four credits in internship courses may be applied toward 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. Complete successfully the course SLS 1122 NEW STUDENT EXPERIENCE as described in the “Requirements for Completing mandatory courses” entry in this catalog if your entry test scores place you in developmental courses in reading, mathematics, and English. This requirement also applies if you choose to begin your course work with entry-level, developmental courses in reading, mathematics, and English rather than complete entry testing.

Note: State rule 6A-10.0315 lists the required PERT score to be considered college level as 114, and placement into mathematics is based upon the student’s meta major. In order to satisfy the state mandate to be at college level, a student must have college level scores on PERT, SAT or ACT, or must have completed MAT0022C or MAT0028C. All students must be at college-level mathematics in order to graduate with an Associate’s degree. Associate in Science students whose program of study does not require mathematics must still meet this requirement.

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.

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 the minimum number of college-level credits for your degree, 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 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 College catalog in effect at the time of your initial enrollment in associate or bachelor’s degree credit courses at Valencia. A Valencia catalog is valid for five academic years. If you are applying to a limited access program and the admissions requirements change within your five year catalog time period, you will qualify for a transition plan to the new requirements. Your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program. 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. 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 catalog, academic departments, and Career Program Advisors' offices. Students affected by the change in requirements should contact the appropriate Program Advisor, Program Director, or Academic Dean.

3. You may earn any number of Associate in Science degrees. (In addition, you may earn one Associate in Arts degree at Valencia; however, if you have earned an Associate in Arts or bachelor’s degree from an institution that has regional accreditation in the U.S., or if you have earned the equivalent of an Associate in Arts or bachelor’s degree in a foreign country and are not on a Valencia issued F visa, you are not eligible to be awarded an Associate in Arts degree from Valencia.

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.

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.

### Allied Health

There are few occupations where your day-to-day activities can impact so many people in such a significant way. Whether you are a Radiographer taking x-rays of an injured patient, or a Paramedic making split second decisions where your actions may determine life or death, you’ll be involved in a field that is as extraordinarily rewarding as it is challenging.

The Allied Health Division offers the following Associate in Science degree programs:

- Biotechnology Laboratory Sciences (p. 73)
- Cardiovascular Technology (p. 75)
- Dental Hygiene (p. 77)
- Diagnostic Medical Sonography (p. 80)
- Emergency Medical Services Technology (p. 83)
- Health Information Technology (p. 86)
- Radiography (p. 89)
- Respiratory Care (p. 92)
- Veterinary Technology (p. 94)

### Biotechnology Laboratory Sciences

#### Associate in Science Degree

Valencia’s Biotechnology Laboratory Sciences program will prepare you for one of the hottest emerging career fields today. Biotechnology is using the latest developments in genetics and molecular biology to create useful products for medicine, food, agriculture and alternative energy sources. Biotechnology technicians assist in conducting the laboratory tests, experiments and research that lead to these innovations.

Through Valencia’s program, you’ll learn the fundamentals of biotechnology while gaining hands-on experience through lab work and internship experience. The program emphasizes broad biology and chemistry concepts, basic microbiology, algebraic and statistical analysis, biohazard and safety procedures and core biotechnical laboratory techniques. College-level math is required.

#### Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.
Salary & Earnings Information
For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com).

Potential Careers
• Biotechnology Technician
• DNA Fingerprinter
• Cell Culture Technician
• Quality Control Technician
• Research Assistant
• Bio-Manufacturing Assistant
• Laboratory Technician

Contacts
To apply to the program or learn more, contact an Advisor at Lake Nona Campus at 407-582-7100 or visit valenciacollege.edu/biotechnology.
Additional Contact:
Melanie Rodriguez, Career Program Advisor, Osceola Campus: 407-582-4214
mgonzalez10@valenciacollege.edu

Program Outcomes
• Students will demonstrate knowledge of the field of biotechnology.
• Students will demonstrate a working knowledge of chemistry and cell biology, as required for biotechnology.
• Students will be able to perform techniques relevant to biotechnology.
• Students will understand the biochemical properties of DNA, RNA and describe the PCR steps
• Students will demonstrate an understanding of the importance of following lab safety and proper lab documentation.

Foundation Courses
<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<td>FRESHMAN COMPOSITION I (GR)</td>
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<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
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<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
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Intermediate Courses
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<td>FRESHMAN COMPOSITION II (GR)</td>
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<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
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<td>MCB 2010C</td>
<td>MICROBIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>Select either Humanities or Social Science (GR)</td>
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<td>PHI 2010</td>
<td>PHILOSOPHY</td>
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<td>BIOTECHNOLOGY METHODS II</td>
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<td>BSC 2423C</td>
<td>PROTEIN BIOTECHNOLOGY AND CELL CULTURE</td>
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<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<tr>
<td>BSC 2941</td>
<td>INTERNSHIP EXPLORATION IN BIOLOGY</td>
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</table>

Total Credit Hours: 61

* This course must be completed with a grade of C or better.
Cardiovascular Technology
Associate in Science Degree

Limited-Access

This program is designed for students who seek immediate employment in the healthcare 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. Once you complete your A.S. degree in Cardiovascular Technology, you can now continue on and get your Bachelor’s degree from Valencia in Cardiopulmonary Sciences. With additional education at the Bachelor level and professional experience, you will enhance your skills and have more career options available.

The program is accredited by the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT) and by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727) 210-2350.

Cardiovascular Technology is a limited-access program. Admission to Valencia does not imply acceptance to the Cardiovascular Technology Program; students must apply and be accepted to the program. General admission procedures for this program are found in the Admissions section of this catalog. The Division of Allied Health provides information about specific admission criteria.

Estimated program expenses are given in the Financial section of this catalog.

Admission requirements that must be satisfied prior to submitting an application to the A.S. Degree Program in Cardiovascular Technology are:

- Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog
- Submit a completed Valencia Application for Admission; satisfy the requirements for Degree-Seeking Status and be in Active Student Status
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed
- Complete the Cardiovascular Technology Prerequisite for Admission Course with a minimum grade of C
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the designated entrance test requirements for Health Sciences Programs
- Submit the completed Valencia Cardiovascular Technology Program application with the application fee by the deadline

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 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.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program
Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers
• Invasive Cardiovascular Specialist
• Cardiovascular Technologist
• Cardiovascular Technician

Salary & Earnings Information

Alternative Ways to Earn Credit
If you have earned an approved certification from Cardiovascular Credential International, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Contacts
Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.
For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

Program Outcomes
• Perform entry level skills as described by the scope of practice for Cardiovascular Technology.
• Perform effective communication within the healthcare environment.
• Structure a safe environment in the healthcare setting.
• Practice professional behaviors in a healthcare setting.
• Execute safe clinical decision making in the invasive cardiovascular setting.

<table>
<thead>
<tr>
<th>Prerequisite for Admission</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year I</strong></td>
<td></td>
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<tr>
<td><strong>Fall Term</strong></td>
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<tr>
<td>ENC 1101</td>
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<tr>
<td>CVT 1000C</td>
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<td><strong>Spring Term</strong></td>
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<tr>
<td>PHY 1007C</td>
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<tr>
<td>CVT 1260C</td>
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<td>CVT 1840L</td>
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<td><strong>Summer Term</strong></td>
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<td>CVT 1270</td>
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<td>PSY 2012</td>
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<td>CVT 1205C</td>
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<tr>
<td>CVT 1841L</td>
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<tr>
<td><strong>Year II</strong></td>
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<tr>
<td><strong>Fall Term</strong></td>
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<tr>
<td>CVT 2420C</td>
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</tr>
<tr>
<td>CVT 2620C</td>
<td>4</td>
</tr>
<tr>
<td>CVT 2842L</td>
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Prerequisite for Admission:
- HUMAN ANATOMY AND PHYSIOLOGY I (BSC 2093C)
- HUMAN ANATOMY AND PHYSIOLOGY II (BSC 2094C)
- COLLEGE ALGEBRA (MAC 1105)
- FRESHMAN COMPOSITION I (ENC 1101)
- MICROBIOLOGY (MCB 2010C)
- INTRODUCTION TO CARDIOVASCULAR TECHNOLOGY (CVT 1000C)
- PHYSICS WITH MEDICAL APPLICATIONS (PHY 1007C)
- INVASIVE CARDIOLOGY I: CARDIOPULMONARY ANATOMY PHYSIOLOGY (CVT 1260C)
- CARDIOVASCULAR CLINICAL PRACTICUM I (CVT 1840L)
- PATHOPHYSIOLOGY (CVT 1270)
- GENERAL PSYCHOLOGY (PSY 2012)
- CARDIOVASCULAR PHARMACOLOGY ECG MANAGEMENT (CVT 1205C)
- CARDIOVASCULAR CLINICAL PRACTICUM II (CVT 1841L)
- INVASIVE CARDIOLOGY II (CVT 2420C)
- NON-INVASIVE CARDIOLOGY II (CVT 2620C)
- CARDIOVASCULAR CLINICAL PRACTICUM III (CVT 2842L)
**Spring Term**

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<tr>
<td>CVT 2421C</td>
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<td>CVT 2843L</td>
<td>CARDIOVASCULAR CLINICAL PRACTICUM IV *</td>
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<tr>
<td>CVT 2211C</td>
<td>CRITICAL CARE APPLICATIONS *</td>
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**Summer Term**

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<tr>
<td>CVT 2920</td>
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<td>CVT 2844L</td>
<td>CARDIOVASCULAR CLINICAL PRACTICUM V *</td>
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<tr>
<td>CVT 2426C</td>
<td>ADVANCED CARDIOVASCULAR CONCEPTS *</td>
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</table>

Total Credit Hours: 77.0

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

**Notes:**

All accepted applicants are required to submit applications through Valencia for a criminal background check, and drug testing. Applicants for Valencia’s Health Sciences Programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

Specialized program courses are offered on the West Campus.

Once you complete your A.S. degree in Cardiovascular Technology, you can continue at Valencia to earn your Bachelor’s degree in Cardiopulmonary Sciences (p. 293) or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 304) or in Leadership in Healthcare (p. 306). With additional education at the bachelor’s level and professional experience, you will enhance your skills and have more career options available.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor's degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized program courses are offered on the West Campus.

**Dental Hygiene**

**Associate in Science Degree**

**Limited-Access**

This Dental Hygiene Program is designed to prepare students for careers as dental hygienists. Graduates are eligible to take the National Dental Hygiene Board Exam 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.

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 U.S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Dental Hygiene is a limited-access program. Admission to Valencia does not imply acceptance to the Dental Hygiene Program; students must apply and be accepted to the program. General admission procedures for this program are found in the Admissions section of this catalog. The Division of Allied Health provides information about specific admission criteria.

Estimated program expenses are given in the Financial section of this catalog.
Admission requirements that must be satisfied prior to submitting an application to the A.S. degree program in Dental Hygiene are:

- Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog.
- Submit a completed Valencia Application for Admission; satisfy the requirements for degree-seeking status and be in active student status.
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete the Dental hygiene Prerequisites for Admission with minimum grade of C.
- Have a minimum overall college GPA of 2.5 (including transfer work).
- Satisfy the designated entrance test requirements for Health Sciences programs.
- Submit the completed Valencia Dental Hygiene Program application with the application fee by the deadline.

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. Procedures for the readmission petition process are found in the Dental Hygiene Student Handbook.

Graduates 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 valenciacollege.edu/asdegrees/transferagreements.cfm to view the articulation agreement. Eligible students should contact the related academic department at Valencia for the award of credit.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Dental Hygienist

**Salary & Earnings Information**


**Contacts**

Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.

For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

**Alternative Ways to Earn Credit**

If you have completed an Orange County Tech Center Program in Dental Assisting, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

**Program Outcomes**

- Perform entry level skills competently as described by the scope of practice for dental hygiene.
- Perform effective communication within the healthcare environment.
- Prepare a safe dental healthcare environment.
• Formulate clinical decisions based upon scientific evidence.
• Propose a plan for promotion of patient oral health.

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<tr>
<th>Prerequisite for Admission</th>
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<tbody>
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<td>HUMAN ANATOMY AND PHYSIOLOGY II <strong>~</strong> 4</td>
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<td>MCB 2010C</td>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I <strong>~</strong> 3</td>
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**Prerequisite for Admission**

**Year I**

**Summer Term**

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**Fall Term**

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<td>FUNDAMENTALS OF DENTAL HYGIENE **</td>
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<tr>
<td>DEH 1003L</td>
<td>DENTAL HYGIENE INSTRUMENTATION *</td>
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<td>DES 1200</td>
<td>DENTAL RADIOGRAPHY *</td>
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<td>DES 1200L</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>INTRODUCTION TO CLINICAL PROCEDURES LAB *</td>
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<tr>
<td>DES 1100</td>
<td>DENTAL MATERIALS *</td>
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**Spring Term**

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<td>DEH 1130</td>
<td>ORAL HISTOLOGY AND EMBRYOLOGY *</td>
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<td>DEH 1800</td>
<td>DENTAL HYGIENE I **</td>
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<td>DES 1600</td>
<td>DENTAL OFFICE EMERGENCIES **</td>
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<tr>
<td>DEH 1602</td>
<td>PERIODONTOLOGY I **</td>
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<tr>
<td>DES 1051</td>
<td>DENTAL PAIN CONTROL AND LOCAL ANESTHESIA *</td>
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**Year II**

**Summer Term**

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<td>DENTAL HYGIENE II **</td>
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<td>DEH 2604</td>
<td>PERIODONTOLOGY II **</td>
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<tr>
<td>DEH 2300</td>
<td>PHARMACOLOGY **</td>
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**Fall Term**

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<td>DEH 2400</td>
<td>GENERAL ORAL PATHOLOGY **</td>
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<td>DEH 2701</td>
<td>COMMUNITY DENTAL HEALTH I **</td>
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<td>DEH 2804</td>
<td>DENTAL HYGIENE III **</td>
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<td>DEH 2804L</td>
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**Humanities:** See Gen. Ed. Core or Institutional Requirement) **~**

**Spring Term**

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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.
~ This is a general education course.
Notes:

All accepted applicants are required to submit applications through Valencia for a criminal background check and drug testing. Applicants for Valencia’s Health Sciences Programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

Specialized program courses are offered on the West Campus.

Once you complete your A.S. degree in Dental Hygiene, you can continue at Valencia to earn a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare (http://catalog.valenciacollege.edu/degrees/associateinscience/alliedhealth/dentalhygiene/20/degrees/advancedtechnicalcertificates/leadershipinhealthcare). With additional education at the bachelor’s level and professional experience, you will enhance your skills and may have more career options available.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

Diagnostic Medical Sonography

Associate in Science Degree

Limited-Access

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 medical imaging profession. 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, doctors’ offices, marketing, applications, and mobile services.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727) 210-2350. Graduates are eligible to take the national certifying examinations administered by the American Registry of Diagnostic Medical Sonographers.

Diagnostic Medical Sonography is a limited-access program. Admission to Valencia does not imply acceptance to the Diagnostic Medical Sonography Program; students must apply and be accepted to the program. General admission procedures for this program are found in the Admissions section of this catalog. The Division of Allied Health provides information about specific program admission criteria.

Estimated program expenses are given in the Financial section of this catalog.

Admission requirements that must be satisfied prior to submitting an application to the A.S. degree Program in Diagnostic Medical Sonography are:

• Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog.
• Submit a completed Valencia Application for Admission; satisfy the requirements for degree-Seeking Status and be in Active Student Status.
- Satisfy the college entry testing requirement and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete the Diagnostic Medical Sonography Program Prerequisite for Admission courses with a minimum grades of C.
- Have a minimum overall college GPA of 2.5 (including transfer work).
- Satisfy the designated entrance test requirements for Health Sciences programs.
- Submit the completed Valencia Diagnostic Medical Sonography program application with the application fee by the deadline.

The program curriculum includes all courses that are required for the Diagnostic Medical Sonography A.S. degree. A minimum grade of C must be achieved in all courses identified in the program curriculum, including the course required for admission. 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 Diagnostic Medical Sonography A.S. degree, the student will not be allowed to progress in the program.

Students are strongly encouraged to consult a Health Sciences Advisor for assistance in determining the best education plan for their career goals.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**
- Diagnostic Medical Sonographer

**Salary & Earnings Information**

For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com)

**Contacts**

Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.

For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

**Alternative Ways to Earn Credit**

If you have earned your credential as a Registered Diagnostic Medical Sonographer (RDMS), you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

**Program Outcomes**

- Be prepared as competent entry level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain.
- Perform effective communication skills within the healthcare environment.
- Provide a safe environment in the healthcare setting.
- Practice professional behaviors in a healthcare setting.
- Execute safe clinical decision making in medical imaging.

**Prerequisite for Admission**

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<tr>
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<th>Credit Hours</th>
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</table>

Humanities: See Gen. Ed. Core or Institutional Requirement

**Year I**

**Fall Term**
- SON 1000C  INTRODUCTION TO MEDICAL SONOGRAPHY  3
- HSC 1230C  METHODS OF PATIENT CARE  2
- HSC 1531  MEDICAL TERMINOLOGY  3
- SON 1003L  SONOGRAPHY PRACTICE LAB  1

**Spring Term**
- SON 1001C  ABDOMINAL SONOGRAPHY I  4
- SON 1804L  CLINICAL SONOGRAPHY I  2
- RTE 2762  SECTIONAL ANATOMY  3

**Summer Term**
- SON 1614  ACOUSTICAL PHYSICS AND INSTRUMENTATION I  3
- SON 1112C  ABDOMINAL SONOGRAPHY II  4
- SON 1814L  CLINICAL SONOGRAPHY II  2

**Year II**

**Fall Term**
- SON 2121  OB/GYN SONOGRAPHY I  3
- SON 2824L  CLINICAL SONOGRAPHY III  3
- SON 2618  ACOUSTICAL PHYSICS AND INSTRUMENTATION II  3
- SON 2150  NEUROSONOLOGY AND SUPERFICIAL STRUCTURES  3

**Spring Term**
- SON 2122  OB/GYN SONOGRAPHY II  3
- SON 2834L  CLINICAL SONOGRAPHY IV  3
- SON 2619  ACOUSTICAL PHYSICS AND INSTRUMENTATION III  2

**Summer Term**
- SON 2061  SEMINAR IN SONOGRAPHY  4
- SON 2882L  MEDICAL SONOGRAPHY CLINICAL PRACTICUM  2

**Total Credit Hours:** 77.0

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

**Notes:**

All accepted applicants are required to submit applications through Valencia for a criminal background check, fingerprinting, and drug testing. Applicants for Valencia’s Health Sciences Programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

Specialized program courses are offered on the West Campus.

Once you complete your A.S. degree in Diagnostic Medical Sonography, you can continue at Valencia to earn your Bachelor’s degree in Radiologic and Imaging Sciences (p. 288) or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 304), Leadership in Healthcare (p. 306) or Magnetic Resonance Imaging (MRI). (p. 307) With additional education at the bachelor’s level and professional experience, you will enhance your skills and have more career options available.

Once you complete your A.S. degree in Diagnostic Medical Sonography, you can now continue on and get your Bachelor’s degree from Valencia in Radiologic and Imaging Sciences. With additional education at the Bachelor level and professional experience, you will enhance your skills and have more career options available.
Specialized courses may not be offered every session or on every campus.

**Emergency Medical Services Technology**

**Associate in Science Degree**

- EMT (Emergency Medical Technology) Technical Certificate
- Paramedic Technology Technical Certificate

**Limited-Access**

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.

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 admission to the Paramedic Certificate Program.

Emergency Medical Technology (EMT) Technical Certificate 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 Technical Certificate and the Paramedic Certificate as well as the general education and elective component.

General admission procedures for this program are found in the Admissions section of this catalog. The Division of Allied Health provides information about specific admission criteria.

Estimated program expenses are given in the Financial section of this catalog.

A minimum grade of C is required in all courses to meet prerequisite and graduation requirements. Any student admitted to the EMS program who fails or withdraws from any two EMS courses (can be the same course or two different courses) must petition the Health Sciences EMS Program Committee for re-evaluation and readmission. Students will be allowed to petition no more than one time.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

**Emergency Medical Services Technology**

**Associate in Science Degree**

- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete all EMT and paramedic coursework.
- Complete all General Education and elective coursework.

**EMT Technical Certificate**

Prior to beginning the program, students must document the following:

- Current criminal background check, and if also required, finger-printing
- Drug testing
- Physical exam forms
- Records with up to date immunization data
- Attend mandatory orientation
Paramedic Technology Certificate

Limited-Access

The Paramedic Certificate is a limited-access 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.

Prior to beginning the program, students must document the following:

- Current criminal background check, and if also required, finger-printing
- Drug testing
- Physical exam forms
- Records with up to date immunization data
- Attend mandatory orientation

Admission requirements for the Paramedic Technology Certificate are:

- Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog.
- Submit a completed Valencia College Application for Admission and be in active student status.
- Submit verification of completion of an equivalent 11 credits EMT certification program from a regionally accredited school.
- Submit a verification of current Florida EMT license.
- Have a minimum overall college GPA of 2.0 (including transfer work).
- Submit the completed Valencia Paramedic program application with the application fee by the deadline.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Emergency Medical Technician
- Paramedic
- Emergency Services Manager

Salary & Earnings Information


Contacts

Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.

For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

Alternative Ways to Earn Credit

If you have earned your certification as an EMT, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm
General Education and Elective Component

Program Outcomes

- Perform entry level skills as described by the scope of practice for Paramedic.
- Perform effective communication in the pre-hospital healthcare environment.
- Structure a safe environment for patients in the pre-hospital setting.
- Practice professional behaviors in the pre-hospital healthcare setting.
- Execute safe clinical decision making in the pre-hospital environment
- Manage the plan of care for patient’s in the pre-hospital healthcare environment.

ENC 1101 FRESHMAN COMPOSITION I ** 3
Humanities See Gen. Ed. Core or Institutional Requirements ** 3
POS 2041 U.S. GOVERNMENT. ** 3
PSY 2012 GENERAL PSYCHOLOGY ** 3
SPC 1608 FUNDAMENTALS OF SPEECH ** 3
Science or Mathematics See Gen Ed Core Requirement *** 3
Electives 1
EMT Technical Certificate Courses 12
Paramedic Technical Certificate Courses 42
Total Credit Hours 73

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

Notes:

All accepted applicants are required to submit applications through Valencia for a criminal background check and drug testing. Applicants for Valencia’s Health Sciences programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

EMT courses and Paramedic courses are offered on the Osceola and West Campuses.

Specialized courses may not be offered every session or on every campus.

Once you complete your A.S. degree in Emergency Medical Services, you can continue at Valencia to earn a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare (p. 306). With additional education at the bachelor’s level and professional experience, you will enhance your skills and may have more career options available.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

EMT Technical Certificate

Program Outcomes

- Perform entry level skills as described by the scope of practice for EMT.
• Perform effective communication in the pre-hospital healthcare environment.
• Structure a safe environment for patients in the pre-hospital setting.
• Practice professional behaviors in the pre-hospital healthcare setting.
• Execute safe clinical decision making in the pre-hospital environment.

EMS 1119  FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY *^  8
EMS 1119L  FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE *^  2
EMS 1431L  EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM *^  2

+ This course must be completed with a grade of C or better.
^ Course needed for State EMT Certification.

**Paramedic Technology Certificate**

**Program Outcomes**

• Perform entry level skills as described by the scope of practice for Paramedic.
• Perform effective communication in the pre-hospital healthcare environment.
• Structure a safe environment for patients in the pre-hospital setting.
• Practice professional behaviors in the pre-hospital healthcare setting.
• Execute safe clinical decision making in the pre-hospital environment.

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<th>Credit Hours</th>
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<td><strong>Total Credit Hours:</strong></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
^ BSC 2093C HUMAN ANATOMY AND PHYSIOLOGY I and BSC 2094C HUMAN ANATOMY AND PHYSIOLOGY II may be substituted for BSC 1084 ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION.

This certificate program is eligible for Financial Aid.

**Health Information Technology**

**Associate in Science Degree**

**Limited-Access**

**Division of Allied Health**

This program is designed to prepare students for employment in a variety of healthcare setting. Although medical records and health information technologists do not provide direct patient care, they work regularly with physicians and other healthcare professionals. Health information technologists organize and manage health information data by ensuring its quality, accuracy, accessibility, and
security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients’ medical and treatment histories. Health information technologists can specialize in many aspects of health information. Some careers in Health IT are: Technical and IT security specialist, project manager, corporate health information director, application and implementation specialist, systems analyst, data analyst, system architect, interface expert, and data quality manager. Most work as medical coders, sometimes called coding specialists, or as cancer registrars. Some of the major employment sectors for health information technology professionals are hospitals, clinics, schools, consulting firms, insurance companies, healthcare associations, pharmaceutical companies, and public healthcare organizations. Other primary employment sectors are nursing homes, doctors’ offices, rehabilitation centers, government agencies, and bio-tech companies.

**College Admission Requirements:**

- Review the general admission requirements for Health Sciences programs in the Admissions section of the Valencia College catalog.
- Submit a completed Valencia Associate Degree Application for Admission; satisfy the requirements for degree seeking students and be in active student status.
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete all Health Information Technology Prerequisites courses for admission with a minimum grade of “C”.
- Have a minimum overall college GPA of 2.5 (including transfer work).
- Submit the completed Valencia Health Information Technology Program application with the application fee.

**Program Information**

- The identified courses in the program curriculum include all courses that are required for the Health Information Technology A.S. degree. A minimum grade of “C” must be achieved in all courses in the program curriculum, including perquisite courses required for admission.
- 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 minimum grade of “C” 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 Health Information Technology A.S. degree, the student will not be allowed to continue in the program.
- Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

**Note:**

- All accepted applicants are required to submit application through Valencia for a criminal background check and drug testing. Applicants for Valencia’s Health Sciences programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This procedure is in response to requirements by clinical agencies and state/federal regulations.
- Estimated program expenses are given in the Financial section of the Valencia College catalog.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Health Information Technician
- Medical Records Technician
Salary & Earnings Information

Alternative Ways to Earn Credit
If you have earned the AHIMA certification or AAPC certification, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Contacts
Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.
For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

Program Outcomes
1. Perform entry level skills competently as described by the scope of practice for Health Information Technology.
2. Perform effective communication skills within the healthcare setting.
3. Practice professional behaviors within a healthcare setting.
4. Execute critical thinking and problem solving skills within the healthcare setting.

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<tr>
<th>Prerequisite for Admission</th>
<th>Credit Hours</th>
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Humanities: See Gen. Ed. Core or Institution Requirements ~

Psy 2012 GENERAL PSYCHOLOGY ~
Total Credit Hours: 70.0

+ This course must be completed with a grade of C or better.
* This course has a prerequisite or co-requisite; check description in Valencia catalog.
~ This is a general education course.

Notes:

Specialized program courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.

Once you complete your A.S. degree in Health Information Technology, you can continue at Valencia to earn a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare (p. 306). With additional education at the bachelor’s level and professional experience, you will enhance your skills and may have more career options available.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer in to the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree go to: www.regionalcampuses.ucf.edu/program/applied-science (http://www.regionalcampuses.ucf.edu/program/applied-science). Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of one foreign language in high school or one year foreign language in college (or equivalent proficiency prior to graduation).

Radiography

Associate in Science Degree

Limited-Access

This program is designed for students who seek immediate employment in the healthcare 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 computed tomography, magnetic resonance imaging, mammography, angiography, and quality assurance. With professional experience and additional education, management and education are career options. Radiographers are employed primarily in hospitals. Positions are also available in imaging centers, urgent care clinics, private physician offices, industry, and civil service and public health service facilities.

The program is accredited by the 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 limited-access program. Admission to Valencia does not imply acceptance to the Radiography Program; students must apply and be accepted to the program. General admission procedures for this program are found in the Admissions section of this catalog. The Division of Allied Health provides information about specific admission criteria.

Estimated program expenses are given in the Financial section of this catalog.

Admission requirements that must be satisfied prior to submitting an application to the A.S. Degree Program in Radiography are:

- Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog.
- Submit a completed Valencia Application for Admission; satisfy the requirements for degree-seeking status and be in active student status
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed
- Complete the Radiography Prerequisite for Admission with a minimum grade of “C”
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the designated entrance test requirements for Health Sciences programs
• Submit a completed Valencia Radiography Program application with the application fee

The identified courses in the program curriculum include all courses that are required for the Radiography A.S. degree. A minimum grade of C must be achieved in all courses in the program curriculum, including the prerequisite course required for admission.

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 minimum grade C 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 A.S. degree, the student will not be allowed to continue in the program.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

• Radiographer
• Radiologic Technologist
• Radiologic Technician

Salary & Earnings Information


Contacts

Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.

For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

Alternative Ways to Earn Credit

If you have earned your credential as a Registered Technologist in Radiography R.T.(R), you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes

• Students will be clinically competent.
• Students will be able to communicate.
• Students will evaluate the importance of professional growth and development.
• Students will use critical thinking and problem solving skills.

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<th>Credit Hours</th>
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Year I

Summer Term

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RTE 1111C  PATIENT CARE IN RADIOGRAPHY  *  3

**Fall Term**
RTE 1418  PRINCIPLES OF RADIOGRAPHY I  *  3
RTE 1503C  RADIOGRAPHIC PROCEDURES I  *  4
RTE 1804L  RADIOGRAPHIC CLINICAL EDUCATION I  *  2
ENC 1101  FRESHMAN COMPOSITION I  *~  3

**Spring Term**
RTE 1458  PRINCIPLES OF RADIOGRAPHY II  *  3
RTE 1513C  RADIOGRAPHIC PROCEDURES II  *  4
RTE 1814L  RADIOGRAPHIC CLINICAL EDUCATION II  *  2

**Year II**

**Summer Term**
RTE 2762  SECTIONAL ANATOMY  *  3
RTE 1523C  RADIOGRAPHIC PROCEDURES III  *  4
RTE 1824L  RADIOGRAPHIC CLINICAL ED III  *  3
PSY 2012  GENERAL PSYCHOLOGY  **~  3

**Fall Term**
RTE 2563  PRINCIPLES OF RADIOGRAPHY III  *  4
RTE 2834L  RADIOGRAPHIC CLINICAL EDUCATION IV  *  3
RTE 2385  RADIATION BIOLOGY AND PROTECTION  *  2
CGS 1060C  INTRODUCTION TO COMPUTERS  *  3

**Spring Term**
RTE 2844L  RADIOGRAPHIC CLINICAL EDUCATION V  *  3
RTE 2061  RADIOGRAPHIC SEMINAR  *  3
RTE 2782  RADIOGRAPHIC PATHOLOGY  *  3

Humanities: See Gen. Ed. Core or Institutional Requirement  **~  3

Total Credit Hours:  77.0

+  This course must be completed with a grade of C or better.
*  This course has a prerequisite; check description in Valencia catalog.
~  This is a general education course.

**Notes:**
All accepted applicants are required to submit applications through Valencia for a criminal background check and drug testing. Applicants for Valencia’s Health Sciences programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

Specialized program courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.

Once you complete your A.S. degree in Radiography, you can continue at Valencia to earn your Bachelor’s degree in Radiologic and Imaging Sciences (p. 288) or a bachelor-level Advanced Technical Certificate (ATC) in Computed Tomography (CT), (p. 302) Echocardiography (p. 304), Leadership in Healthcare (http://catalog.valenciacollege.edu/degrees/associateinscience/alliedhealth/radiography/%20/degrees/advancedtechnicalcertificates/leadershipinhealthcare), Magnetic Resonance Imaging (p. 307) (MRI) or Mammography (p. 309). With additional education at the bachelor’s level and professional experience, you will enhance your skills and have more career options available.

Once you complete your A.S. degree Radiography, you can now continue on and get your Bachelor’s degree from Valencia in Radiologic and Imaging Sciences. With additional education at the baccalaureate level and professional experience, you will enhance your skills and have more career options available.
Respiratory Care

Associate in Science Degree

Limited-Access

Respiratory Therapists assist in diagnosing and treating patients with acute and chronic cardiopulmonary illnesses. The work of respiratory therapy extends Practitioners into intensive care with patients on mechanical ventilation. Practitioners assist physicians in treatment ranging from bedside surgical procedures to balloon pump management in the operating room. Therapists treat patients with pulmonary diseases ranging from premature infants with underdeveloped lungs to COPD patients with chronic lung disease. The primary employer for a credentialed Respiratory Therapist is the acute care hospital. This dynamic profession can lead therapists to different specializations such as pulmonary functions testing, pulmonary rehabilitation, polysomnography, medical sales, management, and education.

Graduates are eligible to obtain the national credential(s) through the National Board for Respiratory Care. Once you complete your A.S. degree in Respiratory Care, you can now continue on and get your Bachelor’s degree from Valencia in Cardiopulmonary Sciences. With additional education at the Bachelor level and professional experience, you will enhance your skills and have more career options available.

This program is accredited by the Commission on Accreditation for Respiratory Care.

Respiratory Care is a limited-access 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 Division of Allied Health provides information about specific admission criteria.

Estimated program expenses are given in the Financial section of this catalog.

Admission requirements that must be satisfied prior to submitting an application to the A.S. Degree Program in Respiratory Care are:

• Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog
• Submit a completed Valencia Application for Admission; satisfy the requirements for degree-seeking status and be in active student status
• Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed
• Complete Respiratory Care Prerequisites for admission Courses with a minimum grade of C
• Have a minimum overall college GPA of 2.0 (including transfer work)
• Submit the completed Valencia Respiratory Care Program application with the application fee

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 RET-prefix courses must petition the Health Sciences Admissions Committee for re-evaluation and readmission. Students will be allowed to petition one time. The petition process can be found in the Respiratory Care Student Handbook.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

• Respiratory Therapist
• Critical Care Staff Therapist  
• Home Health Care Respiratory Therapist  
• Respiratory Care Practitioner

Salary & Earnings Information

Contacts
Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.
For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

Alternative Ways to Earn Credit
If you have earned your credential as a Registered Respiratory Therapist (RRT), you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Demonstrate competence described by the scope of practice for Respiratory Care.
• Demonstrate effective communication skills within the healthcare setting.
• Demonstrate professional behaviors within the Respiratory Care program.
• Provide a safe environment within the Respiratory Care program.
• Execute safe clinical decision making in Respiratory Care.

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Year I

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<td>RET 1295C</td>
<td>CHEST MEDICINE **</td>
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<td>HUMAN ANATOMY AND PHYSIOLOGY II **~</td>
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Year II

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Humanities: See Gen. Ed. Core or Institutional Requirement **~ 3
Veterinary Technology  
(Offered through a Cooperative Agreement with St. Petersburg College)  
**Associate in Science Degree**  
The Veterinary Technology A.S. degree program is a selective admission program at St. Petersburg College. Through a cooperative agreement with St. Petersburg College, Valencia offers the general education core and support courses required in the program. Students meeting the admission requirements of this program at St. Petersburg College can access all of the remaining specialized courses through online distance learning. Required clinical and work experiences can be obtained within the Central Florida area. The degree is awarded by St. Petersburg College.  

Note: Since this degree is offered and awarded by St. Petersburg College it is not a financial aid eligible degree program at Valencia. If you are concurrently seeking the Associate in Arts (A.A.) degree, the Veterinary Technology program prerequisites may be eligible for financial aid at Valencia if they are a part of your A.A. requirements.

The A.S. Degree in Veterinary Technology program prepares students to be veterinary technicians and once students complete the program, they may take the FVMA and FVTA Certification examinations. For more information about the requirements and selection process, contact St. Petersburg College at 727-341-3653 and visit the college Web site at http://spcollege.edu/VT.  

**Start Right**  
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the "Program
Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Veterinary Technologist
- Veterinary Technician

**Salary & Earnings Information**


**Contacts**

For more information regarding St. Petersburg College's Veterinary Technology program, please visit http://www.spcollege.edu/VT-ASOnline/ or call: 727-302-6721.

For academic advising at Valencia, please visit www.valenciacollege.edu/advising/.

**General Education and Support Courses Offered at Valencia**

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<td>INTRODUCTION TO ART HISTORY II †</td>
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<td>MUL 1010</td>
<td>MUSIC APPRECIATION</td>
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<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS †</td>
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<td>MGF 1107</td>
<td>MATH FOR THE LIBERAL ARTS †</td>
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<td>ANT 2000</td>
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<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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<td>EUH 2000</td>
<td>ANCIENT AND MEDIEVAL WESTERN CIVILIZATION *</td>
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<td>EUH 2001</td>
<td>MODERN WESTERN CIVILIZATION *</td>
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<td>INR 2002</td>
<td>INTERNATIONAL POLITICS *</td>
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<td>POS 2112</td>
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<td>SYG 2000</td>
<td>INTRODUCTORY SOCIOLOGY.</td>
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<td>PHI 2600</td>
<td>ETHICS AND CRITICAL THINKING *</td>
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<td>BSC 1005 &amp; 1005L</td>
<td>BIOLOGICAL SCIENCE and LAB IN APPLIED BIOLOGY +</td>
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<tr>
<td>or BSC 1005C</td>
<td>BIOLOGICAL SCIENCE COMBINED</td>
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**Total Credit Hours** 22

† 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.
Notes:

Specialized courses may not be offered every session or on every campus.

Arts & Entertainment

Individuals who go into the Arts and Entertainment industry work in cruise lines, convention services, theme parks, concerts, film companies, TV stations, music companies, theater and numerous other live entertainment venues. Many positions require creativity, adaptability and offer the opportunity for travel. From onstage behind the scenes, from the recording studio to convention services and multimedia companies, performers, artists and technicians are making satisfying careers in the Central Florida entertainment scene.

The Arts and Entertainment Division offers the following Associate in Science degree programs:

- Digital Media Technology (p. 96)
- Entertainment Design and Technology (p. 107)
- Film Production Technology (p. 110)
- Graphic and Interactive Design (p. 114)
- Sound and Music Technology (p. 120)

The Arts and Entertainment Division also offers the following Pre-Majors:

- Art, Studio/Fine Art (p. 32)
- Dance Performance (p. 34)
- Music Performance (p. 37)
- Theatre/Drama/Dramatic Arts (p. 41)

Digital Media Technology

Digital Media Technology with Specializations in:

- Live Event Video Production
- Mobile Journalism
- Video and Motion Graphics
- Web Development

Associate in Science Degree

Valencia’s A.S. degree in Digital Media is one of the hottest emerging career fields today. Combining classroom experience with real-world projects, this interdisciplinary program is designed for students seeking exciting careers in digital video production, motion graphics, journalism, or programming for the web. Students create persuasive, informational, educational and entertainment-based projects for the web, mobile devices, broadcast and live events.

The Live Event Video Production specialization focuses on the creation of video and audio materials for formats ranging from streaming web video to full-resolution high definition. There is a strong emphasis on production and working on projects with live audiences in venues ranging from conventions and corporate meetings to themed interactive entertainment.

The Mobile Journalism specialization focuses on creating video, audio, and graphics content for the fast-paced world of news production. Students will learn to write, produce, edit, and upload stories from anywhere in the world. Topics include journalism, photography, on-camera performance, graphics creation, and video production. Students utilize state-of-the-art technology to prepare for work as a backpack journalist.

The Video and Motion Graphics specialization focuses on the artistry and design used to create compelling broadcast and interactive graphics. Students learn about a wide array of industry-standard motion graphics programs, including 3D and interactive motion graphics software.

The Web Developer specialization focuses on the programming associated with client-side web and application creation. Students create dynamic, interactive content using agile programming techniques, pair programming, and the most current scripting and...
programming languages. This track also covers the business and ethics of web development so students can work effectively as a freewência or as part of a team.

If you have an interest in becoming a web programmer, mobile journalist, videographer, video editor, or motion graphic artist, then Valencia’s program may be just what you’re looking for.

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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Digital Broadcast Production (24 credits)
- Digital Media Development (12 credits)
- Digital Media Video Production (12 credits)
- Digital Media Web Development (24 credits)
- Digital Media Web Production (15 credits)
- Digital Video Editing and Post-Production (24 credits)
- Digital Video Fundamentals (12 credits)
- Digital-Webcast Media (12 credits)
- Digital-Webcast Technology (24 credits)

**Start Right**

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**Potential Careers**

- Interactive Media Technician
- Motion Graphics Designer
- Web Production Technician
- Broadcast Designer
- Post-Production Specialist
- Digital Video Editor
- Digital Audio Technician
- Digital Videographer
• Digital Media Production Specialist

Salary & Earnings Information


Contacts

Future Students

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

Robert McCaffrey, Program Chair, East Campus: 407-582-2784
rmccaffrey@valenciacollege.edu (mmessenger@valenciacollege.edu)

Kristol Bell, Career Program Advisor, East Campus: 407-582-2097
kbell@valenciacollege.edu

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit

If you have completed an Orange County Tech Center Program, or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Live Event Video Production Specialization

Program Outcomes

• Produce professional quality video projects.
• Webcast live events.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Demonstrate professional behavior.
• Manage a live video production crew.

Foundation Courses

DIG 1940 PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA + 1
TPA 2260C INTRODUCTION TO AUDIO PRODUCTION 4
TPA 1200C BASIC STAGECRAFT 4
DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN 5
DIG 2109C DIGITAL IMAGING FUNDAMENTALS +++ 3
DIG 2430C DIGITAL STORYTELLING ++ 3
ENC 1101 FRESHMAN COMPOSITION I ++~ 3
Science or Mathematics See Gen Ed Core Requirement ++~ 3
Humanities See Gen Ed Core Requirement ++~ 3

Intermediate Courses

POS 2041 U.S. GOVERNMENT. ~ 3
PSY 2012 GENERAL PSYCHOLOGY ~ 3
DIG 2030C DIGITAL VIDEO AND SOUND ++ 3
DIG 2284C ADVANCED DIGITAL VIDEO AND SOUND ++ 3
TPA 2252C INTRODUCTION TO AUDIO VISUAL TECHNOLOGY 3
TPA 2220C INTRODUCTION TO STAGE LIGHTING 4
TPA 2257C AUDIO VISUAL PRODUCTION 3
### Mobile Journalism Specialization

#### Program Outcomes

- Evaluate events for newsworthiness.
- Employ writing that allows stories to be easily searched and found.
- Adapt stories to different scales and formats depending upon delivery requirements.
- Utilize visual storytelling techniques.
- Demonstrate competency with video and still cameras.
- Distribute stories and media to remote locations using current technologies.
- Choose the correct compression formats for distribution.

#### Foundation Courses

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<td>JOU 1100</td>
<td>NEWS REPORTING</td>
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<td>TPP 1110</td>
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<tr>
<td>ENC 1101</td>
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Science or Mathematics: See Gen Ed Core Requirement ~

#### Intermediate Courses

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<td>DIGITAL POST-PRODUCTION</td>
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Humanities: See Gen Core Ed Core Requirement ~

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**Advanced Courses**

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<td>DIGITAL MEDIA PORTFOLIO REVIEW +</td>
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<tr>
<td>DIG 2943</td>
<td>INTERNSHIP IN DIGITAL MEDIA</td>
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**Live Event Video Production Electives**

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS +</td>
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</tr>
<tr>
<td>DIG 2292C</td>
<td>DIGITAL POST-PRODUCTION +</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2930</td>
<td>SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY</td>
<td>1-3</td>
</tr>
<tr>
<td>DIG 2941</td>
<td>INTERNSHIP EXPLORATION IN DIGITAL MEDIA +</td>
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</tr>
<tr>
<td>DIG 2943</td>
<td>INTERNSHIP IN DIGITAL MEDIA</td>
<td>1</td>
</tr>
<tr>
<td>DIG 2950C</td>
<td>DIGITAL MEDIA PROJECT +</td>
<td>3</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

(GR) Denotes a Gordon Rule course.
POS 2041     U.S. GOVERNMENT.  ~  3

Advanced Courses
DIG 2291C    ADVANCED AUDIO VISUAL TECHNOLOGY  *  3
DIG 2822C    ELECTRONIC JOURNALISM  *  3
DIG 2284C    ADVANCED DIGITAL VIDEO AND SOUND  *  3
DIG 2580C    DIGITAL MEDIA PORTFOLIO REVIEW  *  1
DIG 2943     INTERNSHIP IN DIGITAL MEDIA  *  1

Mobile Journalism Electives
DIG 2930     SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY 1-3
DIG 2950C    DIGITAL MEDIA PROJECT  *  3

Mobile Journalism Electives
JOU 2200     EDITING AND DESIGN  3
JOU 2930     SELECTED TOPICS IN JOURNALISM  1-3

This course must be completed with a grade C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

This course must be completed with a grade C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(GR) Denotes a Gordon Rule course.

Video and Motion Graphics Specialization

Program Outcomes
• Produce professional quality video projects.
• Implement changes to web sites.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Demonstrate professional behavior.
• Design compelling motion graphics.

Foundation Courses
DIG 1940     PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA  1
DIG 2100C    WEB ESSENTIALS  2
DIG 2109C    DIGITAL IMAGING FUNDAMENTALS  *  3
DIG 2430C    DIGITAL STORYTELLING  *  3
ART 1300C    DRAWING I  *  3
GRA 1206C    FUNDAMENTALS OF TYPOGRAPHY  *  3

Intermediate Courses
POS 2041     U.S. GOVERNMENT.  ~  3
PSY 2012     GENERAL PSYCHOLOGY  ~  3
DIG 2341C    INTRODUCTION TO MOTION GRAPHICS  *  3
DIG 2030C    DIGITAL VIDEO AND SOUND  *  3
DIG 2500C    FUNDAMENTALS OF INTERACTIVE DESIGN  *  3
MUM 2630C    SOUND FOR MEDIA  *  3
GRA 2156C    VECTOR ILLUSTRATION  *  3
Advanced Courses

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<td>DIGITAL MEDIA PROJECT</td>
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<tr>
<td>DIG 2580C</td>
<td>DIGITAL MEDIA PORTFOLIO REVIEW</td>
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Video and Motion Graphics Electives

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<td>DIG 2292C</td>
<td>DIGITAL POST-PRODUCTION</td>
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<tr>
<td>DIG 2302C</td>
<td>INTRODUCTION TO 3D MOTION GRAPHICS</td>
<td>3</td>
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<tr>
<td>DIG 2342C</td>
<td>ADVANCED MOTION GRAPHICS</td>
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<tr>
<td>DIG 2930</td>
<td>SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY</td>
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<tr>
<td>DIG 2431C</td>
<td>ADVANCED DIGITAL STORYTELLING</td>
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</tbody>
</table>

This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

(GR) Denotes a Gordon Rule course.

Web Development Specialization

Program Outcomes

• Produce high quality, well-tested enterprise level applications.
• Identify client requirements.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Engage in self-instruction.

Foundation Courses

<table>
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<th>Course Title</th>
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<tr>
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<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
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<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
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<tr>
<td>DIG 1102C</td>
<td>INTRODUCTION TO CLIENT-SIDE PROGRAMMING</td>
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</tr>
<tr>
<td>DIG 1108C</td>
<td>INTRODUCTION TO SERVER-SIDE PROGRAMMING</td>
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<tr>
<td>DIG 1631C</td>
<td>DIGITAL INDUSTRY PRACTICES</td>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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Mathematics

See Gen Ed Core Requirement

Intermediate Courses

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<tr>
<td>DIG 2107C</td>
<td>ADVANCED SERVER-SIDE PROGRAMMING</td>
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<tr>
<td>DIG 2092C</td>
<td>ETHICS OF WEB DEVELOPMENT</td>
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<td>DIG 2101C</td>
<td>ADVANCED WEB ESSENTIALS</td>
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<td>DIG 2561C</td>
<td>PROJECT MANAGEMENT FOR DIGITAL MEDIA</td>
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<tr>
<td>SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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Humanities

See Gen Ed Core Requirement

POS 2041    | U.S. GOVERNMENT                                   | 3       |

Advance Courses

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<tr>
<td>DIG 2950C</td>
<td>DIGITAL MEDIA PROJECT</td>
<td>3</td>
</tr>
</tbody>
</table>
DIG 2580C DIGITAL MEDIA PORTFOLIO REVIEW † 1
DIG 2943 INTERNSHIP IN DIGITAL MEDIA †† 1
Web Development Specialization Electives 12
Total Credit Hours 64

Web Development Electives
DIG 2312C INTRODUCTION TO ACTIONSCRIPT † 3
DIG 2317C ADVANCED ACTIONSCRIPT † 3
DIG 2170C WEB APPLICATION DEVELOPMENT † 3
COT 2104C FOUNDATIONS OF DISCRETE MATHEMATICS ‡ 3
COP 2341C LINUX SHELL SCRIPTING † 3
CTS 2321C LINUX SYSTEM ADMINISTRATION ‡ 3

† This course must be completed with a grade of C or better.
‡ This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

Notes:
Specialized program courses are offered on the East Campus; some of the courses are offered at other locations.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to http://regionalcampuses.ucf.edu/program/applied-science. For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

Digital Broadcast Production
Technical Certificate
This program is designed to prepare students for initial employment as digital broadcast production technicians. This basic-to-intermediate-level certificate provides students with the skills needed for the use of computer hardware and software, and video equipment to create digital broadcast projects.

Program Outcomes
• Employ writing that allows stories to be easily searched and found.
• Adapt stories to different scales and formats depending on delivery requirements.
• Utilize visual storytelling techniques.
• Demonstrate competency with video and still cameras.
• Choose the correct compression formats for distribution.
• Create graphics.

DIG 1940 PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA 1
DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN 5
DIG 2030C DIGITAL VIDEO AND SOUND † 3
DIG 2284C ADVANCED DIGITAL VIDEO AND SOUND †† 3
DIG 2430C  DIGITAL STORYTELLING *  3
DIG 2822C  ELECTRONIC JOURNALISM *  3
PGY 1800C  DIGITAL PHOTOGRAPHY  3
TPP 1110  ACTING I  3

Total Credit Hours  24

+  This course must be completed with a grade of C or better.
*  This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on East Campus; some courses are offered at other locations.
Specialized courses may not be offered every session or on every campus.

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.

Program Outcomes

• Use cloud-based tools.
• Demonstrate pair-programming and test-driven development.
• Create a simple HTML website.

DIG 2000C  INTRO TO DIGITAL MEDIA & DESIGN  5
DIG 1940  PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA  1
DIG 1102C  INTRODUCTION TO CLIENT-SIDE PROGRAMMING  3
DIG 1108C  INTRODUCTION TO SERVER-SIDE PROGRAMMING  3

Total Credit Hours  12

+  This course must be completed with a grade of C or better.
*  This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on East Campus; some courses are offered at other locations.
Specialized courses may not be offered every session or on every campus.

Digital Media Video Production
Technical Certificate

This program is designed to provide students with the skills required 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.

Program Outcomes

• Utilize visual storytelling techniques.
• Demonstrate competency with video and still cameras.
• Indicate professional behavior.

DIG 1940  PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA  1
DIG 2000C  INTRO TO DIGITAL MEDIA & DESIGN  5
DIG 2030C DIGITAL VIDEO AND SOUND ** 3
DIG 2430C DIGITAL STORYTELLING * 3
Total Credit Hours 12

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

Notes:

All certificate courses are offered on the East Campus.

Specialized courses may not be offered every session or on every 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.

Program Outcomes

• Implement changes to Web sites.
• Solve industry-related problems.
• Comprehend the language of the industry.
• Demonstrate professional behavior.

DIG 1940 PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA 1
DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN 5
DIG 2100C WEB ESSENTIALS 2
DIG 2941 INTERNSHIP EXPLORATION IN DIGITAL MEDIA 1
DIG 2500C FUNDAMENTALS OF INTERACTIVE DESIGN * 3
GRA 1206C FUNDAMENTALS OF TYPOGRAPHY 3
Total Credit Hours 15

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

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.

Program Outcomes

• Edit professional quality video projects.
• Implement changes to Web sites.
• Solve industry-related problems.
• Comprehend the language of the industry.
• Demonstrate professional behavior.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>ART 1300C</td>
<td>DRAWING I</td>
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<td>DIG 1940</td>
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</tr>
<tr>
<td>DIG 2000C</td>
<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
<td>5</td>
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<td>DIG 2030C</td>
<td>DIGITAL VIDEO AND SOUND</td>
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<tr>
<td>DIG 2109C</td>
<td>DIGITAL IMAGING FUNDAMENTALS</td>
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<td>DIG 2284C</td>
<td>ADVANCED DIGITAL VIDEO AND SOUND</td>
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<tr>
<td>DIG 2430C</td>
<td>DIGITAL STORYTELLING</td>
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<tr>
<td>MUM 2630C</td>
<td>SOUND FOR MEDIA</td>
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<tr>
<td><strong>Total Credit Hours</strong></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.

Notes:

All certificate courses are offered on East Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

**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.

**Program Outcomes**

• Produce video projects.
• Recognize common terms and practices used in the creation of Web sites.
• Solve industry-related problems.
• Comprehend the language of the industry.
• Demonstrate professional behavior.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DIG 1940</td>
<td>PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA</td>
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</tr>
<tr>
<td>DIG 2000C</td>
<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
<td>5</td>
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<tr>
<td>DIG 2030C</td>
<td>DIGITAL VIDEO AND SOUND</td>
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<td>MUM 2630C</td>
<td>SOUND FOR MEDIA</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.

Notes:

All certificate courses are offered on East Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.
Webcast Media

Technical Certificate

This program is designed to prepare students for employment as webcast production assistants. The content includes, but is not limited to, use of lighting equipment, organization, and editing of video resources, and design and generation of graphic elements.

Program Outcomes

• Produce video projects.
• Recognize terms associated with webcasts.
• Solve industry-related problems.
• Comprehend the language of the industry.
• Demonstrate professional behavior.
• Operate lights and video cameras.

DIG 1940 PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA 1
DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN 5
TPA 2257C AUDIO VISUAL PRODUCTION * 3
MUM 2630C SOUND FOR MEDIA * 3
Total Credit Hours 12

* This course must be completed with a grade of C or better.

This course has a prerequisite; check description in Valencia catalog.

Note:

Specialized courses may not be offered every session or on every campus.

Webcast Technology

Technical Certificate

This program is designed to prepare students for employment as webcast production assistants. The content includes, but is not limited to, use of lighting equipment, operation of video camera, set up and operation of audio recording equipment, design and generation of graphic elements, organization, editing of video resources, and planning, coordination and management of video or webcast production.

Program Outcomes

• Produce video projects.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Demonstrate professional behavior.

DIG 1940 PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA 1
DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN 5
DIG 2030C DIGITAL VIDEO AND SOUND * 3
DIG 2100C WEB ESSENTIALS 2
DIG 2109C DIGITAL IMAGING FUNDAMENTALS * 3
DIG 2430C DIGITAL STORYTELLING * 3
DIG 2941 INTERNSHIP EXPLORATION IN DIGITAL MEDIA * 1
TPA 2257C AUDIO VISUAL PRODUCTION * 3
MUM 2630C SOUND FOR MEDIA * 3
Total Credit Hours 24

* This course must be completed with a grade of C or better.
This course has a prerequisite; check description in Valencia catalog.

Note:
Specialized courses may not be offered every session or on every campus.
This certificate program is eligible for Financial Aid.

**Entertainment Design and Technology**

**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, theatre, theme parks, and corporate presentations.

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.

**Technical Certificates**
Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab for more information.

- Entertainment-Stage Technology (17 credits)

**Start Right**
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**
- Lighting Technician
- Audio/Visual Technician
- Technical Director
- Set Design Assistant
- Stage Manager
- Sound Technician
- Sound Effects Specialist
- Scene Designer
- Production Manager
• Scenic Technician

Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Kristin Abel, Program Chair, East Campus: 407-582-2403
kabel@valenciacollege.edu (mshugg@valenciacollege.edu)

Niurka Rivera, Career Program Advisor, East Campus: 407-582-2179
nrivera4@valenciacollege.edu (klittle@valenciacollege.edu)

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Program Requirements

Foundation Courses
<table>
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<th>Course</th>
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<td>ENC 1101</td>
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<tr>
<td>THE 1000</td>
<td>Introduction To Theater ~</td>
<td>3</td>
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<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
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<td>TPA 1200C</td>
<td>BASIC STAGECRAFT</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY ~</td>
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Science or Mathematics See Gen Ed Core Requirement **~ 3

Intermediate Courses
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<td>TPA 2343C</td>
<td>COMPUTER ASSISTED DRAFTING FOR THE ENTERTAINMENT INDUSTRY</td>
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<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
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<tr>
<td>TPA 2220C</td>
<td>INTRODUCTION TO STAGE LIGHTING</td>
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<td>CREATIVE DESIGN FOR THEATER</td>
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<tr>
<td>TPA 2221C</td>
<td>INTERMEDIATE STAGE LIGHTING *</td>
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Specialization (See below) 25

Total Credit Hours 64

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(GR) Denotes a Gordon Rule course.

Live Show Production Specialization

Program Outcomes
• Operate equipment for a live entertainment production.
• Plan the technical elements of a live entertainment production.
• Implement the technical elements of a live entertainment production.
• Generate new approaches to solve unique production problems.
• Demonstrate workplace skills.
• Interpret designs for entertainment productions.

<table>
<thead>
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<td>FOUNDATIONS OF TECHNICAL DESIGN</td>
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<tr>
<td>MUM 1662C</td>
<td>LIVE SOUND TECHNIQUES</td>
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<tr>
<td>TPA 2252C</td>
<td>INTRODUCTION TO AUDIO VISUAL TECHNOLOGY</td>
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<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION</td>
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<tr>
<td>or TPA 2257C</td>
<td>AUDIO VISUAL PRODUCTION</td>
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Students must take TPA 2290C (3 cr.) once, and then students may repeat TPA 2290C (3 cr) or students may take TPA 2257C (3 cr).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2292C</td>
<td>ADVANCED TECHNICAL PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2942</td>
<td>INTERNSHIP IN THEATRE</td>
<td>1</td>
</tr>
<tr>
<td>or CGS 2650</td>
<td>SOCIAL NETWORKING FOR JOB SEARCH</td>
<td></td>
</tr>
</tbody>
</table>

Live Show Production Electives

| Total Credit Hours | 25 |

Live Show Production Specialization Electives

Select two of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1232C</td>
<td>COSTUME TECHNIQUES AND WARDROBE PRACTICES</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1248C</td>
<td>MAKEUP FOR THE STAGE</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>STAGE AND PRODUCTION MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2291C</td>
<td>ADVANCED AUDIO VISUAL TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2030C</td>
<td>Lighting Design for Live Entertainment</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2222C</td>
<td>ADVANCED STAGE LIGHTING</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2282C</td>
<td>VISUAL MEDIA FOR AUDIO PROFESSIONALS</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Production Design Specialization

Program Outcomes

• Specify equipment for a live entertainment production.
• Plan the technical elements of a live entertainment production.
• Implement the technical elements of a live entertainment production.
• Generate new approaches to solve unique production problems.
• Demonstrate workplace skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2030C</td>
<td>Lighting Design for Live Entertainment</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2063C</td>
<td>PRINCIPLES OF SCENERY DESIGN</td>
<td>3</td>
</tr>
<tr>
<td>TPP 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 2290C</td>
<td>TECHNICAL THEATER PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2292C</td>
<td>ADVANCED TECHNICAL PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2190C</td>
<td>THEATER AND DESIGN PRACTICUM</td>
<td>3</td>
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<tr>
<td>TPA 2942</td>
<td>INTERNSHIP IN THEATRE</td>
<td>1</td>
</tr>
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</table>

Production Design Specialization Elective

| Total Credit Hours | 25 |

Production Design Specialization Electives

Select one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1232C</td>
<td>COSTUME TECHNIQUES AND WARDROBE PRACTICES</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1248C</td>
<td>MAKEUP FOR THE STAGE</td>
<td>3</td>
</tr>
</tbody>
</table>
TPA 2222C    ADVANCED STAGE LIGHTING  *  3
TPA 2600    STAGE AND PRODUCTION MANAGEMENT  3

* This course has a prerequisite; check description in Valencia catalog.

Notes:

Specialized program courses are offered on the East Campus.

Specialized courses may not be offered every session or on every campus.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

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 theatre, concerts, theme parks and industrial theatre.

Program Outcomes
• Operate equipment for a live entertainment production.
• Implement the technical elements of a live entertainment production.
• Demonstrate workplace skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1200C</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 2220C</td>
<td>INTRODUCTION TO STAGE LIGHTING</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION  *</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 17

Notes:

All certificate courses are offered on the East Campus.

Specialized courses may not be offered every session or on every campus.

Film Production Technology

Associate in Science Degree

This program is designed to prepare individuals for entry-level positions in Film Production. Emphasis is placed upon developing production-related skills in the following areas: camera, grip, electrical, sound, editing, set construction, and production skills (i.e. Production Management, Assistant Directing & Production Assisting). Technical prerequisite courses are designed to develop fundamental technical skills and broaden future placement possibilities.
Technical Certificates

Click on the Certificate tab at the top of the page for more information. This program is designed to provide supplemental training and instruction that prepares students to function as part of a team on film/video productions. Emphasis is placed upon developing production-related skills in the following areas: camera, grip, electrical, sound, editing, and production skills (i.e. Production Management, Assistant Directing & Production Assisting). Enrollment in this certificate program of study is contingent upon approval by the Film Department and the East Campus Division of Arts & Entertainment.

- Film Production Fundamentals (24 credits)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Camera Operator/Assistant
- Cinematographer
- Production Manager/Coordinator
- Lighting Technician
- Key Grip
- Special Effects Coordinator
- Sound Technician
- Set Design Assistant
- Editor
- Post Production Technician

Salary & Earnings Information

For salary and wage information, visit: www.salary.com or www.smart-college-choices.com

Contacts

Future Students

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

Eric Fleming, Program Chair, East Campus: 407-582-2413
efleming7@valenciacollege.edu

Niurka Rivera, Career Program Advisor, East Campus: 407-582-2179
nrivera4@valenciacollege.edu

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Program Outcomes

- Demonstrate knowledge of various motion picture production equipment.
- Employ ability to function as a “team” member of a crew.
- Apply film working protocol, set etiquette, and safety.
- Practice effective problem solving, decision making, and goal setting strategies.
• Implement the skills included in the Film Production Technology Program.
• Distinguish cinematic styles.
• Demonstrate understanding of moving image through the use of dollies, SteadiCam, jibs and cranes.

Students are required to complete all General Education, Foundation and Intermediate Courses before taking the Advanced Courses.

Enrollment in the Advanced Courses of this program will require a one year, full-time commitment. 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.

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.

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.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ***</td>
<td>3</td>
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<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS ***</td>
<td>3</td>
</tr>
<tr>
<td>THE 1000</td>
<td>Introduction To Theater ~</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>TPA 1200C</td>
<td>BASIC STAGECRAFT</td>
<td>4</td>
</tr>
<tr>
<td>FIL 1420</td>
<td>INTRODUCTION TO THE FILM PROCESS</td>
<td>3</td>
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**Intermediate Courses**

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<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY ~</td>
<td>3</td>
</tr>
<tr>
<td>or SYG 2000</td>
<td>INTRODUCTORY SOCIOLOGY.</td>
<td></td>
</tr>
<tr>
<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2220C</td>
<td>INTRODUCTION TO STAGE LIGHTING</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FIL 2552C</td>
<td>FILM EDITING *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2580C</td>
<td>FILM CAMERA TECHNIQUES *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2421C</td>
<td>FILM PRODUCTION I</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2432C</td>
<td>FILM PRODUCTION II</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2438C</td>
<td>Film Production III</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2450C</td>
<td>FILM GRIPPING *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2537C</td>
<td>FILM SOUND *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2505C</td>
<td>FILM LIGHTING *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2461</td>
<td>ART OF CINEMATOGRAPHY *</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours 64

\+
This course must be completed with a grade of C or better.

\*
This course has a prerequisite; check description in Valencia catalog.

\-
This is a general education course.

(\(GR\))
Denotes a Gordon Rule course.

**Notes:**
Specialized program courses are offered on the East Campus.

Students can only begin advanced courses in the Fall Term in the Program Requirements.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**Film Production Fundamentals**

**Technical Certificate**

This program is designed to provide supplemental training and instruction that prepares students to function as part of a team on film/video productions. Emphasis is placed upon developing production-related skills in the following areas: camera, grip, electrical, sound, editing, and production skills (i.e. Production Management, Assistant Directing & Production Assisting). Enrollment in this certificate program of study is contingent upon approval by the Film Department and the East Campus Division of Arts & Entertainment.

**Program Outcomes**

- Demonstrate knowledge of various motion picture equipment.
- Function as a “team” member of a crew.
- Apply protocol and practice set etiquette and safety standards.
- Practice effective problem solving, decision making, and goal setting strategies.
- Implement skills included in the Film Production Technology Program.
- Demonstrate understanding of the moving image through the use of dollies, SteadyCam, jibs, and cranes.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FIL 2552C</td>
<td>FILM EDITING *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2580C</td>
<td>FILM CAMERA TECHNIQUES *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2450C</td>
<td>FILM GRIPPING</td>
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<tr>
<td>FIL 2432C</td>
<td>FILM PRODUCTION II</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2537C</td>
<td>FILM SOUND *</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2505C</td>
<td>FILM LIGHTING</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2942</td>
<td>INTERNSHIP IN FILM TECHNOLOGY</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 24

* This course has a prerequisite; check the description in the Valencia catalog.

**Note:**

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.
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 theatre, concerts, theme parks and industrial theatre.

Program Outcomes

- Operate equipment for a live entertainment production.
- Implement the technical elements of a live entertainment production.
- Demonstrate workplace skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TPA 1200C</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 2220C</td>
<td>INTRODUCTION TO STAGE LIGHTING</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>17</td>
</tr>
</tbody>
</table>

Notes:

All certificate courses are offered on the East Campus.

Specialized courses may not be offered every session or on every campus.

Graphic and Interactive Design

Graphic and Interactive Design 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 Interactive Design. Graphic Design prepares students for employment as layout designers, graphic artists and computer graphic designers focusing on printed material. Interactive Design prepares students for employment in areas of entry-level interactive graphics and Web page design.

Graduates of specific programs at Orange County Technical Colleges may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most
can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Graphic Design Production (24 credits)
- Graphic Design Support (15 credits)
- Graphics - Interactive Design Production (24 credits)
- Graphics - Interactive Design Support (15 credits)

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Web Designer
- Graphic Artist
- Graphic Designer
- Production Artist
- Production Manager
- Illustrator
- Design Artist
- Interactive Design Specialist
- CD Rom Developer

**Salary & Earnings Information**

For salary and wage information, visit: www.salary.com or www.smart-college-choices.com

**Contacts**

**Future Students**

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**

**East Campus**
Kristy Pennino, Program Chair: 407-582-2864
kpennino@valenciacollege.edu
Niurka Rivera, Career Program Advisor: 407-582-2179
nrivera4@valenciacollege.edu (klittle@valenciacollege.edu)

**West Campus**
Meg Curtiss, Program Chair: 407-582-1452
mcurtiss@valenciacollege.edu
Genevieve Hall, Career Program Advisor: 407-582-1239
ghall13@valenciacollege.edu

**Osceola Campus**
Luis Salas Rivera, Program Chair: 407-582-4972
lsalasrivera@valenciacollege.edu (kpennino@valenciacollege.edu)
Melanie Rodriguez, Career Program Advisor: 407-582-4214
mgonzalez10@valenciacollege.edu

For more information on our Graphic and Interactive Design program, visit: http://vccgraphics.wordpress.com/

**Internship and Workforce Services**

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

**Alternative Ways to Earn Credit**

If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

**Program Requirements**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I &quot;~</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1142C</td>
<td>GRAPHIC DESIGN ESSENTIALS *</td>
<td>5</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>DRAWING I</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
<td>2</td>
</tr>
<tr>
<td>GRA 1751</td>
<td>INFORMATION ARCHITECTURE</td>
<td>2</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Requirements &quot;~</td>
<td>3</td>
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<tr>
<td>SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION ~</td>
<td>3</td>
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<tr>
<td>GRA 1413</td>
<td>PROFESSIONAL DEVELOPMENT FOR DESIGNERS *</td>
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<tr>
<td>ARH 1000</td>
<td>Art Appreciation ~</td>
<td>3</td>
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</table>

Select one of the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY ~</td>
<td>3</td>
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<tr>
<td>SYG 2000</td>
<td>INTRODUCTORY SOCIOLOGY ~</td>
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</table>

**Intermediate Courses**

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<tr>
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<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>GRA 2585C</td>
<td>USER INTERFACE DESIGN ~</td>
<td>3</td>
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<tr>
<td>GRA 2156C</td>
<td>VECTOR ILLUSTRATION ~</td>
<td>3</td>
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<tr>
<td>GRA 1206C</td>
<td>FUNDAMENTALS OF TYPOGRAPHY ~</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201C</td>
<td>ELECTRONIC IMAGING ~</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2141C</td>
<td>WEB PAGE DESIGN ~</td>
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**Advanced Courses**

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>PORTFOLIO PREP ~</td>
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<td>GRA 1951C</td>
<td>PORTFOLIO REVIEW ~</td>
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<td>GRA 2942</td>
<td>INTERNSHIP IN GRAPHICS ~</td>
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Specialization (See below)  

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

Total Credit Hours: 64

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(GR) Denotes a Gordon Rule course.

**Graphic Design Specialization**

**Program Outcomes**

- Demonstrate entry-level workplace computer competencies using industry-standard print design and production software.
- Produce a finished digital or printed portfolio that visually demonstrates design, typography and technical abilities.
- Produce a finished résumé, identity and self-promo piece that visually demonstrates design, typography and technical abilities.
- Create effective visual communication through the application of design theories and principles to execute design solutions.
• Perform industry-defined workplace skills in thinking, valuing, acting and communicating.
• Develop solutions to problems encountered in all phases of the graphic design process.
• Access industry-related learning resources.

Intermediate Courses

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<tr>
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<th>Course Title</th>
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<td>ADVANCED GRAPHIC DESIGN I</td>
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Advanced Courses

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<tr>
<td>GRA 2182C</td>
<td>ADVANCED GRAPHIC DESIGN II</td>
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<tr>
<td>GRA 2310C</td>
<td>GRAPHIC REPRODUCTION PROCESSES</td>
<td>3</td>
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</table>

Total Credit Hours: 18

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Interactive Design Specialization

Program Outcomes

• Demonstrate entry level workplace computer competencies using industry-standard interactive/web design and production software and coding languages.
• Produce a finished digital/interactive portfolio that visually demonstrates design, typography and technical abilities.
• Produce a finished résumé, identity and self-promo piece that visually demonstrates design, typography and technical abilities.
• Create effective visual communication through the application of design theories and principles to execute design solution.
• Perform industry-defined workplace skills in thinking, valuing, acting and communicating.
• Develop solutions to problems encountered in all phases of the graphic design process.
• Access industry-related learning resources.

Intermediate Courses

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<thead>
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<tr>
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<td>Graphics Elective</td>
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Advanced Courses

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<td>GRA 2143C</td>
<td>ADVANCED WEB PAGE DESIGN</td>
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<tr>
<td>GRA 2723C</td>
<td>CSS DESIGN</td>
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<tr>
<td>GRA 2132C</td>
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Total Credit Hours: 18

Graphic Design Electives

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<td>GRA 1933C</td>
<td>FUNDAMENTALS OF CREATIVE THINKING</td>
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<td>GRA 2151C</td>
<td>ILLUSTRATING</td>
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<td>GRA 2207C</td>
<td>ADVANCED IMAGE EDITING</td>
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<td>GRA 2225C</td>
<td>ADVANCED TYPOGRAPHY</td>
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<tr>
<td>GRA 2425</td>
<td>BUSINESS &amp; ETHICS OF GRAPHIC DESIGN</td>
<td>3</td>
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<tr>
<td>GRA 2755C</td>
<td>WEB DEVELOPMENT FOR DESIGNERS</td>
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<tr>
<td>GRA 2930</td>
<td>SELECTED TOPICS IN GRAPHIC ARTS</td>
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<tr>
<td>PGY 1800C</td>
<td>DIGITAL PHOTOGRAPHY</td>
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</tbody>
</table>
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Notes:
Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree. Graphics majors may be required to produce a visual portfolio to their preferred transfer university for graphics courses to transfer successfully.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

Graphic Design Production

Technical Certificate
This program is designed to provide students with the skills required to produce layouts and graphics for print and advertising 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 a basic level.

Program Outcomes
• Demonstrate basic workplace computer competencies using industry-standard software for print design and production.
• Practice communication through the application of design theories and principles to execute design solutions.
• Practice industry-defined workplace skills in thinking, valuing, acting and communicating.
• Practice developing solutions to problems encountered in all phases of the graphic design process.
• Assist others with graphic design print production.

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<td>GRA 1413</td>
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<tr>
<td>ART 1300C</td>
<td>DRAWING I +</td>
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<tr>
<td>GRA 2141C</td>
<td>WEB PAGE DESIGN +</td>
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<td>GRA 1203C</td>
<td>LAYOUT, DESIGN AND COPY PREPARATION +</td>
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<tr>
<td>GRA 1206C</td>
<td>FUNDAMENTALS OF TYPOGRAPHY +</td>
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<tr>
<td>GRA 2156C</td>
<td>VECTOR ILLUSTRATION +</td>
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<td>GRA 2201C</td>
<td>ELECTRONIC IMAGING +</td>
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Total Credit Hours 24

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Notes:
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 certificate program is eligible for Financial Aid.
Graphic Design Support

Technical Certificate
This program is designed to provide students with the skills required to create layouts and graphics for printed design projects. 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 basic level.

Program Outcomes
• Demonstrate basic workplace computer competencies using industry standard software for print design and production.
• Practice visual communication through the application of design theories and principles to execute design solutions.
• Practice industry defined workplace skills in thinking, valuing, acting and communicating.
• Practice developing solutions to problems encountered in all phases of the graphic design process.

GRA 1142C GRAPHIC DESIGN ESSENTIALS + 5
GRA 1413 PROFESSIONAL DEVELOPMENT FOR DESIGNERS + 1
GRA 2201C ELECTRONIC IMAGING 3
GRA 1203C LAYOUT, DESIGN AND COPY PREPARATION +++ 3
GRA 1206C FUNDAMENTALS OF TYPOGRAPHY +++ 3
Total Credit Hours 15

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Notes:
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.

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 a basic to intermediate level.

Program Outcomes
• Demonstrate basic workplace computer competencies using industry-standard software for Web design and production.
• Practice visual communication through the application of design theories and principles to execute design solutions.
• Practice industry-defined workplace skills in thinking, valuing, acting and communicating.
• Practice developing solutions to problems encountered in all phases of the graphic design process.
• Assist others with interactive and Web design production.

GRA 1142C GRAPHIC DESIGN ESSENTIALS + 5
GRA 1751 INFORMATION ARCHITECTURE 2
DIG 2100C WEB ESSENTIALS 2
ART 1300C DRAWING I + 3
GRA 2585C USER INTERFACE DESIGN + 3
GRA 2141C WEB PAGE DESIGN +++ 3
GRA 1206C FUNDAMENTALS OF TYPOGRAPHY 3
Notes:
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 certificate program is eligible for Financial Aid.

Graphics - Interactive Design Support

Technical Certificate
This program is designed to provide students with the skills required to create images and layouts 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 level.

Program Outcomes

• Demonstrate basic workplace computer competencies using industry-standard software for Web design and production.
• Practice visual communication through the application of design theories and principles to execute design solutions.
• Practice industry-defined workplace skills in thinking, valuing, acting and communicating.
• Practice developing solutions to problems encountered in all phases of the graphic design process.

Sound and Music Technology

Sound and Music Technology with Specializations in:

• Audio and Music Business Management
• Audio Engineering Technology (Articulated to the B.S.E.C.E.T. degree program)
• Music Production
• Sound Production

Associate in Science Degree
The Sound and Music Technology A.S. Degree program prepares students for careers in Sound Production and Audio.
The Audio Engineering Technology specialization prepares students for careers as sound recording engineers, audio electronics specialists, sound post-production engineers, sound designers, re-recording mixers, and audio equipment consultants. In addition, students pursuing this track can continue on to the Bachelor of Science in Electrical and Computer Engineering Technology (B.S.E.C.E.T.) degree at Valencia, in which an Audio and Electroacoustics Systems concentration is offered.

The Music Performance and Sound specialization prepares students for careers as Music Producers and Sound Recording Engineers.

The Sound Technology specialization prepares students for careers as Sound Recording Engineers, Sound Post-production Engineers, Sound Designers, Re-Recording Mixers, Live Sound Engineers, Audio-Visual technicians and systems integrators/installers, and prepares them for the business challenges these largely free-lance occupations present.

Students enrolled in the Music Performance and Sound specialization should contact the Music Department on East Campus for proper Ensemble and Performance placement.

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.

Technical Certificates
Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Sound and Music Production–Audio Visual Production (15 credits)

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers
- Music Producer/Director
- Technical Director
- Sound Mixer/Designer
- Post-Production Mixer/Editor
- Assistant Audio Engineer
- Sound Designer
- Sound Engineer
- Sound Effects/Dialog Editor
- Surround Sound Mixer/Author
- Audio Technician
- Audio-Visual Technician
Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Raul Valery, Program Chair, East Campus: 407-582-2882
rvalery@valenciacollege.edu

Kristol Bell, Career Program Advisor, East Campus: 407-582-2097
kbell@valenciacollege.edu

Wendy Hawkinson, Professor, East Campus: 407-582-2633
whawkinson@valenciacollege.edu

Joseph McBride, Sr. Instructional Assistant, East Campus: 407-582-2880
Jmcbride1@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have completed an Orange County Tech Center Program, or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Requirements

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<tr>
<th>Foundation Courses</th>
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<tbody>
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<td>ENC 1101 FRESHMAN COMPOSITION I</td>
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<tr>
<td>MUM 1620C Psychoacoustics and Critical Listening Skills</td>
<td>3</td>
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<tr>
<td>MUM 1002C Fundamentals of Sound</td>
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<td>MUS 2360C MIDI ELECTRONIC MUSIC I</td>
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<td>MUM 2600C SOUND RECORDING I</td>
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<td>MUL 1010 MUSIC APPRECIATION</td>
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<td>SPC 1608 FUNDAMENTALS OF SPEECH</td>
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<td>MUM 2790L MUSIC PRODUCTION</td>
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Total Credit Hours 32

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(Gr) Denotes a Gordon Rule course.
Audio Engineering Technology Specialization
(Articulated to the B.S.E.C.E.T. degree program)

Program Outcomes

• Analyze, troubleshoot, and maintain digital and analog electronic systems.
• Analyze components associated with digital and analog electronic systems.
• Use computers for professional audio applications in accordance with industry standards and practices.
• Use professional audio equipment for reinforcement, recording and reproduction in accordance to industry standards and practices.
• Use principles of music theory and performance in professional music and sound applications.
• Use the MIDI protocol for professional music production and synchronization applications in accordance to industry standards and practices.
• Communicate effectively in technical and non-technical environments.

Foundation Courses

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<tr>
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<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
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<td>FUNDAMENTALS OF DC CIRCUITS and FUNDAMENTALS OF AC CIRCUITS</td>
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<td>EET 1141C</td>
<td>SEMICONDUCTOR DEVICES AND CIRCUITS</td>
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<td>ETS 1210C</td>
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Advanced Courses

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<td>POST PRODUCTION SOUND</td>
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<td>CET 2123C</td>
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Total Credit Hours: 32

Audio Engineering Technology Specialization Electives

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<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY</td>
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<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA</td>
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</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

Audio and Music Business Management Specialization

Program Outcomes

• Use computers for professional audio applications in accordance with industry standards and practices.
• Use professional audio equipment for sound reinforcement, recording and reproduction in accordance to industry standards and practices.
• Explore principles of music business practices and standards including legal and marketing strategies.
• Use principles and standards of Business Management in an Audio and/or Music business setting
• Produce Audio Masters
• Produce Soundtracks

<table>
<thead>
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<td>TPA 1380</td>
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<table>
<thead>
<tr>
<th>Music Production Specialization</th>
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</thead>
<tbody>
<tr>
<td>Program Outcomes</td>
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</table>

- Use principles of music theory and performance in professional music and sound applications.
- Explore principles of music business practices and standards including legal and marketing strategies.
- Use the MIDI protocol for professional music production and synchronization applications in accordance to industry standards and practices.
- Use computers for professional audio applications in accordance with industry standards and practices.
- Use professional audio equipment for sound reinforcement, recording and reproduction in accordance to industry standards and practices.

<table>
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<td>GEB 1011</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Advanced Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2011</td>
</tr>
<tr>
<td>MUM 2640C</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Audio and Music Management Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2282C</td>
</tr>
<tr>
<td>MUC 2000</td>
</tr>
<tr>
<td>MUM 2942</td>
</tr>
<tr>
<td>MUN 1311</td>
</tr>
<tr>
<td>MUN 2004</td>
</tr>
<tr>
<td>MUS 2361C</td>
</tr>
<tr>
<td>MKV 1811</td>
</tr>
<tr>
<td>MVS 1816</td>
</tr>
<tr>
<td>MVV 1111</td>
</tr>
<tr>
<td>TPA 2252C</td>
</tr>
<tr>
<td>TPA 2257C</td>
</tr>
<tr>
<td>Course Code</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>MUC 2000</td>
</tr>
<tr>
<td>MUT 2116</td>
</tr>
<tr>
<td>MUT 2246C</td>
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### Advanced Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MUM 2790L</td>
<td>MUSIC PRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>MUT 2117</td>
<td>MUSIC THEORY IV</td>
<td>3</td>
</tr>
<tr>
<td>MUT 2247C</td>
<td>SIGHT SINGING AND EAR TRAINING IV</td>
<td>1</td>
</tr>
<tr>
<td>MUS 2361C</td>
<td>MIDI ELECTRONIC MUSIC II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Music Production Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</table>

### Music Production Specialization Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MUN 1120</td>
<td>SYMPHONIC</td>
<td>1</td>
</tr>
<tr>
<td>MUN 1340</td>
<td>CONTEMPORARY ENSEMBLE</td>
<td>1</td>
</tr>
<tr>
<td>MUN 2004</td>
<td>COMMERCIAL MUSIC 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>
<tr>
<td>MUN 2001</td>
<td>OPERA AND MUSIC THEATRE WORKSHOP</td>
<td>2</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>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(GR) Denotes a Gordon Rule course.

### Sound Production Specialization

#### Program Outcomes

- Use computers for professional audio applications in accordance with industry standards and practices.
- Use professional audio equipment for sound reinforcement, recording and reproduction in accordance to industry standards and practices.
- Use principles of music theory and performance in professional music and sound applications.
- Use principles of acoustics and electricity in professional audio applications.
- Explore principles of music business practices and standards including legal and marketing strategies.
- Produce audio masters.
- Produce soundtracks.
- Use the MIDI protocol for professional music production and synchronization applications in accordance to industry standards and practices.
- Author media for sound reproduction in accordance to professional standards and practices.

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1011C</td>
<td>INTRODUCTION TO MUSIC THEORY *</td>
<td>4</td>
</tr>
<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>MUM 2720C</td>
<td>BUSINESS OF MUSIC</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science</td>
<td>See Gen. Ed. Requirements *~</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Intermediate Courses
MUM 1662C  LIVE SOUND TECHNIQUES  *  3
DIG 2282C  VISUAL MEDIA FOR AUDIO PROFESSIONALS  *  3
MUM 1660L  Location Sound  *  1

**Advanced Courses**

MUM 2640C  POST PRODUCTION SOUND  *  3

**Sound Production Electives**  10

**Total Credit Hours**  32

**Sound Production Specialization Electives**

MUC 2000  COMPOSITION AND SONGWRITING  *  2
MUM 2721  BUSINESS OF MUSIC II: ENTREPRENEURSHIP AND FREELANCING  3
MUM 2942  INTERNSHIP IN MUSIC TECHNOLOGY  1-4
MUN 1311  VOICES OF VALENCIA  1
MUN 2004  COMMERCIAL MUSIC ENSEMBLE  *  1
MVK 1811  PIANO CLASS I AND II  1
MVS 1816  GUITAR CLASS  1
MVV 1111  VOICE CLASS  1
TPA 2252C  INTRODUCTION TO AUDIO VISUAL TECHNOLOGY  3
TPA 2257C  AUDIO VISUAL PRODUCTION  3
MUM 2790L  MUSIC PRODUCTION  1

+  This course must be completed with a grade of C or better.
*  This course has a prerequisite; check description in Valencia catalog.
~  This is a general education course.
<  Denotes that this course is only offered in the Fall Term.
>  Denotes that this course is only offered in the Spring Term.

**Notes:**

Specialized program courses are offered on the East Campus.

Specialized courses may not be offered every session or on every campus.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science).

For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

**Audio Electronics Specialist Technical Certificate**

This program prepares students to be highly trained technical personnel to address the needs of local industry for technicians capable of operating, installing, maintaining, and troubleshooting professional Audio equipment, as well as, to perform sales, servicing, and training of operators of audio equipment.
Program Outcomes

1. Demonstrate application of control protocols and their relationship to equipment used in the music industry.
2. Demonstrate set-up and configuration of a computer for audio applications.
3. Understand the operation of basic reproduction, reinforcement and recording audio equipment.
4. Demonstrate understanding of requirements for set up and operation of a sound reinforcement system.
5. Perform transactions with music industry suppliers.
6. Demonstrate knowledge of the legal issues of copyright and contracts. 11.0 Demonstrate employability skills.
7. Demonstrate an understanding of entrepreneurship.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 1329</td>
<td>Mathematics for Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAC 1105 COLLEGE ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>MUM 1002C</td>
<td>Fundamentals of Sound</td>
<td>3</td>
</tr>
<tr>
<td>MUM 1620C</td>
<td>Psychoacoustics and Critical Listening Skills</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2600C</td>
<td>SOUND RECORDING I</td>
<td>4</td>
</tr>
<tr>
<td>MUM 2634L</td>
<td>THE DIGITAL AUDIO WORKSTATION</td>
<td>1</td>
</tr>
<tr>
<td>MUT 1011C</td>
<td>INTRODUCTION TO MUSIC THEORY</td>
<td>4</td>
</tr>
<tr>
<td>EET 1214C</td>
<td>INTRODUCTION TO ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>EET 1015C</td>
<td>FUNDAMENTALS OF DC CIRCUITS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

Digital Music Production

Technical Certificate

This program prepares students for employment in music production occupations or provides supplemental professional training for persons previously or currently employed in this field. The content includes, but is not limited to, instruction that prepares individuals for positions such as music directors, singers, composers, and MIDI music sequencers.

Program Outcomes

1. Demonstrate knowledge of basic musical skills.
2. Demonstrate application of control protocols and their relationship to equipment used in the music industry.
3. Demonstrate set-up and configuration of a computer for audio applications.
4. Demonstrate employability skills.

Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1011C</td>
<td>INTRODUCTION TO MUSIC THEORY</td>
<td>4</td>
</tr>
<tr>
<td>or MUT 1111</td>
<td>MUSIC THEORY I</td>
<td></td>
</tr>
<tr>
<td>&amp; MUT 1241C</td>
<td>and SIGHT SINGING AND EAR TRAINING I</td>
<td></td>
</tr>
<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>MUS 2360C</td>
<td>MIDI ELECTRONIC MUSIC I</td>
<td>4</td>
</tr>
<tr>
<td>MVK 1111C</td>
<td>PIANO CLASS FOR MUSIC MAJORS 1</td>
<td>1</td>
</tr>
<tr>
<td>MVS 1816</td>
<td>GUITAR CLASS</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credit Hours: 12
Sound and Music Production-Audio Visual Production

Technical Certificate

This program prepares students for careers in the field of professional audiovisual production by providing students with theoretical and classroom experience that 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, setup, and operation of technical systems in the areas of live sound and audiovisual presentations.

Program Outcomes

- Use professional audio equipment for sound reinforcement, recording and reproduction in accordance to industry standards and practices.
- Use principles of acoustics and electricity in professional audio applications.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>or MUM 1002C</td>
<td>Fundamentals of Sound</td>
<td></td>
</tr>
<tr>
<td>MUM 1662C</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></td>
<td>Choose any two of the following three courses</td>
<td>6</td>
</tr>
<tr>
<td>TPA 2252C</td>
<td>INTRODUCTION TO AUDIO VISUAL TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>TPA 2257C</td>
<td>AUDIO VISUAL PRODUCTION</td>
<td></td>
</tr>
<tr>
<td>MUS 2361C</td>
<td>MIDI ELECTRONIC MUSIC II *</td>
<td></td>
</tr>
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</table>

Total Credit Hours: 15

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the East Campus.

Specialized courses may not be offered every session or on every campus.

Business, Accounting & Office Related

Business graduates play roles in just about every industry, performing tasks such as managing operations, hiring and training employees, ordering supplies and merchandise, managing computer systems and overseeing the day-to-day operations of an office. From providing office support, to learning to run your own business, to the most current accounting techniques, Valencia’s business programs prepare you for an exciting career in this diverse job market by immersing you in the latest business theory and practices.

The Business and Information Technology Division offers the following Associate in Science degree programs:

- Accounting Technology
- Business Administration
- Supervision and Management for Industry (p. 154)
- Medical Office Administration
- Office Administration

Accounting Technology

Associate in Science Degree (CIP #1552030201)

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 Technical Colleges 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 valenciacollege.edu/asdegrees/
transferagreements.cfm 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.

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.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Accounting Applications (27 credits)
- Accounting Operations (18 credits)
- Accounting Specialist (12 credits)

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Paraprofessional Accountant
- Accounting Specialist
- Tax Preparer
- Payroll Coordinator
- Bookkeeper
- Accounts Receivable Coordinator
- Accounts Payable Coordinator
- Credit and Collections Coordinator
- Assistant Auditor

**Salary & Earnings Information**

For salary and wage information, visit: www.salary.com or www.smart-college-choices.com

**Contacts**

**Future Students**

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**

**West Campus**

Steven Muller, Program Chair: 407-582-1534
smuller@valenciacollege.edu
Genevieve Hall, Career Program Advisor: 407-582-1239
ghall13@valenciacollege.edu

East Campus
Laurie Larson, Program Chair: 407-582-2513
llarson@valenciacollege.edu (jwiese@valenciacollege.edu)

AND
Patti Lopez, Program Chair 407-582-2518
plopez@valenciacollege.edu
Liz Jusino, Career Program Advisor: 407-582-2170
ejusino2@valenciacollege.edu

Osceola Campus
Lisa Gray, Program Chair: 407-582-4836
lgray@valenciacollege.edu (mmachin1@valenciacollege.edu)
Claudia Zequeira, Career Program Advisor: 407-582-4172
czequeira@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned an approved industry certification or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Manage business information using appropriate software.
• Prepare financial information about business organizations to support external decision making.
• Prepare individual income tax returns, including supporting documentation.
• Demonstrate effective business communication skills.
• Evaluate business and financial information to support internal decision making.

Foundation Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science or Mathematics: Core or MAC 1105 for UCF Transfer Students</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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Intermediate Courses
<table>
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<tr>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING I</td>
<td>3</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>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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Advanced Courses
<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2100C</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2110C</td>
<td>INTERMEDIATE ACCOUNTING II</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000C</td>
<td>FEDERAL INCOME TAX</td>
<td>3</td>
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</table>
ACG 2360C  COST ACCOUNTING  3
ACG 2460C  COMPUTER ACCOUNTING II - SPREADSHEETS  3
Accounting Technology Electives  3  6

Total Credit Hours  60

### Accounting Technology Electives

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<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APA 2934</td>
<td>SELECTED TOPICS IN ACCOUNTING</td>
<td>1-3</td>
</tr>
<tr>
<td>APA 2942</td>
<td>INTERNSHIP IN ACCOUNTING `</td>
<td>1-4</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>BUSINESS LAW I `</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>BUSINESS LAW II `</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2010</td>
<td>PERSONAL INVESTMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>PERSONAL FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>INTRODUCTION TO INTERNATIONAL BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</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>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE `</td>
<td>3</td>
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<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS `</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>JOB SEARCH</td>
<td>1</td>
</tr>
<tr>
<td>SLS 2940</td>
<td>SERVICE LEARNING `</td>
<td>1-4</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 Students may take Computer Keyboarding through credit-by-examination.
2 Students who want to pursue articulation agreements with four-year state schools must choose MAC 1105 COLLEGE ALGEBRA as the science or math elective
3 Students who want to pursue articulation agreements with four-year state schools must choose ECO 2023 PRINCIPLES OF ECONOMICS-MICRO, MAC 2233 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE and STA 2023 STATISTICAL METHODS as electives.

(GR) Denotes a Gordon Rule course.

### Notes:

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.
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.

Program Outcomes

• Manage business information using appropriate software.
• Prepare basic financial statements.
• Demonstrate effective business communication skills.
• Analyze business and financial information for internal decision making.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
</tr>
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</table>

Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
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</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2460C</td>
<td>COMPUTER ACCOUNTING II - SPREADSHEETS</td>
<td>3</td>
</tr>
</tbody>
</table>

Accounting Applications Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>APA 2942</td>
<td>INTERNSHIP IN ACCOUNTING</td>
<td>1-3</td>
</tr>
<tr>
<td>FIN 2010</td>
<td>PERSONAL INVESTMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>PERSONAL FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141C</td>
<td>COMPUTER KEYBOARDING</td>
<td>1</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>JOB SEARCH</td>
<td>1</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.
1 Students may take Computer Keyboarding through credit-by-examination.

Notes:

All specialized certificate courses are offered on the East Campus; some specialized courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.
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.

Program Outcomes

• Manage business information using spreadsheet software.
• Prepare basic financial statements.
• Demonstrate effective business communication skills.
• Analyze business and financial information for internal decision making.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2460C</td>
<td>COMPUTER ACCOUNTING II - SPREADSHEETS</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
</tbody>
</table>

Accounting Operations Elective(s)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>APA 2942</td>
<td>INTERNSHIP IN ACCOUNTING</td>
<td>1-3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2010</td>
<td>PERSONAL INVESTMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>PERSONAL FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141C</td>
<td>COMPUTER KEYBOARDING</td>
<td>1</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

1 Students may take Computer Keyboarding through credit-by-examination.

Total Credit Hours: 18

Accounting Operations Electives

Notes:

All certificate courses are offered on the East Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

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.

Program Outcomes

• Manage business information using spreadsheet software.
• Prepare basic financial statements.

Notes:

All certificate courses are offered on the East Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.
• Demonstrate effective business communication skills.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
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</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2460C</td>
<td>COMPUTER ACCOUNTING II - SPREADSHEETS</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

* This course has a prerequisite; check description in Valencia catalog

**Notes:**

All certificate courses are offered on the East Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

**Business Administration**

**Business Administration with Specializations in:**

• Articulated A.S. to B.A./B.S. Career Path in General Business Administration
• Finance
• Human Resources Management
• International Business
• Management
• Marketing
• Property and Casualty Insurance Management
• Real Estate Management
• Small Business Management

**Associate in Science Degree**

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.

For those students who wish to utilize the Articulated A.S. to B.A./B.S. Career Path to complete a four-year Bachelor's degree in General Business Administration, please refer to the requirements for the Articulated A.S. to B.A./B.S. in General Business Administration.

Students, who have earned a Florida Real Estate License may be eligible to receive college credit for courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/transferagreements.cfm to view the Alternative Award of Credit Agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean's academic department for verification and approval. 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.

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.

Technical Certificates
Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Business Management (24 credits)
- Business Operations (18 credits)
- Business Specialist (12 credits)
- Customer Service Management (24 credits)
- Customer Service Operations (18 credits)
- Customer Service Specialist (12 credits)
- Entrepreneurship (12 credits)
- Human Resources Management (24 credits)
- Human Resources Operations (18 credits)
- Human Resources Specialist (12 credits)
- International Business Specialist (12 credits)
- Operations Support and Services (9 credits)
- Real Estate Specialist (12 credits)

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers
- Marketing Manager
- Human Resources Manager/Specialist
- Advertising and Promotions Manager
- Training and Development Manager
- Administrative Service Manager
- Financial Manager/Specialist
- Public Relations Manager/Specialist
- Sales Agent, Business Services
- General Operations Manager
- Customer Service Manager/Specialist
- Insurance Specialist
- Real Estate Specialist
Salary & Earnings Information
For salary and wage information, visit: www.salary.com or www.smart-college-choices.com

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
East Campus
Storm Russo, Program Chair: 407-582-2348
srusso@valenciacollege.edu
Lee MCCain, Program Chair: 407-582-2489
lmccain@valenciacollege.edu
Liz Jusino, Career Program Advisor for (AS to BS Track): 407-582-2170
ejusino2@valenciacollege.edu
Kerry-Ann Rawls, Career Program Advisor for (Specializations): 407-582-2068
krawls2@valenciacollege.edu (ejusino2@valenciacollege.edu)

West Campus
Cheri Cutter, Program Chair: 407-582-1322
ccutter1@valenciacollege.edu (bbunn@valenciacollege.edu)
Mario Richardson, Career Program Advisor for (Specializations): 407-582-1192
mrichardson@valenciacollege.edu (krawls2@valenciacollege.edu)
Genevieve Hall, Career Program Advisor for (AS to BS Track): 407-582-1239
ghall13@valenciacollege.edu

Osceola Campus
Stanton Reed, Program Chair: 407-582-4224
sreed21@valenciacollege.edu (mmachin1@valenciacollege.edu)
Claudia Zequeira, Career Program Advisor: 407-582-4172
czequeira@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned an approved licensue or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Perform the management functions.
• Compare selected theories of management.
• Prepare basic financial statements.
• Analyze business and financial information for internal decision making.
• Assess ethical issues in business situations.
• Perform the functions in the marketing mix.
• Use basic business applications software.

Foundation Courses
ENC 1101 FRESHMAN COMPOSITION I **~ 3
SPC 1608 FUNDAMENTALS OF SPEECH ~ 3
SLS 1122 NEW STUDENT EXPERIENCE ~ 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS + 3
GEB 1011    INTRODUCTION TO BUSINESS          3
PSY 2012    GENERAL PSYCHOLOGY ~             3

**Intermediate Courses**

BUL 2241    BUSINESS LAW I ~                 3
ACG 2021C   PRINCIPLES OF FINANCIAL ACCOUNTING +* 3
MAN 2021    PRINCIPLES OF MANAGEMENT +*        3

**Humanities** See Gen. Ed. Core Requirement ~ 3

**Total Credit Hours**  30

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(***GR) Denotes a Gordon Rule course.

**Articulated A.S. to B.A./B.S. Career Path in General Business Administration**

This career path is designed for students who wish to transfer to any Florida public university as a junior to complete a four-year bachelor's degree in General Business Administration. Students are strongly encouraged to consult a Career Program Advisor for special career advisement.

**Program Outcomes**

• Perform the management functions.
• Compare selected theories of management.
• Prepare basic financial statements.
• Analyze business and financial information for internal decision making.
• Assess ethical issues in business situations.
• Perform the functions in the marketing mix.
• Use basic business applications software.

MAC 1105    COLLEGE ALGEBRA +*~             3
ENC 1102    FRESHMAN COMPOSITION II +*~     3
ECO 2013    PRINCIPLES OF ECONOMICS-MACRO +  3
MAC 2233    CALCULUS FOR BUSINESS AND SOCIAL SCIENCE +*~ 3
STA 2023    STATISTICAL METHODS +*~        3
MAR 2011    PRINCIPLES OF MARKETING +*~     3
ACG 2071C   PRINCIPLES OF MANAGERIAL ACCOUNTING +* 3
ECO 2023    PRINCIPLES OF ECONOMICS-MICRO +  3

**Humanities or Social Science**

Humanities See Gen. Ed. Institutional Requirement (GR) +*~ 3

**Total Credit Hours**  30

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(***GR) Denotes a Gordon Rule course.

**Finance Specialization**

**Program Outcomes**

• Assess legal and ethical aspects of financial issues.
• Compare selected Theories of Management.
• Apply Business Mathematics Principles.
• Use basic Business Application Software.
• Examine the Financial Industry trends.
• Describe basic business law in the areas of security procedures and fraud detection.
• Prepare basic financial statements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2010</td>
<td>PERSONAL INVESTMENTS</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>PERSONAL FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2510C</td>
<td>SPREADSHEET APPLICATIONS FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science or Math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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<tr>
<td>Internships</td>
<td>and/or Business Electives</td>
<td>6</td>
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<tr>
<td></td>
<td>Select one of the following:</td>
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<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></td>
</tr>
</tbody>
</table>

Total Credit Hours: 30

* This is a general education course.

1 MAT 1033C or higher mathematics course may be substituted for MTB 1103.

** Human Resources Management Specialization **

** Program Outcomes **

• Perform the management functions.
• Compare selected theories of management.
• Prepare basic financial statements.
• Assess ethical issues in business situations.
• Use basic business application software.
• Perform basic human resources functions
• Apply knowledge of federal and state laws governing human resources management.
• Apply business mathematics principles.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 2329</td>
<td>CASE STUDIES IN HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>HUMAN RESOURCES RECRUITMENT, SELECTION AND STAFFING</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>COMPENSATION AND BENEFITS SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2403</td>
<td>HUMAN RESOURCE MANAGEMENT LAW</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
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<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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<td>Science or Math</td>
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<td></td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>Internship(s) and/or Business Electives</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 30

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

1 MAT 1033C or higher mathematics may be substituted for MTB 1103.
Notes:

Most Human Resources Management Specialization courses are offered only on the East Campus.

International Business Specialization

Program Outcomes

- Describe the impact of language, culture, religion and local government regulations on the conduct of international business.
- Explain the demographics, market segmentation and the selection of target markets as applied to the global business environment.
- Demonstrate strategies for opening foreign markets, including pure exporting, use of local distributors, global manufacturing, operating wholly-owned subsidiaries and foreign direct investment.
- Apply the planning process and develop marketing strategies for the international marketplace.
- Identify and interpret relevant international financial documents, and evaluate financial strategies that support an organization’s integrative trade initiatives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td></td>
</tr>
<tr>
<td>GEB 1350</td>
<td>INTRODUCTION TO INTERNATIONAL BUSINESS *</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2150</td>
<td>INTERNATIONAL MARKETING</td>
<td>3</td>
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<td>FIN 2051</td>
<td>INTERNATIONAL FINANCE ~</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2510C</td>
<td>SPREADSHEET APPLICATIONS FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS ~</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Science or Math</td>
<td>See Gen. Ed. Core Requirement ^~~</td>
<td>3</td>
</tr>
<tr>
<td>Internship(s) and/or Business Electives</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hours: 30

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 MAT 1033C or higher mathematics course may be substituted for MTB 1103.
2 Business Electives: Courses with the following subject prefixes may be used if not being used as a program requirement: ACG, APA, BUL, CGS, CIS, COP, CTS, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS
1303 JOB SEARCH.
If a student is going for the Global Distinction, pick two of the following courses:
GEA 1000 World Geography, GEB 2955 Immersion in Global Business, HUM 2403 Middle Eastern Humanities, HUM 2410 Asian Humanities, HUM 2454 African-American Humanities, HUM 2461 Latin American Humanities, INR 2002 International Politics or INR 2002H International Politics Honors, SPC 1700 Cross-Cultural Communication

Management Specialization

Program Outcomes

- Perform the management functions
- Compare selected theories of management.
- Prepare basic financial statements.
- Assess ethical issues in business situations.
- Perform the functions in the marketing mix.
- Use basic business application software.
- Apply business mathematics principles.
- Explain the legal principles that generally apply to business entities.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>or ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td></td>
</tr>
<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>BUSINESS LAW II</td>
<td>3</td>
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<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
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<td>CGS 2510C</td>
<td>SPREADSHEET APPLICATIONS FOR BUSINESS</td>
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<tr>
<td>MTB 1103</td>
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<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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<tr>
<td>Science or Math</td>
<td>See Gen. Ed. Core Requirement ^*~</td>
<td>3</td>
</tr>
<tr>
<td>Internship(s) and/or Business Electives</td>
<td>$^2$</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.
^ This is a general education course.
$ MAT 1033C or higher mathematics may be substituted for MTB 1103.

### Marketing Specialization

**Program Outcomes**

- Perform the management functions.
- Compare selected theories of management.
- Prepare basic financial statements.
- Assess ethical issues in business situations.
- Perform the functions in the marketing mix.
- Use basic business application software.
- Apply business mathematics principles
- Explain the legal principles that generally apply to business entities.
- Apply advertising and selling principles to an organization’s overall success.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING</td>
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</tr>
<tr>
<td>MKA 2021</td>
<td>PRINCIPLES OF SELLING</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>ADVERTISING</td>
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<tr>
<td>BUL 2242</td>
<td>BUSINESS LAW II</td>
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</tr>
<tr>
<td>CGS 2510C</td>
<td>SPREADSHEET APPLICATIONS FOR BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Science or Math</td>
<td>See Gen. Ed. Core Requirements ^*~</td>
<td>3</td>
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<tr>
<td>Internship(s) and/or Business Electives</td>
<td>$^2$</td>
<td>6</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.
^ This is a general education course.
$ MAT 1033C or higher mathematics course may be substituted for MTB 1103.

### Property and Casualty Insurance Management Specialization

This specialization will provide students with the necessary course work that can lead to profitable and rewarding careers in the insurance industry – life, health, property and casualty. Emphasis is placed on job preparation for affiliation with insurance agencies and home office operations. For individuals already employed, courses are made available for career advancement opportunities. These include Chartered Life Underwriters (CLU), Accredited Advisor in Insurance (AAI), and Insurance Institute of America (IIA). Courses leading to licensing requirements for property and casualty general agents, customer representatives, and adjusters also are available.
Program Outcomes

• Perform the management functions.
• Compare selected theories of management.
• Assess ethical issues in business situations.
• Use basic business application software.
• Apply business mathematics principles.
• Apply the principles of personal, commercial, and property insurance.
• Apply the principles of casualty insurance and casualty bonding.
• Analyze basic risk management.

RMI 1201 PRINCIPLES OF PROPERTY AND LIABILITY 3
RMI 2110 PERSONAL INSURANCE PLANNING* 3
RMI 2213 COMMERCIAL INSURANCE* 3
MAR 2011 PRINCIPLES OF MARKETING* 3
OST 2858C MICROSOFT EXCEL 3
or CGS 2510C SPREADSHEET APPLICATIONS FOR BUSINESS
MKA 2021 PRINCIPLES OF SELLING* 3
or CTS 1155C INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS
MTB 1103 BUSINESS MATHEMATICS 1 3
OST 1335C BUSINESS COMMUNICATIONS 3
Science or Math See Gen. Ed. Core Requirements ~ 3
Internship(s) and/or Business Electives 2 3

Total Credit Hours 30

* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 MAT 1033C or higher mathematics may be substituted for MTB 1103.

Notes:
All Property and Casualty Insurance Management Specialization courses are offered on the East Campus; some courses are offered at other locations.

Real Estate Management Specialization

Program Outcomes

• Perform the Management Functions.
• Compare selected Theories of Management.
• Apply Business Mathematics Principles.
• Use basic Business Application Software.
• Apply the effect of current economic trends on the Real Estate industry.
• Appropriately use Real Estate Terminology.
• Apply Selling Principles to an organization’s overall success.
• Prepare basic Financial Statements.
• Assess ethical issues in Business situations.

REE 1000 REAL ESTATE PRINCIPLES AND PRACTICES 3
REE 1400 FLORIDA REAL ESTATE LAW 3
MKA 2021 PRINCIPLES OF SELLING* 3
MTB 1103 BUSINESS MATHEMATICS 1 3
OST 1335C BUSINESS COMMUNICATIONS 3
Science or Math See Gen. Ed. Core Requirements ~ 3
Internship(s) and/or Business Electives 2 12
Total Credit Hours 30

* This course has a prerequisite; check description in Valencia catalog.
~ This is general education course.
1 MAT 1033C or higher mathematics may be substituted for MTB 1103.

Small Business Management Specialization

Program Outcomes

• Perform the management functions.
• Compare selected theories of management.
• Apply business mathematics principles.
• Use basic business application software.
• Prepare basic financial statements.
• Generate a business plan.
• Perform the functions in the marketing mix.

SBM 1000 SMALL BUSINESS MANAGEMENT 3
MAR 2011 PRINCIPLES OF MARKETING ~ 3
CGS 2510C SPREADSHEET APPLICATIONS FOR BUSINESS 3
MTB 1103 BUSINESS MATHEMATICS 1 3
OST 1335C BUSINESS COMMUNICATIONS 3
Science or Math See Gen. Ed. Core Requirements ~ 3
Internship(s) and/or Business Electives 2 12
Total Credit Hours 30

* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 MAT 1033C or higher mathematics may be substituted for MTB 1103.

Notes:

Specialized courses may not be offered every session or on every campus.

Students are encouraged to see the Career Program Advisor for special career advisement.

Several Florida public and private universities 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 UCF’s Bachelor of Applied Science (B.A.S.) degree, may be found at valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state's foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

2Business Electives: Courses with the following subject prefixes may be used if not being used as a program requirement: ACG, APA, BUL, CGS, CIS, COP, CTS, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1303 JOB SEARCH.

Specialized courses may not be offered every session or on every campus.
# 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.

## Program Outcomes

- Compare selected theories of management.
- Use basic business application software.
- Assess ethical issues in business situations.
- Apply business mathematics principles.

## Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<tr>
<td>Foundation Business Elective</td>
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<td>3</td>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS ¹</td>
<td>3</td>
</tr>
<tr>
<td>or OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS ²</td>
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<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING ²</td>
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## Intermediate Courses

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<td>Intermediate Business Elective</td>
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<td>INP 1301</td>
<td>PSYCHOLOGY IN BUSINESS AND INDUSTRY</td>
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<td>or PSY 2012</td>
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## Advanced Courses

<table>
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<tr>
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<td>PSYCHOLOGY IN BUSINESS AND INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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## Advanced Business Elective(s) | 3

## Total Credit Hours

24

## Foundation Business Electives

These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.

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<td>MAN 2021</td>
<td>PRINCIPLES OF MANAGEMENT ¹</td>
<td>3</td>
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<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING ¹</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>PRINCIPLES OF SELLING ²</td>
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<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</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>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING ²</td>
<td>3</td>
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<td>BASIC ACCOUNTING</td>
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<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
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<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>
<td>FOUNDATIONS OF E-BUSINESS</td>
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</tr>
<tr>
<td>INP 1301</td>
<td>PSYCHOLOGY IN BUSINESS AND INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>PRINCIPLES OF MANAGEMENT ²</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING ²</td>
<td>3</td>
</tr>
</tbody>
</table>
MKA 2021 PRINCIPLES OF SELLING 3
MTB 1103 BUSINESS MATHEMATICS 3
OST 1335C BUSINESS COMMUNICATIONS 3
PSY 2012 GENERAL PSYCHOLOGY 3
SBM 1000 SMALL BUSINESS MANAGEMENT 3

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,CTS, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1303, SLS 1122, and SPC 1608.

* This course has a prerequisite; check description in Valencia catalog.
1 CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.
2 MAT 1033C INTERMEDIATE ALGEBRA or higher mathematics may be substituted for MTB 1103 BUSINESS MATHEMATICS.

Note:
Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

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.

Program Outcomes
- Compare selected theories of management.
- Use basic business application software.
- Apply business mathematics principles.
- Assess ethical issues in business situations.

Foundation Courses
GEB 1011 INTRODUCTION TO BUSINESS 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 1 3
or OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE)
Foundation Business Elective 3
Select one of the following: 3
- MTB 1103 BUSINESS MATHEMATICS 2
- APA 1111C BASIC ACCOUNTING
- ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING *

Intermediate Courses
BUL 2241 BUSINESS LAW I * 3
Intermediate Business Elective 3
Total Credit Hours 18

Foundation Business Electives
These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.
FIN 2000 PRINCIPLES OF FINANCE 3
MAN 2021 PRINCIPLES OF MANAGEMENT * 3
MAR 2011 PRINCIPLES OF MARKETING * 3
Intermediate Business Electives
These courses may be used for Intermediate Business Elective credit if not being used as a Certificate requirement.

ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING * 3
ACG 2071C PRINCIPLES OF MANAGERIAL ACCOUNTING * 3
APA 1111C BASIC ACCOUNTING 3
FIN 2000 PRINCIPLES OF FINANCE 3
FIN 2010 PERSONAL INVESTMENTS 3
FIN 2100 PERSONAL FINANCE 3
GEB 1136 FOUNDATIONS OF E-BUSINESS 3
INP 1301 PSYCHOLOGY IN BUSINESS AND INDUSTRY 3
MAN 2021 PRINCIPLES OF MANAGEMENT * 3
MAR 2011 PRINCIPLES OF MARKETING * 3
MKA 2021 PRINCIPLES OF SELLING * 3
MTB 1103 BUSINESS MATHEMATICS 3
OST 1335C BUSINESS COMMUNICATIONS 3
PSY 2012 GENERAL PSYCHOLOGY 3
SBM 1000 SMALL BUSINESS MANAGEMENT 3

* This course has a prerequisite; check description in Valencia catalog.

1 CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.
2 MAT 1033C INTERMEDIATE ALGEBRA or higher mathematics may be substituted for MTB 1103 BUSINESS MATHEMATICS.

Note:
Specialized courses may not be offered every session or on every campus.

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.

Program Outcomes
• Compare selected theories of management.
• Use basic business application software.
• Assess ethical issues in business situations.
• Apply business mathematics principles.

Foundation Courses

GEB 1011 INTRODUCTION TO BUSINESS 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 3
or OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE)

Select one of the following: 3

MTB 1103 BUSINESS MATHEMATICS 2
APA 1111C BASIC ACCOUNTING
ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING *
**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 Code</th>
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<th>Credit Hours</th>
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<tr>
<td>FIN 2000</td>
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<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</td>
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</table>

* This course has a prerequisite; check description in Valencia catalog.

1. CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.
2. MAT 1033C INTERMEDIATE ALGEBRA or higher mathematics may be substituted for MTB 1103 BUSINESS MATHEMATICS.

**Note:**

Specialized courses may not be offered every session or on every campus.

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**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.

**Program Outcomes**

- Compare selected theories of management.
- Use basic business application software.
- Perform the functions in the marketing mix.
- Implement business, technical and interpersonal skills for customer support.
- Perform the management functions.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<tr>
<td>CTS 1155C</td>
<td>INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS</td>
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Customer Service Elective(s) 3

**Intermediate Courses**

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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**Advanced Courses**

<table>
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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<tr>
<td>or 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>
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</tbody>
</table>

Total Credit Hours 24

* This course has a prerequisite; check description in Valencia catalog.

1. CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.

**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, BUL, CTS, GEB, ECO, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1122, SLS 1303 Job Search, SLS 2940 Service Learning, and SPC 1608 Fundamentals of Speech.

Notes:
Specialized courses may not be offered every session or on every campus.
This certificate program is eligible for Financial Aid.

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.

Program Outcomes
• Compare selected theories of management.
• Use basic business application software.
• Perform the functions in the marketing mix.
• Implement business, technical and interpersonal skills for customer support.

Foundation Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<tr>
<td>CTS 1155C</td>
<td>INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS</td>
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Customer Service Elective(s) 3

Intermediate Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING</td>
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<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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</table>

Total Credit Hours 18

* This course has a prerequisite; check description in Valencia catalog

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, BUL, CTS, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1122 Student Success, SLS 1303 Job Search, SLS 2940 Service Learning, and SPC 1608 Fundamentals of Speech.

Note:
Specialized courses may not be offered every session or on every campus.

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.

Program Outcomes
• Compare selected theories of management.
• Use basic business application software.
• Implement business, technical and interpersonal skills for customer support.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1155C</td>
<td>INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS</td>
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Total Credit Hours: 12

**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, BUL, CTS, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1122, SLS 1303, SLS 2940, and SPC 1608.

* This course has a prerequisite; check description in Valencia catalog.

**Notes:**

Specialized courses may not be offered every session or on every campus.

**Entrepreneurship**

**Technical Certificate**

This program is designed to teach students the fundamentals of starting and operating a business while presenting entrepreneurship as a viable career option. Coursework covers opportunity recognition, business planning, managing a business, market research, the marketing plan, financial management and how to understand accounting information.

**Program Outcomes:**

- Design and develop a comprehensive business plan to start a small business.
- Design and develop a comprehensive small business marketing plan by using appropriate marketing strategies.
- Understand the basic principles of Management and dealing with employee issues.
- Have a basic understanding of obtaining financial resources, controlling cash flow, and keeping accurate financial information for tax.

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
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<tr>
<td>SBM 1000</td>
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<td>GEB 2112</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Choose one</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>BUL 2241</td>
<td>BUSINESS LAW I</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 12

**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.

**Program Outcomes**

- Perform the management functions.
- Use basic business application software.
• Perform basic human resources functions.
• Apply knowledge of federal and state laws governing human resources management.
• Assess ethical issues in business situations.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 RECRUITMENT, SELECTION AND STAFFING</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>or OST 2854C</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>
</tbody>
</table>

Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 2403</td>
<td>HUMAN RESOURCE MANAGEMENT LAW</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective(s)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 2329</td>
<td>CASE STUDIES IN HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>COMPENSATION AND BENEFITS SYSTEMS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 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, BUL, CGS, CIS, COP, CTS, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1303, SLS 1122, and SPC 1608.

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
1 CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.

Notes:
The credits in this certificate program apply toward the Business Administration Associate in Science degree.

Most certificate courses are offered only on the East Campus.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

Human Resources 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 Human Resources Management.

Program Outcomes

• Perform the management functions.
• Use basic business application software.
• Perform basic human resources functions.
• Apply knowledge of federal and state laws governing human resources management.
• Assess ethical issues in business situations.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
</tbody>
</table>
MNA 2320 HUMAN RESOURCES RECRUITMENT, SELECTION AND STAFFING * 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 1 3
or OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE)
GEB 1011 INTRODUCTION TO BUSINESS 3
or Business Elective(s)

Intermediate Courses
MNA 2403 HUMAN RESOURCE MANAGEMENT LAW * 3
Business Elective(s) 3
Total Credit Hours 18

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, BUL, CGS, CIS, COP, CTS, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1303, SLS 1122, and SPC 1608.

* This course has a prerequisite; check description in Valencia catalog.
1 CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.

Notes:
The credits in this certificate program apply toward the Business Administration Associate in Science degree.
Most certificate courses are offered only on the East Campus.
Specialized courses may not be offered every session or on every campus.

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.

Program Outcomes
• Perform the Management Functions.
• Use basic Business Application Software.
• Perform basic Human Resources Functions.
• Assess ethical issues in Business situations.

Foundation Courses
MAN 2300 INTRODUCTION TO HUMAN RESOURCES MANAGEMENT 3
MNA 2320 HUMAN RESOURCES RECRUITMENT, SELECTION AND STAFFING * 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 1 3
or OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE)
GEB 1011 INTRODUCTION TO BUSINESS 3
or Business Elective(s)

Total Credit Hours 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, BUL, CGS, CIS, COP, CTS, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1608.

* This course has a prerequisite; check description in Valencia catalog.
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.

Notes:

The credits in this certificate program apply toward the Business Administration Associate in Science degree.

Most certificate courses are offered only on the East Campus.

Specialized courses may not be offered every session or on every campus.

**International Business Specialist**

**Program Outcomes**

- Describe the impact of language, culture, religion and local government regulations on the conduct of international business.
- Explain the demographics, market segmentation and the selection of target markets as applied to the global business environment.
- Demonstrate strategies for opening foreign markets, including pure exporting, use of local distributors, global manufacturing, operating wholly-owned subsidiaries and foreign direct investment.
- Apply the planning process and develop marketing strategies for the international marketplace.
- Identify and interpret relevant international financial documents, and evaluate financial strategies that support an organization’s integrative trade initiatives.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>INTRODUCTION TO INTERNATIONAL BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2150</td>
<td>INTERNATIONAL MARKETING</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2051</td>
<td>INTERNATIONAL FINANCE</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 12

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

**Operations Support and Services**

**Technical Certificate**

This program prepares students for entry level employment in the area of operations support and/or to provide supplemental training for persons previously or currently employed in this area. The content includes but is not limited to communication skills, supervision skills, employability skills, and general business procedures and operation.

**Program Outcomes**

- Use basic business applications software
- Compare selected theories of management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 9

**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.
Program Outcomes

- Perform the management functions.
- Use basic business application software.
- Apply the effect of current economic trends on the real estate industry.
- Appropriately use real estate terminology.

REE 1000 REAL ESTATE PRINCIPLES AND PRACTICES 3
REE 1400 FLORIDA REAL ESTATE LAW 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 1 3
or OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE) 3
Select one of the following:
   PLA 1611 REAL PROPERTY I 3
   GEB 1011 INTRODUCTION TO BUSINESS 3
Business Elective(s)

Total Credit Hours 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, BUL, CGS, CIS, COP, CTS, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, RMI, SBM, TAX, SLS 1303, SLS 1122, and SPC 1608.

1 CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.

Notes:

The credits in the certificate programs apply toward the Business Administration Associate in Science degree, or the Business Management, Marketing, and Administration Associate in Science degree.

Specialized courses may not be offered every session or on every campus.

Supervision and Management for Industry

Associate in Science Degree (CIP# 1652020501)

Valencia's Supervision and Management for Industry program is an articulated program with Orange County Public Schools Technical College, Lake Technical College, Technical Education Center Osceola (TECO), the Orlando Utilities Commission and Lynx that enables students to pursue college-level work that is appropriate for supervisory and management roles and upward mobility in their respective fields of training. It also provides individuals who are currently working in industry with the business skills they need to advance or become self-employed in their respective fields.

This unique program provides opportunities for students from Orange County Public Schools Technical College, Lake Technical College or TECO to earn college credit toward this degree for completing one of the following approved postsecondary certificate or apprenticeship programs: Air Conditioning, Refrigeration & Heating, Automotive Collision Repair, Automotive Service Technology & Advanced Automotive Technology, Barbering, Building Construction Technologies, Cosmetology, Diesel Technology, Digital Photography, Electricity, Fashion Technology & Production Services, Interior Decorating Services, Machining Technologies, Marketing, Merchandising & Parts Operations I & II, Welding and Apprenticeships in Air Conditioning, Refrigeration and Heating, Brick & Block Masonry, Building Maintenance, Electrician, Electrical, Fire Sprinkler Systems, Industrial Pipefitter, Mechanical, Plumbing Technology and Structural Steel.

Students from Orange County Public Schools Technical College, Lake Technical College or TECO are eligible to receive 24 - 27 credits toward the technical skills training requirement in this degree. Students will be awarded 27 credits for completing a Technical College program consisting of 1500 or more hours; or 24 credits for completing a program consisting of 900 - 1450 hours. Students completing an approved apprenticeship of at least 3 years will receive 24 credits.
Employees from Orlando Utilities Commission who have completed training the Line Technician I program are eligible to receive 20 credits toward this degree. 15 credits for the 560 hours of training, plus 4 credits for GEB 2941 INTERNSHIP EXPLORATION IN BUSINESS and 1 credit for SLS 1303 JOB SEARCH.

Employees from Lynx who have completed the Certified Transit Technician (CTT) programs are eligible to receive credit toward this degree, and will be awarded 24 credit hours for completion of both the Transit Technician I and Transit Technician II programs. Employees who complete the Transit Technician III program will also receive an additional 3 credit hours for a total of 27 credit hours.

To have the credit awarded, eligible students should contact a Business academic department or a Career Program Advisor on a Valencia campus as soon as you enroll in the program to go over the requirements. For more information, visit the Valencia Web site at valenciacollege.edu/asdegrees/tec.cfm to view the articulation agreements.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Operations Support and Services (9 credits)

**Potential Careers**

- First Line Supervisor or Manager of Industrial Related Jobs

**Salary & Earnings Information**


**Contacts**

**Future Students**

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**

**East Campus**

Storm Russo, Program Chair: 407-582-2348
srusso@valenciacollege.edu
Kerry-Ann Rawls, Career Program Advisor: 407-582-2068
krawls2@valenciacollege.edu (ejusino2@valenciacollege.edu)

**West Campus**

Cheri Cutter, Program Chair: 407-582-1322
cutter1@valenciacollege.edu (bbunn@valenciacollege.edu)
Genevieve Hall, Career Program Advisor: 407-582-1239
ghall13@valenciacollege.edu (krawls2@valenciacollege.edu)

**Osceola Campus**

Stanton Reed, Program Chair: 407-582-4224
sreed21@valenciacollege.edu (mmachin1@valenciacollege.edu)
Claudia Zequeira, Career Program Advisor: 407-582-4172
Program Outcomes

• Perform the management functions
• Compare selected theories of management
• Perform the functions in the marketing mix
• Use basic business application software
• Assess ethical issues in business situations

Foundation Courses
Articulated Credit for Industrial Related Programs will be 20 or 24 or 27 credits based upon the following:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Programs Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-27</td>
<td>Orange County Tech Centers and TECO of Osceola District Schools</td>
</tr>
<tr>
<td>20</td>
<td>Orlando Utilities Commission</td>
</tr>
</tbody>
</table>

Articulated Credit for Approved Registered Apprenticeship Programs will be 24 credits for programs of at least 3 years

Certified Transit Technician (CTT) Programs 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Gen. Ed. Elective</td>
<td>See Gen. Ed. Core Requirement</td>
<td>~</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement</td>
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</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>Industrial Management Technology Electives</td>
<td>3-10</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours

60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 Students will be awarded 27 credits based on the completion of a program consisting of 1500 or more program hours.
2 Students will be awarded 24 credits based on the completion of a program consisting of 900-1450 program hours.
3 Students will be awarded 20 credits based on the completion of a program consisting of 560 hours.

(Gr) Denotes a Gordon Rule course.

Industrial Management Technology Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>BUSINESS LAW I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2091C</td>
<td>SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>BASIC ECONOMICS</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2941</td>
<td>INTERNSHIP EXPLORATION IN BUSINESS (not available to OUC students)</td>
<td>1-4</td>
</tr>
<tr>
<td>INP 1301</td>
<td>PSYCHOLOGY IN BUSINESS AND INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
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</tbody>
</table>
**Notes:**

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science).

For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**Operations Support and Services**

**Technical Certificate**

This program prepares students for entry level employment in the area of operations support and/or to provide supplemental training for persons previously or currently employed in this area. The content includes but is not limited to communication skills, supervision skills, employability skills, and general business procedures and operation.

**Program Outcomes**

- Use basic business applications software
- Compare selected theories of management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

9

**Medical Office Administration**

**Medical Office Administration with Specializations in:**

- Medical Transcription
- Medical Front Office

**Associate in Science Degree** *(CIP# 1552020404)*

This program is designed to prepare students for employment as office support staff and medical transcriptionists in medical offices, hospitals and other healthcare 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 Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm to view the articulation agreements. 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.

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. For more information, visit: http://valenciacollege.edu/asdegrees/business/moa.cfm

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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Medical Office Specialist (18 credits)
- Medical Office Support (12 credits)
- Medical Office Management (34 credits)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Medical Office Manager
- Medical Office Assistant
- Medical Transcriptionist
- Medical Records Specialist
- Medical Stenographer

Salary & Earnings Information


Contacts

Future Students

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

East Campus
Betty Wanielista, Program Chair: 407-582-2347
bwanielista@valenciacollege.edu
Lisa Larson, Career Program Advisor: 407-582-2503
llarson9@valenciacollege.edu
West Campus
Marie Howard, Program Chair: 4078-582-1423
mhoward@valenciacollege.edu
Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

Osceola Campus
Coleen Jones, Program Chair: 407-582-4851
cjones3@valenciacollege.edu
Ramon Velez-Cruz, Career Program Advisor: 407-582-4258
rvelez20@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Requirements

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
<td>1 R1 C1</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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Select one of the following:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE</td>
<td>R1 C1</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>MEDICAL TERMINOLOGY</td>
<td>R1 C1</td>
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**Intermediate Courses**

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>C1</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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</tr>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST</td>
<td>R1 C1</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>R1 C1</td>
</tr>
<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>OST 2464C</td>
<td>MEDISOFT (OFFICE MANAGEMENT SOFTWARE)</td>
<td>C1</td>
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Select one of the following:

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<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>C1</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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</table>

Specialization (See below) 12

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C MEDICAL TRANSCRIPTION, and/or OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

(GR) Denotes a Gordon Rule course.

Medical Transcription Specialization

Designed for students wishing to specialize in medical transcription.

Program Outcomes

• Support management in medical office administration.
• Prepare business documents.
• Manage business records.
• Demonstrate business communication skills.
• Utilize appropriate office technology.
• Execute duties of a medical office administrator.

Advanced Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>OST 1108C</td>
<td>BUILDING KEYBOARDING SPEED AND ACCURACY *R1</td>
<td>3</td>
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<tr>
<td>OST 1611C</td>
<td>MEDICAL TRANSCRIPTION +*R1</td>
<td>3</td>
</tr>
<tr>
<td>OST 2612C</td>
<td>MEDICAL TRANSCRIPTION II +*R1</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>OST 1461C</td>
<td>MEDICAL OFFICE SIMULATION +R1</td>
<td></td>
</tr>
<tr>
<td>OST 2943</td>
<td>INTERNSHIP IN MEDICAL OFFICE +R1 C1</td>
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</table>

Total Credit Hours 12

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
R1 Indicates the course is part of a sequence which prepares students for the Registered Medical Transcriptionist (RMT) certification
C1 Indicates the course is part of a sequence which prepares students for the Certified Medical Administrative Specialist (CMAS) Certification

Medical Front Office Specialization

Designed for students wishing to specialize in medical front office.

Program Outcomes

• Support management in medical office administration.
• Prepare business documents.
• Manage business records.
• Demonstrate business communication skills.
• Utilize appropriate office technology.
• Execute duties of a medical office administrator.

OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II +R1 C1 3
OST 2836C MICROSOFT ACCESS (DATABASE MANAGEMENT) C1 3
OST 2858C MICROSOFT EXCEL C1 3
Select one of the following 3
OST 2943 INTERNSHIP IN MEDICAL OFFICE +R1 C1
Medical Front Office Elective

Total Credit Hours  
12

* This course has a prerequisite; check description in Valencia catalog.

R1 Indicates the course is part of a sequence with prepares students for the Registered Medical Transcriptionist (RMT) Certification

C1 Indicates the course is part of a sequence which prepares students for the Certified Medical Administrative Specialist (CMAS) Certification

Medical Front Office Specialization Electives

All OST-prefix courses not being used as a requirement in this degree except OST 1141C Computer Keyboarding.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science).

For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT) (Database Management)</td>
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</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
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</tbody>
</table>

Medical Office Specialist with Specializations in

• Medical Transcription
• Medical Front Office

Technical Certificate

This certificate prepares students for employment as medical office support personnel and medical transcriptionists in medical offices and hospitals.

Foundation Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I +</td>
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<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE +†</td>
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</tr>
<tr>
<td>HSC 1531</td>
<td>MEDICAL TERMINOLOGY +†</td>
<td></td>
</tr>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST +†</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
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</table>

Specialization (See below)  
6

Total Credit Hours  
18

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.
Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C MEDICAL TRANSCRIPTION. and/or OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Medical Transcription Specialization

Program Outcomes
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 1108C</td>
<td>BUILDING KEYBOARDING SPEED AND ACCURACY</td>
<td>3</td>
</tr>
<tr>
<td>OST 1611C</td>
<td>MEDICAL TRANSCRIPTION. *</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours: 6

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Medical Front Office Specialization

Program Outcomes
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT)</td>
<td>3</td>
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<tr>
<td>Select one of the following:</td>
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<td></td>
</tr>
<tr>
<td>OST 2943</td>
<td>INTERNSHIP IN MEDICAL OFFICE *</td>
<td>3</td>
</tr>
</tbody>
</table>

Medical Front Office Electives

Total Credit Hours: 6

* This course has a prerequisite; check description in Valencia catalog.

Medical Front Office Specialization Electives

All OST-prefix courses not being used as a requirement in this degree except OST 1141C.

Notes:
Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Support

Technical Certificate
This certificate prepares students for employment as medical office support personnel in health-related businesses such as medical offices and hospitals.

Program Outcomes
- Support management in medical office administration.
• Prepare business documents.
• Manage business records.
• Utilize appropriate office technology.

Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I ¹</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE 1¹</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>MEDICAL TERMINOLOGY</td>
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<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST **¹</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours 12

¹ This course must be completed with a grade of C or better.
Ⅰ This course has a prerequisite; check description in Valencia catalog.
Ⅰ Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C MEDICAL TRANSCRIPTION, and/or OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Notes:

Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Management

Technical Certificate

This certificate prepares students for career opportunities in medical office management in medical offices and hospitals.

Program Outcomes

• Support management in medical office administration.
• Prepare business documents.
• Manages business records.
• Demonstrate business communication skills.
• Utilize appropriate office technology.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I ¹</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE ¹</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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</tr>
<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT</td>
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Intermediate Courses

<table>
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<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST **¹</td>
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</tr>
<tr>
<td>OST 1611C</td>
<td>MEDICAL TRANSCRIPTION ¹</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
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Advanced Courses

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2464C</td>
<td>MEDISOFT (OFFICE MANAGEMENT SOFTWARE) (Office Management Software)</td>
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<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING ¹</td>
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<tr>
<td>or APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td></td>
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</tbody>
</table>
Medical Office Management Elective

This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

1 Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C MEDICAL TRANSCRIPTION and/or OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Medical Office Management Electives

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<td>TEN KEY MASTERY</td>
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<tr>
<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
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<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</td>
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<tr>
<td>OST 2852C</td>
<td>MICROSOFT EXCEL - INTRODUCTORY</td>
<td>1</td>
</tr>
<tr>
<td>OST 2943</td>
<td>INTERNSHIP IN MEDICAL OFFICE *</td>
<td>1</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

Medical Office Administration courses may be taught in a multilevel-class atmosphere.

This certificate program is eligible for Financial Aid.

Office Administration

Associate in Science Degree (CIP# 1552020401)

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.

Graduates of specific programs at Orange County Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm to view the articulation agreements. Eligible students should contact the related academic department and/or Career Program Advisor at Valencia for the award of credit.

Students who have earned the CPS (Certified Professional Secretary) or CAP (Certified Administrative Professional) certification, may also be eligible to receive credit for certain courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm to view the Alternative Award of Credit agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean’s academic department for verification and approval.

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. For more information, visit: http://valenciacollege.edu/asdegrees/business/oa.cfm

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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most
can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab on this page for more information.

- Office Management (27 credits)
- Office Specialist (18 credits)
- Office Support (12 credits)

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the **Foundation Courses** on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Administrative Assistant
- Office Supervisor
- Office Manager
- Executive Secretary
- Executive Assistant
- Professional Assistant

**Salary & Earnings Information**

For salary and wage information, visit: [www.salary.com](http://www.salary.com) or [www.smart-college-choices.com](http://www.smart-college-choices.com)

**Contacts**

**Future Students**

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**

**East Campus**

Betty Wanielista, Program Chair: 407-582-2347
bwanielista@valenciacollege.edu

Lisa Larson, Career Program Advisor: 407-582-2503
llarson9@valenciacollege.edu

**West Campus**

Marie Howard, Program Chair: 407-582-1423
mhoward@valenciacollege.edu

Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

**Osceola Campus**

Coleen Jones, Program Chair: 407-582-4851
cjones3@valenciacollege.edu

Ramon Velez-Cruz, Career Program Advisor: 407-582-4258
rvelez20@valenciacollege.edu (rvelez20@valenciacollege.edu) mgonzalez10@valenciacollege.edu

**Internship and Workforce Services**

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship
Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Support management in office administration.
• Prepare business documents.
• Manage records.
• Demonstrate business communication skills.
• Utilize appropriate office technology.
• Execute the duties of an office administrator.

Foundation Courses

<table>
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<th>Course Title</th>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
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<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I C1</td>
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<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) C1</td>
<td>3</td>
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<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS C1</td>
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Select one of the following:

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<tr>
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Office Administrative Elective

Intermediate Courses

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<th>Course Title</th>
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<td>See Gen. Ed. Core Requirement ~</td>
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<tr>
<td>OST 1110C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING II C1</td>
<td>3</td>
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<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS C1</td>
<td>3</td>
</tr>
<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT C1</td>
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</tr>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
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<tr>
<td>OST 2813C</td>
<td>DESKTOP PUBLISHING</td>
<td>3</td>
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<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT)</td>
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Science or Mathematics

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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ~</td>
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Advanced Courses

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>GENERAL PSYCHOLOGY ~</td>
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<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
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<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
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<tr>
<td>OST 2120C</td>
<td>OFFICE ADMINISTRATION SIMULATION ~</td>
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Office Administration Electives (Included are OST 2944 and/or Office Administration Electives)

Select one of the following:

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING C1</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING C1</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 60

Office Administration Electives

Any of these courses not being used as a degree requirement:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING ~</td>
<td>3</td>
</tr>
<tr>
<td>or APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>MAN 2300</td>
<td>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT C1</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
</tr>
</tbody>
</table>
OST 1108C BUILDING KEYBOARDING SPEED AND ACCURACY  
OST 1320C TEN KEY MASTERY  
OST 1755C MICROSOFT WORD - INTRODUCTION  
OST 2828C MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)  
OST 2852C MICROSOFT EXCEL - INTRODUCTORY  
SBM 1000 SMALL BUSINESS MANAGEMENT  
SLS 1303 JOB SEARCH  
SLS 2940 SERVICE LEARNING  

+ This course must be completed with a grade of C or better.  
* This course has a prerequisite; check description in Valencia catalog.  
1 Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I and/or OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.  
(GR) Denotes a Gordon Rule course.  

Notes:
Office Administration courses may be taught in a multilevel-class atmosphere.  
C1 Indicates the course is part of a sequence which preparers students for the Certified Administrative Professional (CAP) Certification.  
Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor's degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.  
For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.  

Microsoft Certified Application Specialist Certification
The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.  

OST 2756C MICROSOFT WORD  
OST 2858C MICROSOFT EXCEL  
OST 2836C MICROSOFT ACCESS (DATABASE MANAGEMENT)  

Office Management
Technical Certificate
This certificate is designed for students interested in employment as office support managers in word processing or office administration departments.  

Program Outcomes
• Support management in office administration.  
• Prepare business documents.  
• Manage business records.  
• Demonstrate business communication skills.  
• Utilize appropriate office technology.
Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I (^1)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
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Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1110C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING II (^1)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
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<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT</td>
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Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 2813C</td>
<td>DESKTOP PUBLISHING</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
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</tbody>
</table>

Office Management Elective(s)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours

27

Office Management Electives

All OST-prefix courses not being used as a requirement in this degree except OST 1141C.

Any of these courses not being used as a degree requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING (^*)</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>JOB SEARCH</td>
<td>1</td>
</tr>
<tr>
<td>SLS 2940</td>
<td>SERVICE LEARNING (^*)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

\(^*\) This course has a prerequisite; check description in Valencia catalog.

\(^1\) Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, and/or OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Notes:

Office Management courses may be taught in a multilevel-class atmosphere.

This certificate program is eligible for Financial Aid.

Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT)</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Program Outcomes

- Support management in office administration.
• Prepare business documents.
• Manage records.
• Demonstrate business communication skills.
• Utilize appropriate office technology.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</td>
</tr>
</tbody>
</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
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</tbody>
</table>

Office Specialist Elective(s)

- Total Credit Hours: 18

**Office Specialist Electives**

All OST-prefix courses not being used as a requirement in this degree except OST 1141C Computer Keyboarding.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>JOB SEARCH</td>
<td>1</td>
</tr>
<tr>
<td>SLS 2940</td>
<td>SERVICE LEARNING *</td>
<td>1-4</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
1 Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, and/or OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

**Notes:**

Office Specialist courses may be taught in a multilevel-class atmosphere.

Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT)</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

**Program Outcomes**

- Support management in office administration.
- Prepare business documents.
• Utilize appropriate office technology.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>3</td>
</tr>
<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</td>
</tr>
</tbody>
</table>

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
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</table>

Office Support Elective(s) | 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>JOB SEARCH</td>
<td>1</td>
</tr>
<tr>
<td>SLS 2940</td>
<td>SERVICE LEARNING</td>
<td>1-4</td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
1 Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, and/or OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

### Notes:

Office Support courses may be taught in a multilevel-class atmosphere.

### Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Criminal Justice & Paralegal Studies

A career in Criminal Justice or Paralegal Studies is a way to give back to the community. Your role as a public service professional is as versatile as any job can be. Whether it’s providing order and enforcing laws, playing an important part in the legal system, or being a role model for a troubled individual, the possibilities are up to you.

The Business, Information Technology, and Public Service Division on East Campus offers both the Criminal Justice and the Paralegal Studies Associate in Science degree programs, and the Behavioral and Social Sciences Division on West Campus offers the Criminal Justice Associate in Science degree program.

- Criminal Justice
- Paralegal Studies

Valencia also has the Criminal Justice Institute which offers the state-certified academy training programs that are required to become sworn corrections or law enforcement officers in Florida.
Criminal Justice Institute - Academy Programs

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

Career Certificates
Vocational Credit Certificates
Limited-Access

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 assessment.

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.

Potential Careers

• Police Officer
• Deputy Sheriff
• Correctional Officer
• Law Enforcement Officer

Salary & Earnings Information
Police Officers and Deputy Sheriffs - $35,000 per year
Corrections - $30,000 per year

Contacts
School of Public Safety: 407-582-8200
Dr. Jeffrey Goltz, Executive Dean, 407-582-8265
goltz@valenciacollege.edu

Dave Heffernan, Managing Director, 407-582-8212
dheffernan@valenciacollege.edu

Heidi Shugg, Career Program Advisor: 407-582-8155
hshugg1@valenciacollege.edu

For more information, visit our website at: valenciacollege.edu/cji

Alternative Ways to Earn Credit
Once you have earned your certification as a Correctional Officer or Law Enforcement Officer through Valencia's Criminal Justice Institute, you may be eligible to receive credit toward Valencia's A.S. degree in Criminal Justice Technology. For more information, visit:
valenciacollege.edu/asdegrees/transferagreements.cfm

Correctional Officer

Career Certificate

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.

**Program Outcomes**

- Students must demonstrate state mandated basic correctional officer skills and knowledge in high liability training areas.
- Students must demonstrate state mandated basic correctional officer knowledge in non-high liability training areas.
- Students must complete the state mandated physical training requirements.
- Students must practice professional responsibility in accordance with the Criminal Justice Institute's regulations manual.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0031</td>
<td>FIRST AID FOR CRIMINAL JUSTICE OFFICERS</td>
<td>40</td>
<td>1.333</td>
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<tr>
<td>CJK 0040</td>
<td>CRIMINAL JUSTICE FIREARMS</td>
<td>80</td>
<td>2.667</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>CMS CRIMINAL JUSTICE DEFENSIVE TACTICS</td>
<td>80</td>
<td>2.667</td>
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<tr>
<td>CJK 0340</td>
<td>OFFICER WELLNESS AND PHYSICAL ABILITIES FOR CORRECTIONAL OFFICERS</td>
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<td>1.000</td>
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<tr>
<td>CJK 0300</td>
<td>INTRODUCTION TO CORRECTIONS</td>
<td>32</td>
<td>1.067</td>
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<tr>
<td>CJK 0305</td>
<td>COMMUNICATIONS</td>
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<tr>
<td>CJK 0310</td>
<td>OFFICER SAFETY</td>
<td>16</td>
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<tr>
<td>CJK 0315</td>
<td>FACILITY AND EQUIPMENT</td>
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<td>0.267</td>
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<tr>
<td>CJK 0320</td>
<td>INTAKE AND RELEASE</td>
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<td>CJK 0325</td>
<td>SUPERVISING IN A CORRECTIONAL FACILITY</td>
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<td>1.333</td>
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<tr>
<td>CJK 0330</td>
<td>SUPERVISING SPECIAL POPULATIONS</td>
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<tr>
<td>CJK 0335</td>
<td>RESPONDING TO INCIDENTS AND EMERGENCIES</td>
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<td><strong>Total Credit Hours</strong></td>
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<td><strong>14.000</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
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<tbody>
<tr>
<td>CJD 0939</td>
<td>CRIMINAL JUSTICE EXAM REVIEW</td>
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<td>0.800</td>
</tr>
</tbody>
</table>

**Law Enforcement Officer**

**Career Certificate**

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. This program is eligible for Financial Aid.

**Program Outcomes**

- Students must demonstrate state mandated basic recruit law enforcement skills and knowledge in high liability training areas.
- Students must demonstrate state mandated basic recruit law enforcement knowledge in non-high-liability training areas.
- Students must complete the state mandated physical training requirements.
- Students must practice professional responsibility in accordance with the Criminal Justice Institute's regulations manual.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0001</td>
<td>INTRODUCTION TO LAW ENFORCEMENT</td>
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<tr>
<td>CJK 0012</td>
<td>LAW ENFORCEMENT LEGAL</td>
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<tr>
<td>CJK 0020</td>
<td>LAW ENFORCEMENT VEHICLE OPERATIONS</td>
<td>48</td>
<td>1.600</td>
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<tr>
<td>CJK 0031</td>
<td>FIRST AID FOR CRIMINAL JUSTICE OFFICERS</td>
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<td>1.333</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CRIMINAL JUSTICE FIREARMS.</td>
<td>80</td>
<td>2.667</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>CMS CRIMINAL JUSTICE DEFENSIVE TACTICS</td>
<td>80</td>
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<td>CJK 0077</td>
<td>LAW ENFORCEMENT CRIMINAL INVESTIGATIONS</td>
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<tr>
<td>CJK 0087</td>
<td>LAW ENFORCEMENT TRAFFIC STOPS</td>
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<tr>
<td>CJK 0084</td>
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<td>CJK 0088</td>
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<td>CJK 0096</td>
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<td>2.000</td>
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<td>CJK 0422</td>
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<td>0.267</td>
</tr>
<tr>
<td>CJK 0013</td>
<td>INTERACTIONS IN A DIVERSE COMMUNITY</td>
<td>40</td>
<td>1.333</td>
</tr>
<tr>
<td>CJK 0014</td>
<td>INTERVIEWING AND REPORT WRITING</td>
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<td>1.867</td>
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<tr>
<td>CJK 0064</td>
<td>FUNDAMENTALS OF PATROL</td>
<td>35</td>
<td>1.167</td>
</tr>
<tr>
<td>CJK 0065</td>
<td>CALLS FOR SERVICE</td>
<td>36</td>
<td>1.200</td>
</tr>
<tr>
<td>CJK 0078</td>
<td>FROM CRIME SCENE TO COURTROOM</td>
<td>35</td>
<td>1.167</td>
</tr>
<tr>
<td>CJK 0092</td>
<td>CRITICAL INCIDENTS</td>
<td>44</td>
<td>1.467</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>770</strong></td>
<td><strong>25.669</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
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</thead>
<tbody>
<tr>
<td>CJD 0939</td>
<td>CRIMINAL JUSTICE EXAM REVIEW</td>
<td>24</td>
<td>0.800</td>
</tr>
</tbody>
</table>

**Crossover: Corrections to Law Enforcement**

**Career Certificate**

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.

**Program Outcomes**

- Students must demonstrate state mandated basic recruit law enforcement skills and knowledge in high-liability training areas.
- Students must demonstrate state mandated basic recruit law enforcement knowledge in non-high-liability training areas.
CJU 078 FROM CRIME SCENE TO COURTROOM 35 1.170
CJU 092 CRITICAL INCIDENTS 44 1.470
CJU 087 LAW ENFORCEMENT TRAFFIC STOPS 30 1.000
CJU 084 LAW ENFORCEMENT DUI TRAFFIC STOPS 24 0.800
CJU 088 LAW ENFORCEMENT TRAFFIC CRASH INVESTIGATIONS 32 1.070
CJU 0393 CROSS-OVER PROGRAM UPDATES 8 0.267
CJU 020 LAW ENFORCEMENT VEHICLE OPERATIONS,LAW ENFORCEMENT VEHICLE OPERATIONS. 48 1.600
CJU 0422 DART FIRING STUN GUN 8 0.267

Total Credit Hours 518 17.284

Course Title Contact Hours Vocational Credit(s)

Other suggested course:
CJU 0939 CRIMINAL JUSTICE EXAM REVIEW 24 0.800

Auxiliary Law Enforcement Officer

Career Certificate
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.

Program Outcomes

- Students must demonstrate state mandated basic recruit law enforcement skills and knowledge in high-liability training areas.
- Students must demonstrate state mandated basic recruit auxiliary law enforcement knowledge in non-high-liability training areas.

Course Title Contact Hours
CJU 0240 LAW ENFORCEMENT AUXILIARY INTRODUCTION 27
CJU 0241 LAW ENFORCEMENT AUX PATROL AND TRAFFIC 19
CJU 0242 LAW ENFORCEMENT AUXILIARY INVESTIGATIONS 17
CJU 0422 DART FIRING STUN GUN 8
CJU 0031 FIRST AID FOR CRIMINAL JUSTICE OFFICERS 40
CJU 0040 CRIMINAL JUSTICE FIREARMS. 80
CJU 0051 CMS CRIMINAL JUSTICE DEFENSIVE TACTICS 80
CJU 0020 LAW ENFORCEMENT VEHICLE OPERATIONS 48

Total Credit Hours 319

Notes:
The Criminal Justice Institute programs are offered at the Criminal Justice Institute located at 8600 Valencia College Lane (near the East Campus).

Specialized courses may not be offered every session or on every campus.

Criminal Justice

Criminal Justice with Specialization in:

- Homeland Security
Classified as 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 of Science 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.

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://valenciacollege.edu/asdegrees/credit_octc.cfm to view the Criminal Justice articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students who have successfully completed a state-certified training academy such as Valencia’s Criminal Justice Institute and passed a recognized state certification exam for Law Enforcement Officer, Corrections Officer or Probation/Parole Officer, may also be eligible to receive credit for certain courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm to view the Alternative Award of Credit agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean’s academic department for verification and approval.

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. This is found at http://valenciacollege.edu/asdegrees/criminal-justice/ps.cfm

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.

Technical Certificates
Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Criminal Justice Technology Specialist (24 credits)
- Homeland Security Specialist (9 credits)
- Homeland Security Law Enforcement Specialist (15 credits)

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.
Potential Careers

- Police Officer
- Law Enforcement Officer
- Deputy Sheriff
- Security Officer
- Crime Analyst/Technician
- Criminal Justice Administration
- Correctional Officer
- Detective and Investigator
- Loss Prevention Specialist
- Emergency Communications Specialist

Salary & Earnings Information


Contacts

Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

East Campus
Terry Miller, Program Chair: 407-582-2749
tmiller@valenciacollege.edu
Brian Murphy, Program Chair 407-582-2381
jmurphy60@valenciacollege.edu
Franklin Cabral, Career Program Advisor: 407-582-2388
fcabral1@valenciacollege.edu

West Campus
Lauren Sykes, Program Chair, West Campus: 407-582-5673
lsykes3@valenciacollege.edu (tscoggins@valenciacollege.edu)
Genevieve Hall, Career Program Advisor: 407-582-1239
ghall13@valenciacollege.edu (fcabral1@valenciacollege.edu)

Osceola Campus
Dave Hefferman, Program Chair, Osceola Campus: 407-582-8212
dhefferman@valenciacollege.edu (tscoggins@valenciacollege.edu)
Ramon Velez-Cruz, Career Program Advisor: 407-582-4258
rvelez20@ (rvelez20@valenciacollege.edu)@valenciacollege.edu (mgonzalez10@valenciacollege.edu)

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned your certification as a Correctional Officer, Law Enforcement Officer or Probation/Parole Officer, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes

- Apply knowledge of criminal law, constitutional law, and juvenile law to criminal scenarios.
- Communicate criminal justice concepts through oral and written formats.
- Analyze life long ethical and professional responsibilities of criminal justice personnel in the administration of justice.
- Examine the interaction between police organizations, the courts, corrections, and the community in the administration of justice.
- Select the appropriate techniques and practices common to particular types of criminal investigations.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I <strong>~</strong></td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS <strong>~</strong></td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>CRIMINOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2600</td>
<td>CRIMINAL INVESTIGATION</td>
<td>3</td>
</tr>
</tbody>
</table>

### Criminal Justice Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY ~</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>INTRODUCTION TO CORRECTIONS</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2053</td>
<td>ETHICS IN CRIMINAL JUSTICE ~</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2100</td>
<td>CRIMINAL LAW</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2000</td>
<td>POLICING SYSTEMS AND PROCEDURES **~</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2001</td>
<td>JUVENILE JUSTICE SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td>3</td>
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### Criminal Justice Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

### Advanced Courses

<table>
<thead>
<tr>
<th>Science</th>
<th>Humanities</th>
<th>CJL 2102</th>
<th>CCJ 2358</th>
<th>Total Credit Hours</th>
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<tbody>
<tr>
<td>See Gen. Ed. Core Requirement ~1</td>
<td>See Gen. Ed. Core Requirement ~</td>
<td>CRIMINAL EVIDENCE &amp; PROCEDURES</td>
<td>CRIMINAL JUSTICE REPORT WRITING: CAPSTONE ~</td>
<td>60</td>
</tr>
</tbody>
</table>

| +                                             | + This course must be completed with a grade of C or better. |
|                                               | ~ This is a general education course. |
| *                                             | * This course has a prerequisite; check description in Valencia catalog. |

1 Students planning to transfer to UCF should select from these science courses AST 1002 ASTRONOMY, CHM 1020 CHEMISTRY IN EVERYDAY LIFE, PHY 2053C COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY, BSC 1005 BIOLOGICAL SCIENCE, EVR 1001 INTRODUCTION TO ENVIRONMENTAL SCIENCE, BSC 1010C GENERAL BIOLOGY I, and ESC 1000 EARTH SCIENCES.

### Homeland Security Specialization

#### Program Outcomes

- Differentiate between ethical and unethical attitudes and actions regarding execution of homeland security practices.
- Communicate homeland security concepts through oral and written formats.
- Identify security threats that affect border and transportation systems.
- Describe the foundation and goals for security.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1006</td>
<td>INTRODUCTION TO HOMELAND SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>DSC 2242</td>
<td>TRANSPORTATION AND BORDER SECURITY ~</td>
<td>3</td>
</tr>
<tr>
<td>DSC 2590</td>
<td>INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT ~</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credit Hours

- 60
- 9
**Criminal Justice Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CCJ 2452</td>
<td>CRIMINAL JUSTICE ADMINISTRATION</td>
<td>3</td>
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<tr>
<td>CJE 2140</td>
<td>INTRODUCTION TO SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2062</td>
<td>PEACE, CONFLICT AND THE POLICE</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2160</td>
<td>MULTICULTURAL LAW ENFORCEMENT</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2162</td>
<td>COMMUNITY CORRECTIONS</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2941</td>
<td>INTERNSHIP EXPLORATION/FIELD OBSERVATION IN CRIMINAL JUSTICE</td>
<td>1-3</td>
</tr>
<tr>
<td>CCJ 2930</td>
<td>SELECTED TOPICS IN CRIMINAL JUSTICE</td>
<td>1-3</td>
</tr>
<tr>
<td>CCJ 2022</td>
<td>CONTEMPORARY ISSUES IN CRIMINAL JUSTICE</td>
<td>3</td>
</tr>
<tr>
<td>CLP 2140</td>
<td>ABNORMAL PSYCHOLOGY</td>
<td>3</td>
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<tr>
<td>or PSY 2050</td>
<td>SURVEY OF FORENSIC PSYCHOLOGY</td>
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<tr>
<td>HSC 1400C</td>
<td>First Aid/CPR</td>
<td>3</td>
</tr>
<tr>
<td>ASL 2140</td>
<td>AMERICAN SIGN LANGUAGE I</td>
<td>4</td>
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<tr>
<td>or SPN prefix</td>
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<tr>
<td>DSC 1006</td>
<td>INTRODUCTION TO HOMELAND SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>DSC 2242</td>
<td>TRANSPORTATION AND BORDER SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>DSC 2590</td>
<td>INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>PAX 1000</td>
<td>INTRODUCTION TO PEACE STUDIES</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

**Notes:**

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

Several Florida public and private universities 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 UCF's Bachelor of Applied Science (B.A.S.) degree, may be found at valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF's B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state's foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language. It is also recommended that those students take PSY 2012 GENERAL PSYCHOLOGY rather than SYG 2000 INTRODUCTORY SOCIOLOGY.

Specialized courses may not be offered every session or on every campus.

**Criminal Justice Technology Specialist**

**Technical Certificate**

This certificate is intended for students interested in working in a support capacity within criminal justice organizations or in the private security field. Students will develop a broad-base of knowledge that includes a basic understanding of criminal evidence and procedures, and an overview of the criminal justice system and related administrative concerns. Other topics will cover issues related to private security, juvenile justice systems, and adult correctional systems. Students will develop specific skills in business communications and learn basic computer fundamentals and applications necessary to contribute in a support role with a criminal justice or private security organization.

**Program Outcomes**

- Apply knowledge of criminal law, constitutional law and juvenile law to criminal scenarios.
- Communicate criminal justice concepts through oral and written formats.
- Analyze life-long ethical and professional responsibilities of criminal justice personnel in the administration of justice.
- Examine the interaction between police organizations, the courts, corrections, and the community in the administration of justice.
Select the appropriate techniques and practices common to particular types of criminal investigations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2452</td>
<td>CRIMINAL JUSTICE ADMINISTRATION</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2140</td>
<td>INTRODUCTION TO SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>CJJ 2001</td>
<td>JUVENILE JUSTICE SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2102</td>
<td>CRIMINAL EVIDENCE &amp; PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2162</td>
<td>COMMUNITY CORRECTIONS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

**Homeland Security Specialist**

**Technical Certificate**

This certificate is intended for students interested in working for a law enforcement agency, a federal homeland security organization, a private security organization, or in the emergency management field. In particular, students will develop a broad-based knowledge that includes a basic understanding of the structure and mission of homeland security. Additional topics that will be covered include weapons of mass destruction, transportation and border security, legal and ethical issues, sources of terrorist threats and natural hazards, risk assessment and mitigation, the National Incident Command System (NIMS), intelligence and security analysis.

**Program Outcomes**

- Identify security threats that affect border and transportation security.
- Describe the foundation and goals for security.
- Differentiate between ethical and unethical attitudes and actions regarding execution of homeland security practices.
- Apply knowledge of constitutional, case, and statutory law to homeland security scenarios.
- Communicate homeland security concepts through oral and written formats.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1006</td>
<td>INTRODUCTION TO HOMELAND SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>DSC 2242</td>
<td>TRANSPORTATION AND BORDER SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>DSC 2590</td>
<td>INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Notes:

The credits in this course apply towards a Criminal Justice Technology Associates of Science degree.

Specialized courses may not be offered every session or on every campus.

**Homeland Security Law Enforcement Specialist**

**Technical Certificate**

This certificate is intended for students interested in working for a law enforcement agency, a federal homeland security organization, a private security organization, or in the emergency management field. This certificate integrates foundational elements of homeland security within the framework of the criminal justice system. In particular, students will develop a broad-based knowledge of homeland security related concepts, which will include a comprehensive overview of the structure, mission, and history of the U.S. Department of Homeland Security. Other related topics will include weapons of mass destruction, transportation and border security, legal and ethical
issues, sources of terrorist threats, natural hazards, risk assessment and mitigation, the National Incident Command System (NIMS), and intelligence and security analysis.

**Program Outcomes**

- Identify security threats that affect border and transportation security.
- Describe the foundation and goals for security.
- Differentiate between ethical and unethical attitudes and actions regarding execution of homeland security practices.
- Apply knowledge of constitutional, case, and statutory law to homeland security scenarios.
- Communicate homeland security concepts through oral and written formats.
- Examine the interaction between police organizations, the courts, corrections, the U.S. Department of Homeland Security, and the community in the administration of justice and public safety.

**CCJ 1020**  
**INTRODUCTION TO CRIMINAL JUSTICE**  
3

**CJL 2100**  
**CRIMINAL LAW**  
3

**DSC 1006**  
**INTRODUCTION TO HOMELAND SECURITY**  
3

**DSC 2242**  
**TRANSPORTATION AND BORDER SECURITY**  
3

**DSC 2590**  
**INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT**  
3

**Total Credit Hours**  
15

**Notes:**

The credits in this course apply towards a Criminal Justice Technology Associates of Science degree.

**Paralegal Studies**

**Paralegal Studies with Specializations in:**

- Litigation
- Transactional

**Associate in Science Degree**  
**(Articulated A.S. to B.A/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.

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 toward 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.

Students will select either a Transactional or Litigation specialization. The Transactional specialization provides additional course work relating to real estate and probate matters, while the Litigation specialization provides additional course work relating to civil court and bankruptcy proceedings.

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. This is found at http://valenciacollege.edu/asdegrees/criminal-justice/ps.cfm

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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

• Paralegal
• Legal Assistant

Salary & Earnings Information

For salary and wage information, visit: www.salary.com or www.smart-college-choices.com

Contacts

Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

East Campus
Wendy Toscano, Program Chair, East Campus: 407-582-2529
wtoscano@valenciacollege.edu

Lisa Larson, Career Program Advisor, East Campus: 407-582-2503
llarson9@valenciacollege.edu

Osceola Campus
Ramon Velez-Cruz, Career Program Advisor, Osceola Campus: 407-582-4258
rvelez20@valenciacollege.edu

For more information on the Paralegal Studies program, visit: valenciacollege.edu/departments/east/business/paralegal

Program Requirements

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>POS 2041</td>
<td>U.S. GOVERNMENT</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1003C</td>
<td>INTRODUCTION TO PARALEGAL PRACTICES AND ETHICS</td>
<td>3</td>
</tr>
</tbody>
</table>
PLA 1611  REAL PROPERTY I **  3
PLA 2203  CIVIL LITIGATION I **  3
SPC 1608  FUNDAMENTALS OF SPEECH ~  3
or SPC 1017  INTERPERSONAL COMMUNICATION
PLA 2433  BUSINESS ORGANIZATIONS **  3
Math or Science  See Gen. Ed. Core Requirement **~  3

Intermediate Courses
PLA 1104  LEGAL RESEARCH AND THEORY I **  3
PLA 2732C  LEGAL TECHNOLOGY ~  3
PLA 1730C  COMPUTER-ASSISTED LEGAL RESEARCH ~  3
BUL 2241  BUSINESS LAW I ~  3
BUL 2242  BUSINESS LAW II ~  3
Humanities  See Gen. Ed. Requirement ~1  3
PSY 2012  GENERAL PSYCHOLOGY  3
APA 1111C  BASIC ACCOUNTING ~  3
or ACG 2021C  PRINCIPLES OF FINANCIAL ACCOUNTING

Select one of the following:  3
ENC 1102  FRESHMAN COMPOSITION II **~
OST 1335C  BUSINESS COMMUNICATIONS
ENC 1210  TECHNICAL COMMUNICATION

Specialization (see below)  15

Total Credit Hours  64

+  This course must be completed with a grade of C or better.
*  This course has a prerequisite; check description in Valencia catalog.
~  This is a general education course.
1  Students planning to transfer to UCF should select from , ARH 2051 INTRODUCTION TO ART HISTORY II, HUM 2220 HUMANITIES - GREEK AND ROMAN HUM 2223 HUMANITIES - LATE ROMAN AND MEDIEVAL HUM 2232 HUMANITIES - RENAISSANCE AND BAROQUE, HUM 2234 HUMANITIES - ENLIGHTENMENT AND ROMANTICISM, MUL 1010 MUSIC APPRECIATION, PHI 2010 PHILOSOPHY, REL 2300 World Religions, and THE 1000

(GR)  Denotes a Gordon Rule course.

Litigation Specialization
Program Outcomes
- Research and analyze a legal issue under the supervision of a member of the Bar.
- Draft certain legal documents used in litigation and transactional matters, including bankruptcy and debtor-creditor filings, under the supervision of a member of the Bar.
- Apply the appropriate ethics rules to hypothetical ethical scenarios that may arise in the legal setting under the supervision of a member of the Bar.
- Describe practices and traits required to work effectively in a group or individually under the supervision of a member of the Bar.

PLA 2223  CIVIL LITIGATION II ~  3
PLA 1114  LEGAL RESEARCH AND THEORY II ~  3
PLA 2192C  LEGAL RESEARCH AND THEORY III CAPSTONE ~  3
PLA 2465C  DEBTOR-CREDITOR/BANKRUPTCY ~  3
Paralegal Studies Elective  3

Total Credit Hours  15

*  This course has a prerequisite; check description in Valencia catalog.
This course must be completed with a grade of C or better.

Transactional Specialization

Program Outcomes

- Research and analyze a legal issue under the supervision of a member of the Bar.
- Draft certain legal documents used in litigation and transactional matters, including wills and trust documents, under the supervision of a member of the Bar.
- Apply the appropriate ethics rules to hypothetical ethical scenarios that may arise in the legal setting under the supervision of a member of the Bar.
- Describe practices and traits required to work effectively in a group or individually under the supervision of a member of the Bar.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PLA 2612</td>
<td>REAL PROPERTY II †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2601C</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 2192C</td>
<td>LEGAL RESEARCH AND THEORY III CAPSTONE †</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Paralegal Studies Elective</td>
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<td>Total Credit Hours</td>
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</table>

Paralegal Studies Electives

These courses may be used as the Paralegal Studies Elective if not a Specialization requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 2223</td>
<td>CIVIL LITIGATION II †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2465C</td>
<td>DEBTOR-CREDITOR/BANKRUPTCY †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2601C</td>
<td>WILLS, TRUSTS, AND ESTATE ADMINISTRATION I †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2612</td>
<td>REAL PROPERTY II †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2800C</td>
<td>FAMILY LAW †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2930</td>
<td>SELECTED TOPICS IN PARALEGAL STUDIES †</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2942</td>
<td>INTERNSHIP IN PARALEGAL STUDIES †</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
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<tr>
<td>CJL 2100</td>
<td>CRIMINAL LAW</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2102</td>
<td>CRIMINAL EVIDENCE &amp; PROCEDURES</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.
+ This course must be completed with a grade of C or better.

Notes:

PLA prefix courses are offered predominantly on the East Campus; some foundation courses are offered also at the Osceola Campus.

Specialized courses may not be offered every session or on every campus.

Several Florida public and private universities provide opportunities, in addition to the 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 Legal Studies at UCF and FGCU and UCF's Bachelor of Applied Science (B.A.S.) degree, may be found at valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF's B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state's foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Engineering Technology

Engineering and Architecture Technology programs prepare students to become engineering technicians. These technicians use the principles and theories of science, engineering and mathematics to solve technical problems in research and development,
manufacturing, sales, construction, inspection and maintenance. Many engineering technicians work with engineers as part of an engineering team, translating the engineer's designs into actual products — from building bridges to building construction.

The Architecture, Engineering, and Technology Division offers the following Associate in Science degree programs:

- Building Construction Technology
- Civil/Surveying Engineering Technology
- Drafting and Design Technology
- Electronics Engineering Technology
- Network Engineering Technology

**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 Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Building Construction Specialist (18 credits)

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Project Manager
- Construction Scheduler
- Construction Superintendent
- Construction Estimator
- Building Inspector
• Construction Manager
• Building Supervisor
• General Contractor
• Plans Reviewer

Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Andrew Ray, R.A, Program Chair, West Campus: 407-582-1847
aray@valenciacollege.edu

Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Accept professional and ethical responsibilities required by industry.
• Communicate effectively with technical and non-technical audiences.
• Analyze systems and processes used to create the built environment.
• Solve design problems using algebraic and trigonometric functions.
• Plan and perform basic project management functions for construction.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1031C</td>
<td>INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>ENGINEERING DRAWING</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>INTRODUCTION TO CADD</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ~</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities See Gen. Ed. Core Requirement ~ 3
Science or Mathematics See Gen. Ed. Core Elective ~ 3

Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 1251C</td>
<td>Engineering Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2405</td>
<td>STATICS AND STRENGTH OF MATERIALS ~</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1705</td>
<td>CONTRACTS, CODES, SPECIFICATIONS, AND OFFICE PRACTICES</td>
<td>3</td>
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<tr>
<td>MTB 2321C</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1101C</td>
<td>BASIC SURVEYING MEASUREMENTS (Surveying I) ~</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD ~</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>TAR 1120C</td>
<td>ARCHITECTURAL DRAWING I *</td>
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<tr>
<td><strong>Advanced Courses</strong></td>
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<tr>
<td>BCN 2563</td>
<td>BUILDING SERVICE SYSTEMS</td>
<td>3</td>
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<tr>
<td>BCN 2721C</td>
<td>Construction Planning and Control</td>
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</tr>
<tr>
<td>BCT 2770C</td>
<td>Building Construction Estimating (Formerly BCT 2600)</td>
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<tr>
<td>TAR 2033C</td>
<td>ARCHITECTURAL DESIGN ~</td>
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<tr>
<td>Technology Elective</td>
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<td><strong>Total Credit Hours</strong></td>
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<td><strong>60</strong></td>
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**Building Construction Technology Electives**

The Elective requirement may be satisfied with any course in the Course Descriptions section of the Valencia catalog with the subject prefix of ARC, BCN, BCT, ETC, ETD, ETM, SUR or TAR.

- * This course has a prerequisite; check description in Valencia Catalog.
- + This course must be completed with a grade of C or better.
- ~ This is a general education course.
- (GR) Denotes a Gordon Rule course.

**Notes:**

Specialized program courses are offered on the West Campus.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**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.

**Program Outcomes**

- Communicate effectively with technical and non-technical audiences.
- Analyze systems and processes used to create the built environment.
- Solve design problems using algebraic and trigonometric functions.
- Plan and perform basic project management functions for construction.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 2721C</td>
<td>Construction Planning and Control</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770C</td>
<td>Building Construction Estimating (Formerly BCT 2600)</td>
<td>3</td>
</tr>
<tr>
<td>Building Construction Elective(s)</td>
<td></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>MTB 2321C</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>
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 Orange County Technical College 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Civil Engineering Aide
- Civil Engineering Technician
- Surveying Party Chief
• Surveying Technician
• Survey and Mapping Aide
• Field Inspector

Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
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Alternative Ways to Earn Credit
If you have earned a state approved industry certification, or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Accept professional and ethical responsibilities required by industry.
• Communicate effectively with technical and non-technical audiences.
• Analyze systems and processes used to create the built environment.
• Solve design problems using algebraic and trigonometric functions.
• Perform basic civil/surveying techniques and related calculations.

Foundation Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1031C</td>
<td>INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>ENGINEERING DRAWING</td>
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<td>3</td>
</tr>
<tr>
<td>SUR 1101C</td>
<td>BASIC SURVEYING MEASUREMENTS (Surveying I)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390C</td>
<td>Introduction to Geographic Information Systems</td>
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Intermediate Courses
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2202C</td>
<td>HIGHWAY DRAFTING AND ROUTE DESIGN</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1251C</td>
<td>Engineering Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2405</td>
<td>STATICS AND STRENGTH OF MATERIALS</td>
<td>3</td>
</tr>
</tbody>
</table>

Civil/Surveying Engineering Technology Elective(s)
Science or Mathematics See Gen. Ed. Core Requirement **~**

Advanced Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>SUR 2460C</td>
<td>SUBDIVISIONS</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2640C</td>
<td>Advanced Surveying Computations (Surveying III)</td>
<td>3</td>
</tr>
</tbody>
</table>
ETC 2521C  Hydraulics & Hydrology  3
Humanities  See Gen. Ed. Core Requirement ~  3
Social Science  See Gen. Ed. Core Requirement ~  3

| Total Credit Hours | 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.

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(GR) Denotes a Gordon Rule course.

Notes:

Specialized program courses are offered on the West Campus.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Students interested in pursuing careers in Land Surveying are encouraged to contact UF-Apopka regarding the Geomatics Certificate (sfrc.ufl.edu/distance/gemcertificate). During their time at Valencia, this pathway will require students to register as a dual-major, allowing them to complete an AA degree in addition to the AS degree in Civil/Surveying.

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 Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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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Technical Certificates
Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Drafting with Specializations in: (24 credits)
  - Architectural Drafting
  - Mechanical Drafting
  - Surveying Drafting
- Drafting - AutoCAD (15 credits)
- Rapid Prototyping Specialist - 3-D Printing (12 credits)

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers
- Drafting and Design Technician
- Mechanical Engineering Assistant
- CADD Operator/Specialist
- CADD Drafting Technician/Specialist
- Mechanical Drafter
- Architectural Drafter
- Drafting Designer
- Tooling Drafter

Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Andrew Ray, R.A, Program Chair, West Campus: 407-582-1847
aray@valenciacollege.edu

Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship
Alternative Ways to Earn Credit

If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes

• Accept professional and ethical responsibilities required by industry.
• Communicate effectively with technical and non-technical audiences.
• Analyze systems and processes used to create the built environment.
• Solve design problems using algebraic and trigonometric functions.
• Efficiently utilize current professional software to generate 2D and 3D drawings.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1031C</td>
<td>INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>ENGINEERING DRAWING</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>INTRODUCTION TO CADD</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
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Intermediate Courses

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCN 2405</td>
<td>STATICS AND STRENGTH OF MATERIALS *</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1251C</td>
<td>Engineering Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1701C</td>
<td>MECHANICAL DRAFTING I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 2321C</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1101C</td>
<td>BASIC SURVEYING MEASUREMENTS *</td>
<td>3</td>
</tr>
<tr>
<td>TAR 1120C</td>
<td>ARCHITECTURAL DRAWING I *</td>
<td>3</td>
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</tbody>
</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ETD 2355C</td>
<td>3-D CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2614C</td>
<td>ELECTROMECHANICAL DRAFTING</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2731C</td>
<td>MECHANICAL DRAFTING II</td>
<td>3</td>
</tr>
<tr>
<td>Drafting Design Technology Electives</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Total Credit Hours</td>
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<td>62</td>
</tr>
</tbody>
</table>

Notes:

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.

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

Notes:

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as
other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>ENGINEERING DRAWING</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>INTRODUCTION TO CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD</td>
<td>3</td>
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<tr>
<td>Specialization Electives (All from the same Specialization)</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>MTB 2321C</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

**Architectural Drafting Specialization**

**Program Outcomes**

* Efficiently utilize current professional software to generate 2D and 3D drawings.
* Solve design problems using algebraic and trigonometric functions.
* Analyze systems and processes used to create the built environment.

**Architectural Drafting Specialization Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1272</td>
<td>CONSTRUCTION BLUEPRINT READING</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2941</td>
<td>INTERNSHIP EXPLORATION IN CONSTRUCTION *</td>
<td>1-4</td>
</tr>
<tr>
<td>BCT 2770C</td>
<td>Building Construction Estimating (Formerly BCT 2600)</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2355C</td>
<td>3-D CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1251C</td>
<td>Engineering Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390C</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>TAR 1120C</td>
<td>ARCHITECTURAL DRAWING I *</td>
<td>3</td>
</tr>
<tr>
<td>TAR 2033C</td>
<td>ARCHITECTURAL DESIGN *</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

**Mechanical Drafting Specialization**

**Program Outcomes**

* Efficiently utilize current professional software to generate 2D and 3D drawings.
• Solve design problems using algebraic and trigonometric functions.

Mechanical Drafting Specialization Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1701C</td>
<td>MECHANICAL DRAFTING I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2355C</td>
<td>3-D CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2614C</td>
<td>ELECTROMECHANICAL DRAFTING</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2731C</td>
<td>MECHANICAL DRAFTING II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2941</td>
<td>INTERNSHIP EXPLORATION IN DRAFTING AND DESIGN *</td>
<td>1-4</td>
</tr>
<tr>
<td>SUR 2390C</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Surveying Drafting Specialization

Program Outcomes

• Efficiently utilize current professional software to generate 2D and 3D drawings.
• Solve design problems using algebraic and trigonometric functions.
• Perform basic civil/surveying techniques and related calculations.

Surveying Drafting Specialization Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SUR 1101C</td>
<td>BASIC SURVEYING MEASUREMENTS (Surveying I) *</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2202C</td>
<td>HIGHWAY DRAFTING AND ROUTE DESIGN *</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390C</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2460C</td>
<td>SUBDIVISIONS *</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2941</td>
<td>INTERNSHIP EXPLORATION IN SURVEYING *</td>
<td>1-4</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

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.

Program Outcomes

• Solve design problems using algebraic and trigonometric functions.
• Efficiently utilize current professional software to generate 2D and 3D drawings.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>ENGINEERING DRAWING</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>INTRODUCTION TO CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD</td>
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Drafting Electives

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</table>

Total Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Drafting-AutoCAD Electives
ETD 1701C  MECHANICAL DRAFTING I  3  
ETD 2355C  3-D CADD  3  
ETD 2614C  ELECTROMECHANICAL DRAFTING  4  
ETD 2731C  MECHANICAL DRAFTING II  3  
ETD 2942  INTERNSHIP IN DRAFTING AND DESIGN TECHNOLOGY  1-4  
MTB 2321C  Technical Mathematics  3  
SUR 1101C  BASIC SURVEYING MEASUREMENTS (Surveying I)  3  
SUR 2202C  HIGHWAY DRAFTING AND ROUTE DESIGN  4  
SUR 2390C  Introduction to Geographic Information Systems  3  
TAR 1120C  ARCHITECTURAL DRAWING I  3  
TAR 2033C  ARCHITECTURAL DESIGN  3  

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

Rapid Prototyping Specialist

Technical Certificate

This certificate is intended for students to learn the fundamentals of rapid prototyping to analyze designs and create 3D models using a variety of 3D scanners and printers. The basics of solid modeling software, primarily Solidworks, will be explored in the creation of STL (StereoLithography) files for 3D printing. Design Analysis techniques will be used to analyze models for appropriate design concepts and material usage. Working in a collaborative team environment, students will learn to effectively analyze model results for successfully achieving design parameters.

Program Outcomes

• Efficiently utilize current professional software to generate 3D digital models.
• Demonstrate understanding of the concepts, applications, and hardware used in digital manufacturing processes.

ETD 1340C  ADVANCED CADD  3  
ETD 2355C  3-D CADD  3  
ETD 2371C  INTRODUCTION TO 3D PRINTING  3  
ETD 2372C  ADVANCED RAPID PROTOTYPING  3  

Total Credit Hours  12  

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus; ETD 1340C is also offered on East Campus. Specialized courses may not be offered every session or on every campus.

Electronics Engineering Technology

Electronics Engineering Technology with Specializations in:

• Electronics
• Laser and Photonics
• Robotics and Mechatronics
• 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, photonics, lasers, telecommunication and wireless systems and equipment. The specializations will provide an up-to-date curriculum in electronics engineering, lasers and photonics, and telecommunication and wireless technology. Valencia is a Center of Electronics Emphasis in Florida 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 Technical Colleges may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Advanced Electronics Technician (31 credits)
- Basic Electronics Technician (14 credits)
- Laser and Photonics Technician (12 credits)
- Robotics and Simulation Technician (12 credits)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Electronics Technician
- Field Technician
- System Technician
- Electronics Tester
- Fiber Optics Specialist
- Instrumentation Technician
- Telecommunication Technician/Specialist
- Robotics and Simulation Technician
- Laser Specialist
## Salary & Earnings Information

## Contacts
### Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

### Current Students
Ali Notash, Program Chair, West Campus: 407-582-1937
anotash@valenciacollege.edu

Jon Sowell, Career Program Advisor, West Campus: 407-582-1973
jsowell@valenciacollege.edu (anotash@valenciacollege.edu)

## Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

## Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

## Program Requirements

### Foundation Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1329</td>
<td>Mathematics for Engineering Technology</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>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Institutional Requirements (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
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<td>POS 2041</td>
<td>U.S. GOVERNMENT</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
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### Intermediate Courses
<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CET 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 1141C</td>
<td>SEMICONDUCTOR DEVICES AND CIRCUITS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 1210C</td>
<td>INTRODUCTION TO PHOTONICS</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following: 6

- EET 1036C  FUNDAMENTALS OF DC AND AC CIRCUITS
- EET 1015C  FUNDAMENTALS OF DC CIRCUITS
  & EET 1025C and FUNDAMENTALS OF AC CIRCUITS

EET 2942  INTERNSHIP IN ELECTRONICS ENGINEERING TECHNOLOGY 1

### Specialization (See below) 22

### Total Credit Hours 68

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
Denotes a Gordon Rule course.

Electronics Specialization

Program Outcomes

• Maintain digital and analog devices and circuits.
• Analyze components associated with digital and analog electronic systems.
• Demonstrate proficiency in the use of electronic equipment and devices.
• Assist in the design, operation, and troubleshooting of electronic systems.
• Analyzing electronic devices and circuits using computer simulations.
• Solve electronic devices and systems using mathematical concepts.
• Accept professional and ethical responsibilities of the engineering technology profession.
• Communicate effectively in technical and non-technical environments.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 2142C</td>
<td>INTEGRATED CIRCUITS</td>
<td>3</td>
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<tr>
<td>ETS 2511C</td>
<td>ELECTROMECHANICAL SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>EET 2325C</td>
<td>RF COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>EET 2365C</td>
<td>WIRELESS AND DATA COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2542C</td>
<td>PROGRAMABLE LOGIC CONTROLLERS I</td>
<td>3</td>
</tr>
</tbody>
</table>

Electronics Engineering Technology Electives 7

Total Credit Hours 22

* This course has a prerequisite; check description in Valencia catalog.

Laser and Photonics Specialization

Program Outcomes

• Maintain laser and photonics components, devices and systems.
• Analyze fiber optics and optical detectors components associated with fiber optics systems.
• Demonstrate fundamental knowledge in the use of laser and photonics devices.
• Solve optical and photonics problems using mathematical concepts.
• Analyze digital and analog circuits using Electro-Optical devices.
• Demonstrate appropriate safety procedures.
• Assist in the design, operation, and troubleshooting of laser and photonics equipment and systems.
• Analyze laser and photonics devices/circuits using computer simulations.
• Accept professional and ethical responsibilities of the engineering technology profession.
• Communicate effectively in technical and non-technical environments.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS 2220C</td>
<td>INTRODUCTION TO FIBER OPTICS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2221C</td>
<td>INTRODUCTION TO ELECTRO-OPTICAL DEVICES</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2230C</td>
<td>INTRODUCTION TO LASERS</td>
<td>3</td>
</tr>
<tr>
<td>EET 2325C</td>
<td>RF COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>EET 2365C</td>
<td>WIRELESS AND DATA COMMUNICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

Electronics Engineering Technology Electives 7

Total Credit Hours 22

* This course has a prerequisite; check description in Valencia catalog.
Robotics and Mechatronics Specialization

Program Outcomes

- Analyze components associated with robotic, modeling and simulation, and electro-mechanical systems.
- Demonstrate proficiency in the use of robotic, simulation, and electro-mechanical equipment and devices.
- Analyze electronics/robotics devices and circuits using computer simulations.
- Assist in the design, operation, and troubleshooting of electronic/robotics systems.
- Apply basic mathematical and engineering concepts to technical problem solving.
- Accept professional and ethical responsibilities of the engineering technology profession.
- Communicate effectively in technical and non-technical environments.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS 1603C</td>
<td>FUNDAMENTALS OF ROBOTICS AND SIMULATION *</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2511C</td>
<td>ELECTROMECHANICAL SYSTEMS †</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2542C</td>
<td>PROGRAMABLE LOGIC CONTROLLERS I †</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2604C</td>
<td>ROBOTICS APPLICATIONS †</td>
<td>3</td>
</tr>
<tr>
<td>EET 2365C</td>
<td>WIRELESS AND DATA COMMUNICATIONS †</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electronics Engineering Technology Electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

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, ETS, ETP.

* This course has a prerequisite; check description in Valencia catalog.

Notes:

- Specialized program courses are offered on the West Campus.
- Once you complete your A.S. degree in Electronics Engineering, you can now continue on and get your Bachelor of Science from Valencia in Electrical and Computer Engineering Technology.

Advanced Electronics Technician

Technical Certificate

This program is designed to prepare individuals for employment as electrical and electronics technicians, electronic testers or in related occupations in electronics. The program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. The content includes but is not limited to DC circuits, AC circuits, solid-state devices, analog circuits, and digital circuits. Integrated into this content will be communications skills, leadership skills, human relations skills, employability skills, safe and efficient work practices, use of circuit diagrams and schematics, soldering, laboratory practices and technical recording and reporting. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Electronics Engineering industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Outcomes:

- Assist in the design, operation, and troubleshoot of electronic systems.
- Demonstrate proficiency in laboratory practices.
- Demonstrate proficiency in the use of electronic equipment and devices.
• Demonstrate proficiency in DC, AC, analog and digital circuits and network analysis.
• Demonstrate proficiency in design and analysis of solid-state and linear integrated circuits.
• Solve electronic devices and systems using mathematical concepts.
• Analyzing electronics devices and circuits using computer simulations.
• Understand, install, configure and troubleshoot issues relating to computer hardware and software.
• Engage effectively in interpersonal, oral, visual, and written communication.
• Demonstrate employability skills.

MTB 1329 Mathematics for Engineering Technology 3
EET 1214C INTRODUCTION TO ENGINEERING TECHNOLOGY 3
CET 2112C DIGITAL SYSTEMS I * 3
CET 2113C DIGITAL SYSTEMS II * 3
CET 2123C FUNDAMENTALS OF MICROPROCESSORS * 3
EET 1015C FUNDAMENTALS OF DC CIRCUITS ** 3
EET 1025C FUNDAMENTALS OF AC CIRCUITS ** 3
EET 1141C SEMICONDUCTOR DEVICES AND CIRCUITS * 3
EET 2142C INTEGRATED CIRCUITS * 3
EET 2325C RF COMMUNICATION * 3
Technical Electives EET, ETS, or ETP Prefixes only 1
Total Credit Hours 31

* This course has a prerequisite; check description in Valencia catalog.
^ EET 1036 (6 credits) may be taken in place of both EET 1015C and EET 1025C.

Basic Electronics Technician

Technical Certificate

This program is designed to prepare individuals for employment as electrical and electronics technicians, electronic testers or in related occupations in electronics. This program includes the basic electronics competencies as identified by the electronics industry as prerequisite for all technical programs. This program prepares individuals to assemble, install, operate, maintain, troubleshoot and repair basic electronic equipment used in industry. It also prepares students to enter advanced training and education in specialized electronics-related fields. The content includes, but is not limited to, DC and AC circuits and digital systems. Integrated into this content will be communication, leadership, human relations, and employability skills; safe and efficient work practices; use of circuit diagrams and schematics; soldering; laboratory practices; and technical recording and reporting.

Program Outcomes

• Assist in the design, operation, and troubleshoot of electronic systems.
• Demonstrate proficiency in the use of electronic equipment and devices.
• Solve electronic devices and systems using mathematical concepts.
• Analyze electronics devices and circuits using computer simulations.

EET 1214C INTRODUCTION TO ENGINEERING TECHNOLOGY 3
EET 1025C FUNDAMENTALS OF AC CIRCUITS * 3
MTB 1329 Mathematics for Engineering Technology 3
CET 2112C DIGITAL SYSTEMS I * 3
TECHNICAL ELECTIVE 2
Total Credit Hours 14

* This course has a prerequisite; check description in Valencia catalog.
**Notes:**

All certificate courses are offered on the West campus.

Specialized courses may not be offered every session or on every campus

### Laser and Photonics Technician

**Technical Certificate**

This program is designed to prepare individuals for employment as laser and optics technicians or in related occupations in laser and optics. This program includes the basic competencies as identified by the laser and optics industry. This program prepares individuals to assemble, install, operate, maintain, troubleshoot and repair basic laser and optical devices and equipment used in industry and prepares individuals to enter advanced training and education in specialized laser and optics-related fields. The content includes, but is not limited to, laser circuits, electro-optical devices and circuits, DC and AC circuits. Integrated into this content will be communication, leadership, human relations, employability skills, safe and efficient work practices, use of circuit diagrams and schematics, soldering, laboratory practices, and technical recording and reporting.

**Program Outcomes**

- Assist in the design, operation, and troubleshooting of laser and photonics equipment and systems.
- Solve optical and photonics problems using mathematical concepts.
- Maintain laser and photonics components, devices and systems.
- Construct digital and analog circuits using Electro-Optical devices.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS 1210C</td>
<td>INTRODUCTION TO PHOTONICS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2220C</td>
<td>INTRODUCTION TO FIBER OPTICS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2221C</td>
<td>INTRODUCTION TO ELECTRO-OPTICAL DEVICES</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2230C</td>
<td>INTRODUCTION TO LASERS</td>
<td>3</td>
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</table>

**Total Credit Hours**

12

* This course has a prerequisite; check description in Valencia catalog.

**Note:**

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.

### Robotics and Mechatronics Technician

**Technical Certificate**

This program prepares individuals to install, maintain and troubleshoot general robot systems and simulators. Graduates of this technical program will be prepared to enter advanced training and education in specialized Robotics and Simulation related fields. The content includes, but is not limited to: Robotic Applications, Modeling and Simulation, and Virtual Reality Environment. Integrated into this program will be communications skills, leadership skills, human relations skills, employability skills, safe and efficient work practices, use of circuit diagrams and schematics, laboratory practices, and technical recording and reporting.

**Program Outcomes**

- Analyze components associated with robotic, modeling and simulation, and electro-mechanical systems.
- Demonstrate proficiency in the use of robotic, simulation, and electro-mechanical equipment and devices.
- Analyze electronics/robotics devices and circuits using computer simulations.
- Assist in the design, operation, and troubleshooting of electronic/robotics systems.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS 1603C</td>
<td>FUNDAMENTALS OF ROBOTICS AND SIMULATION</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2542C</td>
<td>PROGRAMABLE LOGIC CONTROLLERS I</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2604C</td>
<td>ROBOTICS APPLICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>
The Certified Transit Technician (CTT) program is a Postsecondary Adult Vocational (PSAV) program consisting of three separate modules: Transit Technician I, II, III. These are limited access programs, and enrollment is limited to current transit employees.

These programs were developed in cooperation and with input from the Florida Transit Maintenance Consortium (FTMC), the Florida Department of Transportation (FDOT), and Valencia College to train individuals who are seeking employment specific to transit vehicle maintenance.

The purpose is to train existing employees to become FTMC certified transit technicians, and to prepare existing technicians for the ASE series of Transit Bus tests. Students are prepared for employment as transit technicians at three different levels.

The three programs consist of 1,920 contact hours in three separate areas covering subject areas that are specific to transit vehicle maintenance. The programs are delivered through a combination of classroom instruction and on-the-job training taught by highly skilled instructors at the Lynx maintenance facility in Orlando.

There is no cost for qualifying technicians. Tuition for the program is made possible by scholarship money provided by the Florida Public Transportation Association (FPTA), in cooperation with Lynx.

Upon completion of the three CTT programs, students are eligible to be awarded 27 college credits toward the technical skills training requirement in the Industrial Management Technology Associate in Science Degree program at Valencia College. (24 credit hours for Transit Technician I & II programs; plus 3 additional credit hours for Transit Technician III program). For the award of credit, eligible students should contact a Business academic department or Career Program Advisor on a Valencia campus.

Transit Technician I

The Transit Technician I program is 620 hours and includes but is not limited to the following: maintaining and repairing diesel engines, performing diesel engine and bus preventive maintenance (PMI) inspections, maintaining and repairing ADA accessible lifts and ramps, maintaining and repairing basic electrical systems, and maintaining, and repairing steering and suspension systems.

The course content will also include training in communication, leadership, human relations, transit safety awareness, MSDS, employability skills, and safe efficient work practices.
The purpose of this program is to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians and to prepare existing technicians for the ASE series of Transit Bus tests.

It is recommended that students complete the five occupational completion points (OCP’s) for each technician level before advancing to the next tier. Transit technician I and II are prerequisites for the Transit Technician III, and ultimately, the FTMC Transit Technician certification.

The courses may be taken in any sequence within their respective tier, but tiers must be taken sequentially, starting with tier 1, then tier 2, and ending with tier 3. Students must demonstrate proficiency in the preceding tier prior to advancement to the next higher tier.

**Transit Technician II**

The Transit Technician II program is 620 hours and includes but is not limited to the following: maintaining and repairing diesel engines, maintaining and repairing hydraulic systems, maintaining and repairing electrical systems, maintaining and repairing heavy duty bus drive train systems and components, maintaining and repairing brake and air systems.

The course content will also include training in communication, leadership, human relations, transit safety awareness, MSDS, employability skills, and safe efficient work practices.

**Transit Technician III**

The Transit Technician III program is 680 hours and includes but is not limited to the following: maintaining and repairing diesel engines, maintaining and repairing transmission and cooling systems, maintaining and repairing digital multiplex electrical systems, overhauling diesel engines and bus transmissions, maintaining and repairing heavy duty (10 ton) A/C systems and components, and troubleshooting, maintaining, and repairing alternative fuel vehicles and components, and troubleshooting, maintaining, and repairing electronic computer controls and sensors and advanced electrical systems.

The course content will also include training in communication, leadership, human relations, transit safety awareness, MSDS, employability skills, and safe efficient work practices.

**Contact**

For more information, please contact Ali Notash, Program Chair, in the Engineering, Computer Programming and Technology Division on West campus at 407-582-1937 or anotash@valenciacollege.edu.

**Transit Technician I Career Certificate**

This program is comprised of courses designed to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians, and to prepare existing technicians for the ASE series of Transit Bus tests.
The Transit Technician I is 620 hours and is the first program in a planned sequence of instruction consisting of three programs. Each program consists of 5 occupational completion points. The following subject areas are covered in Transit Technician I: Preventive Maintenance, Basic Electrical Systems, Wheelchair Lift/Ramp, Diesel Engine Preventive Maintenance, and Steering and Suspension.

The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or terminate as an occupational completer.

**Program Outcomes**

- Identify and demonstrate shop and occupational safety procedures.
- Perform preventive maintenance and repairs.
- Demonstrate workplace communication skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIM 0810</td>
<td>TRANSIT EQUIPMENT PREVENTIVE MAINTENANCE TECHNICIAN</td>
<td>200</td>
</tr>
<tr>
<td>DIM 0811</td>
<td>TRANSIT BASIC ELECTRICAL SYSTEMS TECHNICIAN</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0812</td>
<td>TRANSIT WHEELCHAIR LIFT/RAMP TECHNICIAN</td>
<td>60</td>
</tr>
<tr>
<td>DIM 0813</td>
<td>TRANSIT DIESEL ENGINE PREVENTIVE MAINTENANCE TECHNICIAN</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0814</td>
<td>TRANSIT STEERING AND SUSPENSION TECHNICIAN</td>
<td>120</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

620

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**Transit Technician II**

**Career Certificate**

This program is comprised of courses designed to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians, and to prepare existing technicians for the ASE series of Transit Bus tests.

The Transit Technician II is 620 hours and is the second program in a planned sequence of instruction consisting of three programs. Each program consists of 5 occupational completion points. The following subject areas are covered in Transit Technician II: Hydraulics, Diesel Electrical and Diesel Engine Electronics, Drive-Train, Intermediate Electrical System, and Brakes/Air System.

The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or terminate as an occupational completer.

**Program Outcomes**

- Demonstrate shop and occupational safety procedures.
- Maintain and repair electrical systems, hydraulic systems, and brake systems related to diesel technology.
- Demonstrate the qualifications for employment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIM 0820</td>
<td>TRANSIT HYDRAULICS TECHNICIAN</td>
<td>60</td>
</tr>
<tr>
<td>DIM 0821</td>
<td>TRANSIT DIESEL ELECTRICAL AND DIESEL ELECTRONICS TECHNICIAN</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0822</td>
<td>TRANSIT DRIVE TRAIN TECHNICIAN</td>
<td>120</td>
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<tr>
<td>DIM 0823</td>
<td>TRANSIT INTERMEDIATE ELECTRICAL SYSTEMS TECHNICIAN</td>
<td>120</td>
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<tr>
<td>DIM 0824</td>
<td>TRANSIT BRAKES/AIR SYSTEM TECHNICIAN</td>
<td>200</td>
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</table>

**Total Credit Hours**

620
Transit Technician III
Career Certificate
This program is comprised of courses designed to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians, and to prepare existing technicians for the ASE series of Transit Bus tests.

The Transit Technician III is 680 hours and is the third program in a planned sequence of instruction consisting of three programs. Each program consists of 5 occupational completion points. The following subject areas are covered in Transit Technician III: Alternative Fuels System, Advanced Electrical System, Heating and Air-Conditioning, Transmission Diagnosis, Rebuild and Repair, and Diesel Engine Diagnosis.

The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or terminate as an occupational completer.

Program Outcomes
- Identify and demonstrate shop and occupational safety procedures.
- Maintain, diagnose, repair, and rebuild bus transmission assemblies.
- Apply scientific principles and basic math to diesel technology operations.
- Troubleshoot and repair engine systems.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIM 0830</td>
<td>TRANSIT ALTERNATIVE FUELS SYSTEM TECHNICIAN</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0831</td>
<td>TRANSIT ADVANCED ELECTRICAL SYSTEMS TECHNICIAN</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0832</td>
<td>TRANSIT HEATING AND AIR-CONDITIONING</td>
<td>200</td>
</tr>
<tr>
<td>DIM 0833</td>
<td>TRANSMISSION DIAGNOSIS, REBUILD AND REPAIR</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0834</td>
<td>DIESEL ENGINE DIAGNOSIS, REBUILD AND REPAIR TECHNICIAN</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
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</tr>
</tbody>
</table>

Network Engineering Technology
Network Engineering Technology with Specializations in:
- Cisco Routing and Switching
- Microsoft Systems Administration
- Cyber Security and Digital Forensics

Associate in Science Degree
This program is designed to prepare students for careers in network engineering technology and IP Communications. Graduates will be qualified for technological roles in network design, network infrastructure, network installation, network security and maintenance, inter-network communication and connectivity, network monitoring and administration, and digital forensics and incident response. This hands-on program includes several courses that are essential in preparing individuals for achieving the requirements to take the examinations of various certifications including: A+, Network+, Security +, Cisco Certified Network Associate (CCNA), Cisco Certified Network Associate-Voice (CCNA-V), Microsoft Certified IT Professional (MCITP), Microsoft Certified Solutions Associate (MCSA), Certified Ethical Hacker (CEH), Cisco Certified Network Associate-Security (CCNA-Security), Systems Security Certified Practitioner (SSCP), Certified Hacking Forensic Investigator (HFI) and AccessDate Certified Examiner (ACE).

Graduates of specific programs at Orange County Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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 who have earned the CISCO CCNA certification, may be eligible to receive college credit for certain courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm to view the Alternative Award of Credit Agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean’s academic department for verification and approval.

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.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Advanced Network Administration (29 credits)
- Advanced Network Infrastructure (28 credits)
- Cyber Security (30 credits)
- Digital Forensics (32 credits)
- Network Administration (24 credits)
- Network Infrastructure (21 credits)
- Network Support (21 credits)

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Network and Computer Systems Administrator
- WAN/LAN Manager
- Network Systems Analyst
- Network Technician
- Computer Network Support Specialist
- Information Security Analyst
- Computer Security Specialist
- Data Center Support Specialist

**Salary & Earnings Information**

Contacts

Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

West Campus
Wael Yousif, Program Chair: 407-582-1064
wyousif@valenciacollege.edu

Jon Sowell, Career Program Advisor, West Campus: 407-582-1973
jsowell@valenciacollege.edu (anotash@valenciacollege.edu)

East Campus
Launa Sickler, Career Program Advisor: 407-582-2504
lsickler@valenciacollege.edu

Osceola Campus
Melanie Rodriguez, Career Program Advisor: 407-582-4214
mgonzalez10@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2178C</td>
<td>A+ CONCEPTS (HARDWARE)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2486C</td>
<td>LOCAL AREA NETWORK</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Requirement</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>A+ CONCEPTS (SOFTWARE)</td>
<td>3</td>
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Intermediate Courses

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CET 1610C</td>
<td>CISCO ROUTER TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CET 2854C</td>
<td>WIRELESS NETWORKS</td>
<td>3</td>
</tr>
<tr>
<td>CET 2660C</td>
<td>LINUX NETWORKING AND SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>CET 2830C</td>
<td>INFORMATION SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>CET 2544C</td>
<td>COMPUTER VIRTUALIZATION TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CET 2792C</td>
<td>INSTALLING AND CONFIGURING WINDOWS SERVER</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialization (See below)

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
Cisco Routing and Switching Specialization

Program Outcomes

• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment.
• Identify the causes of networking problems, using diagnostic testing software and equipment.
• Apply mathematical foundations in designing scalable TCP/IP networks.
• Deploy Cisco networking devices including Routers and Switches in a network infrastructure.
• Implement routing and switching protocols and services.
• Integrate convergences and virtualization technologies into an enterprise network infrastructure.
• Apply a working knowledge of group dynamics, team building, and time management skills to computer networking projects.
• Accept professional and ethical responsibilities of the network engineering technology profession.
• Engage effectively in interpersonal, oral, visual, and written communication.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CET 2615C</td>
<td>CISCO ADVANCED ROUTER TECHNOLOGY ^</td>
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<tr>
<td>CET 2620C</td>
<td>CISCO PROJECTS IN ROUTING DESIGN AND ADMINISTRATION ^</td>
<td>3</td>
</tr>
<tr>
<td>CET 2675C</td>
<td>VOICE OVER IP ^</td>
<td>3</td>
</tr>
<tr>
<td>CET 2794C</td>
<td>CONFIGURE ADVANCED WINDOWS SERVER SERVICES ^</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Network Engineering Technology Electives 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 15

* This course has a prerequisite; check description in Valencia catalog.

Microsoft Systems Administration Specialization

Program Outcomes

• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment.
• Identify the causes of networking problems, using diagnostic testing software and equipment.
• Apply mathematical foundations in designing scalable TCP/IP networks.
• Set up a Microsoft Windows Enterprise Network.
• Manage a Microsoft Windows Enterprise Network.
• Apply a working knowledge of group dynamics, team building, and time management skills to networking projects.
• Accept professional and ethical responsibilities of the network engineering technology profession.
• Engage effectively in interpersonal, oral, visual, and written communication.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2793C</td>
<td>ADMINISTERING WINDOWS SERVER ^</td>
<td>3</td>
</tr>
<tr>
<td>CET 2794C</td>
<td>CONFIGURE ADVANCED WINDOWS SERVER SERVICES ^</td>
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<tr>
<td>CET 2810C</td>
<td>MICROSOFT EXCHANGE SERVER ^</td>
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<td>CET 2812C</td>
<td>MICROSOFT SQL SERVER ^</td>
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<td>Network Engineering Technology Electives 1</td>
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</table>

Total Credit Hours 15

* This course has a prerequisite; check description in Valencia catalog.

Cyber Security and Digital Forensics Specialization

Program Outcomes

• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment.
• Identify the causes of networking problems, using diagnostic testing software and equipment.
Apply mathematical foundations in designing scalable TCP/IP networks.
Defend an enterprise-level network against cyber threats and attacks.
Respond to systems security related incidents.
Plan digital forensics investigations.
Engage effectively in interpersonal, oral, visual, and written communication.
Apply working knowledge of group dynamics, team-building, and time management skills to networking projects.
Accept professional and ethical responsibilities of the network engineering technology profession.

CET 2880C DIGITAL FORENSICS I  3
CET 2890C NETWORK INFRASTRUCTURE SECURITY  3
CET 2892C ETHICAL HACKING  3
CET 2894C PROJECTS IN CYBER SECURITY: CAPSTONE COURSE  3
Network Engineering Technology Elective  3

Total Credit Hours  15

* This course has a prerequisite; check description in Valencia catalog.
1 Network Engineering Technology Electives - any course with the CET, CTS, COP, EET or CGS prefix.
COP 2830C Scripting Languages or CET 2942 Internship in Networking are strongly recommended.

Notes:
All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.
Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science).
For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.
For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.
Specialized courses may not be offered every session or on every campus.

Advanced Network Administration

Technical Certificate
This technical certificate program prepares the student for employment as Microsoft Certified Professional (MCP); Microsoft Certified IT Professional (MCITP): Server Administrator; Microsoft Certified Technology Specialist (MCTS); Microsoft Certified Solutions Associate (MCSA); and Microsoft Certified Solutions Expert (MCSE): Server Infrastructure

Program Outcomes
• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
• Identify the causes of networking problems, using diagnostic testing software and equipment
• Setup a Microsoft Windows Enterprise Network
• Manage a Microsoft Windows Enterprise Network

CET 2178C A+ CONCEPTS (HARDWARE)  3
CET 2179C A+ CONCEPTS (SOFTWARE)  3
CET 2486C LOCAL AREA NETWORK  3
CET 2660C LINUX NETWORKING AND SECURITY  3
### Advanced Network Infrastructure

**Technical Certificate**

This technical certificate program prepares the student for employment as Cisco Certified Entry-Level Network Technician – Routing and Switching; Cisco Certified Network Associate – Routing and Switching; Convergence Technology Professional; and Datacenter Operations Associate.

#### Program Outcomes

- Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
- Identify the causes of networking problems, using diagnostic testing software and equipment
- Deploy Cisco networking devices including Routers and Switches in a network infrastructure
- Implement routing and switching protocols and services
- Integrate convergence and virtualization technologies into an enterprise network infrastructure

### Cybersecurity

**Technical Certificate**

This technical certificate program prepares the students for employment as Information Security Managers; Network Security Professionals; Security Penetration Testing Professionals; and Systems Security Practitioners. The content includes, but is not limited to, the selection and deployment of various network security appliances such as firewalls, proxy servers, intrusion detection systems, intrusion prevention systems, and adaptive security appliances. Additionally, the content includes the selection and deployment of various propriety and/or open-source network penetration testing tools.

#### Program Outcomes

- Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
- Identify the causes of networking problems, using diagnostic testing software and equipment
- Audit organizational preparedness capabilities in responding to cyber attacks.
• Defend an enterprise network against Cyber threats and attacks

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
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<td>CET 2179C</td>
<td>A+ CONCEPTS (SOFTWARE)</td>
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<td>LOCAL AREA NETWORK</td>
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<tr>
<td>CET 2792C</td>
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<td>CET 1610C</td>
<td>CISCO ROUTER TECHNOLOGY</td>
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<td>CET 2890C</td>
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</table>

* This course has a prerequisite; check description in Valencia catalog.

**Digital Forensics**

**Technical Certificate**

This technical certificate program prepares the students for employment as Digital Forensics Examiner. The program focuses on the process of detecting hacking attacks, extracting evidence to report the crime, and conducting audits to prevent future attacks. The program allows for the application of computers and mobile devices investigation and analysis techniques in the interests of determining potential legal evidence that might be sought in a wide range of computer crime or misuse, including but not limited to theft of trade secrets, theft or destruction of intellectual property, and fraud.

**Program Outcomes**

• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
• Identify the causes of networking problems, using diagnostic testing software and equipment
• Respond to systems security related incidents
• Plan digital forensics investigations

<table>
<thead>
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<tr>
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<td>CET 2881C</td>
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</table>

* This course has a prerequisite; check description in Valencia catalog.
Network Administration

Technical Certificate

This technical certificate program prepares the student for employment as Microsoft Certified Professional (MCP); Microsoft Certified IT Professional (MCITP): Server Administrator; Microsoft Certified Technology Specialist (MCTS); and Microsoft Certified Solutions Associate (MCSA)

Program Outcomes

• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
• Identify the causes of networking problems, using diagnostic testing software and equipment
• Setup a Microsoft Windows Network
• Manage a Microsoft Windows Network

<table>
<thead>
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<td>LINUX NETWORKING AND SECURITY</td>
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<td>INSTALLING AND CONFIGURING WINDOWS SERVER</td>
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<td>CET 2793C</td>
<td>ADMINISTERING WINDOWS SERVER</td>
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<td>CET 2794C</td>
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<td>Electives</td>
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Total Credit Hours 24

* This course has a prerequisite; check description in Valencia catalog.

Network Infrastructure

Technical Certificate

This technical certificate program prepares the student for employment as Cisco Certified Entry-Level Network Technician – Routing and Switching; and Cisco Certified Network Associate – Routing and Switching

Program Outcomes

• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
• Identify the causes of networking problems, using diagnostic testing software and equipment
• Deploy Cisco networking devices including Routers and Switches in a network infrastructure
• Implement routing and switching protocols and services

<table>
<thead>
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<td>CET 2179C</td>
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<td>CET 2620C</td>
<td>CISCO PROJECTS IN ROUTING DESIGN AND ADMINISTRATION</td>
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</table>

Total Credit Hours 21

* This course has a prerequisite; check description in Valencia catalog.
Network Support

Technical Certificate

This technical certificate program prepares the student for employment as PC Technician; Computer Support Specialist, and Network Support Technician

Program Outcomes
• Carry out procedures for installing, upgrading, securing, and optimizing operating systems and computer network equipment
• Identify the causes of networking problems, using diagnostic testing software and equipment

Foundation Courses

<table>
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<tr>
<th>Course Code</th>
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<td>CET 2486C</td>
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<td>CET 2660C</td>
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<td>CET 2792C</td>
<td>INSTALLING AND CONFIGURING WINDOWS SERVER *</td>
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<tr>
<td>CET 2830C</td>
<td>INFORMATION SECURITY *</td>
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</table>

Total Credit Hours 21

* This course has a prerequisite; check description in Valencia catalog.

Fire Services

Fire Rescue Institute at Valencia

Valencia College in collaboration with Central Florida fire agencies has established the premier Fire Rescue Institute to provide career pathways to meet the needs of the fire service community in Central Florida, nationally, and globally. The programs infuse high quality and diverse learning and development opportunities to advance all professionals in the industry. The Fire Rescue Institute prepares all levels of fire service professionals including the Fire Fighter, Fire Officer, Fire Inspector, Fire Investigator, and Fire Instructor. Also, the Fire Science Technology Associate in Science degree program provides opportunities for students to continue to the bachelor’s degree in partnership with UCF’s Direct-Connect.

• Fire Science Academy Track (p. 210)
• Fire Science Technology (p. 215)

Fire Science Technology Academy Track

Limited- Access

• Associate in Science Degree- Fire Science Technology
• EMT (Emergency Medical Technology)-Technical Certificate
• Minimum Standards Training-Fire Fighter I and II- Career Certificate

This program is designed for students who are seeking employment as fire fighters, emergency medical technicians, or fire inspectors.

The Fire Science Academy is a cohort program; that is, students will complete the degree in fire science technology, the emergency medical technician program, and the minimum standards fire fighter training as a team of academy students. The Fire Science Academy program is designed to provide students with the education, training, skills, and abilities, for a successful fire service career. The Fire Science Academy Program will provide students with a strong educational foundation in fire science coupled with training and education in emergency medical services and firefighting.

Graduates of this program will earn the Associate in Science- Fire Science Technology Degree. Graduates of this program will also be eligible to test for certification as Fire Fighter I and II and Fire Safety Inspector I per the Florida Bureau of Fire Standards and Training (BFST).
Graduates will also be eligible to test for state board certification as an EMT adhering to the standards and regulations established by the U.S. Department of Transportation, State of Florida Department of Health/Bureau of Emergency Medical Services, and the Committee on Accreditation of the Educational Programs for Emergency Medical Services Profession.

Note: In order to obtain certification for Fire Fighter from the Florida Bureau of Fire Standards and Training, students must successfully pass the written and practical tests for FFII.

All of the fire science technology degree courses and the Fire Fighter I and II classes fulfill the requirements of the Florida Division of the State Fire Marshal, Bureau of Fire Standards and Training.

General admission procedures for this program are found in the Admissions section of this catalog. The Fire Rescue Institute provides information about specific admission criteria.

Estimated program expenses are given in the financial section of this catalog.

Associate in Science Degree - Fire Science Technology

Students must successfully complete each course in the Fire Science Academy Program in order to receive an Associate in Science Degree.

Note:

The classroom session of the Fire Science Technology Degree will be offered at the School of Public Safety, 8600 Valencia College Ln., Orlando, 32826.

(Please note the requirements for EMT training and Minimum Standards Training- Fire Fighter I and II below.)

EMT (Emergency Medical Technology) - Technical Certificate

For the EMT certificate a minimum grade of C is required in all courses to meet prerequisite and graduation requirements. All three courses must be completed with a "C" - 75% or greater. Any student admitted to the Fire Science Academy program who fails or withdraws from any two EMS courses (can be the same course or two different courses) must petition the Health Sciences EMS Program Committee for re-evaluation and readmission. Students will be allowed to petition no more than one time. If unsuccessful in any one of the three co-requisite components, the student will not receive a certificate and a letter of completion for the EMT program.

Per State of Florida and Valencia College, EMT students must pass a cumulative class final exam (EMS 1119) and a Lab Final Trauma and Medical Practical Scenario Exam (EMS 1119L) with a minimum of 75% or better to successfully complete the EMT program. Any student that earns less than 75% on the Final Class Exam or the Lab Practical Final Scenario exams receive a final grade of “F”, regardless of previous class or lab average.

A grade of “D”, “F” or “W” in any EMT course will result in automatic dismissal from the program.

Note: The Emergency Medical Technician certificate will be offered at the West Campus of Valencia College, 1800 S Kirkman Rd, Orlando, FL 32811.

Minimum Standards Training - Fire Fighter I and II

The Fire Fighter (Minimum Standards) program includes both Fire Fighter I and Fire Fighter II, and is designed to incorporate orientation to the fire service with the necessary theory and applications needed to become a certified Fire Fighter. This program qualifies students to take the state certification exam with the Bureau of Fire Standards and Training (which includes both written and practical skills) to become a Certified Fire Fighter in the state of Florida. This is a vocational credit, limited-access program. A minimum grade average of 80 or better is required in to successfully complete Fire I and II.

Note:

The Fire Fighter I and II program will be offered at the School of Public Safety and at the Fire Training Facility located at John Young Parkway and Oak Ridge Road, Orlando, FL 32939.

The Fire Science Academy program at Valencia College is a Limited – Access Program. Admission to Valencia College does not imply acceptance to the Fire Science Academy. Students must apply and complete phases of the selection process before being accepted to the program.

Admission Requirements

• be 18 years of age
• be a high school graduate or equivalent or in the process of graduating when applying
• Cannot have a dishonorable discharge from the Armed Forces of the United States, if the candidate is a veteran
• be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application for Fire Fighter II, as evidenced by the sworn affidavit of the applicant.
• attend a mandatory informational session- Phase 1
• complete and submit PERT results- test taken with the last year- Phase 1
• complete and submit a questionnaire- Phase 1.
• submit a high school transcript or GED- Phase 2
• attend an oral interview - Phase 3
• complete a physical examination and drug screening conducted by a physician, surgeon, physician’s assistant, or an advanced registered nurse practitioner (includes drug testing)- Phase 4
• provide proof of health insurance- Phase 4
• complete a criminal background check (fingerprinting) – Phase 4

Selection Phases

Phase 1 Candidates must:

• be 18 years of age
• be a high school graduate or equivalent or in the process of graduating when applying
• Cannot have a dishonorable discharge from the Armed Forces of the United States, if the candidate is a veteran
• attend a mandatory informational session at the School of Public Safety
  - attendance will be taken
• complete a Valencia College application-fee required
• complete a Fire Rescue Institute application-fee paid in Phase 4
  - fee will cover criminal background check (fingerprinting)
  - candidate will be notified when and where to complete fingerprinting
• complete PERT within the last year
• complete a questionnaire
• be a nonuser of tobacco or tobacco products for at least one year immediately preceding application, as evidenced by the signed affidavit of the applicant.
  - affidavit will be notarized by the Fire Rescue Institute
• submit the following
  - Valencia College application
  - Fire Rescue Institute application
  - the PERT results- test taken within the last year
  - the completed questionnaire (with signed affidavit)
  - ALL documentation must be submitted within a specific two week time frame to the Fire Rescue Institute

Note:

The first 200 candidates who complete the process will be considered. The cutoff point for applications will be limited to 200. Selection process will be a compilation of scoring phases 1 through 4 as listed below.

Candidates for Phase 1 will be graded based on the following:

• all steps in phase I have been completed and are acceptable
• the results from the PERT
• a graded score based on the rubric used for the questionnaire

From phase 1, 100 candidates will be selected.

Phase 2 Candidates must:
• submit a high school transcript (unofficial is acceptable) or GED to the Fire Rescue Institute
Candidates for Phase 2 will be graded on the following:
• graded score from the matrix used for the high school transcript

Based on the criteria above, 50 candidates will be selected to move on to phase 3.

Phase 3 Candidates must:
• attend and be prepared for an oral interview at the Fire Rescue Institute
Candidates for phase 3 will be graded on the following:
• graded score from the oral interview

Based on the criteria above, 30 candidates will be tentatively selected to attend the Fire Science Academy.

Phase 4 Candidates who have been tentatively selected to attend the Fire Science Academy must:
• Pay Fire Rescue Institute application fee
• complete a criminal background check (fingerprinting)
• provide proof of health insurance
• complete a physical examination and drug screening conducted by a physician, surgeon, physician’s assistant, or an advanced registered nurse practitioner (costs required)
• Complete a Fit For Fire practical screening assessment

If the candidate is successful in completing Phases 1 through 4, then the candidate will be selected to attend the Fire Science Academy.
• Criminal background checks (fingerprinting), drug testing, physical examinations and sworn affidavits for non-use of tobacco products are required for the EMT program and for the Minimum Standards- Fire Fighter I and II program per Florida statute.

Start Right

The Fire Science Academy require students to complete the Fire Science Technology Associate Degree initially. The cohort of students will have a specific schedule of courses to complete, therefore there are no electives in the Fire Science Technology degree for the Fire Science Academy students.

All students will take the same courses each semester.

Potential Careers
• fire fighter
• emergency medical technician
• fire safety inspector
• fire instructor
• fire officer

Salary & Earnings Information

Contacts
Lizza Burgos-Reynoso, Career Program Advisor
Alternative Ways to Earn Credit

The Fire Science Academy is a cohort program of 30 students. Students with previous EMT training (credits) and Fire Fighter training will not be eligible for the program. There will be a limit for previous college credit earned.

Program Outcomes

- Communicate effectively in the fire protection environment
- Apply fire prevention codes, regulations, standards, and practices
- Identify fire science and fire technology principles, concepts and practices and their application to public and life safety
- Integrate command, management, leadership and safety principles for emergency and non-emergency situations
- Recognize how the built environment affects fire and life safety
- Examine educational and training principles and ideologies for public and life safety disciplines.
- Perform entry level skills as described by the scope of practice for EMT.
- Perform effective communication in the pre-hospital healthcare environment.
- Structure a safe environment for patients in the pre-hospital setting.
- Practice professional behaviors in the pre-hospital healthcare setting.
- Execute safe clinical decision making in the pre-hospital environment.
- Meet the requirements for Fire Fighter I and Fire Fighter II per the Florida Bureau of Fire Standards and Training
- Apply fire sciences theory and suppression techniques to the role of Fire Fighter
- Use the proper techniques, strategies, tools, skills, and equipment employed by the fire services in a safe and efficient manner
- Communicate effectively in a fire service environment
- Apply interpersonal, critical thinking, and problem solving skills appropriate to the role of Fire Fighter in the classroom, in labs and in other practical application settings.
- Work effectively as part of an inter-professional team with classmates, fire instructors, fire services personnel, other emergency response personnel and special populations
- Perform the necessary duties of a fire fighter in such areas as: fire suppression, emergency patient care, environmental protection, and special rescue operations
- Identify professional attitudes and behaviors consistent with the expectations of a professional fire fighter.

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Year II
Fall Term
FFP 2810  FIRE FIGHTING TACTICS AND STRATEGY I  3
FFP 2521  BLUEPRINT READING AND PLANS REVIEW  3
FFP 2510  FIRE CODES AND STANDARDS  3
FFP 2720  COMPANY OFFICER  3
PHI 2600  ETHICS AND CRITICAL THINKING  3

Spring Term
EMS 1119  FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY  8
EMS 1119L  FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE  2
EMS 1431L  EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM  2

Total Credit Hours: 60.0

Note:
Students must successfully complete Fire Fighter I (FFP 0010) and Fire Fighter II (FFP 0020) to meet the graduation requirements for this program. Upon successful completion of these courses, students will be awarded (3 credits) for FFP 1040 Industrial Fire Fighting.

Fire Science Technology

Associate in Science Degree with Specializations in:

• Fire Officer
• Fire Prevention

The Fire Science Technology degree program offers the student a scientific understanding of fire and emergency hazards, with emphasis on effective prevention, control and management. The program will provide students an enhanced opportunity as current firefighters and staff to pursue various professional opportunities in Public Safety with multiple educational pathways. General education courses are included to prepare the graduate to communicate and work effectively with all levels of society. Students may choose from two specializations enabling them to apply to the Florida Bureau of Fire Standards and Training to test for fire service certifications. Courses are available online, blended and in the classroom.

Courses offered through this program also fulfill the requirements of the Florida Division of the State Fire Marshal, Bureau of Fire Standards and Training and will prepare students for enhanced employment opportunities to serve their communities. It also prepares students for certification as Fire Officer Supervisor. In addition, this program can be useful toward other public service careers and provides supplemental training for persons previously or currently employed in these occupations.

After completion of certain courses, students are eligible to take state examinations for various fire service certifications in the State of Florida.

Students who are Florida certified Fire Fighters are eligible for up to three credits toward the A.S. degree technical electives upon review.

Students who are Florida certified EMT and/or Paramedic are eligible for up to 15 credits toward the A.S. degree technical electives upon review...

Students who possess a recognized Florida State certification for Fire Officer I, Fire Officer II, Fire Inspector I, Fire Inspector II, Fire Investigator I, Life Safety Educator I&II, Fire Instructor I, Fire Instructor II, or Fire Instructor III may also be eligible to receive college credit for certain courses in this program upon review. For information and requirements, visit the Valencia Web site at http://valenciacollege.edu/asdegrees/credit_alternative.cfm to view the Alternative Award of Credit agreement and complete a request form. To have the credit awarded, students must provide the required documentation to the Fire Science department for verification and approval.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science. For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm.
Students who desire to continue their education to the Bachelor’s Degree should consult their university of choice for acceptance requirements of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language.

Students are strongly encouraged to consult the Fire Rescue Institute 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 course sequence as a guide in program planning. This is found at http://valenciacollege.edu/asdegrees/fire-services/

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, mathematics, English, and English for Academic Purposes in which the student is placed.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Fire Officer Supervisor (12 credits)

**Potential Careers**

- Fire Inspector & Investigator
- Fire Science Technician
- Fire Officer
- Fire Safety Inspector
- Fire Assistant
- Building Inspector
- Fire Insurance Investigator/Inspector
- Fire Fighter

**Salary & Earnings Information**


**Contacts**
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Daniel Diehl, Assistant Director: 407-582-8230
ddiehl5@valenciacollege.edu (jgarces3@valenciacollege.edu)

John Glass, Professor, 407-582-8260
jglass12@valenciacollege.edu

Lizza Burgos-Reynos, Career Program Advisor: 407-582-8155
lburgosreyynos@valenciacollege.edu (bjohnson@valenciacollege.edu)

Alternative Ways to Earn Credit
If you have earned an approved Florida certification as a Firefighter, Fire Instructor, Fire Officer, EMT or other approved fire certifications, you may be eligible to receive credit toward this A.S. degree, based on review of the required documentation.

Program Requirements

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I **~</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Requirement -1</td>
<td>3</td>
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<tr>
<td>Mathematics or Science</td>
<td>See Gen. Ed. Requirement -2</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Requirements ~</td>
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</tbody>
</table>

Total Credit Hours 15

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 Students planning to transfer to UCF should select from these humanities courses: ARH 1000, HUM 1020, LIT 1000, ARH 2051, MUL 1010, PHI 2010, REL 2300, and THE 1000.
2 Students planning to transfer to UCF should select from these math courses: MGF 1106, MAC 1105, MAC 1114, MAC 2233, or STA 2023. Students planning to transfer to UCF should select from these science courses: AST 1002, CHM 1020, PHY 2053C, BSC 1005, EVR 1001, BSC 1010C, and ESC 1000.
3 Students planning to transfer to UCF should take ECO 2013 or POS 2041.

(GR) Denotes a Gordon Rule course.

Fire Officer Specialization

The Fire Officer specialization is designed to incorporate theories and applications of the fire service for those who may pursue a career as a fire service officer. This specialization will provide the student with the knowledge critical thinking skills needed to become a successful officer in today’s fire service.

The following courses will be required for a student to earn an A.S. degree with a Fire Officer Specialization and qualify the student for the Fire Officer Supervisor college credit certificate which is recognized by the Florida Department of Education:

Fire Officer Specialization Program Outcomes

- Communicate effectively in the fire protection environment
- Apply fire prevention codes, regulations, standards, and practices
- Identify fire science and fire technology principles, concepts and practices and their application to public and life safety
- Integrate command, management and leadership principles for emergency and non-emergency situations
- Recognize how the built environment affects fire and life safety
• Examine educational and training principles and ideologies for public and life safety disciplines

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>FFP 2120</td>
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<td>FFP 2720</td>
<td>COMPANY OFFICER</td>
<td>3</td>
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<tr>
<td>FFP 1505</td>
<td>FIRE PREVENTION</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1540</td>
<td>PRIVATE FIRE PROTECTION SYSTEMS I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>FIRE SERVICE COURSE DELIVERY</td>
<td>3</td>
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<td>FFP 2810</td>
<td>FIRE FIGHTING TACTICS AND STRATEGY I</td>
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<tr>
<td>FFP 2811</td>
<td>FIRE FIGHTING TACTICS &amp; STRATEGY II</td>
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<tr>
<td>FFP 2741</td>
<td>FIRE SERVICE COURSE DESIGN</td>
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<tr>
<td>FFP 1612</td>
<td>FIRE BEHAVIOR AND COMBUSTION</td>
<td>3</td>
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</table>

Electives: Any General Education, FFP Courses, EMT and/or Paramedic Courses^ ^

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<th>Credit Hours</th>
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<td>FFP 2510</td>
<td>FIRE CODES AND STANDARDS</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>BLUEPRINT READING AND PLANS REVIEW</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2541</td>
<td>PRIVATE FIRE PROTECTION SYSTEMS II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2706</td>
<td>FIRE SERVICE PUBLIC INFORMATION OFFICER</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610C</td>
<td>FIRE CAUSE AND ORIGIN DETERMINATION</td>
<td>3</td>
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<tr>
<td>FFP 2770</td>
<td>ETHICAL AND LEGAL ISSUES FOR THE FIRE SCIENCE</td>
<td>3</td>
</tr>
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<td>FFP 2780</td>
<td>FIRE ADMINISTRATION</td>
<td>3</td>
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<td>FFP 1109</td>
<td>FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH</td>
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<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY</td>
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<td>EMS 1119L</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE</td>
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<tr>
<td>EMS 1431L</td>
<td>EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM</td>
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</tr>
<tr>
<td>FFP 1040</td>
<td>INDUSTRIAL FIRE FIGHTING</td>
<td>3</td>
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</table>

Total Credit Hours 60

* This course has a prerequisite; check description in the Valencia catalog.

^ Any course with a FFP prefix, CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS, SLS 1122 NEW STUDENT EXPERIENCE, and up to one course from each general education area of the General Education Requirements. See Career Advisor for approved Paramedic courses.

Electives

**Fire Prevention Specialization**

The Fire Prevention specialization is designed to incorporate the theories and applications necessary to become a successful Fire Prevention specialists. Career opportunities include Fire Inspector, Fire Marshal, and Fire Investigator. These careers include building inspection to detect fire hazards and enforce local ordinances and State laws, or investigate and gather facts to determine cause of fires and explosions.

**Program Outcomes**

• Communicate effectively in the fire protection environment
• Apply fire prevention codes, regulations, standards, and practices
• Identify fire science and fire technology principles, concepts and practices and their application to public and life safety
• Integrate command, management and leadership principles for emergency and non-emergency situations
• Recognize how the built environment affects fire and life safety
The following courses will be required for a student to earn an A.S. Degree with a Fire Prevention Specialization:

General Education Requirements Noted Above ~ 15
FFP 1000 FIRE SCIENCE FUNDAMENTALS 3
FFP 2120 BUILDING CONSTRUCTION FOR THE FIRE SERVICE 3
FFP 2720 COMPANY OFFICER 3
FFP 1505 FIRE PREVENTION 3
FFP 1540 PRIVATE FIRE PROTECTION SYSTEMS I 3
FFP 2740 FIRE SERVICE COURSE DELIVERY 3
FFP 1612 FIRE BEHAVIOR AND COMBUSTION 3
FFP 2510 FIRE CODES AND STANDARDS 3
FFP 2521 BLUEPRINT READING AND PLANS REVIEW * 3
FFP 2541 PRIVATE FIRE PROTECTION SYSTEMS II 3
FFP 2610C FIRE CAUSE AND ORIGIN DETERMINATION 3
FFP 2706 FIRE SERVICE PUBLIC INFORMATION OFFICER 3
or FFP 1793 FIRE AND LIFE SAFETY EDUCATOR

Electives : Any General Education, FFP Courses, EMT and/or Paramedic courses^ 9

Total Credit Hours 60

* This course has a prerequisite, check descriptions in the Valencia catalog
^ Any course with a FFP prefix, CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS, SLS 1122 NEW STUDENT EXPERIENCE; and up to one course from each general education area of the General Education Requirements. See Program Advisor for approved Paramedic courses.

Electives
FFP 1111 FIRE CHEMISTRY 3
FFP 2706 FIRE SERVICE PUBLIC INFORMATION OFFICER 3
FFP 1793 FIRE AND LIFE SAFETY EDUCATOR 3
FFP 2741 FIRE SERVICE COURSE DESIGN * 3
FFP 2810 FIRE FIGHTING TACTICS AND STRATEGY I 3
FFP 2811 FIRE FIGHTING TACTICS & STRATEGY II e 3
FFP 2770 ETHICAL AND LEGAL ISSUES FOR THE FIRE SCIENCE 3
FFP 2780 FIRE ADMINISTRATION 3
FFP 1109 FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH 3
EMS 1119 FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY 8
EMS 1119L FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE 2
EMS 1431L EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM 2
FFP 1040 INDUSTRIAL FIRE FIGHTING 3

Fire Fighter (Minimum Standards)

Career Certificate
Vocational Credit
Limited-Access

Admission Requirements
Admission to this program is limited. Students must meet the following criteria:

- Must be at least 18 years of age
- Possess a high school diploma or a GED
• Have no convictions of felonies or significant misdemeanors
• Be of good moral character
• Must be in good physical condition
• Cannot have a dishonorable discharge from the military

The Fire Fighter I course provides both practical applications and an orientation to the fire service. This course includes many functions required of a fire fighter such as: fire service safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; constructions techniques; ground ladders; ventilation; water supply; coupling; loading and rolling house; laying, carrying and advancing hose; water streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage; overhaul and protecting evidence of fire cause; fire department communication; equipment and techniques; fire prevention and public fire education. The course also includes Awareness-Level Hazardous Materials Training. Upon completion of the program and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

The student must successfully complete the requirements and receive a Certificate of Competency for Fire Fighter I to enter Fire Fighter II. The Fire Fighter II course prepares the student to meet the requirements to become a state certified fire fighter. Course content includes implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports pre-incident survey and wildlife fire fighting. Students must complete the program to be eligible and to test for certification with the Florida Bureau of Fire Standards and Training for a Fire Fighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for fire fighters.

• Student must obtain a minimum of 90 clock hours of emergency medicine before receiving the BFST Fire Fighter II certificate.

Program Outcomes
• Demonstrate knowledge of fire department organization, procedures and responsibilities
• Demonstrate knowledge of personal protective equipment
• Demonstrate knowledge of ventilation practices
• Demonstrate the proper use of ropes, tools and equipment
• Demonstrate proper use of fire hose, nozzles and appliances

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
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<tbody>
<tr>
<td>FFP 0010</td>
<td>FIREFIGHTING I</td>
<td>206</td>
<td>6.870</td>
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<tr>
<td>FFP 0020</td>
<td>FIREFIGHTING II</td>
<td>192</td>
<td>6.400</td>
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<td></td>
<td>Total Credit Hours</td>
<td>398</td>
<td>13.270</td>
</tr>
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</table>

* This course has a prerequisite and/or corequisite; check description in Valencia catalog.

Fire Officer Supervisor

Technical Certificate
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

The purpose of this program is to prepare students for employment as Firefighting and Prevention Supervisors (SOC 33-1021) to supervise firefighters who control and extinguish fires, protect life and property, and conduct rescue efforts. The program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

This program does not prepare students for certification as fire fighters. A student must successfully complete the basic recruit program in firefighting to become certified, pursuant to Chapter 633, Florida Statutes.
This program does not complete the requirements to be eligible to sit for Bureau of Fire Standards and Training (BFST) certification exams. A student must contact the Bureau of Fire Standards and Training (BFST) for additional requirements.

**Program Structure**

This program is a planned sequence of instruction consisting of 12 credit hours.

**Standards**

After successfully completing this program, the student will be able to perform the following:

- Explore the theories and fundamentals of how and why fires start, spread, and how they are controlled.
- Comprehend the concepts of the components of building construction that relate to fire and life safety.
- Understand the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.
- Discuss fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions.
- Examine the organization and management of a fire department and the relationship of government agencies to the fire service.
- Define risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue.
- Discuss the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of court cases.
- Analyze the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.
- Identify the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.
- Describe and discuss methods of instruction involved in planning and conducting an effective training program for adult learners.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>FFP 2120</td>
<td>BUILDING CONSTRUCTION FOR THE FIRE SERVICE</td>
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<tr>
<td>FFP 2720</td>
<td>COMPANY OFFICER</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>FIRE SERVICE COURSE DELIVERY</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2810</td>
<td>FIRE FIGHTING TACTICS AND STRATEGY I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 12

**Hospitality & Culinary**

From meeting planning to menu planning, the skills Valencia students gain during their courses of study are transferable around the world, which means that, upon graduation, your job could take you anywhere you want to go. Of course, starting out here in Central Florida gives you quite a leg up. As one of the most fertile hospitality markets in the world, Orlando is a hot place to get started because jobs are plentiful and opportunities for experience are abundant. That's why we call it the world's largest learning laboratory.

The Hospitality and Culinary Division offers the following Associate in Science degree programs:

- Baking and Pastry Management
- Culinary Management
- Hospitality and Tourism Management
- Restaurant and Food Service Management

**Baking and Pastry Management**

**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.

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.

Technical Certificates
Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

• Baking and Pastry Arts (35 credits)

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers
• Baking and Pastry Chef
• Baker’s Commis
• Lead Baker, Bread and Pastry
• Assistant Pastry Chef
• Assistant Bakery Manager
• Executive Pastry Chef
• Pastry Cook

Salary & Earnings Information
For salary and wage information, visit: www.salary.com or www.smart-college-choices.com

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Pierre Pilloud, Program Chair, West Campus: 407-582-1880
ppilloud@valenciacollege.edu

D'Mya Clay, Career Program Advisor, West Campus: 407-582-1972
dclay5@valenciacollege.edu
Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit

If you have earned an approved industry certification or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes

- Discuss the various organizations of the hospitality industry.
- Experience different baking procedures.
- Integrate human management skills into the classes.
- Compare various employability skills.
- Apply sanitation procedures in food service operations.
- Identify procedures relating to cost controls.
- Differentiate various baking and pastry service operations.

Foundation Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *~</td>
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<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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<tr>
<td>FSS 1050C</td>
<td>BAKING INGREDIENTS AND TECHNOLOGY</td>
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<tr>
<td>FSS 2500</td>
<td>FOOD AND BEVERAGE COST CONTROL</td>
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Humanities

See Gen. Ed. Core Requirements ~

Intermediate Courses

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<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY ~</td>
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<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<td>FSS 2054C</td>
<td>COOKIES, TARTS AND FRIANDISES *</td>
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<tr>
<td>FSS 2056C</td>
<td>PASTRY TECHNIQUES *</td>
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<tr>
<td>FSS 2055C</td>
<td>CONTEMPORARY CAKES AND DESSERTS *</td>
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Science or Mathematics

See Gen. Ed. Core Requirements *~

Advanced Courses

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<td>BASIC AND CLASSICAL CAKES AND PASTRIES *</td>
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<td>FSS 2059C</td>
<td>CHOCOLATES AND CONFECTIONS *</td>
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<tr>
<td>FSS 2057C</td>
<td>INDIVIDUAL AND PRODUCTION PASTRIES *</td>
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<td>FSS 2060C</td>
<td>RESTAURANT AND PRODUCTION DESSERTS *</td>
<td>3</td>
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<tr>
<td>FSS 2058C</td>
<td>CONFECTIONARY ART AND PRINCIPLES OF DESIGN *</td>
<td>3</td>
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<tr>
<td>FSS 2943</td>
<td>INTERNSHIP IN BAKING AND PASTRY MANAGEMENT *~</td>
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</table>

Total Credit Hours

60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

Notes:

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.
Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science. For other transfer options that may be available, go to valenciacollege.edu/ asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**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.

**Program Outcomes**

- Discuss the various organizations of the hospitality industry.
- Experience different baking procedures.
- Integrate human management skills into the classes.
- Compare various employability skills.
- Apply sanitation procedures in food service operations.
- Identify procedures relating to cost controls.
- Differentiate various baking and pastry service operations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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<tr>
<td>FSS 2500</td>
<td>FOOD AND BEVERAGE COST CONTROL</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1050C</td>
<td>BAKING INGDREDIENTS AND TECHNOLOGY</td>
<td>3</td>
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<tr>
<td>FSS 1052C</td>
<td>SPECIALTY BREADS</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
<td>3</td>
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<tr>
<td>FSS 2054C</td>
<td>COOKIES, TARTS AND FRIANDISES</td>
<td>3</td>
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<td>FSS 2056C</td>
<td>PASTRY TECHNIQUES</td>
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<td>FSS 2055C</td>
<td>CONTEMPORARY CAKES AND DESSERTS</td>
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<tr>
<td>FSS 2061C</td>
<td>BASIC AND CLASSICAL CAKES AND PASTRIES</td>
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<tr>
<td>FSS 2057C</td>
<td>INDIVIDUAL AND PRODUCTION PASTRIES</td>
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**Total Credit Hours** 35

* This course has a prerequisite; check description in Valencia catalog

**Notes:**

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.
This certificate program is eligible for Financial Aid.

Culinary Management
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 College has courses that may interest you.

Graduates of specific programs at Orange County Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Chef’s Apprentice (12 credits)
- Culinary Arts (35 credits)
- Culinary Arts Management Operations (18 credits)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Culinary Manager
- Food & Beverage Manager
- Kitchen Supervisor /Manager
- Sous Chef
- Executive Chef
- Lead Cook
- Prep Cook
- Steward
Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
Pierre Pilloud, Program Chair, West Campus: 407-582-1880
ppilloud@valenciacollege.edu

D'Mya Clay, Career Program Advisor, West Campus: 407-582-1972
dclay5@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Discuss the various organizations of the hospitality industry.
• Experience different cooking procedures.
• Integrate human management skills into the classes.
• Compare various employability skills.
• Apply sanitation procedures in food service operations.
• Identify procedures relating to cost controls.
• Differentiate various food service operations.

Foundation Courses

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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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<td>FSS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
<td>3</td>
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<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
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<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</td>
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<td>FSS 1246C</td>
<td>BAKING AND PASTRIES I</td>
<td>3</td>
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<tr>
<td>HUN 1004</td>
<td>HEALTHY CUISINE/ NUTRITION</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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<td>See Gen. Ed. Core Requirement</td>
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Intermediate Courses

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<td>FSS 1240C</td>
<td>CLASSICAL CUISINE.</td>
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<tr>
<td>FSS 2204C</td>
<td>QUANTITY FOOD PRODUCTION II</td>
<td>3</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
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<tr>
<td>HFT 2223</td>
<td>Hospitality Human Resource Management</td>
<td>3</td>
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<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
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<tr>
<td>FSS 2242C</td>
<td>INTERNATIONAL AND REGIONAL FOODS</td>
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Advanced Courses

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<td>FSS 2500</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<td>FSS 2205C</td>
<td>QUANTITY FOOD PRODUCTION III</td>
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<td>GARDE-MANGER</td>
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<td>FSS 2247C</td>
<td>BAKING AND PASTRIES II</td>
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<td>FSS 2942</td>
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</table>

Electives: Students may choose OST 1746, or any course with subject prefix FSS not already used to satisfy program requirements.

**Total Credit Hours**: 64

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

(GR) Denotes a Gordon Rule course.

**Notes:**

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science).

For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**Chef’s Apprentice (Hospitality and Tourism Institute)**

**Technical Certificate**

This program is designed for students interested in the culinary industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a culinary setting. Learners develop skills in sanitation and safety, recognition and identification of foods, proper storage of foods, methods of preparation, and food and beverage purchasing.

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

**Program Outcomes**

- Identify organization and functions of the culinary industry.
- Demonstrate equipment operation and maintenance skills.
- Demonstrate skills in food service and beverage sanitation and safety.
- Demonstrate skill in preparing food for cooking.
- Demonstrate methods of cooking.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FOS 2201</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</td>
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</tr>
<tr>
<td>FSS 1240C</td>
<td>CLASSICAL CUISINE</td>
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</table>

**Total Credit Hours**: 12

* This course has a prerequisite; check description in Valencia catalog.
Notes:
Specialized courses may not be offered every session or on every campus.

**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.

**Program Outcomes**

- Discuss the various organizations of the hospitality industry.
- Experience different cooking procedures.
- Integrate human management skills into the classes.
- Compare various employability skills.
- Apply sanitation procedures in food service operations.
- Identify procedures relating to cost controls.
- Differentiate various food service operations.

<table>
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<tr>
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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>
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<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</td>
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<tr>
<td>FSS 1240C</td>
<td>CLASSICAL CUISINE.</td>
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<td>BAKING AND PASTRIES I</td>
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<td>FSS 2204C</td>
<td>QUANTITY FOOD PRODUCTION II</td>
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<tr>
<td>FSS 2242C</td>
<td>INTERNATIONAL AND REGIONAL FOODS</td>
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<td>FSS 2205C</td>
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<td>GARDE-MANGER</td>
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<td>FSS 2247C</td>
<td>BAKING AND PASTRIES II</td>
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<td>FSS 2942</td>
<td>INTERNSHIP IN CULINARY MANAGEMENT</td>
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</tbody>
</table>

Electives: Students may choose OST 1746 or any course with subject prefix FSS not already used to satisfy Certificate requirements.

Total Credit Hours 35

* This course has a prerequisite; check description in Valencia catalog.

Notes:
Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

**Culinary Arts Management (Hospitality and Tourism Institute)**

**Technical Certificate**

This program is designed for students interested in the culinary industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a culinary setting. Learners develop skills in sanitation and safety, recognition and identification of foods, proper storage of foods, methods of preparation, and food and beverage purchasing. They also examine the broad perspective of the culinary arts within the Hospitality field.
Program expenses are given in the Financial section of this catalog.

Program Outcomes

- Identify organization and functions of the culinary industry.
- Demonstrate equipment operation and maintenance skills.
- Demonstrate skills in food service and beverage sanitation and safety.
- Demonstrate skill in preparing food for cooking.
- Demonstrate methods of cooking.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
<td>3</td>
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<tr>
<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</td>
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<tr>
<td>FSS 1240C</td>
<td>CLASSICAL CUISINE</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1246C</td>
<td>BAKING AND PASTRIES I</td>
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</tr>
<tr>
<td>FSS 2242C</td>
<td>INTERNATIONAL AND REGIONAL FOODS</td>
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</tbody>
</table>

Total Credit Hours 18

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

Hospitality and Tourism Management

Hospitality and Tourism Management with Career Paths in:

- Hospitality and Tourism Management
- Career Path to B.S. in Hospitality Administration/Management

Associate in 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.

This program provides two Career Paths. One that is designated for students who seek immediate employment in the field of Hospitality and Tourism Management and/or a second Career Path for those who plan to articulate the A.S. to B.S. degree 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.

Graduates of specific programs at Orange County Technical Colleges may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm 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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

• Hospitality – Event Planning Management (24 credits)
• Hospitality – Food & Beverage Management (30 credits)
• Hospitality – Guest Services Specialist (15 credits)
• Hospitality – Rooms Division Management (30 credits)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

• Guest Services Specialist
• Front Office Supervisor/Manager
• Dining Room Manager
• Reservations Supervisor
• Food & Beverage Manager
• Lodging Manager/Assistant Manager
• Event Planner
• Catering/Sales & Service
• Convention Services

Salary & Earnings Information


Contacts

Future Students

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

West Campus
Jim Inglis, Program Chair, West Campus: 407-582-1491
jinglis@valenciacollege.edu
D'Mya Clay, Career Program Advisor, West Campus: 407-582-1972
dclay5@valenciacollege.edu

Osceola Campus
Nelson Placa, Professor, Osceola Campus: 407-582-4135
nplaca2@valenciacollege.edu (whawkinson@valenciacollege.edu)
Melanie Rodriguez, Career Program Advisor: 407-582-4214
Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit

If you have earned an approved industry certification, completed an Orange County Technical College Program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Career Path in Hospitality and Tourism Management

This Career Path is designed for students who seek immediate employment in the field of Hospitality and Tourism Management.

Program Outcomes

- Evaluate the organization and function of the hospitality industry.
- Assess leadership, supervisory, and human relation skills within the hospitality industry.
- Practice effective sales techniques and procedures including marketing, public relations, and entrepreneurship within the industry specific techniques.
- Debate laws affecting the hospitality industry.
- Implement safety and sanitation measures within HAACP.
- Perform essential food production and cost control strategies.

Foundation Courses

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<tr>
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<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
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<td>HFT 1410</td>
<td>FRONT OFFICE MANAGEMENT</td>
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<td>HFT 2223</td>
<td>Hospitality Human Resource Management</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<td>or APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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<td>FOS 2201</td>
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<td>FSS 2251</td>
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<td>HFT 1300</td>
<td>MANAGING HOUSEKEEPING OPERATIONS</td>
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<td>Science or Mathematics</td>
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Elective(s) 1

3

Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</td>
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<tr>
<td>FSS 2500</td>
<td>FOOD AND BEVERAGE COST CONTROL</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2210</td>
<td>HOSPITALITY MANAGEMENT AND LEADERSHIP</td>
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</tr>
<tr>
<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2942</td>
<td>INTERNSHIP IN HOSPITALITY AND TOURISM</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours

64
This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

1 Recommended electives include: HFT 2630 SECURITY ISSUES IN THE HOSPITALITY INDUSTRY, HFT 2750 The Event Industry, HFT 1820 FOOD AND BEVERAGE PURCHASING, and SLS 1122 NEW STUDENT EXPERIENCE.

(3) Denotes a Gordon Rule course.

### Career Path to B.S. in Hospitality and Tourism Management (Articulated A.S. to B.S.)

This program is designed for students who wish to transfer to a four-year Florida public university as a junior to complete a Bachelor's degree in Hospitality Administration/Management.

### Program Outcomes

- Evaluate the organization and function of the hospitality industry.
- Assess the leadership, supervisory and human relations skills within the hospitality industry.
- Implement effective sales techniques and procedures including marketing, public relations, and entrepreneurship within the hospitality industry.
- Analyze laws affecting the hospitality industry.
- Implement safety and sanitation measures within HAACP.
- Generate essential food production and cost control skills.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ~</td>
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<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA ~</td>
<td>3</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed Core Requirement ~</td>
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<tr>
<td>Social Sciences</td>
<td>Select one of the following: PSY 2012, SYG 2000, or ANT 2000 ~</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>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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<td>HFT 2254</td>
<td>Lodging Operations</td>
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### Intermediate Courses

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<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II ~</td>
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<td>STA 2023</td>
<td>STATISTICAL METHODS ~</td>
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<tr>
<td>or CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<td>HOSPITALITY MANAGEMENT AND LEADERSHIP</td>
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<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO ~</td>
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<td>or ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ~</td>
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<tr>
<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION ~</td>
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</tr>
<tr>
<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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### Advanced Courses

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<th>Course Title</th>
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<tr>
<td>HFT 2223</td>
<td>Hospitality Human Resource Management</td>
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<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
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<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
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</tr>
<tr>
<td>HFT 2942</td>
<td>INTERNSHIP IN HOSPITALITY AND TOURISM</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2750</td>
<td>The Event Industry</td>
<td>3</td>
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<tr>
<td>HFT 2840</td>
<td>TABLE SERVICE ETIQUETTE</td>
<td>1</td>
</tr>
<tr>
<td>HFT 2630</td>
<td>SECURITY ISSUES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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</table>
or HFT 2867C  WINE ESSENTIALS

**Total Credit Hours**  64

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 CGS 2100C satisfies a Math General Education requirement at UCF, but not at Valencia.
2 ECO 2023 satisfies a Social Science General Education requirement at UCF, but not at Valencia.
(GR) Denotes a Gordon Rule course.

**Notes:**

All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

For students who are pursuing the A.S. to B.S. path, an additional 9 hours of General Education are required to satisfy the required 36 hours for the Bachelor of Science degree. If completing the additional 9 hours at the University, 6 hours will be in Cultural and Historical Foundations (Gordon Rule writing) and 3 hours in Science Foundations. Students are strongly encouraged to speak with an advisor before selecting the additional General Education courses since requirements are different between the two institutions. Please see a Financial Aid advisor so that your enrollment is covered in these courses.

Please note the State University System foreign language admission requirement http://catalog.valenciacollege.edu/degrees/associateinarts/courserequirements/#Foreign_Language_Proficiency_Requirement

Several Florida public and private universities 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 UCF’s Bachelor of Applied Science (B.A.S.) degree, may be found at valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

**Hospitality - Event Planning Management**

**Technical Certificate**

This program is designed to prepare students for immediate employment in the hospitality industry with employable skills in the events planning area of hotels, resorts, convention centers and other hospitality-related sites.

**Program Outcomes**

- Evaluate the organization and function of the hospitality industry.
- Apply knowledge of convention management skills.
- Apply leadership and supervisory skills.
- Practice marketing, sales and business promotion techniques.
- Perform food and beverage management within a full-service hospitality venue.
- Implement safety and sanitation measures within HAACP.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<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>Hospitality Human Resource Management</td>
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<tr>
<td>HFT 2750</td>
<td>The Event Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
<td>3</td>
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<tr>
<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<tr>
<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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</table>
Hospitality - Event Planning Management Electives

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2254</td>
<td>Lodging Operations</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2630</td>
<td>SECURITY ISSUES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2840</td>
<td>TABLE SERVICE ETIQUETTE</td>
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<tr>
<td>HFT 2867C</td>
<td>WINE ESSENTIALS</td>
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<tr>
<td>HFT 2942</td>
<td>INTERNSHIP IN HOSPITALITY AND TOURISM</td>
<td>1-4</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

Restaurant and Food Service Management Certificate

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.

Program Outcomes

• Determine the organization and function of the food service industry.
• Apply human resource management techniques.
• Apply knowledge of law and laws affecting the food service industry.
• Employ human resource management techniques.
• Practice effective sales techniques and procedures including marketing, public relations, and entrepreneurship.
• Implement safety and sanitation measures within HAACP.
• Practice essential food production and cost control skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<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>Hospitality Human Resource Management</td>
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<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
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</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>
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<tr>
<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
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<td>Hospitality - Food and Beverage Electives</td>
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Hospitality - Food and Beverage Electives

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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</td>
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</tbody>
</table>
FSS 2284 CATERING AND BANQUET MANAGEMENT 3
HFT 1820 FOOD AND BEVERAGE PURCHASING 3
HFT 2210 HOSPITALITY MANAGEMENT AND LEADERSHIP 3
HFT 2630 SECURITY ISSUES IN THE HOSPITALITY INDUSTRY 3
HFT 2750 The Event Industry 3
HFT 2840 TABLE SERVICE ETIQUETTE 1
HFT 2867C WINE ESSENTIALS 3
HUN 1004 HEALTHY CUISINE/ NUTRITION 3

Select one of the following: 1-4

HFT 2942 INTERNSHIP IN HOSPITALITY AND TOURISM *
HFT 2943 INTERNSHIP IN RESTAURANT MANAGEMENT *

* This course has a prerequisite; check description in Valencia catalog.

Notes:
All certificate courses are offered on the West Campus; some courses are offered at other locations.
Specialized courses may not be offered every session or on every campus.
This certificate program is eligible for Financial Aid.

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.

Program Outcomes
- Evaluate the organization and function of the hospitality industry.
- Apply human resource management skills.
- Operate front office management systems.
- Demonstrate employability skills.
- Demonstrate guest service skills.
- Maintain security and safety procedures.

HFT 1000 INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY 3
HFT 2223 Hospitality Human Resource Management 3
HFT 2254 Lodging Operations 3

Hospitality - Guest Services Electives 6

Total Credit Hours 15

Hospitality - Guest Services Electives
These electives must be selected from courses with the subject prefix of HFT.

Notes:
All certificate courses are offered on the West Campus; some courses are offered at other locations.
Specialized courses may not be offered every session or on every campus.
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.

Program Outcomes

- Determine the organization and function of the hospitality industry.
- Demonstrate use of an industry software, including guest relations, check in, check out, and night audit.
- Apply human relations skills.
- Apply knowledge of law and laws affecting the hospitality industry.
- Practice effective marketing, sales, and business promotion techniques.
- Demonstrate and execute employability skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<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>Hospitality Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
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<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2254</td>
<td>Lodging Operations</td>
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Hospitality - Rooms Division Electives

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<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
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<td>HFT 2210</td>
<td>HOSPITALITY MANAGEMENT AND LEADERSHIP</td>
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<tr>
<td>HFT 2750</td>
<td>The Event Industry</td>
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<tr>
<td>HFT 2630</td>
<td>SECURITY ISSUES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2942</td>
<td>INTERNSHIP IN HOSPITALITY AND TOURISM *</td>
<td>1-4</td>
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</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

Restaurant and Food Service Management

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.

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.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Restaurant Manager/Assistant Manager
- Purchasing Manager
- Service Trainer
- Bar Manager
- Banquet Manager
- Catering Services Manager
- Food & Beverage Manager

**Salary & Earnings Information**

For salary and wage information, visit: [www.salary.com](http://www.salary.com) or [www.smart-college-choices.com](http://www.smart-college-choices.com)

**Contacts**

**Future Students**

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**

Jim Inglis, Program Chair, West Campus: 407-582-1491
jingle@valenciacollege.edu

D'Mya Clay, Career Program Advisor, West Campus: 407-582-1972
dclay@valenciacollege.edu

**Internship and Workforce Services**

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

**Alternative Ways to Earn Credit**

If you have earned an approved industry certification or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

**Career Path in Restaurant and Food Services Management**

This Career Path is designed for students who seek immediate employment in the field of Restaurant and Food Services Management.

**Program Outcomes**

- Evaluate the organization and function of the restaurant and food service industry.
- Manage and set up effective purchasing and receiving procedures.
- Perform training and communication skills relevant to the restaurant industry.
- Implement safety and sanitation measures within the restaurant and food service industry, including HAACP.
- Assess leadership, supervisory and human relation skills within the restaurant and food service industry.
- Execute use of computers and software standard to the restaurant and food service industry.
- Perform essential food production and cost control skills.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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</tr>
<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Hospitality Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>FSS 1203C</td>
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<tr>
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<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<tr>
<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
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<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<tr>
<td>or APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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<tr>
<td>HFT 2840</td>
<td>TABLE SERVICE ETIQUETTE</td>
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<tr>
<td>HFT 1820</td>
<td>FOOD AND BEVERAGE PURCHASING</td>
<td>3</td>
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<tr>
<td>HUN 1004</td>
<td>HEALTHY CUISINE/ NUTRITION</td>
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FSS 2500</td>
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<td>HOSPITALITY LAW</td>
<td>3</td>
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<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2943</td>
<td>INTERNSHIP IN RESTAURANT MANAGEMENT</td>
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<tr>
<td>HFT 2867C</td>
<td>WINE ESSENTIALS</td>
<td>3</td>
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<td>Elective(s)</td>
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<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 64**

+ This course requires a grade of C or better.
* The course has a prerequisite, check description in Valencia catalog.
~ This is a General Education course.
^ Recommended electives include: HFT 2750, Convention Management and Service; HFT 2630, Security Issues in the Hospitality Industry; FSS 1240C, Classical Cuisine; FSS 1246C, Baking and Pastries I; HFT 2210, Hospitality Management.

### Career Path to B.S. in Restaurant and Food Service Management (Articulated A.S. to B.S.)

This program is designed for students who wish to transfer to a four-year Florida public university as a junior to complete a Bachelor's degree in Restaurant and Food Services Management.

### Program Outcomes

- Assess and evaluate the organization and function of the restaurant and food service industry
- Set up and implement effective purchasing and receiving procedures
- Develop training and communication skills relevant to the restaurant industry
- Implement safety and sanitation measures within the restaurant and food service industry including HAACP
- Assess leadership, supervisory, and human relation skills within the restaurant and food service industry
• Demonstrate knowledge and use of computers and software standard to the restaurant and food service industry
• Perform essential food production and cost control skills.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *~</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA *~</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Select one of the following: PSY 2012, SYG 2000, or ANT 2000 ~</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement</td>
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</tr>
<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION ~</td>
<td>3</td>
</tr>
</tbody>
</table>

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II *~</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO *~</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td></td>
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<tr>
<td>HFT 2254</td>
<td>Lodging Operations</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS *~</td>
<td>3</td>
</tr>
<tr>
<td>or CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1820</td>
<td>FOOD AND BEVERAGE PURCHASING</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
</tr>
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</table>

### Advanced Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HFT 2223</td>
<td>Hospitality Human Resource 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>HFT 2600</td>
<td>HOSPITALITY LAW</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2840</td>
<td>TABLE SERVICE ETIQUETTE</td>
<td>1</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>FOOD AND BEVERAGE COST CONTROL</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2943</td>
<td>INTERNSHIP IN RESTAURANT MANAGEMENT ~</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2867C</td>
<td>WINE ESSENTIALS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 64

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 ECO 2023 satisfies Social Science General Education Requirement at UCF, but not at Valencia
2 CGS 2100 satisfies Math General Education Requirement at UCF, but not at Valencia
(GR) Denotes a Gordon Rule course.

**Notes:**

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

For students who are pursuing the A.S. to B.S. path, an additional 9 hours of General Education are required to satisfy the required 36 hours for the Bachelor of Science degree. If completing the additional 9 hours at the University, 6 hours will be in Cultural and Historical Foundations (Gordon Rule writing) and 3 hours in Science Foundations. Students are strongly encouraged to speak with an advisor before selecting the additional General Education courses since requirements are different between the two institutions. Please see a Financial Aid advisor so that your enrollment is covered in these courses.
Please note the State University System foreign language admission requirement [http://catalog.valenciacollege.edu/degrees/associateinarts/courserequirements/#Foreign_Language_Proficiency_Requ]{http://catalog.valenciacollege.edu/degrees/associateinarts/courserequirements/#Foreign_Language_Proficiency_Requ}

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to [regionalcampuses.ucf.edu/program/applied-science](http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

It is recommended students complete their General Education requirements at Valencia prior to transfer.

**Restaurant and Food Service Management Certificate**

**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.

**Program Outcomes**

- Determine the organization and function of the food service industry.
- Apply human resource management techniques.
- Apply knowledge of law and laws affecting the food service industry.
- Employ human resource management techniques.
- Practice effective sales techniques and procedures including marketing, public relations, and entrepreneurship.
- Implement safety and sanitation measures within HAACP.
- Practice essential food production and cost control skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>Hospitality Human Resource Management</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>
</tbody>
</table>

**Hospitality - Food and Beverage Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1203C</td>
<td>QUANTITY FOOD PRODUCTION</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 AND LEADERSHIP</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2630</td>
<td>SECURITY ISSUES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2750</td>
<td>The Event Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2840</td>
<td>TABLE SERVICE ETIQUETTE</td>
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<tr>
<td>HFT 2867C</td>
<td>WINE ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1004</td>
<td>HEALTHY CUISINE/ NUTRITION</td>
<td>3</td>
</tr>
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</table>

Select one of the following: 1-4
This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

**Information Technology**

Every company in every industry depends on IT professionals in one way or another – to stay in touch with customers, fulfill orders, manage finances and in fact, to stay efficient in every area from marketing to management. Which is why companies are always on the lookout for individuals with the skills to keep their IT infrastructures moving along.

The Business and Information Technology Division offers the following Associate in Science degree programs:

- Computer Information Technology
- Computer Programming and Analysis

**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 as a junior to complete a four-year Bachelor's degree in Information Systems Technology.

Graduates of specific programs at Orange County Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Computer Information Technology Analyst (27 credits)
  - IT Security Specialization
  - IT Support Specialization

- Computer Information Technology Specialist (18 credits)
**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Technical Support Analyst
- User Support Analyst/Specialist
- Applications Systems Analyst
- Information Systems Specialist
- Software Tester/Trainer
- Computer Information Manager
- Internet Security Specialist
- PC Support Technician
- Help Desk Technician
- Security Administrator

**Salary & Earnings Information**


**Contacts**

**Future Students**

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**

**East Campus**
Dave Brunick, Program Chair: 407-582-2360
dbrunick@valenciacollege.edu
Launa Sickler, Career Program Advisor: 407-582-2504
lsickler@valenciacollege.edu

**West Campus**
Joan Alexander, Program Chair: 407-582-1542
jalexander@valenciacollege.edu
Jon Sowell, Career Program Advisor, West Campus: 407-582-1973
jsowell@valenciacollege.edu (jsowell@valenciacollege.edu)

**Osceola Campus**
Ray Enger, Program Chair: 407-582-4118
renger@valenciacollege.edu (deross@valenciacollege.edu)
Melanie Rodriguez, Career Program Advisor: 407-582-4214
mgonzalez10@valenciacollege.edu

**Internship and Workforce Services**

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship
Alternative Ways to Earn Credit

If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes

• Analyze technical problems as related to customer requirements.
• Design a logical plan for the development of technical requirements.
• Develop resources to meet technical requirements.
• Implement computer systems solutions including documentation.
• Evaluate computer systems problems, plans, and solutions for correctness and appropriateness.
• Communicate effectively with technical and non-technical audiences.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics See Gen. Ed. Core Requirement</td>
<td>3</td>
<td></td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1134C</td>
<td>NETWORK ESSENTIALS N1</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS A1</td>
<td>3</td>
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<tr>
<td>CTS 1142C</td>
<td>Information Technology Project Management P1</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
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Intermediate Courses

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 2091C</td>
<td>SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1120C</td>
<td>INTRODUCTION TO NETWORK SECURITY S1</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822C</td>
<td>WEB SITE DEVELOPMENT (FORMER TITLE, WEB PUBLISHING) C1</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO ~</td>
<td>3</td>
</tr>
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</table>

Computer Information Technology Business Elective 1

Select one of the following:

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

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>Computer Information Technology Electives 2</td>
<td></td>
<td>14</td>
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<tr>
<td>CIS 2910C</td>
<td>IT CAPSTONE</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2943</td>
<td>INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY</td>
<td>1</td>
</tr>
<tr>
<td>or CGS 2650</td>
<td>SOCIAL NETWORKING FOR JOB SEARCH</td>
<td>1</td>
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</tbody>
</table>

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

1 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.

2 Any course with a subject prefix of CET, CGS (except CGS 1060C INTRODUCTION TO COMPUTERS), CTS, CAP, CIS, COP, or COT not already used to satisfy program requirements

3 CIS 2910C IT CAPSTONE is taken in last semester or with department approval, and satisfactory completion of all mandated discipline specific foundation and intermediate technical courses.

A1 This course is part of a sequence which prepares students for a CompTIA A+ certification examination.
C1 This course is part of a sequence which prepares students for a C1W Foundations certificate examination
N1 This course is part of a sequence which prepares students for a Network + certification examination
P1 This course is part of a sequence which prepares students for a Project + certification examination.
S1 This course is part of a sequence which prepares students for a Security + certification examination

(GR) Denotes a Gordon Rule course.

Notes:

Specialized courses may not be offered every session or on every campus.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor's degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science. For other transfer options that may be available, go to valenciacollege.edu/ asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Computer Information Data Specialist

Technical Certificate

Program Outcomes

• Design a logical plan for the development of technical requirements
• Develop resources to meet technical requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1134C</td>
<td>NETWORK ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

^1 This course is part of a sequence which prepares students for a CompTIA A+ certification examination

^2 This course is part of a sequence which prepares students for a Network + certification examination

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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1142C</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1134C</td>
<td>NETWORK ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1120C</td>
<td>INTRODUCTION TO NETWORK SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321C</td>
<td>LINUX SYSTEM ADMINISTRATION L1</td>
<td>3</td>
</tr>
<tr>
<td>COP 2341C</td>
<td>LINUX SHELL SCRIPTING L1</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Information Technology Electives 3
IT Security Specialization

Program Outcomes

- Design a logical plan for the development of technical requirements.
- Develop resources to meet technical requirements.
- Evaluate computer systems security vulnerabilities using appropriate resources.
- Implement computer network security defenses.

\[\text{CTS 2317C} \quad \text{ADVANCED NETWORK SECURITY} \quad 3\]

IT Support Specialization

Program Outcomes

- Analyze technical problems as related to customer requests.
- Evaluate computer systems problems, plans, and solutions for correctness and appropriateness.
- Communicate effectively with technical and non-technical audiences.

\[\text{CTS 1155C} \quad \text{INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS} \quad 3\]

Computer Information Technology Specialist

Technical Certificate

Program Outcomes

- Design a logical plan for the development of technical requirements
- Evaluate computer systems security vulnerabilities using appropriate resources.

\[\text{CGS 2100C} \quad \text{COMPUTER FUNDAMENTALS AND APPLICATIONS} \quad 3\]
\[\text{CTS 1142C} \quad \text{Information Technology Project Management} \quad 3\]
\[\text{CTS 1131C} \quad \text{COMPUTER MAINTENANCE ESSENTIALS} ^{A1} \quad 3\]
\[\text{CTS 1134C} \quad \text{NETWORK ESSENTIALS} ^{N1} \quad 3\]
\[\text{CTS 1120C} \quad \text{INTRODUCTION TO NETWORK SECURITY} ^{S1} \quad 3\]

Computer Information Technology Electives \(^{1}\)

\[\text{Total Credit Hours} \quad 18\]

\(^{1}\) Any course with a subject prefix of CET, CGS (except CGS 1060C INTRODUCTION TO COMPUTERS), CTS, CAP, CIS, COP, or COT not already used to satisfy program requirements

Notes:

Specialized courses may not be offered every session or on every campus.
Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

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**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 transfer to a Bachelor’s degree.

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.

Graduates of specific programs at Orange County Technical Colleges 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 valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

**Technical Certificates**

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

Computer Programming (33 credits)
- Computer Programming Specialization
- Web Development Specialization

Computer Programming Specialist (18 credits)
- Computer Programming Specialization
- Web Development Specialization

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.
Potential Careers
• Computer Programmer
• Senior Programmer
• Programmer Analyst
• Systems Programmer
• Programmer Specialist
• Web Programmer
• Web Developer
• Web Master

Salary & Earnings Information

Contacts
Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
East Campus
Dave Brunick, Program Chair: 407-582-2360
dbrunick@valenciacollege.edu
Launa Sickler, Career Program Advisor: 407-582-2504
lsickler@valenciacollege.edu

West Campus
Joan Alexander, Program Chair: 407-582-1542
jalexander@valenciacollege.edu
Jon Sowell, Career Program Advisor, West Campus: 407-582-1973
jsowell@valenciacollege.edu

Osceola Campus
Ray Enger, Program Chair: 407-582-4118
renger@valenciacollege.edu (deross@valenciacollege.edu)
Melanie Rodriguez, Career Program Advisor: 407-582-4214
mgonzalez10@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

Alternative Ways to Earn Credit
If you have earned a state approved industry certification, completed an Orange County Technical College Program, TECO program or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

Program Outcomes
• Analyze technical problems as related to customer requirements.
• Design a logical plan for the development of a software solution.
• Implement software solutions including documentation.
• Evaluate software problems, plans, and solutions for correctness and appropriateness.
• Communicate effectively with technical and non-technical audiences.

Foundation Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS +1</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822C</td>
<td>WEB SITE DEVELOPMENT (FORMER TITLE, WEB PUBLISHING) +</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I +~</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA +~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
</tbody>
</table>

**Intermediate Courses**

- **CTS 1142C** Information Technology Project Management +P1  3
- **CGS 2091C** SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY  3
- **CGS 2545C** DATABASE MANAGEMENT SYSTEMS +  3
- Humanities See Gen. Ed. Core Requirement ~  3
- Social Science See Gen. Ed. Core Requirement ~  3

Select one of the following:  3
- **COP 2220C** C PROGRAMMING +”
- **COP 2800C** JAVA PROGRAMMING +”
- **COP 2360C** C# PROGRAMMING +”

**Advanced Courses**

- **COP 2830C** SCRIPTING LANGUAGES +  3
- **CIS 2910C** IT CAPSTONE +3  3
- **CIS 2942** INTERNSHIP IN COMPUTER PROGRAMMING +’  1
  or **CGS 2650** SOCIAL NETWORKING FOR JOB SEARCH

Computer Programming and Analysis Elective  8

Select one of the following:  3
- **COP 2224C** C++ PROGRAMMING +”
- **COP 2362** +”
- **COP 2805C** ADVANCED JAVA PROGRAMMING +”

**Total Credit Hours**  60

**Computer Programming and Analysis Electives**

Any course in the course description section of the Valencia catalog with the subject prefix of CAP, CET, CGS (except CGS 1060), CIS, COP, COT, or CTS.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

1 Students with prior programming experience who pass a waiver examination will be allowed to substitute a higher-level course for this course.

2 Students who were not required to take MAC 1105 COLLEGE ALGEBRA may use a more advanced MAC, or approved equivalent, course to meet the math requirement.

3 CIS 2910C IT CAPSTONE is taken in the last semester or with department approval and satisfactory completion of all mandated discipline specific foundation and intermediate technical courses.

(GR) Denotes a Gordon Rule course.

**Notes:**

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor’s degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as...
other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science).

For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will also have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

**Computer Programming 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.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS <strong>†</strong></td>
</tr>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS</td>
</tr>
<tr>
<td>COP 2822C</td>
<td>WEB SITE DEVELOPMENT (FORMER TITLE, WEB PUBLISHING) *</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS *</td>
</tr>
<tr>
<td></td>
<td>Computer Programming and Analysis Electives</td>
</tr>
<tr>
<td>Specialization (See below)</td>
<td>12</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>33</td>
</tr>
</tbody>
</table>

**Computer Programming Specialization**

**Program Outcomes**

- Analyze technical problems as related to customer requirements.
- Design a logical plan for the development of a software solution.
- Implement software solutions including documentation.
- Evaluate software problems, plans, and solutions for correctness and appropriateness.

Select one of the following: 3

| COP 2220C | C PROGRAMMING **" | 3 |
| COP 2800C | JAVA PROGRAMMING **| |
| COP 2360C | C# PROGRAMMING **| |
| COP 2830C | SCRIPTING LANGUAGES * | 3 |
| Computer Programming and Analysis Electives | 6 |
| Total Credit Hours | 12 |

**Web Development Specialization**

**Program Outcomes**

- Analyze technical problems as related to customer requirements.
- Design a logical plan for the development of a Web-based solution.
- Implement Web-based solutions including documentation.
- Evaluate Web-based problems, plans, and solutions for correctness and appropriateness.

COP 2830C | SCRIPTING LANGUAGES * | 3 |
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2786C</td>
<td>WEB DEVELOPMENT TOOLS ^</td>
<td>3</td>
</tr>
<tr>
<td>COP 1812C</td>
<td>XML AND WEB SERVICES ^</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Programming and Analysis Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

+ This course must be completed with a grade of C or better
* This course has a prerequisite; check description in Valencia catalog.
1 Students with prior programming experience who pass a waiver examination will be allowed to substitute a higher-level course for this course.

**Notes:**

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS ^</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Programming and Analysis Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Specialization (See below)</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

#### Computer Programming Specialization

**Program Outcomes**

- Analyze technical problems as related to customer requirements.
- Design a logical plan for the development of a software solution.
- Implement software solutions including documentation.
- Evaluate software problems, plans, and solutions for correctness and appropriateness.

Select one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2220C</td>
<td>C PROGRAMMING ^</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800C</td>
<td>JAVA PROGRAMMING ^</td>
<td>3</td>
</tr>
<tr>
<td>COP 2360C</td>
<td>C# PROGRAMMING ^</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Programming and Analysis Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

#### Web Development Specialization

**Program Outcomes**

- Analyze technical problems as related to customer requirements.
- Design a logical plan for the development of a Web-based solution.
- Implement Web-based solutions including documentation.
- Evaluate Web-based problems, plans, and solutions for correctness and appropriateness.
COP 2822C  WEB SITE DEVELOPMENT (FORMER TITLE, WEB PUBLISHING)  +  3
COP 2830C  SCRIPTING LANGUAGES  *  3

Total Credit Hours  6

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
1 Students with prior programming experience who pass a waiver examination will be allowed to substitute a higher-level
course for this course.

Notes:
Specialized courses may not be offered every session or on every campus.

Plant Science and Agricultural Technology

Plant Science and Agricultural 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, 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 Technical Colleges may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/transferagreements.cfm 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.

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.

Technical Certificates

Check out our certificate programs below. These certificate programs will put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for immediate employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs can be applied toward the A.S. degree. Click on the Certificate tab at the top of the page for more information.

- Landscape & Horticulture Specialist (12 credits)
- Landscape & Horticulture Professional (18 credits)
- Landscape & Horticulture Technician (30 credits)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/
or the introductory courses within the A.S. degree programs. For specific courses see the *Foundation Courses* on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**
- Nursery Supervisor/Manager
- Supervisor, Parks
- Production Superintendent
- Landscape & Groundskeeping Manager
- Landscape Gardener/Designer/Contractor
- Supervisor/Manager of Landscaping and Horticulture Services
- Landscape & Horticulture Specialist
- Landscape & Horticulture Professional

**Salary & Earnings Information**
For salary and wage information, visit: [www.salary.com](http://www.salary.com) or [www.smart-college-choices.com](http://www.smart-college-choices.com)

**Contacts**
**Future Students**
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

**Current Students**
Javier Garces, Program Chair, West Campus: 407-582-1820
jgarces3@valenciacollege.edu

Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

**Internship and Workforce Services**
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship

**Alternative Ways to Earn Credit**
If you have earned a state approved industry certification or have earned Career Pathways credit, you may be eligible to receive credit toward this A.S. degree. For more information, visit: valenciacollege.edu/asdegrees/transferagreements.cfm

**Program Requirements**

### 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>EVR 1001</td>
<td>INTRODUCTION TO ENVIRONMENTAL SCIENCE</td>
<td>3</td>
</tr>
<tr>
<td>or MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
<td></td>
</tr>
<tr>
<td>PLS 1010C</td>
<td>Introduction to Plant Science</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1510C</td>
<td>ORNAMENTAL PLANT MATERIALS I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1511C</td>
<td>ORNAMENTAL PLANT MATERIALS II</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1002C</td>
<td>PRINCIPLES OF ENTOMOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>BOTANY</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>INTRODUCTION TO GENERAL CHEMISTRY</td>
<td>4</td>
</tr>
<tr>
<td>or CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
<td></td>
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</tbody>
</table>

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOM 2012C</td>
<td>TYPES &amp; SYSTEMS OF AGRICULTURE OPERATIONS</td>
<td>3</td>
</tr>
<tr>
<td>BOT 2501C</td>
<td>PLANT PHYSIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>PLP 2001C</td>
<td>PLANT PATHOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>SWS 2102C</td>
<td>SOILS AND FERTILIZERS</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Specialization (See below)</td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

**Horticulture Specialization**

Designed for students wishing to specialize in nursery and greenhouse operations.

**Program Outcomes**

- Differentiate the mechanisms involved in plant physiology and growth.
- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a pest management program.
- Demonstrate employability skills in the field of horticulture.
- Develop solutions for a wide variety of plant health issues.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 2251C</td>
<td>NURSERY OPERATION AND MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>or ORH 2260C</td>
<td>GREENHOUSE OPERATIONS AND MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>PLS 2220C</td>
<td>PLANT PROPAGATION</td>
<td>3</td>
</tr>
</tbody>
</table>

**Landscape and Horticulture Technology Degree Electives**

8

**Total Credit Hours**

14

* This course has a prerequisite; check description in Valencia catalog.

**Landscape Specialization**

Designed for students wishing to specialize in landscape design, construction, and maintenance.

**Program Outcomes**

- Differentiate the mechanisms involved in plant physiology and growth.
- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a landscape or interiorscape project.
- Demonstrate employability skills in the field of horticulture.
- Schedule a landscape or interiorscape maintenance program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1234C</td>
<td>ORNAMENTAL PLANT MAINTENANCE</td>
<td>4</td>
</tr>
<tr>
<td>LDE 1000C</td>
<td>LANDSCAPE DESIGN AND IMPLEMENTATION</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2840C</td>
<td>LANDSCAPE CONSTRUCTION</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Landscape and Horticulture Technology Degree Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

14

* This course has a prerequisite; check description in Valencia catalog.

**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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPM 1301C</td>
<td>Survey of Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>IPM 2011C</td>
<td>DIAGNOSTICS TECHNIQUES FOR PLANT PROBLEMS</td>
<td>4</td>
</tr>
<tr>
<td>ORH 1234C</td>
<td>ORNAMENTAL PLANT MAINTENANCE</td>
<td>4</td>
</tr>
<tr>
<td>LDE 1000C</td>
<td>LANDSCAPE DESIGN AND IMPLEMENTATION</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1873C</td>
<td>INTERIORSCAPING- DESIGN AND MAINTENANCE</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2220C</td>
<td>TURF GRASS CULTURE</td>
<td>4</td>
</tr>
<tr>
<td>ORH 2251C</td>
<td>NURSERY OPERATION AND MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2260C</td>
<td>GREENHOUSE OPERATIONS AND MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2281C</td>
<td>INTRODUCTION TO ORCHIDOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2840C</td>
<td>LANDSCAPE CONSTRUCTION</td>
<td>4</td>
</tr>
<tr>
<td>PLS 2220C</td>
<td>PLANT PROPAGATION</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

Specialized program courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.

Several Florida public universities provide opportunities for A.S. degree graduates to pursue a Bachelor's degree. All of Valencia’s A.S. degrees will transfer into the Bachelor of Applied Science (B.A.S.) degree offered at UCF’s regional campuses, as well as other universities. For more information on UCF’s B.A.S. degree, go to regionalcampuses.ucf.edu/program/applied-science (http://regionalcampuses.ucf.edu/program/applied-science). For other transfer options that may be available, go to valenciacollege.edu/asdegrees/transferagreements.cfm. Students who want to continue their education should contact their university of choice for acceptance of this degree.

For students who are interested in pursuing UCF’s B.A.S. degree, 36 credit hours of general education courses will be required. Students will have to fulfill the state’s foreign language requirement, which is two years of the same high school foreign language or two semesters of the same college-level foreign language.

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.

Program Outcomes

- Differentiate the mechanisms involved in plant physiology and growth.
- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a landscape project.
- Install landscape plants.
- Demonstrate employability skills in the landscape field.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 1010C</td>
<td>Introduction to Plant Science</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1510C</td>
<td>ORNAMENTAL PLANT MATERIALS I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1511C</td>
<td>ORNAMENTAL PLANT MATERIALS II</td>
<td>3</td>
</tr>
</tbody>
</table>
LDE 1000C LANDSCAPE DESIGN AND IMPLEMENTATION  

Total Credit Hours 12

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every 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.

Program Outcomes

• Differentiate the mechanisms involved in plant physiology and growth.
• Categorize plants based on growth, morphological, and taxonomic characteristics.
• Design a landscape project.
• Install landscape plants.
• Schedule a fertilization program.

PLS 1010C Introduction to Plant Science 3
ORH 1510C ORNAMENTAL PLANT MATERIALS I 3
ORH 1511C ORNAMENTAL PLANT MATERIALS II 3
LDE 1000C LANDSCAPE DESIGN AND IMPLEMENTATION 3
SWS 2102C SOILS AND FERTILIZERS 3
or AOM 2012C TYPES & SYSTEMS OF AGRICULTURE OPERATIONS

Landscape and Horticulture Technology Certificate Elective(s) 3

Total Credit Hours 18

* This course has a prerequisite; check description in Valencia catalog.

Note:

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every 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

PLS 1010C Introduction to Plant Science 3
ORH 1510C  ORNAMENTAL PLANT MATERIALS I  3
ORH 1511C  ORNAMENTAL PLANT MATERIALS II  3
LDE 1000C  LANDSCAPE DESIGN AND IMPLEMENTATION  3
SWS 2102C  SOILS AND FERTILIZERS  3
or AOM 2012C  TYPES & SYSTEMS OF AGRICULTURE OPERATIONS

Specialization (See below)  15

Total Credit Hours  30

*  This course has a prerequisite; check description in Valencia catalog.

**Horticulture Specialization**

**Program Outcomes**

- Differentiate the mechanisms involved in plant physiology and growth.
- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a landscape or interiorscape project.
- Install landscape plants.
- Manage a plant nursery.

ORH 2251C  NURSERY OPERATION AND MANAGEMENT  3

Landscape and Horticulture Technology Certificate Elective(s)  12

Total Credit Hours  15

**Landscape Specialization**

**Program Outcomes**

- Differentiate the mechanisms involved in plant physiology and growth.
- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a landscape or interiorscape project.
- Install landscape plants.
- Design a pest management program.

ORH 1234C  ORNAMENTAL PLANT MAINTENANCE  4
PLP 2001C  PLANT PATHOLOGY  4
or IPM 2011C  DIAGNOSTICS TECHNIQUES FOR PLANT PROBLEMS
ORH 2840C  LANDSCAPE CONSTRUCTION  4

Landscape and Horticulture Technology Certificate Elective(s)  3

Total Credit Hours  15

*  This course has a prerequisite; check description in Valencia catalog.

**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.

AOM 2012C  TYPES & SYSTEMS OF AGRICULTURE OPERATIONS  3
BOT 2010C  BOTANY  4
BOT 2501C  PLANT PHYSIOLOGY  4
CGS 2100C  COMPUTER FUNDAMENTALS AND APPLICATIONS  3
CHM 1025C  INTRODUCTION TO GENERAL CHEMISTRY  4
ENY 1002C  PRINCIPLES OF ENTOMOLOGY  3
EVR 1001  INTRODUCTION TO ENVIRONMENTAL SCIENCE  3
Note

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.

This certificate program is eligible for Financial Aid.

Nursing

There are few occupations where your day-to-day activities can impact so many people in such a significant way. As an RN, you may care for newborns in a Pediatrics ward, assist in an emergency room setting, work within a General Practice. Nursing is a field that is as extraordinarily rewarding as it is challenging.

The Nursing Division offers three Limited Access options:

• Nursing, (Traditional A.S. and B.S.N. Career Path) (p. 257)
• Nursing, Advanced Standing Track (p. 260)
• Valencia/UCF Concurrent Track

Nursing

Associate in Science Degree
(A.S. to B.S. Career Path)

Limited-Access

This program is designed for students who are seeking employment as registered nurses.

Graduates of this program are eligible to take the National Council Licensure Exam (NCLEX-RN), which measures the competencies needed to perform safely and effectively as a newly licensed, entry level nurse 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 State Board of Nursing where they will take the NCLEX-RN licensure exam for permission to sit for the licensing exam. Completion of the nursing program does not ensure permission to sit for the licensing exam. Graduates of this traditional A.S. program may transfer to any Florida public college or university to complete a B.S.N (Bachelor of Science in Nursing) Program. Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.
This program has been coordinated with local healthcare agencies, the State Department of Education and the State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road N.E., Suite 850, Atlanta, GA. 30326.

The Nursing Programs at Valencia College are a limited-access program. Admission to Valencia College does not imply acceptance to the Nursing Program; students must apply and be accepted to the program. General admission procedures for this program are found in the Admissions section of this catalog. The Division of Nursing provides information about specific admission criteria. Estimated program expenses are given in the financial section of this catalog.

Admission requirements that must be satisfied prior to submitting an application to the A.S. Degree Program in Nursing, Generic Track are:

- Submit a completed Valencia Application for Admission; satisfy the requirements for Degree-Seeking Status and be in active student status
- Satisfy the college 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
- Satisfactorily complete the general admission requirements for Health Sciences programs in the Admissions section of this catalog

Applicants must have a minimum overall college GPA of 3.0 (including transfer coursework)

Complete the following prerequisites with a minimum combined GPA of 3.0 (and a minimum grade of C):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2012</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 (GR)</td>
<td>3</td>
</tr>
<tr>
<td>HUN 2202</td>
<td>ESSENTIALS OF NUTRITION WITH DIET THERAPY</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities: See Gen. Ed. Requirement

Complete the following science prerequisites with a minimum combined GPA of 3.0 (and a minimum grade of C):

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

- Satisfy all of the entrance requirements (including admission examinations) for Health Sciences/Nursing programs
- Submit the completed Valencia Nursing Program application with the application fee

Valencia/UCF Concurrent Program

This program provides a unique dual enrollment opportunity allowing students to seek the ASN from Valencia and the BSN from UCF simultaneously. Applicants must first meet the admission requirements for the Valencia traditional AS option. Then, they must meet the additional UCF concurrent program requirements. For more information, please visit UCF's College of Nursing website [http://nursing.ucf.edu/](http://nursing.ucf.edu/).

Potential Careers

- Registered Nurse

Salary & Earnings Information

For salary and wage information, visit: [www.salary.com](http://www.salary.com) or [www.smart-college-choices.com](http://www.smart-college-choices.com)

Contacts

Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.
For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.
Program Outcomes

• Foster open communication, mutual respect and shared decision making to achieve quality patient outcomes with respect to values, safety, preferences, needs and diversity for patient/family and multidisciplinary teams.

• Integrate clinical decision-making that demonstrates evidence-based practice, competent delivery of patient care, and coordination of multidisciplinary teams to achieve safe patient centered outcomes.

• Utilize technology to communicate and promote coordination of information to mitigate errors, apply knowledge when managing resources, and facilitate safe patient care.

• Promote lifelong learning and professionalism through exploration of evidence-based practice and professional development.

Generic Track Curriculum

<table>
<thead>
<tr>
<th>Prerequisite for Admission</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I ^*~</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II ^*~</td>
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<td>MCB 2010C</td>
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<tr>
<td>PSY 2012</td>
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<td>DEP 2004</td>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ^*~</td>
</tr>
<tr>
<td>HUN 2202</td>
<td>ESSENTIALS OF NUTRITION WITH DIET THERAPY ^</td>
</tr>
<tr>
<td>Humanities See Gen. Ed. Requirement</td>
<td>~</td>
</tr>
</tbody>
</table>

Year I

Term 1

NUR 1021C                           | NURSING I ^*                        | 10 |

Term 2

NUR 1032C                           | NURSING II ^*                       | 9  |

Term 3

NUR 1401C                           | NURSING III ^*                      | 9  |

Year II

Term 4

NUR 2204C                           | NURSING IV ^*                       | 9  |

Term 5

NUR 2823C                           | NURSING V ^*                        | 4  |
| NUR 2832L                           | NURSING VI ^*                       | 2  |
| HSC 2151                            | PHARMACOLOGY AND CLINICAL DECISION MAKING ^* | 2  |

Total Credit Hours: 72.0

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

Notes:

All accepted applicants are required to submit applications through Valencia for a criminal background check and drug testing. Applicants for Valencia’s Health Sciences Programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

All specialized program courses are offered on the West Campus; some are offered at the Osceola Campus.

Specialized courses may not be offered every session or on every campus.

Once you complete your A.S. degree in Nursing, you can continue at Valencia to earn a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 304) or in Leadership in Healthcare (http://catalog.valenciacollege.edu/degrees/associateinscience/
nursing/nursing/degrees/advancedtechnicalcertificates/leadershipinhealthcare). With additional education at the bachelor’s level and professional experience, you will enhance your skills and have more career options available.

**Nursing, Advanced Standing Track**

**Limited-Access**

This option is designed for LPNs (Licensed Practical Nurses), Paramedics, Registered Invasive Cardiovascular Specialists (CVTs), and RRTs (Registered Respiratory Therapists) who want to earn an A.S. Nursing degree. 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. All theory components of the nursing courses (the courses with the prefix NUR) are offered primarily in an on-line format with course orientation and testing being completed on campus; all nursing courses beyond NUR 1003C TRANSITION INTO PROFESSIONAL NURSING have a clinical component to be completed in a Central Florida healthcare facility.

The R.N. Advanced Standing Track is a limited-access program. Admission to Valencia does not imply acceptance to the R.N. Advanced Standing Track of the Nursing Program; students must apply and be accepted to the program. General admission procedures for this program are found in the Admission Section of this catalog. The Division of Nursing provides specific information about the admission process to this track. Estimated program expenses are given in the Financial Section of this catalog.

This program has been coordinated with local healthcare agencies, the State Department of Education and the State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

Admission requirements that must be satisfied prior to submitting an application to the Advanced Standing Track A.S. Degree Program in Nursing Track are:

- Review the general admission requirements for Health Sciences programs in the Admissions section of this catalog
- Submit a completed Valencia Application for Admission; satisfy the requirements for degree-seeking status and be in active student status
- Satisfy the college 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 a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the designated entrance test requirements for Health Sciences programs
- Have completed an LPN, Paramedic, CVT or RRT program within the last 12 months (of the program application deadline) or have at least 6 months of full-time practice (by the program application deadline) 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 certification as a Nursing Assistant or evidence of equivalent work experience
- CVTs must provide evidence of completion of a Cardiovascular Technology program, certification as a Nursing Assistant, or evidence of equivalent work experience, completion of an IV Therapy certification and must have passed the examination for the Registered Invasive Cardiovascular Specialist credential
- RRTs must provide evidence of current certification in Florida and certification as a Nursing Assistant or evidence of equivalent work experience, and completion of an IV Therapy certification
- Complete the Nursing Program Prerequisite for Admission Courses with minimum grades of “C” prior to enrollment in NUR 1003C TRANSITION INTO PROFESSIONAL NURSING
- Submit the completed Valencia Advanced Standing Track Nursing Program application with the application fee prior to the deadline

Students are strongly encouraged to consult a Health Sciences Advisor for assistance in determining the best education plan for their career goals.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/
or the introductory courses within the A.S. degree programs. For specific courses see the *Foundation Courses* on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Potential Careers**

- Registered Nurse

**Salary & Earnings Information**


**Contacts**

Health Sciences Program Advisor, West Campus: HealthScienceAdvising@valenciacollege.edu (healthscienceadvising@valenciacollege.edu) or 407-582-1288.

For Information Sessions, Admission Guide, Program Application, and the most updated information, visit our website at: valenciacollege.edu/west/health.

**Program Outcomes**

- Communicate effectively.
- Act professionally.
- Make clinical decisions.
- Provide a safe and effective environment.
- Provide physiological integrity.
- Provide psychosocial integrity.
- Promote and maintain health.

**Advanced Standing Track Curriculum**

<table>
<thead>
<tr>
<th>Prerequisite for Admission</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C HUMAN ANATOMY AND PHYSIOLOGY I *~</td>
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<tr>
<td>HUN 2202 ESSENTIALS OF NUTRITION WITH DIET THERAPY *</td>
<td>3</td>
</tr>
<tr>
<td>Humanities See Gen. Ed. Requirement **~</td>
<td>3</td>
</tr>
</tbody>
</table>

**Year I**

**Term 1**

| NUR 1003C TRANSITION INTO PROFESSIONAL NURSING * | 8 |
| NUR 2313C MATERNAL CHILD NURSING * | 4 |

**Term 2**

| NUR 2211C ADULT HEALTH NURSING * | 9 |

**Term 3**

| NUR 2244C ADVANCED ADULT HEALTH NURSING. * | 6 |
| NUR 2801C PATIENT CARE MANAGEMENT PRACTICUM * | 6 |

**Total Credit Hours:** 60.0

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

**Notes:**
All accepted applicants are required to submit applications through Valencia for a criminal background check and drug testing. Applicants for Valencia’s Health Sciences Programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

Specialized program courses are offered on the West Campus; some are offered at the Osceola Campus.

Specialized courses may not be offered every session or on every campus.

**Limited-Access Programs**

Limited-access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia College does not guarantee acceptance to a limited access degree or certificate in which the number of students who may enroll is limited. Limited-access programs have specific admission requirements. Career Programs with limited-access status have it so indicated with the program information in this catalog section.

Your governing catalog is the Valencia College catalog in effect at the time of your initial enrollment in associate or bachelor's degree credit courses at Valencia. A Valencia catalog is valid for five academic years. If you are applying to a limited access program and the admissions requirements change within your five year catalog time period, you will qualify for a transition plan to the new requirements. Your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program. 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. 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 catalog, academic departments, and Career Program Advisor's offices. Students affected by the change in requirements should contact the appropriate Program Advisor, Program Director, or Academic Dean.

**Credits from Technical Colleges**

To promote career education programs, Valencia College may award college credit for programs completed in Orange County Technical Colleges and the Technical College 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 valenciacollege.edu/asdegrees/transferagreements.cfm

**A.S. Degrees Transition to Bachelor's Degrees**

**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 valenciacollege.edu/asdegrees/transferagreements.cfm

**Agreements for A.S. to Bachelor's Degrees with Public and Private Four-Year Institutions**

Many articulation agreements between Valencia College 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 valenciacollege.edu/asdegrees/transferagreements.cfm.

**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 College or at UCF. For more information, see the DirectConnect to UCF entry in this catalog and/or visit regionalcampuses.ucf.edu (http://regionalcampuses.ucf.edu).
Bachelor of Science Overview and Policies

The Bachelor’s degree is an upper-level degree that offers students an opportunity to continue their education beyond the Associate's level. Valencia College offers three Bachelor of Science degrees: Electrical and Computer Engineering Technology with concentrations in Computer Systems, Electrical/Electronic Systems, and Laser and Photonics, Radiologic and Imaging Sciences with concentrations in Computed Tomography, Magnetic Resonance Imaging, and Quality Management, and Cardiopulmonary Sciences with concentrations in Community Health and Non-Invasive Cardiology.

Application Fees

When you apply to Valencia College for Bachelor’s level credit courses, you are required to pay a $35 application fee which is **not refundable** and **not transferable**. If you are an active Valencia College student and have an Associate in Arts degree earned from Valencia or an Associate in Science degree earned from Valencia related to a bachelor degree program offered at Valencia, or you are an active Valencia student taking prerequisites toward your intended Valencia bachelor's degree, you are not required to pay the $35 application fee. There is an additional fee of $15 for the program application for the B.S. in Cardiopulmonary Sciences and for the B.S. in Radiologic Imaging Sciences. This fee must be paid at the Business Office prior to submission of the program application.

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 may be notified by your professor. If you receive a “below C notice,” you should immediately meet with the professor. 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 placed 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. When you are placed on academic warning, it is strongly recommended that you talk with your degree program advisor to discuss your education plan and Valencia’s academic support services before your next registration, and for assistance to ensure you are not in jeopardy of being dismissed from the program.

Academic Probation

If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation. You will receive e-mail notification to your Atlas account that you have been placed on academic probation.

Under this status you will need to complete the Probation Pass, which can be found in Atlas under Student Forms, then meet with your degree program advisor to discuss your education plan and Valencia’s academic support services. In addition, you must obtain your degree program advisor’s approval of your proposed course schedule before registering for the next term. The number of credit hours you are able to take may be limited in order to help ensure your success.

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

If you want to take classes as a transient student at another institution you must follow the steps above and receive approval from your degree program advisor prior to submitting a Transient Student Form. Transient Student Forms received without your program advisor’s prior approval will be denied.

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:
• are officially prohibited from enrolling in credit courses at Valencia for one term (Fall, Spring or Summer).

• may register only for continuing education courses at Valencia.

• must complete the Bachelor’s Suspension Readmission Process which can be found in Atlas under the Student tab and follow all required steps in the readmission process by the Suspension Readmission Deadline (established by Valencia and listed in the Important Dates and Deadlines Calendar at http://catalog.valenciacollege.edu/importantdatesdeadlines).

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 (financial aid, scholarships, grants, etc.).

Students in bachelor’s degree and advanced technical certificate programs are limited to two attempts in the same course. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript. Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s). 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.

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

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

• Will increase the cost of your education
• May affect your financial aid status
• May affect your transfer grade point average
• May affect your acceptance and entry to graduate school programs
• 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 result in your required repayment of course fees paid by a Bright Futures scholarship.

To withdraw from a course(s) you must access registration on Atlas. 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.

Before you withdraw:

• Talk with your professor to discuss your progress in the course
• Contact your degree program advisor to discuss how a withdrawal will affect your education plans and/or the status of your financial aid

Conditions That Apply to a First or Second Attempt in a Course

On or Before the Withdrawal Deadline

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, 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.

After the Withdrawal Deadline

A student is not permitted to withdraw after the withdrawal deadline.

Students in bachelor’s degree programs are limited to two attempts in the same course. You may have two attempts at Valencia per course including the original grade, repeat grades, and withdrawals. Permission to register for a third attempt, based on extenuating
circumstances, may be requested through an academic appeals process. This appeal must be processed no later than 30 days prior to the beginning of the upcoming term. The Bachelor's Third Attempt Appeal form can be found in Atlas under Student Forms. Further information about this appeal process is available in the academic department office.

**If you are approved for a third attempt,**

- You will be charged the full cost of instruction fee (equal to out of state fees):
- You will receive a grade of A, B, C, D, F, or I (Incomplete) and should you withdraw, your grade will be changed to an F; and
- A grade of A, B, or C from the Third Attempt will forgive grades from previous attempts.

If you receive an I (Incomplete) and complete the required course work by the end of the term for the following term, the professor will change your grade from I to the appropriate letter grade (A-F). If you receive an I and do not complete the required coursework by the end of the term for the following full term, your grade will be changed by the professor in accordance with the syllabus. If no grade is submitted by the faculty member to replace the I, your grade will be changed from an I to an F.

**Administrative Withdrawal**

(College Policy: 6Hx28: 6-08.1 Student Fees and Refunds)

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 coursework attempted.

**Repeated Courses/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 two attempts in the course at Valencia. You may appeal to register for a third attempt through an academic appeals process based on major extenuating circumstances (see “Conditions that Apply to a Third Attempt in a Course”).

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 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 Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, or International Bachelor's (IB) credit.

Grade forgiveness means that one grade in a course replaces another grade in that same course. 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. For grade forgiveness to be applied, certain conditions must be met.

**Conditions of Grade Forgiveness for Valencia Course Work in Bachelor and Advanced Technical Certificate Programs**

- Students enrolled in Valencia's Bachelor's degree programs will have grade forgiveness applied to only two courses.
- Grade forgiveness will be applied automatically to the first two Valencia courses for which the conditions for grade forgiveness are satisfied.
- 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.
- If a minimum grade of C is required in a course, grade forgiveness will not be applied to grades of D or lower until you achieve a grade of A, B or C in the course. 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, a minimum grade of C is not required for grade forgiveness to be applied; the highest 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, Excelsior, Experiential Learning or Internships to forgive the grade in a course in which you have earned an A, B or C. You may use CLEP credit under the repeat course policy for D or F grades only. 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 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 will no longer be computed in your GPA. No letter grades or quality points will be assigned.

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 no 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 colleges, 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.

General Education, Gordon Rule, and Foreign Language Proficiency Requirements

General Education Program Requirements for the Associate in Arts Degree (36 Credits)

The general education program at Valencia is an integral part of the A.A. degree program and is designed to contribute to the student’s educational growth by providing a basic liberal arts education. A student who completes the general education program should have achieved the following outcomes:

Cultural and Historical Understanding: Demonstrate understanding of the diverse traditions of the world, and an individual’s place in it.

Quantitative and Scientific Reasoning: Use processes, procedures, data, or evidence to solve problems and make effective decisions.

Communication Skills: Engage in effective interpersonal, oral and written communication.

Ethical Responsibility: Demonstrate awareness of personal responsibility in one’s civic, social and academic life.

Information Literacy: Locate, evaluate and effectively use information from diverse sources.

Critical Thinking: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines.

degrees/associateinarts/courserequirements/ (p. 22)

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 course work 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 requirements. Students who have not earned an Associate in Arts degree must complete the Gordon Rule requirement prior to being admitted to a Bachelor degree program. The link below outlines the Gordon Rule requirements are Valencia.

degrees/associateinarts/gordonrule/ (p. 28)

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 high school instruction in one language other than English with a passing grade each year as documented on your official high school transcript.

• You may successfully complete one of the following sequences in a single foreign language with a letter grade of “C” or better:
You may satisfy this requirement by successfully completing foreign language course work at the Elementary II college level with a minimum grade of "C."

Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test or a foreign language proficiency test administered by the University of Central Florida. Students who earn college-level foreign language credits through course work or CLEP may apply these credits toward the 24 Elective credits.

If your native language is a language other than English, you may satisfy the foreign language proficiency requirement by successful completion of English for Academic Purposes (EAP) course requirements and successful completion of the Area I Communications requirements for the Associate in Arts degree.

Demonstrated college-level proficiency in American Sign Language (either through completion of eight semester credits or successful completion of ASL 2150) can be used to fulfill this requirement at Valencia.

Demonstration of proficiency by passing Advanced Placement test with a score of 4 or higher.

American Sign Language cannot be used to fulfill the foreign language graduation requirement at many universities. Students are responsible for verifying acceptability at the institution to which they plan to transfer.

Note: 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.

Educational Enhancement Opportunities

In addition to our courses, there are a variety of educational enhancement opportunities available to enrich your learning and broaden your experiences while at Valencia. You can get detailed information about the opportunities using the section links from the navigation menu.

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 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 Course Attempts & Course Withdrawal.)

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 per credit hour 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.

International Student Services

Valencia is authorized under federal law to issue Form I-20 which is one of the documents necessary to request an F-1 student visa at an American embassy. Valencia boasts an international student population from more than 60 nations. International students may earn their degree by taking courses at any of Valencia’s five campuses located throughout Central Florida. Prospective international students can learn more and apply to Valencia at valenciacollege.edu/international/students.

Additional Educational Opportunities

Flex Start Scheduling

Flex Start scheduling offers students the opportunity to register for classes that begin and end at times other than the official beginning and ending dates of the Fall, Spring, and Summer Full Terms. Through Flex Start, courses are taught in five, six, eight and ten week periods. Generally, courses are offered 7 a.m. to 10 p.m., Monday through Sunday, and may be taught on campus and online.

Intensive Foreign Language Classes

Students who want to fulfill the foreign language requirement for an Associate in Arts (A.A.) degree in one term may do so by enrolling in intensive language classes. The eight credits that ordinarily are taken over two terms are taught in one Full Term and cover the material from the 1120 and 1121 level courses in that language.
This option reduces the number of terms it takes to complete the foreign language requirement and creates more of an "immersion course setting" which aids most students in language acquisition.

**International/Intercultural Education**

Since the founding of the college in 1967, Central Florida has grown from a state and regional vacation spot to a dynamic hub for international business, industry, entertainment and education. Valencia offers courses, programs, and activities to international and U.S. students that respond to the needs of a global economy and a diverse community in order to enrich each campus culture and enhance learning opportunities with different perspectives and life experiences.

**Student Abroad and Global Experiences (SAGE)**

The SAGE Office offers a variety of international learning experiences that will help students live, work and collaborate effectively in a global community. Students can participate in faculty-led, short-term study abroad programs which are for credit and offered during winter, spring or summer break. Students can also elect to enroll in semester or year-long study abroad programs through another educational institution. Financial aid may be used for both course tuition and all program fees related to the program. For details visit valenciacollege.edu/international/studyabroad.

**Servicemembers Opportunity College**

You may benefit from Valencia’s special efforts to aid service members 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 (http://catalog.valenciacollege.edu/alternativewaystoearncredit/advancedplacement).)

2. You may earn a maximum of 15 semester credits through extension and/or correspondence courses.

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 any campus Answer Center. Recommendations in the American Council on Education (ACE) Guide are advisory in nature and are not binding upon the College.

**Alternative Ways to Earn Credit**

Although the alternative ways to earn credit do not apply to all bachelor-level programs, some bachelor-level programs permit the earning of credit via experiential learning, industry certification, and/or internship. These alternative ways to earn credit require department approval.

**Credit through Licensure or Certification**

This may not apply to all bachelor-level programs.

College credits may be awarded to eligible students toward a B.S. degree program based on industry certification or licensure.

For information and requirements, visit valenciacollege.edu/asdegrees/credit_alternative.cfm to view the Alternative Award of Credit Agreements. Eligible students must complete the Award of Credit Request Form and furnish a copy of the appropriate license or certification required. To have the credit awarded, students should bring a copy of the required documentation to the appropriate Degree Program Advisor for verification and Academic Dean approval.

**Advanced Placement**

It is possible for you to earn college credits prior to enrollment at Valencia 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 between 3 and 5 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, as well as registration forms, are available online through your Atlas account and in the campus Assessment Offices and online at valenciacollege.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 record approximately four weeks after the test date. In order to receive college credit, you must have sent directly to Valencia an official CLEP score report that shows you earned the minimum required score on the CLEP examination from the College Board.

You may use CLEP credit under the repeat course policy for D or F grades only. 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 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 will no longer be computed in your GPA. No letter grades or quality points will be assigned.

Gordon Rule writing requirements can be partially satisfied via CLEP. For further information about CLEP, visit the Assessment Web site at valenciacollege.edu/assessments/clep.

Experiential Learning

This does not apply to all bachelor-level programs.

As a Valencia student, you may be awarded appropriate credit for your demonstrated knowledge gained from experiential learning. This learning may result from an industry certification, in service training or employment experiences.

To request course credit based on experiential learning, you are required to provide documentation of the learning experience (certificates, employment records) and demonstrate acquired knowledge, skills, and competencies linked to the learning outcomes for the course(s) for which you are seeking credit. Credit for experiential learning is awarded based on portfolio assessment.

You may obtain an Experiential Learning Packet including the Request for Portfolio Assessment in Atlas under Student Forms. The Experiential Learning fee is reflected with the fees in the Financial Information and Fees section of this catalog and is assessed per credit requested. To apply for Experiential Learning credit, you must complete the Request for Portfolio Assessment form and submit it along with the fees to the Business Office prior to submission of the portfolio. Once the application process has been completed, you may submit your portfolio to the appropriate Academic Dean's office. The Dean will assign the assessment to a faculty member qualified in the academic field who will provide a written evaluation of the assessment and determine if credit is to be awarded and, if so, the amount of credit.

Distance Learning

Alternative Delivery Learning Modes (http://catalog.valenciacollege.edu/distancelearning/#Alternative_Delivery_Learning_Modes)

Technology Requirements (http://catalog.valenciacollege.edu/distancelearning/#Technology_Requirements)

Accessibility (http://catalog.valenciacollege.edu/distancelearning/#Accessibility)

Resources for Online Courses (http://catalog.valenciacollege.edu/distancelearning/#Resources_for_Online_Courses)

Taking classes with Valencia Online

Valencia provides students the opportunity to take college-credit courses through several methods of instructional delivery including: online, hybrid and Web-enhanced learning. 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 Valencia Online 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 every day. For more information, visit atlas.valenciacollege.edu.
Students enrolled in online courses should carefully read instructions from faculty and in course syllabi for additional instructions on communicating throughout the course. Students enrolled in online courses will have a separate class e-mail in Blackboard. This email should be checked frequently to stay on top of course communications and assignments.

Online, hybrid/blended, and some Web-enhanced/facilitated courses are delivered in a primarily text-based environment; therefore, reasonably 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://valenciacollege.edu/oit/learning-technology-services/student-resources](http://valenciacollege.edu/oit/learning-technology-services/student-resources)

Due to state and federal regulations, Valencia requires all students registered in an online course to provide an active and valid mailing address in the State of Florida. If you do not have an active and valid mailing address in Florida (not a post office box), you will be deleted from the online course in which you are enrolled. You do not need to be a Florida resident for tuition purposes to register for online courses, but the active mailing address in your Valencia student record must be in the State of Florida.

**Electrical and Computer Engineering Technology**

- Audio and Electro-Acoustical Systems Concentration
- Computer Systems Concentration
- Electrical/Electronic Systems Concentration
- Lasers and Photonics Concentration

**Bachelor of Science Degree**

*Division of Architecture, Engineering, and Technology*

The Electrical and Computer Engineering Technology Bachelor’s degree offers graduates of an A.S. degree in Electronics Engineering Technology, an A.A. Articulated Pre-Major in Electrical and Computer Engineering Technology, an A.A. Pre-Major in Engineering, or an articulated specialization in Audio Engineering Technology within the Sound and Music A.S. degree the opportunity to expand their knowledge in advanced modalities and administration. The Electrical and Computer Engineering professions are challenging and growing professions with career opportunities in areas such as electrical engineering or computer engineering. With professional experience and additional education at the baccalaureate level, opportunities for management and education career options are enhanced.

**Potential Careers**

- Computer Systems Engineer
- Electrical/Electronic Engineer
- Data and Communication Engineer
- Laser Engineer
- Laser Electronics Engineer
- Photonics Engineer
- Optical Engineer
- Electro-Optical Engineer

**Salary & Earnings Information**


**Contacts**

For more information about the program or admission requirements, please contact Charles Davis, Program Advisor, at 407-582-5607 or cdavis73@valenciacollege.edu.

For the most up-to-date information, visit our website at: valenciacollege.edu/bachelordegrees
Accreditation
The Electrical and Computer Engineering Technology program will apply for accreditation through the Accrediting Board for Engineering and Technology (ABET) once the college graduates students in the Electrical and Computer Engineering Technology program.

Application Fee
The application fee for the Bachelor's application is $35.

Admission Requirements
Students must meet one of the following criteria:

• Completion of an A.S. degree in Electronics Engineering Technology from a regionally accredited institution with a minimum of 60 semester hours of course work, including 18 semester hours of transferable General Education courses.

• Completion of an A.A. degree from a regionally accredited institution with the following course work:
  - MAC X253 or MAC X311
  - MAC X254 or MAC X312
  - PHY X053 or PHY X048C

• Completion of an A.A. or A.S. degree articulated to B.S.E.C.E.T. degree. If pursuing Audio Engineering Concentration, the completion of an A.S. degree articulated to B.S.E.C.E.T.

Note: Other Associates or higher degrees must be formally evaluated by the B.S.E.C.E.T. Department for admission.

Admissions to Electrical and Computer Engineering Technology
For the B.S. in Electrical and Computer Engineering Technology program, students must have an A.S. in Electronics Engineering Technology, an A.A. Articulated Pre-Major in Electrical and Computer Engineering Technology, an A.A. with Pre-Engineering coursework, or the articulated specialization in Audio Engineering Technology within the Sound and Music A.S. degree. Pre-Engineering coursework should include completion of mathematics through Calculus II and science through Physics with Calculus I.

A minimum overall college grade point average of 2.0 is required for this program.

Students with an A.S. in Electronics Engineering Technology, or an articulated specialization in Audio Engineering Technology within the Sound and Music A.S. degree must have completed a specific set of credit hours, including:

• 42 credit hours in discipline-specific courses
• 18 credit hours in general education.

In their junior and senior years, they will be required to complete:

• An additional 18 credit hours of general education.
• 52 credit hours or upper-division technical courses

Students with an A.A. Articulated Pre-Major in Electrical and Computer Engineering or an A.A. with Pre-Engineering coursework must have completed a specific set of credit hours including:

• 24 credit hours in associate level coursework
• 36 hours of general education, including the common prerequisites for engineering. (Coursework should include completion of mathematics through Calculus II and science through Physics with Calculus I.)

In their junior and senior years, they will be required to complete:

• An additional 18 credit hours of lower-division technical courses
• 52 credit hours of upper-division technical courses

The grand total for the degree is 130 credit hours.

Note: Students who have earned an Associate degree in another field must meet with the department chair for formal evaluation of their eligibility to earn the B.S. Electrical and Computer Engineering Technology.
Additional Documentation for the Electrical and Computer Engineering Technology Program

Prior to being admitted to the program students must provide official copies of their transcripts showing the degree completion and all coursework associated with the degree.

**Degree Requirements**

- Students should check with their B.S.E.C.E.T. advisor frequently to ensure that they are making proper progress toward the degree.
- A grade of “C” (2.0) or better is required in all 3000 and 4000 level courses.

**Electrical and Computer Technology - Computer Systems Concentration (B.S.E.C.E.T)**

**Division of Architecture, Engineering, and Technology**

**Program Outcomes**

- Apply applications of physics or chemistry to electrical and computer systems in a rigorous mathematical environment
- Apply ability to analyze, design, and implement hardware and software computer systems
- Apply ability to apply project management techniques to electrical and computer systems
- Apply ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of computer systems
- Apply application of circuit analysis and design, computer programming, to the operation and maintenance of computer systems
- Apply application of circuit analysis and design, computer programming, to the building and testing of computer systems
- Engage effectively in interpersonal, oral, visual, and written communication
- Demonstrate working knowledge of group dynamics, team-building, time-management skills and ethical expectation of the profession.

**Valencia General Education Requirements**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
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<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>3</td>
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<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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<tr>
<td>MAC 1114 or MAC 1140</td>
<td>General Education Elective</td>
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**Engineering Technology Core Requirements**

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<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING FOR ENGINEERS</td>
<td>3</td>
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<tr>
<td>EGN 3443</td>
<td>STATISTICAL THEORY FOR ENGINEERING TECHNOLOGY</td>
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<tr>
<td>CET 3464C</td>
<td>SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY</td>
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<tr>
<td>CET 4367C</td>
<td>MICROCONTROLLER DEVICES</td>
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**Advanced Technical Requirements**

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<tr>
<td>CET 3136C</td>
<td>LOGIC DEVICES PROGRAMMING</td>
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<tr>
<td>CET 4126C</td>
<td>MICROPROCESSOR PROGRAMMING</td>
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</tr>
<tr>
<td>CET 4367C</td>
<td>MICROCONTROLLER DEVICES</td>
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CET 4333  COMPUTER ARCHITECTURE "  3
CET 4382  DATA COMMUNICATION AND NETWORKING "  3
CET 4663  COMPUTER AND NETWORK SECURITY "  3

Total Credit Hours  21

**Departmental Exit Requirement**

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<th>Course</th>
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<td>EET 4910</td>
<td>Senior Design Proposal</td>
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<tr>
<td>EET 4950</td>
<td>SENIOR DESIGN PROJECT &quot;</td>
<td>3</td>
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</table>

Total Credit Hours  4

**Foreign Language Requirements (if not previously met)**

Total Hours  0-8

**Advanced Technical Electives- 3 Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tr>
<td>EET 3048</td>
<td>ELECTROMAGNETIC FIELDS</td>
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<tr>
<td>EET 3716</td>
<td>LINEAR SYSTEMS AND SIGNALS</td>
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<td>EET 4328</td>
<td>WIRELESS COMMUNICATION</td>
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<td>EET 4359C</td>
<td>DIGITAL COMMUNICATION</td>
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<tr>
<td>ETS 4361</td>
<td>NANOTECHNOLOGY SYSTEMS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 4260</td>
<td>BIOPHOTONICS TECHNOLOGIES</td>
<td>3</td>
</tr>
<tr>
<td>ETP 4440</td>
<td>PHOTOVOLTAIC TECHNOLOGIES</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Technical Requirement course from another concentration

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

**Program Graduation Requirements**

- A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
- Fulfill the requirements for the chosen concentration.
- Complete, at Valencia at least 25% of the total 130 hour degree program (33 credits), based upon the Florida College Systems' requirement of a 2+2 admission into the baccalaureate program.
- Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
- Complete the General Education requirements including the required Gordon Rule.
- Total Semester Hours Required - 130.

**Transfer Notes:**

- Specialized courses may not be offered every session or on every campus.
- Satisfy Valencia's General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor's degree or have completed the entire general education program at a regionally accredited institution.
- Students transferring from a regionally accredited institution with an A.A. degree with the GEP requirements of that institution met have thereby satisfied Valencia GEP requirements.
- Students entering a Valencia undergraduate program and having a previously earned baccalaureate degree from an accredited institution have thereby satisfied Valencia GEP requirements. (See also the section on the GEP found elsewhere in the catalog.)
- Substitutions for 3000 and 4000 level courses are on a course-by-course basis and MUST be approved by the department chair.
Course transferred must be formally evaluated for equivalency credit. The student must provide all supporting information to the B.S.E.C.E.T Department for this evaluation.

Electrical and Computer Engineering Technology – Electrical/Electronic Systems Concentration (B.S.E.C.E.T)

Division of Architecture, Engineering, and Technology

Program Outcomes

• Apply applications of physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment
• Apply ability to analyze, design, and implement control systems, instrumentation systems, communications systems, or power systems
• Apply ability to apply project management techniques to electrical/electronic(s) systems
• Apply ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of electrical/electronic(s) systems
• Apply application of circuit analysis and design, computer programming, to the operation and maintenance of electrical systems
• Apply application of circuit analysis and design, computer programming, to the building and testing of electrical systems
• Engage effectively in interpersonal, oral, visual, and written communication
• Demonstrate working knowledge of group dynamics, team building, time-management skills and ethical expectation of the profession.

Valencia General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
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</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective [MAC 1114 or MAC 1140 may fulfil the requirement]</td>
<td>3</td>
<td></td>
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<tr>
<td>Total Credit Hours</td>
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</table>

Engineering Technology Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING FOR ENGINEERS</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3443</td>
<td>STATISTICAL THEORY FOR ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CET 3464C</td>
<td>SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3428</td>
<td>ENGINEERING MATHEMATICAL ANALYSIS</td>
<td>3</td>
</tr>
<tr>
<td>EET 3086C</td>
<td>CIRCUIT ANALYSIS</td>
<td>3</td>
</tr>
<tr>
<td>EET 4241</td>
<td>POWER SYSTEMS AND ENERGY CONVERSION</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3116</td>
<td>QUALITY ASSURANCE WITH TESTING METHODS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 3663</td>
<td>ENGINEERING MANAGEMENT AND COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
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Advanced Technical Requirements

<table>
<thead>
<tr>
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<td>COMMUNICATION SYSTEMS</td>
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</tr>
<tr>
<td>EET 3732</td>
<td>LINEAR CONTROL SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>EET 4158C</td>
<td>LINEAR INTEGRATED CIRCUITS AND SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>EET 4190C</td>
<td>DIGITAL SIGNAL PROCESSING</td>
<td>4</td>
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<tr>
<td>ETP 4240C</td>
<td>POWER ELECTRONICS</td>
<td>4</td>
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<td>Credits</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>CET 4367C</td>
<td>MICROCONTROLLER DEVICES</td>
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**Total Credit Hours** 21

### Departmental Exit Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 4950</td>
<td>SENIOR DESIGN PROJECT</td>
<td>3</td>
</tr>
<tr>
<td>EET 4910</td>
<td>Senior Design Proposal</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 4

### Foreign Language Requirements (if not previously met)

**Total Hours** 0-8

### Advanced Technical Electives- 3 Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 3048</td>
<td>ELECTROMAGNETIC FIELDS</td>
<td>3</td>
</tr>
<tr>
<td>EET 3716</td>
<td>LINEAR SYSTEMS AND SIGNALS</td>
<td>3</td>
</tr>
<tr>
<td>EET 4328</td>
<td>WIRELESS COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>ETS 4361</td>
<td>NANOTECHNOLOGY SYSTEMS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 4260</td>
<td>BIOPHOTONICS TECHNOLOGIES</td>
<td>3</td>
</tr>
<tr>
<td>EET 4336</td>
<td>ANTENNA AND RADAR SYSTEM DESIGN</td>
<td>3</td>
</tr>
<tr>
<td>EET 4388</td>
<td>LASER SATELLITE AND SPACE COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>ETP 4440</td>
<td>PHOTOVOLTAIC TECHNOLOGIES</td>
<td>3</td>
</tr>
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</table>

*Advanced Technical Requirement course from another concentration*

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

(GR) Denotes a Gordon Rule course.

### Program Graduation Requirements

- **A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.**
- **Fulfill the requirements for the chosen concentration.**
- **Complete, at Valencia, at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems's requirement of a 2+2 admission into the baccalaureate program.**
- **Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.**
- **Complete the General Education requirements including the required Gordon Rule.**
- **Total Semester Hours required - 130.**

### Transfer Notes:

- **Specialized courses may not be offered every session or on every campus.**
- **Satisfy Valencia’s General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor’s degree or have completed the entire general education program at a regionally accredited institution.**
- **Students transferring from a regionally accredited institution with an A.A. degree with the GEP requirements of that institution met have thereby satisfied Valencia GEP requirements.**
- **Students entering a Valencia undergraduate program and having a previously earned baccalaureate degree from an accredited institution have thereby satisfied Valencia GEP requirements. (See also the section on the GEP found elsewhere in the catalog.)**
- **Substitutions for 3000 and 4000 level courses are on a course-by-course basis and MUST be approved by the department chair.**
- **Course transferred must be formally evaluated for equivalency credit. The student must provide all supporting information to the B.S.E.C.E.T Department for this evaluation.**
Electrical and Computer Engineering Technology – Lasers & Photonics Concentration (B.S.E.C.E.T)

Division of Architecture, Engineering, and Technology

Program Outcomes

- Apply applications of physics or chemistry to laser and photonic circuits in a rigorous mathematical environment.
- Apply the ability to analyze, design, and implement optical communications systems, optical detectors and systems, or advanced electro-optical devices and systems.
- Apply the ability to apply project management techniques to laser and photonic systems.
- Apply the ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of laser and photonic networks.
- Apply application of circuit analysis and design, and computer programming, to the operation and maintenance of laser and optical systems.
- Apply application of circuit analysis and design, and computer programming, to the building and testing of laser and optical systems.
- Engage effectively in interpersonal, oral, visual, and written communication.
- Demonstrate working knowledge of group dynamics, team-building, time-management skills and ethical expectation of the profession.

Valencia General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences: See Gen. Ed. Institutional Requirement (GR)</td>
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<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II (required)</td>
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<tr>
<td>Science</td>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>3</td>
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</table>
| General Education Elective [MAC 1114 or MAC 1140 may fulfil the requirement] | | | 3

Total Credit Hours = 18

Engineering Technology Core Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING FOR ENGINEERS</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3443</td>
<td>STATISTICAL THEORY FOR ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CET 3464C</td>
<td>SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>EET 3086C</td>
<td>CIRCUIT ANALYSIS</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3428</td>
<td>ENGINEERING MATHEMATICAL ANALYSIS</td>
<td>3</td>
</tr>
<tr>
<td>ETP 4241</td>
<td>POWER SYSTEMS AND ENERGY CONVERSION</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3116</td>
<td>QUALITY ASSURANCE WITH TESTING METHODS</td>
<td>3</td>
</tr>
<tr>
<td>ETS 3863</td>
<td>ENGINEERING MANAGEMENT AND COMMUNICATION</td>
<td>3</td>
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</table>

Total Credit Hours = 24

Advanced Technical Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETS 4216C</td>
<td>GEOMETRICAL AND WAVE OPTICS</td>
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<td>ETS 4256C</td>
<td>OPTICAL COMMUNICATION SYSTEMS</td>
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<td>ETS 4217C</td>
<td>OPTICAL ENGINEERING AND LENS DESIGN</td>
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<tr>
<td>ETS 4228C</td>
<td>OPTICAL DETECTORS AND SYSTEMS</td>
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<tr>
<td>ETS 4280C</td>
<td>ADVANCED ELECTRO-OPTICAL DEVICES</td>
<td>4</td>
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<tr>
<td>ETS 4236C</td>
<td>LASER ENGINEERING DESIGN</td>
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Total Credit Hours = 21
### Departmental Exit Requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 4950</td>
<td>SENIOR DESIGN PROJECT +</td>
<td>3</td>
</tr>
<tr>
<td>EET 4910</td>
<td>Senior Design Proposal</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credit Hours: 4

### Foreign Language Requirements (if not previously met)

Total Hours: 0-8

### Advanced Technical Electives - 3 Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 3048</td>
<td>ELECTROMAGNETIC FIELDS +</td>
<td>3</td>
</tr>
<tr>
<td>EET 3716</td>
<td>LINEAR SYSTEMS AND SIGNALS +</td>
<td>3</td>
</tr>
<tr>
<td>EET 4328</td>
<td>WIRELESS COMMUNICATION +</td>
<td>3</td>
</tr>
<tr>
<td>EET 4359C</td>
<td>DIGITAL COMMUNICATION +</td>
<td>3</td>
</tr>
<tr>
<td>ETS 4361</td>
<td>NANOTECHNOLOGY SYSTEMS AND APPLICATIONS +</td>
<td>3</td>
</tr>
<tr>
<td>ETS 4260</td>
<td>BIOPHOTONICS TECHNOLOGIES +</td>
<td>3</td>
</tr>
<tr>
<td>EET 4336</td>
<td>LASER SATELLITE AND SPACE COMMUNICATION +</td>
<td>3</td>
</tr>
<tr>
<td>ETP 4440</td>
<td>PHOTOVOLTAIC TECHNOLOGIES +</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Technical Requirement course from another concentration: 3

### Program Graduation Requirements

- A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
- Fulfill the requirements for the chosen concentration.
- Complete, at Valencia, at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems's requirement of a 2+2 admission into the baccalaureate program.
- Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
- Complete the General Education requirements including the required Gordon Rule.
- Total Semester Hours required: 130.

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(Gr) Denotes a Gordon Rule course.

### Transfer Notes:

- Specialized courses may not be offered every session or on every campus.
- Satisfy Valencia's General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor's degree or have completed the entire general education program at a regionally accredited institution.
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- Course transferred must be formally evaluated for equivalency credit. The student must provide all supporting information to the B.S.E.C.E.T Department for this evaluation.
Program Outcomes

- Apply applications of physics to audio circuits and systems in an advanced mathematical environment underlying audio engineering analysis and design.
- Apply ability to analyze, design, and implement audio electronic, acoustical and electroacoustical devices and systems.
- Apply ability to apply project management techniques to audio systems.
- Apply ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of acoustical and electroacoustical devices and systems.
- Apply application of circuit analysis and design, computer programming, to the operation, maintenance, building and testing of audio electronic devices.
- Demonstrate and employ technical proficiency with Digital Audio Workstations (DAW) and use of computer software applications to complete basic audio engineering tasks such as recording, editing, processing, and mixing.
- Engage effectively in interpersonal, oral, visual, and written communication
- Demonstrate working knowledge of group dynamics, team-building, time-management skills and ethical expectation of the profession.

Valencia General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Mathematics</td>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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</tr>
<tr>
<td>Social Sciences</td>
<td>ENC 1102</td>
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</tr>
<tr>
<td>Science</td>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
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<td>Total Credit Hours</td>
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Engineering Technology Core Requirements

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<tr>
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<td>EET 3086C</td>
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<td>Total Credit Hours</td>
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Advanced Technical Requirements

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<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 4158C</td>
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<td>3</td>
</tr>
<tr>
<td>EET 4190C</td>
<td>DIGITAL SIGNAL PROCESSING</td>
<td>4</td>
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<tr>
<td>EET 4390C</td>
<td>ACOUSTICS AND AUDIO TECHNOLOGY</td>
<td>4</td>
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<td>EET 4391C</td>
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<tr>
<td>EET 4392C</td>
<td>DIGITAL AUDIO SIGNAL PROCESSING</td>
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</table>
EET 4397C  AUDIO SOFTWARE AND PROGRAMMING APPLICATIONS **  3

Total Credit Hours  21

**Departmental Exit Requirement**
EET 4950  SENIOR DESIGN PROJECT **  3
EET 4910  Senior Design Proposal  1

**Foreign Language Requirements (if not previously met)**

**Total Hours**  0-8

**Advanced Technical Electives-3 Hours**
EET 3048  ELECTROMAGNETIC FIELDS  3
EET 3716  LINEAR SYSTEMS AND SIGNALS  3
EET 4328  WIRELESS COMMUNICATION  3
EET 4359C  DIGITAL COMMUNICATION  3
ETS 4361  NANOTECHNOLOGY SYSTEMS AND APPLICATIONS  3
ETS 4260  BIOPHOTONICS TECHNOLOGIES  3
EET 4336  ANTENNA AND RADAR SYSTEM DESIGN  3
EET 4388  LASER SATELLITE AND SPACE COMMUNICATION  3
ETP 4440  PHOTOVOLTAIC TECHNOLOGIES  3

Advanced Technical Requirement course from another concentration

**Program Graduation Requirements**
- A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
- Fulfill the requirements for the chosen concentration.
- Complete, at Valencia, at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems's requirement of a 2+2 admission into the baccalaureate program.
- Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
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Program Outcomes

• Apply applications of physics or chemistry to electrical and computer systems in a rigorous mathematical environment
• Apply ability to analyze, design, and implement hardware and software computer systems
• Apply ability to apply project management techniques to electrical and computer systems
• Apply ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of computer systems
• Apply application of circuit analysis and design, computer programming, to the operation and maintenance of computer systems
• Apply application of circuit analysis and design, computer programming, to the building and testing of computer systems
• Engage effectively in interpersonal, oral, visual, and written communication
• Demonstrate working knowledge of group dynamics, team-building, time-management skills and ethical expectation of the profession.

Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
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Engineering Technology Core Requirements

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Advanced Technical Requirements

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Departmental Exit Requirement

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Foreign Language Requirements (if not previously met)

Advanced Technical Electives - 3 Hours

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<td>LINEAR SYSTEMS AND SIGNALS</td>
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<td>EET 4359C</td>
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<td>ETS 4361</td>
<td>NANOTECHNOLOGY SYSTEMS AND APPLICATIONS</td>
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<td>BIOPHOTONICS TECHNOLOGIES</td>
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<td>EET 4336</td>
<td>ANTENNA AND RADAR SYSTEM DESIGN</td>
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<td>EET 4388</td>
<td>LASER SATELLITE AND SPACE COMMUNICATION</td>
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<tr>
<td>ETP 4440</td>
<td>PHOTOVOLTAIC TECHNOLOGIES</td>
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</table>

Advanced Technical Requirement course from another concentration

+ 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.

Program Graduation Requirements

- A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
- Fulfill the requirements for the chosen concentration.
- Complete, at Valencia at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems's requirement of a 2+2 admission into the baccalaureate program.
- Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
- Complete the General Education requirements including the required Gordon Rule.
- Total Semester Hours Required - 130.

Transfer Notes:

- Specialized courses may not be offered every session or on every campus.
- Satisfy Valencia's General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor's degree from a regionally accredited institution.
- Students transferring from a regionally accredited institution with an A.A. degree with the GEP requirements of that institution met have thereby satisfied Valencia GEP requirements.
- Students entering a Valencia undergraduate program and having a previously earned baccalaureate degree from an accredited institution have thereby satisfied Valencia GEP requirements. (See also the section on the GEP found elsewhere in the catalog.)
- Substitutions for 3000 and 4000 level courses are on a course-by-course basis and MUST be approved by the department chair.
- Course transferred must be formally evaluated for equivalency credit. The student must provide all supporting information to the B.S.E.C.E.T Department for this evaluation.

Electrical and Computer Engineering Technology – Electrical/Electronic Systems Concentration (B.S.E.C.E.T)

Division of Architecture, Engineering, and Technology
Program Outcomes

• Apply applications of physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment
• Apply ability to analyze, design, and implement control systems, instrumentation systems, communications systems, or power systems
• Apply ability to apply project management techniques to electrical/electronic(s) systems
• Apply ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of electrical/electronic(s) systems
• Apply application of circuit analysis and design, computer programming, to the operation and maintenance of electrical systems
• Apply application of circuit analysis and design, computer programming, to the building and testing of electrical systems
• Engage effectively in interpersonal, oral, visual, and written communication
• Demonstrate working knowledge of group dynamics, team building, time-management skills and ethical expectation of the profession.

Technical Requirements

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Total Credit Hours 18

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Total Credit Hours 24

Advanced Technical Requirements

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Total Credit Hours 21

Departmental Exit Requirement

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Total Credit Hours 4
Foreign Language Requirements (if not previously met)

Total Hours

Advanced Technical Electives - 3 Hours

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<tr>
<td>ETP 4440</td>
<td>PHOTOVOLTAIC TECHNOLOGIES</td>
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</table>

Advanced Technical Requirement course from another concentration 3

+ 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.

Program Graduation Requirements

• A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
• Fulfill the requirements for the chosen concentration.
• Complete, at Valencia at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems's requirement of a 2+2 admission into the baccalaureate program.
• Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
• Complete the General Education requirements including the required Gordon Rule.
• Total Semester Hours required - 130.

Transfer Notes:

• Specialized courses may not be offered every session or on every campus.
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Electrical and Computer Engineering Technology – Lasers & Photonics Concentration (B.S.E.C.E.T)

Division of Architecture, Engineering, and Technology

Program Outcomes

• Apply applications of physics or chemistry to laser and photonic circuits in a rigorous mathematical environment.
• Apply the ability to analyze, design, and implement optical communications systems, optical detectors and systems, or advanced electro-optical devices and systems.
• Apply the ability to apply project management techniques to laser and photonic systems.
• Apply the ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of laser and photonic networks.
• Apply application of circuit analysis and design, and computer programming, to the operation and maintenance of laser and optical systems.
• Apply application of circuit analysis and design, and computer programming, to the building and testing of laser and optical systems.
• Engage effectively in interpersonal, oral, visual, and written communication.
• Demonstrate working knowledge of group dynamics, team-building, time-management skills and ethical expectation of the profession.

**Technical Requirements**

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<tr>
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Total Credit Hours 18

**Engineering Technology Core Requirements**

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Total Credit Hours 21

**Departmental Exit Requirement**

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Total Credit Hours 4

**Foreign Language Requirements (if not previously met)**

Total Hours 0-8
Advanced Technical Electives - 3 Hours

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Advanced Technical Requirement course from another concentration 3

+ 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.

Program Graduation Requirements

• A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
• Fulfill the requirements for the chosen concentration.
• Complete, at Valencia at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems’s requirement of a 2+2 admission into the baccalaureate program.
• Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
• Complete the General Education requirements including the required Gordon Rule.
• Total Semester Hours required - 130.

Transfer Notes:

• Specialized courses may not be offered every session or on every campus.
• Satisfy Valencia’s General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor’s degree from a regionally accredited institution.
• Students transferring from a regionally accredited institution with an A.A. degree with the GEP requirements of that institution met have thereby satisfied Valencia GEP requirements.
• Students entering a Valencia undergraduate program and having a previously earned baccalaureate degree from an accredited institution have thereby satisfied Valencia GEP requirements. (See also the section on the GEP found elsewhere in the catalog.)
• Substitutions for 3000 and 4000 level courses are on a course-by-course basis and MUST be approved by the department chair.
• Course transferred must be formally evaluated for equivalency credit. The student must provide all supporting information to the B.S.E.C.E.T Department for this evaluation.

Electrical and Computer Technology - Audio and Electro-Acoustical Systems Concentration (B.S.E.C.E.T)

Program Outcomes

• Apply applications of physics to audio circuits and systems in an advanced mathematical environment underlying audio engineering analysis and design.
• Apply ability to analyze, design, and implement audio electronic, acoustical and electroacoustical devices and systems.
• Apply ability to apply project management techniques to audio systems.
• Apply ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of acoustical and electroacoustical devices and systems.
• Apply application of circuit analysis and design, computer programming, to the operation, maintenance, building and testing of audio electronic devices.
• Demonstrate and employ technical proficiency with Digital Audio Workstations (DAW) and use of computer software applications to complete basic audio engineering tasks such as recording, editing, processing, and mixing.
• Engage effectively in interpersonal, oral, visual, and written communication
• Demonstrate working knowledge of group dynamics, team-building, time-management skills and ethical expectation of the profession.

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<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING FOR ENGINEERS</td>
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<tr>
<td>EGN 3443</td>
<td>STATISTICAL THEORY FOR ENGINEERING TECHNOLOGY</td>
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<td>CET 3464C</td>
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<td>CIRCUIT ANALYSIS</td>
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<tr>
<td>ETP 4241</td>
<td>POWER SYSTEMS AND ENERGY CONVERSION</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3116</td>
<td>QUALITY ASSURANCE WITH TESTING METHODS</td>
<td>3</td>
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<tr>
<td>ETS 3663</td>
<td>ENGINEERING MANAGEMENT AND COMMUNICATION</td>
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Advanced Technical Requirements

<table>
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<tr>
<td>EET 4158C</td>
<td>LINEAR INTEGRATED CIRCUITS AND SYSTEMS</td>
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<tr>
<td>EET 4190C</td>
<td>DIGITAL SIGNAL PROCESSING</td>
<td>4</td>
</tr>
<tr>
<td>EET 4390C</td>
<td>ACOUSTICS AND AUDIO TECHNOLOGY</td>
<td>4</td>
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<tr>
<td>EET 4391C</td>
<td>AUDIO ELECTRONICS</td>
<td>3</td>
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<td>EET 4392C</td>
<td>DIGITAL AUDIO SIGNAL PROCESSING</td>
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<tr>
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<td>AUDIO SOFTWARE AND PROGRAMMING APPLICATIONS</td>
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Departmental Exit Requirement

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Foreign Language Requirements (if not previously met)

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Advanced Technical Electives- 3 Hours

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<tr>
<td>EET 3048</td>
<td>ELECTROMAGNETIC FIELDS</td>
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<tr>
<td>EET 3716</td>
<td>LINEAR SYSTEMS AND SIGNALS</td>
<td>3</td>
</tr>
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<td>EET 4328</td>
<td>WIRELESS COMMUNICATION</td>
<td>3</td>
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<tr>
<td>EET 4359C</td>
<td>DIGITAL COMMUNICATION</td>
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<tr>
<td>ETS 4361</td>
<td>NANOTECHNOLOGY SYSTEMS AND APPLICATIONS</td>
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</table>
Program Graduation Requirements

- A minimum adjusted grade point average (GPA) of 2.0 on all 3000 and above course work taken at Valencia.
- Complete, at Valencia at least 25% of the 130 hour degree program (33 credits), based upon the Florida College Systems's requirement of a 2+2 admission into the baccalaureate program.
- Two years of one foreign language in high school, or one year foreign language in college (or equivalent proficiency exam) prior to graduation.
- Complete the General Education Program including the required Gordon Rule.
- Total Semester Hours required - 130.

Transfer Notes:

- Specialized courses may not be offered every session or on every campus.
- Satisfy Valencia's General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor's degree from a regionally accredited institution.
- Students transferring from a regionally accredited institution with an A.A. degree with the GEP requirements of that institution met have thereby satisfied Valencia GEP requirements.
- Students entering a Valencia undergraduate program and having a previously earned baccalaureate degree from an accredited institution have thereby satisfied Valencia GEP requirements. (See also the section on the GEP found elsewhere in the catalog.)
- Substitutions for 3000 and 4000 level courses are on a course-by-course basis and MUST be approved by the department chair.
- Course transferred must be formally evaluated for equivalency credit. The student must provide all supporting information to the B.S.E.C.E.T Department for this evaluation.

A.S. to B.S. Radiologic and Imaging Sciences (BSRAD)

- Cardiac Ultrasound
- Computed Tomography (CT) Concentration
- Leadership Concentration
- Magnetic Resonance Imaging (MRI) Concentration
- Mammography Concentration

Bachelor of Science Degree

Limited Access
Division of Allied Health
The Radiologic and Imaging Sciences Bachelor’s degree offers graduates of Radiography, Diagnostic Medical Sonography, Nuclear Medicine, or Radiation Therapy Associate degree programs who hold professional certification the opportunity to expand their knowledge in advanced modalities or quality management and administration. The Radiologic and Imaging professions are challenging and growing professions with career opportunities in areas such as computed tomography, magnetic resonance imaging, mammography, angiography, and quality assurance. With professional experience and additional education at the baccalaureate level, opportunities for management and education career options are enhanced. The Radiologic and Imaging Sciences program is accredited by the Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.).

With the exception of the Practicum course, the BSRAD program is an online program.
Since the BSRAD is a limited access program, admission to Valencia does not imply acceptance to the program; students must submit a Health Sciences BSRAD Program Application and be accepted to the program.

**Potential Careers**

- Radiology Management/Administration
- Education
- Advanced Clinical Practice in:
  - Computed Tomography
  - Magnetic Resonance Imaging
  - Mammography

**Salary & Earnings Information**


**Contact Information**

For more information about the program or admission requirements, please contact the Health Sciences Bachelor's Program Advisor, West Campus: 407-582-1288 (Bldg. 1, Room 130) or healthscienceadvising@valenciacollege.edu.

For the most up-to-date information, visit http://net1.valenciacollege.edu/future-students/degree-options/bachelors/.

**Overview of Radiologic and Imaging Sciences**

For the Radiologic and Imaging Sciences program, students must hold current professional certification and a degree in an imaging field. Students must provide proof of current professional certification or its equivalent in their respective imaging discipline: from the American Registry of Radiologic Technologists (ARRT), American Registry of Diagnostic Medical Sonographers (ARDMS), or Nuclear Medicine Technology Certification Board (NMTCB).

Students must have a minimum of 68 accepted credits and one of the following degrees from a regionally accredited institution:

- Associate Degree in Diagnostic Medical Sonography
- Associate Degree in Nuclear Medicine Technology
- Associate Degree in Radiation Therapy
- Associate Degree in Radiography

Students who hold the appropriate professional certification and an Associate degree or higher in any other field may also be considered for admission.

For admission, the following prerequisite coursework must be completed with a minimum grade of C:

- ENC 1101  FRESHMAN COMPOSITION I (GR) **~**  3
- MAC 1105  COLLEGE ALGEBRA (GR) **~**  3
- BSC 2093C  HUMAN ANATOMY AND PHYSIOLOGY I **~**  4
- or BSC X085C
- BSC 2094C  HUMAN ANATOMY AND PHYSIOLOGY II  4
- or BSC X094C

In their junior and senior years, students will be required to complete the following coursework:

Any additional credits needed to complete the state-mandated 36 General Education credits in all five areas according to Valencia program requirements. If a student holds an Associate in Arts degree or higher from a regionally accredited institution, all General Education requirements will be satisfied https://nextcatalog.valenciacollege.edu/degrees/bachelorofscience/generaleducation/

27 credits in upper-division core courses
15 credits in upper-division concentration area

Students are responsible for meeting the degree graduation requirements found under the Program Requirements tab located on this page.

Admission Requirements
• Be a U.S. citizen or U.S. permanent resident
• Have a physical address, not a post office box, in the State of Florida
• Submit a completed Valencia Application for Admission using the Bachelor's Degree & ATC application, pay the non-refundable application fee, and be in Active Student Status.
• Have a minimum overall college GPA of 2.5.
• Submit official transcripts from all prior colleges and universities with one denoting completion of an Associate degree or higher from a regionally accredited institution with a minimum of 68 accepted credits of course work, including the previously-specified General Education coursework. An applicant who holds a professional credential in the field and any associate degree or higher from a regionally accredited institution may substitute their professional credential in lieu of having the degree in an eligible field. Documentation will be required.
• Following your admission to Valencia College as a candidate for the Bachelor of Science, submit a Health Sciences Program Application for the B.S. in Radiologic and Imaging Sciences with a copy of your current certification with AART, ARDMS, NMTCB, or equivalent certification and the application fee.

Note: Prior to enrollment in a clinical practicum, provide documentation of the following requirements:
• Current criminal background check
• Fingerprinting
• Drug testing
• Physical exam forms
• Up-to-date immunization data

Program Outcomes
• Perform effective communication skills within the healthcare environment.
• Practice professional behaviors in the healthcare setting.
• Perform advanced level skills as described by the scope of practice for selected clinical concentration (CT, MRI, or QM).
• Execute safe clinical decision making in healthcare environment.
• Demonstrate information literacy.

Degree Requirements
Students who did not have a Humanities and/or Social Science course prior to program admission must have at least 6 credits in both areas for degree graduation.

<table>
<thead>
<tr>
<th>Communication</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II &quot;~</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
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<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Requirement (GR) &quot;~</td>
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<tr>
<td>Social Science</td>
<td>See Gen. Ed. Requirement (GR) &quot;~</td>
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<tr>
<td>Mathematics</td>
<td>STA 2023 is recommended &quot;~</td>
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<td>General Education</td>
<td>See Gen. Ed. Requirements</td>
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<td>Radiological and Imaging Core Requirements</td>
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<tr>
<td>RTE 3213</td>
<td>RADIOLOGY INFORMATION SYSTEMS ~</td>
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### Advanced Imaging Modalities

<table>
<thead>
<tr>
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<tr>
<td>RTE 4574</td>
<td>Advanced Imaging Modalities</td>
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<tr>
<td>HSC 4555</td>
<td>Pathophysiologic Mechanisms</td>
<td></td>
</tr>
<tr>
<td>HSC 4640</td>
<td>Health Law and Compliance</td>
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</tr>
<tr>
<td>HSC 4652</td>
<td>Ethics and Health Care in a Pluralistic Society</td>
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<tr>
<td>HSA 4184</td>
<td>Leadership in Healthcare</td>
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<tr>
<td>HSA 4702</td>
<td>Research Methods and Information Literacy</td>
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</table>

**Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>Radiologic and Imaging Sciences Electives</td>
<td></td>
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</table>

**Concentration (See below)** 15

**Total Credit Hours** 60

### Concentration: Magnetic Resonance Imaging

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>RTE 3116</td>
<td>Advanced Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3765</td>
<td>Anatomy for the Medical Imager</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3591</td>
<td>Magnetic Resonance Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3592</td>
<td>Magnetic Resonance Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>RTE 4943L</td>
<td>MRI Practicum</td>
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</table>

**Total Credit Hours** 15

### Concentration: Computed Tomography

*(For Radiographers, Radiation Therapists, and Nuclear Medicine Technologists only)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RTE 3116</td>
<td>Advanced Patient Care</td>
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<tr>
<td>RTE 3765</td>
<td>Anatomy for the Medical Imager</td>
<td>3</td>
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<tr>
<td>RTE 3590</td>
<td>Computed Tomography</td>
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<tr>
<td>RTE 4474</td>
<td>Quality Management</td>
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<tr>
<td>RTE 4942L</td>
<td>CT Practicum</td>
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**Total Credit Hours** 15

### Concentration: Mammography

*(For Radiographers only)*

<table>
<thead>
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<tbody>
<tr>
<td>RTE 3116</td>
<td>Advanced Patient Care</td>
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</tr>
<tr>
<td>RTE 3765</td>
<td>Anatomy for the Medical Imager</td>
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<tr>
<td>RTE 3588</td>
<td>Mammography</td>
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<tr>
<td>RTE 4474</td>
<td>Quality Management</td>
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<tr>
<td>RTE 4941L</td>
<td>Practicum</td>
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**Total Credit Hours** 15

### Concentration: Cardiac Ultrasound

*(For Sonographers only)*

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>RET 4440C</td>
<td>Cardiac Ultrasound I</td>
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<tr>
<td>RET 4443</td>
<td>Cardiac Ultrasound Physics</td>
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<tr>
<td>RET 4942L</td>
<td>Cardiac Ultrasound Clinical Practice I</td>
<td>2</td>
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<td>RET 4441C</td>
<td>Cardiac Ultrasound II</td>
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</tr>
<tr>
<td>RET 4943L</td>
<td>Cardiac Ultrasound Clinical Practice II</td>
<td>2</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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<tr>
<td>-------------</td>
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<tr>
<td>RTE 3116</td>
<td>ADVANCED PATIENT CARE *</td>
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**Concentration (non-clinical): Leadership**

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<td>RTE 3205</td>
<td>ADMINISTRATION AND SUPERVISION +</td>
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<td>RTE 4474</td>
<td>QUALITY MANAGEMENT *</td>
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<tr>
<td>HSA 4340</td>
<td>PRINCIPLES OF HUMAN RESOURCES MANAGEMENT +</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4110</td>
<td>Organizational Behavior *</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4341</td>
<td>Conflict Management in Health Care +</td>
<td>3</td>
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<tr>
<td>Total Credit Hours</td>
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**Radiologic and Imaging Sciences Electives**

<table>
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<tr>
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<tbody>
<tr>
<td>RTE 3253</td>
<td>TEACHING IN THE HEALTH PROFESSION +</td>
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<tr>
<td>HSA 4340</td>
<td>PRINCIPLES OF HUMAN RESOURCES MANAGEMENT +</td>
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</tr>
<tr>
<td>RTE 3205</td>
<td>ADMINISTRATION AND SUPERVISION +</td>
<td>3</td>
</tr>
<tr>
<td>RTE 4474</td>
<td>QUALITY MANAGEMENT +</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3590</td>
<td>COMPUTED TOMOGRAPHY +</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3591</td>
<td>MAGNETIC RESONANCE IMAGING I +</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3592</td>
<td>MAGNETIC RESONCE IMAGING II **</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3588</td>
<td>MAMMOGRAPHY +</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3116</td>
<td>ADVANCED PATIENT CARE +</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3765</td>
<td>ANATOMY FOR THE MEDICAL IMAGER +</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4110</td>
<td>Organizational Behavior +</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4341</td>
<td>Conflict Management in Health Care +</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4500</td>
<td>EPIDEMIOLOGY +</td>
<td>3</td>
</tr>
<tr>
<td>RET 4034</td>
<td>PROBLEMS IN PATIENT MANAGEMENT +</td>
<td>3</td>
</tr>
</tbody>
</table>

+ 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.

**Degree Graduation Requirements**

- Earn a minimum 2.0 Valencia and Overall GPA
- Earn a minimum grade of C (2.0) in all prerequisite and upper division courses
- Satisfy Valencia's General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor's degree or have completed the entire general education program at a regionally accredited institution.
- Complete at least 42 semester credits of upper division course work
- Complete at Valencia at least 25% of the 128 hours degree program (32 credits), based upon the Florida College System's requirement of a 2+2 admission into the baccalaureate program.
- Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.
- 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 the minimum number of college-level credits for your degree, including all courses for which you are registered, in order to submit a graduation application.
- Fulfill all financial obligations to Valencia.
- Complete two years of one foreign language or American Sign Language in high school or one year of foreign language in college (or equivalent proficiency prior to graduation).
- Total Semester Credits required - 128.
Note:
Specialized courses may not be offered every session.

Prior to beginning the practicum/clinical, students must provide the following documentation:

• Current criminal background check and fingerprinting
• Drug screening
• Physical exam form
• Record with up-to-date immunization data

Transfer Notes:

• Students who hold an A.A. or Bachelor's degree from a regionally accredited institution have satisfied Valencia's general education program requirements.
• Students transferring from a regionally accredited institution with the general education program (GEP) requirements of that institution met have thereby satisfied Valencia GEP requirements.
• 1000 and 2000 level courses do not substitute for upper division 3000 – 4000 level courses.

Registration Note:
Once a student has been approved as “Course Registration Eligible,” it is the student’s responsibility to secure enrollment in the desired course(s).

A.S. to B.S. Cardiopulmonary Sciences

• Community Health Concentration
• Non-Invasive Cardiology Concentration

B.S. Cardiopulmonary Sciences

Limited Access

Division of Allied Health

The Cardiopulmonary Sciences bachelor's degree offers professionally credentialed graduates of Respiratory Care, Cardiovascular Technology and Cardiopulmonary Technology Associate degree programs the opportunity to expand their knowledge in advanced modalities or community health. The Cardiopulmonary Sciences professions are challenging and growing professions with career opportunities in areas such as cardiopulmonary diagnostics, cardiopulmonary rehabilitation, and community health. With professional experience and additional education at the baccalaureate level, opportunities for management and education career options are enhanced.

Although not entirely, the BSCARDIO program is basically an online program.

Since the BSCARDIO is a limited access program, admission to Valencia does not imply acceptance to the program; students must submit a Health Sciences BSCARDIO Program Application and be accepted to the program.

Potential Careers

• Respiratory Care Management/Administration
• Cardiovascular Management/Administration
• Higher Education
• Community Health Educator
• Clinical Practice in Non-Invasive Cardiology

Salary and Earnings Information

Contact Information
For more information about the program or admission requirements, please contact the Health Sciences Bachelor's Program Advisor, West Campus: 407-582-1288 (Bldg. 1, Room 130) or healthscienceadvising@valenciacollege.edu.

For the most up-to-date information, visit our website at: valenciacollege.edu/bachelordegrees.

Overview of Cardiopulmonary Sciences
For the Cardiopulmonary Sciences program, students must hold current professional certification and a related Associate in Science degree. Students must provide proof of current professional certification or its equivalent in one of the following: Registered Therapist (RRT) credential from the National Board for Respiratory Care (NBRC), or one of the following credentials from Cardiovascular Credentialing International (CCI): Registered Cardiovascular Invasive Specialist (RCIS), Registered Cardiac Electrophysiology Specialist (RCES), Registered Cardiopulmonary Sonographer (RCS), Registered Congenital Cardiopulmonary Sonographer (RCCS) or Registered Vascular Sonographer (RVS).

Students must have a minimum of 70 accepted credits and one of the following degrees from a regionally accredited institution.

• Associate Degree in Cardiovascular Technology
• Associate Degree in Cardiopulmonary Technology
• Associate Degree in Respiratory Care

For admission, the following prerequisite coursework must be completed with a minimum grade of C:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR) **~</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>See Gen. Ed. Requirement **~</td>
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</tr>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I **~</td>
<td>4</td>
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<tr>
<td>or BSC X085C</td>
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<td></td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II **~</td>
<td>4</td>
</tr>
<tr>
<td>or BSC X086C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>MICROBIOLOGY **~</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 18

Courses with different numbers that are determined to be equivalent may be substituted.

In their junior and senior years, students will be required to complete the following coursework:

• Any additional credits needed to complete the state-mandated 36 General Education credits in all five areas according to Valencia program requirements: Add link for Gen Ed as done for in this spot for BSRAD. If a student holds an Associate in Arts degree or higher from a regionally accredited institution, all General Education requirements will be satisfied.

• 30 credits in upper-division core courses
• 10 credits in upper-division concentration area

Students are responsible for meeting the degree graduation requirements found under the Program Requirements tab located on this page.

Admission Requirements
• Be a U.S. citizen or U.S. permanent resident
• Have a physical address (not a post office box) in Florida
• Review the current BSCARDIO Program Guide and Updates at http://valenciacollege.edu/west/health/admissionupdates.cfm
• Submit a completed Valencia Application for Admission using the Bachelor's Degree & ATC application, pay the non-refundable application fee, and be in Active Student Status.
• Have a minimum overall college GPA of 2.5
• Submit official transcripts from all prior colleges and universities with one denoting completion of an Associate degree in Respiratory Care, Cardiovascular Technology or Cardiopulmonary Technology from a regionally accredited institution and have a minimum of 70 accepted credits, including the previously-specified General Education coursework.

• Following your admission to Valencia College as a candidate for the Bachelor of Science submit a Health Sciences Program Application for the B.S. in Cardiopulmonary Sciences limited access program with a copy of your current certification with CCI or NBRC or equivalent certification, and the application fee.

Note: Prior to enrollment in a clinical practice, provide documentation of the following requirements:

• Current criminal background check
• Fingerprinting and
• Drug testing
• Physical exam forms
• Up-to-date immunization data

Program Outcomes

• Perform effective communication skills within the healthcare environment
• Practice professional behaviors in the healthcare setting
• Perform advanced level skills as described by the scope of practice for selected concentration (Non-Invasive Cardiology, or Community Health)
• Execute safe clinical decision making in the healthcare environment
• Demonstrate information literacy

Valencia B.S. General Education Requirements (18 credits)

Students who did not have a Humanities and/or Social Science course prior to program admission must have at least 6 credits in both areas for degree graduation.

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II &quot;~</td>
<td>6</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td></td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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</tr>
</tbody>
</table>

Humanities

See Gen. Ed. Institutional Requirement (GR) "~ 3

Mathematics

(GR) (STA 2023 is recommended) "~ 3

Social Science

See Gen. Ed. Institutional Requirement (GR) "~ 3

Gen. Ed. Elective

See Gen. Ed. Requirements "~ 3

Total Credit Hours 18

Cardiopulmonary Core Requirements (30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET 3287</td>
<td>CARDIOPULMONARY DIAGNOSTICS *</td>
<td>3</td>
</tr>
<tr>
<td>RET 3536</td>
<td>CARDIOPULMONARY REHABILITATION +</td>
<td>3</td>
</tr>
<tr>
<td>RET 3715</td>
<td>NEONATAL MEDICINE +</td>
<td>3</td>
</tr>
<tr>
<td>RET 3354</td>
<td>MEDICAL PHARMACOLOGY +</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4555</td>
<td>PATHOPHYSIOLOGIC MECHANISMS *</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4640</td>
<td>HEALTH LAW AND COMPLIANCE +</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4652</td>
<td>ETHICS AND HEALTH CARE IN A PLURALISTIC SOCIETY +</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4184</td>
<td>LEADERSHIP IN HEALTHCARE +</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4702</td>
<td>RESEARCH METHODS AND INFORMATION LITERACY</td>
<td>3</td>
</tr>
</tbody>
</table>

Cardiopulmonary Sciences Elective 3

Total Credit Hours 30
### Concentration: Community Health (10 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET 4524</td>
<td>COMMUNITY HEALTH</td>
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<tr>
<td>HSC 4500</td>
<td>EPIDEMIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>RET 4034</td>
<td>PROBLEMS IN PATIENT MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>RET 4940</td>
<td>Community Health Service Learning</td>
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</table>

**Total Credit Hours:** 10

### Concentration: Non-Invasive Cardiology (10 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RET 4440C</td>
<td>CARDIAC ULTRASOUND I</td>
<td>3</td>
</tr>
<tr>
<td>RET 4942L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE I</td>
<td>2</td>
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</table>

**Non-Invasive Cardiology Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET 4441C</td>
<td>CARDIAC ULTRASOUND II</td>
<td>3</td>
</tr>
<tr>
<td>RET 4943L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE II</td>
<td>2</td>
</tr>
<tr>
<td>RET 4640</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>RET 4444C</td>
<td>Cardiac Ultrasound III</td>
<td>3</td>
</tr>
<tr>
<td>RET 4944L</td>
<td>Cardiac Ultrasound Clinical Practice III</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

1 Students must complete RET 4441C and RET 4943L to satisfy the elective requirement for the Non-Invasive Cardiology Concentration.

### Cardiopulmonary Sciences Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RTE 3253</td>
<td>TEACHING IN THE HEALTH PROFESSION</td>
<td>3</td>
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<tr>
<td>HSA 4340</td>
<td>PRINCIPLES OF HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3205</td>
<td>ADMINISTRATION AND SUPERVISION</td>
<td>3</td>
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</tbody>
</table>

### Non-Invasive Cardiology Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>RET 4441C</td>
<td>CARDIAC ULTRASOUND II</td>
<td>3</td>
</tr>
<tr>
<td>RET 4943L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE II</td>
<td>2</td>
</tr>
<tr>
<td>RET 4640</td>
<td>Cardiac Ultrasound III</td>
<td>2</td>
</tr>
<tr>
<td>RET 4444C</td>
<td>Cardiac Ultrasound Clinical Practice III</td>
<td>3</td>
</tr>
</tbody>
</table>

### Degree Requirements

- Earn a 2.0 Valencia and Overall GPA.
- Earn a minimum grade of C (2.0) in all prerequisite and upper division courses.
- Satisfy Valencia's General Education requirements and Gordon Rule requirements unless you hold an Associate in Arts or Bachelor's degree from a regionally accredited institution.
- Complete at least 40 semester credits of upper division course work.
- Complete at Valencia at least 25% of the 128 hour degree program (32 credits), based upon the Florida College System's requirement of a 2+2 admission into the baccalaureate program.
- Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.
- 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 the minimum number of college-level credits for your degree, including all courses for which you are registered, in order to submit a graduation application.
- Fulfill all financial obligations to Valencia.
- Complete two years of one foreign language or American Sign Language in high school or one year foreign language in college (or equivalent proficiency prior to graduation).
• Total Semester Credits Required- 128

Transfer Notes:
• Students who hold an A.A. or Bachelor's degree from a regionally accredited institution have satisfied Valencia's General Education program requirements.
• Students transferring from a regionally accredited Florida public institution with the General Education Program (GEP) requirements of that institution met have thereby satisfied Valencia's GEP requirements.
• 1000 and 2000 level courses do not substitute for upper division 3000 and 4000 level courses.

Registration Note:
• Once a student has been approved as "Course Registration Eligible," it is the student's responsibility to secure enrollment in the desired course(s).
Certificate Programs

Technical Certificates
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 toward a related Associate in Science degree; for example, the courses in the Human Resources Management Technical Certificate can be applied toward the Business Administration Associate in Science degree. Students who complete the course work prescribed in a Technical Certificate automatically will receive the certificate. Also, students may request a Technical Certificate from the academic department. (Certificates noted with an * are eligible for Financial Aid).

Career Certificates
The Career Certificate programs prepare students for careers directly in the workforce. The programs require prescribed technical credit courses and basic skills proficiency achieved through developmental courses. Students will receive a certificate upon completion of the Career Certificate program.

Certificate Programs
Audio Electronics Specialist (Technical Certificate)
Accounting Applications (Technical Certificate) *
Accounting Operations (Technical Certificate)
Accounting Specialist (Technical Certificate)
Advanced Electronics Technician (p. 196) (Technical Certificate) (p. 196)
Advanced Network Administration (Technical Certificate)
Advanced Network Infrastructure (Technical Certificate)
Baking and Pastry Arts (Technical Certificate) *
Basic Electronics Technician (Technical Certificate)
Building Construction Specialist (Technical Certificate)
Business Management (Technical Certificate) *
Business Operations (Technical Certificate)
Business Specialist (Technical Certificate)
Chef's Apprentice (Technical Certificate)
Computer Information Data Specialist (p. 244) (Technical Certificate) (p. 244)
Computer Information Technology Analyst (Technical Certificate) *
  • IT Security Specialization
  • IT Support Specialization
Computer Information Technology Specialist (Technical Certificate)
Computer Programming (Technical Certificate) *
  • Computer Programming Specialization
  • Web Development Specialization
Computer Programming Specialist (Technical Certificate)

• Computer Programming Specialization
• Web Development Specialization

Criminal Justice Institute (Career Certificates)

• Correctional Officer
• Law Enforcement Officer *
• Crossover: Corrections to Law Enforcement
• Auxiliary Law Enforcement Officer

Criminal Justice Technology Specialist (Technical Certificate) *

Culinary Arts (Technical Certificate) *

Culinary Arts Management (Technical Certificate)

Customer Service Management (Technical Certificate) *

Customer Service Operations (Technical Certificate)

Customer Service Specialist (Technical Certificate)

Cyber Security (Technical Certificate)

Digital Forensics (Technical Certificate)

Digital Broadcast Production (Technical Certificate)

Digital Media Development (Technical Certificate)

Digital Media Video Production (Technical Certificate)

Digital Media Web Production (Technical Certificate)

Digital Music 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 – Auto CAD (Technical Certificate)

Emergency Medical Technology (EMT) (Technical Certificate)

Entertainment – Stage Technology (Technical Certificate)

Entrepreneurship - (Technical Certificate) (p. 142)

Film Production Fundamentals (Technical Certificate) *

Fire Services - Fire Rescue Institute (http://catalog.valenciacollege.edu/degrees/associateinscience/fireservicestechology)

• Fire Fighter - Minimum Standards (Career Certificate)
• Fire Officer Supervisor (Technical Certificate)
Graphic Design Production (Technical Certificate) *
Graphic Design Support (Technical Certificate)
Graphics – Interactive Design Production (Technical Certificate) *
Graphics – Interactive Design Support (Technical Certificate)
Homeland Security (Technical Certificate)
Homeland Security Law Enforcement Specialist (Technical Certificate)
Hospitality – Event Planning 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)
International Business 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
Laser and Photonics Technician (Technical Certificate)
Medical Office Management (Technical Certificate) *
Medical Office Specialist (Technical Certificate)
  • Medical Transcription Specialization
  • Medical Front Office Specialization
Medical Office Support (Technical Certificate)
Network Administration (Technical Certificate)
Network Infrastructure (Technical Certificate)
Network Support (Technical Certificate)
Office Management (Technical Certificate) *
Office Specialist (Technical Certificate)
Office Support (Technical Certificate)
Operations Support and Services (Technical Certificate)
Paramedic Technology (Technical Certificate) *
Rapid Prototyping Specialist - 3-D Printing (p. 190) (Technical Certificate) (p. 190)
Real Estate Specialist (Technical Certificate)
Restaurant Food Services Management (Technical Certificate) * (p. 233)

Robotics and Mechatronics Technician (Technical Certificate)

Sound and Music Production – AudioVisual Production (Technical Certificate)

Transit Technician I (Credit Certificate)

Transit Technician II (Credit Certificate)

Transit Technician III (Credit Certificate)

Webcast Media (Technical Certificate)

Webcast Technology (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 official 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.
Advanced Technical Certificates

The Advanced Technical Certificate, an extension of a specific Associate's degree program, consists of at least nine (9), but less than 45, credits of college-level coursework. Students who have already received an eligible Associate's degree and are seeking a specialized program of study to supplement their associate degree may seek an Advanced Technical Certificate. Students will receive a certificate upon completion of the program. There is an additional fee of $15 for the program application for all Advanced Technical certificates except for Leadership in Healthcare. This fee must be paid at the Business Office prior to submission of the program application.

Valencia has five Advanced Technical Certificates which lead to our Bachelor degree programs:

- Computed Tomography (CT) /degrees/advancedtechnicalcertificates/computedtomography/ (p. 302)
- Echocardiography /degrees/advancedtechnicalcertificates/echocardiography (p. )
- Leadership in Healthcare /degrees/advancedtechnicalcertificates/leadershipinhealthcare/ (p. 306)
- Magnetic Resonance Imaging /degrees/advancedtechnicalcertificates/magneticresonanceimaging/ (p. 307)
- Mammography /degrees/advancedtechnicalcertificates/mammography/ (p. 309)

The A.S. degrees in Allied Health and Nursing programs lead to enrollment in various Advanced Technical Certificates and credits earned in the Advanced Technical Certificates can apply toward related bachelor's degrees. Look at the specific Advanced Technical Certificate program information to see the A.S. degrees that lead to that ATC and/or to which bachelor's degree the ATC relates.

Computed Tomography

Advanced Technical Certificate

Limited-Access

The Computed Tomography (CT) Program is designed for individuals who are currently certified in Radiography (ARRT), Radiation Therapy (ARRT), or Nuclear Medicine Technology (AART or NMTCB). Program content follows the American Society of Radiologic Technologists (ASRT) curriculum to prepare program completers for the American Registry of Radiologic Technologists (ARRT) certification examination in Computed Tomography. Completion of this certificate program does not insure permission to take the credentialing examination.

With the exception of the course RTE 4942L Practicum, program courses are offered online.

Computed Tomography is a limited-access program. Admission to Valencia does not imply acceptance to the Computed Tomography program. Students must submit a program application and be accepted to the program.

Admission requirements for the Advanced Technical Certificate in Computed Tomography are:

- Be a U.S. citizen or U.S. permanent resident
- Submit a completed Valencia Application for Admission using the Bachelor's Degree/Advanced Technical Certificate application, pay the non-refundable application fee, and be in Active Student Status. Applicants must have a physical address in the State of Florida
- Submit to Valencia's Admissions Office an official transcript that indicates that you have earned an Associate's degree, or higher, in Radiography, Radiation Therapy, or Nuclear Medicine Technology from a regionally accredited institution
- Submit verification of graduation with the minimum of an Associate Degree in Radiography, Radiation Therapy, or Nuclear Medicine Technology within the year prior to program application OR submit documentation of employment within the year prior to program application in the area of certification for one of the three modalities OR complete RTE 3116 Advanced Patient Care prior to taking RTE 4942L CT Practicum
- Following your admission to Valencia as a candidate for the Computed Tomography Program, submit a Health Sciences Program Application for the CT Program with a copy of your current certification with the American Registry of Radiologic Technologists
(AART) for Radiography or Radiation Therapy (AART), or Nuclear Medicine Technology (NMTCB) or equivalent certification; employment documentation, if applicable; and application fee

**Computed Tomography (CT)**

**Potential Careers**

• CT Technologist

**Salary & Earnings Information**


**Contacts**

Health Sciences Program Advisor, West Campus: 407-582-1288
healthscienceadvising@valenciacollege.edu

For additional information, visit our website at: http://net1.valenciacollege.edu/future-students/degree-options/bachelors/

**Program Outcomes**

• Perform entry level skills competently as described by the scope of practice for computed tomography.
• Perform effective communication skills within the healthcare environment.
• Provide a safe environment in the healthcare setting.
• Practice professional behaviors in the healthcare setting.
• Execute safe clinical decision making in medical imaging.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RTE 3765</td>
<td>ANATOMY FOR THE MEDICAL IMAGER **</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3590</td>
<td>COMPUTED TOMOGRAPHY **</td>
<td>3</td>
</tr>
<tr>
<td>RTE 4942L</td>
<td>CT PRACTICUM **</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

**Notes:**

All accepted applicants are required to submit applications through Valencia for a criminal background check. Applicants for Valencia’s Health Sciences programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

This is a West Campus program.

Specialized courses may not be offered every session or on every campus.

**Notes:**

All accepted applicants are required to submit applications through Valencia for a criminal background check. Applicants for Valencia’s Health Sciences programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

This is a West Campus program.

Specialized courses may not be offered every session or on every campus.
Students who are eligible to enroll in the B.S. in Radiologic and Imaging Sciences can apply this certificate toward the B.S. degree requirements.

**Echocardiography**

**Advanced Technical Certificate**

**Limited -Access**

The Echocardiography Program is designed to prepare health professionals who hold an eligible Associate in Science (AS) degree from a regionally accredited institution and the related professional credential with the skills required to perform echocardiograms in the clinical setting. The program consists of 18 credits of didactic, lab and clinical course work. Those who complete the Echocardiography ATC will be eligible to sit for the Cardiovascular Credentialing International (CCI) Registered Cardiac Sonographer (RCS) specialty examination. After 12 months of full-time clinical cardiac ultrasound experience, program completers will be eligible to sit for the American Registry for Diagnostic Medical Sonography (ARDMS) Sonography Principles & Instrumentation (SPI) and Adult Echocardiography (AE) Exams.

Echocardiography is a limited access program. Admission to Valencia does not imply acceptance to the Echocardiography program. Students must submit a program application and be accepted to the program.

**Admission Requirements**

- Be a U.S. citizen or U.S. permanent resident
- Review the current Echocardiography Program Guide at [http://valenciacollege.edu/west/health/admissionupdates.cfm](http://valenciacollege.edu/west/health/admissionupdates.cfm)
- Submit a completed Valencia Application for Admission using the Bachelor’s Degree/Advanced Technical Certificate application, pay the non-refundable application fee, and be in Active Student Status.
- Have a physical address (not a post office box) in the State of Florida
- Submit to Valencia's Admissions Office an official transcript that indicates that you have earned an Associate degree, or higher, in Cardiovascular Technology, Diagnostic Medical Sonography, Nursing, Radiography, or Respiratory Care from a regionally accredited institution. *An applicant who holds an eligible professional credential and an associate degree or higher from a regionally accredited institution may petition the Dean of Allied Health to substitute a minimum of two years of clinical experience in the field of their professional credential in lieu of having the degree in an eligible field. Documentation of clinical experience will be required.*
- Following your admission to Valencia as a candidate for the Echocardiography Program, submit the Health Sciences Program Application for the Echocardiography Program with a copy of your current professional credential for Cardiovascular Technology (CCI – RCIS or RCES) or Sonography (ARDMS – RDMS, RVT, RMSKS, RPVI or RMSK)) or Nursing (State Board of Nursing – RN) or Radiography (ARRT – R or S ) or Respiratory Care (NBRC-RRT) and the application fee

**Potential Careers**

- 

**Salary and Earnings Information**

For salary and wage information, visit: [www.salary.com](http://www.salary.com) or [www.smart-college-choices.com](http://www.smart-college-choices.com)

**Contacts**

Health Sciences Program Advisor, West Campus: 407-582-1288

healthscienceadvising@valenciacollege.edu

For additional information, visit our website at: [http://net1.valenciacollege.edu/future-students/degree-options/bachelors/](http://net1.valenciacollege.edu/future-students/degree-options/bachelors/)

**Program Outcomes**

- The student will learn and demonstrate to the clinician’s satisfaction proper patient identification using name, date of birth (DOB) and arm band for verification.
- The student will demonstrate how to professionally introduce themselves to the patient and explain the procedure which they are going to perform.
- The student will demonstrate how to obtain and recognize structures within the heart from tomographic images obtained by both Trans Thoracic Echocardiograms (TTE) and Trans Esophageal Echocardiograms (TEE).
• The student will demonstrate the use of Doppler signals to evaluate the flow within the heart, both normal and abnormal flow in a clinical setting.
• The student will be able to apply these tools to the evaluation of structures within the heart and determine their function in a clinical setting.
• The student will be able to perform a basic echocardiogram examinations including 2D, M-mode, spectral and Color Doppler modalities in a clinical setting to the satisfaction of the sonographer clinician.
• The student will learn how to review a patient’s chart for information that could affect their exam and what the goal of that exam should be.
• The student should be able to view and offer objective analysis and calculations to make this determination of function.
• The student will learn and demonstrate professional demeanor in communication with the patients, sonographers and other health care professionals in a clinical setting.
• The student will have cognizant knowledge of the workings and use of ultrasound equipment in advanced procedures and analysis of valvular, congenital and muscular function of the heart.
• The student will learn to obtain and analyze with accuracy all necessary procedures used in the lab section of the class and how they will be applied in Clinical practice at area hospitals.
• The student will learn the use of Doppler signals to evaluate the flow within the heart, both normal and abnormal flow.
• The student will be able to apply these tools to the evaluation of structures within the heart and determine their function. Calculation of valve area from the evaluation and analysis of data obtained will be achieved. Analysis of valvular regurgitation on all of the cardiac valves will be stressed and learned in the lab portion of this course.
• The student should be able to view and offer objective analysis and calculations to make this determination of function. The student will learn how to express these findings in a professional manner to a reading cardiologist.
• Upon completion of this course the student shall be adept at performance of advanced echocardiographic procedures available on hospital ultrasound machines.
• The student shall be expected to perform Tissue Doppler analysis and describe the findings as they relate to that patient’s cardiac function.
• The student shall be expected to perform Strain analysis and describe the results as they relate to that patient’s cardiac function.
• The student will be well versed in the views obtained by Transesophageal Echocardiograms (TEE).
• The student will be able to assist the cardiologist during a TEE procedure obtaining the correct views and the accurate measurements that are expected from a qualified sonographer during the procedure.
• The student will learn the techniques of three dimensional echocardiography through observation and begin to capture three dimensional images as appropriate in their clinical setting.
• The student shall perform dysschrony studies on select patients, observing and then advancing to performance of this highly technical procedure.
• The student shall be able to determine whether the diagnosis of CHF is accurate for a patient and then be able to demonstrate their reasoning and the tools used to make the correct findings for that patient’s cardiac status.

<table>
<thead>
<tr>
<th>Year I</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Term</strong></td>
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</tr>
<tr>
<td>RET 4440C</td>
<td>CARDIAC ULTRASOUND I **</td>
</tr>
<tr>
<td>RET 4443</td>
<td>Cardiac Ultrasound Physics</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td></td>
</tr>
<tr>
<td>RET 4441C</td>
<td>CARDIAC ULTRASOUND II **</td>
</tr>
<tr>
<td>RET 4942L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE I **</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
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</tr>
<tr>
<td>RET 4943L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE II ***</td>
</tr>
<tr>
<td><strong>Year II</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Term</strong></td>
<td></td>
</tr>
<tr>
<td>RET 4444C</td>
<td>Cardiac Ultrasound III ***</td>
</tr>
<tr>
<td>RET 4944L</td>
<td>Cardiac Ultrasound Clinical Practice III ***</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 18.0

* This course must be completed with a grade of C or better.
This course has a prerequisite; check description in the Valencia catalog.

This course must be completed with a grade C or better.

This course has a prerequisite; check the description in the Valencia catalog.

NOTES:
Prior to enrollment in a clinical practice, students must provide the following documentation:

• Current criminal background check and fingerprinting
• Drug screening
• Physical exam form
• Record with up-to-date immunization data

This is a West Campus program.

Specialized courses may not be offered every session.

Students who are eligible to enroll in the B.S. in Cardiopulmonary Sciences can apply this certificate as their chosen concentration in fulfillment of graduation requirements.

**Leadership In Healthcare**

**Advanced Technical Certificate**

**Limited -Access**

The Leadership in Healthcare Program is designed for working professionals who have completed an A.S. degree in an approved Allied Health profession or Nursing. It provides specialized course work for those aspiring to, or already in, leadership positions within their respective health professions. Students completing this certificate will gain knowledge and skills related to healthcare administrative and supervisory duties which will enable them to effectively perform leadership roles within healthcare. This is an online program.

Leadership in Healthcare is a limited access program. Admission to Valencia does not imply acceptance to the Leadership in Healthcare program. Students must submit a program application and be accepted to the program.

**Admission Requirements**

• Be a U.S. citizen or U.S. permanent resident
• Submit a completed Valencia Application for Admission using the Bachelor’s Degree/Advanced Technical Certificate application, pay the non-refundable application fee, and be in Active Student Status
• Have a physical address (not a post office box) in the State of Florida
• Submit to Valencia's Admissions Office an official transcript that indicates that you have earned an Associate degree, or higher, in Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Nuclear Medicine Technology, Nursing, Radiation Therapy, Radiography, or Respiratory Care from a regionally accredited institution
• Following your admission to Valencia as a candidate for the Leadership in Healthcare Program, submit the Health Sciences Program Application for the Leadership in Healthcare Program.

**Potential Careers**

• Medical Office Supervisor/ Manager
• Department Supervisor

**Salary and Earnings Information**

Contacts
Health Sciences Program Advisor, West Campus: 407-582-1288
healthscienceadvising@valenciacollege.edu
For additional information, visit our website at: http://net1.valenciacollege.edu/future-students/degree-options/bachelors/

Program Outcomes

- Perform effective communication skills within the healthcare environment
- Use appropriate writing style to communicate ideas in professional documents.
- Demonstrate professional interpersonal communication within the healthcare setting.
- Apply leadership theory and management tools to interpersonal relationships within the healthcare environment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HSA 4184</td>
<td>LEADERSHIP IN HEALTHCARE</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4640</td>
<td>HEALTH LAW AND COMPLIANCE</td>
<td>3</td>
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<tr>
<td>hsa 4240</td>
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<td>3</td>
</tr>
<tr>
<td>HSA 4341</td>
<td>Conflict Management in Health Care</td>
<td>3</td>
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<tr>
<td>RTE 3205</td>
<td>ADMINISTRATION AND SUPERVISION</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

NOTES:

This is a West Campus program.

Specialized courses may not be offered every session.

Students who are eligible to enroll in the B.S. in Radiologic and Imaging Sciences can apply this certificate as their chosen concentration in fulfillment of graduation requirements.

Magnetic Resonance Imaging

Advanced Technical Certificate

Limited-Access

The Magnetic Resonance Imaging (MRI) Program is designed for individuals who are currently certified in Radiography (ARRT) or Radiation Therapy (ARRT) or Nuclear Medicine Technology (ARRT or NMTCB) or Sonography (ARRT or ARDMS). Program content follows the American Society of Radiologic Technologists (ASRT) curriculum to prepare program completers to take the American Registry of Radiologic Technologists (ARRT) certification examination in Magnetic Resonance Imaging. Completion of this certificate program does not insure permission to take the credentialing examination.

With the exception of the course RTE 4943L (https://currentcatalog.valenciacollege.edu/degrees/bachelorofscience) MRI Practicum, program courses are offered online.

Magnetic Resonance Imaging is a limited-access program. Admission to Valencia does not imply acceptance to the Magnetic Resonance Imaging program. Students must submit a program application and be accepted to the program.

Admission requirements for the Advanced Technical Certificate in Magnetic Resonance Imaging are:

- Be a U.S. citizen or U.S. permanent resident
- Submit a completed Valencia Application for Admission using the Bachelor's Degree/Advanced Technical Certificate application, pay the non-refundable application fee, and be in Active Student Status
- Applicants must have a physical address in the State of Florida
• Submit to Valencia's Admissions Office an official transcript that indicates you have earned an Associate degree, or higher, in Radiography or Diagnostic Medical Sonography, or Nuclear Medicine or Radiation Therapy from a regionally accredited institution

• Submit verification of graduation with the minimum of an Associate Degree in Radiography, Diagnostic Medical Sonography, Nuclear Medicine Technology, or Radiation Therapy within the year prior to program application OR submit documentation of employment within the year prior to program application in the area of certification for one of the four modalities OR complete RTE 3116 Advanced Patient Care prior to taking RTE 4943L Practicum

• Following your admission to Valencia as a candidate for the Magnetic Resonance Imaging Program, submit a Health Sciences Program Application for the MRI Program with a copy of your current certification with the American Registry of Radiologic Technologists (AART), American Registry Diagnostic Medical Sonographers (ARDMS), Nuclear Medicine Technology Certification Board (NMTCB), or equivalent certification; employment documentation, if applicable; and application fee

Potential Careers

• MRI Technologist

Salary & Earnings Information


Contacts

Health Sciences Program Advisor, West Campus: 407-582-1288
healthscienceadvising@valenciacollege.edu
For additional information, visit our website at: valenciacollege.edu/bachelordegrees

Program Outcomes

• Perform entry level skills competently as described by the scope of practice for magnetic resonance imaging.

• Perform effective communication skills within the healthcare environment.

• Provide a safe environment in the healthcare setting.

• Practice professional behaviors in the healthcare setting.

• Execute safe clinical decision making in medical imaging.

RTE 3765 ANATOMY FOR THE MEDICAL IMAGER " 3
RTE 3591 MAGNETIC RESONANCE IMAGING I " 3
RTE 3592 MAGNETIC RESONANCE IMAGING II " 3
RTE 4943L MRI PRACTICUM " 3

Total Credit Hours 12

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Notes:

All accepted applicants are required to submit applications through Valencia for a criminal background check. Applicants for Valencia’s Health Sciences Programs must be free of offenses that would disqualify them from a student clinical experience in a healthcare setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and state/federal regulations.

This is a West Campus Program.

Specialized courses may not be offered every session or on every campus.

Students who are eligible to enroll in the B.S. in Radiologic and Imaging Sciences can apply this certificate toward the B.S. degree requirements.
Mammography
Advanced Technical Certificate
Limited-Access

The Mammography Program is designed for working professionals who have completed an A.S. degree in Radiography from a regionally accredited institution. Students completing this certificate will gain knowledge and skills toward eligibility for the American Registry of Radiologic Technologists (ARRT) post-primary certification exam in Mammography and toward employment opportunities as certified Mammographers. With the exception of the clinical practicum, this is an online program.

Mammography is a limited access program. Admission to Valencia does not imply acceptance to the Mammography program. Students must submit a program application and be accepted to the program.

Admission Requirements

• Be a U.S. citizen or U.S. permanent resident
• Review the current Mammography Program Guide at http://valenciacollege.edu/west/health/admissionupdates.cfm
• Submit a completed Valencia Application for Admission using the Bachelor's Degree/Advanced Technical Certificate application, pay the non-refundable application fee, and be in Active Student Status.
• Have a physical address (not a post office box) in the State of Florida
• Submit to Valencia's Admissions Office an official transcript that indicates that you have earned an Associate degree, or higher, in Radiography from a regionally accredited institution
• Following your admission to Valencia as a candidate for the Mammography Program, submit the Health Sciences Program Application for the Mammography Program with a copy of your current professional credential for Radiography (ARRT) and the application fee

Potential Careers

• Radiologic Technologist - Mammography
• Mammography Technologist

Salary and Earnings Information


Contact

Health Sciences Program Advisor, West Campus: 407-582-1288
healthscienceadvising@valenciacollege.edu
For additional information, visit our website at: http://net1.valenciacollege.edu/future-students/degree-options/bachelors/

Program Outcome

• Practice professional behaviors in the healthcare setting.
• Collaborate with other professionals to accomplish a common goal.
• Apply principles of professional ethics during clinical practice.
• Perform advanced level skills as described by the scope of practice for a selected clinical concentration (CT, MRI, or QM)
• Perform procedures according to standards of quality practice
• Provide effective patient care in the clinical setting.
• Execute safe clinical decision making in medical imaging.
• Observe appropriate safety measures during performance of clinical procedures.

RTE 3588 MAMMOGRAPHY " 3
RTE 4474 QUALITY MANAGEMENT " 3
NOTES:

Prior to enrollment in a clinical practice, students must provide the following documentation:

- Current criminal background check and fingerprinting
- Drug screening
- Physical exam form
- Record with up-to-date immunization data

This is a West Campus program.

Specialized courses may not be offered every session.

Students who are eligible to enroll in the B.S. in Radiologic and Imaging Sciences can apply this certificate as their chosen concentration in fulfillment of graduation requirements.
Transfer Plans

Transfer Plans are designed to prepare students to transfer to a Florida public university as a junior. The courses listed in the plans are the common prerequisites required for the degree. They are placed within the general education requirements and/or the elective credits. Specific universities may have additional requirements, so it is best check your transfer institution catalog and meet with a Valencia advisor.

Valencia offers the following transfer plans:

- Accounting (p. 312)
- Biology (p. 314)
- Biomedical Sciences (p. 316)
- Business Administration (p. 318)
- Chemistry (p. 320)
- Computer Science (p. 322)
- Economics (p. 324)
- Education (p. 326)
- Engineering (p. 328)
- English (p. 330)
- Health Services Administration (p. 332)
- History (p. 334)
- Horticulture Science (p. 336)
- Human Resources Management (p. 338)
- Information Technology (p. 340)
- Journalism (p. 342)
- Management Information Systems (p. 344)
- Marine Biology (p. 346)
- Mathematics (p. 348)
- Nutrition and Dietetics (p. 350)
- Philosophy (p. 352)
- Political Science (p. 354)
- Psychology (p. 356)
- Public Administration (p. 358)
- Public Relations/Organizational Communications (p. 360)
- Social Sciences (p. 362)
- Sociology (p. 364)
- Statistics (p. 366)
Accounting

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Accounting. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Business path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

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<th>Course</th>
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<td>ENC 1101</td>
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<td>SPC 1608</td>
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<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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Humanities Credits

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Mathematics Credits

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<td>STATISTICAL METHODS</td>
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Science Credits

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<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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### Additional Common Prerequisites

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<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
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<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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### Electives

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Total Credit Hours: 60

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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.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

---

**Notes:**

Specialized courses may not be offered every session or on every campus.
Biology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Biology. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communication Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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Humanities Credits

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<tr>
<td>Humanities</td>
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Mathematics Credits

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<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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Science Credits

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<tbody>
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<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
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### Social Credits

| Social Science | See Gen Ed Core Requirement ~ | 3 |
| Social Science | See Gen Ed Institutional Requirement (GR) *~* | 3 |

### Additional Common Prerequisites

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<tr>
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<td>CHM 1046C</td>
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<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I <em>~</em></td>
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<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II <em>~</em></td>
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<td>Electives</td>
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<td>2</td>
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<tr>
<td>Total Credit Hours</td>
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<td>60</td>
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### Notes:

Specialized courses may not be offered every session or on every campus.
Biomedical Sciences

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Biomedical Sciences. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

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Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

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Humanities Credits

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<th>Credits</th>
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<td>Humanities</td>
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</table>

Mathematics Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>5</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
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Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
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<tr>
<td>BSC 1011C</td>
<td>GENERAL BIOLOGY II</td>
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### Social Science Credits

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Social Sciences</td>
<td>See Gen Ed Core Requirements ~</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirements (GR) *~</td>
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### Additional Common Prerequisites

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS ~*#</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II ~*#</td>
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<tr>
<td>PHY 2053C</td>
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<tr>
<td>PHY 2054C</td>
<td>COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY ~*#</td>
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<tr>
<td>or PHY 2049C</td>
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<td>Electives</td>
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</tbody>
</table>

**Total Credit Hours**: 60

- This course must be completed with a grade of C or better.
- * This course has a prerequisite; check description in Valencia catalog.
- ~ This is a General Education course.
- (GR) Denotes a Gordon Rule course.
- # This courses is a common prerequisites stated for the degree listed at the University of Central Florida.

### Notes:

The Organic Chemistry courses are common prerequisites. UCF has integrated organic chemistry 1 and 2 into the junior year of the program as they have it outlined for us in the offerings they will have on our campus.

<table>
<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I ~*#</td>
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<tr>
<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II ~*#</td>
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</table>

SLS 2311C – To be taken junior year at UCF

Specialized courses may not be offered every session or on every campus.
Business Administration

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Business Administration. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Business path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communication Credits

<table>
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<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Humanities Credits

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Requirement</th>
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<td>Humanities</td>
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<td>3</td>
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Mathematics Credits

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<th>Course Name</th>
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<td>STATISTICAL METHODS</td>
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Science Credits

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Requirement</th>
<th>Credits</th>
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</tr>
<tr>
<td>Science</td>
<td>See Gen Ed Core or Institutional Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Credits</td>
<td></td>
<td></td>
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<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
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</tr>
<tr>
<td><strong>ECO 2013</strong></td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
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<td><strong>Social Science</strong></td>
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<table>
<thead>
<tr>
<th>Additional Common Prerequisites</th>
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<tbody>
<tr>
<td><strong>ACG 2021C</strong></td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
</tr>
<tr>
<td><strong>ACG 2071C</strong></td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
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<tr>
<td><strong>CGS 2100C</strong></td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<td><strong>ECO 2023</strong></td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>Total Elective/Foreign Language Credits</td>
</tr>
</tbody>
</table>

| Total Credit Hours | 60 |

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
# This course is a common prerequisites stated for the degree listed in flvc.org (http://www.flvc.org).

**Note:**
Specialized courses may not be offered every session or on every campus.
Chemistry

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Chemistry. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

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Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>FRESHMAN COMPOSITION I</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
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<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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<tr>
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Humanities Credits

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
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Mathematics Credits

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<tr>
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<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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Science Credits

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
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<tr>
<td>CHM 1046C</td>
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### Social Science Credits

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### Additional Common Prerequisites

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<tr>
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<tr>
<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
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<tr>
<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I</td>
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</tr>
<tr>
<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II</td>
<td>4</td>
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</table>

| Electives   | Total Elective/Foreign Language Credits | 2 |

| Total Credit Hours | 60 |

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.

**GR** Denotes a Gordon Rule course.

# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

### Notes:

Specialized courses may not be offered every session or on every campus.
Computer Science

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Computer Science. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

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Financial Aid

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Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at floridashines.org (http://www.floridashines.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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<tr>
<td>SLS 1122</td>
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Humanities Credits

<table>
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<tr>
<th>Course Type</th>
<th>Description</th>
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<th>Title</th>
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<tbody>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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Science Credits

<table>
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<tr>
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<td>PHY 2049C</td>
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### Social Science Credits

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<tr>
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</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Common Prerequisites

Two science courses for science majors. Prefixes: BSC, CHM | 8 |

Select one of the following: | 3 |

| COP 2220C | C PROGRAMMING | **1# |
| COP 2224C | C++ PROGRAMMING | **1# |
| COP 2800C | JAVA PROGRAMMING | **1# |

### Electives

Select one of the following: | 7 |

| COP 2220C | C PROGRAMMING | **1# |
| COP 2224C | C++ PROGRAMMING | **1# |
| COP 2800C | JAVA PROGRAMMING | **1# |

### Notes:

- This course must be completed with a grade of C or better.
- * This course has a prerequisite; check description in Valencia catalog.
- ** Students should choose programming language required by the university to which the student wishes to transfer.
- ~ This is a General Education course.
- (GR) Denotes a Gordon Rule course.
- # This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Specialized courses may not be offered every session or on every campus.
Economics

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Economics. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Business path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
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</table>

Humanities Credits

|                | See Gen. Ed. Core Requirement               | 3       |
| Humanities     |                                             |         |

Mathematics Credits

|                | See Gen Ed Institutional Requirement (GR)   | 3       |
| Recommended    |                                             |         |

Science Credits

|                | See Gen. Ed. Core Requirement               | 3       |
| Science        |                                             |         |
### Social Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
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</table>

Social Science See Gen Ed Institutional Requirement (GR) ~\* 3

### Additional Common Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
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</tbody>
</table>

Electives Total Elective/Foreign Language Credits 21

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

### Notes:

Specialized courses may not be offered every session or on every campus.
Education (General Preparation)

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Education (General Preparation). The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Education path which will vary according to the area of Education that you would be pursuing. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *~</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II *~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Humanities Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR) *~</td>
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Mathematics Credits

<table>
<thead>
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<th>Category</th>
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</thead>
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<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>See Gen. Ed. Core or Institutional Requirement (GR) *~</td>
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Science Credits

<table>
<thead>
<tr>
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<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
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<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
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</tbody>
</table>
### Social Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Social Science</td>
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### Additional Common Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDF 2005 INTRODUCTION TO THE TEACHING PROFESSION</td>
<td>+#</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085 INTRODUCTION TO DIVERSITY FOR EDUCATORS</td>
<td>^*#</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040 INTRODUCTION TO TECHNOLOGY FOR EDUCATORS</td>
<td>^#</td>
<td>3</td>
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</table>

| Electives       | Total Elective/Foreign Language Credits          | 15      |

**Total Credit Hours**: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
1 These courses will satisfy the common prerequisite requirement for six hours with an international or diversity focus as required: POS or HUM prefix.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**

Specialized courses may not be offered every session or on every campus.

Students wishing to enroll in a bachelor degree program, in Education, at a state university or a state college must pass the General Knowledge Test before being admitted into the program.
Engineering

Associate in Arts Degree
This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Mechanical, Industrial & Systems, Electrical/Electronics, Industrial/Manufacturing, Geomatics, Construction, Computer, Aerospace, or Civil Engineering. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid
In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites
These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways
A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific math courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Humanities Credits
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Humanities</td>
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<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
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Mathematics Credits
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>5</td>
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</table>

Science Credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
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</tr>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
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</tr>
<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY III</td>
<td>4</td>
</tr>
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<td>MAP 2302</td>
<td>DIFFERENTIAL EQUATIONS</td>
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<tr>
<td>Electives</td>
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</tbody>
</table>

Total Credit Hours: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:

Specialized courses may not be offered every session or on every campus.
**Associate in Arts Degree**

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in English. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Financial Aid**

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

**Common Prerequisites**

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

**Math Pathways**

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

**Communications Credits**

<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>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
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**Humanities Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
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**Mathematics Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Recommended</td>
<td>(MGF 1107) (GR)</td>
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**Science Credits**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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</table>
# Social Science Credits

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<thead>
<tr>
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## Additional Common Prerequisites

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<thead>
<tr>
<th>English</th>
<th>Courses (GR) Prefixes: ENC, AML, LIT, ENL</th>
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<tbody>
<tr>
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</tbody>
</table>

**Total Credit Hours**

| 60 |

- **+** 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.
- **#** This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

## Notes:

Specialized courses may not be offered every session or on every campus.
Health Services Administration

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Health Services Administration. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Health Sciences path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Humanities Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics Courses

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
</tr>
<tr>
<td>Recommended</td>
<td>(MGF 1106 or MGF 1107) (GR)</td>
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</table>

Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
<td>3</td>
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</tbody>
</table>
### Social Science Credits

<table>
<thead>
<tr>
<th>Social Sciences</th>
<th>See Gen Ed Core Requirement</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
<td>3</td>
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### Additional Common Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
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</table>

| Electives    | Total Elective/Foreign Language Credits     | 12      |

Total Credit Hours: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**

Specialized courses may not be offered every session or on every campus.
## History

### Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in History. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

### Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

### Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

### Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

### Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Social/Behavioral Sciences and Human Services path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

### Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH $\sim$</td>
<td>3</td>
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<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II $\sim$</td>
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<tr>
<td>SLS 1122</td>
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### Humanities Credits

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<tr>
<td>Humanities</td>
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### Mathematics Credits

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### Science Credits

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<thead>
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</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement $\sim$</td>
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# Social Science Credits

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<tr>
<td>EUH 2001</td>
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* This course has a prerequisite; check description in Valencia catalog.

# Additional Common Prerequisites

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>EUH 2000</td>
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<tr>
<td>AMH 2010</td>
<td>UNITED STATES HISTORY TO 1877</td>
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<tr>
<td>AMH 2020</td>
<td>U.S. HISTORY 1877 TO PRESENT</td>
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# Electives

Total Elective/Foreign Language Credits: 15

# Total Credit Hours

Total Credit Hours: 60

+ This course must be completed with a grade of C or better.

~ This is a General Education course.

(GR) Denotes a Gordon Rule course.

# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**

Specialized courses may not be offered every session or on every campus.
Horticultural Science

Assistant in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Horticulture Science. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Industry and Manufacturing path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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<td>SLS 1122</td>
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Humanities Credits

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<tr>
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<tr>
<td>Humanities</td>
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Mathematics Credits

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<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA</td>
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Science Credits

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<td>BSC 1011C</td>
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Social Science Credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>3</td>
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<tr>
<td>Social Science</td>
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**Additional Common Prerequisites**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
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<td>PRINCIPLES OF ECONOMICS-MICRO</td>
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<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
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<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
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<td>ENC 1210</td>
<td>TECHNICAL COMMUNICATION</td>
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</table>

Electives | Total Elective/Foreign Language Credits | 5 |

Total Credit Hours | 60 |

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**

Specialized courses may not be offered every session or on every campus.
Human Resources Management

Associate in Arts Degree
This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Human Resource Management. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right
Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid
In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites
These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways
A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Business path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
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Humanities Credits
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<thead>
<tr>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
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Mathematics Credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE</td>
<td>3</td>
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<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
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Science Credits
<table>
<thead>
<tr>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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</table>
Social Science Credits
ECO 2013 PRINCIPLES OF ECONOMICS-MACRO 3
Social Sciences See Gen Ed Institutional Requirement (GR) 3

Additional Common Prerequisites
ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING 3
ACG 2071C PRINCIPLES OF MANAGERIAL ACCOUNTING 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 3
ECO 2023 PRINCIPLES OF ECONOMICS-MICRO 3
Electives Total Elective/Foreign Language Credits 12

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:
Specialized courses may not be offered every session or on every campus.
Information Technology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Information Technology. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<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>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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</table>

Humanities Credits

| Humanities | See Gen. Ed. Core Requirement       | 3       |
| Humanities | See Gen Ed Institutional Requirement (GR) | 3       |

Mathematics Credits

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<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
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Science Credits

<table>
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<tr>
<th>Science</th>
<th>See Gen. Ed. Core or Institutional Requirement</th>
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<tbody>
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PHY 2048C GENERAL PHYSICS WITH CALCULUS I  
PHY 2053C COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY  

Social Science Credits

PHY 2053C COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY  

Social Science Credits

PSY 2012 GENERAL PSYCHOLOGY  

Social Sciences See Gen Ed Institutional Requirement (GR)  

Additional Common Prerequisites

ECO 2013 PRINCIPLES OF ECONOMICS-MACRO  
CGS 2545C DATABASE MANAGEMENT SYSTEMS  
COP 2220C C PROGRAMMING  
COP 2800C JAVA PROGRAMMING  
COT 2104C FOUNDATIONS OF DISCRETE MATHEMATICS  
MAC 1114 COLLEGE TRIGONOMETRY  

Electives  

Total Credit Hours

60  

This course must be completed with a grade of C or better.  
This course has a prerequisite; check description in Valencia catalog.  
This is a General Education course.  
Denotes a Gordon Rule course.  
May substitute MAC 1114 COLLEGE TRIGONOMETRY with the following Higher trig-based Math courses: MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I, MAC 2311H CALCULUS WITH ANALYTIC GEOMETRY I - HONORS, MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II, MAC 2312H CALCULUS WITH ANALYTIC GEOMETRY II - HONORS, MAC 2313 CALCULUS WITH ANALYTICAL GEOMETRY III, MAP 2302 DIFFERENTIAL EQUATIONS, MAS 2103 INTRODUCTION TO LINEAR ALGEBRA  

This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).  

Notes:  

Specialized courses may not be offered every session or on every campus.
Journalism

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Journalism. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENC 1101</td>
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<td>SPC 1608</td>
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<tr>
<td>ENC 1102</td>
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<th>Credits</th>
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</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
<td>3</td>
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Mathematics Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
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<tr>
<td>Recommended</td>
<td>(MGF 1107) (GR)</td>
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Science Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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Social Science Credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT</td>
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<tr>
<td>POS 2112</td>
<td>STATE AND LOCAL GOVERNMENT</td>
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### Additional Common Prerequisites

<table>
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<tbody>
<tr>
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<td>UNITED STATES HISTORY TO 1877</td>
<td>3</td>
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<tr>
<td>AMH 2020</td>
<td>U.S. HISTORY 1877 TO PRESENT</td>
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| Electives  | Total Elective/Foreign Language Credits | 18 |

**Total Credit Hours** 60

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a General Education course.

(Gr) Denotes a Gordon Rule course.

# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

### Notes:

Students are also encouraged to take electives within their major. Suggested electives: JOU 1100 NEWS REPORTING, and JOU prefixes, MMC 2004 Mass Media and MMC 2100 WRITING FOR MASS COMMUNICATION.

Specialized courses may not be offered every session or on every campus.
Management Information Systems

**Associate in Arts Degree**

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor's degree in Management Information Systems. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor's degree program.

**Start Right**

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

**Financial Aid**

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

**Common Prerequisites**

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

**Math Pathways**

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

### Communications Credits

<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>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
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### Humanities Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
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<td>Humanities</td>
<td>See Gen Institutional Requirement (GR)</td>
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</table>

### Mathematics Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
</tr>
</tbody>
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### Science Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>Science</td>
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</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
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<tr>
<td>Social Sciences</td>
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<td></td>
<td><strong>Additional Common Prerequisites</strong></td>
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<td>ACG 2021C</td>
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<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
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<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
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<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>60</td>
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</table>

* This course must be completed with a grade of C or better.
~ This course is a prerequisite; check description in Valencia catalog.
(Gr) This course is a General Education course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**
Specialized courses may not be offered every session or on every campus.
# Marine Biology

## Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Marine Biology. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

## Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

## Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

## Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org [http://www.flvc.org](http://www.flvc.org).

## Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

### Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
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### Humanities Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
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<td>Humanities</td>
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<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
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### Mathematics Credits

Select one of the following: 3-5

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<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>3-5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>3-5</td>
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</table>

Select one of the following: 3-5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC 2233</td>
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<td>3-5</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td></td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1011C</td>
<td>GENERAL BIOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1011C</td>
<td>GENERAL BIOLOGY II</td>
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<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
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<td>CHM 1046C</td>
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<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I</td>
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<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
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<tr>
<td>Electives</td>
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<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II</td>
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<tr>
<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
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<td>Total Credit Hours</td>
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<td>56-64</td>
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</table>

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
1 Students taking these courses will have additional elective credit hours to satisfy degree requirements.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:

Specialized courses may not be offered every session or on every campus.
**Mathematics**

**Associate in Arts Degree**

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Mathematics. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

**Start Right**

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**Common Prerequisites**

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

**Math Pathways**

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

**Communications Credits**

<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>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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**Humanities Credits**

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirements (GR)</td>
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**Mathematics Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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**Science Credits**

<table>
<thead>
<tr>
<th>Category</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen Ed Requirement with Lab-based science courses with BSC, CHM, PHY, or GLY prefix</td>
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</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement **~</td>
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<td>-------------------------------------------------</td>
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**Social Science Credits**

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<th>Social Science</th>
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<tbody>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirement (GR) **~</td>
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**Additional Common Prerequisites**

<table>
<thead>
<tr>
<th>COP XXXX</th>
<th>Any scientific programming course designed for science majors *#</th>
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<tbody>
<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY III *~#</td>
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<tr>
<td>MAP 2302</td>
<td>DIFFERENTIAL EQUATIONS *~#</td>
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<td><strong>Total Credit Hours</strong></td>
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<td>60</td>
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</tbody>
</table>

* This course must be completed with a grade of C or better.

This course has a prerequisite; check description in Valencia catalog.

~ This is a General Education course.

(GR) Denotes a Gordon Rule course.

# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**

Specialized courses may not be offered every session or on every campus.
Nutrition and Dietetics

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Nutrition and Dietetics. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the STEM path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

<table>
<thead>
<tr>
<th>Communications Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ^~</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II ^~</td>
</tr>
<tr>
<td>SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION ~</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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</table>

<table>
<thead>
<tr>
<th>Humanities Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ^~</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR) ^~</td>
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<table>
<thead>
<tr>
<th>Mathematics Credits</th>
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<tbody>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA ^~#</td>
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<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS ^~#</td>
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<tbody>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS ^~#</td>
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<td>HUMAN ANATOMY AND PHYSIOLOGY I ^~#</td>
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Social Science Credits
<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>GENERAL PSYCHOLOGY</td>
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### Additional Common Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1201</td>
<td>THE SCIENCE OF NUTRITION</td>
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<td>MCB 2010C</td>
<td>MICROBIOLOGY</td>
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**Total Credit Hours**: 60

+ This course must be completed with a C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a General Education course.

(GR) Denotes a Gordon Rule course

# This course is a common prerequisite state for the degree listed in flvc.org (http://flvc.org)

Notes: CHM 2210C, Organic Chemistry I, and CHM 2211C, Organic Chemistry II are also required prerequisites, and will need to be taken prior to enrolling at a Florida public university.
Philosophy

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Philosophy. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

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<tr>
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<td>or SPC 1017</td>
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<td>ENC 1102</td>
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Humanities Credits

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Mathematics Credits

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Science Credits

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Social Science Credits

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Additional Common Prerequisites

| PHI 2600 ETHICS AND CRITICAL THINKING ~# | 3 |

Electives Total Elective/Foreign Language Credits 21

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://flvc.org).

Notes:

Specialized courses may not be offered every session or on every campus.
Political Science & Government

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor's degree in Political Science and Government. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor's degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Social/Behavioral Sciences and Human Services path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

<table>
<thead>
<tr>
<th>Communications Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ~ 3</td>
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<tr>
<td>SPC 1608</td>
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<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II ~ 3</td>
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<tr>
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<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement ~ 3</td>
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Social Science Credits

POS 2041  U.S. GOVERNMENT.*#  3
Social Science  See Gen Ed Institutional Requirement (GR)  *~  3

Additional Common Prerequisites

One Introductory Courses with POS or INR Prefix  *#  3
Electives  Total Elective/Foreign Language Credits  21

Total Credit Hours  60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:

Specialized courses may not be offered every session or on every campus.
Psychology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Psychology. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Social/Behavioral Sciences and Human Services path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

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<tr>
<th>Course</th>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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Humanities Credits

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Mathematics Credits

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Science Credits

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Social Science Credits

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<th>Course</th>
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<tbody>
<tr>
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<td>Social Science</td>
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</table>

Additional Common Prerequisites

| Psychology | Any CLP, DEP, INP, or PSY course prefix ~# | 3       |
| Electives  | Total Elective/Foreign Language Credits  | 20      |

Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:

Specialized courses may not be offered every session or on every campus.
Public Administration

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Public Administration. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Students who have earned the Fire Officer I or Fire Inspector I certification/licensure, may be eligible to receive college credit for certain courses. For more information and requirements, visit the Valencia Web site at valenciacollege.edu/asdegrees/tec.cfm to view the Alternative Award of Credit Agreement and complete a Request Form. To have credit awarded, students should bring the required documentation to the appropriate Academic Dean for verification and approval.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, courses for which you are enrolled must count toward your Associate in Arts degree (36 credits of general education and 24 credits of electives). Courses listed in this transfer plan may not be eligible for and calculated in your enrollment status financial aid if you took other course work outside of this transfer plan (examples include prior course work from prerequisites, changing a major, and transfer course work not included in this plan).

Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Public Safety path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

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<tr>
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<td>or SPC 1017</td>
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Humanities Credits

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Mathematics Credits

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### Additional Common Prerequisites

Select one of the following:

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO 2013</td>
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<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
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### Electives

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<tbody>
<tr>
<td>CGS 1060C</td>
<td>INTRODUCTION TO COMPUTERS</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td></td>
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</tbody>
</table>

### Total Credit Hours

60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(Gr) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

### Notes:

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 valenciacollege.edu. Eligible students should contact the Dean of Social Sciences on any Valencia campus for the review and award of credit.

Specialized courses may not be offered every session or on every campus.
Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Public Relations/Organizational Communications. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take SLS 1122 (3 credits), ENC1101 (3 credits), and a mathematics course appropriate to your selected transfer plan (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.A. For specific course recommendations and sequencing, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Financial Aid

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Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Arts/Humanities/Communications/Design path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<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>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~#</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II **~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirements ~</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR) **~</td>
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</tr>
</tbody>
</table>

Mathematics Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
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<td>3</td>
</tr>
<tr>
<td>Recommended</td>
<td>(MGF 1106) (GR) **~</td>
<td>3</td>
</tr>
</tbody>
</table>

Science Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Science</td>
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<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>STATE AND LOCAL GOVERNMENT</td>
<td>3</td>
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<tr>
<td>AMH 2020</td>
<td>U.S. HISTORY 1877 TO PRESENT</td>
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<td>AMH 2010</td>
<td>UNITED STATES HISTORY TO 1877</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
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<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
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<td>15</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

* This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes:**

Specialized courses may not be offered every session or on every campus.
Social Sciences

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Social Sciences. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

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Financial Aid

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Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Social/Behavioral Sciences and Human Services path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

Communications Credits

<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>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ^</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II ^~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ^</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR) ^~</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
<td>(STA 2023) (GR) ^~</td>
<td>3</td>
</tr>
<tr>
<td>Recommended</td>
<td>(MGF 1106) (GR) ^~</td>
<td>3</td>
</tr>
</tbody>
</table>

Science Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement ^</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement ^</td>
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</table>
Social Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT.</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Total Elective/Foreign Language Credits</td>
<td>24</td>
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</tbody>
</table>

Total Credit Hours: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Notes:

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# Sociology

## Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Sociology. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

## Start Right

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## Financial Aid

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## Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

## Math Pathways

A Math Pathway is the recommended math course sequence that leads to completion of the General Education math requirement that a student would take within his/her Meta-Major. The Meta-Majors are a collection of eight academic clusters that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. The recommended math pathway for this transfer plan is the Social/Behavioral Sciences and Human Services path; see the program requirements tab for specific courses. Advisors are available on all campuses to discuss Meta-Majors and to help you review transfer institution catalogs for specific math requirements.

### Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I &quot;~</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II &quot;~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
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### Humanities Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ~</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR) &quot;~</td>
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### Mathematics Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Recommended</td>
<td>(MAC 1105) (GR) &quot;~</td>
</tr>
<tr>
<td>Recommended</td>
<td>(STA 2023) (GR) &quot;~</td>
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</tbody>
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### Science Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core Requirement ~</td>
</tr>
<tr>
<td>Science</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
</tr>
</tbody>
</table>
### Social Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG 2000</td>
<td>INTRODUCTORY SOCIOLOGY. ~#</td>
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</tr>
<tr>
<td>Social Science</td>
<td>See Gen Ed Institutional Requirement (GR) *~#</td>
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</table>

### Additional Common Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANT 2000</td>
<td>INTRODUCTORY ANTHROPOLOGY ~#</td>
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</tr>
<tr>
<td>Electives</td>
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<td>21</td>
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</tbody>
</table>

**Total Credit Hours**: 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
(GR) Denotes a Gordon Rule course.
# This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

**Notes**:

Specialized courses may not be offered every session or on every campus.
Statistics

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year Bachelor’s degree in Statistics. The courses within the transfer plan are placed within the General Education requirements and/or the elective credit requirements to earn your Associate in Arts degree; students can only earn one Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended Bachelor’s degree program.

Start Right

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Common Prerequisites

These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at flvc.org (http://www.flvc.org).

Math Pathways

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Communications Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
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</table>

Humanities Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen Ed Institutional Requirement (GR)</td>
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</table>

Mathematics Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>5</td>
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</table>

Science Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>See Gen Ed Requirement with Lab-based science courses with BSC, CHM, PHY, or GLY prefix</td>
<td>4</td>
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</tbody>
</table>
### Science
See Gen Ed Core or Institutional Requirement with Lab-based science courses with BSC, CHM, PHY, or GLY prefix

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP XXXX</td>
<td>Any scientific programming course designed for science majors</td>
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</tr>
<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY III</td>
<td>4</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
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</table>

### Social Science Credits
See Gen. Ed. Core Requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
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</table>

### Additional Common Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Electives</td>
<td>Total Elective/Foreign Language Credits</td>
<td>8</td>
</tr>
</tbody>
</table>

### Notes:

- This course must be completed with a grade of C or better.
- This course has a prerequisite; check description in Valencia catalog.
- This is a General Education course.
- Denotes a Gordon Rule course.
- This course is a common prerequisite stated for the degree listed in flvc.org (http://www.flvc.org).

Specialized courses may not be offered every session or on every campus.
Florida’s Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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 at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to the 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 “statewide course profiles.”

Example of Course Identifier

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No Laboratory component in this course</td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman) Level at this institution</td>
<td>Freshman Composition</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills I</td>
<td></td>
</tr>
</tbody>
</table>

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number, and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits, and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is
guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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 as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### 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 Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been exempted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually, or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

1. Courses not offered by the receiving institution.
2. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the _900-999_ series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
5. Graduate courses.
6. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
7. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g. portfolio, audition, interview, etc.).

### Courses at Non-Regionally Accredited Institutions

The SCNS makes available on its home page (scns.fldoe.org) a report titled "Courses at Non-Regionally Accredited Institutions" that contains a comprehensive listing of all non-public institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Karen Borglum in the Office of Curriculum and Assessment at 407-582-3455 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399-0400. Special reports and technical information may be requested by calling the SCNS office at 850-245-0427 or via the Internet at scns.fldoe.org
Valencia Course Offerings

Valencia 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. 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.

College-Level and Developmental Credits

<table>
<thead>
<tr>
<th>Cr</th>
<th>Credits per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Con</td>
<td>Contact hours per week (full term)</td>
</tr>
<tr>
<td>Lab</td>
<td>Lab hours per week (full term)</td>
</tr>
</tbody>
</table>

Vocational Credits:

| Con          | Contact hours per course |

The following is a guide to the letters attached to the end of course numbers:

<table>
<thead>
<tr>
<th>C</th>
<th>represents a combined classroom and laboratory experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>represents the Honors version of a course</td>
</tr>
<tr>
<td>L</td>
<td>represents a laboratory experience</td>
</tr>
<tr>
<td>N</td>
<td>represents a supplemental tutorial</td>
</tr>
</tbody>
</table>

A course may have the designation of “multiple credit course” in the course description. This means that the course 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.

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://net5.valenciacollege.edu/schedule/.

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.
# Course Prefixes & Headings

<table>
<thead>
<tr>
<th>Department Headings</th>
<th>Subject Prefixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACG, APA, TAX</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANT</td>
</tr>
<tr>
<td>Arabic</td>
<td>ARA</td>
</tr>
<tr>
<td>Architecture</td>
<td>ARC</td>
</tr>
<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>
</tr>
<tr>
<td>Business Administration and Management</td>
<td>BUL, FIN, GEB, MAN, MAR, MKA, MNA, MTB, REE, RMI, SBM, TRA</td>
</tr>
<tr>
<td>Cardiovascular Technology</td>
<td>CVT</td>
</tr>
<tr>
<td>Career Development</td>
<td>SLS</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM</td>
</tr>
<tr>
<td>Civil/Surveying Engineering Technology</td>
<td>BCN, ETC, SUR</td>
</tr>
<tr>
<td>Computed Tomography</td>
<td>See Radiography</td>
</tr>
<tr>
<td>Computer Engineering Technology (Networking)</td>
<td>CET</td>
</tr>
<tr>
<td>Computer Information Technology and Computer Programming and Analysis</td>
<td>CAP, CGS, CIS, COP, COT, CTS</td>
</tr>
<tr>
<td>Criminal Justice Institute</td>
<td>CJD, CJK</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>CCJ, CJC, CJE, CJI, CJT, DSC</td>
</tr>
<tr>
<td>Culinary Management</td>
<td>See Hospitality and Tourism</td>
</tr>
<tr>
<td>Dance</td>
<td>DAA</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>DEH, DES</td>
</tr>
<tr>
<td>Diesel Mechanics</td>
<td>DIM</td>
</tr>
<tr>
<td>Digital Media Technology</td>
<td>DIG</td>
</tr>
<tr>
<td>Drafting and Design Technology</td>
<td>ETD, MTB</td>
</tr>
<tr>
<td>Economics</td>
<td>ECO</td>
</tr>
<tr>
<td>Education</td>
<td>ARE, EDF, EDG, EEC, EEX, EME</td>
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<tr>
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<td>EPI</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>CET, EET, ETI, ETP, ETS, MTB</td>
</tr>
<tr>
<td>Emergency Medical Services (EMT/Paramedic)</td>
<td>EMS</td>
</tr>
<tr>
<td>Engineering</td>
<td>EGN, EGS</td>
</tr>
<tr>
<td>English</td>
<td>AML, COM, CRW, ENC, ENG, ENL, LIT</td>
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<td>English as a Second Language for Academic Purposes</td>
<td>EAP</td>
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<td>ESC, GLY</td>
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<td>German</td>
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</tr>
<tr>
<td>Graphics and Interactive Design</td>
<td>GRA</td>
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<tr>
<td>Health, Health and Fitness, and Physical Education</td>
<td>HLP, HSC, PEL, PEM, PEN, PET</td>
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<tr>
<td>Program</td>
<td>Code(s)</td>
</tr>
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<td>Health Information Management</td>
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<td>HSC</td>
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<tr>
<td>History</td>
<td>AMH, EUH, HIS, WOH</td>
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<tr>
<td>Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant and Food Service Management</td>
<td>FOS, FSS, HFT, HUN, OST</td>
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<td>Journalism</td>
<td>JOU, MMC</td>
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</tr>
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<td>Mathematics</td>
<td>MAC, MAE, MAP, MAS, MAT MGF, MHF, MTB, MTG, STA</td>
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<tr>
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<td>Sign Language</td>
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<td>Student Life Skills</td>
<td>SLS</td>
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<tr>
<td>Surveying Technology</td>
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</tbody>
</table>
Course Equivalencies

Most of the former course numbers listed have been active 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 limited access health sciences programs are excluded from this listing. Contact your Career Program Advisor to discuss course equivalencies.

<table>
<thead>
<tr>
<th>Former Course Code</th>
<th>Current Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<td>ARC 1201</td>
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<td>THEORY OF ARCHITECTURE</td>
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<td>ARC 1301</td>
<td>ARC 1301C</td>
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<td>ARC 1302</td>
<td>ARC 1302C</td>
<td>ARCHITECTURAL DESIGN II</td>
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<td>ARC 2180</td>
<td>ARC 2180C</td>
<td>INTRODUCTION TO DIGITAL ARCHITECTURE</td>
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<td>ARC 2303</td>
<td>ARC 2303C</td>
<td>ARCHITECTURAL DESIGN III</td>
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<td>ARC 2304</td>
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<td>ARCHITECTURAL DESIGN IV</td>
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<td>ARE 2002</td>
<td>ARE 2000</td>
<td>ART AND CREATIVITY</td>
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<td>ARH 1009</td>
<td>ARH 1000</td>
<td>ART APPRECIATION</td>
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<td>ART 1933</td>
<td>GRA 1933C</td>
<td>FUNDAMENTALS OF CREATIVE THINKING</td>
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<td>ART 2110C</td>
<td>ART 2750C</td>
<td>CERAMICS I (Formerly ART 2110C)</td>
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<td>ART 2111C</td>
<td>ART 2751C</td>
<td>CERAMICS II (Formerly ART 2111C)</td>
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<td>ART 2500C</td>
<td>PAINTING I (Formerly ART 2510C)</td>
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<td>ART 2520C</td>
<td>ART 2501C</td>
<td>PAINTING II</td>
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<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
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<td>BUL 2653</td>
<td>PLA 2203</td>
<td>CIVIL LITIGATION I</td>
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<td></td>
<td>ETD 2355C</td>
<td>3-D CADD</td>
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<td>CJE 2000</td>
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<td>CCJ 2110, CCJ 2102, and CJE 2110</td>
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<td>CAREER CHOICES IN CRIMINAL JUSTICE</td>
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<td>CCJ 2210</td>
<td>CJL 2100</td>
<td>CRIMINAL LAW</td>
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<td>CCJ 2220</td>
<td>CJL 2102</td>
<td>CRIMINAL EVIDENCE &amp; PROCEDURES</td>
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<td>CCJ 2300</td>
<td>CJC 2000</td>
<td>INTRODUCTION TO CORRECTIONS</td>
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<td>CCJ 2330</td>
<td>CJC 2162</td>
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<td>CCJ 2500</td>
<td>CJJ 2001</td>
<td>JUVENILE JUSTICE SYSTEMS</td>
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<td>CCJ 2802</td>
<td>CJE 2140</td>
<td>INTRODUCTION TO SECURITY</td>
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<td>CET 2252C</td>
<td>CET 2178C</td>
<td>A+ CONCEPTS (HARDWARE)</td>
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<td>CGS 1060C</td>
<td>INTRODUCTION TO COMPUTERS</td>
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<td>CTS 1155C</td>
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<td>CTS 1120C</td>
<td>INTRODUCTION TO NETWORK SECURITY</td>
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<td>CIS 2355</td>
<td>CTS 2317C</td>
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<td>CJK 0222</td>
<td>CJK 0291</td>
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<td>CJK 0223</td>
<td>CJK 0292</td>
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<td>CJK 0007</td>
<td>CJK 0001</td>
<td>INTRODUCTION TO LAW ENFORCEMENT</td>
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<td>CJK 0007</td>
<td>CJK 0012</td>
<td>LAW ENFORCEMENT LEGAL</td>
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<td>CJK 0071</td>
<td>CJK 0077</td>
<td>LAW ENFORCEMENT CRIMINAL INVESTIGATIONS</td>
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<td>CJK 0082</td>
<td>CJK 0087</td>
<td>LAW ENFORCEMENT TRAFFIC STOPS</td>
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<td>CJK 0084</td>
<td>LAW ENFORCEMENT DUI TRAFFIC STOPS</td>
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<td>CJK 0086</td>
<td>CJK 0088</td>
<td>LAW ENFORCEMENT TRAFFIC CRASH INVESTIGATIONS</td>
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<td>CJE 2600</td>
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<td>CLP 1002</td>
<td>CLP 1001</td>
<td>PSYCHOLOGY OF ADJUSTMENT</td>
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<td>COP 1006</td>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS</td>
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</tr>
<tr>
<td>COP 2345</td>
<td>CTS 2321C</td>
<td>LINUX SYSTEM ADMINISTRATION</td>
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<td>COP 2362</td>
<td>COP 2362C</td>
<td>ADVANCED C# PROGRAMMING</td>
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<td>COP 2705</td>
<td>CTS 2433C</td>
<td>SQL SERVER DATABASE AND IMPLEMENTATION</td>
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<td>CRW 2400</td>
<td>CRW 2710</td>
<td>INTRODUCTION TO SCRIPT WRITING</td>
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Courses Offered

Below is a list of course offerings by subject code:

- ACG: Accounting-General (p. 383)
- AFA: Afro-American Studies (p. 383)
- AMH: American History (p. 383)
- AML: American Literature (p. 384)
- ANT: Anthropology (p. 384)
- AOM: Agricultural Operations Mngt (p. 385)
- APA: Applied Accounting (p. 385)
- ARA: Arabic (p. 385)
- ARC: Architecture (p. 386)
- ARE: Art Education (p. 387)
- ARH: Art History (p. 387)
- ART: Art (p. 387)
- ASL: American Sign Language (p. 388)
- AST: Astronomy (p. 390)
- BCN: Building Construction (p. 390)
- BCT: Bldg Construction: Trades (p. 391)
- BOT: Botany (p. 391)
- BSC: Biological Sciences (p. 391)
- BUL: Business Law (p. 394)
- CCJ: Criminal Justice (p. 394)
- CET: Computer Engineering Tech (p. 395)
- CGS: Computer General Studies (p. 399)
- CHI: Chinese (p. 400)
- CHM: Chemistry (p. 400)
- CIS: Comp Sci & Info Systems (p. 401)
- CJC: Crim Justice Corrections (p. 402)
- CJD: Crim Justice Development (p. 402)
- CJE: Criminal Justice (p. 402)
- CJJ: Criminal Justice (p. 403)
- CJK: Crim Justice Institute (p. 403)
- CJL: Criminal Justice (p. 405)
- CLP: Clinical Psychology (p. 405)
- COM: Communications (p. 405)
- COP: Computer Programming (p. 406)
- COT: Computing Theory (p. 407)
- CRW:Creative Writing (p. 408)
- CTS: Computer Tech & Skills (p. 408)
- CVT: Cardiovascular Technology (p. 409)
- DAA: Dance Activities (p. 411)
- DEH: Dental Hygiene (p. 414)
• DEP: Developmental Psych (p. 416)
• DES: Dental Support (p. 416)
• DIG: Digital Media Tech (p. 417)
• DIM: Diesel Mechanics (p. 419)
• DSC: Domestic Security (p. 421)
• EAP: English for Acad Purposes (p. 421)
• ECO: Economics (p. 423)
• EDF: Educ- Foundation & Policy (p. 424)
• EDG: Education: General (p. 424)
• EDP: Educational Psychology (p. 425)
• EEC: Education: Early Childhood (p. 425)
• EET: Elect Engineering Tech (p. 425)
• EEX: Educ- Exceptional Child (p. 428)
• EGN: Engineering: General (p. 428)
• EGS: Engineering: Support (p. 429)
• EME: Education: Technology & Media (p. 429)
• EMS: Emergency Medical Services (p. 430)
• ENC: English Composition (p. 431)
• ENG: English - General (p. 432)
• ENL: English Literature (p. 433)
• ENY: Entomology (p. 433)
• EPI: Educator Prep Institute (p. 433)
• ESC: Earth Science (p. 434)
• ETC: Engineering Tech-Civil (p. 434)
• ETD: Engineering Tech: Drafting (p. 434)
• ETI: Engineering Tech Indust (p. 436)
• ETP: Engineering Tech: Power (p. 436)
• ETS: Engineering Technologies (p. 436)
• EUH: European History (p. 439)
• EVR: Environmental Studies (p. 439)
• EVS: Environmental Science (p. 439)
• FFP: Fire Fighting & Protection (p. 439)
• FIL: Film (p. 442)
• FIN: Finance (p. 443)
• FOS: Food Science (p. 444)
• FRE: French (p. 444)
• FSS: Food Service Systems (p. 444)
• GEA: Geography: Regional Areas (p. 447)
• GEB: General Business (p. 447)
• GER: German (p. 448)
• GLY: Geology (p. 448)
• GRA: Graphic Arts (p. 449)
• HFT: Hospitality Management (p. 452)
• HIM: Health Information Management (p. 453)
• HIS: Gen History/Histriography (p. 455)
• HLP: Health, Leisure, & Phys Ed (p. 455)
• HOS: Horticultural Sciences (p. 456)
• HSA: Health Services Admin (p. 456)
• HSC: Health Sciences (p. 457)
• HUM: Humanities (p. 458)
• HUN: Human Nutrition (p. 460)
• IDH: Interdisciplinary Honors (p. 461)
• INP: Industrial/Applied Psych (p. 462)
• INR: International Relations (p. 462)
• INT: Interpreting (p. 462)
• IPM: Integrated Pest Management (p. 463)
• ISS: Interdisciplinary Social Scien (p. 463)
• ITA: Italian Language (p. 463)
• JOU: Journalism (p. 464)
• JPN: Japanese Language (p. 464)
• LAT: Latin (Language Studies) (p. 465)
• LDE: Landscape Design (p. 465)
• LIS: Library & Info Science (p. 465)
• LIT: Literature (p. 465)
• MAC: Math: Calc/Pre-Calc (p. 466)
• MAE: Mathematics Education (p. 467)
• MAN: Management (p. 467)
• MAP: Mathematics Applied (p. 468)
• MAR: Marketing (p. 468)
• MAS: Math - Algebraic Struct (p. 469)
• MAT: Mathematics (p. 469)
• MCB: Microbiology (p. 470)
• MET: Meteorology (p. 470)
• MGF: Math - General & Finite (p. 470)
• MHF: Math - History & Found (p. 471)
• MKA: Marketing Applications (p. 471)
• MMC: Mass Media Communications (p. 471)
• MNA: Management: Applied (p. 471)
• MSL: Military Science & Leader (p. 472)
• MTB: Math - Tech & Business (p. 472)
• MUC: Music Composition (p. 472)
• MUE: Music Education (p. 473)
• MUL: Music-Literature (p. 473)
• MUM: Music-Commercial (p. 473)
• MUN: Music Ensembles (p. 474)
• MUO: Opera/Musical Theater (p. 475)
• MUS: Music (p. 475)
• MUT: Music-Theory (p. 476)
• MVB: Applied Music: Brasses (p. 476)
• MVK: Applied Music: Keyboard (p. 479)
• MVP: Applied Music: Percussion (p. 480)
• MVS: Applied Music - Strings (p. 480)
• MVV: Applied Music-Voice (p. 483)
• MVW: Applied Music-Woodwinds (p. 483)
• NUR: Nursing (p. 486)
• OCB: Biological Oceanography (p. 488)
• OCE: General Oceanography (p. 488)
• ORH: Ornamental Horticulture (p. 488)
• OST: Office Systems Technology (p. 489)
• PAX: Peace Studies (p. 492)
• PCB: Process Bio (Cell/Ecol etc.) (p. 492)
• PEL: PE Act/Land Object Orient (p. 493)
• PEM: PE Act/Land Performance (p. 493)
• PEN: Activity/Water-Snow Based (p. 494)
• PET: Physical Ed Theory (p. 494)
• PGY: Photography (p. 495)
• PHI: Philosophy (p. 495)
• PHY: Physics (p. 495)
• PLA: Paralegal/Legal Assist/Adm (p. 496)
• PLP: Plant Pathology (p. 498)
• PLS: Plant Science (p. 498)
• POR: Portuguese (p. 498)
• POS: Political Science (p. 499)
• PSC: Physical Sciences (p. 500)
• PSY: Psychology (p. 500)
• PUR: Public Relations (p. 500)
• REA: Reading (p. 505)
• REE: Real Estate (p. 505)
• REL: Religion (p. 506)
• RET: Respiratory Care (p. 506)
• RMI: Risk Manag & Insurance (p. 509)
• RTE: Radiologic Technology (p. 509)
• SBM: Small Business Management (p. 513)
• SLS: Student Life Skills (Lmg) (p. 513)
• SON: Sonography (p. 514)
• SOP: Social Psychology (p. 516)
• SPC: Speech Communication (p. 516)
• SPN: Spanish (p. 517)
• STA: Statistics (p. 518)
• SUR: Surveying & Related Areas (p. 518)
• SWS: Soil Science (p. 519)
• SYG: Sociology, General (p. 519)
• TAR: Technical Architecture (p. 520)
• TAX: Taxation (p. 520)
• THE: Theater Studies/Gen Resour (p. 520)
**ACG: Accounting-General**

**Courses**

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Lab Hours</th>
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</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
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<tr>
<td>ACG 2100C</td>
<td>INTERMEDIATE ACCOUNTING I</td>
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<td>3</td>
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<tr>
<td>ACG 2110C</td>
<td>INTERMEDIATE ACCOUNTING II</td>
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<td>3</td>
<td>1</td>
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<tr>
<td>ACG 2360C</td>
<td>COST ACCOUNTING</td>
<td>3</td>
<td>3</td>
<td>1</td>
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<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING I</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>ACG 2460C</td>
<td>COMPUTER ACCOUNTING II - SPREADSHEETS</td>
<td>3</td>
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</table>

**AFA: Afro-American Studies**

**Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Lab Hours</th>
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</thead>
<tbody>
<tr>
<td>AFA 2000</td>
<td>INTRODUCTION TO THE AFRICAN-AMERICAN EXPERIENCE</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

**AMH: American History**

**Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010</td>
<td>UNITED STATES HISTORY TO 1877</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>AMH 2010H</td>
<td>UNITED STATES HISTORY TO 1877 - HONORS</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

Same as AMH 2010 with honors content. Honors program permission required.
AMH 2020. U.S. 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 1960s 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.

AML: American Literature

Courses

AML 2011. SURVEY IN AMERICAN LITERATURE COLONIAL PERIOD TO CIVIL WAR.  
Prerequisite: ENC 1101 or 1101H. Representative authors and selections.

AML 2011H. SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR-HONORS.  
Prerequisite: ENC 1101 or 1101H Same as AML 2011 with honors content. Honors program permission required.

AML 2021. SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT.  
Prerequisite: ENC 1101 or 1101H Representative authors and selections.

AML 2021H. SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT - HONORS.  
Same as AML 2021 with honors content. Honors program permission required.

ANT: Anthropology

Courses

ANT 2000. INTRODUCTORY ANTHROPOLOGY.  
Introduction to study of humans and culture with emphasis on archaeology, biological anthropology and linguistics. Major topics may include human origins, religion and supernatural beliefs, family and kinship, technology, medical and forensic anthropology, foodways, and globalization.

ANT 2000H. INTRODUCTORY ANTHROPOLOGY HON.  
Same as ANT 2000. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.

ANT 2140. INTRO TO ARCHAEOLOGY.  
Introduction to the concepts and methods archaeologist use to study human culture from the world’s earliest societies to the present.

ANT 2930. SELECTED TOPICS IN ANTHROPOLOGY.  
Prerequisite: Departmental approval. Selected topics in anthropology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

ANT 2941. INTERNSHIP EXPLORATION IN ANTHROPOLOGY.  
Prerequisite: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ANT 2000. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).
AOM: Agricult Operations Mngt

Courses
AOM 2012C. TYPES & SYSTEMS OF AGRICULTURE OPERATIONS.
Study of operational and management styles utilized in agricultural (horticultural) situations. Emphasis on process of systems development, administrative definition, product research and development, service and maintenance, machinery and equipment needs and application, operational analysis for purchasing, communications, transportation, production, and marketing. Lab experiences will include field trips to horticulture concerns for systems analysis. (Special Fee: $65.00).

APA: Applied Accounting

Courses
APA 1111C. BASIC ACCOUNTING.
Instruction and practice in fundamentals of financial record keeping and reporting. Accounting tasks will be performed by hand and using appropriate software. Topics include completing the accounting cycle, controls over cash, and accounting for payroll. (Special Fee:$23.00).

APA 2934. 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.

APA 2941. INTERNSHIP EXPLORATION IN ACCOUNTING.
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ACG 2021. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

APA 2942. INTERNSHIP IN ACCOUNTING.
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including APA 1111 and ACG 2021. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

ARA: Arabic

Courses
ARA 1120. ELEMENTARY ARABIC I.
For students without two years of recent high school Arabic completed within the last three years or department approval. An introduction to written and spoken Modern Standard Arabic (MSA). Emphasis on Modern Standard Arabic (MSA) alphabet, use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to Arabic. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.

ARA 1121. ELEMENTARY ARABIC II.
Prerequisites: Minimum grade of C in ARA 1120 or equivalent (ARA 1100 or two years of high school Arabic completed within the last three years and department approval). Continuation of the Modern Standard Arabic, developing, speaking, reading, and writing skills. Use of Arabic is emphasized throughout course focusing on increasing vocabulary and grammatical skills. Fundamental skills in Arabic comprehension, expression, and structure. Increasing awareness and understanding of the culture. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.
ARC: Architecture

Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 1201C</td>
<td>THEORY OF ARCHITECTURE.</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

This course explores cultural and philosophical considerations that affect current practices in the design of the built environment, with emphasis on how these issues impact the quality of life. Works and writings of architects past and present will be studied, providing a unifying thread connecting various topics throughout the course. When available, guest speakers will present special topics.

ARC 1301C.
ARCHITECTURAL DESIGN I.
Prerequisite: Student's official Valencia record must indicate A.A. Pre-Major: Architecture as the declared major. This course is an introduction to the fundamentals of two- and three-dimensional design, principles of architectonics, and basic architectural design. Model making, drawing and rendering techniques will be applied to projects that explore the conceptualization and communication of design ideas. (Special Fee: $51.00).

ARC 1302C.
ARCHITECTURAL DESIGN II.
Prerequisite: ARC 1301C Prerequisite or corequisite: ARC 1201C This course is a focused study of two-dimensional design, including the primary elements of line, shape, color, value, balance, pattern, texture, and rhythm. Assigned projects will explore the application of space, scale, and proportion in basic architectural design, using a variety of media and materials. (Special Fee: $51.00).

ARC 1701. HISTORY OF ARCHITECTURE I.
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 This introductory course provides a general survey of cultural, aesthetic, and socio-political influences which have affected and shaped architecture from pre-historic times through the end of the seventeenth century. 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.

ARC 2180C.
INTRODUCTION TO DIGITAL ARCHITECTURE.
Prerequisite: Minimum grade of C in ARC 1302C or departmental approval This course will provide another media for students to convey their architectural work and their space making skills. This media will be one of the design vehicles for exploration, experimentation and, most importantly, representation. It is anticipated that this course will work in conjunction with the design studios to allow students to implement these digital techniques. Also, the various 2D and 3D digital interfaces introduced will be of industry standard, which will allow for a sense of preparation for the current method and practices for professional growth. (Special Fee: $58.00).

ARC 2303C.
ARCHITECTURAL DESIGN III.
Prerequisite: ARC 1302C 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: $47.00).

ARC 2304C.
ARCHITECTURAL DESIGN IV.
Prerequisite: ARC 2303C 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: $47.00).

ARC 2461. MATERIALS AND METHODS OF CONSTRUCTION.

ARC 2501. ARCHITECTURAL STRUCTURES I.
Prerequisites: ARC 2303; and MAC 2233 or MAC 2311; and PHY 1053C 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.

ARC 2702. HISTORY OF ARCHITECTURE II.
Prerequisite: ARC 1701 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.
## ARE: Art Education

### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 2000</td>
<td>ART AND CREATIVITY.</td>
<td>3</td>
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<td>0</td>
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</tbody>
</table>

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.

## ARH: Art History

### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ARH 1000</td>
<td>ART APPRECIATION.</td>
<td>3</td>
<td>3</td>
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</tbody>
</table>

Art Appreciation (Formerly ARH 1009) Introductory art appreciation course designed to provide student with foundation for understanding contemporary visual arts.

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<tr>
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<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ARH 2050</td>
<td>INTRODUCTION TO ART HISTORY I.</td>
<td>3</td>
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</table>

Survey of development of visual art forms from prehistory through Middle Ages.

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<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ARH 2051</td>
<td>INTRODUCTION TO ART HISTORY II.</td>
<td>3</td>
<td>3</td>
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</table>

Prerequisite: Minimum grade of C in ENC1101 or ENC 1101H or IDH 1110. 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.

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<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>ARH 2051H</td>
<td>INTRODUCTION TO ART HISTORY II - HONORS.</td>
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Same as ARH 2051 with honors level content. Honors program permission required.

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<tbody>
<tr>
<td>ARH 2500</td>
<td>NON-WESTERN HISTORY.</td>
<td>3</td>
<td>3</td>
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</table>

Survey of development of visual art forms in non-western cultures, including: African, Chinese, Indian, Japanese, Mesoamerican, Native American, Oceania, and South American.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>ARH 2930</td>
<td>SELECTED TOPICS IN ART.</td>
<td>Variable</td>
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</table>

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 credits, but grade forgiveness cannot be applied.

## ART: Art

### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>DESIGN I.</td>
<td>3</td>
<td>3</td>
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</table>

Introduction to studio art through analytical use of elements and principles of two-dimensional design and color theory. (Special Fee: $27.00).

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<tr>
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<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ART 1203C</td>
<td>DESIGN II.</td>
<td>3</td>
<td>3</td>
<td>3</td>
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</table>

Prerequisite: ART 1201C. Continuation of ART 1201C through study of visual elements and principles and their application in three-dimensional form and color theory. (Special Fee: $27.00).

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<tr>
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<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ART 1300C</td>
<td>DRAWING I.</td>
<td>3</td>
<td>3</td>
<td>3</td>
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</table>

(Was ART 1301C 1977-78 through 2001-02) Introduction to basic skills, concepts, methods, and tools. Emphasis on increasing powers of visual observation and drawing from life. (Special Fee: $27.00).

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<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ART 1301C</td>
<td>DRAWING II.</td>
<td>3</td>
<td>3</td>
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</tbody>
</table>

(Formerly ART 1376C, ART 1302C) Prerequisite: ART 1300C Continuation of ART 1300C with emphasis on further development of technique and articulation of space, volume, mass, tonal value, and composition. (Special Fees: $34.00).

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<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>ART 2330C</td>
<td>LIFE DRAWING.</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisite: ART1300C or departmental approval Working from live models, students learn to draw the human form. Includes instruction in skeletal structure, musculature, movement, and placement in space. (Special Fee: $71.00).

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<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>ART 2400C</td>
<td>PRINTMAKING I.</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

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: $28.00).
ART 2401C. PRINTMAKING II. 3 3 3
Prerequisite: ART 2400C or departmental approval. Consists of experimental approach to individual expression with emphasis on imagery, content and refinement of techniques of printmaking. (Special Fee: $30.00).

ART 2500C. PAINTING I (Formerly ART 2510C). 3 3 3
Prerequisites: Art 1201C and Art 1300C or departmental approval. Introduction to basic concepts and techniques of painting. Emphasis on color mixing, exploration of form and illusionistic space through observation. (Special Fee: $42.00).

ART 2501C. PAINTING II. 3 3 0
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: $42.00).

ART 2701C. SCULPTURE I. 3 3 3
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: $64.00).

ART 2750C. CERAMICS I (Formerly ART 2110C). 3 3 3
Introductory course in pottery design; hand-building techniques, glazing and firing. (Special Fee: $45.00).

ART 2751C. CERAMICS II (Formerly ART 2111C). 3 3 3
Prerequisite: ART 2750C. Continuation of ART 2750C with emphasis on wheel throwing, advanced glaze formulation, and kiln loading and firing. (Special Fee: $45.00).

ART 2930C. SELECTED TOPICS IN ART. 1-6 variable
(Formerly ART 2802C). Seminars for students interested in further study in specific areas. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

ART 2941. INTERNSHIP EXPLORATION IN ART AND FINE ARTS. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 Institutional or overall GPA; and 12 credits, including one of the following Studio Art Classes (ART 1201C, ART 1300C, ART 2500C, ART 2701C, ART 2750C). The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

ASL: American Sign Language

Courses

ASL 2140. AMERICAN SIGN LANGUAGE I. 4 4 0
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. A minimum of C is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.

ASL 2150. AMERICAN SIGN LANGUAGE II. 4 4 0
Prerequisite: ASL 2140. Continuation of ASL 2140 emphasizing intermediate level sign language vocabulary and use of signing space. Provides greater opportunity for skill development. In ASL structure and introduces ASL idioms. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.

ASL 2160. AMERICAN SIGN LANGUAGE III. 4 4 0
Prerequisite: ASL 2150 or departmental approval. Advanced course for students who have previous course work in other manual communication systems but have no extensive background in the grammatical structures 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. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.
ASL 2200. AMERICAN SIGN LANGUAGE IV.  
Prerequisite: ASL 2160 or department approval 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.

ASL 2300. STRUCTURE OF AMERICAN SIGN LANGUAGE.  
Pre-requisite: ASL 2150 A study of the phonology, morphology, syntax, semantics, and discourse structure of American Sign Language, with additional discussions of the biological basis of language and communication.

ASL 2430. FINGERSPELLING.  
The study and practice of fingerspelling techniques to improve receptive and expressive fingerspelling proficiency beyond basic skill levels.

ASL 2510. DEAF CULTURE.  
Prerequisite: Successful completion of ENC 1101, ENC 1101H, or IDH 1110 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. Minimum grade of C is required if ASL 2510 is used to satisfy Gordon Rule and General Education Requirements.

ASL 2600. METHODS OF TEACHING AMERICAN SIGN LANGUAGE.  
Prerequisite: Minimum grade of C in ASL 2160 or departmental approval Provides overview of how second languages have traditionally been taught, discusses current theories and approaches design and instructional methods in second language acquisition and the teaching and learning of American Sign Language and Deaf community and culture. Students are provided opportunities to practice basic teaching techniques, select appropriate materials, design curriculum and evaluation techniques, including how to teach cultural and grammatical features in lessons. Students learn about resources to support their efforts to teach sign language.

ASL 2601. 1ST AND 2ND LANGUAGE ACQUISITION IN AMERICAN SIGN LANGUAGE.  
Prerequisite: Minimum grade of C in ASL 2160 or departmental approval This course discusses the nature and issues of first and second language acquisition(SLA); the findings of SLA and possible implications in teaching ASL as a native/heritage language and/or a second/world language; outlining issues in ASL/Deaf Studies, second language teaching; and offers perspectives into such issues.

ASL 2701. AMERICAN SIGN LANGUAGE LITERATURE.  
Prerequisite: Minimum grade of C in ASL 2200 or departmental approval Introduction to American Sign Language literature as recorded on videotape or film and in live performance; art, traditional folklore, storytelling, poetry, drama, oratory, jokes, and nonfiction narrative; analysis of genres in their social and cultural contexts as expressions of Deaf identity and the Deaf experience; how historical and current issues in Deaf culture are represented in literary form.

ASL 4202. AMERICAN SIGN LANGUAGE V.  
Prerequisite: Minimum grade of C in ASL 2200 or department approval. This course is designed to refine expressive and receptive ASL skills with complex and dense message content. Students will develop increased linguistic fluency and application of cultural knowledge in spontaneous discussions, formal debates on current topics, and rehearsed presentations. Emphasis is placed upon natural language use in dialogues and monologues, concept clarity, accurate visual description, advanced vocabulary development, argument cohesion, and language construction that incorporates appropriate transitions and conversation markers.

ASL 4213. CLASSIFIERS.  
Prerequisite: Minimum grade of C in ASL 2200 or department approval. Students will focus on application and expansion of classifiers within American Sign Language. Students will also become competent in relation to the rules of classifier use in various contexts and how the signer's perspective influences the selection of the appropriate classifier.

ASL 4435. FINGERSPELLING AND ASL NUMBERING SYSTEMS.  
Prerequisite: Minimum grade of C in ASL 2200 or department approval. An advanced course focusing on the rules of fingerspelling and numbering systems in American Sign Language. This course will emphasize: 1) when to fingerspell, 2) correct hand position, 3) correct production of the manual alphabet, 4) correct pacing and speed of fingerspelling. This course is based on extensive drills focusing on expressive and receptive skills at varying levels of complexity.
**AST: Astronomy**

**Courses**

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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<td>ASTRONOMY</td>
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<tr>
<td>AST 1002H</td>
<td>ASTRONOMY - HONORS</td>
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</table>

Introductory survey of astronomical universe. Includes study of the Earth as astronomical body as well as the physical processes which govern the evolution of planetary systems, stars, galaxies and the universe in general. Much emphasis on observational evidence, historical tests, and the scientific method.

**AST 2930. SELECTED TOPICS IN ASTRONOMY.**

Prerequisite: Departmental approval Selected topics in astronomy based on the needs and areas of interest of the class and professor. May include planetarium and/or observing activities as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

**BCN: Building Construction**

**Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
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<tbody>
<tr>
<td>BCN 1272</td>
<td>CONSTRUCTION BLUEPRINT READING.</td>
<td>3</td>
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</table>

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.

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>BCN 2405</td>
<td>STATICS AND STRENGTH OF MATERIALS.</td>
<td>3</td>
<td>4</td>
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</table>

Prerequisite: MTB 2321 or MAC 1114 or higher math or departmental approval. 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.

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<tr>
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<th>Lab</th>
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<tbody>
<tr>
<td>BCN 2563</td>
<td>BUILDING SERVICE SYSTEMS.</td>
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</table>

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.

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<tr>
<td>BCN 2721C</td>
<td>CONSTRUCTION PLANNING AND CONTROL.</td>
<td>3</td>
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</tbody>
</table>

Recommended Prerequisites: BCN 2563 and BCT 2770 Survey of important points to be considered in construction projects. 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: $52.00).

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<td>BCN 2930</td>
<td>SELECTED TOPICS IN BUILDING CONSTRUCTION.</td>
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<td>variable</td>
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</table>

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.

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<tr>
<td>BCN 2941</td>
<td>INTERNSHIP EXPLORATION IN CONSTRUCTION.</td>
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<td>variable</td>
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</table>

Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ETC 1251. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

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<th>Lab</th>
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<tbody>
<tr>
<td>BCN 2942</td>
<td>INTERNSHIP IN ARCHITECTURAL/BUILDING CONSTRUCTION.</td>
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<td>variable</td>
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</table>

Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ETC 1251 and TAR 1120C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).
BCT: Bldg Construction: Trades

Courses

BCT 1705. CONTRACTS, CODES, SPECIFICATIONS, AND OFFICE PRACTICES. 3 3 0
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 the construction industry.

BCT 2770C. BUILDING CONSTRUCTION ESTIMATING (Formerly BCT 2600). 3 3 1
Prerequisite: BCN 1272 or TAR 1120C or Dept. Approval; MTB2321 recommended 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: $52.00).

BCT 2930. ALTERNATE AND RENEWABLE ENERGY. 1 1 0
Alternate & Renewable Energy (Germany and Switzerland) A cross-discipline trip with business students, travel into the heart of Europe to study built environment technology of sustainability, with an emphasis on alternative energy and the push to reduce the global carbon footprint. Planned itinerary includes the Waldspirial apartments in Darmstadt, Strasbourg to visit with European Union officials, solar park in Oberhausen-Rheinhausen, technical museum in Speyer, solar info center in Freiburg, Grimsel hydro-electric plant, and cultural stops in Basel and Lucerne.

BOT: Botany

Courses

BOT 2010C. BOTANY. 4 3 3
Study of structural organization, classification, physiology, reproduction, heredity, and evolution of plants. Includes survey of plant kingdom and comparison of various plant groups. This course meets the General Education Science requirement for graduation. Students should be prepared to complete college level reading, writing, and mathematics assignments. (Special Fee: $68.00).

BOT 2501C. PLANT PHYSIOLOGY. 4 3 2
Study of vital phenomena in plants. Concerns processes and functions, responses of plants to changes in environment, and growth and development that results from responses. Laboratory experiences make application to biological concepts and to practical aspects of all phases and areas of horticulture. (Special Fee: $65.00).

BOT 2800. ETHNOBOTANY. 3 3 0
The course will emphasize the role of plants in the development of civilization, and the influence of plants on world history, politics, economics and culture. A survey of useful and harmful plants and plant products from various cultures from around the world will be explored. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course.

BOT 2932. SELECTED TOPICS IN BOTANY. 1-3 variable
Prerequisite: Departmental approval Selected topics in botany based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

BSC: Biological Sciences

Courses

BSC 1005. BIOLOGICAL SCIENCE. 3 3 0
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, evolution theory, and classification of organisms. 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. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course. This course meets the General Education Core Science requirement for graduation.

BSC 1005C. BIOLOGICAL SCIENCE COMBINED. 4 3 3
Same as BSC 1005 and BSC 1005L with class and lab combined. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course. (Special Fee: $78.00).
BSC 1005H. BIOLOGICAL SCIENCE - HONORS.

Prerequisites: Honors Program permission. Same as BSC 1005 with honors content. Honors program permission required. (Special Fee: $78.00).

BSC 1005L. LAB IN APPLIED BIOLOGY.

A Biology laboratory course that may be taken concurrently with, or independently of, BSC 1005. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course. (Special Fee: $78.00).

BSC 1010C. GENERAL 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. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course. (Special Fee: $72.00).

BSC 1010H. GENERAL BIOLOGY - HONORS.

Same as BSC 1010C with honors content. Honors program permission required. (Special Fee: $72.00).

BSC 1011C. GENERAL 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 three Domains; animal and plant morphology, reproduction, development of animal behavior, population biology and ecology. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course. (Special Fee: $75.00).

BSC 1011H. GENERAL BIOLOGY II - HONORS.

Same as BSC 1011C with honors content. Honors program permission required. (Special Fee: $75.00).

BSC 1020. HUMAN BIOLOGY.

This course includes the application of the scientific method and 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. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course.

BSC 1020C. HUMAN BIOLOGY COMBINED.

This course is designed for students not majoring in biology that is fully integrated with a laboratory that emphasizes active learning strategies and includes application 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. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course. (Special Fee: $78.00).

BSC 1026. BIOLOGY OF HUMAN SEXUALITY.

General, non-laboratory 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. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course.

BSC 1026H. BIOLOGY OF HUMAN SEXUALITY - HONORS.

Prerequisites: Honors Program permission. Same as BSC 1026 with honors content. Honors program permission required.

BSC 1061. CENTRAL FLORIDA HABITATS.

This active learning elective science course teaches students to recognize the common habitats of Central Florida through identification of typical plants, plant species composition, and soil and topography. Supporting topics are natural fire cycles, fire-mediated succession and prescribed burning, nature of watersheds and causes and effects of flooding, invasive exotic plants and animals, and conservation land acquisition and management. A 3-hour canoe trip allows study of the floodplain swamp habitat. Field work will vary with weather conditions, with some indoor class work included. This course will not be considered for Science General Education credit.

BSC 1084. ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION.

Prerequisites: EMT program completion and Emergency Medical Services (EMS) department approval. 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.
BSC 1421C. INTRODUCTION TO BIOTECHNOLOGY.  4  3  3
In this lecture/lab course, students will be introduced to the field of biotechnology. Focus will be placed on applications of biotechnology, career opportunities, basic chemistry and cell biology, as well as on concepts and techniques necessary to work effectively in a biotechnology lab. Basic skills learned will include following procedures and keeping records, laboratory safety procedures, laboratory mathematics and measuring, preparing solutions; and basic techniques used for DNA extraction, processing and quantification. Students will develop confidence in their ability to work safely and proficiently with basic biotech lab instruments. (Special Fee: $87.00).

BSC 2062. EVERGLADES ECOLOGY.  3  3  0
A non-lab science course designed to introduce students to the history, biology, climatology, ecology, geology, hydrology, biodiversity, evolution and restoration of the Everglades. Topics include: the Greater Everglades watershed, natural communities, flora and fauna interactions, ecological niches, hydro-pattern modification and its impact on the Everglades, exotic and invasive species, endangered species, nutrient loads and cycles, habitat alteration, protected areas, and the Comprehensive Everglades Restoration Plan. This course will not be considered for Science General Education credit.

BSC 2093C. HUMAN ANATOMY AND PHYSIOLOGY I.  4  3  3
Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and a minimum grade of C in BSC 1010C or departmental approval. Scientific method, biochemical processes of life, cells, tissues, structure and function of integumentary, skeletal, muscular, endocrine and nervous systems, and organs of special senses. Lab exercises emphasize anatomic and physiologic principles associated with classroom work. (Special Fee: $70.00).

BSC 2094C. HUMAN ANATOMY AND PHYSIOLOGY II.  4  3  3
Prerequisite: Minimum grade of C in BSC2093C or department approval Continuation of BSC 2093C, including cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems with considerable emphasis on biochemistry of metabolic processes and body fluids. (Special Fee: $75.00).

BSC 2366. NEOTROPICAL ECOLOGY.  3  3  0
Prerequisite or Corequisite: PCB 2350 This course emphasizes observations of ecological relationships of plants and animals of the New World Tropics and associated habitats. Onsite studies in neotropical locations (Costa Rica, Belize, Amazonia, etc.) will emphasize basic ecological concepts, such as the niche concept, niche portioning, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution, and predation. In addition, this course will emphasize identification of representative forms of life of various tropical ecosystems in the study country located within the Neotropics. Both natural and artificial biological communities will be visited. Special travel fees apply. A valid passport is required prior to travel. This course will not be considered for Science General Education credit.

BSC 2423C. PROTEIN BIOTECHNOLOGY AND CELL CULTURE.  4  3  3
Prerequisite: MCB 2010C and BSC 2427C This combined lecture and laboratory course will address the use of proteins and cell culture in the field of Biotechnology. Students will conduct experiments to learn protein-based techniques including protein expression, purification, quantification, and analysis. Students will also perform protein-based assays. Cell culture will include instruction in growing both prokaryotic and eukaryotic organisms. (Special fee $132.00).

BSC 2426C. BIOTECHNOLOGY METHODS I.  4  3  3
Prerequisite: BSC 1010C and CHM 1045C or higher This is a hands-on course that focuses on techniques and concepts of modern molecular biology with an emphasis on nucleic acid manipulation and analysis. The lecture will complement the lab to provide essential technical training to enable students to work in pharmaceutical, biotechnology, and research laboratory settings. The instruction involves standard protocols in bacteria culture, DNA purification and manipulation, basic sequence analysis, and appropriate instrument operations and maintenance through project-based learning. (Special fee $96.00).

BSC 2427C. BIOTECHNOLOGY METHODS II.  4  3  3
Prerequisite: BSC 1010C and CHM 1045C This lecture/lab course will provide students with an opportunity to apply the skills they have learned in Biotechnology Methods I in a Capstone DNA cloning project. Students will also learn about RNA structure and function. Students will perform RNA-based molecular biology techniques. (Special fee $100.00).

BSC 2933. SELECTED TOPICS IN BIOLOGY.  1-3 variable
Prerequisite: Departmental 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.
BSC 2941. INTERNSHIP EXPLORATION IN BIOLOGY. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including BSC 1010C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

BUL: Business Law

Courses

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<th>Credit(s)</th>
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<td>BUSINESS LAW I.</td>
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<tr>
<td>BUL 2242</td>
<td>BUSINESS LAW II.</td>
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Prerequisite: ENC 1101 or ENC 1101H or ENC 1210 or GEB 1011 or IDH 1110 or OST 1335 Introduction to law, its social forces and agencies for enforcement; effects of governmental regulation on business and society, including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

Prerequisite: BUL 2241. Continuation of study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

CCJ: Criminal Justice

Courses

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<td>CCJ 1020</td>
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<td>CCJ 2022</td>
<td>CONTEMPORARY ISSUES IN CRIMINAL JUSTICE.</td>
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<td>CCJ 2053</td>
<td>ETHICS IN CRIMINAL JUSTICE.</td>
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<td>CRIMINAL JUSTICE REPORT WRITING: CAPSTONE.</td>
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<td>CCJ 2452</td>
<td>CRIMINAL JUSTICE ADMINISTRATION.</td>
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<td>CCJ 2930</td>
<td>SELECTED TOPICS IN CRIMINAL JUSTICE.</td>
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</table>
CCJ 2941. INTERNSHIP EXPLORATION/FIELD OBSERVATION IN CRIMINAL JUSTICE. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA, 30 credits, which include 15 credits of criminal justice courses; and program director's approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

CET: Computer Engineering Tech

**Courses**

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<td>CET 1610C</td>
<td>CISCO ROUTER TECHNOLOGY</td>
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<tr>
<td></td>
<td>Prerequisites: CET 2178C and CET 2486C 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: $56.00).</td>
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<tr>
<td>CET 2112C</td>
<td>DIGITAL SYSTEMS I.</td>
<td>3</td>
<td>2</td>
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<td>Prerequisite: EET 1214C and either MTB 1329 or MAC1105 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 and in techniques for measurement and interpretation of digital data. (Special Fee: $58.00).</td>
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<tr>
<td>CET 2113C</td>
<td>DIGITAL SYSTEMS II.</td>
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<td>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: $62.00).</td>
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<tr>
<td>CET 2123C</td>
<td>FUNDAMENTALS OF MICROPROCESSORS.</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<td>Prerequisite: CET 2112C 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: $57.00).</td>
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<tr>
<td>CET 2178C</td>
<td>A+ CONCEPTS (SOFTWARE)</td>
<td>3</td>
<td>3</td>
<td>1</td>
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<td>Hands-on laboratory-oriented course. An introductory course in microcomputer software and applications. This 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 a learning activity designed to ensure competence in oral communication. (Special Fee: $57.00).</td>
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<tr>
<td>CET 2179C</td>
<td>A+ CONCEPTS (SOFTWARE)</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<td>Hands-on laboratory-oriented course. An introductory course in microcomputer software and applications. This 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 a learning activity designed to ensure competence in oral communication. (Special Fee: $57.00).</td>
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<tr>
<td>CET 2486C</td>
<td>LOCAL AREA NETWORK.</td>
<td>3</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: $61.00).</td>
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CET 2544C. COMPUTER VIRTUALIZATION TECHNOLOGY.
Prerequisites: CET 2178C and CET 2486C This course is designed to provide students with a working knowledge of VMware Workstation as a leading virtualization product. In addition to learning how to install and use VMware Workstation, students will learn how to apply virtualization technology to set up virtual networks, provide for disaster recovery, create high-availability solutions with clustering, improve security and performance, and use management software to administer multiple virtual machines.

CET 2588. NETWORK +.
Prerequisites: CET 2178C and CET 2486C or departmental approval. 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: $46.00).

CET 2615C. CISCO ADVANCED ROUTER TECHNOLOGY.
Prerequisite: CET 1610C or departmental approval. 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: $57.00).

CET 2620C. CISCO PROJECTS IN ROUTING DESIGN AND ADMINISTRATION.
Prerequisite: CET 2615C or departmental approval. 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: $57.00).

CET 2660C. LINUX NETWORKING AND SECURITY.
Prerequisite: CET 2179C and CET 2486C This course provides an essential foundation for students requiring the Linux operating system to perform cyber security related operations. The course engages the student with numerous network security and digital forensics-related labs designed to introduce concepts and develop techniques essential for success in cyber security field. Students will engage in numerous interactive activities and hands-on exercises. Emphasis is made in the use of both open-source software and security-related utilities. (Special Fee: $57.00).

CET 2675C. VOICE OVER IP.
Prerequisites: CET 1610C 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: $44.00).

CET 2722. MS WINDOWS SERVER 2003 ENVIRONMENT.
Prerequisites: CET 2187C and CET 2486C 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.

CET 2792C. INSTALLING AND CONFIGURING WINDOWS SERVER.
Prerequisites: CET 2178C and CET 2486C or departmental approval. This course provides the student with the knowledge and skills necessary for installing, configuring, managing, and supporting the latest Microsoft network infrastructure. Major focus would be on the understanding of the network technologies most commonly used with Windows Server and IP-enabled networks. This course is part one in a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment. This course prepares the student for part one of the MCSA: Windows Server certification. (Special Fee: $44.00).

CET 2793C. ADMINISTERING WINDOWS SERVER.
Prerequisite: CET 2792C or department approval This course will provide the student with the knowledge and practical experience to perform task needed for day-to-day operations. Main topics include; managing account policies, administering Active Directory objects, managing and controlling resources, implementing group policies for security, and maximizing performance and responsiveness. (Special Fee: $44.00).
CET 2794C. CONFIGURE ADVANCED WINDOWS SERVER SERVICES. 3 2 2
Prerequisite: CET 2792C or department approval This course is intended for Networking Professionals with hands-on experience implementing, managing and maintaining a Windows Server environment who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server environment. This course is part three in a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment. This course prepares the student for part three of the MCSA: Windows Server certification. (Special Fee: $44.00).

CET 2795. DESIGNING MS 2003 DIRECTORY. 4 4 0
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: $39.00).

CET 2810C. MICROSOFT EXCHANGE SERVER. 3 2 2
Prerequisite: CET 2794C This course will focus on the deployment, configuration, and administration of the Exchange Server, the cornerstone of Microsoft's Unified Communications solution. The student will gain practical experience in installing and managing various aspects of Exchange Server such as managing users, mailboxes, security policies, and databases as well as monitoring and troubleshooting Exchange Server. This course will prepare the student for exam 70-662: Configuring Microsoft Exchange Server which counts as credit toward the Microsoft Certified IT Professional (MCITP): Enterprise Messaging Administrator certification. (Special Fee: $44.00).

CET 2811. MICROSOFT WINDOWS XP. 4 4 0
Prerequisite: CET 2252C & CET 2486C or department approval This course teaches the student how to implement Windows XP Professional, including automated and remote installations. The student will also learn how to configure the desktop environment - from user accounts to multiple-language support. The course will also 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 access services. Additional items such as optimizing memory, 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 in this course. (Special Fee: $39.00).

CET 2812C. MICROSOFT SQL SERVER. 3 2 2
Prerequisite: CET 2792 or department approval This is a hands-on course designed to prepare students for the challenges of managing/administering Microsoft SQL Server. Main topics include; install, configure, and maintain SQL Server, SQL Server security, data management tasks, optimizing server performance, and implementing high availability. This course prepares the student for the Microsoft Certified Technology Specialist (MCTS): Microsoft SQL Server 2008, Implementation and Maintenance designation. (Special Fee: $44.00).

CET 2830C. INFORMATION SECURITY. 3 2 2
Prerequisite: CET 2660C and CET 2792C This course provides an overview of information security. This is a hands-on course designed to prepare students for the challenges facing network security. Students will learn information security terminology, principles of security, and basic types of intrusions. Students are also introduced to various ways to secure systems that store, process, and transport information. (Special Fee: $57.00).

CET 2854C. WIRELESS NETWORKS. 3 2 2
Prerequisites: CET 2486C and 2178C. This introductory course focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in wireless networks. (Special Fee: $57.00).

CET 2880C. DIGITAL FORENSICS I. 3 2 2
Prerequisites: CET 2660C and CET 2792C This course offers a solid foundation to computer forensics investigations: preparing students to acquire and analyze digital evidence. The course covers tools and techniques and explains topics such as file structure, data recovery, e-mail and network investigations, and expert witness testimony. In addition, the student will gain practical knowledge in conducting digital investigations and preserving digital evidence that maybe used in court or corporate inquiries. (Special Fee: $44.00).

CET 2881C. DIGITAL FORENSICS II. 3 2 2
Pre-requisite: CET 2880C Digital Forensics II builds upon the foundational knowledge learned in Digital Forensics I. Students will utilize industry standard tools to conduct examinations of various digital media and document their findings. Devices to be studied include computers (server, desktop, laptop), mobile devices (tablets, cellphones, smartphones, MP3 players, GPS), and devices such as DVRs and routers. Emphasis will be placed upon real-world digital forensics scenarios and the investigative thought process. At the conclusion of the class, students will be prepared to take the AccessData Certified Examiner (ACE) examination. (Special fee: $38.00).
CET 2890C. NETWORK INFRASTRUCTURE SECURITY. 3 2 2
Prerequisite: CET 2830C and CET 1610C A proper network security posture must be comprised of multiple layers. This course provides a comprehensive analysis of a wide breadth of network security technologies that could be deployed to harden a network infrastructure against various attacks. The course covers the installation, and security configurations of various network devices including switches, access points, routers, proxy servers, firewalls, intrusion detection systems, intrusion prevention systems and other security and network appliances at different layers of the OSI model. The National Security Agency (NSA) and the Committee on National Security Systems (CNSS) has recognized this course for meeting the CNSS 4011 training standard.

CET 2892C. ETHICAL HACKING. 3 2 2
Prerequisites: CET 2830C The overarching objective of this course is to arm the student with the practical knowledge necessary to integrate the defense-in-depth strategy, as detailed by the National Security Agency (NSA), in deploying, hardening, monitoring, and defending critical information infrastructure. The National Security Agency (NSA) and the Committee on National Security Systems (CNSS) has recognized this course for meeting the CNSS 4013 training standard. (Special Fee: $57.00).

CET 2894C. PROJECTS IN CYBER SECURITY: CAPSTONE COURSE. 3 2 2
Prerequisite: CET2890C and CET 2892C The overarching objective of this course is to sharpen the student's Cyber Defense skills by preparing for and participating in Cyber Defense competitions at both the regional and national level. Specifically, students will be able to apply the skills, methodologies, tools, and practices they learned in previous Cyber Security-related courses to inventory a live network; conduct assessments and needs analysis; harden information systems, monitor the network infrastructure, detect and thwart attacks, respond to incidents, and prepare adequate reports. (Special Fee: $44.00).

CET 2930. SELECTED TOPICS IN COMPUTER ENGINEERING TECHNOLOGY. 1-5 variable
Prerequisite: Departmental approval. Selected topics in computer engineering technology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 5 hours of credit and grade forgiveness cannot be applied. (Special Fee: $35.00).

CET 2942. INTERNSHIP IN NETWORKING. 1-4 variable
Prerequisites: Satisfactory completion of all required college prep courses; 12 credits, including CET 1610C and CET 2544C and CET 2830C and one of the following: CET 2890C, CET 2794C, CET 2615C, and 3.0 GPA or Program Director's/Internship Workforce Services' approval. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experience related to their career objectives. Each earned credit of Internship require a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship fee: $10.00).

CET 2943. INTERNSHIP IN NETWORKING. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including EET 1214C, CET 2178, CET 2179C and CET 2615C and Program Director's Approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. 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. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

CET 3136C. LOGIC DEVICES PROGRAMMING. 4 2 2
Prerequisite: CET 2113C An in-depth study of hardware and software architecture of programmable logic devices. Topics include PLDs architecture and design of Altera hardware and software description language, HDL format and syntax, and representation of data in AHDL and VHDL logic circuits. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $64.00).

CET 3464C. SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY. 3 2 1
Prerequisites: Minimum grade of C in MAC 1105 Student is introduced to engineering software applications including virtual circuit creation and analysis (PSpice), procedural programming (MATLAB), and graphical programming (LabVIEW) to solve a variety of engineering related problems. Minimum grade of C if used to satisfy Electrical and Computer Engineering Technology B.S. degree requirement. (Special Fee: $61.00).

CET 4126C. MICROPROCESSOR PROGRAMMING. 4 2 2
Prerequisite: CET 2113C and CET 2123C and minimum grade of C in COP 3275 This course is designed to introduce the student to the hardware architecture and Software architecture programming of the microprocessors. Main topics include Microcomputer Assembly Programming, operating system environment, and the hardware characteristics of the microprocessor. A minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $76.00).
CET 4190C. DIGITAL SIGNAL PROCESSING.  
Prerequisite: Minimum grade of C in EET 3086C and CET 3464C This advanced signal processing course includes the study of signals and systems, transformation techniques, digital filter designs, and practical applications of DSP. Students will use MATLAB and a DSP microprocessor to get an in-depth understanding and hands-on experience. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $58.00).

CET 4333. COMPUTER ARCHITECTURE.  
Prerequisite: CET 2113C and CET 2123C A study of the computer architecture. Major topics include instruction sets, modeling and analysis of computer systems, hardware and software interface, memory management, and system performance. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

CET 4367C. MICROCONTROLLER DEVICES.  
Prerequisites: CET 2113C and CET 2123C and minimum grade of C in COP 3275 A course emphasizing the design and programming of microcontrollers. Student will be introduced to microcontroller architecture, use of programmable counter/timer arrays, analog interfaces, serial communications and other peripherals. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $51.00).

CET 4382. DATA COMMUNICATION AND NETWORKING.  
Prerequisite: EET 2325C and minimum grade of C in EGN 3428 An in-depth study of different layers in a computer network and processes related to each one of them. Topics include Physical, Data link, Network, Transport and Application Layers and their roles in communication of data in networking. Design and performance of a network will be analyzed through mathematical techniques. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

CET 4663. COMPUTER AND NETWORK SECURITY.  
Prerequisite: Minimum grade of C in CET 4382 This course introduces fundamental concepts and techniques of computer security. Topics include secure communications, secure operating systems, and network protection technologies such as firewall, intrusion detection systems, and access control policies. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

CGS: Computer General Studies

Courses Credit(s) Contact Lab
CGS 1060C. INTRODUCTION TO COMPUTERS. 3 2 1
Introduction to major uses of computers for business applications. Topics include computer literacy and the use of industry-standard software packages for word processing, spreadsheets, database, and presentation graphics. (Special Fee: $70.00).

CGS 2038C. IT FOR INTERNATIONAL BUSINESS TRAVEL. 1 1 1
This course explores the use of information technology in an international setting. Students will expand their cultural awareness during a Study Abroad Trip, while examining business uses of technology. While in a foreign country a lab component of the course requires students to use digital communication, including Internet access and telephone communication. This course requires the student to have a smart-phone or tablet.

CGS 2091C. SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY. 3 2 1
An in-depth look at social, legal, and ethical issues related to the advent of computers and computing in modern society. Critical thinking skills will be applied to topics related to the information technology field; for example, privacy vs access to information, censorship vs civil liberties, intellectual property, and cyber-crime, as well as less controversial issues such as the impact the information on daily life and the digital divide. (Special Fee: $70.00).

CGS 2100C. COMPUTER FUNDAMENTALS AND APPLICATIONS. 3 2 1
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: $70.00).

CGS 2510C. SPREADSHEET APPLICATIONS FOR BUSINESS. 3 2 1
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: $70.00).
CGS 2545C. 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: $70.00).

CGS 2650. SOCIAL NETWORKING FOR JOB SEARCH.  
This course will teach students to utilize current industry social media as well as job search techniques related specifically to Information Technology. Students will explore Twitter, Facebook, LinkedIn, YouTube, and creating a digital portfolio to help find a job. Students should have some computer competency using the web and search engines.

CGS 2786C. WEB DEVELOPMENT TOOLS.  
Prerequisite: COP 2822C 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: $70.00).

CGS 2941. INTERNSHIP EXPLORATION IN COMPUTER STUDIES.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including knowledge of at least one computer language or database management system; and Internship Office Approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course provides a planned work-based experience that will provide students with supervised career exploration activities and/or a practical experience related to their career objectives. May be repeated for credit, but grade forgiveness cannot be applied. Each earned credit hour of Internship requires a minimum of 80 clock hours of work. (Special Fee: $10.00).

**CHI: Chinese**

**Courses**

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<th>Credit(s)</th>
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<tr>
<td>CHI 1120. ELEMENTARY CHINESE I.</td>
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For students without two years of recent high school Chinese 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 Chinese. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency requirement.

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<th>Course</th>
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<tr>
<td>CHI 1121. ELEMENTARY CHINESE II.</td>
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</table>

Prerequisite: CHI 1120 or Departmental Approval Continuation of fundamental skills in Chinese comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency requirement.

**CHM: Chemistry**

**Courses**

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<tr>
<td>CHM 1020. CHEMISTRY IN EVERYDAY LIFE.</td>
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Meets general education requirement for non-science major. Study of some basic concepts in inorganic chemistry, organic chemistry and biochemistry. Students apply principles as they analyze, discuss and make decisions on chemically related problems that affect everyday life. (Not prerequisite for any other science course.).

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<tr>
<td>CHM 1025C. INTRODUCTION TO GENERAL CHEMISTRY.</td>
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Prerequisite: Minimum grade of C in high school Honors Algebra II or MAT 1033C or higher MAC prefix course. 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: $77.00).

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<th>Course</th>
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<tr>
<td>CHM 1045C. GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS.</td>
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Prerequisite: Minimum grade of C in either CHM 1025C or one year of high school chemistry; and MAC 1105 or honor's high school Algebra II with a minimum grade of C. 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: $77.00).
CHM 1045H. GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I -HONORS. 4 3 3
Same as CHM 1045C with honors content. Honors program permission required. (Special Fee: $77.00).

CHM 1046C. GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II. 4 3 3
Prerequisite: CHM 1045C with C or better. Continuation of CHM 1045C dealing mainly with equilibrium theory, thermodynamics, chemical kinetics and electrochemistry. Laboratory illustrates principles of ionic equilibria within framework of qualitative analysis. (Special Fee: $77.00).

CHM 1046H. GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II HONORS. 4 3 3
Same as CHM 1046C with honors content. Honors program permission required. (Special Fee: $77.00).

CHM 1205C. INTRODUCTION TO ORGANIC AND BIOCHEMISTRY. 4 3 3

CHM 1210C. ORGANIC CHEMISTRY I. 4 3 3
Prerequisite: CHM 1046C or comparable college-level general chemistry course. This course deals with organic 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: $182.00).

CHM 2211C. ORGANIC CHEMISTRY II. 4 3 3
Prerequisite: Minimum grade of C in CHM 2210C Continuation of CHM 2210C with laboratory devoted to multistep synthesis. (Special Fee: $182.00).

CHM 2933. SPECIAL TOPICS IN CHEMISTRY. 1-3 variable
Prerequisites: CHM 1045C and departmental approval. For advanced students in chemistry who wish to pursue certain topics in detail in chemistry as chosen by class; to research topics; to present information and lead discussion with other students and faculty members. Lecture/laboratory instruction. Multiple credit course. May be repeated for maximum of three hours of credit and grade forgiveness cannot be applied.

CHM 2941. INTERNSHIP EXPLORATION IN CHEMISTRY. 1-4 variable
Prerequisites: Satisfactory completion of all mandatory courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including CHM 1025C or CHM 1045C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. 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: $10.00).

CIS: Comp Sci & Info Systems

Courses Credit(s) Contact Lab
CIS 2910C. IT CAPSTONE. 3 2 1
Prerequisite: Department 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: $70.00).

CIS 2930. SELECTED TOPICS IN INFORMATION SYSTEMS. 1-4 variable
Prerequisite: Departmental approval. Selected topics in computer information systems 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, but grade forgiveness cannot be applied.

CIS 2941. INTERNSHIP EXPLORATION IN COMPUTER STUDIES. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA, and 12 credits. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course provides a planned work-based experience that will provide students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit hour of internship requires a minimum of 80 clock hours of work. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).
CIS 2942. INTERNSHIP IN COMPUTER PROGRAMMING.  
1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits of courses with COP prefix. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

CIS 2943. INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY.  
1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including CTS 1131C and CTS 1120, or CTS 1155; or Program Dir./Program Chair/Internship Office approval. This is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised 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 up to a maximum of 4 hours, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

CJC: Crim Justice Corrections

Courses

CJC 2000. INTRODUCTION TO CORRECTIONS.  
3 3 0
Introductory study of corrections to provide students with an overall view of the nature, philosophy, operations and goals of secure and non-secure correctional institutions.

CJC 2162. COMMUNITY CORRECTIONS.  
3 3 0
Overview of probation and its process, parole and community based corrections programs which are alternatives to corrections.

CJD: Crim Justice Development

Courses

CJD 0939. CRIMINAL JUSTICE EXAM REVIEW.  
.667-.variable
An overview is given which helps prepare the student for the state exam.

CJE: Criminal Justice

Courses

CJE 2000. POLICING SYSTEMS AND PROCEDURES.  
3 3 0
Prerequisite: CCJ 1020 min grade of C. This course will provide an overview and examination of the function, organization and various methods of policing in the United States.

CJE 2003. CAREER CHOICES IN CRIMINAL JUSTICE.  
1 1 0
This course exposes the student to the diversity of requirements, needs, and career opportunities within the criminal justice system and related fields. It covers various job search strategies and the preparation of resumes. Students participate in mock job interviews. This course includes learning activity designed to ensure competence in the basic use of computers.

CJE 2062. PEACE, CONFLICT AND THE POLICE.  
3 3 0
Prerequisite: Minimum grade of C in ENC 1101. In this course, students will learn the meaning of peace and investigate the philosophical and religious theories that underlie peace studies. In addition, students will investigate causes of war and violence from the individual level to international level and evaluate the paradox of the police as instruments of both peace and conflict. Students will investigate the police role in nonviolent movements and learn about occupational and organizational factors that influence police behavior. Students will learn about the history of non-violent movements and the means used to end conflict or injustice peacefully. Finally, students will be expected to devise an alternative framework for the police that emphasize peacekeeping strategies rather than coercive means.

CJE 2140. INTRODUCTION TO SECURITY.  
3 3 0
This course will explore various aspects of security, including, but not limited to, community, retail, corporate, business and industrial problems and concerns. In addition, governmental and legal aspects of security will be examined.
This course examines various strategies for peace keeping by law enforcement in today's diverse multicultural society. It is designed to assist students in understanding the pervasive influences of culture, race, and ethnicity in the workplace and in the communities that law enforcement serves.

Recording crime scene, collecting and preserving evidence. Familiarize students with police crime laboratory and interview and interrogation theories.

**CJJ: Criminal Justice**

**Courses**

**CJJ 2001. JUVENILE JUSTICE SYSTEMS.**

Introduction and overview of juvenile justice systems in regards to the treatment, images, explanation, prevention and context of delinquency within the criminal justice system.

**CJK: Crim Justice Institute**

**Courses**

**CJK 0001. INTRODUCTION TO LAW ENFORCEMENT.**

This course provides an overview of the academy program and the Criminal Justice system in Florida.

**CJK 0012. LAW ENFORCEMENT LEGAL.**

This course provides instruction on the history of the American legal system. Constitutional law, search and seizure, law of arrest, elements of crimes, civil and criminal liability, and it application to the public and officers are examined.

**CJK 0013. INTERACTIONS IN A DIVERSE COMMUNITY.**

This course provides information on communication barriers which occur because of cultural differences or unclear expression. Crisis intervention and the special considerations required when interacting with individuals who have physical or developmental disabilities, mental illness or impairments is also covered.

**CJK 0014. INTERVIEWING AND REPORT WRITING.**

This course concentrates on note-taking, interviewing, report principles and mechanics.

**CJK 0020. LAW ENFORCEMENT VEHICLE OPERATIONS.**

The components of the police driving environment are explored. Practical exercises are conducted on the driving range.

**CJK 0031. 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 0051. CMS 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 0064. FUNDAMENTALS OF PATROL.**

This course examines the techniques and tactics that officers use while on patrol to include Community Oriented Policing, officer safety and survival skills, and basic instruction on responding to calls and making an arrest.

**CJK 0065. CALLS FOR SERVICE.**

This course examines the more common non-criminal and criminal calls for service that an officer may encounter ranging from performing security checks to alleged violation of criminal law.

**CJK 0077. LAW ENFORCEMENT CRIMINAL INVESTIGATIONS.**

The student will learn methods for investigating various crimes, including domestic violence, child abuse, elderly abuse, missing persons, human trafficking, robbery, burglary, narcotics and death.
This course focuses on the officer's role upon arriving at an incident or crime scene. The topics covered include processing the crime scene, obtaining information about what happened and participation in the prosecution process until the case is resolved.

This course provides an overview of the DUI problem, DUI detection, drug-impaired driving, the Standardized Field Sobriety Tests, and DUI report writing. Legal issues regarding DUI traffic stops are also discussed.

The student will learn legal issues and traffic law, professional traffic stops and discriminatory profiling, unknown risks of traffic stops, and the identification, initiation, and application of tactical approaches to high risk traffic stops.

Traffic accident investigation, scene management, evidence handling, and reporting procedures are reviewed.

This course provides an overview of the law enforcement techniques and tactics employed in confronting large scale or critical incidents including active shooters, natural disasters, hazardous material exposure and explosive devices.

The student will participate in various physical exercises, including stretching, calisthenics, and running in preparation for Defensive Tactics Training.

This course provides an overview of basic administrative, legal, communications, and human issues for students seeking a position as a Law Enforcement Volunteer, and is a prerequisite course for certification as a Law Enforcement Auxiliary Officer.

This course provides an overview of patrol techniques, crowd control, traffic stops, and traffic crash investigations for students seeking a position as a law enforcement volunteer, and is a prerequisite course for certification for a Law Enforcement Auxiliary Officer.

This course provides an overview of basic criminal investigations for students seeking a position as a law enforcement volunteer, and is a prerequisite course for certification for a Law Enforcement Auxiliary Officer.

This course provides an overview of the correctional academy program and the Criminal Justice System in Florida. Interpersonal communication skills are covered along with use of telecommunications.

This course covers potential situations that may occur in a correctional facility and which action should be taken. Topics such as location and control of contraband and facility identification policies will be discussed.

An overview of daily operations within a correctional facility. Topics include: security and hazardous equipment identification, and storage procedures.

This course provides instruction on topics not limited to inmate intake procedures, fingerprinting, inmate security levels, and legal issues involved in criminal history information.

This course is designed to provide an overview of the supervisory role within a correctional facility, including aspects of daily operations, the disciplinary process, safety, security, and treatment of inmates.

This course is designed to provide an overview of the supervisory role in a correctional facility among inmates categorized as special population. Topics include: supervising a housing unit, officer safety and professionalism, and inmate care, custody, and control.

This course prepares students for potential types of emergency situations that may occur within a correctional facility and examines the actions that should be taken. Topics include but are not limited to: hazardous materials, riots, bomb threats, and man-made and natural disasters.
The student will participate in various physical exercises, including stretching, calisthenics and running in preparation for Defense Tactics Training.

This course is for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program, e.g., new techniques, high liability area or application of relevant case law.

This course will introduce the student to the basics of the dart-firing stun gun and provide the fundamental knowledge on this emerging tool in Criminal Justice.

**CJL: Criminal Justice**

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<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>CJL 2100. CRIMINAL LAW.</td>
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<tr>
<td>This course examines crime and the elements of offenses. Various mental states, capacities to commit crimes, and defenses to criminal liability are intensely studied.</td>
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<tr>
<td>CJL 2102. CRIMINAL EVIDENCE &amp; PROCEDURES.</td>
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<td>This course reviews the rules of evidence, methods of legally collecting and preserving evidence, rules and procedures regulating admissibility of evidence and presentation of evidence in court. Special emphasis is placed on constitutional issues of search and seizure and procedures.</td>
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**CLP: Clinical Psychology**

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<tr>
<th>Courses</th>
<th>Credit(s)</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>CLP 1001. PSYCHOLOGY OF ADJUSTMENT.</td>
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<tr>
<td>Biological and learned factors involved in the process of personal and social adjustment and the study of mental health principles and their application to human adjustment.</td>
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<tr>
<td>CLP 2140. ABNORMAL PSYCHOLOGY.</td>
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<td>Prerequisite: PSY 2012. Psychological abnormality discussed with reference to symptom patterns, causation and treatment approaches.</td>
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**COM: Communications**

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<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>COM 2941. INTERNSHIP EXPLORATION IN COMMUNICATIONS.</td>
<td>1-4</td>
<td>variable</td>
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<tr>
<td>Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ENC 1101 or ENC 1101H or SPC 1608 and JOU 1100 or MMC 1000 or MMC 2100. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).</td>
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## COP: Computer Programming

### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS.</td>
<td>3</td>
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<td>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, 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. Students with a demonstrated background in computer programming (transcript, job experience, or waiver exam) may request to have this course waived as a pre-requisite to subsequent courses through the department office. (Special Fee: $70.00).</td>
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<tr>
<td>COP 1332C</td>
<td>VISUAL BASIC PROGRAMMING (FORMER TITLE INTRODUCTION TO VISUAL BASIC).</td>
<td>3</td>
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<td>Prerequisite: Minimum grade of C in COP 1000C 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: $68.00).</td>
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<tr>
<td>COP 1812C</td>
<td>XML AND WEB SERVICES.</td>
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<td>Prerequisite: COP 2822C 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: $70.00).</td>
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<td>COP 2220C</td>
<td>C PROGRAMMING.</td>
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<td>Prerequisite: Minimum grade of C in COP 1000C 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, file I/O operations, structs, and unions. (Special Fee: $70.00).</td>
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<td>COP 2222C</td>
<td>ADVANCED C PROGRAMMING.</td>
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<td>Prerequisite: Minimum grade of C in COP 2220C. 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: $95.00).</td>
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<tr>
<td>COP 2224C</td>
<td>C++ PROGRAMMING.</td>
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<td>Prerequisite: Minimum grade of C in COP 2220C Introduction to Object-Oriented Programming (OOP) using C++ programming language. Covers class hierarchies and single, repeated, and multiple inheritance. Focuses on abstraction and information hiding. Covers in detail polymorphism and dynamic binding. (Special Fee: $70.00).</td>
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<tr>
<td>COP 2341C</td>
<td>LINUX SHELL SCRIPTING.</td>
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<td>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: $70.00).</td>
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<td>COP 2360C</td>
<td>C# PROGRAMMING.</td>
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<td>Prerequisite: Minimum grade of C in COP 1000C A hands-on study of Microsoft Visual C# programming language with emphasis on object-oriented programming. Topics include control structures, arrays, methods, exception handling and inheritance. Students will develop C# programs in both console and windows modes. (Special Fee: $70.00).</td>
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<tr>
<td>COP 2362C</td>
<td>ADVANCED C# PROGRAMMING.</td>
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<td>Pre-requisite: Minimum grade of C in COP 2360C Advanced topics using the C# language, including User eXperience (UX), collections, multi-threading, and interaction with databases and web services. Students will develop applications for Windows and the web using industry-standard software architecture. (Special fee $70.00).</td>
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<tr>
<td>COP 2654C</td>
<td>iOS APP DEVELOPMENT.</td>
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<td>Prerequisite: COP 2224C or COP 2360C or COP 2800C Hands-on application development for iOS devices including the iPhone, iPod Touch and iPad. Apps will be written in Objective C using Xcode, and executed in an emulator. Topics include the application architecture, user interface, data persistence, graphics, multimedia, and location-based services. Advanced apps will communicate with device sensors including the accelerometer, microphone and camera. The business of app development is explored, including distributing and marketing in App Store. Owning an iOS device is not required. Use of a Macintosh computer for development is required. On-campus computers are available for students who do not own a Macintosh. (Special Fee: $70.00).</td>
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COP 2660C. ANDROID APP DEVELOPMENT.
Prerequisite: Minimum grade of C in COP 2800C Hands-on application development for Android devices. Native Android apps will be written in Java and executed in an emulator. Topics include the application architecture, user interface, data persistence, graphics, multimedia, and location-based services. Advanced apps will communicate with device sensors including the accelerometer, microphone and camera. The business of app development is explored, including distributing in the Android Market. Owning an Android device is not required. (Special Fee: $70.00).

COP 2800C. JAVA PROGRAMMING.
Prerequisite: Minimum grade of C in COP 1000C or departmental approval 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 the Java API. (Special Fee: $70.00).

COP 2805C. ADVANCED JAVA PROGRAMMING.
Prerequisite: Minimum grade of C in COP 2800C. A continuation of COP 2800. Advanced topics in Java SE (Standard Edition), including Graphical User Interface using Swing, event handling, file input/output, collections, multi-threaded applications, and database connectivity. Object-oriented design and analysis is introduced using the Unified Modeling Language (UML). (Special Fee: $70.00).

COP 2822C. WEB SITE DEVELOPMENT (FORMER TITLE, WEB PUBLISHING).
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: $70.00).

COP 2830C. SCRIPTING LANGUAGES.
Prerequisite: Minimum grade of C in COP 1000C and COP 2822C or departmental approval. The syntax and semantics of scripting programming language will be covered. Covers major scripting languages in current use. 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: $70.00).

COP 2833C. PHP AND MYSQL.
Prerequisite: Minimum grade of C in COP 2830C Students learn to develop data-driven websites using PHP and MySQL. Topics include PHP language features, integrating PHP with HTML forms, sessions, cookies, security, error handling, and database interaction. Administration of MySQL on a web server for use with PHP is covered. Students will develop a website using industry standard techniques for authentication, authorization, and e-commerce. (Special Fee: $70.00).

COP 2930. SELECTED TOPICS IN COMPUTER PROGRAMMING.
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, but grade forgiveness cannot be applied.

COP 3275C. C/C++ PROGRAMMING FOR ENGINEERS.
Prerequisite: Minimum grade of C in MAC 2312 A comprehensive course in computer programming using the C and C++ programming languages. Structured programming in C, especially for solving numerical problems is covered in detail, and object-oriented programming in C++ is introduced. Computer programming is used to improve quantitative problem solving skills by developing algorithms that apply mathematical techniques. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $63.00).

COT: Computing Theory

Courses

COT 2104C. FOUNDATIONS OF DISCRETE MATHEMATICS.
Prerequisites: MAC 1105 or departmental approval This course builds basic mathematical logic skills and foundations of discrete mathematics. 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. (Special Fee: $70.00).
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CRW 2001.</td>
<td>CREATIVE WRITING AND ADVANCED COMPOSITION.</td>
<td>3</td>
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<tr>
<td>CRW 2100.</td>
<td>INTRODUCTION TO FICTION.</td>
<td>3</td>
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<tr>
<td>CRW 2102.</td>
<td>FICTION II.</td>
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<tr>
<td>CRW 2300.</td>
<td>INTRODUCTION TO POETRY.</td>
<td>3</td>
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<tr>
<td>CRW 2301.</td>
<td>POETRY II.</td>
<td>3</td>
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<tr>
<td>CRW 2710.</td>
<td>INTRODUCTION TO SCRIPT WRITING.</td>
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<tr>
<td>CTS 1120C.</td>
<td>INTRODUCTION TO NETWORK SECURITY.</td>
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<tr>
<td>CTS 1131C.</td>
<td>COMPUTER MAINTENANCE ESSENTIALS.</td>
<td>3</td>
<td>3</td>
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<tr>
<td>CTS 1134C.</td>
<td>NETWORK ESSENTIALS.</td>
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</tbody>
</table>
CTS 1142C. INFORMATION TECHNOLOGY PROJECT MANAGEMENT.

Pre-requisite: CGS 2100C This course will enable the student to use a variety of project management techniques that can be applied in an information technology project context. The student will gain knowledge in the areas of integration management, scope management, time management, cost management, and quality management, which will serve as a foundation for an information technology project management position. This course maps to the objectives of CompTIA’s Project+ certification and the Project Management Institute’s Project Management Professional certification exams. (Special Fee: $68.00).

CTS 1155C. 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: $70.00).

CTS 1163C. MICROSOFT WINDOWS 7.

Prerequisite: CET 2179C or CTS 1131C This course will enable the student to install and administer the Microsoft Windows 7 client operating system. The student will learn about the settings in which the client is installed, and administer it for various user environments. The student will create and configure user accounts, plan and manage permissions, and configure the operating system to use various network services. The student will also backup and restore system files, manage the update process, troubleshoot problems, and audit operating system activity. This course will prepare the student for the Microsoft Certified Technology Specialist (MCTS) 70-680 exam. (Special Fee: $70.00).

CTS 2317C. ADVANCED NETWORK SECURITY.

Prerequisite: CIS 1354 or CTS 1120C 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: $70.00).

CTS 2321C. LINUX SYSTEM ADMINISTRATION.

Prerequisite: COP 2341C This course on the Linux operating system covers the topics required for the Comp TIA 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: $70.00).

CTS 2433C. SQL SERVER DATABASE AND IMPLEMENTATION.

Prerequisites: CGS 2545C or Departmental 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 rolls. (Special Fee: $70.00).

CVT: Cardiovascular Technology

Courses

CVT 1000C. INTRODUCTION TO CARDIOVASCULAR TECHNOLOGY.

Prerequisite: Acceptance to Cardiovascular A.S. Degree Program This course is an overview of the profession including basic skills and terminology related to historical development, current profession trends, infection control, asepsis, and basic cardiopulmonary patient assessment tools using electrocardiography, chest reontgenography, and clinical laboratory tests. (Special Fee: $100.00).

CVT 1205C. CARDIOVASCULAR PHARMACOLOGY & 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 their effects on hemodynamic and electrophysiologic variables. This course also prepares the student to identify basic cardiac dysrhythmias. (Special Fees: $58.00).
CVT 1260C. INVASIVE CARDIOLOGY I: CARDIOPULMONARY ANATOMY & PHYSIOLOGY.  4  3  3
Prerequisite: Minimum grade of C in CVT 1000C 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: $97.00).

CVT 1270. PATHOPHYSIOLOGY.  3  3  0
Prerequisite: Minimum grade of C in CVT 1260C Corequisite: CVT 1205C This course is structured to furnish the student with the
dynamic aspects of disease processes. It is conceptually structured to present the concepts of disease processes by organ disorders
of the immune system as it relates to adverse reactions to drugs, hematologic, fluid and electrolytes, cardiovascular, respiratory, renal,
neurologic, and endocrine disorders.

CVT 1840L. CARDIOVASCULAR CLINICAL PRACTICUM I.  2  0  6
Prerequisite: Minimum grade of C in CVT 1000C Corequisite: CVT 1260C (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 cath lab and at local clinical affiliates. The student will observe activities in the following hospital departments: cardiac
catheterization lab, non-invasive cardiology, echocardiology, intensive care units, medical/surgical floors, emergency department.
(Special Fee: $88.00).

CVT 1841L. CARDIOVASCULAR CLINICAL PRACTICUM II.  2  0  6
Prerequisite: Minimum grade of C in CVT 1840L Corequisites: CVT 1205C and CVT 1270 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: $102.00).

CVT 2211C. CRITICAL CARE APPLICATIONS.  4  3  3
Prerequisites: Minimum grade of C in CVT 2420C and CVT 2620C Corequisite: CVT 2421C and CVT 2843L This course is designed
to teach the student the theory, application, and evaluation of critical care measures 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: $59.00).

CVT 2420C. INVASIVE CARDIOLOGY II.  4  3  3
Prerequisite: Minimum grade of C in CVT 1205C Corequisites: CVT 2620C and CVT 2842L This course is structured to introduce
the student to the specific procedures performed in the cardiac catheterization laboratory 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 caths, and complications of cardiac catheterization and subsequent treatments. (Special Fee: $29.00).

CVT 2421C. INVASIVE CARDIOLOGY III.  4  3  3
Prerequisites: Minimum grade of C in CVT 2420C Corequisites: CVT 2211C and CVT 2843L 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: $78.00).

CVT 2426C. ADVANCED CARDIOVASCULAR CONCEPTS.  2  1  3
Prerequisite: Minimum grade of C in CVT 2421C and CVT 2211C Corequisites: CVT 2920 and CVT 2844L 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: $51.00).

CVT 2620C. NON-INVASIVE CARDIOLOGY II.  4  3  3
Prerequisite: Minimum grade of C in CVT 1205C Corequisite: CVT 2420C and CVT 2842L This course is structured to present 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 Fees: $95.00).
CVT 2842L. CARDIOVASCULAR CLINICAL PRACTICUM III.  4 0 24
Prerequisite: Minimum grade of C in CVT 1841L. 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: $109.00).

CVT 2843L. CARDIOVASCULAR CLINICAL PRACTICUM IV.  4 0 24
Prerequisite: Minimum grade of C in CVT 2842L. 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: $97.00).

CVT 2844L. CARDIOVASCULAR CLINICAL PRACTICUM V.  3 0 24
Prerequisite: Minimum grade of C in CVT 2843L. Corequisites: CVT 2426C and CVT 2920. 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: $97.00).

CVT 2920. CARDIOVASCULAR TECHNOLOGIST AS A PROFESSIONAL.  2 3 0
Prerequisites: Minimum grades of C in CVT 2421C and CVT 2211C. Corequisite: CVT 2426 and CVT 2844L. The professional relationship of the Cardiovascular Technologist to the other health professionals is presented, along with the basic format for research. Resume preparation and interview skills are discussed. Management, legal, and ethical issues are discussed.

CVT 2930. SELECTED TOPICS IN CVT.  1-4 variable
Pre requisite: CVT 1000C. For students interested in obtaining additional cardiovascular skills. Provides clinical and/ or laboratory experience and seminar type discussion activities for students pursuing selected topics in cardiovascular technology. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

CVT 2942. INTERNSHIP IN CARDIOVASCULAR TECHNOLOGY.  1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 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. The Program Director/ Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

DAA: Dance Activities

Courses  Credit(S) Contact Lab
DAA 1100C. MODERN DANCE I.  2 2 1
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 movements. May be repeated for credit for a maximum of 4 credit hours, but grade forgiveness cannot be applied. (Special Fee: $37.00).

DAA 1101C. MODERN DANCE II.  2 2 1
Prerequisite: DAA 1100 or departmental approval. Further development of modern dance techniques, rhythms, music and self-expression. May be repeated for credit for a maximum of 4 credit hours, but grade forgiveness cannot be applied. (Special Fee: $37.00).

DAA 1104C. MODERN DANCE I FOR PRE-MAJORS.  1 2 1
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 movements. May be repeated for credit for a maximum of 4 credit hours, but grade forgiveness cannot be applied. (Special Fee: $37.00).

DAA 1105C. MODERN DANCE II FOR PRE-MAJORS.  1 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1104C or departmental approval. Further development of modern dance techniques, rhythms, music and self-expression. Multiple credit course. May be repeated for credit for maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $37.00).
DAA 1160C. MODERN DANCE III FOR PRE-MAJORS.
Pre-requisites: DAA 1104C and DAA 1105C or department approval. Students will refine modern dance technique through assimilation, accuracy, application and recall. Performance techniques and knowledge of modern dance technique through choreographic works will be explored. Multiple credit course. May be repeated for credit for a maximum of 4 credit hours, but grade forgiveness cannot be applied. (Special Fee: $37.00).

DAA 1200C. BALLET I.
Basic techniques at the barre using classical, feet, arm and body positions. Center floor work covers basic adagio movements and allegro combinations and uses sequences for traveling across the floor. Leotards, tights and ballet shoes needed. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 1201C. BALLET II.
Prerequisite: DAA 1200C or departmental approval. Student experiences an intensification of barre and center work. Students are introduced to eight body directions with corresponding arms and body alignment, pirouettes and use of beats. Multiple credit course. May be repeated for credit for a maximum of 4 credit hours, but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 1204C. BALLET I FOR PRE-MAJORS.
Pre-requisite: Acceptance to A. A. Pre-Major: Dance Performance Basic techniques at the barre using classical, feet, arm and body positions. Center floor work covers basic adagio movements and allegro combinations and uses sequences for traveling across the floor. Leotards, tights and ballet shoes needed. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 1205C. BALLET II FOR PRE-MAJORS.
Pre-requisite: Acceptance to A. A. Pre-Major: Dance Performance and either DAA 1204C or departmental approval. Student experiences an intensification of barre and center floor work. Students are introduced to eight body directions with corresponding arms and body alignment, pirouettes, and 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: $32.00).

DAA 1220C. POINTE I.
Prerequisite: DAA 1200C or DAA 1201C or departmental approval. Students further their classical ballet skills by developing technique and strength en pointe. May be repeated for credit for a maximum of 4 credit hours. but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 1221C. POINTE II.
Prerequisite: DAA 1220C or departmental approval. Continuation of DAA 1220C with further emphasis on strength and technique en pointe. May be repeated for credit for a maximum of 4 credit hours. but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 1330C. 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 four credit hours, but grade forgiveness cannot be applied. (Special Fee: $25.00).

DAA 1331C. AFRICAN DANCE II.
Prerequisite: DAA 1330C or Departmental 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 four credit hours, but grade forgiveness cannot be applied. (Special Fee: $25.00).

DAA 1520C. TAP I.
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. May be repeated for a maximum of 4 credit hours, but grade forgiveness cannot be applied. (Special Fee: $42.00).

DAA 1521C. TAP II.
Prerequisite: DAA 1520C Continuation of DAA 1520C intensifying tap combinations and routines. May be repeated for credit for a maximum of four credit hours, but grade forgiveness cannot be applied. (Special Fee: $42.00).

DAA 1650C. DANCE PRODUCTION.
Prerequisite: DAA 1104C or DAA 1100C and DAA 1204C or DAA 1200C and selection through audition or departmental 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 but grade forgiveness cannot be applied. (Special Fee: $127.00).
DAA 1680C. REPERTORY I FOR PRE-MAJORS. 1-3 variable
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1104C or DAA 1204C or departmental approval The study and practice of selected works of dance repertory through rehearsal and performance. Students will explore the progression of the rehearsal process to the performance experience through various repertory dance works. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $121.00).

DAA 1681C. REPERTORY II FOR PRE-MAJORS. 1-3 variable
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and DAA 1680C or departmental approval Continuation of DAA 1680C. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $121.00).

DAA 2102C. INTERMEDIATE MODERN DANCE I. 2 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1101C 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: $37.00).

DAA 2103C. INTERMEDIATE MODERN DANCE II. 2 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 2102C 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 credit hours, but grade forgiveness cannot be applied. (Special Fee: $37.00).

DAA 2106C. INTERMEDIATE MODERN DANCE I FOR PRE-MAJORS. 1 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1105C or departmental approval. Students refine barre and center floor work. Integration of alignment, physicality, theory, dynamics, musicality and enhanced technical movements necessary to further the performance experience. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 2107C. INTERMEDIATE MODERN DANCE II FOR PRE-MAJORS. 1 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 2106C or departmental approval Intensification of theory and practice in 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: $32.00).

DAA 2202C. INTERMEDIATE BALLET I. 2 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1201C 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: $32.00).

DAA 2203C. INTERMEDIATE BALLET II. 2 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 2202C or department approval Intensification of theory and practice in 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: $32.00).

DAA 2206C. BALLET III FOR PRE-MAJORS. 1 2 1
Prerequisite: Acceptance to A.A. Pre Major: Dance Performance and either DAA 1205C or departmental approval. Students refine barre and center floor work. Integration of alignment, physicality, theory, dynamics, musicality and enhanced technical movements necessary to further the performance experience. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: $32.00).

DAA 2207C. INTERMEDIATE BALLET I FOR PRE-MAJORS. 1 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1205C or departmental 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: $32.00).

DAA 2219C. INTERMEDIATE BALLET II FOR PRE-MAJORS. 1 2 1
Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 2207C or departmental 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: $32.00).

DAA 2500C. JAZZ DANCE I. 2 2 1
Student learns coordinated movements in a jazz style with isolated body parts. 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 does not apply. (Special Fee: $37.00).
DEH 1003. FUNDAMENTALS OF DENTAL HYGIENE.

Courses

DEH 1003. 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. The concepts of oral health and disease are introduced, with emphasis on prevention through biofilm control methods.
DEH 1003L. DENTAL HYGIENE INSTRUMENTATION.  2 0 6
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: $635.00).
DEH 1130. ORAL HISTOLOGY AND EMBRYOLOGY.  2 2 0
Corequisites: DEH 1800 and DEH 1800L Detailed study of dental and oral tissues. Includes early embryonic development of the face and oral cavity; histology of the teeth.
DEH 1602. PERIODONTOLOGY I.  1 1 0
Prerequisites: DEH 1003 and 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.
DEH 1800. DENTAL HYGIENE I.  2 2 0
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. CLINICAL DENTAL HYGIENE I.  5 0 15
Prerequisite: Current AHA ("C" course) CPR card. Corequisite: DEH 1800 Students begin patient care in dental hygiene clinic with emphasis on patient assessment for completion of the dental hygiene diagnosis, care planning, and treatment. Time allotted for clinical seminar. (Special Fee: $750.00).
DEH 1802. DENTAL HYGIENE II.  2 2 0
Prerequisites: DEH 1800, DEH 1800L, DEH 1602 and HUN 2202 Corequisite: DEH 1802L. Topics include dietary analysis, modifications in the dental hygiene process of care for identified special needs patients, domestic violence, and child abuse.
DEH 1802L. DENTAL HYGIENE II.  3 0 9
Prerequisite: DES 1600 Corequisite: DEH 1802 Emphasizes increasing skill in patient care, instrumentation, and radiographs. Students perform additional clinical services such as pit and fissure sealants and alginate impressions. Selected off-campus clinical sites enhance clinical experience with special patients. Time allotted for clinical seminar. (Special Fee: $250.00).
DEH 2300. PHARMACOLOGY.  2 2 0
Presentation of the physical and chemical properties, dosage, methods of administration and therapeutic usage of pharmaceutical preparation used in dentistry.
DEH 2400. GENERAL & ORAL PATHOLOGY.  3 3 0
Prerequisite: DEH 1130 Introduction to general pathology with consideration of common diseases affecting the human body; the oral systemic connection. Emphasis placed on the study of pathological conditions associated with the oral cavity.
DEH 2604. PERIODONTOLOGY II.  1 1 0
Prerequisites: DEH 1603 A continuation of Periodontology I with emphasis on surgical and non-surgical therapies and related periodontal treatment.
DEH 2605. PERIODONTOLOGY SEMINAR.  1 2 0
Prerequisites: DEH 2604 Application of theory to selected case studies and exposure to new treatment modalities for periodontal disease. Review of current research on the relationship between systemic diseases and periodontal disease.
DEH 2701. COMMUNITY DENTAL HEALTH I.  3 0 0
Prerequisite: SPC 1608 Introduces students to the study of various aspects of community dentistry/public health, including basic concepts of analysis, planning, implementation, and evaluation in public health. Statistical analysis, research methodology, and dental health presentations to groups are also covered.
DEH 2702. COMMUNITY DENTAL HEALTH II.  1 0 0
Gives student dental hygienists an opportunity to apply concepts and methods learned in DEH 2701 to a community project which students design and implement.
DEH 2804. DENTAL HYGIENE III.  2 2 0
Prerequisites: DEH 1802, DEH 1802L, DEH 2604 and DEH 2300 Corequisites: DEH 2804L. Includes study of case documentation and intraoral photography. Continue study of treatment considerations for medically compromised patients. Time allotted for case studies and clinical seminars.
DEH 2804L. CLINICAL DENTAL HYGIENE III.
Prerequisites: DEH 1802, DEH 1802L and DEH 2604 Corequisite: DEH 2804 Emphasizes increasing proficiency in oral prophylaxis, radiographic techniques, and patient care. Continued development skills in root debridement, dietary analysis, diagnostic models, and use of chemotherapeutics. Students prepare case documentation on a selected clinical patient and participate in patient care at off-campus sites. Time allotted for clinical seminar. (Special Fee: $225.00).

DEH 2806L. CLINICAL DENTAL HYGIENE IV.
Prerequisites: DEH 2804 and DEH 2804L Corequisite: DEH 2812 Emphasizes improvement of time management skills and achievement of entry level competence for the dental hygiene profession. Students continue to participate in patient care at off-campus clinical sites. Time allotted for clinical seminar. (Special Fee: $350.00).

DEH 2812. DENTAL HYGIENE IV.
Prerequisites: DEH 2804, DEH 2804L, and DEH 2400 Corequisite: DEH 2806L Includes study of ethics, jurisprudence and practice management, resume writing and employment opportunities.

DEH 2930. SELECTED TOPICS DENTAL HYGIENE. 1-5 variable
Prerequisite: Departmental approval. For students interested in obtaining additional dental hygiene skills. May be repeated for credit and grade forgiveness cannot be applied.

**DEP: Developmental Psych**

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<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>DEP 1302. PSYCHOLOGY OF ADOLESCENCE.</td>
<td>3</td>
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<tr>
<td>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.</td>
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<tr>
<td>DEP 2004. DEVELOPMENTAL PSYCHOLOGY.</td>
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<tr>
<td>Prerequisite: PSY 2012 Designed to survey theory and research on development from conception through death. Emphasizes biological, and social variables which influence human behavior.</td>
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<td>DEP 2004H. DEVELOPMENTAL PSYCHOLOGY HONORS.</td>
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<tr>
<td>Prerequisite: PSY 2012 Same as DEP 2004 with honors content. Honors Program permission required. The honors course provides opportunities to explore the course content in greater depth.</td>
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**DES: Dental Support**

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<tr>
<th>Courses</th>
<th>Credit(s)</th>
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<th>Lab</th>
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<tr>
<td>DES 1020. DENTAL ANATOMY.</td>
<td>2</td>
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<tr>
<td>Prerequisite: Acceptance to Dental Hygiene A.S. Degree Program Corequisite: DES 1020L 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. DENTAL ANATOMY LAB.</td>
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<td>Corequisite: DES 1020 Includes identification of permanent and primary dentition, the study of skeletal portions of human skull, blood and nerve supply, and muscles and glands associated with head, neck and oral cavity. (Special Fee: $25.00).</td>
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<td>DES 1051. DENTAL PAIN CONTROL AND LOCAL ANESTHESIA.</td>
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<tr>
<td>Pre-requisite: DES 1020 and DES 1020L This course covers pain control in dentistry, including topical and local anesthetics, nitrous oxide sedation, and the use of analgesics.</td>
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<tr>
<td>DES 1100. DENTAL MATERIALS.</td>
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<tr>
<td>Prerequisites: DES 1020 and DES 1020L Corequisite: DES 1100L. Includes study of characteristics, properties, and application of materials used in dentistry.</td>
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<tr>
<td>DES 1100L. DENTAL MATERIALS LAB.</td>
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<td>3</td>
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<tr>
<td>Corequisite: DES 1100 Includes properties, manipulation and application of dental materials. Students practice manipulating and using materials commonly used in dental and dental hygiene practice. (Special Fee: $50.00).</td>
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<td>DES 1200. DENTAL RADIOGRAPHY.</td>
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<tr>
<td>Corequisite: DES 1200L Provides student with background on nature, physical behavior and biological effect of radiation as well as radiation hygiene.</td>
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</table>
**DES 1200L. DENTAL RADIOGRAPHY LABORATORY.**  
Corequisite: DES 1200 Develops student proficiency in exposing and scanning diagnostically acceptable radiographs. Lab sessions provide experience in x-ray safety procedures, exposure, handling, mounting and interpreting radiographs. (Special Fee: $150.00).

**DES 1600. DENTAL OFFICE EMERGENCIES.**  
Prerequisites: DES 1800 and DES 1800L. 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.).

**DES 1800. INTRODUCTION TO CLINICAL PROCEDURES.**  
Corequisites: DES 1800L, DEH 1003, and DEH 1003L. Course topics include infection control procedures to prevent disease transmission and patient assessment skills.

**DES 1800L. INTRODUCTION TO CLINICAL PROCEDURES LAB.**  
Corequisites: DES 1800, DEH 1003, and DEH 1003L. Clinical application of information covered in DES 1800. Students perform clinical assessment procedures on student partners to develop clinical skills and perform acceptable infection control processes in the dental hygiene clinic. (Special Fee: $75.00).

**DIG: Digital Media Tech**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 1102C. INTRODUCTION TO CLIENT-SIDE PROGRAMMING.</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Covers basic programming knowledge applied to front-end web technology with a focus on the Javascript programming language. (Special Fee: $55.00).</td>
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<tr>
<td>DIG 1108C. INTRODUCTION TO SERVER-SIDE PROGRAMMING.</td>
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<tr>
<td>Covers basic programming knowledge applied to back-end web technology with a focus on the PHP programming language. (Special Fee: $54.00).</td>
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<tr>
<td>DIG 1631C. DIGITAL INDUSTRY PRACTICES.</td>
<td>3</td>
<td>2</td>
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<tr>
<td>The business practices of digital media industries are examined with special emphasis on project management, legal issues, teamwork, contracts, communication, and revenue. (Special Fee: $55.00).</td>
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<tr>
<td>DIG 1940. PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA.</td>
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<tr>
<td>The student will perform self-reflective exercises to determine working and learning styles, research industry positions, learn basic job hunting skills, attend meetings of professional organizations, and learn how to develop and present their work. (Special Fee: $19.00).</td>
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<tr>
<td>DIG 2000C. INTRO TO DIGITAL MEDIA &amp; DESIGN.</td>
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<tr>
<td>An introduction to computers and application programs currently used in the industry for visual communication projects. Students will apply principles of design and typography to plan, produce, and present individual and group projects typical of those used in the graphics and digital media industry. (Special Fee $93.00).</td>
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<tr>
<td>DIG 2030C. DIGITAL VIDEO AND SOUND.</td>
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<tr>
<td>Prerequisite: Minimum grade of C in DIG 2000C or GRA 1142C; or department approval Introduction to concepts, principles, tools, and techniques of producing, assembling, and mixing digital video and audio. Understand story, creativity, planning, and organizational skills as a part of the production process. (Special Fee: $97.00).</td>
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<tr>
<td>DIG 2092C. ETHICS OF WEB DEVELOPMENT.</td>
<td>3</td>
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<tr>
<td>Prerequisite: Minimum grade of C in DIG 1631C or department approval Students will explore community contribution, open source etiquette, attribution and the ethical questions surrounding social media and work for hire. (Special Fee: $55.00).</td>
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<tr>
<td>DIG 2100C. WEB ESSENTIALS.</td>
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<tr>
<td>Students become familiar with essential concepts used to employ critical thinking and basic programming skills to create standards compliant web sites. Students also learn the importance of usability, accessibility, and web standards when creating projects.</td>
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<tr>
<td>DIG 2101C. ADVANCED WEB ESSENTIALS.</td>
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<tr>
<td>Prerequisite: Minimum grades of C in DIG 2100C and either DIG 2000C or GRA 1142C; or department approval Students will learn about cross-browser compatibility, the terminology of internet systems, and advanced CSS techniques. (Special Fee: $55.00).</td>
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<tr>
<td>DIG 2106C. ADVANCED CLIENT-SIDE PROGRAMMING.</td>
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<tr>
<td>Pre-requisite: Minimum grade of C in either DIG 1102C or COP 1000; AND minimum grade of C in either DIG 2100C or COP 2282; or department approval Covers event-driven programming, manipulating the Document Object Model, client-side event handling, and HTML forms with an industry-standard Javascript framework. (Special Fee: $54.00).</td>
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</tbody>
</table>
DIG 2107C. ADVANCED SERVER-SIDE PROGRAMMING.  3  3  1
Prerequisites: Minimum grade of C in DIG 1940; AND minimum grade of C in either DIG 1108C or COP 1000; AND minimum grade of C in either DIG 2100C or COP 2282; or department approval Covers the interaction of client requests over the internet, web services (PHP, HTML, HTTP) Business Objects and Business Logic Software design patterns, and generating responses over a server. (Special Fee: $54.00).

DIG 2109C. DIGITAL IMAGING FUNDAMENTALS.  3  2  2
Prerequisites: Minimum grade of C in DIG 2000C; and minimum grade of C in either DIG 1940 or ART 1300C; or departmental approval Introduction to the concepts and principles of digital imaging and the tools and techniques of image capture, creation, manipulation, and integration of still images. Understand composition, layout, color theory, image capture, and output using industry-standard software. (Special Fee: $57.00).

DIG 2170C. WEB APPLICATION DEVELOPMENT.  3  2  1
Prerequisite: Minimum grades of C in DIG 2106C and DIG 2107C and DIG 2561C and COP 2341; or department approval Given a set of requirements, students will build a complete application, from modeling the data to the final display of the page. (Special Fee: $54.00).

DIG 2282C. VISUAL MEDIA FOR AUDIO PROFESSIONALS.  3  1  4
Prerequisites: Minimum grade of C in MUM 2600C and MUM 2634C or department approval. Students will learn basic concepts of video production, video editing, graphics creation, project authoring, and distribution of media for audio professionals. (Special Fee: $57.00).

DIG 2284C. ADVANCED DIGITAL VIDEO AND SOUND.  3  2  2
Prerequisites: Minimum grades of C in DIG 2030C and DIG 2430C; or department approval Develops creative and organizational skills needed for advanced digital video production. Requires participation in a group video production. (Special Fee: $154.00).

DIG 2291C. ADVANCED AUDIO VISUAL TECHNOLOGY.  3  3  1
Prerequisites: Minimum grade of C in TPA 2257C or TPP 1260; AND a minimum grade of C in DIG 2284C or TPA 2290; or department approval. An in-depth exploration of the audiovisual technology and practices of the entertainment industry, the course will focus on the development of proficiency in the operation of a variety of audiovisual equipment with emphasis on systems integration. (Special Fee: $93.00).

DIG 2292C. DIGITAL POST-PRODUCTION.  3  3  1
Prerequisite: Minimum grade of C in DIG 2030C or departmental approval A detailed exploration into editing theory and post-production tasks. Includes instruction in color correction and authoring interactive designs for motion picture distribution. (Special Fee: $54.00).

DIG 2302C. INTRODUCTION TO 3D MOTION GRAPHICS.  3  3  1
Prerequisites: Minimum grades of C in GRA 2156C and either DIG 2341C or GRA 2160; or department approval Students will learn fundamental concepts for the creation of three-dimensional motion graphics. (Special Fee: $74.00).

DIG 2312C. INTRODUCTION TO ACTIONSCRIPT.  3  3  1
Prerequisite: Minimum grades of C in DIG 1102C and DIG 1940; or department approval Reinforces basic programming concepts inside the Flash environment. Students will learn the basics of the Flash interface along with beginning to intermediate level coding inside ActionScript. (Special Fee: $55.00).

DIG 2317C. ADVANCED ACTIONSCRIPT.  3  3  1
Prerequisite: Minimum grades of C in DIG 1108C and DIG 2312C; or department approval 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 interfaces. (Special Fee: $54.00).

DIG 2341C. INTRODUCTION TO MOTION GRAPHICS.  3  3  1
Prerequisite: Minimum grades of C in ART 1300C and DIG 2000C; or department approval. Prerequisite or Corequisite: DIG 1940 Students will learn basic concepts of motion graphics creation for various distribution formats. (Special Fee: $47.00).

DIG 2342C. ADVANCED MOTION GRAPHICS.  3  3  1
Prerequisites: Minimum grades of C in GRA 1206C and either DIG 2341C or GRA 2160C; or department approval Advanced motion graphics concepts and techniques will be taught, enabling students to produce sophisticated motion graphic projects. Students will explore programming and input devices used to create more complex motion graphics. (Special Fee: $56.00).

DIG 2430C. DIGITAL STORYTELLING.  3  2  1
Prerequisite: Minimum grade of C in either ART 1300C or DIG 1940 or department approval. The course focuses on the use of narrative forms in interactive media and other new technologies. Students will explore and create non-linear and interactive story structures. (Special Fee: $57.00).
DIG 2431C. ADVANCED DIGITAL STORYTELLING. 3 2 1
Prerequisites: Minimum grade of C in DIG 2430C; or department approval Students create purpose-driven narratives utilizing industry-standard software. (Special Fee: $56.00).

DIG 2500C. FUNDAMENTALS OF INTERACTIVE DESIGN. 3 3 1
Prerequisites: Minimum grade of C in either DIG 2000C or GRA 1142C; or department approval Implement the foundations of interactive media including user-interface design concepts, optimization/performance issues, resources and tools. Students combine audio, video, imaging, animation, and other media formats to construct an interactive product using industry-standard software. (Special Fees: $54.00).

DIG 2561C. PROJECT MANAGEMENT FOR DIGITAL MEDIA. 3 2 1
Prerequisite: Minimum grade of C in DIG 2106C or DIG 2107C; or department approval This course covers planning and managing the creative and technical requirements of a web or multimedia project. Topics include project scheduling, budgeting, tracking, and reporting. (Special Fee: $54.00).

DIG 2580C. DIGITAL MEDIA PORTFOLIO REVIEW. 1 1 1
Prerequisite: Minimum grade of C in DIG 2284C or DIG 2342C or DIG 2561C; or department approval Creation by the student of a final digital portfolio summarizing the student's body of work. The student will design and complete a resume, self-promotional piece, and undergo a formal interview with industry professionals. Students will be expected to earn a C or higher on a comprehensive exam using industry-standard software and procedures. (Special Fee: $95.00).

DIG 2822C. ELECTRONIC JOURNALISM. 3 2 1
Prerequisites: Minimum grades of C in DIG 1940 and DIG 2030C; or department approval Students will learn the fundamentals of electronic news gathering. Topics to be covered include shooting and editing a news package, as well as writing and producing techniques. (Special Fee: $90.00).

DIG 2930. SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY. 1-3 variable
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.

DIG 2943. INTERNSHIP IN DIGITAL MEDIA. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in reading, math, English, & EAP; a min. 2.0 institutional or overall GPA; and 12 credits, incl. a min. grade of C in DIG 2284C or DIG 2342C or DIG 2561C. The Program Director/Program Chair/Program Coordinator or Internship Workforce Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses; This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experience related to their career objectives. Each earned credit hour 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: $10.00).

DIM: Diesel Mechanics

Courses

DIM 0810. TRANSIT EQUIPMENT PREVENTIVE MAINTENANCE TECHNICIAN. 6.667 200 0
The purpose of this course is to develop the competencies essential to the public transit bus technology industry. This is the introductory course into transit maintenance which includes identifying shop organization, management, and safety requirements, demonstrating infection control procedures, demonstrating MSDS, AED, and CPR procedures and practicing general shop safety. Students will also demonstrate the use of hardware and fasteners, basic tools and equipment, perform transit bus and forklift preventive maintenance, perform tire service, identification and repair, and demonstrate workplace communication skills and qualifications for employment.
DIM 0811. TRANSIT BASIC ELECTRICAL SYSTEMS TECHNICIAN.  
4 120 0 
This is the introductory electrical systems course that explains the theory and nature of electricity, basic electrical terminology and symbols, solving problems using Ohm's and Kirchoff's law, and understanding and analyzing electrical circuits and components.

DIM 0812. TRANSIT WHEELCHAIR LIFT/RAMP TECHNICIAN.  
2 60 0 
Students will learn how to troubleshoot and repair wheelchair lifts, pumps, hoses, and components; wheelchair ramps and associated hardware; bus kneeler systems and components; and related hydraulic and electrical systems.

DIM 0813. TRANSIT DIESEL ENGINE PREVENTIVE MAINTENANCE TECHNICIAN.  
4 120 0 
Students will identify types of bearings, seals, gaskets, and fasteners and their uses; identify power train components and functions; identify threaded fasteners by size, type, thread series, thread classes, material hardness, and compatibility; and demonstrate the ability to remove correctly an oil sample for analysis.

DIM 0814. TRANSIT STEERING AND SUSPENSION TECHNICIAN.  
4 120 0 
Students will troubleshoot and repair conventional steering systems, front and rear-axle suspensions, and hydraulic steering systems. Students will also service tires and wheels, bearings, hubs and seals, align bus frames and adjust bus height.

DIM 0820. TRANSIT HYDRAULICS TECHNICIAN.  
2 60 0 
This course details the basic principles of hydraulics, identifies and explains the operating components of hydraulic systems, and enables students to locate and identify hydraulic units by their symbols on a diagram. Maintenance and reconditioning of lines and reservoirs, pumps and motors, control valves and cylinders is also included.

DIM 0821. TRANSIT DIESEL ELECTRICAL AND DIESEL ELECTRONICS TECHNICIAN.  
4 120 0 
This is a mid-level course that examines, explains, and troubleshoots the charging and starting systems, examines regulators, rectifiers, AC and DC motors, batteries, instruments and gages. Student will also identify, diagnose, remove and replace electronic sensors and analyze electrical circuits related to the engine.

DIM 0822. TRANSIT DRIVE TRAIN TECHNICIAN.  
4 120 0 
This course explains power train operating principles and identifies components; troubleshooting shift patterns; clutch servicing; driveline and power take-off servicing; and service and repair of differentials.

DIM 0823. TRANSIT INTERMEDIATE ELECTRICAL SYSTEMS TECHNICIAN.  
4 120 0 
This mid-level electrical course explains the principles of operation and purposes of transistors, relays, and switches found on transit equipment. Common electrical components are tested and troubleshoot. Equalizer and diode tests are explained. The ATEC circuit simulator is introduced and circuits are built. Complex schematics and charts are introduced.

DIM 0824. TRANSIT BRAKES/AIR SYSTEM TECHNICIAN.  
6.667 200 0 
This course is a comprehensive examination of air brake systems and their supporting components. Principals of operation, servicing, troubleshooting and repairing of the following systems/components is included: air, brake, parking, ABS, Wedge, S-Cam, air compressors, hydraulic booster, shoes, pads, kits, valves and lines. The brake board is utilized.

DIM 0830. TRANSIT ALTERNATIVE FUELS SYSTEM TECHNICIAN.  
4 120 0 
This advanced course explores current alternative fuels technology with detailed description and troubleshooting of the EP40 parallel hybrid system. Components include: ESS energy storage system, DPIM Dual power inverter module, and TCM/VCM. Torque blending theory, fuel cells, ULSD, PC-10 and CJ-4 oils, and alternative fuels are also presented.

DIM 0831. TRANSIT ADVANCED ELECTRICAL SYSTEMS TECHNICIAN.  
4 120 0 
This advanced electrical course builds on the ATEC circuit simulation modules, examines programmable logic controllers (PLC), Multiplex systems and their components, Ladder logic charts, various electrical instruments, and various types of sensors. Student will learn how to identify and troubleshoot multiplex electrical system and read and understand complex electrical schematics and charts.
DIM 0834. DIESEL ENGINE DIAGNOSIS, REBUILD AND REPAIR TECHNICIAN.  
4  120  0
In this advanced course the student will: identify principles, assemblies, and systems of engine operation, apply math skills and scientific principals common to diesel technology, troubleshoot and repair engine systems, rebuild a cylinder-head assembly, remove and replace camshaft assemblies, and rebuild a block assembly.

**DSC: Domestic Security**

**Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1006</td>
<td>INTRODUCTION TO HOMELAND SECURITY.</td>
<td>3</td>
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</tbody>
</table>

This course will introduce students to the vocabulary and important components of Homeland Security. Students will learn about the agencies associated with Homeland Security and their inter-related duties and relationships. Students will examine historical events that impact Homeland Security. Students will explore state, national, and international laws impacting Homeland Security and students will examine the most critical threats confronting Homeland Security.

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<tr>
<td>DSC 2242</td>
<td>TRANSPORTATION AND BORDER SECURITY.</td>
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</table>

Prerequisite: DSC1006 or department approval Students will understand issues related to modern border and transportation security. Specific topics will include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc. Students will learn about the technology needed to detect terrorists and their weapons, as well as understand the legal, economic, political, and cultural aspects of the problem.

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<tbody>
<tr>
<td>DSC 2590</td>
<td>INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT.</td>
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</table>

Prerequisite: DSC1006 or department approval This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

**EAP: English for Acad Purposes**

**Courses**

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<th>Course Code</th>
<th>Course Title</th>
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<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>EAP 0281C</td>
<td>HIGH BEGINNING COMBINED SKILLS FOR NON-NATIVE SPEAKERS OF ENGLISH.</td>
<td>6</td>
<td>6</td>
<td>1</td>
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</table>

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. In order to pass this course, students must earn a minimum grade of C. A depart- work and a passing score on the Comprehensive Departmental Final Exam. Mental final exam is required. Credit does not apply toward any associate degree. (Special Fee: $31.00).

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<tr>
<th>Course Code</th>
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<tr>
<td>EAP 0300C</td>
<td>LOW INTERMEDIATE SPEECH NON-NATIVE.</td>
<td>3</td>
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</table>

Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281. Students develop basic speaking and listening skills necessary for participating in classroom discussions, with an introduction to oral presentation and listening skills. Competencies: 1) basic academic speaking skills; 2) introduction to listening and note taking strategies; 2) classroom interaction skills. Required lab work is a homework component of this course. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion. (Special Fee: $31.00).

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<th>Lab</th>
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<tr>
<td>EAP 0320C</td>
<td>LOW INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH.</td>
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</table>

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. 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 C required for successful completion. (Special Fee: $31.00).
EAP 1585C. UPPER INTERMEDIATE INTEGRATED WRITING AND GRAMMAR.  
Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0440C and 0460C. Students develop the ability to use high-intermediate grammatical structures, verb tenses, and parts of speech appropriate to writing and speaking. Students develop the ability to use writing-related technology and to plan, write, revise, and edit sentences, paragraphs, and essays at the high-intermediate level. Required lab is a component of this course. Minimum grade of C required for successful completion. Students can take this course in lieu of completing EAP 1540C and EAP 1560C. (Special Fee: $37.00).

EAP 1586C. UPPER INTERMEDIATE INTEGRATED READING, SPEECH, AND LISTENING.  
Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0400C and 0420C. Students develop ability to comprehend longer texts and lectures on a variety of academically-related topics by applying appropriate reading and listening strategies, including note-taking. Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading a variety of materials, such as texts, periodicals, journals, and electronic materials, 5) reading to enhance personal life, 6) speech preparation and delivery, 7) academic lecture comprehension and note taking, 8) general academic communication skills, 9) developing effective study habits. Required lab work is a homework component of this course. In order to pass this course, students must earn a C or above in the course. Students can take this course in lieu of completing EAP 1500C and EAP 1520C. (Special Fee: $37.00).

EAP 1620C. ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH.  
Prerequisite: Demonstration of required level English proficiency or minimum grade of C in EAP 1520C or EAP 1586C. 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 a variety of materials, such as texts, periodicals, journals, and electronic materials. 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 and a passing score on the Comprehensive Departmental Final Exam. (Special Fee: $29.00).

EAP 1640C. ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH.  
Pre-requisite: Minimum grades of C in EAP 1540C and EAP 1560C, or EAP 1585C Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. A departmental final exam is required. Minimum grade of C required for successful completion. (Special Fee: $29.00).

EAP 2930. SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE.  
Prerequisite: Departmental approval. Selected topics in English as a second language based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit, but grade forgiveness cannot be applied. (Special Fee: $35.00).

ECO: Economics

Courses

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ECO 1000</td>
<td>BASIC ECONOMICS</td>
<td>3</td>
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<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
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<td>ECO 2013H</td>
<td>PRINCIPLES OF ECONOMICS-MACRO-HONORS</td>
<td>3</td>
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<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
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</table>

General survey of basic economic concepts and institutions to prepare student for intelligent citizenship. Emphasis on principles of production, determination of prices, distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours in ECO 2013 and ECO 2023. No credit granted if ECO 2013 and/or ECO 2023 have been satisfactorily completed.

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.

Same as ECO 2013 with honors level content. Honors program permission required.

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 2930. SELECTED TOPICS IN ECONOMICS.  
For students interested in special topics that explore further the field of economics through research, discussion and observation. May be repeated for credit, but grade forgiveness cannot be applied.  
ECO 2941. INTERNSHIP EXPLORATION IN ECONOMICS.  
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ECO 2013 or ECO 2023. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

EDF: Educ- Foundation & Policy

EDF 2005. INTRODUCTION TO THE TEACHING PROFESSION.  
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 incorporate 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.  
EDF 2085. INTRODUCTION TO DIVERSITY FOR EDUCATORS.  
Prerequisite: EDF 2005 or Departmental Approval 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.  
EDF 2130. CHILD AND ADOLESCENT DEVELOPMENT FOR EDUCATORS.  
Critical examination of developmental stages and characteristics of individuals from infancy through adolescence with application to learners in educational settings.

EDF 2720. CHILDREN IN SCHOOLS: LEGAL, ETHICAL, AND SAFETY CONCERNS.  
This course will explore the role of education in children's lives through the analysis of legal, ethical, and safety concerns.

EDG: Education: General

EDG 2935. SELECTED TOPICS IN EDUCATION.  
Prerequisite: EDF 2005 or departmental approval. For students interested in special topics that explore further field of education through research, discussion and observation. May be repeated for credit and grade forgiveness cannot be applied.  
EDG 2941. INTERNSHIP EXPLORATION IN EDUCATION.  
Corequisite: EDG 2701 or Departmental Approval Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.5 overall GPA; and 12 credits including EDF 2005 or EME 2040. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit hour 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: $10.00).
EDP: Educational Psychology

Courses

EDP 2002. 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.

EEC: Education: Early Childhood

Courses

EEC 2001. 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.

EEC 2732. HEALTH, SAFETY, AND NUTRITION FOR YOUNG CHILDREN.
This course is designed to explore health, safety and legal issues in early childhood, 0-8 years of age, including protection from injury and infection; promotion of healthy development, good nutrition, and appropriate health and fitness habits.

EET: Elect Engineering Tech

Courses

EET 1015C. FUNDAMENTALS OF DC CIRCUITS.
Prerequisite: EET 1214C and either MTB 1329 or MAC 1105 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, trouble-shooting and orderly documentation of test results and conclusions. (Special Fee: $67.00).

EET 1025C. FUNDAMENTALS OF AC CIRCUITS.
Prerequisite: EET 1015C or department approval. Fundamental course in AC and transient-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: $61.00).

EET 1036C. FUNDAMENTALS OF DC AND AC CIRCUITS.
Prerequisite: EET 1214C and either MTB 1329C or MAC1105 Fundamental course in DC and AC circuits designed to prepare students for advanced courses in electrical and electronic circuits. A study of electrical laws, theorems, components, and networks used in DC and AC circuit applications. (Special Fee: $61.00).

EET 1141C. SEMICONDUCTOR DEVICES AND CIRCUITS.
Prerequisite: EET 1025C or EET 1036C 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: $68.00).

EET 1214C. INTRODUCTION TO ENGINEERING TECHNOLOGY.
An introductory course involving laboratory environment learning. Students will learn to identify electronic components, use computer circuit simulator, solder and desolder components, and use the basic lab instruments for testing and troubleshooting. Students will be required to build a kit and demonstrate functionality and workmanship. The course will also introduce a set of curricular and co-curricular activities to improve the new student experience at Valencia College. (Special Fee: $68.00).
EET 2142C. INTEGRATED CIRCUITS.  
Prerequisite: EET 1141C or departmental approval. 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: $68.00).

EET 2325C. RF COMMUNICATION.  
Prerequisite: EET 1141C or departmental approval. 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: $67.00).

EET 2330. INTRODUCTION TO TRANSMISSION LINES.  
Prerequisites: MTB 1329 & EET 1214C. This is a laboratory-orientated 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: $67.00).

EET 2365C. WIRELESS AND DATA COMMUNICATIONS.  
Prerequisite: CET 2113C and EET 1141C or department approval. 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: $66.00).

EET 2930. SELECTED TOPICS IN ELECTRONICS ENGINEERING TECHNOLOGY.  
Prerequisite: Departmental approval. 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 a maximum 3 credits, but grade forgiveness cannot be applied.

EET 2941. INTERNSHIP EXPLORATION IN ELECTRONIC ENGINEERING.  
Prerequisite: Satisfactory completion of EET 1025C and CET 2113C, and Internship Office approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

EET 2942. INTERNSHIP IN ELECTRONICS ENGINEERING TECHNOLOGY.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; and EET 1025C, CET 2113C, EET 1141C, and ETS 1210C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through a supervised 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 $10.00).

EET 3048. ELECTROMAGNETIC FIELDS.  
Prerequisites: Minimum grade of C in PHY 2049C and EGN 3428 This course introduces the concepts of steady and dynamic electromagnetic fields that are important in the design and analysis of electrical and communication systems, wireless applications, high-frequency radiation sources and microwave devices. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EET 3086C. CIRCUIT ANALYSIS.  
Prerequisites: Either EET 1025C or EET 1036C, and minimum grades of C in CET 3464C and EGN 3428 An advanced course using differential and integral calculus and transform methods to analyze steady-state and transient responses of electrical networks in time and frequency domains. Circuit simulator and laboratory projects will provide an in-depth understanding and hands-on experience. A minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $55.00).
EET 3329C. COMMUNICATION SYSTEMS. 3 2 2
Prerequisite: EET 2325C and a minimum grade of C in EET 3086C A fundamental course in communication systems theory. Topics include relationship between time and frequency domain signals, comparison of different modulators and demodulators designs, bandwidth consideration, effect of noise and performance analysis of different communication systems. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $47.00).

EET 3716. LINEAR SYSTEMS AND SIGNALS. 3 3 0
Prerequisite: Minimum grade of C in CET 3464 and EET 3086C This fundamental technology course bridges the gap between analog and digital worlds. Topics include time and frequency domain analysis of continuous and discrete-time systems, transformation techniques, and sampling theory. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EET 3732. LINEAR CONTROL SYSTEMS. 3 3 0
Prerequisites: Minimum grade of C in CET 3464 and EET 3086C This course introduces the principles of Control Systems with an emphasis on Linear Control Systems. Topics include characterization, design, and mathematical techniques required to analyze linear control systems. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EET 4158C. LINEAR INTEGRATED CIRCUITS AND SYSTEMS. 3 3 1
Prerequisite: EET 1141C and a minimum grade of C in EET 3086C An in-depth course of Operational Amplifier and its applications. Topics include study of amplifier concepts, analysis of ideal and linear operational amplifiers under DC and AC conditions, and discussion of important applications. Circuit simulator and laboratory projects will provide an in-depth understanding and hands-on experience. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $60.00).

EET 4190C. DIGITAL SIGNAL PROCESSING. 4 3 1
Prerequisite: Minimum grade of C in EET 3086C and CET 3464 This advanced signal processing course includes the study of signals and systems, transformation techniques, digital filter designs, and practical applications of DSP. Students will use MATLAB and a DSP microprocessor to get an in-depth understanding and hands-on experience. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $58.00).

EET 4328. WIRELESS COMMUNICATION. 3 3 0
Prerequisites: EET 2325C and minimum grades of C in EET 3086C and EGN 3443 This course focuses on the analysis of wireless signals, deterioration due to diffraction and noise, ways to improve signal quality, wireless signal modulation, multiple access techniques, and an overview of current wireless standards, wireless networking, and cellular concepts. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EET 4336. ANTENNA AND RADAR SYSTEM DESIGN. 3 3 0
Pre-requisite: Minimum grade of C in EET 3329C This course examines concepts of radar & antenna theories and systems. Topics include radar range equation, radar cross-section calculations, random processes and noise, array antennas, beam steering, Doppler and range processing, FM and CW systems, pulse compression, SAR, clutter, evaluation of various antennas, and an in-depth understanding and analysis of antenna and Radar-related topics through term projects. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EET 4359C. DIGITAL COMMUNICATION. 3 2 2
Prerequisites: EET 2325C and minimum grades of C in EET 3086C and EGN 3443 An advanced communication course introducing students to digital modulation and demodulation schemes, quantification of channel noise, signal coding schemes, multiple-access and spread spectrum techniques. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $58.00).

EET 4388. LASER SATELLITE AND SPACE COMMUNICATION. 3 3 0
Prerequisite: Minimum grade of C in EET 3329C or ETS 4256C An introduction and overview of laser satellite communication principles and technologies for unguided, free-space beam propagation. Special emphasis is placed on highlighting the differences, as well as similarities to RF communications and other laser systems, and design issues and options relevant to future laser communication systems. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EET 4390C. ACOUSTICS AND AUDIO TECHNOLOGY. 4 2 2
Prerequisite: Minimum grade of C in EGN 3428C A study of the principles of acoustics and its applications in audio technology, with emphasis of physical acoustics and electro acoustical transducers. (Special Fee: $91.00).
EET 4391C. AUDIO ELECTRONICS. 3 2 2
Prerequisite: EET 1141C and minimum grade of C in EET 3086C A study of specialized electronic circuitry for audio applications, and the application of several electronic components including vacuum tubes, FETs and optocouplers in audio signal processing devices and networks. (Special Fee: $62.00).

EET 4392C. DIGITAL AUDIO SIGNAL PROCESSING. 4 2 2
Prerequisite: Minimum grade of C in EET 4190C A study of the audio applications of digital signal processing. Topics include discussion of different analog-to-digital and digital-to-analog procedures, audio equalizers and filters, room simulation and dynamic range control for the audio signals, and different digital audio formats. Computer exercises, MATLAB-based projects, and implementation of algorithms and applications applied to audio processing are emphasized. (Special Fee: $64.00).

EET 4397C. AUDIO SOFTWARE AND PROGRAMMING APPLICATIONS. 3 2 1
Prerequisite: Minimum grade of C in CET 3464 An introduction and projects based course using the latest digital audio workstations editing programs and MIDI programming to develop original projects for recording, editing, mixing, and mastering. Audio streams, digital audio file formats, time and frequency domain programming, algorithmic sound synthesis, user interface design principles and good software development practices are emphasized. (Special Fee: $69.00).

EET 4910. SENIOR DESIGN PROPOSAL. 1 1 0
Prerequisite: Department Approval Senior students will form groups and conduct supervised research for senior design project ideas. Once approved by the senior design advisor(s), groups will write a formal design proposal in accordance with the given requirements.

EET 4950. SENIOR DESIGN PROJECT. 3 3 0
Prerequisite: EET 4910 or Department approval Senior students will utilize the knowledge and experience gained in the previous courses to work in groups on their proposed engineering projects. Students will create a website to show their design progress and follow a timeline to implement and present their projects. Students will also write a professional design project report. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EEX: Educ- Exceptional Child

Courses

EEX 2010. ORIENTATION TO EXCEPTIONAL EDUCATION. 3 3 0
This course provides an overview of exceptional education including basic philosophy, legal issues, history and development of this discipline. Characteristics of exceptional learners and current trends in education, classroom practices and psychological, sociological and medical aspects of disabilities and giftedness are also covered.

EGN: Engineering: General

Courses

EGN 1007C. ENGINEERING CONCEPTS & METHODS. 1 1 2
Prerequisite: MAC 1105 or higher Introduction to computer software applications involving spreadsheets (Excel), and procedural programming (MATLAB) in order to solve a variety of engineering related problems. (Special Fee: $40.00).

EGN 1111C. ENGINEERING COMPUTER GRAPHICS. 3 2 2
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: $30.00).

EGN 2312. ENGINEERING ANALYSIS-STATICS. 3 3 0
Prerequisites: Minimum grade of C in both MAC 2311 and PHY 2048C. Prerequisite or Corequisite: MAC 2312. Fundamental concepts of mechanics, including resultants of force systems, free-body diagrams, equilibrium of rigid bodies, and analysis of structures.

EGN 2322. ENGINEERING ANALYSIS-DYNAMICS. 3 3 0
Prerequisite: Minimum grades of C in EGN 2312 and MAC 2313 Prerequisite or Corequisite: MAP 2302 Kinematics and kinetics of particles and rigid bodies; mass and acceleration, work and energy, impulse and momentum; coordinate transformation and differential equation formulation of 3D motion; flywheel and balancing of rotating machines.

EGN 2332. MECHANICS OF MATERIAL. 3 3 0
Prerequisite: EGN 2312 Corequisite: MAP 2302 Concepts of stress, strain, strength, deflection of axial force members, shafts in torsion, beams in flexure, combined stress, stability of columns, and design of simple elements.
EGN 2440. PROBABILITY AND STATISTICS FOR ENGINEERS. 3 3 0
Prerequisite: Minimum grade of C in 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.

EGN 2930. SELECTED TOPICS IN ENGINEERING. 1-4 variable
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 a maximum of 3 credits, but grade forgiveness cannot be applied.

EGN 3428. ENGINEERING MATHEMATICAL ANALYSIS. 3 4 0
Prerequisite: Minimum grade of C in MAC 2312 Advanced mathematical concepts and methods needed to solve engineering and engineering technology problems. Topics include First- and Higher-Order differential equations, Laplace transforms, Fourier series, Fourier Transforms, Linear Algebra, and matrix analysis. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

EGN 3443. STATISTICAL THEORY FOR ENGINEERING TECHNOLOGY. 3 3 0
Prerequisite: Minimum grade of C in MAC 2312 This course encompasses topics of statistical methods and probability theory important for engineering technology students. Topics include organization and description of data, axioms and theorems of probability, conditional probability, probability distributions, Poisson processes, probability density functions, moment generating functions, statistics of populations and samples, estimation, test of hypotheses, regression analysis as applied to Engineering Technology. A minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. degree requirement.

EGS: Engineering: Support

Courses

EGS 1006C. INTRODUCTION TO THE ENGINEERING PROFESSION. 1 2 1
This course is an overview of academic and professional requirements in various engineering disciplines. This course covers various concepts such as engineering ethics, effective team building skills, technical presentation skills, and networking.

EGS 2004. ELECTRICAL NETWORKS. 3 3 0
Prerequisites: PHY 2049C & MAP 2302 with a C or better or departmental approval. Analysis and design of linear circuits, transients, AC analysis, power calculations, and three-phase circuits.

EGS 2373. PRINCIPLES OF ELECTRICAL ENGINEERING. 3 3 0
Prerequisites: Minimum grade of a C in PHY 2049C Prerequisite/Corequisite: Minimum grade of a C in MAP 2302 Fundamental laws of electrical circuits and circuit analysis. Fundamentals of electronics power systems.

EGS 2941. INTERNSHIP FOR ENGINEERING. 1-4 variable
Prerequisites: EGS 1006 & EGN 1007C & EGS 2310 & MAC 2311. Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including EGS 1006, EGN 1007C, EGS 2310, and MAC 2311. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

EME: Education: Technology & Media

Courses

EME 2040. INTRODUCTION TO TECHNOLOGY FOR EDUCATORS. 3 3 0
A course for undergraduate education majors which is designed to establish awareness and proficiency related to productivity tools (word processing, spreadsheet, data base, 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.
EMS: Emergency Medical Services

Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY.</td>
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<td></td>
<td>Corequisites: EMS 1119L and EMS 1431L Develops health professional capable of providing basic life support in all aspects of emergency medical care. Student learns assessment in medical and trauma emergencies, stabilization of illness/injury and patient transport.</td>
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<tr>
<td>EMS 1119L</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE.</td>
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<td>Corequisites: EMS 1119 and EMS 1431 Laboratory exercises emphasize patient assessment, radio communications, airway management, bandaging, splinting, CPR, methodologies of shock treatment, obstetrical assistance, extrication, MAST applications, working with cardiac monitors, setting up IVs and others. (Special Fee: $123.00).</td>
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<tr>
<td>EMS 1431L</td>
<td>EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM.</td>
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<td>Corequisites: EMS 1119 and EMS 1119L 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: $78.00).</td>
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<td>EMS 2603</td>
<td>PARAMEDIC I.</td>
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<td>Prerequisites: BSC 1084 and State of Florida Emergency Medical Technician Certification and acceptance to Paramedic Certificate program. Corequisites: EMS 2603L and EMS 2666L 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 Program.</td>
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<tr>
<td>EMS 2603L</td>
<td>PARAMEDIC I LABORATORY.</td>
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<td>Corequisites: EMS 2603 and EMS 2666L 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 Module 1, 2 and 3 of the DOT National Standard Curriculum for Paramedic Programs. (Special Fee: $474.00).</td>
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<td>EMS 2604</td>
<td>PARAMEDIC II.</td>
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<td>Prerequisites: BSC 1084, EMS 2603, EMS 2603L and EMS 2666L 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 diagnosis and differential diagnosis, treatment strategies, anatomy and physiology, pathophysiology, trauma and the management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/genitourinary emergencies, toxicological emergencies, and environmental conditions. This course includes Modules 4 and 5 of the DOT National Standard Curriculum for Paramedic Programs.</td>
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<td>EMS 2604L</td>
<td>PARAMEDIC II LABORATORY.</td>
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<td>Corequisites: EMS 2604 and EMS 2667L 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: $286.00).</td>
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<tr>
<td>EMS 2605</td>
<td>PARAMEDIC III.</td>
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<td>Prerequisites: EMS 2604, EMS 2604L and EMS 2667L 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.</td>
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</table>
EMS 2605L. PARAMEDIC III LABORATORY.
Corequisites: EMS 2605 and EMS 2668L. EMS 2605L is designed to develop a 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: $224.00).

EMS 2659L. PARAMEDIC IV (PROVISIONAL FIELD INTERNSHIP).
Prerequisites: EMS 2605, EMS 2605L, and EMS 2668 EMS 2659L 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 Module 8 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required). (Special Fee: $90.00).

EMS 2666L. 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: $82.00).

EMS 2667L. 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 2668L. 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.
1-5 variable
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.).

ENC: English Composition

Courses

ENC 0017. DEVELOPMENTAL READING AND WRITING I.
Prerequisite: Appropriate score on PERT or other approved assessment. An integrated reading and writing course designed for students scoring 83 or below on the reading portion of the PERT exam and scoring 89 or below on the writing portion of the PERT exam. The course will focus on reading comprehension, vocabulary skills, grammar, and paragraph development. In addition, the course will address the connection between reading and writing through reading response activities.

ENC 0025. DEVELOPMENTAL WRITING II.
Prerequisite: Minimum grade of C in ENC 0015C or appropriate score on PERT or other approved assessment. Prepares students to plan and write grammatically correct paragraphs and short essays. Upon successful completion, students have met the writing requirement for entry into ENC 1101. ENC 0025 credit does not apply towards any associate degree.
ENC 0027. DEVELOPMENTAL READING AND WRITING II.  
Prerequisite: Minimum grade of C in ENC 0017 or appropriate score on PERT or other approved assessment. An integrated reading and writing course designed for students scoring 50-83 on PERT reading and a 90-98 on PERT writing; or 84-103 on PERT reading and 50-89 on PERT writing; or 84-103 on PERT reading and 90-98 on PERT writing. The course will focus on reading comprehension, vocabulary skills, grammar, and essay writing. In addition, the course will address the connection between reading and writing through reading response activities.

ENC 0055. DEVELOPMENTAL ENGLISH MODULE I.  
Prerequisite: Score of 90-98 on PERT and department approval. This course provides specialized instruction in developmental writing concepts to prepare students for ENC 1101. Topics include the components necessary to write a unified, well-developed paragraph, such as topic sentences, use of major and minor development, coherence, unity and use of logical organizational patterns. Other topics include the conventions of standard American English as appropriate for academic writing. Upon completion of the PERT diagnostic or a Communications division diagnostic, students will be assigned one or two topic modules. Students must complete each module with a grade of C or higher. This course does not apply toward Communications requirements in general education or toward any associate degree.

ENC 1101. FRESHMAN COMPOSITION I.  
Prerequisites: Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0027 or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C. 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. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.

ENC 1101H. FRESHMAN COMPOSITION I - HONORS.  
Same as ENC 1101 with honors content. Honors program permission required.

ENC 1102. FRESHMAN COMPOSITION II.  
Prerequisite: ENC1101 or 1101H with minimum grade of C Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. 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 1102 is used to satisfy Gordon Rule and general education requirements.

ENC 1102H. FRESHMAN COMPOSITION II - HONORS.  
Same as ENC 1102 with honors content. Honors program permission required.

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

ENC 2341. ADVANCED CREATIVE WRITING -LITERARY MAGAZINE.  
Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 or departmental approval. Writing in a genre of the student's choice. Literary criticism and production of College literary magazine.

**ENG: English - General**

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<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>ENG 2100. INTRO TO FILM.</td>
<td>3</td>
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<tr>
<td>ENG 2930. SEEELECTED TOPICS IN ENGLISH.</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>Special topics in writing and/or literature. May be repeated for credit and grade forgiveness cannot be applied.</td>
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<tr>
<td>ENG 2941. INTERN/EXPLOR COM-PUBLIC RELAT.</td>
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<td>Prerequisites: Satisfactory completion of required college-preparatory courses; 12 Valencia college-level credits including ENC 1101 or ENC 1101H and (JOU 1101 or MMC 1000 or MMC 2100) or departmental 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. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00).</td>
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ENL: English Literature

Courses

ENL 2012. SURVEY IN ENGLISH LITERATURE: 1300-1800.
Prerequisite: ENC 1101 or 1101H or IDH 1110. British literature though 18th century.
Credit(s) 3
Contact 3
Lab 0

ENL 2022. SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT.
Prerequisite: ENC 1101 or ENC 1101H. British literature of 19th and 20th centuries.
Credit(s) 3
Contact 3
Lab 0

ENY: Entomology

Courses

ENY 1002C. PRINCIPLES OF ENTOMOLOGY.
Prerequisite: HOS 1010 or departmental approval. Discussion of major plant insect pests, their characteristics, identification, life cycles and type of injury inflicted and analysis of various control measures including cultural, biological and chemical methods. Includes pesticides, methods of application and precautions in handling. (Special Fee: $65.00).
Credit(s) 3
Contact 3
Lab 1

EPI: Educator Prep Institute

Courses

EPI 0001. CLASSROOM MANAGEMENT.
Prerequisite: Admission to Educator Preparation Institute Program 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.
Credit(s) 3
Contact 0
Lab 0

EPI 0002. INSTRUCTIONAL STRATEGIES.
Prerequisite: Admission to Educator Preparation Institute Program 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.
Credit(s) 3
Contact 0
Lab 0

EPI 0003. TECHNOLOGY.
Prerequisite: Admission to Educator Preparation Institute Program 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.
Credit(s) 3
Contact 0
Lab 0

EPI 0004. TEACHING AND LEARNING PROCESS.
Prerequisite: Admission to Educator Preparation Institute Program 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.
Credit(s) 3
Contact 0
Lab 0

EPI 0010. FOUNDATIONS OF RESEARCH-BASED PRACTICES IN READING
Prerequisite: Admission to Educator Preparation Institute Program 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.
Credit(s) 3
Contact 0
Lab 0

EPI 0020. PROFESSIONAL FOUNDATIONS.
Prerequisite: Admission to Educator Preparation Institute Program Corequisite: EPI 0940 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.
Credit(s) 2
Contact 0
Lab 0

EPI 0030. DIVERSITY.
Prerequisite: Admission to Educator Preparation Institute Program Corequisite: EPI 0945 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.
EPI 0950. TEACHING METHODS FIELD EXPERIENCE.  
Prerequisite: Admission to Educator Preparation Institute Program and EPI 0001, EPI 0002, EPI 0003, EPI 0004  
Corequisite: EPI 0020; EPI 0030  
This course consists of a (minimum) 30-hour field experience in a public, charter or accredited private school which includes teaching demonstrations.

ESC: Earth Science

Courses
ESC 1000. EARTH SCIENCES.  
Study of earth sciences with emphasis on geology. Additional topics selected from astronomy, oceanography and meteorology. Emphasis on Florida.

ETC: Engineering Tech-Civil

Courses
ETC 1251C. 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, including materials and methods used in construction. Students select various topics for class presentation. Variety of audio visual material enhances student understanding of topics. This course includes learning activities to ensure competence in oral communication. (Special Fee: $26.00).

ETC 2521C. HYDRAULICS AND HYDROLOGY.  
Recommended Prerequisite: ETC 1320 and MTB 2321  
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.

ETD: Engineering Tech: Drafting

Courses
ETD 1031C. INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY.  
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 the basic use of computers. (Lab Fee: $16.00).

ETD 1100C. ENGINEERING DRAWING.  
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: $47.00).

ETD 1320C. INTRODUCTION TO CADD.  
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: $47.00).

ETD 1340C. ADVANCED CADD.  
Prerequisites: ETD 1320C or departmental approval  
Provides experienced CADD student opportunity to approach detailed and intricate drafting and design problems from computer perspective. Provides hands-on experience in creating custom menus, slides, text fonts, attributes, extractions, 3-D drawings, and rotations. (Special Fee: $47.00).

ETD 1701C. MECHANICAL DRAFTING I.  
Pre-requisite: ETD 1320C  
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: $65.00).
ETD 2355C. 3-D CADD.  
Engineering drawing and computer-aided drafting recommended. This course provides the CADD student with the opportunity to approach mechanical drafting and design problems from a 3-D solid modeling perspective. The student will learn how to create parametric 3-D solid models with computer software and how to take advantage of the information contained within to improve the design process. (Special Fee: $60.00).

ETD 2371C. INTRODUCTION TO 3D PRINTING.  
Prerequisites: ETD 2355C or Department Approval This course provides an introduction to the world of 3D printing and scanning. Using existing knowledge of CADD software to create and export STL files, students will bring their digital work to life. Each student will become familiar with the interface and preparation of multiple three-dimensional printers. The class will also learn and present on how various industries are using this technology. (Lab fee: $100.00).

ETD 2372C. ADVANCED RAPID PROTOTYPING.  
Prerequisites: ETD 2371C or Department Approval This course builds upon ETD 2371C with more advanced project applications. Students will explore simulation and design analysis of rapid prototyping and learn the relationships of physical prototyping to the design industry by examining case studies. When available, field trips to local manufacturing facilities will expose the students to current industry practices and the latest technologies. Several problem-solving projects will test their creativity, design abilities and 3D printing skills. The class environment will foster a design community providing feedback and critique from classmates. Students will receive a refresher on different physical and digital interfaces using a variety of 3D printers and scanners. (Lab fee: $100.00).

ETD 2614C. ELECTROMECHANICAL DRAFTING.  
Prerequisite: ETD 1100C Recommended Prerequisite: ETD 1320 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: $43.00).

ETD 2731C. MECHANICAL DRAFTING II.  
Prerequisite: ETD 1701C This is a continuation of the Mechanical Drawing I course with emphasis placed on precision, accurate drawings, proper dimensioning schemes, and design processes. We will also focus on the basic application and use of Geometric Dimensioning and Tolerancing (GD&T) techniques as applied by the latest ASME standard. This is a hands-on interactive learning course using CAD software to design and draft various components of an assembly. (Special Fee: $65.00).

ETD 2930. SELECTED TOPICS IN DRAFTING AND DESIGN TECHNOLOGY.  
Prerequisite: Departmental approval. Provides exposure to various technical and non-technical disciplines in which student is likely to become involved upon entry into drafting and design environment. May be repeated for credit and grade forgiveness cannot be applied.

ETD 2941. INTERNSHIP EXPLORATION IN DRAFTING AND DESIGN.  
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including EGN 1111C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

ETD 2942. INTERNSHIP IN DRAFTING AND DESIGN TECHNOLOGY.  
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ETD 1320. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).
### ETI: Engineering Tech Indust

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<tr>
<td>ETI 3116. QUALITY ASSURANCE WITH TESTING METHODS.</td>
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Prerequisites: Minimum grade of C in MAC 2312 A broad understanding of the quality assurance and control of electronic products, covering all aspects of quality assurance for components used in electronic devices, improve product quality without increasing product cost. Apply Six Sigma process, methodologies, and tools to develop robust engineering products, processes, and services. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

### ETP: Engineering Tech: Power

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<tr>
<td>ETP 1501. INTRODUCTION TO ALTERNATIVE AND RENEWABLE ENERGY.</td>
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This course will introduce students to a variety of energy sources such as nuclear, wind, geothermal, solar, hydro, and biodiesel.

| ETP 2402C. PHOTOVOLTAIC SYSTEMS. | 3 | 2 | 1 |

Prerequisite: Minimum grade of C in ETP 1501 or department approval. This course examines the direct conversion of solar energy to electricity. Students will be introduced to photovoltaic cell physics, different photovoltaic cell technologies, photovoltaic devices and systems, and photovoltaic energy storage systems. The hands-on experience will reflect topics discussed. (Special Fee: $67.00).

| ETP 4240C. POWER ELECTRONICS. | 4 | 2 | 2 |

Prerequisite: EET 1141C and a minimum grade of C in EET 3086C An advanced level course accompanied by hands-on experiments covering the topics of control and conversion of electrical power with high efficiency. Circuits such as power converters, inverters, rectifiers, cycloconverters, and other commonly used applications will be discussed. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $54.00).

| ETP 4241. POWER SYSTEMS AND ENERGY CONVERSION. | 3 | 3 | 0 |

Pre-requisites: Minimum grade of C in EET 3086C A study of generation and transmission of electric energy. Topics include DC and AC generators and motors, transformers, efficiency of electrical machines, three-phase systems, energy transmission, and generation plants. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

| ETP 4440. PHOTOVOLTAIC TECHNOLOGIES. | 3 | 3 | 0 |

Prerequisites: EET 1025C or EET 1036C and minimum grade of C in EGN 3428 Students will use PSpice and LabVIEW to analyze and simulate the performance of PV systems. Topics covered will be solar cell technological processes, PV systems engineering, characterization and testing methods, sizing procedures, economic analysis, and instrumentation. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

### ETS: Engineering Technologies

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<tr>
<td>ETS 1210C. INTRODUCTION TO PHOTONICS.</td>
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Prerequisites: EET 1214C and MTB 1329 or MAC 1105 An introductory course exploring the fundamentals of Photonics theory, concepts, and applications. Contents include the nature and properties of light, light sources, human vision, and laser safety; basics of geometric and physical optics, and basic principles and applications of Holography. Laboratory experiments will complement theoretical concepts of the course. (Special Fee: $69.00).

| ETS 1603C. FUNDAMENTALS OF ROBOTICS AND SIMULATION. | 3 | 2 | 1 |

Prerequisites: EET 1214C and MTB 1329C An introductory course designed to familiarize students with the basic principles of robotics and simulation. This course includes basic robotics concepts, operation, classification and applications. It provides a framework for the discussion of artificial intelligence. This course also includes basic principles of modeling and simulation as applied in different environments and systems. Students will become familiar with simulation and robotics systems. (Special Fee: $62.00).

| ETS 1610C. PRINCIPLES OF VIRTUAL REALITY. | 3 | 2 | 1 |

Prerequisites: ETS 1603C An introductory course in Virtual Reality (VR) technology. The student will be introduced to the physical principles, technological challenges, possibilities, and limitations for the creation of virtual environments. Laboratory projects emphasize the visualization, exploration, and modification of scientific data in virtual environments. (Special Fee: $59.00).
ETS 2220C. INTRODUCTION TO FIBER OPTICS.
Prerequisite: EET 1214C and MTB 1329C or MAC 1105 Basic concepts of fiber optics, fiber hardware, and its applications are introduced. Topics include Light and its properties, Fiber Preparation, Handling, and Laser Alignment Procedures; Numerical Aperture measurement techniques, Types of Optical Fibers; Measurement of Optical Fiber attenuation and related practical problems; Property of Optical Fibers, Connectors and Splicing methods, Couplers, Power Budget Calculations, Mispalcement Calculations and Techniques, Fiber Optics Communication System, Fiber Amplifiers, Fiber Lasers, and Fiber Gratings, Transmitters, Receivers, and splitters. (Special Fee $44.00).

ETS 2221C. INTRODUCTION TO ELECTRO-OPTICAL DEVICES.
Prerequisite: ETS 1210C and EET 1025C or EET 1036C An introduction to the principles of opto-electronics design to those with a background in general electronics design, circuit theory, electronic devices, and digital techniques. Students will become familiar with radiometric and photometric theory, basic optics, and opto-electronic devices and methods. Devices covered are opto-electronic sources, detectors, lasers, and laser diodes, optocouplers, and fiber optics devices. This course includes several laboratory experiences. (Special Fee: $61.00).

ETS 2230C. INTRODUCTION TO LASERS.
Prerequisite: ETS 1210C and EET 1025C or EET 1036C This course introduces students to the basic principles of laser operations, safety, and applications. Topics include: Elements and Operation of a Laser, Laser Safety, Emission and Absorption of light, Lasing Action, Optical Cavities and Modes of Oscillation, Temporal and Spatial Characteristics of Lasers, and Laser Classifications and Characteristics. Laboratory experiments will complement and reinforce the theoretical concepts of lecture material. (Special Fee: $55.00).

ETS 2275C. MODELING AND SIMULATION.
Pre-requisite: ETS 1603C This course provides the student with a comprehension of modeling methods and the existing simulation types. It comprises the application of different modeling techniques utilizing physical parameters, math, computational techniques and equations. Emphasis will be placed on experimental modeling of discrete event and dynamic systems. Experimentation of some exercises will provide practical insights of modeling and simulation, and verification can be achieved by the discussion of observed behaviors. Principles of Object Oriented Programming will be discussed as how it is applied to Simulation. (Special Fee: $59.00).

ETS 2511C. ELECTROMECHANICAL SYSTEMS.
Prerequisites: EET 1025C or EET 1036C 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: $31.00).

ETS 2542C. PROGRAMMABLE LOGIC CONTROLLERS I.
Prerequisite: CET 2112C or departmental approval. Introduction to theory of operation of analog and digital controllers and software techniques, including math tables, logic charts, and Boolean Algebra. Particular emphasis on ladder logic diagrams, including timing functions, counters, and master control relays. Laboratory projects provide practical insights into capabilities and limitations of programmable controllers in industrial applications. (Special Fee: $69.00).

ETS 2544C. PROGRAMMABLE LOGIC CONTROLLERS II.
Prerequisite: ETS 2542C A second course in PLC instructions and advanced process control routines as used in the manufacturing process and controlled by PLC's. Open and closed loop systems will be introduced together with PID (Proportional Integral Derivative), control, including feedback and control performance. (Special Fee: $43.00).

ETS 2604C. ROBOTICS APPLICATIONS.
Prerequisite: ETS 1603 This course is designed to introduce the student to the basic principles of robots including classification, operation, maintenance, troubleshooting, and applications in the robotics industry. Students will use hands-on practices to become familiar with sections of a robotic system. (Special Fee: $60.00).

ETS 3010. ENGINEERING DOCUMENTATION AND COMMUNICATION.
Prerequisite: Minimum grade of C in ENC 1101 This course introduces the student to the importance of writing in the professional engineering career. Topics include guidelines for professional engineering writing, eliminating intermittent noise in writing, writing letters, memoranda, online communication, common engineering documents, reports, interviews resumes, and ethics in engineering writing. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.

ETS 3020. ENGINEERING MANAGEMENT AND ETHICS.
Prerequisite: Minimum grade of C in ENC 1101 This course explores the traditional principles of management and professional ethics related to engineering technology professions. Major emphasis will be on project planning and design alternatives to meet cost, performance, and the user along with legal issues, professional development, and technology transfer as they relate to graduating engineering technology students. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.
ETS 3663. ENGINEERING MANAGEMENT AND COMMUNICATION. 3 3 0
Prerequisite: Minimum grade of C in ENC 1101 This course explores the traditional principles of management, professional ethics, and the importance of writing in the professional engineering career. Topics include project planning and design alternatives to meet cost, performance, and the user along with legal issues, professional development, technology, and guidelines for professional engineering writing.

ETS 4216C. GEOMETRICAL AND WAVE OPTICS. 3 2 2
Prerequisites: ETS 1210C and minimum grade of C in EGN 3428 Basic principles of geometrical and wave optics. Topics include refraction and reflection, Gaussian optics, Paraxial optics, simple optical instruments, electromagnetic fields and waves; Fourier series and Fourier transforms; interference, interferometers, diffraction, image formation, and polarized light. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $70.00).

ETS 4217C. OPTICAL ENGINEERING AND LENS DESIGN. 4 2 2
Prerequisites: ETS 2221C or PHY2049C and minimum grade of C in EGN 3428 Fundamentals of optical system layout and design; exact and paraxial ray tracing. Use of optical software in lens design, optical materials, aberrations theory and balancing, image evaluation. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $70.00).

ETS 4228C. OPTICAL DETECTORS AND SYSTEMS. 3 2 2
Prerequisites: Minimum grade of C in EET 3086C and ETS 4216C An in-depth study of Optical Detectors and Systems. Topics include: Photodetector, thermal detectors, figures of merit, responsivity, NEP, D*, and BLIP conditions, search systems, thermal-imager systems, optical detector classifications, quantitative detector comparisons, and Modulation Transfer Function. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $70.00).

ETS 4236C. LASER ENGINEERING DESIGN. 4 2 2
Prerequisites: ETS 2230C or PHY 2049C and minimum grade of C in EET 3086C This course will cover the fundamental physical processes relevant to lasers and explore a variety of specific laser systems. Topics include optical resonators, laser gain and oscillation, pulsed and CW laser operation, system design considerations, and environmental effects. Focus on an examination of existing semiconductors lasers, solid-state lasers, fiber lasers, rare earth lasers, and systems that incorporate lasers as a primary component. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $71.00).

ETS 4256C. OPTICAL COMMUNICATION SYSTEMS. 3 2 2
Prerequisites: ETS 1210C or ETS 2220C or PHY 2049C and minimum grade of C in EGN 3428 Physics of optical communication components and applications to communication systems. Topics include fiber attenuation and dispersion, laser modulation, photo detection and noise, receiver and transmitter designs, bit error rate calculations, and coherent communications. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $70.00).

ETS 4260. BIOPHOTONICS TECHNOLOGIES. 3 3 0
Prerequisites: ETS 2221C or PHY 2049C and minimum grade of C in EGN 3428 An overview of the field of biophotonics and the basic physics of light-biomatter interactions and tissue optics, light induced effects in bio-systems, diagnostic techniques and instrumentation, therapeutic instrumentation and applications, optical biosensors, imaging, and basics of optical tomography. A minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. degree requirement.

ETS 4280C. ADVANCED ELECTRO-OPTICAL DEVICES. 4 2 2
Prerequisites: ETS 2221C and minimum grade of C in ETS 4216C This course aims to give a broad understanding of the physics and technology of discrete and integrated optical and optoelectronic components. The main focus is on important optoelectronic components such as waveguides, lasers, detectors and other photonic components. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special fee: $71.00).

ETS 4361. NANOTECHNOLOGY SYSTEMS AND APPLICATIONS. 3 3 0
Prerequisites: Minimum grades of C in EET 3086C and PHY 2049C An in-depth study of the fundamentals of nanoscience and nanotechnology in a wide range of applications. The main facets of nanotechnology are covered: nanomaterials, nanomechanics, nanoelectronics, nanoscale heat transfer, nanophotonics, nanoscale fluid mechanics, and nanobiotechnology. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement.
EUH: European History

Courses

EUH 2000. ANCIENT AND MEDIEVAL WESTERN CIVILIZATION.

Prerequisite: Minimum grade of C in ENC1101 or ENC1101H or IDH 1110 Survey of ancient, medieval and early modern western civilization with emphasis on political, social and economic development. Examines the ancient world, classical antiquity, the Middle Ages, the Renaissance, the Reformation and the age of religious wars, the origins of the 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. MODERN WESTERN CIVILIZATION.

Prerequisite: Minimum grade of C in ENC 1101 or ENC1101H or IDH 1110 Survey of modern western civilization, with emphasis on constitutionalism and absolutism, Enlightenment, 18th century revolutions and Napoleonic era, industrialization and social unrest, unification of Italy and Germany, world wars, the Cold War, 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.

EUH 2001H. MODERN WESTERN CIVILIZATION-HONORS.

Same as EUH 2001 with honors content. Honors program permission required.

EVR: Environmental Studies

• EVR: Environmental Studies (p. 439)

Courses

EVR 1001. INTRODUCTION TO ENVIRONMENTAL SCIENCE.

General education credit non-laboratory course which provides a survey of basic chemical, biological, and physical principles of environmental science and ecology, the application of these principles to current political, scientific, and economic issues and our responsibility for the environment. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course.

EVR 1001H. INTRODUCTION TO ENVIRONMENTAL SCIENCE HONORS.

Same as EVR 1001. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.

EVS: Environmental Science

Courses

EVS 2930. SELECTED TOPICS/ENVIRONMENT SCIENCES.

Prerequisite: Departmental approval. Selected topics in environmental 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. May be repeated for up to 3 hours of credit, but grade forgiveness cannot be applied.

FFP: Fire Fighting & Protection

Courses

FFP 0010. FIREFIGHTING I.

Co-requisite: FFP 0020 This course of study is the first of two parts, which prepares the student with the fundamental knowledge and skills necessary to safely and dependably perform fire-rescue duties as a firefighter. This course is co-requisite with FFP 0020 for those desiring to become state certified firefighters.

FFP 0020. FIREFIGHTING II.

Co-requisite: FFP 0010 This co-requisite course with FFP 0010 is the second of the two-part series, which prepares the student for participating in the state certification examinations administered by the Bureau of Fire Standards and Training for obtaining a state of Florida Firefighter Certificate of Compliance. Students must have successfully completed all aspects of FFP 0010 in order to participate in this course.
FFP 0360. FIRE APPARATUR OPERATOR.
The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays and master streams. The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises.

FFP 0363. EMERGENCY VEHICLE OPERATOR.
This course teaches the emergency vehicle operator proper driving techniques, the mental and physical aspects of the driving task, to identify physical forces, legal aspects, vehicle inspection, safe driving techniques, and the long-term impact of an accident on the operator, the emergency service organization, and the community when an emergency vehicle is involved in an accident.

FFP 1000. INTRODUCTION TO FIRE SCIENCE.
A study of the philosophical and historical backgrounds of fire protection services including the organization and function of federal, state, county and private fire protection agencies, a review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances, the problems for the fire administrator, and an overview of professional fire protection career opportunities.

FFP 1040. INDUSTRIAL FIRE FIGHTING.
This course includes based firefighting principles, theory, and application. The course will meet the job performance requirements of NFPA 1001- Standard for Fire Fighter Professional Qualifications, and/or is the equivalent to the minimum standards for Fire Fighter I and Fire Fighter II.

FFP 1109. FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH.
A study of the guidelines for establishing an occupational safety and health program for a fire department, plus safety procedures for members involved in rescue, fire suppression, and related activities. Emphasis is placed on performance objectives, and not a single correct way to achieve compliance. The guidelines discussed in the course are flexible, so students can customize an occupation safety and health program that will meet their specific needs.

FFP 1111. FIRE CHEMISTRY.
A study of basic physical and chemical properties of materials applicable to the chemistry of fire. Emphasis is on emergency situations and the most favorable methods of handling incidents involving hazardous material.

FFP 1505. FIRE PREVENTION.
A study 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, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.

FFP 1540. 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 1612. FIRE BEHAVIOR AND COMBUSTION.
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled, including the chemical and physical properties of flammable materials and fire, the combustion process, and the latest in suppression and extinguishment.

FFP 1793. FIRE AND LIFE SAFETY EDUCATOR.
This course is designed to provide the public educator with the knowledge and skills needed to successfully perform as a fire and life safety educator. It also meets selected sections of NFPA 1035: Professional Qualifications for Public Fire and Life Safety Educator. Key areas include strategies for public fire and life safety education, community fire and injury prevention programs, resources, and development/implementation.

FFP 1824. BASIC INCIDENT MANAGEMENT SYSTEM.
This is a course of 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-helispots), incident resources such as strike teams, task forces and single resources; and common responsibilities such as communications and forms in incident management.

Prerequisite: FFP 1824. 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 a familiarity with air operations, and demonstrating knowledge of incident planning processes.
This course of study 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. BUILDING CONSTRUCTION FOR THE FIRE SERVICE.**

The 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 existing buildings are examined closely.

**FFP 2510. 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.

Prerequisites: Minimum Grade of C in FFP 2510 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.

**FFP 2541. PRIVATE FIRE PROTECTION SYSTEMS II.**

Prerequisites: Minimum grade of C in FFP 1540 A study of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

**FFP 2521. BLUEPRINT READING AND PLANS REVIEW.**

A study of an arson investigator’s responsibility in determining the point of origin, cause and development of a fire; motives of fire setters; methods used to determine the accidental or intentional nature of a fire; correct procedures of investigation, evaluation of evidence and prosecution. (Special Fee: $50.00).

**FFP 2706. FIRE SERVICE PUBLIC INFORMATION OFFICER.**

The student will be prepared to serve effectively as an organizational spokesperson, according to the current practices in the profession of public relations in relationship to the Fire Service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer (PIO) in the Incident Management System (IMS).

**FFP 2720. COMPANY OFFICER.**

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 2740. FIRE SERVICE COURSE DELIVERY.**

A study of the instructor’s responsibility for communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use. This course is required to become eligible to sit for the Florida State Fire Officer certification exam.

**FFP 2741. FIRE SERVICE COURSE DESIGN.**

Prerequisites: Minimum grade of C in FFP 2740 A study of how to develop courses based on nationally applicable performance standards for uniformed fire service personnel and to provide the knowledge, skill, and ability to develop a training curriculum.

**FFP 2770. ETHICAL AND LEGAL ISSUES FOR THE FIRE SCIENCE.**

An introduction to the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tot, liability, and a review of relevant court cases.

**FFP 2780. FIRE ADMINISTRATION.**

An in-depth review of the principles of organization and administration in fire protection service; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports and other relations.

**FFP 2810. FIRE FIGHTING TACTICS AND STRATEGY I.**

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. (Special Fee: $30.00).

**FFP 2811. FIRE FIGHTING TACTICS & STRATEGY II.**

Prerequisite: Minimum grade of C in FFP 2810 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 on up through major conflagrations. Emphasis will be on developing thinking skills in relation to crises. (Special Fee: $30.00).
FFP 2941. INTERNSHIP: EXPLORATION FIRE SCIENCE. 1-4 variable
Prerequisites: Satisfactory completion of required college- preparatory course; completion of 12 Valencia college-level credit hours and departmental approval. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences through a supervised practical experiences related to their career objectives. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $65.00).

FFP 2942. INTERNSHIP IN FIRE SCIENCE. 1-4 variable
This course assists students with gaining knowledge and utilizing course activities concerning practical applications related to firefighting duties, tasks, and responsibilities. Through course assessments and activities, students will gain knowledge, experience, and information about fire equipment and apparatus, fire department organization and structure, and fire protection duties and responsibilities. Students will visit various fire department sites to gather information and interview personnel relating to jobs and vocations in the fire service. Students will be required to submit documentation addressing the course outcomes. (Internship Fee: $65.00).

**FIL: Film**

**Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>FIL 1420</td>
<td>INTRODUCTION TO THE FILM PROCESS.</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td>Study of film-making process from concept to completion with special emphasis on the relationship between various job categories and the specific role of the &quot;below the line&quot; production technician.</td>
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<tr>
<td>FIL 2030</td>
<td>HISTORY OF MOTION PICTURES.</td>
<td>3</td>
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<td>An overview of film as an industry, mass medium, and art form.</td>
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<tr>
<td>FIL 2100</td>
<td>SCREENWRITING.</td>
<td>3</td>
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<td></td>
<td>Introduction to the basic techniques of screenwriting. Exercises in story structure, dialogue and character development. Introduction to screenwriting software.</td>
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<tr>
<td>FIL 2130</td>
<td>ADVANCED SCREENWRITING.</td>
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<tr>
<td></td>
<td>Prerequisite: FIL 2100 with a minimum grade of C. This course advances a student's knowledge of the screenwriting process with an emphasis on completing and making a story.</td>
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<tr>
<td>FIL 2421C</td>
<td>FILM PRODUCTION I.</td>
<td>4</td>
<td>1</td>
<td>10</td>
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<td>Prerequisites: ENC 1101, MGF 1106, THE 1000, and PSY 2012 or SYG 2000, and POS 2041, FIL 1420, TPA 1380, TPA 1200C, TPA 2260C, TPA 2220C, and TPA 2290C. Corequisites: FIL 2505C, FIL 2580C, FIL 2450C Through a series of lectures and demonstrations by the instructor, lectures and demonstrations by working professional film personnel, and pre-production project sessions, the students will be introduced to the competencies relating to pre-production. Student will participate as a technician in College-sponsored film productions and learn all the elements involved with pre-production on a film. (Special Fee $532.00).</td>
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<tr>
<td>FIL 2432C</td>
<td>FILM PRODUCTION II.</td>
<td>4</td>
<td>1</td>
<td>10</td>
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<td></td>
<td>Prerequisites: FIL 2421C, FIL 2450C, FIL 2505C, FIL 2580C Corequisites: FIL 2537C, FIL 2552C, FIL 2461 Through a series of lectures and demonstrations by the instructor, lectures and demonstrations by working professional film personnel, and pre-production project sessions, the students will be introduced to the competencies relating to production. Student will participate as a technician in College-sponsored film productions. (Special Lab Fee: $532.00).</td>
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<tr>
<td>FIL 2438C</td>
<td>FILM PRODUCTION III.</td>
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<td>1</td>
<td>10</td>
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<td></td>
<td>Prerequisites: FIL 2432C, FIL 2537C, FIL 2552C, FIL 2461 Through a series of lectures and demonstrations by the instructor, lectures and demonstrations by working professional film personnel, and post-production project sessions, the students will be introduced to the competencies relating to post-production. Student will participate as a technician in College-sponsored film productions and learn all the elements involved with post-production on a film. (Special Lab Fee: $532.00).</td>
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<tr>
<td>FIL 2450C</td>
<td>FILM GRIPPING.</td>
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<td>3</td>
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<td>Corequisites: FIL 2421C, FIL 2505C, FIL 2580C Study of use of gripping skills and equipment as related to feature film production. Emphasis on strategies necessary to anticipate shooting needs and problem-solving.</td>
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<tr>
<td>FIL 2461</td>
<td>ART OF CINEMATOGRAPHY.</td>
<td>2</td>
<td>2</td>
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<td></td>
<td>Corequisite: FIL 2432C, FIL 2537C, FIL 2552C This course will focus on the art of visual storytelling through lightning an camera movement.</td>
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<tr>
<td>FIL 2505C</td>
<td>FILM LIGHTING.</td>
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<tr>
<td></td>
<td>Corequisites: FIL 2421C, FIL 2580C, FIL 2450C 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.</td>
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</tbody>
</table>
FIL 2537C. FILM SOUND.
Corequisite: FIL 2432C, FIL 2552C, FIL 2461C Focuses on theory and practice of production and post-production film sound. Special emphasis on techniques of sound imaging in the filmmaking process. This course includes learning activity designed to ensure competence in the basic use of computers.

FIL 2543. POST-PRODUCTION SOUND FOR MOTION PICTURES.
Prerequisites: Acceptance to Advanced courses in Film Production A.S. Degree Special emphasis is placed on sound design, dialogue editing, and ADR (looping, creating sound effects, including Foley) as these things apply to feature film post-production.

FIL 2552C. FILM EDITING.
Corequisite: FIL 2432C, FIL 2537C, FIL 2461 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.

FIL 2580C. FILM CAMERA TECHNIQUES.
Corequisites: FIL 2421C, FIL 2505C, FIL 2450C Prepares student to function in all capacities as a member of a motion picture camera department. Focuses on care and handling of equipment, documentation, and solving film-shooting problems.

FIL 2930. SELECTED TOPICS IN FILM.
Seminar for students interested in research, discussion and observation of special topics in film and film production. May be repeated for credit and grade forgiveness cannot be applied.

FIL 2941. INTERNSHIP EXPLORATION IN FILM.
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including FIL 2100. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit hour 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: $10.00).

FIL 2942. INTERNSHIP IN FILM TECHNOLOGY.
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; completion of the limited access portion of the Valencia Film Production Technology Program; and Program Director's approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

FIN: Finance

Courses

FIN 2000. PRINCIPLES OF FINANCE.
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 finance, and international financial policies.

FIN 2010. PERSONAL INVESTMENTS.
Introduction of securities markets, types of personal investments, research tools, investment strategies and portfolio management.

FIN 2051. INTERNATIONAL FINANCE.
Pre-requisite: Minimum grade of C in GEB 1350 This course is designed for the student to learn the basic concepts and principles of international finance, with consideration of the financial environment, transactions, and flows. Exchange rates, risks, and government policies affecting business are analyzed as well as management policies and decisions.

FIN 2100. PERSONAL FINANCE.
Introduction to personal financial planning, including personal financial management, taxes, risk management, investments, retirement planning and estate planning.
### FOS: Food Science

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>FOS 2201. FOOD SERVICE SANITATION MANAGEMENT.</td>
<td>3</td>
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<tr>
<td>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.</td>
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### FRE: French

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<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 1000. CONVERSATIONAL FRENCH.</td>
<td>3</td>
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<tr>
<td>Conversational French is a communicative based course. Students will be introduced to basic language skills necessary for practical daily applications in different social settings. Conversation will be enhanced using speaking, listening, reading, and writing skills. This course will be taught utilizing a variety of multisensory techniques that foster the development of oral proficiency in French. This course does not satisfy the college foreign language requirements and is not open to native speakers.</td>
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<tr>
<td>FRE 1120. ELEMENTARY FRENCH I.</td>
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<tr>
<td>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. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.</td>
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<tr>
<td>FRE 1121. ELEMENTARY FRENCH II.</td>
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<tr>
<td>Prerequisite: FRE 1120 or Departmental approval Continuation of FRE 1120. 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. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.</td>
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<tr>
<td>FRE 2200. INTERMEDIATE FRENCH I.</td>
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<tr>
<td>Prerequisite: FRE 1101, FRE 1121, or departmental approval. Conversational approach with readings adapted from French newspapers, magazines, short stories, and film. Increasing awareness and understanding of the French culture.</td>
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<tr>
<td>FRE 2201. INTERMEDIATE FRENCH II.</td>
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<tr>
<td>Prerequisite: FRE 2200 or departmental approval Conversational approach with readings adapted from French newspapers, magazines, short stories, and film. Increasing awareness and understanding of the French culture.</td>
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<tr>
<td>FRE 2930. SELECTED TOPICS IN FRENCH.</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>For students interested in special topics that further explore the field of French. May be repeated for credit but grade forgiveness cannot be applied.</td>
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<tr>
<td>FRE 2941. INTERNSHIP EXPLORATION IN FRENCH.</td>
<td>1-4</td>
<td>variable</td>
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<tr>
<td>Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including a foreign language course at the intermediate level. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).</td>
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### FSS: Food Service Systems

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<tr>
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<td>FSS 1050C. BAKING INDGREDIENTS AND TECHNOLOGY.</td>
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<td>Prerequisite and/or Co-requisite: 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: $50.00).</td>
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FSS 1052C. SPECIALTY BREADS.  
Pre-requisite or Co-requisite: FSS 1050C  
This course covers the principles and techniques of preparing lean breads, multi-grain breads, sourdough, bagels, 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 Fees: $182.00).

FSS 1203C. QUANTITY FOOD PRODUCTION.  
Prerequisites: FSS 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: $182.00).

FSS 1240C. CLASSICAL CUISINE.  
Prerequisites: FSS 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: $182.00).

FSS 1246C. BAKING AND PASTRIES I.  
Prerequisites: FSS 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: $182.00).

FSS 2054C. COOKIES, TARTS AND FRIANDISES.  
Prerequisite: FSS 1052C/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: $182.00).

FSS 2055C. CONTEMPORARY CAKES AND DESSERTS.  
Prerequisite: FSS 2061C  
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: $182.00).

FSS 2056C. PASTRY TECHNIQUES.  
Prerequisite: FSS 1052C/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 will also cover the fundamentals of heat transfer as applied to pastries by preparing creams, custards, soufflés, butter creams, meringues, and flavored whipped creams. Additionally, students will create, taste, and test products and complete a research assignment. (Special Fee: $182.00).

FSS 2057C. INDIVIDUAL AND PRODUCTION PASTRIES.  
Prerequisite: FSS 2056C  
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: $182.00).

FSS 2058C. CONFECTIONARY ART AND PRINCIPLES OF DESIGN.  
Prerequisite: FSS 2056C  
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 also create stencils and molds and learn about silk screening and airbrushing. (Special Fee: $182.00).
FSS 2059C. CHOCOLATES AND CONFECTIONS. 3 1 5
Prerequisite: FSS 2058C 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: $182.00).

FSS 2060C. RESTAURANT AND PRODUCTION DESSERTS. 3 1 5
Prerequisite: FSS 2056C 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 function 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: $182.00).

FSS 2061C. BASIC AND CLASSICAL CAKES AND PASTRIES. 3 1 2
Prerequisite: FSS 2054C 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: $182.00).

FSS 2204C. QUANTITY FOOD PRODUCTION II. 3 2 6
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. Student must successfully pass written and practical examinations covering a variety of cooking techniques. (Special Fee: $182.00).

FSS 2205C. QUANTITY FOOD PRODUCTION III. 3 2 6
Prerequisites: FOS 2201, FSS1203C, 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. Student must successfully pass written and practical examinations covering a variety of cooking techniques. (Special Fee: $182.00).

FSS 2242C. INTERNATIONAL AND REGIONAL FOODS. 3 1 5
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. Student must successfully pass written and practical examination covering a variety of cooking techniques. (Special Fee: $182.00).

FSS 2247C. BAKING AND PASTRIES II. 3 1 5
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 low-fat desserts will be produced. Students must successfully pass written and practical pass written and practical examinations covering a variety of cooking techniques. (Special Fee: $182.00).

FSS 2248C. GARDE-MANGER. 3 1 5
Prerequisite: FOS 2201, FSS 2251, FSS 1203C, FSS 1246C, FSS 2247C This course introduces three main focuses of the cold kitchen: reception foods, a la carte appetizers, and grand-buffet arrangements. Students learn to prepare canapes, hot and cold hors d’oeuvres, appetizers, pates, 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: $182.00).

FSS 2251. FOOD AND BEVERAGE MANAGEMENT. 3 3 0
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 technique. Procedure, 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. 3 3 0
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 setup. 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.  3 3 0
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.  3 3 0
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including FOS 2201 and FSS 1203C and FSS 1240C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course provides a planned work-based experience that will provide students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives. Internship requires a minimum of 240 clock hours of work. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

FSS 2943. INTERNSHIP IN BAKING AND PASTRY MANAGEMENT.  3 3 0
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including FSS 2056. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through a supervised practical experience related to their career objectives. Internship will require a minimum of 240 clock hours of work. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

GEA: Geography: Regional Areas

Courses

GEA 1000. WORLD GEOGRAPHY.  3 3 0
Introduction to basic geographic concepts and terms, problems of conservation of natural resources and human and natural resources of major regions of world with in-depth study of one or more countries in each region.

GEB: General Business

Courses

GEB 1011. INTRODUCTION TO BUSINESS.  3 3 0
Fundamentals of business organization and procedures to acquaint student with management, business terminology, organization and control of large and small business.

GEB 1136. FOUNDATIONS OF E-BUSINESS.  3 3 0
This course provides an overview of functional and general managerial view of E-business and E-commerce. Student 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. This course discusses models and cases for existing "brick and mortar" operations, as well as the entrepreneur planning a new E-business.

GEB 1350. INTRODUCTION TO INTERNATIONAL BUSINESS.  3 3 0
This course is an entry-level overview of current world trade activities, practices, and issues. It is designed to provide the student with a basic, practical understanding of international business operations in the context of global competitiveness, regional trading blocs, and the globalization of world markets.

GEB 2112. ENTREPRENEURSHIP.  3 3 0
Pre-requisite: GEB 1011 This course provides both business and non-business majors with the skills necessary to succeed as an entrepreneur. The fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service, and developing an effective accounting system will be covered.

GEB 2930. SELECTED TOPICS IN BUSINESS.  1-3 variable
Selected topics in business based on the needs and areas of the class and professor. May include significant research or fieldwork component as part of the class. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.
GEB 2941. INTERNSHIP EXPLORATION IN BUSINESS. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including GEB 1011 or ACG 2021 or BUL 2241. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

GEB 2942. INTERNSHIP IN BUSINESS. 1-4 variable
Pre-requisite: Satisfactory completion of all mandated courses in reading, math, English, and EAP; a minimum 2.0 GPA; and 12 credits, including GEB 1011, or ACG 2021, or BUL 2241, or ECO 2013, or ECO 2023. The Program Director/Program Chair/Program Coordinator or IWS Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skills learned in class and enhance workplace skills through supervised 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: $10.00).

GEB 2955. IMMERSION IN GLOBAL BUSINESS. 1-3 variable
Prerequisite: GEB 1011 The objective of this course is to immerse the students in foreign cultures, giving them the opportunity to witness business activities, economic changes, and social/cultural impact due to globalization. Course may be repeated for a maximum of 6 credit hours, but grade forgiveness cannot be applied.

GER: German

Courses Credit Contact Lab

GER 1000. CONVERSATIONAL GERMAN. 3 3 0
Conversational German is a communicative based course. Students will be introduced to basic language skills necessary for practical daily applications in different social settings. Conversation will be enhanced using speaking, listening, reading, and writing skills. This course will be taught utilizing a variety of multisensory techniques that foster the development of oral proficiency in German. This course does not satisfy the college foreign language requirements and is not open to native speakers.

GER 1120. ELEMENTARY GERMAN I. 4 4 0
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. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

GER 1121. ELEMENTARY GERMAN II. 4 4 0
Prerequisite: Minimum grade of C in two years of high school German completed within the last three years and departmental approval Continuation of fundamental skills in German comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

GLY: Geology

Courses Credit Contact Lab

GLY 2010C. PHYSICAL GEOLOGY. 4 3 3
Deals with physical structure of earth. Includes effects of volcanic activity, glaciation, diastrophism (formation of major crustal features; continents; ocean beds, folds, faults, and mountain building), tectonics (structural deformation and readjustment of crust), sediments, erosional features, rock and mineral formation along with new and current geological developments. (Special Fee: $61.00).

GLY 2100C. HISTORICAL GEOLOGY. 4 3 3
History of the earth and the evolution of life as evidenced in the rock and fossil record; principle 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: $60.00).

GLY 2100H. HISTORICAL GEOLOGY - HONORS. 4 3 3
Same as GLY 2100C with honors content. Honors program permission required. (Special Fee: $60.00).
GLY 2160. GEOLOGY OF NATIONAL PARKS.
Overall view and study of national parks with emphasis on geological features and processes that formed them.

GLY 2930. 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 a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.

GRA: Graphic Arts

Courses

GRA 1109. HISTORY OF GRAPHIC DESIGN.
This course explores the contemporary, historical, cultural and technological trends and advances which influence graphic design industry practices of today.

GRA 1142C. GRAPHIC DESIGN ESSENTIALS.
An introduction to a variety of visual communication principles, methods and careers in today's computer age. Typography, design, layout, color, production, and 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: $95.00).

GRA 1180C. PORTFOLIO PREP.
Prerequisites: Minimum grades of C in GRA 2113C or GRA 2133C or department approval. This course is designed to get students prepared to do an internship and to help them prepare to be successful in their capstone course, Portfolio Review. Students will take a comprehensive exam, work on their personal brand, design their resumes, develop self-promotional items, and conduct an audit of their work. (Special Fee: $95.00).

GRA 1203C. LAYOUT, DESIGN AND COPY PREPARATION.
Prerequisites: Minimum grade of C in GRA 1142C or department approval. A practical course in utilizing industry-standard layout software to convert rough ideas into technically sound print-ready layouts. Students are encouraged to apply various design fundamentals, such as color, balance, hierarchy and the typographic grid. (Special Fee: $95.00).

GRA 1206C. FUNDAMENTALS OF TYPOGRAPHY.
Prerequisites: Minimum grade of C in both GRA 1142C and GRA 1413; or minimum grade of C in both DIG 2000C and DIG 1940; 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: $95.00).

GRA 1413. PROFESSIONAL DEVELOPMENT FOR DESIGNERS.
Students will learn about industry-specific employment expectations, such as: designing a resume, researching work environments, understanding the role of designers in various workplaces and what the industry expects to see in a designer's visual portfolio.

GRA 1751. INFORMATION ARCHITECTURE.
Provides instruction in user interaction and user experience to assist students in learning to research, plan, organize and develop an interactive solution. Logical thinking and creative problem solving processes used for planning interactive solutions, especially those found on the internet, will be provided. Special emphasis on visual communication fundamentals, problem solving, content strategy, sitemaps, wireframes, user interaction and user experience will be covered. (Special Fee: $95.00).

GRA 1933C. FUNDAMENTALS OF CREATIVE THINKING.
Prerequisite: Minimum grade of C in ART 1300C and GRA 1142C or departmental approval. A course designed to encourage creative thinking and problem solving for graphics students through group and individual projects, activities and discussions. The course will include a study of characteristics of a creative mind, alternative design approaches, creative process, creative problem-solving, assessing and increasing growth of creative potential. (Special Fee: $95.00).

GRA 1951C. PORTFOLIO REVIEW.
Prerequisite: Minimum grade of C in GRA 1180C or departmental approval. This course is designed to help students prepare their portfolios, professionally produce their self-promotional items, and gain valuable interviewing skills. Students participate in an interview conducted by a panel of professionals as a portion of their grade. (Special Fee: $95.00).
GRA 1956C. PHOENIX DESIGN PROJECT.  
Prerequisite: A minimum grade of C in GRA 1142C or department approval. Students will be charged with the tasks of working with the editorial staff of the Phoenix (the college’s literary magazine) to design and produce a finished layout for print. Each spring term a small group of students will work alongside Phoenix’s editorial staff and faculty advisor to transform student submissions of literary work and visual artwork into a finished publication. This publication will be submitted for competition with other student literary publications. (Special Fee: $95.00).

GRA 2113C. ADVANCED GRAPHIC DESIGN I.  
Prerequisites: Minimum grades of C in GRA 1203C and GRA 1206C or department approval. Addresses practical problems relevant to contemporary industry standards in graphic design. Emphasis is placed on producing concept-to-execution advertising design campaigns and developing work for portfolio. (Special Fee: $95.00).

GRA 2121C. PUBLICATION DESIGN.  
Prerequisite: Minimum grade of C in both GRA 1203C and GRA 1206C. This course is designed to provide students with hands on usage of high-end publishing software and hardware 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: $95.00).

GRA 2132C. ADVANCED INTERACTIVE DESIGN.  
Prerequisite: Minimum grades of C in both DIG 2100C and DIG 2500C or minimum grade of C in GRA 2133C or departmental approval. Students learn advanced techniques to produce interactive design projects. Students design projects 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 bitmapped graphics software, video, sound, and authoring software will be utilized. (Special Fee: $95.00).

GRA 2133C. INTERMEDIATE WEB DESIGN.  
Prerequisites: Minimum grade of C in GRA 2141C or department approval. Provides intermediate instruction in the most current applications and coding languages being used in the industry to assist students in the creation of web pages. Instruction on proper coding of the pages with consideration of various platforms and cross-platform testing will be provided. Special emphasis on visual communication techniques, web design principles, responsive web design and intermediate coding skills will be covered. (Special Fee: $95.00).

GRA 2141C. WEB PAGE DESIGN.  
Prerequisite: Minimum grades of C in DIG 2100C and GRA 1206C and GRA 2201C or departmental 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: $95.00).

GRA 2143C. ADVANCED WEB PAGE DESIGN.  
Prerequisite: Minimum grades of C in DIG 2100C and DIG 2500C and GRA 2141C; or minimum grade of C in GRA 2133C; 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: $95.00).

GRA 2151C. 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 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: $95.00).

GRA 2156C. VECTOR ILLUSTRATION.  
Prerequisites: Minimum grade of C in ART 1300C and DIG 2000C; or GRA 1142C; or departmental approval. A course covering the concepts of electronic publishing and the ability to create and manipulate full color graphic illustrations. Students will receive training on Adobe Illustrator or the most current vector illustration program standard in the industry. Class lecture will be supported with handouts and demonstrations. (Special Fee: $95.00).

GRA 2160C. COMPUTER ANIMATION.  
Prerequisite: ART 1300C and GRA 2156C or GRA 2156 with a minimum grade of a C or departmental approval. Instruction in the use of a personal computer to generate 2-D images and incorporate them into animated sequences. Principles of traditional animation, storyboard 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: $95.00).
GRA 2182C. ADVANCED GRAPHIC DESIGN II.
Prerequisite: GRA 2113C with a minimum grade of C or departmental approval. Comprehensive course involving in-depth study of advanced design problem solving. Includes marketing strategies, exploring design solutions, dealing with clients, estimating costs, presentation and production techniques. (Special Fee: $95.00).

GRA 2201C. ELECTRONIC IMAGING.
Prerequisites: GRA 1142 or departmental approval Utilizing the most current industry standard image editing software, this course is designed for the intermediate to the experienced graphic designer black and white or color imagery into their 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: $95.00).

GRA 2207C. ADVANCED IMAGE EDITING.
Prerequisite: GRA 2201C and GRA 2156C with a minimum grade of a C or departmental 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: $95.00).

GRA 2225C. ADVANCED TYPOGRAPHY.
Prerequisite: Minimum grades of C in GRA 1206C and GRA 1413 This course provides students with the opportunity to advance their typographic understanding and application beyond the fundamental level. Students will be given the opportunity to design advanced typographic solutions for their visual portfolio. (Special Fee: $95.00).

GRA 2310C. GRAPHIC REPRODUCTION PROCESSES.
Prerequisites: Minimum grade of C in GRA 2121 or department approval Fundamentals of single and multi-color layout and pre-press 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: $95.00).

GRA 2425. BUSINESS & ETHICS OF GRAPHIC DESIGN.
Prerequisite: Minimum grade of C in GRA 1142C This course helps students understand fundamental business operations, procedures, contracts, copyright laws, etiquette, and ethical concerns specific to the graphic design industry.

GRA 2585C. USER INTERFACE DESIGN.
Prerequisites: Minimum grades of C in DIG 2100C and GRA 1751 and GRA 2201C or departmental approval. Provides instruction in user interface design to assist students in learning to research, plan, organize and develop interactive solutions for a variety of user interfaces and user experiences. Special emphasis on visual design fundamentals, problem solving, design process, emerging trends, user interaction and experience will be covered. (Special Fee: $95.00).

GRA 2723C. CSS DESIGN.
Prerequisites: Minimum grades of C in GRA 2100C and GRA 2141C or department approval. Students will apply the fundamentals of visual communication and typography acquired in prerequisite courses and advance their knowledge of CSS (Cascading Style Sheets) to plan, design, and develop standards- compliant to create effective, accessible Web pages. (Special Fee: $95.00).

GRA 2724C. ADVANCED CSS DESIGN.
Prerequisite: Minimum grade of C in GRA 2723C or departmental approval Students will apply visual communication, creative problem solving and typographic layout techniques to create advanced level web site solutions for their professional portfolios. Students will plan, design, and develop standards-compliant, visually attractive web pages utilizing advanced CSS (Cascading Style Sheets) and other industry standard software and coding languages. (Special Fee: $95.00).

GRA 2755C. WEB DEVELOPMENT FOR DESIGNERS.
Prerequisites: Minimum grades of C in GRA 2143C and GRA 2132C or department approval. This course allows front-end web designers to further develop their skills and understanding in current industry-standard back-end web development. (Special Fee: $95.00).

GRA 2930. SELECTED TOPICS IN GRAPHIC ARTS.
Prerequisite: Department approval In-depth study of various advanced concepts, methods and techniques currently employed in graphic arts field. Explores state-of-the-art applications through research, experimentation, discussion and demonstration. Multiple credit course. May be repeated for credit but grade forgiveness cannot be applied.
GRA 2942. INTERNSHIP IN GRAPHICS.  1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; 12 credits, including a minimum grade of C in either GRA 2143C or GRA 2182C; and Program Director's approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

HFT: Hospitality Management

Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000. INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 1300. MANAGING HOUSEKEEPING OPERATIONS.</td>
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<tr>
<td>Systematic approach to managing housekeeping operations in hospitality industry. Emphasis on role of housekeeping department and understanding managerial skills necessary to efficiently operate department.</td>
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<tr>
<td>HFT 1410. FRONT OFFICE MANAGEMENT.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 1820. FOOD AND BEVERAGE PURCHASING.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 2210. HOSPITALITY MANAGEMENT AND LEADERSHIP.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 2223. HOSPITALITY HUMAN RESOURCE MANAGEMENT.</td>
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<td>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.</td>
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<tr>
<td>HFT 2254. LODGING OPERATIONS.</td>
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<tr>
<td>This course will acquaint the student with Front Office and Housekeeping 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. Emphasis on the role of housekeeping department and understanding managerial skills necessary to efficiently operate the department. Laundry operations.</td>
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<tr>
<td>HFT 2500. MARKETING AND SALES IN THE HOSPITALITY INDUSTRY.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 2600. HOSPITALITY LAW.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 2630. SECURITY ISSUES IN THE HOSPITALITY INDUSTRY.</td>
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<tr>
<td>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.</td>
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<tr>
<td>HFT 2750. THE EVENT INDUSTRY.</td>
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<tr>
<td>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 (Hotal Operations Training Simulation), a computer based management tool that stimulates the management of a service business.</td>
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</tbody>
</table>
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 2867C. WINE ESSENTIALS.  
Prerequisite: Department Approval A survey of the renowned old and new world wine regions, their evolution in western culture, and their role in contemporary society. Grape varieties and celebrated vineyards, classification systems, international trends in wine consumption and restaurant marketing, along with the influence of media on wine consumption, will be studied. Hospitality and Culinary students will be given preference in enrolling in this course. Must be at least 18 years of age at the time of enrollment. Professional wine tasting protocol requires that all student taste the wine and spit. (Special Fee: $60.00).

HFT 2930. SELECTED TOPICS IN HOSPITALITY MANAGEMENT.  
Prerequisites: Departmental approval For students interested in discussion, exploration and observation of special topics in lodging, restaurant, tourism, attractions, and food management. May be repeated for credit, but grade forgiveness cannot be applied.

HFT 2941. INTERNSHIP EXPLORATION IN HOSPITALITY AND TOURISM.  
Prerequisite: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; and 12 credits including HFT 1000. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of internship requires a minimum of 80 clock hours. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

HFT 2942. INTERNSHIP IN HOSPITALITY AND TOURISM.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including HFT 1000 and either HFT 1410 or FSS 2251. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

HFT 2943. INTERNSHIP IN RESTAURANT MANAGEMENT.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including HFT 1000. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit hour 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. Each earned credit hour of Internship requires a minimum of 80 clock hours of work. (Internship Fee: $10.00).

HIM: Health Information Management

Courses

HIM 1000. INTRODUCTION TO HEALTH INFORMATION MANAGEMENT.  
Pre-requisite: Admission to the Health Information Technology Program An introduction to health information management including the healthcare environment, healthcare data, and health information analysis. The history, evolution of health care in the United States, and the health information management professional are studied. Ambulatory care, long term care, mental health, and acute care health records are introduced. Forms design, filing methods, and types of numbering systems are covered.

HIM 1012. LEGAL ASPECTS OF HEALTH INFORMATION MANAGEMENT.  
Prerequisites: Admission to the Health Information Technology Program Co-requisites: HIM 1000 This course provides basic knowledge of the United States of America court system and the interconnection between the health care system and the federal government. The student will learn concepts relating to health insurance portability accountability act (HIPAA), ethics, release of health information, record retention, and the legalities of electronic health records.
HIM 1110. HEALTH DATA CONCEPTS. 3 3 0
Prerequisite: Minimum grade of C in HIM 1000 An introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through the virtual healthcare systems lab, students will be given access to work on a variety of healthcare electronic systems, enhancing their technology skills and knowledge such as: Athens/Cerner electronic health records, Quadramed MPI, Quadramed Smart ID, Quadramed Encoder, and McKesson Horizons.

HIM 1211. HEALTH INFORMATION TECHNOLOGIES. 2 2 0
Prerequisites: Minimum grade of C in HIM 1110 Corequisites: HIM 1800L This course will review the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security and emerging technologies.

HIM 1430. PRINCIPLES OF DISEASE. 3 3 0
Prerequisite: Admission to the Health Information Technology program This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented.

HIM 1800L. PROFESSIONAL PRACTICE EXPERIENCE. 2 0 6
Prerequisites: Minimum grade of C in HSA 1100 and HIM 1012 This is an introductory level course giving the students their initial supervised professional practice experience in the health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall have an understanding of the daily functional operations of a health information management department.

HIM 2214. HEALTH CARE STATISTICS AND RESEARCH. 2 2 0
Prerequisites: Minimum grade of C in HIM 1000 and MAC 1105 This course provides an introduction to the terms, definitions, and formulas used in computing healthcare statistics. In addition, the course will include vital statistics data and rates; basic statistical terminology and computations, including frequency distribution, measures of central tendency and measures of variation; techniques for presenting data via computer technology; and basic research terminology and methodologies.

HIM 2222C. BASIC ICD CODING. 4 3 3
Prerequisites: Admission to the Health Information Technology program This course will cover the basic guidelines and coding conventions in the most current ICD coding system. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit, and 5 digit specificity.

HIM 2253. BASIC CPT CODING. 3 3 0
Prerequisites: Minimum grade of C in HIM 2222C. Introduces basic coding principles, characteristics, and conventions of coding, using physicians’ current procedural terminology (CPT). Focuses on evaluation and management coding, unbundling, starred procedures, separate procedures, global period, modifiers.

HIM 2500. QUALITY AND PERFORMANCE IMPROVEMENT. 3 3 0
Prerequisites: Minimum grade of C in HIM 1110 and HIM 1800L This course is an introduction to health care quality and performance improvement, utilization management, risk management, and credentialing. An introduction is also provided in basic health care research methodology, epidemiology, as well as statistical analysis, reporting and interpretation.

HIM 2512. SUPERVISION, ORGANIZATION, AND MANAGEMENT. 3 3 0
Prerequisites: Minimum grade of C in HIM 1110 and HIM 1800L This course is an introduction to supervisory management, human resources, personnel and financial management. Included are employment skills, budgeting, human relations, and methods for analyzing and improving systems.

HIM 2729C. ADVANCED ICD CODING AND REIMBURSEMENT. 4 3 3
Prerequisites: Minimum grade of C in HIM 2222C This advanced coding course is designed to enhance the student's quality of coding by introducing chart application and DRG logic through practical application. Manual and automated coding and grouping and will be practiced. The prospective payment system, case mix analysis, and billing systems will also be discussed.

HIM 2810L. PROFESSIONAL PRACTICE EXPERIENCE II. 2 0 6
Prerequisites: Minimum grade of C in HIM 2222C, HIM 2729C Co-requisites: HIM 2253 Students will apply knowledge and skills for coding patient records using the international classification of diseases (ICD) and/or the current procedural terminology (CPT) coding systems.
HIM 2820L. PROFESSIONAL PRACTICE EXPERIENCE III.  2 0 6
Prerequisites: Minimum grade of C in HIM 2500 and HIM 2810L or department approval. This is an advanced level clinical practice which allows the Health Information A.S. degree student to participate in health information (medical record) management functions in either an acute care or other health record setting. Topics addressed include various organization and supervision activities. The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments.

HIM 2960. HEALTH INFORMATION TECHNICIAN REVIEW.  2 2 0
Prerequisite: Department approval. A comprehensive review of all the competencies studied in the health information technology program. Students are assisted in preparing for the national certification examination, as well as for entry into the health information management field.

HIS: Gen History/Histriography

Courses  

HIS 2935. SELECTED TOPICS IN HISTORY.  1-3 variable
For students interested in special topics and who wish to explore further field of history through research, discussion and observation. May be repeated for credit and grade forgiveness cannot be applied.

HIS 2941. INTERNSHIP EXPLORATION IN HISTORY.  1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 Institutional or overall GPA; 12 credits, including one course in History. The Program Director/ Program Chair/ Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

HLP: Health, Leisure, & Phys Ed

Courses  

HLP 1081C. FITNESS AND WELLNESS FOR LIFE I.  3 1 3
This course will assist the student in implementing a personal fitness program by performing workouts each class in the fitness center to improve the health-related components of physical fitness including cardiovascular endurance, muscular strength and endurance, flexibility and body composition. Students will also develop an awareness that a positive healthy lifestyle can enhance quality of life and decrease risk of disease. Wellness topics covered include: nutrition, stress management, weight management and disease prevention. (Special Fee: $25.00).

HLP 1093. MEDITATION FOR STRESS MANAGEMENT.  2 2 0
This experiential course is an introduction to the art and science of meditation for stress management. Topics include the benefits of meditation, meditation techniques, breath work, meditation and health, and meditation for everyday living. This course will help students find the type of medication that is best for them enabling them to establish a personal meditation practice. This course is suitable for all students, regardless of physical limitations.

HLP 1094C. MEDITATION FOR STRESS MANAGEMENT II.  2 2 2
Pre-requisite: HLP 1093 This experiential course is a continuation of Meditation for Stress Management I. Students will have the opportunity to review basic concepts and techniques of meditation and to reinforce their learning while strengthening their personal meditation practice. Topics include the benefits of meditation, meditation techniques, breathwork, meditation and health, and meditation for everyday living. This course is suitable for all students who meet the prerequisite, regardless of physical limitations.

HLP 2550C. CONCEPTS OF PERSONAL TRAINING.  3 2 2
This course is designed to prepare students for the National Council on Strength and Fitness (NCSF) Certified Personal Training Exam. Students will learn goal-specific program design and gain the knowledge to assess, motivate, educate and train clients regarding their health and fitness needs. This class also provides hands on practical experience in a fitness setting. Completion of the NCSF personal training certification exam is optional. (Special Fee: $25.00).
HLP 2930. SELECTED TOPICS IN HEALTH AND FITNESS. 1-3 variable
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 a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.

HOS: Horticultural Sciences

Courses

HOS 2932. SELECTED TOPICS IN HORTICULTURE & LANDSCAPE TECHNOLOGY. 1-4 variable
Prerequisites: HOS 1010 Topics of interest or research in Horticulture or Landscape Technology. May be repeated for credit, but grade forgiveness cannot be applied. (Special fee may be required).

HOS 2941. INTERNSHIP EXPLORATION IN LANDSCAPE/HORTICULTURE. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including BSC 1010C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

HOS 2942. INTERNSHIP IN LANDSCAPE/HORTICULTURE. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including AOM 2012 and BOT 2501 and ORH 1510. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

HSA: Health Services Admin

Courses

HSA 1100. HEALTH CARE DELIVERY SYSTEMS. 3 3 0
Prerequisites: Minimum grade of C in HIM 1000. This course is an introduction to health care facilities and health delivery systems including their purpose, organization, general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics and health care centers are analyzed and discussed. Additional topics include an overview of accreditation standards; licensure agencies; reimbursement systems; legal/ethical issues; healthcare computerization; documentation, quality, compliance, and regulatory requirements.

HSA 4110. ORGANIZATIONAL BEHAVIOR. 3 3 0
Prerequisites: Admission into the BS degree program in Radiologic & Imaging Sciences, or BS in Cardiopulmonary Sciences or the ATC in Leadership in Health Care. Application of behavioral science theory and concepts to management practices within health care organizations. Areas of consideration will focus on organizational design, organizational climate development, communication, motivation and goal setting, decision making, and problem solving. Minimum grade of C required if used to satisfy BS Cardiopulmonary Sciences or BS Radiologic and Imaging Sciences degree requirement.

HSA 4184. LEADERSHIP IN HEALTHCARE. 3 3 0
This course involves the study of theories, principles and skills needed to function in a leadership position. Emphasis is placed on the development of competencies applicable to not only your professional practice, but also your role as a member of the community. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirements.

HSA 4340. PRINCIPLES OF HUMAN RESOURCES MANAGEMENT. 3 3 0
The course will provide students with the most common methods and application involving the management of human resources within health-related organizations. Topics include employee recruitment, selection, training, evaluation, and retention and the most common practices of each. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.
HSA 4341. CONFLICT MANAGEMENT IN HEALTH CARE. 3 3 0
Prerequisites: Admission into the BS Radiologic & Imaging Sciences, BS Cardiopulmonary Sciences or the ATC in Leadership in Healthcare This course focuses on identification of various aspects of the Health Care environment that lead to conflict, and modifications of those conditions that may contribute to the escalation of conflict. Appropriate methods of intervention and effective resolution of conflicts will be analyzed. Minimum grade of C required if used to satisfy BS Cardiopulmonary or BS Radiologic and Imaging Sciences B.S. requirement.

HSA 4702. RESEARCH METHODS AND INFORMATION LITERACY. 3 3 0
Pre-requisite: Admission into a B.S. Degree in Radiologic and Imaging Sciences or Cardiopulmonary Sciences Research methods and information literacy are important because the health care profession is continually changing, which requires the allied health professional to possess new knowledge to function competently. The allied health professional should contribute to the body of knowledge and be able to effectively analyze resources to promote growth in the profession. The attitude of lifelong learning enables the professional to stay in step with the current health care environment and be prepared to help foster the future and increase awareness of the profession in the global community. The content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirements.

HSC: Health Sciences

Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit(s)</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>HSC 1004</td>
<td>PROFESSIONS OF CARING.</td>
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<tr>
<td>HSC 1100</td>
<td>PERSONAL HEALTH.</td>
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<tr>
<td>HSC 1149</td>
<td>GENERAL PHARMACOLOGY FOR HEALTH PROFESSIONALS.</td>
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<tr>
<td>HSC 1180</td>
<td>TAI CHI.</td>
<td>2</td>
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<tr>
<td>HSC 1230C</td>
<td>METHODS OF PATIENT CARE.</td>
<td>2</td>
<td>1</td>
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<tr>
<td>HSC 1400C</td>
<td>FIRST AID AND CPR.</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>HSC 1531</td>
<td>MEDICAL TERMINOLOGY.</td>
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HSC 1004. PROFESSIONS OF CARING.

Professions of Caring is designed to assist students in formulating their purpose in life. Through self-discovery, students will investigate their interests, strengths and personal values that align with their educational and career goals. Emphasis is on orientation to college, integrated student success skills, and the development of an individualized education plan. Students will learn and integrate practical applications to communicate across diverse populations.

HSC 1100. 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 1149. GENERAL PHARMACOLOGY FOR HEALTH PROFESSIONALS.

Pre-requisite: Admission to the Health Information Technology Program Overview of the basic concepts of the pharmacological treatment of various diseases affecting the major body systems.

HSC 1180. TAI CHI.

Tai Chi is a self-paced system of gentle physical exercise and stretching. Students will learn how to perform a series of postures and movements in a slow graceful manner to help improve overall health and fitness. (Special Fee: $5.00).

HSC 1230C. METHODS OF PATIENT CARE.

Prerequisite: Acceptance to Sonography, A.S. Degree Program Corequisite: SON 1000C (Content is designed to provide the basic concepts of patient care including consideration for physical, and psychological, legal, and ethical needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. Basic concepts of pharmacology/drug administration and theory and practice of venipuncture techniques are presented) Introduces basic theories, skills, and techniques of quality patient care. Includes communication, assessment skills, aseptic technique, drug administration, emergency situations, and AIDS education. Presents theoretical and practical knowledge to make sound clinical judgments and carry out patient care activities. A minimum grade of C is required to pass this course. (Special Fee: $16.00).

HSC 1400C. FIRST AID AND 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).

HSC 1531. MEDICAL TERMINOLOGY.

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.
**HSC 2151. PHARMACOLOGY AND CLINICAL DECISION MAKING.**  
Prerequisite: Admission to the Health-Related Program Corequisite: NUR 2823C Addresses the use of critical thinking in making clinical decisions related to pharmacotherapy. 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.

**HSC 2550. 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. INTERNSHIP IN EXPLORATION IN HEALTH.**  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, which may include the following recommended courses (HSC 1001, HSC 1531, BSC 1010C, or PSY 1012). The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

**HSC 4500. EPIDEMIOLOGY.**  
Prerequisite: Admission into the Cardiopulmonary Program and Community Health Track or into the Radiologic and Imaging Sciences Program. Students in this course will study the pattern of health and illness for patients with chronic disease, with discussions on a clinical approach to prevention and treatment of chronic illness. Students will learn how to identify risk factors and utilize evidence-based medicine in a clinical setting.

**HSC 4555. PATHOPHYSIOLOGIC MECHANISMS.**  
Pre-requisite: Admission to the B.S. degree program in Radiologic & Imaging Sciences or Cardiopulmonary Sciences. A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the allied health science professional. The in-depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment. Minimum grade of C required if used to satisfy Radiologic and Imaging or Cardiopulmonary Sciences B.S. degree requirement.

**HSC 4640. HEALTH LAW AND COMPLIANCE.**  
Health care law and compliance is important because of its financial and emotional impact on technologists, patients, and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly regarding accreditation and compliance issues. In addition, this content gives guidance on risk management techniques, including reporting, that can help mitigate noncompliance. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

**HSC 4652. ETHICS AND HEALTH CARE IN A PLURALISTIC SOCIETY.**  
The course is designed to provide students with an ethical framework for decision-making in the context of a pluralistic society. Models and principles of ethical justification among diversity of cultures and belief systems will be analyzed. Specific applications are made to concerns in clinical and health care management. Topics include the right to health care, community health ethics, end-of-life issues, and organizational ethics. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

### HUM: Humanities

**Courses**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 1020</td>
<td>INTRODUCTION TO HUMANITIES</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>HUM 1020H</td>
<td>INTRODUCTION TO HUMANITIES - HONORS</td>
<td>3</td>
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</tr>
</tbody>
</table>

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.

Prerequisite: Admittance to Valencia Honors Program Same as HUM 1020. In addition, course content will satisfy one Honors Program outcome. Honors Program permission required.
HUM 2220. HUMANITIES - GREEK AND ROMAN.
Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 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. Students must demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2220H. HUMANITIES- GREEK AND ROMAN- HONORS.
Same as HUM 2220 with honors content. Honors program permission required.

HUM 2223. HUMANITIES - LATE ROMAN AND MEDIEVAL.
Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 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. Students must demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2223H. HUMANITIES - LATE ROMAN AND MEDIEVAL HONORS.
Same as HUM 2223 with honors content. Honors program permission required.

HUM 2232. HUMANITIES - RENAISSANCE AND BAROQUE.
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 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 is required if used to satisfy Gordon Rule requirement.

HUM 2232H. HUMANITIES - RENAISSANCE AND BAROQUE - HONORS.
Same as HUM2232 with honors content. Honors program permission required.

HUM 2234. HUMANITIES - ENLIGHTENMENT AND ROMANTICISM.
Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 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. Students must demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2234H. HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS.
Same as HUM 2234. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.

HUM 2250. HUMANITIES - TWENTIETH CENTURY.
Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 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. Students must demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2250H. HUMANITIES - TWENTIETH CENTURY - HONORS.
Same as HUM 2250 with honors content. Honors program permission required.

HUM 2310. MYTHOLOGY.
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 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. Students must demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

HUM 2310H. MYTHOLOGY - HONORS.
Same as HUM2310 with honors content. Honors program permission required.

HUM 2403. MIDDLE EASTERN HUMANITIES.
Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 The course covers topics such as Middle Eastern religions, philosophy, literature, architecture, visual arts, music, and the effects of modernity on the Middle East.

HUM 2410. ASIAN HUMANITIES.
Prerequisites: 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.  3  3  0
Prerequisites: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 An integrated study of 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.

HUM 2461. LATIN AMERICAN HUMANITIES.  3  3  0
Prerequisite: ENC 1101 or ENC 1101H or equivalent An integrated study of the history, culture, art, literature and music of 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 2461H. LATIN AMERICAN HUMANITIES - HONORS.  3  3  0
Same as HUM 2461 with honors content. Honors program permission required.

HUM 2930. SELECTED TOPICS IN HUMANITIES.  1-3 variable
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 and grade forgiveness cannot be applied.

HUM 2941. INTERNSHIP EXPLORATION IN HUMANITIES.  1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including 6 credits in Humanities, three of which must be a Gordon Rule writing course; and Internship Office approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

HUN: Human Nutrition

Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 1001</td>
<td>BASICS OF PERSONAL NUTRITION.</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td>Fundamentals of nutrition, including human nutritional requirements and role of nutrition in maintenance of good health.</td>
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<tr>
<td>HUN 1004</td>
<td>HEALTHY CUISINE/ NUTRITION.</td>
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<td></td>
<td>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.</td>
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<tr>
<td>HUN 1010</td>
<td>NUTRITION FOR FITNESS.</td>
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<td>The study of basic nutrition, including the role of healthy eating in the maintenance of good health and fitness. Emphasis will be placed on nutritional needs for active persons and those trying to achieve an ideal body weight. Dietary supplements will also be explored. This course does not meet the nutrition requirement for the Nursing and Dental Hygiene Programs.</td>
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<tr>
<td>HUN 1201</td>
<td>THE SCIENCE OF NUTRITION.</td>
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<td>Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes. Scientific principles of nutrition, including the role of specific nutrients, digestion of each, absorption, and metabolism. Food sources and individual requirements throughout the lifecycle to maintain health will be addressed.</td>
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<tr>
<td>HUN 1201</td>
<td>DIET THERAPY FOR HEALTH CARE PROFESSIONALS.</td>
<td>1</td>
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<td></td>
<td>Prerequisite: HUN 1201 or department approval, based on prior completion of a college nutrition course with a minimum grade of C Assessment and application of nutrition within health care, focusing on prevention and medical nutrition therapy in disease management.</td>
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</table>
HUN 2202. ESSENTIALS OF NUTRITION WITH DIET THERAPY.  
Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English and EAP; and a minimum grade of C in Honors high school biology or Advanced Placement biology AND Honors high school chemistry or Advanced Placement Chemistry; or a minimum grade of C in BSC 1010C or BSC 2093C or BSC 2094C. 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.

IDH: Interdisciplinary Honors

**Courses**

**IDH 1110. INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I - HONORS.**  
Prerequisites: Honors Program permission Social Authority: From Odysseus to Batman. This interdisciplinary course examines long-standing beliefs and their contribution to dialogues from past to present. Topics include creation, authority, morality, war, race, gender, and sexuality. Students will read plays, graphic novels, poetry, and prose as well as view films and works of art. To better understand the literature, students will draw on literary criticism, humanistic perspectives, philosophy, psychology, and sociology. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Honors program permission required. Minimum grade of C required for to satisfy Gordon Rule and general education requirements. (Course satisfies core humanities non-Gordon Rule course, three credits; and ENC 1101, Freshman Composition I, three credits).  

**IDH 1111. INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II - HONORS.**  
Prerequisites: Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission Science Fiction and Nonfiction: An Exploration of Science through Literature. This interdisciplinary course examines scientific topics, such as evolutionary biology, cloning, artificial intelligence, eugenics, altruism, and emotional intelligence, and draws connections to literary and artistic works, including novels, essays, poetry, and films. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Course satisfies the core science requirement, three credits; and ENC 1102, Freshman Composition II, three credits).  

**IDH 1112. INTERDISCIPLINARY STUDIES IN 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.  

**IDH 2028. HONORS CAPSTONE.**  
Prerequisite: SLS 1501H This course is designed to provide perspective to students at the conclusion of their curricular and co-curricular work in the Global Studies Track of the Seneff Honors College. Students in the course will present their honors portfolios to fellow students, faculty, and staff. This course will also provide opportunities for discussion and reflection about student’s experiences in the honors learning community.  

**IDH 2120. INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III - HONORS.**  
Prerequisites: Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission Political Controversies and Scientific Theory. An interdisciplinary examination of scientific theory and political debate. Topics include the origin of life, the universe, and everything. Students will explore evolutionary theory, primate behavior, the criminal justice system and drug use, global warming, right to life and death, and the drug culture in the United States. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple 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 natural science, three credits; and Gordon Rule social science, three credits.).  

**IDH 2121. 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 The Political Machine. An interdisciplinary examination of the roots of world politics and their implications in the global community. A critical exploration of the historical and social conditions under which seminal political ideas appeared concerning the universe, religions and other world views, humanity and the good life, and politics, with an emphasis in 20th century developments. The social sciences meet humanities and philosophy with the help of literary studies and the sciences. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required to satisfy Gordon Rule requirements. (Equivalent to Gordon Rule Humanities, three credits; and Core Social Science, three credits.).
IDH 2911. HONORS RESEARCH PROCESS.  
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 and Honors Program permission. This honors course will introduce students to the process of research, tools, concepts, and resources necessary to search, evaluate, and use information in a variety of formats and subject disciplines. The focus will be to analyze and utilize information critically using a broad range of materials and interdisciplinary concepts needed for honors research and academic/professional success.

IDH 2912. HONORS PROJECT.  
Prerequisite: Honors Program permission and IDH 2911 This course provides the framework through which students in the Undergraduate Research Track of the Seneff Honors College, under the guidance of an Honors Research mentor, will produce and present a capstone research project.

IDH 2955. HONORS STUDY ABROAD.  
Students enrolled in this course will earn credit for participation in approved study abroad programs in the Valencia Honors Program. Course content will vary each year, but will involve activities that satisfy at least one of the following program outcomes: 1) Recognize and weigh different perspectives in primary and secondary sources; 2) Produce original work and scholarly research; 3) Connect learning across academic disciplines.

INP: Industrial/Applied Psych

Courses

INP 1301. PSYCHOLOGY IN BUSINESS AND INDUSTRY.  
Introduction to psychology of human behavior as applied to business and industry. Designed to study psychological factors involved in the work place, including leadership, motivation, communications, morale, organizational structure, personnel selection, training, appraisal and consumer problems.

INR: International Relations

Courses

INR 2002. INTERNATIONAL POLITICS.  
Prerequisite: Minimum grade of C in ENC1101 or ENC1101H or IDH 1110. Analysis of world politics, focusing on the role of nation-states and international organizations and on selected foreign policy issues. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of "C" required in INR 2002 is used to satisfy Gordon Rule and general education requirements.

INR 2002H. INTERNATIONAL POLITICS HONORS.  
Same as INR2002 with honors content. Honors program approval required.

INT: Interpreting

Courses

INT 2131. INTRODUCTION TO INTERPRETING.  
Prerequisite: Minimum grade of C in ASL 2140 or departmental approval Provides an introduction to the role of the interpreter, highlighting the application of the National Registry of Interpreters for the Deaf Professional Code of Conduct in daily interaction with Deaf and hearing consumers. Also includes discussion of basic theories, guidelines, principles, and practices of interpreting. Environmental considerations of communication and interpreting will be discussed.

INT 2200. INTERACTIVE INTERPRETING I.  
Pre-requisite: Minimum grade of C in INT 2131 or department approval This course is a continuation of INT 2131, Introduction to Interpreting, with an emphasis on processing and translating signed messages and written English. This course provides application of techniques and principles of signed interpretation of voiced message, and voiced interpretation of signed messages. Students will practice using live, audio-taped, and videotaped materials to reinforce skill development.

INT 2201. CONSECUTIVE ENGLISH TO ASL INTERPRETING.  
Pre-requisite: Minimum grade of C in INT 2200 or department approval This course is a continuation of INT 2200 and a transition into hands-on language production with clarity and understanding. This course provides advanced in-depth discussion and application of techniques and principles, as well as expanded concentration on advanced expressive manual communication skills. Students will use audio-taped materials to reinforce skill development to improve speed and accuracy in their expressive intermediate interpreting skills.
INT 2202. CONSECUTIVE ASL TO ENGLISH INTERPRETING.  
Minimum grade of C in INT 2201 or department approval. This course is a continuation of INT 2201. This course leads the student through the steps of making a compressed, idiomatic English voicing product that accurately relays the Deaf signer's expanded message. Students will work consecutively from a signed message to a voiced interpretation. The three components of understanding, telling, and saying will be the main focus of the course. Videotaped material will be used for skill development.

INT 2203. CONSECUTIVE INTERACTIVE INTERPRETING.  
Pre-requisite: Minimum grade of C in INT 2202 or department approval. This course is a continuation of INT 2202. This course provides extensive hands-on practice using skills, strategies, and techniques learned in the first three courses of the interpreting sequence. This course will focus on consecutive interactive interpreting from spoken English to signed ASL, as well as from signed ASL to spoken English.

INT 2930. SELECTED TOPICS IN INTERPRETING.  
Prerequisite: Minimum grade of C in ASL 2200 or department approval. Selected Topics in Interpreting is based on the needs and areas of interest of the class and professor. May include field work as part of the class. Can be repeated for up to 6 hours of credit and grade forgiveness cannot be applied. The description for the Selected Topics in Interpreting course will be specified in each course proposal.

INT 2941. INTERNSHIP EXPLORATION IN SIGN LANGUAGE.  
Prerequisite: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including INT 2201. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. 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: $10.00).

IPM: Integrated Pest Management

Courses
IPM 1301C. SURVEY OF PEST CONTROL.  
Involves classification, mode of action, toxicity, mixing, registration and safe application techniques of pesticides used in the past control industry. (Special Fee: $65.00).

IPM 2011C. DIAGNOSTICS 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. (Special Fee: $65.00).

ISS: Interdisciplinary Social Science

Courses
ISS 2930. INTERDISCIPLINARY SOCIAL SCIENCE.  
For students interested in special topics and interdisciplinary exploration related to various social science fields through research, discussion and observation. Multiple course credit. May be repeated for credit, but grade forgiveness cannot be applied.

ITA: Italian Language

Courses
ITA 1120. ELEMENTARY ITALIAN I.  
For students without two years of recent high school Italian 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 Italian. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.
ITA 1121. ELEMENTARY ITALIAN II.
Prerequisite: ITA 1120 Elementary Italian II is for students with a C or better in ITA 1120 and is a continuation of fundamental skills in Italian comprehension, expression, and structure. In addition, there will be an emphasis on increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.

**JOU: Journalism**

**Courses**

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<thead>
<tr>
<th>Course</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>JOU 1100. NEWS REPORTING.</td>
<td>3</td>
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<tr>
<td>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.</td>
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<tr>
<td>JOU 1400L. COLLEGE NEWSPAPER.</td>
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<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Co-requisites: JOU 1100 or JOU 2200. Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.</td>
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<tr>
<td>JOU 1404L. COLLEGE NEWSPAPER.</td>
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<td>1</td>
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<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Corequisites: JOU 1100 or JOU 2200. Laboratory Course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.</td>
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<tr>
<td>JOU 1440L. COLLEGE MAGAZINE.</td>
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<tr>
<td>Prerequisite: JOU 1100 or JOU 2200. 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.</td>
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<tr>
<td>JOU 1441L. COLLEGE MAGAZINE.</td>
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<td>3</td>
</tr>
<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Corequisites: 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.</td>
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<tr>
<td>JOU 2200. EDITING AND DESIGN.</td>
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<tr>
<td>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.</td>
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<tr>
<td>JOU 2402L. COLLEGE NEWSPAPER.</td>
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<td>3</td>
</tr>
<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Corequisites: JOU 1100 or JOU 2200. Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.</td>
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<tr>
<td>JOU 2403L. COLLEGE NEWSPAPER.</td>
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<td>3</td>
</tr>
<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Corequisites: JOU 1100 or JOU 2200. Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.</td>
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<tr>
<td>JOU 2442L. COLLEGE MAGAZINE.</td>
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<td>3</td>
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<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Corequisites: 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.</td>
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<tr>
<td>JOU 2443L. COLLEGE MAGAZINE.</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites: JOU 1100 or JOU 2200. Corequisites: 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.</td>
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<tr>
<td>JOU 2930. SELECTED TOPICS IN JOURNALISM.</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>For students interested in research, discussion, and observation of special topics in journalism. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</td>
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**JPN: Japanese Language**

**Courses**

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<thead>
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<th>Course</th>
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<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>JPN 1120. ELEMENTARY JAPANESE I.</td>
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<td>For students without two years of recent high school Japanese 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 Japanese. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency requirement.</td>
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</tbody>
</table>
JPN 1121. ELEMENTARY JAPANESE II.  
Prerequisite: JPN 1120 or department approval Continuation of fundamental skills in Japanese comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency requirement.

LAT: Latin (Language Studies)

Courses  
LAT 1120. ELEMENTARY LATIN I.  
Fundamental skills in Latin comprehension, expression and structure. Increasing awareness and understanding of the Roman culture. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

LAT 1121. ELEMENTARY LATIN II.  
Prerequisite: Minimum grade of C in LAT 1120 or Departmental approval Continuation of LAT 1120, Elementary Latin I. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Proficiency Requirement.

LDE: Landscape Design

Courses  
LDE 1000C. LANDSCAPE DESIGN AND IMPLEMENTATION.  
Prerequisite: ORH 1510C or departmental approval Comprehensive study of design elements, design principles, culture and technique. Includes plan preparation, evaluation, presentation, and implementation of functionality designed areas. (Special Fee: $65.00).

LIS: Library & Info Science

Courses  
LIS 1001. COMPUTER RESEARCH.  
Introduction to the use of 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 references, online databases, and the Internet. This course includes lectures, group activities, and hands-on experience.

LIS 2930. 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. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

LIS 2941. INTERNSHIP EXPLORATION IN LIBRARY SCIENCE.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA, and 12 credits, including ENC 1101 or ENC 1101H or a 2000 level humanities course. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related course. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

LIT: Literature

Courses  
LIT 1000. INTRODUCTION TO LITERATURE.  
This course will focus on a variety of literary genres, with some emphasis on works by international authors. Students will be introduced to methods of reading and writing critically about literature with a focus on cultural and historical understanding.

LIT 2090. 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.
LIT 2090H. CONTEMPORARY LITERATURE- HONORS.  
Same as LIT 2090 with honors content. Honors program permission required.

LIT 2110. SURVEY IN WORLD LITERATURE: BEGINNING THROUGH RENAISSANCE.  
Prerequisite: ENC 1101 or 1101H. Major poetry, fiction, drama and essays.

LIT 2120. SURVEY IN WORLD LITERATURE: ENLIGHTMENT TO PRESENT.  
Prerequisite: ENC 1101 or 1101H. Major poetry, fiction, drama and essays.

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

LIT 2174. MULTIMEDIA LITERATURE AND THE HOLOCAUST.  
Prerequisite: ENC 1101, ENC 1101H or IDH 1110 This course explores literacy characteristics inherent in various media including (but not limited to) Holocaust-related historical text, documentary film, comics (graphic narrative), survivor narratives, pre- and post-Nazi art, and contemporary major motion pictures. The examination includes critical analyses of textual, visual, syntactical, mechanical and thematic conventional similarities found in traditional textual "literature" and in the structure, syntax, and language of visual media.

LIT 2174H. MULTIMEDIA LITERATURE AND THE HOLOCAUST-HONORS.  
This course explores literary characteristics inherent in various media including (but not limited to) Holocaust-related historical text, documentary film, comics (graphic narrative), survivor narratives, pre-and post-Nazi art, and contemporary major motion pictures. The examination includes critical analyses of textual, visual, syntactical, mechanical and thematic convention similarities found in traditional textual "literature" and in the structure, syntax, and language of visual media. As an Honors component, this course includes an independent studies honors project (ISHP) that will focus on either or both multimedia messaging and Holocaust-related information.

LIT 2190. SURVEY OF CARIBBEAN LITERATURE.  
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Representative works of Caribbean poets, novelists, short story writers, dramatists, and non-fiction writers throughout Caribbean history. Emphasis on issues and ideas related to present and future of Caribbean society and culture.

LIT 2955. HOLOCAUST STUDIES TRIP ABROAD.  
Students will take part in a Holocaust related trip to Poland and other sites of significance related to the Holocaust. The trip will be an extension of the classroom content and be coordinated with the Study Abroad Office.

MAC: Math: Calc/Pre-Calc

Courses  
MAC 1105. COLLEGE ALGEBRA.  
Prerequisite: Minimum grade of C in 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.

MAC 1105H. COLLEGE ALGEBRA - HONORS.  
Prerequisite: Minimum grade of C in MAT 1033C or either 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. In addition, course content will satisfy one honors program learning outcome. 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 1105H is used to satisfy Gordon Rule.

MAC 1114. COLLEGE TRIGONOMETRY.  
Prerequisite: Minimum grade of C in MAC 1105 or an 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.
MAC 1140. PRECALCULUS ALGEBRA. 3 3 0
Prerequisite: Minimum grade of C in MAC 1105 or appropriate score on an approved assessment. 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.

MAC 2233. CALCULUS FOR BUSINESS AND SOCIAL SCIENCE. 3 4 0
Prerequisite: Minimum grade of C in 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 2233H. CALCULUS FOR BUSINESS AND SOCIAL SCIENCE. 3 4 0
Prerequisite: Minimum grade of C in 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. CALCULUS WITH ANALYTIC GEOMETRY I. 5 5 0
Prerequisite: Minimum grade of C in MAC 1140 and MAC 1114 or MAC 1147. Topics include limits and continuity, derivatives of algebraic, trigonometric, and transcendental functions, applications of derivatives, definite and indefinite integral. Gordon Rule course. Minimum grade of C required if MAC 2311 is used to satisfy the Gordon Rule and general education requirements.

MAC 2311H. CALCULUS WITH ANALYTIC GEOMETRY I - HONORS. 5 5 0
Prerequisites: Minimum grades of C in (MAC 1140 and MAC 1114) or MAC 1147, or appropriate score on an approved assessment. Same as MAC 2311 with honors content. Honors program permission required.

MAC 2312. CALCULUS WITH ANALYTIC GEOMETRY II. 5 5 0
Prerequisite: Minimum grade of C in MAC 2311. Topics include differentiation and integration, techniques of integration, 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. CALCULUS WITH ANALYTIC GEOMETRY II - HONORS. 5 5 0
Prerequisite: Minimum grade of C in MAC 2311. Same as MAC 2312 with honors content. Honors program permission required.

MAC 2313. CALCULUS WITH ANALYTICAL GEOMETRY III. 4 4 0
Prerequisite: Minimum grade of C in MAC 2312. Topics include polar coordinates, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.

MAE: Mathematics Education

Courses

MAE 2801. ELEMENTARY SCHOOL MATHEMATICS CURRICULUM AND INSTRUCTION. 4 4 0
Prerequisite: Minimum grade of C in 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.

MAN: Management

Courses

MAN 2021. PRINCIPLES OF MANAGEMENT. 3 3 0
Prerequisite: GEB 1011 or GEB 1136 or ECO 2013 or ECO 2023 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.
MAN 2300. INTRODUCTION TO HUMAN RESOURCES MANAGEMENT. 3 3 0
The 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 the electronic environment.

MAN 2934. SELECTED TOPICS IN MANAGEMENT. 1-3 variable
For students interested in discussion, exploration and observation of special topics in management. Multiple credit course. May be repeated for a maximum of 9 credit hours but grade forgiveness cannot be applied.

MAN 2941. INTERNSHIP EXPLORATION IN BUSINESS (MANAGEMENT). 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including GEB 1011. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

MAN 2942. INTERNSHIP IN BUSINESS (MANAGEMENT). 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including GEB 1011 and MAN 2021. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

MAP: Mathematics Applied

Courses Credit(s) Contact Lab
MAP 2302. DIFFERENTIAL EQUATIONS. 3 3 0
Prerequisite: Minimum grade of C in MAC 2313 or departmental approval. Introduction to methods and applications of ordinary differential equations. Topics include first order differential equations and applications; higher order linear differential equations with applications; Laplace transforms; introduction to numerical methods.

MAR: Marketing

Courses Credit(s) Contact Lab
MAR 2011. PRINCIPLES OF MARKETING. 3 3 0
Prerequisite: ECO 2013 or ECO 2023 or 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 2150. INTERNATIONAL MARKETING. 3 3 0
Pre-requisite: Minimum grade of C in GEB 1350 This course examines marketing concepts and strategies as applied to global markets. Students will explore the implications of organizing people, process, and technology given the influences of ideas, culture, laws, and economics. The course is intended to be more hands-on, although students will use a combination of text, lectures, case studies, outside reading, company research, video, group work, and presentation to enhance learning and practicing skills.

MAR 2941. INTERNSHIP EXPLORATION IN BUSINESS (MARKETING). 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including GEB 1011. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).
MAR 2942. INTERNSHIP IN BUSINESS (MARKETING). 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including both Mar 2011 and GEB 1011. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

MAS: Math - Algebraic Struct

Courses
Credit(s) Contact Lab
MAS 2103. INTRODUCTION TO LINEAR ALGEBRA. 3 3 0
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.

MAT: Mathematics

Courses
Credit(s) Contact Lab
MAT 0018C. DEVELOPMENTAL MATHEMATICS I. 3 3 1
This is the first course in a college-preparatory, two-course sequence (MAT 0018C and MAT 0028C) designed to prepare students for MAT 1033C, Intermediate Algebra. This course emphasizes the fundamental mathematical operations with applications 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 towards mathematics requirements in general education or towards any associate degree. (Special Fee: $59.00).

MAT 0022C. DEVELOPMENTAL MATHEMATICS COMBINED. 4 4 1
Pre-requisite: Appropriate score on an approved assessment. This college-preparatory course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percent, integer, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, plan geometric figures and applications, graphic 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 towards mathematics requirements in general education or towards any associate degree. (Special Fee: $59.00).

MAT 0028C. DEVELOPMENTAL MATHEMATICS II. 3 3 1
Pre-requisite: Minimum grade of C in MAT 0018C or appropriate score on approved assessment. 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 towards mathematics requirements in general education or towards any associate degree. (Special Fee: $59.00).

MAT 0055. DEVELOPMENTAL MATHEMATICS MODULE I. 1 1 0
Pre-requisite: Score of 110-112 on PERT and department approval. This course provides specialized instruction in developmental mathematics concepts to prepare students for MAT 1033C, Intermediate Algebra. Topics include fundamental operations on polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing linear equations, introduction to radicals and rational expressions. Upon completion of the P.E.R.T. diagnostic or a Mathematics division diagnostic, students will be assigned one or two topic modules. Students must complete each module with a grade of C. This course does not apply toward mathematics requirements in general education or toward any associate degree.

MAT 0056. DEVELOPMENTAL MATHEMATICS MODULE II. 2 2 0
Pre-requisite: Score of 110-112 on PERT and department approval. This course provides specialized instruction in developmental mathematics concepts to prepare students for MAT 1033C, Intermediate Algebra. Topics include fundamental operations on polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing linear equations, introduction to radicals and rational expressions. Upon completion of the P.E.R.T. diagnostic or a Mathematics division diagnostic, students will be assigned one or two topic modules. Students must complete each module with a grade of C. This course does not apply toward mathematics requirements in general education or toward any associate degree.
MAT 1033C. INTERMEDIATE ALGEBRA. 3 3 1
Prerequisite: Minimum grade of C in MAT0022C or MAT 0028C or MAT 0055 or MAT 0056 or appropriate score on an approved assessment. 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, introductions to functions, factoring, algebraic functions, rational equations, radical 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. This course carries general elective credit but does not satisfy either Gordon Rule or general education requirements. (Special Fee: $59.00).

MAT 1905. DIRECTED INDIVIDUAL STUDIES. 1-4 variable
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.

MAT 2930. SELECTED TOPICS IN MATHEMATICS. 1-3 variable
Prerequisite: Minimum grade of C in MAC 1105 or appropriate score on an approved assessment. 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.

MCB: Microbiology

Courses
MCB 2010C. MICROBIOLOGY. 4 3 3
Prerequisites: Minimum grade of C in BSC 1010C or BSC 2093C This lecture/ lab course is designed for Health Science majors. Survey of microbial forms with emphasis on bacteria and viruses: morphology, physiology, genetic mechanisms, and control of microorganisms. Pathogenic processes and microbes discussed in detail. (Special Fee: $160.00).

MCB 2930. SELECTED TOPICS IN MICROBIOLOGY. 1-3 variable
Prerequisite: Department approval Selected topics in Microbiology 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.

MET: Meteorology

Courses
MET 1010. INTRODUCTION TO METEORLOGY. 3 3 0
Introduction to study of atmospheric phenomena. Includes study of atmospheric structure, heat budget, winds, air pollution, and local and regional weather forecasting.

MGF: Math - General & Finite

Courses
MGF 1106. COLLEGE MATHEMATICS. 3 3 0
Prerequisite: Minimum grade of C in MAT 0018C or higher or appropriate score on an approved assessment. 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.

MGF 1107. MATH FOR THE LIBERAL ARTS. 3 3 0
Prerequisite: Minimum grade of C in MAT 1033C or MAC 1105 or MGF 1106 or STA 2023 or appropriate score on an approved assessment. This course covers topics chosen from problem solving, numeration and mathematical systems, financial mathematics, voting techniques and apportionment, chaos theory, graph theory, knot theory, tilings and polyhedra, game theory, number theory, connections to other disciplines, and other special topics in mathematics. Gordon Rule course. Minimum grade of C required if course is used to satisfy Gordon Rule and General Education Requirements.
## MHF: Math - History & Found

### Courses

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<th>Course Code</th>
<th>Course Title</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>MHF 2300</td>
<td>LOGIC AND PROOF IN MATHEMATICS.</td>
<td>3</td>
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</table>

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.

## MKA: Marketing Applications

### Courses

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<th>Course Code</th>
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<tbody>
<tr>
<td>MKA 2021</td>
<td>PRINCIPLES OF SELLING.</td>
<td>3</td>
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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.

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<tr>
<td>MKA 2511</td>
<td>ADVERTISING.</td>
<td>3</td>
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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. This course will address traditional and electronic advertising.

## MMC: Mass Media Communications

### Courses

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<tr>
<td>MMC 2004</td>
<td>MASS MEDIA.</td>
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Introduction to the nation's mass media, including newspapers, radio, television, magazines, advertising, and public relations.

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<tbody>
<tr>
<td>MMC 2100</td>
<td>WRITING FOR MASS COMMUNICATION.</td>
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Fundamental instruction and practice in writing for journalism, advertising, broadcasting and public relations. Pre-professional course for students majoring in journalism and communications.

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<tr>
<td>MMC 2150</td>
<td>WRITING FOR SOCIAL MEDIA.</td>
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</table>

Prerequisite: Minimum grade of C in ENC 1101. This course will examine the history, development and best practices of social media as they relate to journalism and mass communication. Students will analyze which social media tools and platforms are being used to develop audiences for news outlets, non-profit organizations, small businesses and individuals. Students will develop a clear understanding of the function of social media and generate an original perspective about the relevance of social media.

## MNA: Management: Applied

### Courses

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<tbody>
<tr>
<td>MNA 2320</td>
<td>HUMAN RESOURCES RECRUITMENT, SELECTION AND STAFFING.</td>
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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.

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<tr>
<td>MNA 2325</td>
<td>COMPENSATION AND BENEFITS SYSTEMS.</td>
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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.

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<tbody>
<tr>
<td>MNA 2329</td>
<td>CASE STUDIES IN HUMAN RESOURCES MANAGEMENT.</td>
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</table>

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 communications and employee relation skills and problem-solving and decision-making abilities to cases that reflect work-related, human resources challenges.
MNA 2403. HUMAN RESOURCE MANAGEMENT LAW.  
3 3 0  
Prerequisites: BUL 2241 and MAN 2300. This course is a study of law as it applies to the management of human resources. Particular emphasis is placed on the impact of legal issues, laws, and organization policies on the employee-employer relationship.

**MSL: Military Science & Leader**

**Courses**

**MSL 1001C. FOUNDATIONS OF OFFICERSHIP.**  
2 2 0  
Examines the unique duties and responsibilities of officers, organization and role of the Army; review skills pertaining to fitness and communication; and analyzes Army values and expected ethical behavior.

**MSL 1002C. BASIC LEADERSHIP.**  
2 2 0  
Presents fundamental leadership concepts and doctrine, basic skills that underline effective problem solving, and examines the officer experience.

**MSL 2101C. INDIVIDUAL LEADERSHIP STUDIES.**  
2 2 0  
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. LEADERSHIP AND TEAMWORK.**  
2 2 0  
Focuses on self-development guided by knowledge of self and group processes and challenges current beliefs, knowledge, and skills.

**MTB: Math - Tech & Business**

**Courses**

**MTB 1103. BUSINESS MATHEMATICS.**  
3 3 0  
Practical application of mathematics to computational problems of business and consumerism. Business applications include decimals, fractions, percentages, interest rates, bank records, payroll and merchandising.

**MTB 1329. MATHEMATICS FOR ENGINEERING TECHNOLOGY.**  
3 3 0  
An introductory and essentials course of mathematical concepts and techniques applied to circuit analysis. Topics include basic arithmetic operations, number notation and operation, engineering quantities and units of measurements, algebra fundamentals, and solving equations. Emphasizes mathematical techniques used in DC/AC circuit analysis, circuit simplifications and solution techniques for more complex configurations. Trigonometry and Phasors and their application in AC circuits will also be covered. No prior electronics background is required.

**MTB 2321C. TECHNICAL MATH.**  
3 3 1  
Fundamental 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.

**MUC: Music Composition**

**Courses**

**MUC 1211. APPLIED MUSIC COMPOSITION.**  
2 0 0  
Pre-requisite: Audition by music faculty. Co-requisites: Music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Private applied lessons for music majors in music composition. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Multiple credit course. May be repeated for credit up to a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $120.00).

**MUC 2000. COMPOSITION AND SONGWRITING.**  
2 1 2  
Prerequisite: Mut 1121 or MUT 1011 or departmental 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 forgiveness cannot be applied. (Special Fee: $156.00).
### MUE: Music Education

**Courses**

**MUE 2211. EARLY CHILDHOOD MUSIC AND MOVEMENT.**

Provides a study of basic musical concepts and techniques using primary rhythms, beats, sounds, and instruments for use with pre-school children through age eight. Students plan, implement, and evaluate musical experiences that will contribute to rhythmic and aural development and appreciation of the young child.

### MUL: Music-Literature

**Courses**

**MUL 1010. MUSIC APPRECIATION.**

Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110. General survey of music and composers, with extensive listening to develop intelligent understanding and appreciation of world’s great music. 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 1010 is used to satisfy the humanities requirement in general education.

**MUL 1017. HISTORY AND APPRECIATION OF JAZZ AND ROCK.**

This course introduces students to the history and appreciation of American popular music forms, from early blues and spirituals to contemporary rock, electronica and urban styles, emphasizing the contribution of the recognized masters of the different genres and styles.

**MUL 1110. 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.

### MUM: Music-Commercial

**Courses**

**MUM 1002C. FUNDAMENTALS OF SOUND.**

Prerequisite or Corequisite: TPA 1380 An introduction to the fundamental principles of Sound and Acoustics, basic audio equipment, signal flow, microphones, basic sound processing, and principles of sound reinforcement. This course introduces a qualitative introduction to the basic mathematics and physics of sound, including electrical principles. (Special Fee: $71.00).

**MUM 1620C. PSYCHOACOUSTICS AND CRITICAL LISTENING SKILLS.**

Pre-requisite: Minimum grade of C in MUT 1011C or MUT 1111 An introduction to fundamental concepts of Acoustics, Psychoacoustics and Electroacoustics with emphasis on developing critical listening skills. (Special Fee: $101.00).

**MUM 1660L. LOCATION SOUND.**

Prerequisites: MUM 1002C or TPA 2260C or department approval. A practical introduction to professional sound recording on location for film, television, Electronic News Gathering, and other visual media applications, including Surround Sound field-recording for documentaries. (Special Fee: $104.00).

**MUM 1662C. LIVE SOUND TECHNIQUES.**

Prerequisite: TPA 1380 and minimum grade of C in MUM 1002C or TPA 2260C 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: $101.00).

**MUM 2600C. SOUND RECORDING I.**

Prerequisites: Minimum grade of C in MUM 1620C and in MUM 1002C or TPA 2260C. Corequisites: MUM 2634L This course is designed to develop recording skills through a hands-on, project oriented curriculum and in-depth classroom studies in modern recording practices. Focuses on engineering techniques for both music production and post-production including digital and analog recording as well as mixing, mastering, and signal processing. Students need to plan to spend between 6 and 10 additional hours in recording work. (Special Fee: $194.00).

**MUM 2606C. SOUND RECORDING II.**

Prerequisite: Minimum grade of C in MUM 2600C and MUM 2634L This course explores advanced recording studio techniques, studio calibration, advanced mixing techniques, and principles of Mastering. (Special Fee: $150.00).
MUM 2630C. SOUND FOR MEDIA.
An introduction to the principles of sound integration and mixing, with an emphasis on media applications. Students will work on practical projects that will familiarize them with the basic hardware and software used in professional settings. (Special Fee: $181.00).

MUM 2632L. AUDIO SYSTEMS DESIGN AND MAINTENANCE.
Prerequisite: Minimum grade of C in MUM 1662 A project-oriented course designed to develop skills in the design and maintenance of audio systems to meet industry standards. (Special Fee: $153.00).

MUM 2634L. THE DIGITAL AUDIO WORKSTATION.
Prerequisite: Minimum grade of C in MUM 1620C AND MUM 1002C or TPA 2260C. Corequisites: MUM 2600C Sound Recording I. This course introduces students to sound recording and post-production techniques using a Digital Audio Workstation. The course concentrates on developing beginner, intermediate, and advanced techniques on the most current software package used in the sound recording industry. (Special Fee: $149.00).

MUM 2640C. POST PRODUCTION SOUND.
Prerequisite: Minimum grade of C in MUM 2606C 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 production. (Special Fee $197.00).

MUM 2720C. BUSINESS OF MUSIC.
The fundamentals, guidelines and use of copyright law, contract, agencies and management, publishing, song writing, recording production and marketing.

MUM 2721. BUSINESS OF MUSIC II: ENTREPRENEURSHIP AND FREELANCING.
Prerequisite: Minimum grade of C in MUM 2720. This course prepares students for careers as entrepreneurs and free-lancers in the music and audio business. The course stresses issues such as budgeting, bidding, taxes, liability, laws and regulations that prepares students to find and maintain clients for their skills.

MUM 2790L. MUSIC PRODUCTION.
Prerequisites: Minimum grades of C in MUM 2606C 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 company. Multiple credit course. May be repeated for maximum of two credits, but grade forgiveness cannot be applied. (Special Fee: $155.00).

MUM 2930. SELECTED TOPICS IN MUSIC PRODUCTION.
For students who desire in-depth study of special topics in music production through research, discussion, hands-on experience and observation. May be repeated for credit, but grade forgiveness cannot be applied.

MUM 2942. INTERNSHIP IN MUSIC TECHNOLOGY.
Prerequisite: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; 12 credits including MUM 2606. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

MUM: Music Ensembles

Courses

MUN 1120. SYMPHONIC.
Prerequisite: Open by audition to all students who play appropriate instruments. Required of all music majors who play appropriate instruments. Laboratory training session for fundamentals of rehearsal techniques and performance of standard concert band literature. Open, by audition, to all students who play appropriate instruments. May be repeated for credit but grade forgiveness cannot be applied.

MUN 1311. VOICES OF VALENCIA.
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. May be repeated for credit, but grade forgiveness cannot be applied.

MUN 1340. CONTEMPORARY ENSEMBLE.
Prerequisite: Open by audition to all students. Choral ensemble which performs choreographed selections from popular Broadway musical and vocal jazz repertoire. Open to all students who qualify by auditions held prior to and during registration. May be repeated for credit, but grade forgiveness cannot be applied.
MUN 1420. WOODWIND CHOIR. 1 1 2
Prerequisite: Open by audition to any woodwind player. Selected performing ensemble open by audition to any woodwind player. Representative woodwind choir literature from all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

MUN 1430. BRASS CHOIR. 1 1 2
Prerequisite: Open by audition to any brass player. Selected performing small ensemble open by AUDITION to any brass player. Representative brass choir literature from all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

MUN 2002. EARLY MUSIC ENSEMBLE. 1 1 2
Prerequisite: Open by audition to all students. 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.

MUN 2003. VALENCIA CHORALE. 2 1 2
Prerequisite: Open by audition to all students with an expressed interest in performing choral music in the small group setting. 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 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.

MUN 2004. COMMERCIAL MUSIC ENSEMBLE. 1 1 2
Prerequisite: Open by audition to all students. 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.

MUN 2310. VALENCIA SINGERS. 1 1 2
Prerequisite: Open by audition to students. Selected 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.

MUN 2410. STRING ENSEMBLE. 1 1 2
Prerequisite: Selected by audition. Selected performing ensemble open by audition to any orchestral string player. Representative string literature for all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

MUN 2710. JAZZ LAB BAND. 1 1 2
Prerequisite: Open by audition to all students who play appropriate instruments. Performance of varied literature in jazz, swing and rock. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

MUO: Opera/Musical Theater

Courses Credit(s) Contact Lab
MUO 2001. OPERA AND MUSIC THEATRE WORKSHOP. 2 4 0
This course addresses all aspects of Opera and Musical Theatre production with a focus on music preparation, character analysis, and performance skills. The class will culminate in a program of semi-staged and costumed operatic and musical theatre excerpts. Multiple credit course. May be repeated for credit for a maximum of 12 credits, but grade forgiveness cannot be applied. (Special Fee: $41.00).

MUS: Music

Courses Credit(s) Contact Lab
MUS 1621. ACOUSTICS AND PSYCHOACOUSTICS. 3 2 2
Prerequisite: MUT 1011 and TPA 2260 An introduction to the qualitative principles of acoustics, room design, musical instruments and acoustic environments and to the elementary principles of sound perception. Students will undergo an evaluation of their hearing. In addition, they will undergo training of their critical listening skills and analytical abilities to engage in effective audio manipulation. (Special Fee: $27.00).
MUS 2360C. MIDI ELECTRONIC MUSIC I.  
Prerequisite: Minimum grade of C in MUT 1011C or MUT 1111 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: $120.00).

MUS 2361C. MIDI ELECTRONIC MUSIC II.  
Prerequisite: Minimum grade of C in MUS 2360 This course is designed to provide students further practical study in MIDI with particular focus on sound synthesis, sampling, remixing, and software synthesizers, as well as special emphasis on advanced techniques in MIDI sequencing, editing, multi-track recording, composition and arranging, plus a broad view of electronic music and its history. (Special Fee: $125.00).

MUS 2930. SELECTED TOPICS IN MUSIC.  
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.

**MUT: Music-Theory**

**Courses**

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<th>Course Title</th>
<th>Credit(s)</th>
<th>Contact Lab</th>
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<td>INTRODUCTION TO MUSIC THEORY.</td>
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<td>3 3</td>
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<td>MUT 1111.</td>
<td>MUSIC THEORY I.</td>
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<td>4 0</td>
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<td>MUT 1112.</td>
<td>MUSIC THEORY II.</td>
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<td>MUT 1241C.</td>
<td>SIGHT SINGING AND EAR TRAINING I.</td>
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<td>MUT 1242C.</td>
<td>SIGHT SINGING AND EAR TRAINING II.</td>
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<td>MUT 2116.</td>
<td>MUSIC THEORY III.</td>
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<td>MUT 2117.</td>
<td>MUSIC THEORY IV.</td>
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<td>MUT 2246C.</td>
<td>SIGHT SINGING AND EAR TRAINING III.</td>
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<td>MUT 2247C.</td>
<td>SIGHT SINGING AND EAR TRAINING IV.</td>
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**MVB: Applied Music: Brasses**

**Courses**

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<th>Course Title</th>
<th>Credit(s)</th>
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<td>PRE-FRESHMAN APPLIED MUSIC.</td>
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<tr>
<td>MVB 1012.</td>
<td>PRE-FRESHMAN APPLIED MUSIC.</td>
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<td>0 0</td>
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</table>
MVB 1013. PRE-FRESHMAN APPLIED MUSIC.
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVB 1014. PRE-FRESHMAN APPLIED MUSIC.
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVB 1015. PRE-FRESHMAN APPLIED MUSIC.
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVB 1211. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 1212. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 1213. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 1214. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 1215. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 1311. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty
Private lessons for 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: $129.00).

MVB 1312. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty
Private lessons for 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: $129.00).

MVB 1313. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty
Private lessons for 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: $129.00).
MVB 1314. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).

MVB 1315. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).

MVB 2221. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 2222. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 2223. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 2224. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 2225. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVB 2321. 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).

MVB 2322. 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).

MVB 2323. 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).

MVB 2324. 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).
MVB 2325. 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: Applied Music: Keyboard

Courses Credit(s) Contact Lab
MVK 1011. PRE-FRESHMAN APPLIED MUSIC. 2 0 0
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).
MVK 1111C. PIANO CLASS FOR MUSIC MAJORS I. 1 1 1
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. (Special Fee: $12.00).
MVK 1112C. PIANO CLASS FOR MUSIC MAJORS II. 1 1 1
Prerequisite: MVK 1111C. Continuation of MVK 1111C. Elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music programs. (Special Fee: $12.00).
MVK 1121C. PIANO CLASS FOR MUSIC MAJORS III. 1 1 1
Prerequisite: MVK 1112C. Continuation of MVK 1112C, with emphasis placed on improvisation, harmonization of melodies, and elementary score reading.
MVK 1122C. PIANO CLASS OR MUSIC MAJORS IV. 1 1 1
Prerequisite: MVK 1121C. Continuation of MVK 1121C, with particular attention placed on transposition, score reading, and melody harmonization.
MVK 1211. SECONDARY APPLIED MUSIC I AND II. 1 0 0
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).
MVK 1213. SECONDARY APPLIED MUSIC I AND II. 1 0 0
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).
MVK 1311. PERFORMANCE I AND II. 2 0 0
Prerequisite: Audition by appropriate faculty. Private lessons for 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: $129.00).
MVK 1811. PIANO CLASS I AND II. 1 1 1
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 a maximum of 2 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: $12.00).
MVK 2221. SECONDARY APPLIED MUSIC III AND IV. 1 0 0
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).
MVP 2321. 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).

MVP: Applied Music: Percussion

Courses
MVP 1011. PRE-FREREACHMAN APPLIED MUSIC.  
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVP 1211. SECONDARY APPLIED MUSIC I AND II.  
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVP 1311. PERFORMANCE I AND II.  
Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).

MVP 2221. SECONDARY APPLIED MUSIC III AND IV.  
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVP 2321. 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).

MVS: Applied Music - Strings

Courses
MVS 1011. PRE-FREREACHMAN APPLIED MUSIC.  
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVS 1012. PRE-FREREACHMAN APPLIED MUSIC.  
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVS 1013. PRE-FREREACHMAN APPLIED MUSIC.  
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).
MVS 1014. PRE-FRESHMAN APPLIED MUSIC.
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVS 1016. PRE-FRESHMAN APPLIED MUSIC.
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVS 1017. PRE-FRESHMAN APPLIED MUSIC.
Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).

MVS 1212. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 1213. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 1214. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 1216. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 1217. SECONDARY APPLIED MUSIC I AND II.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 1311. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).

MVS 1312. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).

MVS 1313. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).
MVS 1314. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty. Private lessons for 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: $129.00).

MVS 1316. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty. Private lessons for 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: $129.00).

MVS 1317. PERFORMANCE I AND II.
Prerequisite: Audition by appropriate faculty. Private lessons for 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: $129.00).

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 a maximum of 2 credits provided different topic explored each time, but grade forgiveness cannot be applied.

MVS 2221. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 2222. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 2223. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 2224. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 2226. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 2227. SECONDARY APPLIED MUSIC III AND IV.
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).

MVS 2321. 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).

MVS 2322. 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).
MVS 2323. PERFORMANCE III AND IV. 2 0 0
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).

MVS 2324. PERFORMANCE III AND IV. 2 0 0
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).

MVS 2326. PERFORMANCE III AND IV. 2 0 0
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).

MVS 2327. PERFORMANCE III AND IV. 2 0 0
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).

MVV: Applied Music-Voice

Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tr>
<td>MVV 1011. APL MUSIC-VOICE.</td>
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<tr>
<td>MVV 1111. VOICE CLASS.</td>
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<tr>
<td>MVV 1211. A/M SEC VOICE.</td>
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<tr>
<td>MVV 1311. PRFRM-VOICE.</td>
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<tr>
<td>MVV 2221. A/M SEC VOICE.</td>
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<tr>
<td>MVV 2321. PRFRM-VOICE.</td>
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</table>

For instrumental music majors and students with no previous vocal study. Emphasis on breath control, diction, tone production and development of repertoire. May be used for secondary instrument requirements for music majors. May be repeated for credit, but grade forgiveness cannot be applied.

MVW: Applied Music- Woodwinds

Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVW 1011. PRE-FRESHMAN APPLIED MUSIC.</td>
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</table>

Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MVW 1012</td>
<td>PRE-FRESHMAN APPLIED MUSIC.</td>
<td>2 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).</td>
</tr>
<tr>
<td>MVW 1013</td>
<td>PRE-FRESHMAN APPLIED MUSIC.</td>
<td>2 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).</td>
</tr>
<tr>
<td>MVW 1014</td>
<td>PRE-FRESHMAN APPLIED MUSIC.</td>
<td>2 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).</td>
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<tr>
<td>MVW 1015</td>
<td>PRE-FRESHMAN APPLIED MUSIC.</td>
<td>2 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $120.00).</td>
</tr>
<tr>
<td>MVW 1211</td>
<td>SECONDARY APPLIED MUSIC I AND II.</td>
<td>1 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).</td>
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<tr>
<td>MVW 1212</td>
<td>SECONDARY APPLIED MUSIC I AND II.</td>
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<td>Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).</td>
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<td>MVW 1213</td>
<td>SECONDARY APPLIED MUSIC I AND II.</td>
<td>1 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).</td>
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<tr>
<td>MVW 1214</td>
<td>SECONDARY APPLIED MUSIC I AND II.</td>
<td>1 0 0</td>
<td>Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).</td>
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<tr>
<td>MVW 1215</td>
<td>SECONDARY APPLIED MUSIC I AND II.</td>
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<td>Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: $60.00).</td>
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<td>MVW 1311</td>
<td>PERFORMANCE I AND II.</td>
<td>2 0 0</td>
<td>Prerequisite: Audition by appropriate faculty Private lessons for 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: $129.00).</td>
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<td>MVW 1312</td>
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<td>Course Code</td>
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<td>Credits</td>
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<td>MVW 2221</td>
<td>SECONDARY APPLIED MUSIC III AND IV</td>
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<td>MVW 2222</td>
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<td>MVW 2223</td>
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<td>MVW 2224</td>
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<td>MVW 2225</td>
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<tr>
<td>MVW 2323</td>
<td>PERFORMANCE III AND IV</td>
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Prerequisite: Audition by appropriate faculty. Private lessons for 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: $129.00).
MVW 2324. 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).

MVW 2325. 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).

NUR: Nursing

Courses

<table>
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<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
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<tbody>
<tr>
<td>NUR 1003C. TRANSITION INTO PROFESSIONAL NURSING.</td>
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<td>6</td>
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<tr>
<td>Prerequisites: Acceptance to Advanced Standing Track in Nursing AS Degree Program. This course is designed for LPN's, Paramedics, and Registered Cardiovascular Specialists, 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: $182.00).</td>
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NUR 1021C. NURSING I.
Prerequisite: Admissions 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 the client's 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: $190.00).

NUR 1032C. NURSING II.
Prerequisite: NUR 1021C Focuses on the human response to 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 healthcare environments. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: $176.00).

NUR 1401C. NURSING III.
Prerequisite: Minimum grade of C in NUR 1032C. Utilizes the theoretical base of human response to alterations in physiological and psychosocial integrity. Adapts clinical decision making to the 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 the use of computer driven technology in the clinical and classroom setting. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: $192.00).

NUR 2204C. NURSING IV.
Prerequisite: A minimum grade of C in NUR 1401C Analyzes human response to specific alterations in the physiological and psychosocial integrity. Applies the complex processes involved in making clinical decisions. Provides reinforcement of the theory of a safe effective environment that promotes and maintains health for complex alterations in adults. Enhances skill in the use of communication and use of computer driven technology in the clinical and classroom setting. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: $215.00).

NUR 2211C. ADULT HEALTH NURSING.
Prerequisites: Minimum grade of C in NUR 2313C. Builds on Advanced Standing Track students' previous knowledge. Applies knowledge of adult physiological and psycho-social 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: $226.00).
NUR 2244C. ADVANCED ADULT HEALTH NURSING.
Prerequisite: NUR 2211C with a minimum grade of C 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 application stressed. Learning experiences include interaction with clients in acute settings, psychiatric settings and community settings. (Special Fee: $165.00).

NUR 2313C. MATERNAL CHILD NURSING.
Prerequisite: Minimum grade of C in NUR 1003C Designed for Advanced Standing students in the Valencia Nursing Program. Builds on previous knowledge of the student. 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: $165.00).

NUR 2801C. PATIENT CARE MANAGEMENT PRACTICUM.
Prerequisite: Minimum grade of C in NUR 2244C 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: $165.00).

NUR 2823C. NURSING V.
Prerequisite: Minimum grade of C in NUR 2204C. Co-requisite: HSC 2151. 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 healthcare personnel in the care environment. Demonstrates effective communication in specific healthcare settings. Relates nursing accountability to the legal, ethical, and regulatory framework. A grade of “satisfactory” in the clinical/lab is required. (Special Fee: $174.00).

NUR 2832L. NURSING VI.
Prerequisite: Minimum grade of C in HSC 2151 and NUR 2823C 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: $178.00).

NUR 2930. SELECTED TOPICS IN NURSING.
For students interested in obtaining additional nursing skills. Provides clinical experience and seminar type discussion activities for students pursuing selected topics in nursing. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: $25.00).

NUR 2942. INTERNSHIP IN NURSING.
Prerequisite: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including NUR 2204C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit hour 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: $10.00).
**OCB: Biological Oceanography**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCB 1000. INTRODUCTION TO MARINE BIOLOGY.</td>
<td>3</td>
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</table>

A non-laboratory course that introduces students to the physical and biological factors that influence life in marine ecosystems, and includes human impacts on these systems. Topics include the scientific method; geological, physical and chemical features of the ocean; survey of marine phyla including microbes, seaweeds, marine plants, invertebrates, fishes, marine reptiles, marine birds, marine mammals; survey of marine habitats including estuaries, inter-tidal zones, soft and hard bottom subtidal communities, kelp forests, seagrass beds, coral reefs, pelagic waters, benthic deep sea habitats, human impacts and sustainability on abiotic and biotic marine systems; and conservation of marine resources and biodiversity. Students should be prepared to complete college-level reading, writing and mathematics as part of this course.

**OCB 2010C. MARINE BIOLOGY.**
Prerequisite: BSC 1010C or departmental approval Survey course with lecture and lab. Topics include ocean as environment (currents, tides, water chemistry, etc.); survey of marine animals and plants; and marine ecosystems. Field trips required. (Special Fee: $56.00).

**OCB 2930. SELECTED TOPICS IN MARINE BIOLOGY.**
1-3 variable
Prerequisite: Department approval Selected topics in marine biology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

**OCE: General Oceanography**

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<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>OCE 1001. INTRODUCTION TO OCEANOGRAPHY.</td>
<td>3</td>
<td>3</td>
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</tbody>
</table>

Acquaints student with elementary physical, biological, chemical and geological characteristics of world ocean system. Emphasis on Florida's unique relationship with ocean environment.

**OCE 1001H. INTRODUCTION TO OCEANOGRAPHY-HONORS.**
3 | 3 | 0
Acquaints student with elementary physical, biological, chemical, and geological characteristics of world ocean systems. Emphasis on Florida's unique relationship with ocean environment.

**ORH: Ornamental Horticulture**

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<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>ORH 1234C. ORNAMENTAL PLANT MAINTENANCE.</td>
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<td>3</td>
<td>2</td>
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</tbody>
</table>
Prerequisite: HOS 1010C or departmental approval Detailed study of temperate zone 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: $65.00).

**ORH 1510C. ORNAMENTAL PLANT MATERIALS I.**
3 | 3 | 1
Prerequisite: HOS 1010 or department approval 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: $65.00).

**ORH 1511C. ORNAMENTAL PLANT MATERIALS II.**
3 | 3 | 1
Prerequisite: HOS 1010C or departmental approval Identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants in Florida plantscapes. (Special Fee: $65.00).

**ORH 1873C. INTERIORSCAPING- DESIGN AND MAINTENANCE.**
3 | 3 | 1
Prerequisite: ORH 1511C or departmental approval Comprehensive study of design elements and principles as applied to interior situations and conditions. Emphasis on preparation, evaluation and implementation of functionally designed areas. Maintenance procedures and practices discussed in detail. (Special Fee: $65.00).

**ORH 2220C. TURF GRASS CULTURE.**
4 | 3 | 2
Prerequisite: HOS 1010C and SOS 2102C or departmental approval Detailed study of turf grass varieties and their establishment, maintenance and renovation. Emphasis on physiology, soil-water relationships, nutrition, pests and their control and sod production. (Special Fee: $65.00).
ORH 2251C. NURSERY OPERATION AND MANAGEMENT.  
Prerequisite: HOS 1010C or departmental approval Study of management and cultural practices. Includes laboratory work in time-motion studies, production scheduling, marketing surveying, nursery design, nursery visitations, nursery personnel, cost analysis, cultural approaches, growing structures and equipment use. (Special Fee: $65.00).

ORH 2260C. GREENHOUSE OPERATIONS AND MANAGEMENT.  
Prerequisites: HSO 1010C or departmental approval 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: $65.00).

ORH 2281C. INTRODUCTION TO ORCHIDOLOGY.  
Prerequisite: HOS 1010C or departmental approval Survey of taxonomy, morphology, ecology and culture of the orchid family. Emphasis upon cultural aspects for Central Florida. (Special Fee: $65.00).

ORH 2840C. LANDSCAPE CONSTRUCTION.  
Prerequisite: HOS 1010C or departmental approval Comprehensive study of methods and practices in landscape construction industry today. Topics include mechanics of landscaping construction, materials selection and preparation, personnel hiring, training and retraining, work schedules, planning, labor analysis, pricing, bidding, and estimating. (Special Fee: $65.00).

ORH 2930. HORTICULTURE RESEARCH AND SEMINAR.  
Prerequisite: Departmental approval. For students wishing to become involved in primary research. Research- seminar project conducted under strict supervision by qualified professors. Using accepted procedural format, representative of the agricultural research community. Research performed will be given to Horticulture classes involved in the subject matter areas being researched.

OST: Office Systems Technology

Courses

OST 1100C. KEYBOARDING AND DOCUMENT PROCESSING I.  
Students will develop touch control of the keyboard and proper keyboarding techniques to build basic speed and accuracy. Practice will be provided in applying basic skills to formatting e-mails, reports, letters, memos, tables, and other personal and business communications. For students with little or no keyboarding experience. (Special Fee: $56.00).

OST 1108C. BUILDING KEYBOARDING SPEED AND ACCURACY.  
Pre-requisite: OST 1100C or OST 1110C; or department approval. 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: $56.00).

OST 1110C. KEYBOARDING AND DOCUMENT PROCESSING II.  
Pre-requisite: OST 1100C or department approval Previous keyboarding, document, and word processing experience strongly recommended. This course continues building keyboarding speed and accuracy using a computer and word processing software. It emphasizes production of advanced features of correspondence, tables, reports, and forms. (Special Fee: $56.00).

OST 1141C. COMPUTER KEYBOARDING.  
Basic instruction on a computer to learn the touch system for the alphabetic keyboard, number keyboard, and the ten-key pad. This course may not be used for credit as part of the Office Administration A.S. Degree Program. (Special Fee: $56.00).

OST 1257C. MEDICAL TERMINOLOGY FOR OFFICE.  
For medical office employees. Covers basic word-building system for defining, pronouncing, spelling, and using medical words. Programmed text and digital media on which professionals pronounce medical words correctly allows students to develop vocabulary at own pace. (Special Fee: $56.00).

OST 1320C. TEN KEY MASTERY.  
Students will learn the numeric keypad by touch and develop speed and accuracy for data entry situations as: data entry employment; on-line, point-of-sale entries; spreadsheets; 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: $56.00).
OST 1335C. 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 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: $56.00).

OST 1355C. RECORDS MANAGEMENT AND LEGAL IMPLICATIONS.

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: $56.00).

OST 1461C. MEDICAL OFFICE SIMULATION.

Prerequisites: Minimum grades of C in OST 1611C and OST 2612C 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. (Special Fee: $56.00).

OST 1467C. INTRODUCTION TO BODY SYSTEMS FOR OST.

Prerequisite: Minimum grade of C in OST 1257C or minimum grade of C in HSC 1531 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: $56.00).

OST 1611C. MEDICAL TRANSCRIPTION.

Prerequisites: Minimum grade of C in OST 1467C Previous keyboarding, word processing, and document processing experience strongly recommended. This course emphasizes the fundamentals of transcribing simple medical reports and correspondence using transcribing machines. (Special Fee: $56.00).

OST 1746C. 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. (Special Fee: $56.00).

OST 1755C. MICROSOFT WORD - INTRODUCTION.

Beginning/Intermediate word processing course. Students will learn to process, edit, and format text and paragraphs; to use headers, footers, sections, templates, and writing tools; and to print and manage files. Students also will create tables, outlines, drawing objects and columns. This is Microsoft Office Specialist certification preparation course. (Special Fee: $56.00).

OST 2120C. OFFICE ADMINISTRATION SIMULATION.

Prerequisite: OST 2756C, OST 2813C, OST 2836C, OST 2854C, OST 2858C 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 use problem solving, decision making, and critical thinking skills. (Special Fee: $56.00).

OST 2450C. ICD CODING I.

Prerequisite: Minimum grade of C in OST 1467C; or department approval 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: $56.00).

OST 2452C. ADVANCED ICD-9 CODING.

Prerequisite: Minimum grade of C in OST 2450C 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: $56.00).

OST 2453C. CPT - 4 MEDICAL CODING.

Prerequisite: Minimum grade of C in OST 2450C 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. (Special Fee: $56.00).
OST 2454C. ADVANCED CPT-4 MEDICAL CODING. 3 3 2
Prerequisite: Minimum grade of C in OST 2453C Co-requisite: OST 2466C or department approval 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: $56.00).

OST 2464C. MEDISOFT (OFFICE MANAGEMENT SOFTWARE). 3 3 3
The Medisoft program prepares a medical office assistant to work as an administrative assistant in a health care 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 also will produce various lists and reports and learn to handle insurance claims. (Special Fee: $56.00).

OST 2466C. CAPSTONE SIMULATION FOR CODING. 3 3 3
Prerequisite: OST 2452C Co-requisite: OST 2454C or department approval This course provides a review of important coding and billing concepts. It exposes the student to situations and tasks what will be encountered on the job. Students will use their skills in coding and performing medical office tasks. (Special Fee: $56.00).

OST 2501C. OFFICE MANAGEMENT. 3 3 3
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, terms and conflict issues. (Special Fee: $56.00).

OST 2612C. MEDICAL TRANSCRIPTION II. 3 3 3
Prerequisite: OST 1611C This is an advanced medical transcription course. Students will transcribe physician-dictated medical documents from two or three different specialties. (Special Fee: $56.00).

OST 2756C. MICROSOFT WORD. 3 3 3
Students will learn to process, edit and format text and paragraphs; to use footers, headers, 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: $56.00).

OST 2813C. DESKTOP PUBLISHING. 3 3 3
Students learn Desktop Publishing concepts and skills used by office support personnel to create publications such as flyers, letterheads, event programs, newsletters, business forms, and a web site. This course utilizes Microsoft Publisher software for the Windows environment. (Special Fee: $56.00).

OST 2828C. MICROSOFT POWERPOINT (PRESENTATION SOFTWARE). 1 1 1
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 User Specialist (MOUS) certification preparation course. (Special fee: $56.00).

OST 2831C. MICROSOFT WINDOWS. 1 1 1
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 systems features such as the clipboard, file management/explorer, and accessories will be included. (Special Fee: $56.00).

OST 2836C. MICROSOFT ACCESS (DATABASE MANAGEMENT). 3 3 3
Beginning/Intermediate/Advanced database course. Student 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 User Specialist certification preparation course. (Special Fee $56.00).

OST 2852C. MICROSOFT EXCEL - INTRODUCTORY. 1 1 1
Microsoft Excel Introductory. 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 User Specialist certification preparation course. (Special fee: $56.00).

OST 2854C. MICROSOFT OFFICE (APPLICATIONS PACKAGE). 3 3 3
Beginning/Intermediate office application course. Students will learn Microsoft Office in a Windows environment and its use in business including Word for creating and editing word processing documents, Excel for creating spreadsheets, Access for creating databases, and PowerPoint for creating professional slide show presentations. This is a Microsoft Office Specialist certification preparation course. (Special fee: $56.00).
OST 2858C. MICROSOFT EXCEL. 3 3 3
Students will learn to create, format, modify, print work-sheets, 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, multiple workbooks; and import/export data. They will use data base features to extract and filter data, use data analysis, pivot tables, data validation, data map, conditioning for-mating and other features. This is a Microsoft Office Specialist (MOUS) Certification preparation course. (Special Fee: $56.00).

OST 2930. SELECTED TOPICS FOR OFFICE SYSTEM TECHNOLOGY. 1-3 variable
For students interested in acquiring knowledge and skills in areas not included in other office systems technology courses. May be repeated for credit, but grade forgiveness cannot be applied.

OST 2943. INTERNSHIP IN MEDICAL OFFICE. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; and 12 credits, including OST 1611C or OST 2453C or OST 2854C. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

OST 2944. INTERNSHIP IN OFFICE ADMINISTRATION. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including OST 1110C and OST 2854C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experience related to their career objectives. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. Each earned credit hour of Internship requires a minimum of 80 clock hours of work. (Internship Fee: $10.00).

PAX: Peace Studies

Courses

PAX 1000. INTRODUCTION TO PEACE STUDIES. 3 3 0
This elective course is a study of peace in its philosophical, religious, literary, historical and other cultural contexts. Investigation into the causes of violence on the global and personal levels. Emphasis on the interdisciplinary study of peace and the peace movement in historical and contemporary views. Application of conflict resolution, non-violence, and other practices necessary to become more powerful and peaceful members of our world.

PCB: Process Bio (Cell/Ecol etc.)

Courses

PCB 1440. FLORIDA ENVIRONMENTAL SYSTEMS. 3 3 0
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.

PCB 1440H. FLORIDA ENVIRONMENTAL SYSTEMS. 3 3 0
Same as PCB 1440 with honors content. Honors Program required.

PCB 2340. FIELD BIOLOGY. 3 3 0
This is an introductory field biology course. Field work and field trips are required. The course emphasizes basic sentence skills in field work methodology including field observations, note taking, data collection, and taxonomic identification of important species. General principles of ecology will be emphasized, along with the significance and importance of conserving biodiversity. Special travel fees apply.

PCB 2350. NEOTROPICAL BIOLOGY. 3 3 0
This course introduces students to the history, biology, ecology, diversity, and evolution of ecosystems of 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.
PCB 2930. SELECTED TOPICS IN ECOLOGY. 1-3 variable
Prerequisite: Departmental approval Selected topics in ecology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.

PEL: PE Act/Land Object Orient

Courses

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<thead>
<tr>
<th>Course</th>
<th>Credit(s)</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>PEL 1121. GOLF I.</td>
<td>2</td>
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<tr>
<td>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).</td>
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<tr>
<td>PEL 1321C. VOLLEYBALL I.</td>
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<tr>
<td>Designed for casual or intramural participants interested in improving skills of forearm pass, set, spike, dink, block and overhand serve. Covers rules and game strategy. (Special Fee: $10.00).</td>
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<tr>
<td>PEL 1341C. TENNIS I.</td>
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<td>Designed specifically for beginning tennis player. Body movements, positioning, footwork and stroke techniques introduced and related to forehand drive, backhand drive, fore and backhand volley and serve. Practical playing experience teaches rules, etiquette and some strategy. Equipment furnished. (Special Fee: $10.00).</td>
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<tr>
<td>PEL 1342C. TENNIS II.</td>
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<tr>
<td>For students developing advanced skills of good tennis player. Introduces lob, overhead and drop shot; emphasizes advanced development of fundamental strokes. Practical playing experience aids in teaching strategy. Students enrolling need better-than-average tennis form for ground strokes, volley, and serve. Playing experience suggested. (Special Fee: $10.00).</td>
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<tr>
<td>PEL 1441. RACQUETBALL I.</td>
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<td>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: $10.00).</td>
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<tr>
<td>PEL 1621. BASKETBALL I.</td>
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<tr>
<td>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: $10.00).</td>
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<tr>
<td>PEL 2122. GOLF II.</td>
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<tr>
<td>Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with departmental approval. (Special Fee: $25.00).</td>
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<tr>
<td>PEL 2322. VOLLEYBALL II.</td>
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<tr>
<td>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: $10.00).</td>
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<tr>
<td>PEL 2442. RACQUETBALL II.</td>
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<tr>
<td>For students developing advanced skills of a good racquetball player. Emphasizes advanced development of fundamental strokes and introduces overhead, ceiling ball, z-shot. Practical playing experience aids in teaching techniques and strategy. Open to all students with departmental approval. (Special Fee: $10.00).</td>
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<tr>
<td>PEL 2622. BASKETBALL II.</td>
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<tr>
<td>For students with intermediate and/or advanced skills. Review of basic fundamental skills and emphasis on advanced development of skills and strategies. (Special Fee: $10.00).</td>
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PEM: PE Act/Land Performance

Courses

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<tr>
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<tbody>
<tr>
<td>PEM 1121. YOGA.</td>
<td>2</td>
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<tr>
<td>Students will learn the fundamentals of a complete yoga practice by studying postures, breathing exercises, history, and principles of the yoga method. This course will provide yoga skills to assist in improving overall health and wellness.</td>
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<tr>
<td>PEM 1131C. WEIGHT TRAINING I.</td>
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<tr>
<td>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: $25.00).</td>
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</table>
PEM 1132C. WEIGHT TRAINING II. 2 2 2
Prerequisite: PEM 1131C or departmental 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. (Special Fee: $25.00).

PEM 1171. DANCE AEROBICS. 2 0 2
Program of physical fitness based on popular aerobic exercises choreographed to music. Individual exercise programs designed for people of all ages.

PEM 1173. HIP HOP DANCE I. 2 2 0
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 special awareness and improve their coordination, balance, flexibility, concentration, endurance, and rhythm skills.

PEM 1174. HIP HOP DANCE II. 2 2 0
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.

PEM 1176. KICKBOXING I. 2 2 0
A total workout that is designed to improve cardiovascular endurance, coordination, balance, concentration, agility, and muscle tone.

PEM 1405. SELF DEFENSE FOR WOMEN. 2 2 0

PEM 1441. KARATE I. 2 2 0
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.

PEM 2163C. ZUMBA FITNESS. 2 2 2
An exercise class designed around dancing to a blend of Latin and international rhythms, with a goal that everyone can follow. Utilizes interval training that alternates fast and slow rhythms for an effective cardiovascular workout while also exercising the primary muscle groups. Dancing experience is not required. Intended benefits include improved coordination, flexibility, concentration and endurance, as well as a total body workout.

PEM 2442. KARATE II. 2 2 0
Prerequisite: Departmental approval For students who wish to attain skills in various forms of kata while performing fundamentals of Karate Do in complex patterns of simulated defensive situations.

PEN: Activity/Water-Snow Based

Courses Credit(s) Contact Lab

PEN 1136. SCUBA TRAINING. 2 2 0
Prerequisite: Basic swimming ability and good health. An introduction to the proper techniques of safe scuba diving. (Special Fee: $60.00).

PET: Physical Ed Theory

Courses Credit(s) Contact Lab

PET 2622C. CARE AND PREVENTION OF ATHLETIC INJURIES. 3 3 3
An introduction to the prevention, identification, care and rehabilitation of activity-related injuries. Training will include taping and wrapping techniques. (Special Fee: $25.00).

PET 2930. SELECTED TOPICS IN PHYSICAL EDUCATION. 1-3 variable
Selected topics in physical education as background and interests of students dictate. May be repeated for credit provided a different topic explored each time. Grade forgiveness cannot be applied. (Special Fee: $5.00).
PGY: Photography

Courses

PGY 1800C. DIGITAL PHOTOGRAPHY. 3 3 3
This course is an introduction to digital photography and the 'electroncie darkroom'. The class will cover basic digital camera controls, lighting, composition, and hardware for the digital darkroom. Shooting, image editing, and desk top printing are covered. Requires a digital, manual SLR camera. Paper will be the student's responsibility. (Special Fee: $43.00).

PGY 2231. NATURE PHOTOGRAPHY. 3 3 0
Introduction to nature photography, encompassing the areas of wildlife, landscape, and macro photography. Students will learn to apply basic techniques of camera operation, effective use of tripods and flash, image composition, exposure control, and motion effects to natural subjects in outdoor settings. The course includes four field trips to local nature preserves and parks. Students will supply their own camera (a digital camera with moderate telephoto capability is recommended but not mandatory).

PGY 2401C. PHOTOGRAPHY I. 3 3 3
Introduction to black and white photography with emphasis upon use of camera, darkroom procedures of developing, printing, and study of visual design in photography. Student must supply a camera, which should have adjustable lens and shutter speeds, and some other materials. (Special Fee: $52.00).

PGY 2404C. PHOTOGRAPHY II. 3 3 3
Prerequisite: PGY 2401C Continuation of PGY 2410C with emphasis on imagery, content, and refinement of techniques of medium. (Special Fee: $52.00).

PGY 2930. SELECTED TOPICS IN PHOTOGRAPHY. 1-3 variable
Prerequisite: Departmental approval. Selected topics in photography based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for up to 3 hours of credit, but grade forgiveness cannot be applied.

PHI: Philosophy

Courses

PHI 1100. PRACTICAL LOGIC. 3 3 0
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.

PHI 2010. PHILOSOPHY. 3 3 0
Contemporary problems introduce major areas of philosophy: metaphysics, ethics, aesthetics, theories of knowledge and philosophy of religion. Students explore writings of notable philosophers, past and present, and examine how their ideas have shed light on problems and their relevance to modern life.

PHI 2600. ETHICS AND CRITICAL THINKING. 3 3 0
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 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. Gordon Rule course which requires demonstration of college level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

PHI 2604. MEDICAL ETHICS AND CRITICAL THINKING. 3 3 0
Introduction to critical thinking skills taught in the context of the examination of the 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.

PHY: Physics

Courses

PHY 1007C. PHYSICS WITH MEDICAL APPLICATIONS. 4 3 3
Prerequisite: Minimum grade of C in MAC 1105 or higher One-semester course for health-related majors, primarily those entering Valencia's Cardiovascular Technology and Respiratory Care programs. 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: $70.00).
PHY 1020. CONCEPTUAL PHYSICS. 3 3 0
Prerequisites: High school algebra. An introduction to classical physics, including a study of motion, fundamental forces, energy and momentum, heat and thermodynamics, waves, electricity and magnetism, optics, and elements of atomic and nuclear physics. This course fulfills the general education science core course requirements.

PHY 2048C. GENERAL PHYSICS WITH CALCULUS I. 4 3 3
Prerequisite: Minimum grade of C in MAC 2311 or higher Fundamental principles of mechanics and thermal physics. For physics, mathematics, chemistry, and pre-engineering majors. (Special Fee: $70.00).

PHY 2048H. GENERAL PHYSICS WITH CALCULUS I - HONORS. 4 3 3
Prerequisite: Minimum grade of C in MAC 2311 or higher Same as PHY 2048C. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: $70.00).

PHY 2049C. GENERAL PHYSICS WITH CALCULUS II. 4 3 3
Pre-requisites: Minimum grade of C in both PHY 2048C and in MAC 2312 Fundamental principles of electricity, magnetism, optics and waves. For physics, mathematics, chemistry and pre-engineering majors. (Special Fee: $70.00).

PHY 2049H. GENERAL PHYSICS WITH CALCULUS II HONORS. 4 3 3
Prerequisite: Minimum grade of C in both PHY 2048C/PHY 2048H and MAC 2312/MAC 2312H Same as PHY 2049C. In addition, course will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: $70.00).

PHY 2053C. COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY. 4 3 3
Prerequisite: High school trigonometry or MAC 1114 or MAC 1147 with a minimum grade of C. PHY 2053C is the first course of a two-semester sequence in introductory physics. It covers fundamental principles of mechanics, fluids and thermal physics. Offered primarily for students majoring in information technology, the biological sciences and pre-health profession. This course fulfills the general education science core requirements. (Special Fee: $70.00).

PHY 2054C. COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY. 4 3 3
Prerequisite: Minimum grade of C in PHY 2053C Fundamental principles of electricity, magnetism, optics, waves and nuclear physics. For pre-health profession, biological sciences and Information Technology majors. This course fulfills the general education science core requirements. (Special Fee: $70.00).

PHY 2105. MODERN PHYSICS. 3 3 0
Prerequisite: PHY 2049C Co-requisite: None Special relativity, optical and x-ray spectra, interaction and duality of particles and radiation, basic concepts of quantum mechanics, atomic and molecular structures, introductory solid state and elementary nuclear and particle physics.

PHY 2936. SELECTED TOPICS IN PHYSICS. 1-3 variable
Prerequisites: PHY 1053C or PHY 2048C and departmental approval. For student in science who desires in-depth study of special topics in classical and modern physics. Includes experimental topics upon demand. Multiple credit course. May be repeated for credit and grade forgiveness cannot be applied.

PHY 2941. INTERNSHIP EXPLORATION IN PHYSICS. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including PHY 2048C and MAC 2311 The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

PLA: Paralegal/Legal Assist/Adm

Courses

PLA 1003C. INTRODUCTION TO PARALEGAL PRACTICES AND ETHICS. 3 3 1
Prerequisite: Satisfactory completion of all mandated courses in reading, English, and English for Academic Purposes. 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 will also provide an overview of the legal system and selected areas of the law. (Special Fee: $40.00).
PLA 1104. LEGAL RESEARCH AND THEORY I.
Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes and minimum grade of C in PLA 1003C or departmental 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.

PLA 1114. LEGAL RESEARCH AND THEORY II.
Prerequisites: A minimum grade of C is required for all prerequisites, including ENC1101 or ENC 1101H or IDH 1110 and ENC 1102 or ENC 1102H or IDH 1111 or ENC 1210 or OST 1335 and 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.

PLA 1611. REAL PROPERTY I.
Prerequisite: Satisfactory completion of all 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.

PLA 1730C. 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: $16.00).

PLA 2192C. LEGAL RESEARCH AND THEORY III CAPSTONE.
Prerequisites: Minimum grades of C in all of the following courses: PLA 1114, PLA 1611, PLA 2203, and PLA 2433. 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 in legal issues, locating and evaluating appropriate legal authority and resources online, and the application of such authority and resources to the resolution of hypothetical situations. (Special Fee: $53.00).

PLA 2203. CIVIL LITIGATION I.
Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes. Focuses on litigation process as related to court system of Florida. Attention to function of law, role of attorney, basic substantive law, pleadings, discovery, trial, settlement and appeal.

PLA 2223. CIVIL LITIGATION II.

PLA 2433. BUSINESS ORGANIZATIONS.
Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes. Emphasis on primary entities which business is conducted in Florida: sole proprietorship, partnership and limited partnership, limited liability companies, joint ventures and corporations. Compares and contrasts all entities with an emphasis on practical application.

PLA 2465C. DEBTOR-CREDITOR/BANKRUPTCY.
Prerequisite: Minimum grade of C in PLA 2203 This course presents an overview of topics in debt collection practices, post judgment debt collection and bankruptcy law. (Special Fee: $40.00).

PLA 2601C. WILLS, TRUSTS, AND ESTATE ADMINISTRATION I.
Prerequisites: Minimum grades of C in PLA 1611 In-depth analysis of Florida Probate Code as basic substantive law which governs wills, trusts and estate administration in Florida. (Special Fee: $40.00).

PLA 2612. REAL PROPERTY II.
Prerequisite: Minimum grade of C in PLA1611. Study of real estate financing; settlements and closing; landlord/tenant law; condominiums, cooperatives, and PUDs. Stresses practical applications.

PLA 2732C. LEGAL TECHNOLOGY.
Prerequisite: Minimum grade of C in PLA 2203 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: $40.00).

PLA 2800C. FAMILY LAW.
Prerequisite: Satisfactory completion of all mandated courses in Reading, English, and English for Academic Purposes and a minimum grade of C in PLA 2203. Study of elements of valid marriage, grounds for divorce, dissolution and annulment, property rights and tax consequences; Florida law concerning children, parental support, adoption and guardianship. (Special Fee: $40.00).
PLA 2930. SELECTED TOPICS IN PARALEGAL STUDIES.  
1-3 variable
Prerequisite: Minimum grade of C in PLA 2003 or departmental approval. This course will explore a selection of emerging trends in the legal field. Multiple credit course. May be repeated for credit for a maximum of three credits, but grade forgiveness cannot be applied.

PLA 2942. INTERNSHIP IN PARALEGAL STUDIES.  
1-4 variable
Prerequisites: Satisfactory completion of all mandatory courses in reading, mathematics, English, and English for Academic Purposes. A minimum 2.0 institutional or overall GPA. 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 fine-tune skill sets learned in course work and enhance workplace skills through supervised 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 a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

PLP: Plant Pathology

Courses  
PLP 2001C. PLANT PATHOLOGY.  
4 3 2
Prerequisite: HOS 1010 or departmental approval. Deals with more common and important diseases of horticultural plants. Discusses symptoms, life history of casual organisms and treatments of diseases. Analysis of biological, physical and chemical approaches. (Special Fee: $65.00).

PLS: Plant Science

Courses  
PLS 1010C. INTRODUCTION TO PLANT SCIENCE.  
3 2 1
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. This is an introduction to basic horticulture science concepts and principles including the development, growth, distribution, and utilization of fruits, vegetables, as well as ornamental plants. The course will focus on botanical concepts of plant structure, growth, and development, and the plants’ response to environmental conditions and management techniques. Labs include plant productions, plant training, and plant classification sciences. (Special Fee: $65.00).

PLS 2220C. PLANT PROPAGATION.  
3 3 1
Prerequisites: HOS 1010C or departmental 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. (Special Fee: $55.00).

POR: Portuguese

Courses  
POR 1120. ELEMENTARY PORTUGUESE I.  
4 4 0
Beginning level course for students with little or no exposure to the language. Assists students to develop skills in understanding, speaking, reading, and writing Portuguese, with emphasis on the former two. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.

POR 1121. ELEMENTARY PORTUGUESE II.  
4 4 0
Continuation of POR 1120. Assists students to further their communicative competence in Portuguese and their cultural understanding of Portuguese-speaking countries. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.

POR 1340. PORTUGUESE FOR HERITAGE SPEAKERS I.  
4 4 0
Pre-requisite: Department Approval This course is designed for heritage speakers of Portuguese who have acquired oral proficiency in a non-academic environment. The activities in this course will improve several aspects of language learning: oral comprehension, speaking, reading comprehension and analysis, and writing skills. The emphasis will be on improving linguistic skills through specific grammatical and lexical studies designed to meet the particular needs of heritage speakers of Portuguese. Special attention will be given to the Brazilian culture. A minimum grade of “C” is required if being used to satisfy the Foreign Language proficiency requirement.
POR 1341. PORTUGUESE FOR HERITAGE SPEAKERS II.  
Pre-requisites: POR 1340 or department approval Portuguese for Heritage Speakers II is a continuation on POR 1340. It is a course designed to address the needs of Brazilian and Portuguese students whose heritage language is the target language and who have had some formal Portuguese language instruction. They can communicate in Portuguese but need to improve and master their reading, speaking and writing skills. This course addresses specific linguistic issues such as diction, orthography, and sentence structure. Special attention will be given to Brazilian culture. A minimum grade of C is required if being used to satisfy the Foreign Language Proficiency Requirement.

POR 2200. INTERMEDIATE PORTUGUESE I.  
Prerequisite: POR 1121 or equivalent or Department approval This class will enable students to both develop and further Portuguese language skills and cultural competence through a communicative approach integrating grammatical concepts with chronicles, readings, films, interviews, music, and other first-hand sources.

POR 2930. 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.

**POS: Political Science**

**Courses**

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<th>Credits</th>
<th>Contact Lab</th>
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<td>POS 2041. U.S. GOVERNMENT.</td>
<td>Analysis of the organization structure and operational dynamics of the U.S. national government, both past and present, and an examination of the U.S. Constitution, including principles and theories supporting it. This course includes learning activity designed to ensure competence in the basic use of computers.</td>
<td>3</td>
<td>3 0</td>
</tr>
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<td>POS 2041H. U.S. GOVERNMENT - HONORS.</td>
<td>Same as POS 2041 with honors content. Honors program permission required.</td>
<td>3</td>
<td>3 0</td>
</tr>
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<td>POS 2112. STATE AND LOCAL GOVERNMENT.</td>
<td>Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 In-depth study of state, county and municipal government with emphasis on contemporary problems. Gordon Rule course which requires demonstration of college level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
<td>3</td>
<td>3 0</td>
</tr>
<tr>
<td>POS 2112H. STATE AND LOCAL GOVERNMENT - HONORS.</td>
<td>Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 Same as POS 2112 with honors content. Honors program permission required. Minimum grade of C required if used to satisfy Gordon Rule requirement.</td>
<td>3</td>
<td>3 0</td>
</tr>
<tr>
<td>POS 2232. GOVERNMENT AND THE MEDIA.</td>
<td>Prerequisite: POS 2041 This course provides an in-depth study of how government and the media co-exist in a free society. This course had been designed for students with a heightened interest in exploring politics and/ or the media.</td>
<td>3</td>
<td>3 0</td>
</tr>
<tr>
<td>POS 2930. SELECTED TOPICS IN POLITICAL SCIENCE.</td>
<td>Prerequisite: POS 2041 or departmental approval. 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>
<td>1-3</td>
<td>variable</td>
</tr>
<tr>
<td>POS 2940. INTERNSHIP IN CIVIC LEADERSHIP.</td>
<td>Prerequisite: Satisfactory completion of mandated courses in reading, mathematics, English, and English for Academic Purposes; a 2.5 institutional or overall GPA; and 12 credits, including completion of any college-level course (preferably an INR or POS course). This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experience related to their career objectives. Multiple credit course. Each credit hour of internship requires a minimum of 80 clock hours of work. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: $10.00).</td>
<td>1-4</td>
<td>variable</td>
</tr>
<tr>
<td>POS 2941. INTERNSHIP EXPLORATION IN POLITICAL SCIENCE.</td>
<td>Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including POS 2041. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).</td>
<td>1-4</td>
<td>variable</td>
</tr>
</tbody>
</table>
PSC: Physical Sciences

Courses

PSC 2941. INTERNSHIP EXPLORATION IN EARTH AND PHYSICAL SCIENCE. 1-4 variable

Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

PSY: Psychology

Courses

PSY 2012. GENERAL PSYCHOLOGY. 3 3 0

This course is designed to provide students with an overview of theory and research in the major areas of psychology, biological, experimental, developmental, social, cognitive, personality, and clinical. This factual and conceptual foundation in psychology will help students understand behavior and apply psychological principles in a variety of settings and to their own lives.

PSY 2012H. GENERAL PSYCHOLOGY - HONORS. 3 3 0

Same as PSY 2012. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.

PSY 2050. SURVEY OF FORENSIC PSYCHOLOGY. 3 3 0

Prerequisite: PSY 2012 Survey course in forensic psychology, designed to give the student the factual foundation, history, and vocabulary used in the field of forensics. This course provides an overview of the criminology, forensic science, and psychological aspects of criminal behavior.

PSY 2830. SPORT PSYCHOLOGY. 3 3 0

Pre-requisite: PSY 2012 The study of people and behavior in sport and exercise contexts. It examines the practical application of this knowledge towards training the mind for better performance. This course is focused on understanding how psychological factors influence our performance and understanding how participation in sport/exercise affects psychological health and well-being. Lastly, this course will teach a rudimentary level of psychological skills training to understand the tools involved in enhancing performance across various environments. Topics will include motivation, goal setting, stress and coping, visualization and more.

PSY 2861. POSITIVE PSYCHOLOGY. 3 3 0

This course is designed to introduce a strength-based psychology that scientifically studies positive human functioning, specifically, the strengths and virtues that enable individuals and communities to thrive. Emphasis will be placed on studying and applying topics such as: happiness, gratitude, flow, optimism and hope, wisdom and courage, positive affect, resilience, coping friendship, and positive development.

PSY 2930. SELECTED TOPICS IN PSYCHOLOGY. 1-3 variable

Prerequisite: PSY 2012 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. INTERNSHIP EXPLORATION IN PSYCHOLOGY. 1-4 variable

Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including PSY 2012. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

PUR: Public Relations

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Courses

**PUR 2003. INTRODUCTION TO PUBLIC RELATIONS.**

This course is a comprehensive analysis of public relations writing and its relationship to other forms of journalistic writing. This course will explore the history of public relations, its role in society, ethical standards of practice, and relationships of the practice to the public media. Emphasis on frequent in-class and outside writings for public relations.

### REA: Reading

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact Lab</th>
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<tbody>
<tr>
<td><strong>REA 0017. DEVELOPMENTAL READING II.</strong></td>
<td>3</td>
<td>3 0</td>
</tr>
<tr>
<td>Prerequisite: Minimum grade of C in REA 0007C; or appropriate score on PERT or other approved assessment. The emphasis of this course is on the literal comprehension and critical thinking skills. REA 0017 credit does not apply toward any associate degree.</td>
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<tr>
<td><strong>REA 0055. DEVELOPMENTAL READING MODULE I.</strong></td>
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<tr>
<td>Prerequisite: Score of 84-103 on PERT and department approval. This course provides specialized instruction in developmental reading concepts to prepare students for ENC 1101. Topics include comprehension skills with an emphasis on inferential and literal skills, organizational patterns of information, and vocabulary development. Upon completion of the PERT diagnostic or a Reading division diagnostic, students will be assigned independent study modules. Students must complete each module and pass the final exam with a grade of 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.</td>
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<tr>
<td><strong>REA 0056. DEVELOPMENTAL READING MODULE II.</strong></td>
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</tr>
<tr>
<td>Prerequisite: Score of 84-103 on PERT and department approval. This course provides specialized instruction in developmental reading concepts to prepare students for ENC 1101. Topics include comprehension skills with an emphasis on inferential and literal skills, organizational patterns of information, and vocabulary development. Upon completion of the PERT diagnostic or a Reading division diagnostic, students will be assigned independent study modules. Students must complete each module and pass the final exam with a grade of 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.</td>
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<tr>
<td><strong>REA 1105. COLLEGE READING.</strong></td>
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<tr>
<td>Prerequisite: Score of 106 on reading component of PERT or equivalent score on other state-approved entry test. Reinforcement of comprehension skills and vocabulary development. Emphasis on developing strategies for learning and remembering new words.</td>
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<tr>
<td><strong>REA 2930. SELECTED TOPICS IN READING.</strong></td>
<td>1-3 variable</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>REA 2941. INTERNSHIP EXPLORATION IN READING.</strong></td>
<td>1-4 variable</td>
<td></td>
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<tr>
<td>Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including ENC 1101 or ENC 1101H or IDH 1110 or REA 1105. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).</td>
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</table>

### REE: Real Estate

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact Lab</th>
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<tbody>
<tr>
<td><strong>REE 1000. REAL ESTATE PRINCIPLES AND PRACTICES.</strong></td>
<td>3 3 0</td>
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</tr>
<tr>
<td>Study of legal and economic aspects of real estate with emphasis on ownership, realty market, instruments of record, mortgages, taxes and government regulations. Students interested in sitting for Florida Real Estate Commission exam must take combined REE 1000 and REE 1400 end-of-course exam and receive grade of 70 percent or better.</td>
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</tbody>
</table>
REE 1400. FLORIDA REAL ESTATE LAW.  3  3  0
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.

REE 2941. INTERNSHIP EXPLORATION IN REAL ESTATE.  1-4  variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including REE 1000 and REE 1400. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

REE 2942. INTERNSHIP IN REAL ESTATE.  1-4  variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including REE 1000 and REE 1400. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00).

REL: Religion

Courses

REL 2300. WORLD RELIGIONS.

Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 Basic introduction to the world's religions. Explores practices and beliefs of major religious traditions including Christianity, Judaism, Hinduism, Islam, and Buddhism. Gordon Rule course which requires demonstration of college level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.

REL 2300H. WORLD RELIGIONS - HONORS.

Same as REL 2300 with honors content. Honors program permission required.

RET: Respiratory Care

Courses

RET 1025C. 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: $80.00).

RET 1264C. PRINCIPLES OF MACHANICAL VENTILATION.

Prerequisite: Minimum grade of C in RET 1275C, RET 1295C and RET 1450C Functions of advanced respiratory equipment including: negative and positive pressure mechanical ventilators, indications, initiation, monitoring, management and complications. Bedside assessment and evaluation prior to and during weaning from ventilator support. (Special Fee: $41.00).

RET 1275C. CLINICAL CARE TECHNIQUES.

Prerequisite: Minimum grade of C in RET 1025C and RET 1485C 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: $56.00).

RET 1295C. CHEST MEDICINE.

Prerequisite: Minimum grade of C in RET 1025C and RET 1485C 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: $72.00).
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours per Week</th>
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<tbody>
<tr>
<td>RET 1450C</td>
<td>BASIC PHYSIOLOGY MONITORING.</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: Minimum grade of C in RET 1025C and RET 1485C 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: $43.00).</td>
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<tr>
<td>RET 1485C</td>
<td>CARDIOPULMONARY PHYSIOLOGY.</td>
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<td>3</td>
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<td>Prerequisite: Acceptance to Respiratory Care A.S. Degree program. 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: $12.00).</td>
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<tr>
<td>RET 1874L</td>
<td>CLINICAL PRACTICE I.</td>
<td>4</td>
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<td>Prerequisite: Minimum grade of C in RET 1275C, RET 1295C and RET 1450C Student assigned clinical tasks in patient floor care under supervision of staff respiratory therapist or clinical instructor. (Special Fee: $50.00).</td>
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<td>24</td>
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<tr>
<td>RET 1875L</td>
<td>CLINICAL PRACTICE II.</td>
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<tr>
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<td>Prerequisite: Minimum grade of C in RET 1264C and RET 1874L Student assigned clinical practice in intensive care, cardiac care, progressive care and emergency room units under supervision of staff respiratory therapist or clinical instructor. Emphasis on volume ventilators and advanced patient care, pediatric/neonatal as well as adult. (Special Fee: $109.00).</td>
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<td>24</td>
</tr>
<tr>
<td>RET 2244C</td>
<td>LIFE SUPPORT.</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisites: Minimum grade of C in RET 1264C and RET 1874L Emphasis on advanced cardiopulmonary assessment diagnostic and monitoring techniques. Stresses cardiopulmonary thermodynamics, advanced pulmonary function studies and innovations. (Special Fee: $31.00).</td>
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<tr>
<td>RET 2350C</td>
<td>RESPIRATORY PHARMACOLOGY.</td>
<td>4</td>
<td>3</td>
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<td>Pre-requisite: BSC 2094C or department approval; and acceptance to the Respiratory Care A.S. Degree Program. 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 a hospital.</td>
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<tr>
<td>RET 2714C</td>
<td>PEDIATRIC RESPIRATORY CARE.</td>
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<td>Prerequisite: RET 1264C or departmental approval. Instruction includes the following areas: development and physiology of fetal and neonate lung; perinatal circulation; neonatal pulmonary disorders; treatment of perinatal patients with respiratory care techniques and pediatric respiratory therapy. (Special Fee: $31.00).</td>
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<tr>
<td>RET 2876L</td>
<td>CLINICAL PRACTICE III.</td>
<td>4</td>
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<td>Prerequisite: Minimum grade of C in RET 1875L, RET 2244C, and RET 2714C Students are assigned clinical practice in critical care environments under the supervision of a staff respiratory therapist or clinical instructor. An emphasis on mechanical ventilation and hemodynamic monitoring in the adult, pediatric and neonatal population. (Special Fee: $97.00).</td>
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<td>24</td>
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<tr>
<td>RET 2930</td>
<td>SELECTED TOPICS IN RESPIRATORY CARE.</td>
<td>1-3</td>
<td>variable</td>
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<td></td>
<td>Prerequisite: Departmental approval. 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 up to 3 hours of credit, but grade forgiveness cannot be applied.</td>
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<tr>
<td>RET 3287</td>
<td>CARDIOPULMONARY DIAGNOSTICS.</td>
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<td>Prerequisite: Admission into the Cardiopulmonary Program and Community Health Track or into the Radiologic and Imaging Sciences Program. This course is designed to provide students with an understanding of non-invasive cardiopulmonary diagnostic procedures. These primary diagnostic studies include cardiopulmonary exercise testing, non-invasive cardiac and respiratory diagnostics and monitoring, with an emphasis on data analysis and clinical application.</td>
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<tr>
<td>RET 3354</td>
<td>MEDICAL PHARMACOLOGY.</td>
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<td>Prerequisites: A.S. Degree in Respiratory Care or A.S. Degree in Cardiovascular Technology, and state or national credential within discipline. This course is designed to provide students with a broad understanding of pharmaceutical therapy for acute and chronic illness in patients with cardiopulmonary disease. Topics will include the identification of drug classes, administration techniques, and elimination of the drug by the body, as well as research and development.</td>
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<tr>
<td>RET 3536</td>
<td>CARDIOPULMONARY REHABILITATION.</td>
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<td>3</td>
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<td>Prerequisite: A.S. Degree is Respiratory Care or A.S. Degree in Cardiovascular Technology, and state or national credential within discipline. This course is designed to provide students with a comprehensive understanding of cardiopulmonary rehabilitation. Students will learn how to optimize the quality of life for chronically ill patients with cardiopulmonary disease through rehabilitation, education and outpatient management.</td>
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</tbody>
</table>
RET 3715. NEONATAL MEDICINE.  
Prerequisites: A.S. Degree in Respiratory Care or A.S. Degree in Cardiovascular Technology, and state or national credential within discipline. This course will provide students an overview of fetal and neonatal development and physiology of the cardiopulmonary system. Normal and abnormal physiology, diagnostics, and possible treatment available to the neonatal patient will be discussed. An examination of trends and technology utilized for neonatal care will be researched.

RET 4034. PROBLEMS IN PATIENT MANAGEMENT.  
Prerequisite: Admission into the Cardiopulmonary Program and Community Health Track or into the Radiologic and Imaging Sciences Program. This course provides an overview of health care delivery as it relates to the management of patient care within acute care facilities, long term care, outpatient centers and home care environments. An overview of the US health care system will be provided, along with an exploration of barriers to health care access and the impact on health status.

RET 4440C. CARDIAC ULTRASOUND I.  
Prerequisite: Admission to the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track. This course presents an introduction to non-invasive cardiology, including those tests performed for the purpose of the diagnosis and treatment of cardiovascular disease. The course is designed to introduce students to the physics of ultrasound technology, as well as medical sonography where students can apply the use of scanning cardiac circulation, cardiac valves and myocardium. (Special Fee: $25.00).

RET 4441C. CARDIAC ULTRASOUND II.  
Prerequisite: Min grade of C in RET 4440C This course presents an introduction to specialized non-invasive cardiology, standards of patient care, current and emerging technologies, clinical integration of data, protocols, pathophysiology and therapeutic measures will be emphasized. (Special Fee: $25.00).

RET 4443. CARDIAC ULTRASOUND PHYSICS.  
Prerequisite: Admission to the BSCARDIO Program and Cardiac Ultrasound Concentration or Echocardiography Advanced Technical Certificate Corequisite: RET 4440C This course is designed to provide students with a comprehensive understanding of cardiac ultrasound Physics from its function to its use in diagnosing cardiac states. Students will learn how to use both the tools of the ultrasound machines to their optimum. They will be also be learning to provide accurate data to the reading cardiologist.

RET 4444C. CARDIAC ULTRASOUND III.  
Prerequisite: Admission to the BSCARDIO Program, Cardiac Ultrasound Concentration or Echocardiography Advanced Technical Certificate and RET 4440C, RET 4640, RET 4441C, RET 4942L and RET 4943L Corequisite: RET 4944L This course emphasizes the theory and clinical application of tools used in advanced cardiac ultrasound procedures. This includes the clinical integration of data, protocols, pathophysiology and therapeutic measures for specialized echocardiographic techniques such as; TEE, Stress echo, Echo contrast, and congenital echocardiography. There will be an emphasis on indications, contraindications, therapeutic measures, patient safety and well-being.

RET 4524. COMMUNITY HEALTH.  
Prerequisite: Admission into the Cardiopulmonary Program and Community Health Track. This course provides an overview of the public health system. Students will discuss how to provide education involving disease management for acute and chronic cardiopulmonary illness. The course will discuss state and local emergency management, reimbursement, and legislation.

RET 4940. COMMUNITY HEALTH SERVICE LEARNING.  
Prerequisite: Admission into the Cardiopulmonary Program and Community Health Track. RET 4524 Corequisites: RET 4524 This course is designed to provide students with community health partners in order to promote, support, and deliver quality healthcare for our patients with cardiopulmonary disease. Students will learn how engaging ideas to solve problems in healthcare delivery, access and prevention are addressed. Students can expect to complete 80 hours of service.

RET 4942L. CARDIAC ULTRASOUND CLINICAL PRACTICE I.  
Prerequisite: Admission to the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track. RET 4440C This course provides an introduction to non-invasive cardiac diagnostic modalities in the clinical setting, including observation, pre and post-procedure activities and performance, under supervision, basic echocardiographic examinations, including 2-D mode and Doppler.

RET 4943L. CARDIAC ULTRASOUND CLINICAL PRACTICE II.  
Prerequisite: Admission to the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track. Corequisite or Prerequisite: RET 4441C This course continues the development of skills and concepts begun in Clinical Practice I and provides an introduction to specialized echocardiographic techniques in the clinical setting, including observation, pre and post-procedure activities, and participation in the performance, under supervision, of specialized echocardiographic techniques such as TEE, Stress, contrast and congenital echocardiography.
RET 4944L. CARDIAC ULTRASOUND CLINICAL PRACTICE III.  3  24  0
Prerequisite: Admission to the BSCARDIO Program, Cardiac Ultrasound Concentration or Advanced Technical Certificate in
Echocardiography and RET 4440C, RET 4640, RET 4441C, RET 4942L and RET 4943L. Corequisite: RET 4444C This course
will introduce the student to the clinical application of advanced echocardiographic tools used clinically in the hospital setting. Final
objective being the performance and use of these tools by the sonographer. Students can expect to spend 360 hours in clinical practice
during the semester.

RMI: Risk Manag & Insurance

Courses Credit(s)  Contact  Lab
RMI 1201. PRINCIPLES OF PROPERTY AND LIABILITY.  3  3  0
This course covers basic property and liability insurance concepts. This includes insurance fundamentals such as types of insurers,
institutions that provide insurance, how it is regulated, measurement of financial performance, insurance operations such as marketing,
underwriting and claims, insurance contracts, loss exposure and risk management.
RMI 1521. PRINCIPLES OF INSURANCE.  3  3  0
This course outlines the process of marketing insurance products to the ultimate consumer and, as such, will benefit all insurance
professionals from the novice to the seasoned professional. In addition, it prepares students for Part I of the INS-21 National Exam
offered by the Insurance Institute of America.
RMI 2110. PERSONAL INSURANCE PLANNING.  3  3  0
Prerequisite: RMI 1201 This course covers all forms of personal insurance, including auto, home, other residential insurance such as
fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance and
health insurance.
RMI 2213. COMMERCIAL INSURANCE.  3  3  0
Prerequisite: RMI 1201 and RMI 2110 This course covers all forms of commercial insurance, including commercial property, business
income, commercial crime, equipment breakdown, inland and ocean marine, commercial general liability, commercial automobile,
business owners policies and farm insurance, workers compensation and employers liability, and other miscellaneous coverage.
RMI 2942. INTERNSHIP IN INSURANCE.  1-4  variable
Pre-requisite: Satisfactory completion of all mandated courses in reading, math, English, and EAP; a minimum 2.0 institutional
or overall GPA; and 12 credits, including GEB 1011 and RMI 1201 or RMI 1521. The Program Director/Program Chair/Program
Coordinator or Internship and Workforce Services Office has the discretion to provide override approval as it relates to the waiver
of required program/discipline-related courses. This course is a planned work-based experience that provides students with an
opportunity to fine-tune skills learned in class and enhance workplace skills through 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: $10.00).

RTE: Radiologic Technology

Courses Credit(s)  Contact  Lab
RTE 1000. INTRODUCTION TO RADIOGRAPHY.  2  2  0
Prerequisite: Acceptance to Radiography A.S. Degree program Corequisites: RTE 1111C 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 and hospital and departmental policies, and basic radiation protection principles. A minimum
grade of C is required for all Radiography Program courses.
RTE 1111C. PATIENT CARE IN RADIOGRAPHY.  3  2  3
Prerequisite: Acceptance to Radiography, A.S. Degree Program Corequisite: RTE 1000 Content is designed to provide the basic
concepts of patient care including consideration for physical, psychological, legal, and ethical needs of the patient and family. Routine
and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role
of the radiographer in patient education is identified. Basic concepts of pharmacology/drug administration and theory and practice of
venipuncture techniques are presented. A minimum grade of C is required to pass this course. (Special Fee: $14.00).
RTE 1418. PRINCIPLES OF RADIOGRAPHY I.  3  3  0
Prerequisites: Minimum grade of C in RTE 1000 and RTE 1111C Basic principles of radiation, image receptor systems, processing,
and a study of the factors that govern and influence the production and evaluation of the radiographic image will be presented. A
minimum grade of C is required for all Radiography Program courses.
RTE 1458. PRINCIPLES OF RADIOGRAPHY II. 3 3 0
Prerequisite: Minimum grade of C in RTE 1418 and RTE 1503C 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. A minimum grade of C is required for all Radiography Program courses.

RTE 1503C. RADIOGRAPHIC PROCEDURES I. 4 3 3
Prerequisite: Acceptance into the Radiography Program and minimum grade of C in RTE 1000 and RTE 1111C A study of patient habitus, positioning, equipment manipulation, and radiographic quality image evaluation of the chest, abdomen, and appendicular skeleton. Emphasis is placed on critical thinking and communication skills related to procedure performance patient care, and radiation protection. A minimum grade of C is required for all Radiography Program courses. (Special Fee: $10.00).

RTE 1513C. RADIOGRAPHIC PROCEDURES II. 4 3 3
Prerequisites: Acceptance to the Radiography Program and RTE 1503C and RTE 1418 A study of patient positioning, equipment manipulation, and radiographic quality evaluation of the axial skeleton. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care, and radiation protection. A minimum grade of C is required for all Radiography courses. (Special Fee: $10.00).

RTE 1523C. RADIOGRAPHIC PROCEDURES III. 4 3 3
Prerequisite: Acceptance into the Radiology Program and RTE 1513C and RTE 1458 A study of patient positioning and radiographic quality image evaluation for contrast procedures for gastrointestinal and genitourinary systems, special studies and CT with emphasis on equipment manipulation, to include fluoroscopy and mobile radiography. Emphasis is placed on critical thinking and communication skills related to patient care and radiation protection. A minimum grade of C is required for all Radiography courses. (Special Fee: $10.00).

RTE 1804L. RADIOGRAPHIC CLINICAL EDUCATION I. 2 0 16
Prerequisite: Acceptance into the Radiography Program and minimum grade of C in RTE 1000 and RTE 1111C 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. Minimum grade of C is required for all Radiography Program courses. (Special fee: $66.00).

RTE 1814L. RADIOGRAPHIC CLINICAL EDUCATION II. 2 2 16
Prerequisites: Minimum grade of C in RTE 1804L 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. A minimum grade of C is required for all Radiography Program courses. (Special Fee: $22.00).

RTE 1824L. RADIOGRAPHIC CLINICAL ED III. 3 0 24
Prerequisites: Minimum grade of C in RTE 1814L 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. A minimum grade of C is required for all Radiographic Program courses. (Special Fee: $37.00).

RTE 2061. RADIOGRAPHIC SEMINAR. 3 3 0
Prerequisites: A minimum grade of C in RTE 2563 and RTE 2385 This course is designed to provide a forum for student research and review of all aspects of radiography. A minimum grade of C is required for all Radiography Program courses.

RTE 2385. RADIATION BIOLOGY AND PROTECTION. 2 2 0
Prerequisites: A minimum grade of C in RTE 1523C and 2762 Study of acute and chronic 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. A minimum grade of C is required for all Radiography Program courses.

RTE 2563. PRINCIPLES OF RADIOGRAPHY III. 4 4 0
Prerequisites: Minimum grade of C in RTE 1458 A study of the physical principles and applications of imaging equipment; radiographic/fluoroscopic, computed tomography, digital imaging, magnetic resonance imaging, and radiology departmental computerization. Assignments include written journal article reports. A minimum grade of C is required for all Radiography Program courses.

RTE 2762. SECTIONAL ANATOMY. 3 3 0
Pre-requisites: BSC 204C Detailed study of gross anatomical structures will be systematically conducted for location, relationship to other structures and function. Identification of anatomical structures in axial (transverse), sagittal, coronal and orthogonal (oblique) planes will be achieved using illustrations and anatomy images comparing computed tomography, magnetic resonance imaging and ultrasound images, when applicable. A minimum grade of C is required for all radiography and sonography program courses.
RTE 2782. RADIOGRAPHIC PATHOLOGY.
Prerequisites: Minimum grades of C in RTE 2385 and RTE 2563 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. A minimum grade of C is required for all Radiography Program courses.

RTE 2834L. RADIOGRAPHIC CLINICAL EDUCATION IV.
Prerequisites: Minimum grade of C in RTE 1824L 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. A minimum grade of C is required for all Radiography Program courses. (Special Fee: $22.00).

RTE 2844L. RADIOGRAPHIC CLINICAL EDUCATION V.
Prerequisites: Minimum grade of C in RTE 2834L 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. A minimum grade of C is required for all Radiography Program courses. (Special Fee: $22.00).

RTE 2930. SELECTED TOPICS IN RADIOGRAPHY.
Prerequisite: Departmental approval Selected topics in radiography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits, but grade forgiveness cannot be applied. A minimum grade of C is required for all Radiography Program courses.

RTE 2942. INTERNSHIP IN RADIOGRAPHY.
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; minimum of 2.0 institutional or overall GPA, second-year standing in Radiography degree program, and Program Director's approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised 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. Minimum grade of C is required for all Radiography Program courses. (Internship Fee: $10.00).

RTE 3116. ADVANCED PATIENT CARE.
As the role of the medical imaging professional continues to expand, more knowledge is needed in all areas. Patient care is no exception. Advanced patient care skills are essential elements of providing high quality patient care. This course focuses on patient education, assessment, communication, pre-procedural and post-procedural care, and proper charting and documentation. Technologists' responsibilities and intervention in cases of critical patient need also will be discussed. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 3205. ADMINISTRATION AND SUPERVISION.
Prerequisite: Admission into the BS Radiologic & Imaging Sciences, BS Cardiopulmonary Sciences or the ATC in Leadership in Healthcare. This course focuses on the administrative structures of departments within healthcare organizations. It encompasses analysis of systems, decision-making processes, and communication techniques to interact with all levels of management and supervision within and outside of the department. Minimum grade of C required if used to satisfy BS Cardiopulmonary or BS Radiologic and Imaging Sciences degree requirement.

RTE 3213. RADIOLOGY INFORMATION SYSTEMS.
This course will give the imaging professional the knowledge and skills relating to the purpose, use, maintenance, and regulations associated with the most current radiology management, health information, and picture archival medical systems. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 3253. TEACHING IN THE HEALTH PROFESSION.
This course presents an analytical and developmental approach to the roles and functions of the health professional teacher. It focuses on teaching roles, style, and philosophy, and the application of learning theory to instructional design and lesson planning. Emphasis is placed on selection and application of appropriate teaching strategies, supportive technologies, and assessment methods necessary for a diverse student population. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.
RTE 3588. MAMMOGRAPHY. 3 3 0
Prerequisite: Admission the BS Radiologic and Imaging Sciences program. Course content is designed to introduce the core concepts related to radiographic imaging of the breast. Breast anatomy and pathology will be included in the presentation of various diagnostic and therapeutic procedures. Special patient considerations and the Mammographer's role in women's health will be explored. Federal regulations as described by MQSA and the FDA will be applied to all aspects of mammographic imaging.

RTE 3590. COMPUTED TOMOGRAPHY. 3 3 0
Course content is designed to impart an understanding of the physical principles and instrumentation involved in computer tomography (CT). Content will include detailed coverage of procedure protocols for CT imaging and a thorough coverage of common diseases diagnosable using CT. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 3591. MAGNETIC RESONANCE IMAGING I. 3 3 0
Course content is designed to impart the basic concepts of nuclear magnetic resonance; covers types of magnets and the generation of nuclear magnetic signal; includes terminology used routinely in clinical settings; and progresses to Magnetic Resonance physics as it applies to instrumentation and imaging. Factors impacting the development and management of a Magnetic Resonance facility will be presented. Contents includes basic principles of magnet safety. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 3592. MAGNETIC RESONCE IMAGING II. 3 3 0
Prerequisite: Minimum grade of C in RTE 3591 Course content provides a comprehensive presentation of magnetic resonance imaging procedures covering anatomy, pathology, Magnetic Resonance tissue and equipment applications for the central nervous system, thoracic, mediastinal, abdominal, pelvic and musculoskeletal regions of the human body. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 3765. ANATOMY FOR THE MEDICAL IMAGER. 3 3 0
An advanced study of normal anatomical structures to include location, relationship to other structures, and function. Identification of anatomical structures in multiplanar sections will be achieved using diagrams and diagnostic images comparing Computed Tomography, Magnetic Resonance Imaging, and Ultrasound images, when applicable. Minimum grade of C required if used to satisfy Radiologic & Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirement.

RTE 4208. MANAGED CARE CONCEPTS. 3 3 0
It is important for the radiologic technologist to understand the various methods of health care delivery to remain knowledgeable in the changing face of technology. Emphasis on provider and payer sponsored systems, methods of financing and reimbursement, and common operational issues. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 4474. QUALITY MANAGEMENT. 3 3 0
This course involves the study of quality assurance, quality improvement and quality control. It describes the role of the imaging technologist in developing and implementing quality assurance programs to ensure accurate diagnosis and safe patient care. It includes specific quality control procedures used to evaluate equipment operation and monitor procedure protocols. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 4574. ADVANCED IMAGING MODALITIES. 3 3 0
The course in an introduction to the physical principles that apply to image production through the use of high frequency x-ray and its interface with computer technology; the use of magnetic fields and radio frequency; the use of radiopharmaceuticals; and the use of ultrasound. Major emphasis is on understanding the application of physics for production of medical images through computer technology with computed tomography, magnetic resonance, mammography, cardiovascular/intervention technology, ultrasound and nuclide imaging. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement.

RTE 4941L. PRACTICUM. 3 0 16
Prerequisite: A minimum grade of C in specified concentration coursework, as follows: Mammography concentration - RTE 3588 and RTE 4474 and either RTE 3116 or current professional employment and department approval. Quality Management concentration - RTE 4474. For Mammography, the practicum course must have begun within 12 months of completion of RTE 3588. For QM, the practicum course must be taken within 12 months of completion of RTE 4474. Practical application in a clinical setting of knowledge acquired in the classroom. May not be repeated. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement. (Special Fee: $18.00).

RTE 4942L. CT PRACTICUM. 3 0 24
Prerequisite: Minimum grade of C or better in RTE 3590; RTE 3765; and either RTE 3116 or current professional employment and department approval. The practicum course must have begun within 12 months of completion of RTE 3590. Practical application in a clinical setting of knowledge acquired in the classroom. May not be repeated. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement. (Special Fee: $18.00).
RTE 4943L. MRI PRACTICUM.  3 0 24
Prerequisite: Minimum grade of C or better in RTE 3591; RTE 3765; RTE 3592; and RTE 3116 or current professional employment. The practicum course must be taken within 12 months of completion of RTE 3592. Practical application in a clinical setting of knowledge acquired in the classroom. May not be repeated. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement. (Special Fee: $18.00).

**SBM: Small Business Management**

**Courses**

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<th>Course Code</th>
<th>Course Name</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>3</td>
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</tbody>
</table>

This course provides basic principles needed for successfully starting and maintaining a traditional and Web-based small businesses, including procedures for planning, locating, operating, evaluating, and controlling a small business. Presents basic foundations of budgeting, marketing, research, promotion, profit analysis and advertising. This course is recommended for students interested in starting their own business, currently operating a small business or currently employed in a small business environment. This course is structured for the entrepreneur in a traditional as well as an electronic environment.

**SLS: Student Life Skills (Lrng)**

**Courses**

<table>
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<th>Course Code</th>
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<tr>
<td>SLS 1101</td>
<td>COLLEGE SURVIVAL SKILLS.</td>
<td>1</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE.</td>
<td>3</td>
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</tbody>
</table>

The New Student Experience is designed to assist students in formulating their purpose in life. Through self-discovery, students will investigate their interests, strengths and personal values that align with their educational and career goals. Emphasis is on orientation to college, integrated student success skills, and the development of an individualized education plan. Students will learn and integrate practical applications to communicate across diverse populations.

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<tbody>
<tr>
<td>SLS 1122H</td>
<td>NEW STUDENT EXPERIENCE-HONORS.</td>
<td>3</td>
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</tbody>
</table>

Prerequisites: Honors Program permission required. The New Student Experience is designed to assist students in formulating their purpose in life. Through self-discovery, students will investigate their interests, strengths, and personal values that align with their educational and career goals. Emphasis is on orientation to college, integrated student success skills, and the development of an individualized education plan. Students will learn and integrate practical applications to communicate across diverse populations. Students will take action outside the classroom based on creative thinking as it relates to course content.

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<tbody>
<tr>
<td>SLS 1201</td>
<td>PERSONAL DEVELOPMENT.</td>
<td>3</td>
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Students will learn and apply proven strategies to become active, responsible and successful learners. Major topics include personal self-responsibility, self- motivation, self-management, self-awareness, interdependence, emotional intelligence, life-long learning, and self-esteem.

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<tbody>
<tr>
<td>SLS 1301</td>
<td>CAREER DEVELOPMENT.</td>
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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.

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<tbody>
<tr>
<td>SLS 1303</td>
<td>JOB SEARCH.</td>
<td>1</td>
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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.

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<tbody>
<tr>
<td>SLS 1501H</td>
<td>HONORS SEMINAR.</td>
<td>1</td>
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</table>

This seminar will introduce students to a variety of academic topics. The seminar is designed to allow students to explore issues important to self-discovery and intellectual growth, and to understand their role and responsibility in the educational process. This seminar is the required foundation course for students in the Global Studies Track of the Seneff Honors College.
SLS 1570. DIGITAL LEARNING STRATEGIES.  
This course is designed to equip students with many of the innovative learning technology skills needed to meet the demands of college and professional work expectations in the digital age. Students will research and experience a broad range of digital tools and resources, which will enhance their productivity and efficiency in academic and professional settings. Through an intensive hands-on lab experience, students will increase their digital literacy and use various technologies to develop their information management capacity while creating customized digital study skills and life-management strategies that can be used across academic disciplines and professional industries.

SLS 2261H. LEADERSHIP DEVELOPMENT - HONORS.  
Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 This course will provide a basic understanding of leadership theory and group dynamics. Students will focus on leadership through the integration of readings in the humanities, contemporary case studies, film, experiential exercises, and group projects. Course content will satisfy one Honors Program learning outcome. Honors program permission required.

SLS 2711. PEER TUTOR TRAINING.  
This course is offered to students who work in a peer tutoring role at the college. This course will combine Instructional training and tutoring scenarios. Tutors will be engaged in a discussion of psychological and learning theories; tutors will learn how to apply these theories along with study coaching and tutoring techniques to help students (tutees) improve their learning and educational experience.

SLS 2930. 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 a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.

SLS 2940. SERVICE LEARNING.  
Prerequisite: Minimum 2.0 institutional or overall GPA; or department approval This course gives the student the opportunity to grow academically, pre-professionally, personally and civically through participation in a service-learning experience. Students meet real needs in the community by applying knowledge from their courses. Students complete 20 hours of service per credit, complete written reflections, and meet regularly with assigned faculty member. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied.

SLS 2940H. SERVICE LEARNING.  
Prerequisite: Minimum 2.0 institutional or overall GPA; or department approval Same as SLS 2940. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied.

SLS 2941. ORGANIZATIONAL LEADERSHIP/INTERNSHIP EXPLORATION.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits or Internship Office approval. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. 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: $10.00).

SON: Sonography

Courses  

SON 1000C. INTRODUCTION TO MEDICAL SONOGRAPHY.  
Prerequisites: BSC 2093C and acceptance to Sonography A.S. Degree Program. Prerequisites or Corequisites: BSC 2094C and HSC 1531 Corequisite: HSC 1230C An introduction to the profession of sonography and the role of the sonographer. Emphasis on basic ultrasound procedures, medical terminology, ethical/aspects, musculoskeletal disorders, professional issues relating to registry, accreditation, professional organizations, and history of the profession. This course has a hands-on lab. (Special Fee: $37.00).

SON 1001C. ABDOMINAL SONOGRAPHY I.  
Prerequisite: SON 1000C and RTE 2762 (If RTE 2762 is used as a prerequisite then a minimum grade of C is required) Prerequisite or Corequisite: RTE 2762 and SON 1804C 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 sonographic terminology and correlation of the ultrasound findings with clinical laboratory test. This course includes a hands-on lab with activities designed to ensure competence in the basic use of computers and to enhance scanning skills. (Special Fee: $2.00).
SON 1003L. **SONOGRAPHY PRACTICE LAB.**  
Prerequisite or Corequisite: SON 1000C This course is designed to provide extended hands-on lab opportunities to further enhance basic skills prior to starting the clinical rotation. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: $37.00).

SON 1112C. **ABDOMINAL SONOGRAPHY II.**  
Prerequisites: RTE 2762, SON 1001C, and SON 1804L Corequisites: SON 1614 and SON 1814L This course is a continuation of Abdominal Sonography I. It is an in-depth study in the sonographic imaging of the abdominal viscera and the pathological processes that affect this area of the body. The course also includes correlation of the ultrasound findings with clinical laboratory tests and a hands-on lab. (Special Fee: $20.00).

SON 1614. **ACOUSTICAL PHYSICS AND INSTRUMENTATION I.**  
Prerequisites: SON 1001C. Corequisites: SON 1112C, SON 1814L. A study of the properties of diagnostic ultrasound and the effective utilization of them to produce quality scans. This course covers propagation of sound through a medium, transducer construction, different types of scan heads, and the different display modes.

SON 1804L. **CLINICAL SONOGRAPHY I.**  
Prerequisites: SON 1000C and RTE 2762 Corequisites: RTE 2762 and SON 1001C Supervised clinical experience and competency evaluation of professional interaction and performance of routine 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: $18.00).

SON 1814L. **CLINICAL SONOGRAPHY II.**  
Prerequisites: SON 1804L Corequisites: SON 1112C and SON 1614 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 on critical thinking skills as related to exam performance and patient care in the clinical setting. (Special Fee: $2.00).

SON 2061. **SEMINAR IN SONOGRAPHY.**  
Prerequisites: SON 2122. Corequisite: SON 2880. This course is a comprehensive review of all aspects of the Sonography curriculum to prepare the students for the Board Exams. Also included in the preparation of employment resumes. (Special Fee: $70.00).

SON 2121. **OB/GYN SONOGRAPHY I.**  
Prerequisites: SON 1112C. Corequisites: SON 2150, SON 2618, SON 2824L. This course includes an in-depth study of the female pelvis with emphasis on the sonographic appearance of its structures and the numerous pathological processes that may affect it. The course will continue with early pregnancy and its complications.

SON 2122. **OB/GYN SONOGRAPHY II.**  
Prerequisite: SON 2121 Corequisites: SON 2619 and SON 2834L 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.

SON 2150. **NEUROSONOLOGY AND SUPERFICIAL STRUCTURES.**  
Prerequisite: SON 1112C. Corequisites: SON 2121, SON 2618 and SON 2824L. 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.

SON 2618. **ACOUSTICAL PHYSICS AND INSTRUMENTATION II.**  
Prerequisite: SON 1614. Corequisites: SON 2121, SON 2150 and SON 2824L. This course is a continuation in the study of the properties of diagnostic ultrasound and their role in the production of quality ultrasound images of patients' internal organs. Also covers hemodynamics, the basic mathematical principals and instrumentation of Doppler/color flow imaging, and components of the ultrasound system.

SON 2619. **ACOUSTICAL PHYSICS AND INSTRUMENTATION III.**  
Prerequisite: SON 2618 Corequisites: SON 2122 and SON 2834L This course is a continuation in the study of the properties of diagnostic ultrasound and their role in the production of quality images, which includes resolution and attenuation artifacts, routine maintenance of the ultrasound equipment, and the biologic effects of ultrasound on body tissues. Also included is a review for the Acoustical Physics and Instrumentation Registry Exam.
SON 2824L. CLINICAL SONOGRAPHY III. 3 0 24
Prerequisites: SON 1814L Corequisites: SON 2121, SON 2150, and SON 2618 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: $18.00).

SON 2834L. CLINICAL SONOGRAPHY IV. 3 0 24
Prerequisites: SON 2824L Corequisites: SON 2122 and SON 2619 This course is 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: $2.00).

SON 2882L. MEDICAL SONOGRAPHY CLINICAL PRACTICUM. 2 0 32
Prerequisite: SON 2834L Corequisite: SON 2061 This is the final course in the clinical education sequence. Students will perform routine procedures with minimal supervision. 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.

SON 2930. SELECTED TOPICS IN SONOGRAPHY. 1-3 variable
Prerequisite: Department approval 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 up to 3 hours of credit, but grade forgiveness cannot be applied.

SON 2942. INTERNSHIP IN SONOGRAPHY. 1-4 variable
Prerequisite: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised 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: $10.00).

**SOP: Social Psychology**

**Courses**

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<th>Course Code</th>
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<tbody>
<tr>
<td>SOP 2332. DRUGS AND ADDICTION.</td>
<td>3</td>
<td>3 0</td>
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</table>

Prerequisite: PSY 2012 This course examines the psychological, social, and biological issues involved with substance abuse. Addiction affects not only the drug user, but their family and friends as well. We explore problems associated with abusing substances, and their impact on both the individual and society.

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<tr>
<td>SOP 2772. HUMAN SEXUALITY.</td>
<td>3</td>
<td>3 0</td>
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</table>

Prerequisite: PSY 2012 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.

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<tr>
<td>SOP 2930. SELECTED TOPICS IN SOCIAL PSYCHOLOGY.</td>
<td>1-3 variable</td>
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</table>

For students interested in exploring special topics in social psychology through research, discussion and observation. May include laboratory and/or field work as part of the class. May be repeated for credit, but grade forgiveness cannot be applied.

**SPC: Speech Communication**

**Courses**

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<tr>
<td>SPC 1017. INTERPERSONAL COMMUNICATION.</td>
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Students explore a range of communication concepts and topics from interpersonal communication, to small group communication, to public speaking. Students develop skills to put the communication principles to work.
SPC 1017H. INTERPERSONAL COMMUNICATION HONORS.  3  3  0
Students explore a range of communication concepts and topics from interpersonal communication, to small group communication, to public speaking. Students develop skills to put the communication principles to work.

SPC 1608. FUNDAMENTALS OF SPEECH.  3  3  0
Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking.

SPC 1608H. FUNDAMENTALS OF SPEECH - HONORS.  3  3  0
Same as SPC 1608. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.

SPC 1700. CROSS CULTURAL COMMUNICATION.  3  3  0
Study and application of awareness skills for communication with people of other cultures. Upon completion, student uses problem analysis skills when communicating with people of other cultures.

SPC 2930. SELECTED TOPICS IN SPEECH.  1-3 variable
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.

SPN: Spanish

Courses

SPN 1000. CONVERSATIONAL SPANISH.  3  3  0
Conversational Spanish is a communicative based course. Students will be introduced to basic conversation using speaking, listening, reading and writing skills. This course does not satisfy the college's foreign language requirements and is not open to native speakers.

SPN 1001. CONVERSATIONAL SPANISH II.  3  3  0
Prerequisite: SPN 1000 or department approval. Conversational Spanish II is a communicative based course and a continuation of Conversational Spanish I. Students will continue learning basic language skills necessary for practical daily applications in different social settings. Conversation will be enhanced using speaking, listening, reading and writing skills. This course will be taught utilizing a variety of multisensory techniques that foster the development of oral proficiency in Spanish. This course does not satisfy the college foreign language requirements and is not open to native speakers.

SPN 1120. ELEMENTARY SPANISH I.  4  4  0
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. A minimum of a C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.

SPN 1121. ELEMENTARY SPANISH II.  4  4  0
Prerequisite: SPN 1120 or Departmental Approval Continuation of fundamental skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language requirement.

SPN 1340. SPANISH FOR HERITAGE SPEAKER.  4  4  0
This course is designed for heritage speakers of Spanish who have acquired oral proficiency in a non-academic environment. The activities in this course will improve several aspects of language learning: oral comprehension, speaking, reading comprehension and analysis, and writing skills. The emphasis will be on improving linguistic skills through specific grammatical and lexical studies designed to meet the particular needs of heritage speakers of Spanish. Special attention to Hispanic culture. A minimum grade of "C" is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.

SPN 1341. SPANISH FOR HERITAGE SPEAKER II.  4  4  0
Spanish for Heritage speakers II is a continuation of SPN 1340. It is a course designed for to address the needs of Hispanic students whose heritage language is the target language and who have had some formal Spanish language instruction. They can communicate in Spanish but need to improve and master their reading, speaking and writing skills. This course addresses specific linguistic issues such as diction, orthography, and sentence structure. Special attention will be given to Hispanic culture. Prerequisites: A minimum grade of "C" is required if being used to satisfy the General Education Foreign Language Proficiency Requirement.
SPN 2200. INTERMEDIATE SPANISH I.  
Prerequisite: SPN 1101 or SPN 1121 or department approval. Conversational approach with readings adapted from Spanish newspapers, magazines, short novels, Spanish essays, poems, and a wide variety of Spanish articles. Emphasis on written narrative as well as language integrating grammar through compositions, vocabulary, films, presentations, and cultural presentations. 

SPN 2201. INTERMEDIATE SPANISH II.  
Prerequisite: SPN 2200 or department approval. Conversational approach with readings adapted from Spanish newspapers, magazines, short stories, and film. Increasing awareness and understanding of the culture. 

SPN 2930. SELECTED TOPICS IN SPANISH.  
For students interested in exploring special topics in Spanish. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. 

SPN 2941. INTERNSHIP EXPLORATION IN SPANISH.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including a foreign language course at the intermediate level. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. 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: $10.00). 

**STA: Statistics**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>STA 1001C. INTRO TO STATISTICAL REASONING.</td>
<td>3</td>
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</tr>
<tr>
<td>Prerequisite: Min. grade of C in MAT 0018C or higher or appropriate score on an approved assessment. This course provides students with an opportunity to acquire a reasonable level of statistical literacy and expand their understanding of statistical approaches to problem-solving. The main objective of this course is the development of statistical reasoning techniques and an introduction to the statistical analysis process. (Special Fee: $59.00).</td>
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<tr>
<th>Courses</th>
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<tbody>
<tr>
<td>STA 2023. STATISTICAL METHODS.</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Prerequisite: Minimum grade of C in STA 1001C or MAT 1033C 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.</td>
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<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>STA 2023H. STATISTICAL METHODS - HONORS.</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Prerequisite: Minimum grade of C in STA 1001C or MAT 1033C or MAC 1105 or satisfactory score on an approved assessment. Same as STA 2023 with honors content. Honors program permission required.</td>
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</table>

**SUR: Surveying & Related Areas**

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<thead>
<tr>
<th>Courses</th>
<th>Credit(s)</th>
<th>Contact</th>
<th>Lab</th>
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<tbody>
<tr>
<td>SUR 1101C. BASIC SURVEYING MEASUREMENTS.</td>
<td>3</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisite MTB 2321 or MAC 1114 or higher mathematics or departmental approval. Elementary surveying, including fundamentals of plane surveying; use and care of equipment. Covers accurate measuring of distance; theory and practice of leveling, angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying. Coordinated class, lab and field assignments. (Special Fee: $104.00).</td>
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<tr>
<th>Courses</th>
<th>Credit(s)</th>
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<tbody>
<tr>
<td>SUR 2202C. HIGHWAY DRAFTING AND ROUTE DESIGN.</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites: SUR 1101C Recommended: ETD 1320 Highway drafting includes topographic maps, plans and profiles, and cross sections. Route design covers traffic and vehicular characteristics, curvature and elevation of roadbeds, earthwork, and aerial photography as they affect cost and route design. (Special Fee: $104.00).</td>
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<tr>
<th>Courses</th>
<th>Credit(s)</th>
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<th>Lab</th>
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<tbody>
<tr>
<td>SUR 2390C. INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS.</td>
<td>3</td>
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<tr>
<td>Recommended prerequisite: Computer proficiency This course covers the application of Geographic Information Systems to a variety of professional, industrial, and business uses. It also provides students with the opportunity to gain hands-on experience in utilizing the application software currently in use in the region. (Special Fee: $56.00).</td>
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</table>
SUR 2400. LEGAL ASPECTS OF SURVEYING.  
Prerequisites: SUR 1101C or departmental approval 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.

SUR 2460C. SUBDIVISIONS.  
Recommended Prerequisites: ETC 2521 and SUR 2640 Plat construction from tract description to final recorded plat; plat drafting by 
the latest computer software; necessary computation; meaning of legal parts; current plat laws and regulations. (Special Fee: $53.00).

SUR 2640C. ADVANCED SURVEYING COMPUTATIONS (SURVEYING III).  
Prerequisite: SUR 1101C Recommended: ETD 1320 Advanced surveying office computations; traverse, horizontal curve, and vertical 
curve review; coordinates areas by D.M.D. and coordinates; partitioning-problems; intersection problems (line-line, line-curve, curve-
curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution 
analysis. (Special Fee: $104.00).

SUR 2941. INTERNSHIP EXPLORATION IN SURVEYING.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; 
a minimum 2.0 institutional or overall GPA; and 12 credits including SUR 1101C. The Program Director/Program Chair/Program 
Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required 
program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career 
exploration activities and/ or practical experiences. 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: $10.00).

SUR 2942. INTERNSHIP IN CIVIL/SURVEYING ENGINEERING.  
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; 
a minimum 2.0 institutional or overall GPA; and 12 credits including both ETD 1320 and SUR 1101C. The Program Director/Program 
Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of 
required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised 
career exploration activities and/ or practical experiences. 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: $10.00).

SWS: Soil Science

Courses  
SWS 2102C. SOILS AND FERTILIZERS.  
Prerequisite: HOS1010C or departmental approval Study of soil-water-plant relationships. Emphasis on soil properties (soil science), 
soil management and soil use (economical as well as social). Includes nursery and greenhouse soils for Florida, elemental nutrient 
studies and selected research topics. (Special Fee: $65.00).

SYG: Sociology, General

Courses  
SYG 2000. INTRODUCTORY SOCIOLOGY..  
Enables student to understand social behavior and social processes and become familiar with vocabulary and methodology of 
discipline of sociology. Emphasis on culture and personality, age and sex roles, family, deviant behavior, social class and stratification, 
group behavior and social change.

SYG 2000H. INTRODUCTORY SOCIOLOGY- HONORS..  
Same as SYG 2000 with honors content. Honors program permission required.

SYG 2010. CONTEMPORARY AMERICAN SOCIAL PROBLEMS.  
Analysis of major social problems confronting American society. Special emphasis on critical thinking abilities in evaluating causes, 
effects and various approaches in dealing with social problems. Discussion includes such topics as mental illness, crime, juvenile 
delinquency, race relations, pollution, population, urbanization and influences detrimental to family stability: divorce, alcoholism, 
gambling, drug abuse.

SYG 2320. DEVIANT BEHAVIOR.  
Examination of sociological and social psychological and criminological theories of deviant behavior. Major topics include murder, 
rape, heterosexual deviance, urbanization and deviance, alcoholism, drug abuse, mental disorder, suicide, and other criminal and non-
criminal forms of deviant behavior.
SYG 2430. MARRIAGE AND THE FAMILY. 3 3 0
Assists student in developing perspective regarding areas of adjustment in marriage and family living. Attention to premarital behavior patterns, love and mate selections, communication, family finances, sexual relations, parenthood, divorce, widowhood and remarriage.

SYG 2935. SELECTED TOPICS IN SOCIOLOGY.. 1-3 variable
Prerequisite: SYG 2000 or departmental approval. For students interested in exploring special topics in sociology through research, discussion and observation. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

SYG 2941. INTERNSHIP EXPLORATION IN SOCIOLOGY. 1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including SYG 2000. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. 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: $10.00).

TAR: Technical Architecture

Courses

TAR 1120C. ARCHITECTURAL DRAWING I. 3 2 2
Prerequisite: ETD 1100C and ETD 1320 Covers residential design and wood frame construction with additional study in aspects of housing, aesthetics and working drawings. Students prepare assigned drawings. (Special Fee: $68.00).

TAR 2033C. ARCHITECTURAL DESIGN. 3 2 2
Prerequisites: TAR 1120C 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: $68.00).

TAR 2170C. INTRODUCTION TO ARCHITECTURAL REVIT. 3 2 1
Prerequisite: TAR 1120C or Departmental Approval This hands-on, lab-based course introduces students to the use of Building Information Modeling (BIM) techniques to generate digital models of buildings. Information associated with BIM models is used throughout the life-cycle of a building, from design and documentation to construction and facility management. Primary focus is on developing basic skills in using AutoDesk Revit Architecture software to model actual projects. (Special Fee: $42.00).

TAR 2171C. ADVANCED ARCHITECTURAL REVIT. 3 2 1
Prerequisite: TAR 2170C or Departmental Approval This hands-on, lab-based course exposes students to the use of advanced Building Information Modeling (BIM) techniques to generate digital architectural models. Information associated with BIM models is used throughout the lifecycle of a building, from design and documentation to construction and facility management. Primary focus is on developing advanced skills in using AutoDesk Revit Architecture software to model actual projects. (Special Fee: $42.00).

TAX: Taxation

Courses

TAX 2000C. FEDERAL INCOME TAX. 3 3 2
Prerequisite: ACG 2021C Fundamental regulations covering federal income tax applicable to individuals. Includes computation of tax, preparation of forms and tax planning. (Special Fee: $23.00).

THE: Theater Studies/Gen Resour

Courses

THE 1000. INTRODUCTION TO THEATER. 3 3 0
An overview of the Theatre Arts. Includes a study of theatre practitioners and their craft, including playwrights, directors, actors, and designers/technicians. Includes a general overview of theatre history, and reading and analysis of plays from various genres and periods. Attendance at outside play performances is required.

THE 1100. INTRODUCTION TO THEATER HISTORY. 3 3 0
Survey of the development of theater and drama from prehistory through the present. Representative plays studied.
THE 2304. SCRIPT ANALYSIS. 3 3 0
An introduction to the analysis and interpretation 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. SELECTED TOPICS IN THEATER. 1-3 variable
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: Theater Production & Admin

Courses Credit(s) Contact Lab
TPA 1200C. BASIC STAGECRAFT. 4 2 3
Focuses on techniques of scenic and properties construction and installation, using hands-on assignments to complement lectures. Topics include interpreting drawings, tool usage, material selection, painting, and safety. (Special Fee: $73.00).

TPA 1232C. COSTUME TECHNIQUES AND WARDROBE PRACTICES. 3 2 2
Emphasis on planning, execution and running of costumes for production. (Special Fee: $51.00).

TPA 1248C. MAKEUP FOR THE STAGE. 3 2 2
Study of principles, materials and applications of theatrical makeup. (Special Fee: $20.00).

TPA 1380. SURVEY OF ENTERTAINMENT TECHNOLOGY. 2 3 0
New Student Experience course for Entertainment Technology, Film Technology as well as Sound and Music Technology. This course explores the range of employment options in the Central Florida Entertainment Industry including Film, Sound Production and Entertainment Design and Production with a focus on career and education planning for success.

TPA 2000C. CREATIVE DESIGN FOR THEATER. 3 2 2
Involves students in preliminary concepts of stage, lighting, and costume design. Teaches students history of theatrical presentation and motivation of design concepts. (Special Fee: $24.00).

TPA 2010C. FOUNDATIONS OF TECHNICAL DESIGN. 3 2 2
Prerequisites: TPA 2220C and TPA 2290C Prerequisite or Co-requisite: TPA 2343 Practical exploration of the structural and mechanical principles used in scenery construction and rigging for the entertainment industry. Applies theoretical concepts in laboratory and production settings. (Special Fee: $78.00).

TPA 2030C. LIGHTING DESIGN FOR LIVE ENTERTAINMENT. 3 2 2
Pre-requisite: TPA 2220C 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: $40.00).

TPA 2063C. PRINCIPLES OF SCENERY DESIGN. 3 2 2
Prerequisite: TPA 2000C and TPA 2343C 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: $46.00).

TPA 2190C. THEATER AND DESIGN PRACTICUM. 3 1 10
Prerequisites: TPA 2000, TPA 2030, TPA 2060, and TPA 2292C; and department approval This a production-based capstone experience will require that students serve in a key design or assistant design role in a Valencia Theater production. Requires a minimum of 10 hours per week on costume, lighting or scenery design assignment. Multiple credit course. May be repeated for a maximum of 6 credits, but grade forgiveness cannot be applied. (Special Fee: $54.00).

TPA 2220C. INTRODUCTION TO STAGE LIGHTING. 4 3 2
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: $43.00).

TPA 2221C. INTERMEDIATE STAGE LIGHTING. 4 2 3
Prerequisite: TPA 2220 Stage lighting techniques, practices and equipment. Focuses on control board operation, selection of lighting equipment, implementation of lighting designs and troubleshooting lighting systems. (Special Fee: $131.00).

TPA 2222C. ADVANCED STAGE LIGHTING. 3 2 3
Prerequisite: TPA 2220C and TPA 2221C A hands-on exploration of specialized lighting equipment and techniques used in live entertainment. Emphasizes lighting in nontheatrical spaces, computerized lighting control, and intelligent lighting fixtures. (Special Fee: $126.00).
TPA 2252C. INTRODUCTION TO AUDIO VISUAL TECHNOLOGY.
3 2 2
An introduction to audio visual technology and practices of the entertainment industry. The course will focus on AV production and design, along with the setup, operation and troubleshooting of basic audio visual equipment. (Special Fee: $60.00).

TPA 2257C. AUDIO VISUAL PRODUCTION.
3 1 10
The student will participate as an audio visual technician for theater, dance, film, college-wide, or music events. (Requires a minimum of 10 hours per week for a production or pre-production assignment. (Special Fee: $80.00).

TPA 2260C. INTRODUCTION TO AUDIO PRODUCTION.
4 3 2
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: $75.00).

TPA 2290C. TECHNICAL THEATER PRODUCTION.
3 1 10
Prerequisite or Corequisite: TPA 1200C 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: $104.00).

TPA 2292C. ADVANCED TECHNICAL PRODUCTION.
3 1 10
Prerequisites: TPA 1200, TPA 2220, TPA 2260, and TPA 2290; and department approval This production-based capstone experience will require that students serve in a key crew head or design role on one or 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 credit for a maximum of six credits, but grade forgiveness cannot be applied. (Special Fee: $73.00).

TPA 2343C. COMPUTER ASSISTED DRAFTING FOR THE ENTERTAINMENT INDUSTRY.
3 2 1
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 activities designed to ensure competence in the basic use of computers. (Special Fee: $50.00).

TPA 2600. STAGE AND PRODUCTION MANAGEMENT.
3 3 0
Prerequisites: TPA 1380 and THE 1020 An introduction to the organization and management of a live entertainment production. The course will focus on the paperwork, budgeting and scheduling required to manage a production along with collaborative leadership in the execution of an entertainment production.

TPA 2930. SELECTED TOPICS IN THEATER TECHNOLOGY.
1-3 variable
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 up to 3 hours of credit, but grade forgiveness cannot be applied.

TPA 2941. INTERNSHIP EXPLORATION IN THEATRE.
1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including TPA 2290 and THE 1020 or TPA 1200 or TPA 1210 or TPA 2220 or TPA 2260. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences to assist in confirming their education plans. 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: $10.00).

TPA 2942. INTERNSHIP IN THEATRE.
1-4 variable
Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including a total of 4 courses with TPA or MUM prefixes to include TPA 2290 OR TPA 2257. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experience related to their career objectives. Each earned credit hour of Internship requires a minimum of 80 clock hours to work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).
## TPP: Theater Performance/Trng

### Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>TPP 1110</td>
<td>ACTING I.  Introduction to practical skills necessary to art of stage acting. Includes character and script analysis and development and techniques for performance preparation, including relaxation, physical and vocal warm ups, memorization techniques, rehearsal procedures, and hands-on experience in the performance of monologues and/or scenes from dramatic literature.</td>
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<tr>
<td>TPP 1111</td>
<td>ACTING II. Further application of principles studied in Acting I. Includes selection, rehearsal and performance of repertoire of contrasting monologues, preparing resume, auditioning techniques and behavior, and public performance in scenes and/or one-act plays. Focus on auditioning as a career choice, and the 'business' of acting.</td>
<td>3</td>
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</tr>
<tr>
<td>TPP 1260</td>
<td>ACTING FOR THE CAMERA. Prerequisite: TPP 1110 This course will help students transition from stage acting to acting for the camera, and will cover basic camera acting techniques, procedures, script analysis, and auditioning. Students will be required to participate in exercises and/or film shoots outside of class time.</td>
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<tr>
<td>TPP 2120</td>
<td>IMPROVISATION TECHNIQUES FOR THE ACTOR. Actors will gain experiential understanding of improvisational acting and develop a strong improvisational perspective essential to scripted work. Through theater games and improvising scenes, actors develop tools to make them more trusting of their own impulses and more generous with their fellow actors.</td>
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<tr>
<td>TPP 2190</td>
<td>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.</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>TPP 2300</td>
<td>DIRECTING I. Examines the overall function of a stage play. Includes study of history and theory of directing, script analysis, the rehearsal and pre-production process, and performance. Students direct scenes and/or one-act plays for public performance.</td>
<td>3</td>
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<tr>
<td>TPP 2500</td>
<td>STAGE MOVEMENT FOR THE ACTOR. Focuses on developing the physical aspects of actor training with emphasis on physical warm-ups, body language, control, use of space, and character development.</td>
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<tr>
<td>TPP 2710</td>
<td>VOICE FOR THE ACTOR. A study of the principles of standard speech for the actor. The course will consist designed to improve the student's speaking voice and vocal expressiveness. Areas of focus will include diction, inflection, projection, tempo and tone quality. This instructor will assist students in analyzing their own vocal profiles and will provide instruction and tools for individual improvement.</td>
<td>2</td>
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<tr>
<td>TPP 2732</td>
<td>STAGE DIALECTS. This course will prepare actors for dialect roles for stage and/or film. It introduces a practical method for learning stage dialects which are consistent, accurate, and natural.</td>
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<tr>
<td>TPP 2930</td>
<td>SELECTED TOPICS IN THEATER PERFORMANCE. Selected topics in theater performance based on the needs and areas of interest of the class and professor. Multiple credit course. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit, but grade forgiveness cannot be applied.</td>
<td>1-3</td>
<td>variable</td>
<td></td>
</tr>
</tbody>
</table>

## WOH: World History

### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOH 2003</td>
<td>A HISTORY OF GENOCIDE. The primary focus of the course is to define genocide in all of its forms, expose the flaws in current pedagogy and reappraise in order to address the complexities of the topic. It will address bureaucratic mechanized genocide as well as the more spontaneous and pre-industrial.</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>
ZOO: Zoology

Courses

ZOO 2930. SELECTED TOPICS IN ZOOLOGY.

Prerequisite: Department approval

Selected topics in zoology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, but grade forgiveness cannot be applied.
Important Dates & Deadlines

Click here to view Important Dates & Deadlines for 2016-17. (http://catalog.valenciacollege.edu/importantdatesdeadlines/FallSpringSummer16-17/ImportantDatesRev8-9-16.pdf)
Campuses

**College District Locations** ([http://valenciacollege.edu/aboutus/locations](http://valenciacollege.edu/aboutus/locations))

**Criminal Justice Institute** ([http://valenciacollege.edu/cji](http://valenciacollege.edu/cji))

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

**East Campus** ([http://valenciacollege.edu/east](http://valenciacollege.edu/east))

701 North Econlockhatchee Trail
Orlando, Florida 32825
407-299-5000

**Lake Nona Campus** ([http://valenciacollege.edu/lakenona](http://valenciacollege.edu/lakenona))

12350 Narcoossee Road
Orlando, Florida 32832
407-299-5000

**Osceola Campus** ([http://valenciacollege.edu/osceola](http://valenciacollege.edu/osceola))

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

**West Campus** ([http://valenciacollege.edu/west](http://valenciacollege.edu/west))

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

**Winter Park Campus** ([http://valenciacollege.edu/wp](http://valenciacollege.edu/wp))

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

**District Office**

1768 Park Center Drive
Orlando, Florida 32835

In addition to the above named locations, Valencia College offers credit and continuing education courses at various locations throughout Orange and Osceola counties including high schools, businesses and community centers.
Programs

- Correctional Officer (p. 169)
- Law Enforcement Officer (p. 169)
- Crossover: Corrections to Law Enforcement (p. 169)
- Auxiliary Law Enforcement Officer (p. 169)
- Fire Science Technology (A.S. Degree)
- Fire Officer I
- Fire Officer II
- Firesafety Inspector I
- Firesafety Inspector II
- Fire Investigator I
- Fire Instructor (http://catalog.valenciacollege.edu/degrees/associateinscience/fireservicestechnology/#certificatestext)
- Fire Fighter (http://catalog.valenciacollege.edu/degrees/associateinscience/fireservicestechnology/#certificatestext)(Minimum Standards)
- Fire Apparatus Operator (http://catalog.valenciacollege.edu/degrees/associateinscience/fireservicestechnology/#certificatestext)
East Campus

- Campus Administration
- Seneff Honors College Research Track
- Weekend College
- Performing Arts Center/Black Box Theater
- Alumni Association Office
- Associate in Arts Degree Program
- Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

Accounting Applications (Technical Certificate) (p. 131)
Accounting Operations (Technical Certificate) (p. 131)
Accounting Specialist (Technical Certificate) (p. 131)
Accounting Technology (A.S. Degree) (p. 128)
Business Administration (A.S. to B.A./B.S. Career Path) (p. 136)

  Finance Specialization

  Human Resources Management Specialization

  International Business Specialization

  Management Specialization

  Marketing Specialization

  Property and Casualty Insurance Management Specialization

  Real Estate Management Specialization

Small Business Management Specialization
Business Management (Technical Certificate) (p. 142)
Business Operations (Technical Certificate) (p. 142)
Business Specialist (Technical Certificate) (p. 142)
Computer Information Technology (A.S. Degree) (p. 243)
Computer Information Technology Analyst (Technical Certificate) (p. 244)

  IT Security Specialization

  IT Support Specialization

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Computer Programming and Analysis (A.S. Degree) (p. 247)
Computer Programming (Technical Certificate) (p. 249)

  Computer Programming Specialization

  Game Programming Specialization

  Web Development Specialization

Computer Programming Specialist (Technical Certificate) (p. 249)
Computer Programming Specialization
Web Development Specialization

Customer Service Management (Technical Certificate) (p. 142)
Customer Service Operations (Technical Certificate) (p. 142)
Customer Service Specialist (Technical Certificate) (p. 142)
Criminal Justice Technology (A.S. to B.S. Career Path) (p. 174)
Criminal Justice Technology Specialist (Technical Certificate) (p. 176)
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Live Event Video Production Specialization
Mobile Journalism Specialization
Web Development Specialization
Video and Motion Graphics Specialization

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Digital Media Production (Technical Certificate) (p. 102)
Digital Media Video Production (Technical Certificate) (p. 102)
Digital Media Web Production (Technical Certificate) (p. 102)
Digital Video Editing and Post Production (Technical Certificate) (p. 102)
Digital Video Fundamentals (Technical Certificate) (p. 102)
Digital - Webcast Media (Technical Certificate) (p. 102)
Digital - Webcast Technology (Technical Certificate) (p. 102)
Drafting - AutoCAD (Technical Certificate) (p. 190)
Entertainment Design and Technology (A.S. Degree) (p. 108)

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Live Show Production Specialization

Entertainment - Stage Technology (Technical Certificate) (p. 110)

Film Production Technology (A.S. Degree) (p. 111)
Film Production Fundamentals (Technical Certificate) (p. 113)
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Interactive Design Specialization

Graphic Design Production (Technical Certificate) (p. 118)
Graphic Design Support (Technical Certificate) (p. 118)
Graphics - Interactive Design Support (Technical Certificate) (p. 118)
Graphics - Interactive Design Production (Technical Certificate) (p. 118)
Homeland Security Specialist (Technical Certificate) (p. 176)
Human Resources Management (Technical Certificate) (p. 142)
Human Resources Operations (Technical Certificate) (p. 142)
Human Resources Specialist (Technical Certificate) (p. 142)
Industrial Management Technology (A.S. Degree) (p. 154)
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Medical Front Office Specialization
Medical Transcription Specialization

Medical Office Management (Technical Certificate) (p. 159)
Medical Office Specialist (Technical Certificate) (p. 159)
Medical Front Office Specialization
Medical Transcription Specialization

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Office Support (Technical Certificate) (p. 165)
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Transactional Specialization

Property and Casualty Insurance Management Operations (Technical Certificate) (p. 142)
Property and Casualty Insurance Management Specialist (Technical Certificate) (p. 142)
Real Estate Specialist (Technical Certificate) (p. 142)
Sound and Music Technology (A.S. Degree) (p. 122)

Audio Engineering Technology Specialization (articulated to the B.S.E.C.E.T. degree program)

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Sound Technology Specialization

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* 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 the East Campus.
Lake Nona Campus

Lake Nona Campus
12350 Narcoossee Road
Orlando, Florida 32832
407-299-5000

- Campus Administration
- Associate in Arts Degree Program
- Credit Courses in Math, Science, Communications and Social Sciences
- Valencia’s Collegiate Academy at Lake Nona High School
- Located Near Orlando’s Medical City
Osceola Campus

• Campus Administration
• Seneff Honors College Leadership Track
• Continuing Education
• Associate in Arts Degree Program
• Associate in Science Degree, Applied Technology Diploma and Certificate Programs*
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  Accounting Operations (Technical Certificate) (p. 131)
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  Business Management (Technical Certificate) (p. 142)
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  Business Specialist (Technical Certificate) (p. 142)
  Computer Information Technology (A.S. Degree) (p. 243)
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    Game Programming Specialization
    Web Development Specialization
  Computer Programming Specialist (Technical Certificate) (p. 249)
    Computer Programming Specialization
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  Customer Service Management (Technical Certificate) (p. 142)
  Customer Service Operations (Technical Certificate) (p. 142)
  Customer Service Specialist (Technical Certificate) (p. 142)
  Emergency Medical Technology (EMT) - (Applied Technology Diploma) (p. )
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  Medical Office Administration (A.S. Degree) (p. 157)
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  Medical Office Support (Technical Certificate) (p. 159)
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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.
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• Seneff Honors College Interdisciplinary Studies Track
• Bachelor’s Degrees

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  Radiologic and Imaging Sciences (A.S. to B.S. Degree) (p. 288)

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• Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

  Building Construction Technology (A.S. Degree) (p. 183)
  Baking and Pastry Arts (Technical Certificate) (p. 224)
  Baking and Pastry Management (A.S. Degree) (p. 223)
  Basic Electronics Technician (Technical Certificate) (p. 196)
  Building Construction Specialist (Technical Certificate) (p. 184)
  Business Administration (A.S. to B.A./B.S. Career Path) (p. 136)

  Finance Specialization
  Human Resources Management Specialization
  International Business Specialization
  Management Specialization
  Marketing Specialization
  Property and Casualty Insurance Management Specialization
  Real Estate Management Specialization

  Small Business Management Specialization
  Business Management (Technical Certificate) (p. 142)
  Business Operations (Technical Certificate) (p. 142)
  Business Specialist (Technical Certificate) (p. 142)
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  Civil/Surveying Engineering Technology (A.S. Degree) (p. 186)
  (p. 302)Computed Tomography (Advanced Technical Certificate) (p. )
  Computer Information Technology (A.S. Degree) (p. 243)
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  IT Security Specialization
  IT Support Specialization

  Computer Information Technology Specialist (Technical Certificate) (p. 244)
  Computer Programming and Analysis (A.S. Degree) (p. 247)
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Mechanical Drafting Specialization
Surveying Drafting Specialization

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Laser and Photonics Specialization
Robotics and Simulation Specialization

Telecommunication and Wireless Specialization

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Hospitality - Food and Beverage Management (Technical Certificate) (p. 233)
Hospitality - Guest Services Specialist (Technical Certificate) (p. 233)
Hospitality - Rooms Division Management (Technical Certificate) (p. 233)
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Human Resources Specialist (Technical Certificate) (p. 142)
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Landscape Specialization

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Landscape and Horticulture Specialist (Technical Certificate) (p. 254)
Landscape and Horticulture Technician (Technical Certificate) (p. 254)

Horticulture Specialization
Landscape Specialization

Laser and Photonics Technician (Technical Certificate) (p. 196)
Magnetic Resonance Imaging (Advanced Technical Certificate) (p. 302)
Medical Office Administration (A.S. Degree) (p. 157)

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Medical Transcription Specialization

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Medical Front Office Specialization
Medical Transcription Specialization

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Medical Front Office Specialization
Medical Transcription Specialization

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Network Engineering Technology (A.S. Degree) (p. 202)
Cisco Routing and Switching Specialization
Microsoft Systems Administration Specialization
Cyber Security and Digital Forensics Specialization

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Robotics and Simulation (Technical Certificate) (p. 196)
Veterinary Technology (A.S. Degree) (Offered through Cooperative Agreement with St. Petersburg College) (p. 95)

*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 the West Campus.
Winter Park Campus

• Campus Administration
• Seneff Honors College Global Studies Track
• Associate in Arts Degree Program
• Associate in Science Degree*
• Certificate Programs*

* Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to equipment needs, some specialized courses may need to be taken at a specific campus.
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 College District Board of Trustees. Meeting in regular sessions once each month, these civic-minded individuals contribute their time and talent to guiding the development of Valencia College so that it remains responsive to the educational needs of its local community.

Chair, Lew Oliver is the owner of Oliver Title Law Firm, LLC, 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.

Vice Chair, Bruce Carlson is the owner of Imagination Realty, Inc. and was previously the vice president of operations for E. I. DuPont De Nemours Performance Coating. He is a former treasurer of the American Chemical Society and serves as a member of Sigma Xi, The Scientific Research Society. He received his bachelor's degree from Cornell University and his doctorate from Purdue University.

Trustee, Maria Grulich serves as Osceola County’s first international development director, where she assists international business investors and provides VIP/diplomacy services to visitors from foreign governments. A Cuban-American, Maria is bilingual and a graduate of the University of South Florida.

Trustee, Raymer Maguire, III is an owner of Maguire Lassman, P.A., an eminent domain law firm. He currently serves on the boards of the Central Care Mission and the Youth Ministry Institute. He graduated from the University of Florida with honors and earned his law degree from Florida State University College of Law. His father, Raymer Maguire Jr., helped found Valencia Community College and served as a trustee for 17 years.

Trustee, Guillermo Hansen, of Kissimmee, is the publisher and editor of the newspaper, El Osceola Star. He serves on the board of the Kissimmee/Osceola County Chamber of Commerce for which he founded the Minority Business and the Hispanic Business councils. He has also been an active member of the Osceola Tourist Development Council since 2000. Born and raised in Mexico, Hansen attended Croydon Technical College and London Tourism College.

Trustee, Daisy Lopez-Cid is the owner of Remax Premier Properties. She is the past president of the National Association of Hispanic Real Estate Professionals and is the president-elect of the Osceola Association of Realtors.

Trustee, John Crossman is president of Crossman & Company, a retail leasing, management, development and marketing firm. Crossman earned a bachelor's degree in real estate from Florida State University and has been an Orlando resident for 23 years. In 2013, he was inducted into the FSU College of Business Hall of Fame. He is active in a number of charitable activities, including the Christian Service Center, Grace Medical Home and Front Line Outreach.
Admissions

Enrollment: Step by Step

Step 1 – Apply for Admission and Financial Aid
Step 2 – Create Your Atlas Account
Step 3 – Complete Online New Student Orientation and attend On-Campus Orientation
Step 4 – Register for Your Courses and Pay Tuition
Step 5 – Get Your Student ID Card and Parking Decal
Step 6 – Purchase Your Books and Go to Class!

For detailed information on the enrollment steps, visit valenciacollege.edu/admissions-records.

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

Application and Admissions Process

In order to enroll in credit courses, you must submit a completed online Application for Admission by the Application Priority Deadline listed in the Academic Calendar in the online official catalog. Applicants for the Associate’s Degree must pay a non-refundable, non-transferable application fee of $35. Applicants for the Bachelor’s degree and Advanced Technical Certificates must pay a non-refundable, non-transferable application fee of $35. If you are an active Valencia College student and have an Associate of Arts degree earned from Valencia or an Associate of Science degree earned from Valencia related to a bachelor degree program offered at Valencia, or you are an active Valencia student taking prerequisites toward your intended Valencia bachelor's degree, you are not required to pay the $35 application fee. Official transcripts, other documents for admissions consideration and the non-refundable application fee must be submitted. For further information, visit valenciacollege.edu/admissions-records. Dual enrollment students are required to submit a paper application to the Dual Enrollment office for initial processing.

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 submit your official final high school transcript, GED score report, or home school affidavit with Notice of Intent directly to the Valencia Admissions and Records Office, or you may hand deliver it in a sealed envelope from the sending institution to any campus Answer Center. Graduates and students of Florida’s public education system should request transcripts be sent electronically.

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, or you may hand deliver them in a sealed envelope from the sending institution to any campus Answer Center. You are urged to do this as early as possible to assure complete records and accurate advisement. If you are seeking the Associate in Arts (A.A.) Degree or the Bachelor of Science (B.S.) Degree, it is recommended that you also submit official high school transcripts if you completed a foreign language that could satisfy the foreign language proficiency requirement for the degree.

Complete official transcripts MUST be received by the Admissions & Records Office before you can be admitted to Valencia as a degree-seeking student. See the Glossary for the definition of Transcript, Official.

Valencia College has determined that the presence on campus of students officially designated as Sexual Offenders/Sexual Predators would be disruptive to the orderly process of the college's programs and/or would interfere with the rights and privileges of other students. In accordance with §1001.64(8)(a), F.S., the college may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the college. The college denies admission/enrollment to students who are officially designated as Sexual Offenders/Sexual Predators. (College Procedure 6Hx28:8-02 (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=178&volumeID_1=8&navst=0))
Valencia Student Identification Number

After processing your application, the college will assign 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 your records via the FloridaShines (http://www.floridashines.org) Web site.

For more information view the Summary of Admissions Requirements chart (http://catalog.valenciacollege.edu/admissions/Admissions_Requirements_Chart_in_Catalog_201617.pdf).
Florida Residency

Residency Information
(College Policy: 6Hx28:8-06: Residency (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=178&volumeID_1=8&navst=0))

Florida Resident
The Residency for Tuition Purposes at the bottom of this page provides details of eligibility.

http://valenciacollege.edu/admissions-records/florida-residency/

The burden of proof rests with you, the student, to establish and prove Florida residency. You are classified as a Florida resident and eligible to pay resident tuition and fees when you have completed the Statement of Florida Residency and provided the required supporting documentation. You may be classified as a Florida resident if you are independent (or your parent, guardian or person in a parental relationship if you are dependent) and a United States citizen, a permanent resident, or other legal status granted indefinite stay; have no legal ties to any other state; 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.

To verify your residency, you (or your parent, guardian or person in a parental relationship if you are dependent) are required to submit two of the following Tier One Florida documents: a valid driver's license or Florida Identification Card; a valid vehicle registration; a current voter registration card; proof of purchase of a permanent home; transcript from a Florida high school for multiple years or a Florida GED or score report (only if earned within previous 12 consecutive months); and/or proof of permanent full-time employment.

If you (or your parent, guardian or person in a parental relationship if you are dependent) have only one Tier One document, you may submit that one and one of the following Tier Two documents: utility bill (with proof of payment for the previous 12 consecutive months); a Declaration of Domicile; lease agreement (with proof of payment for the previous 12 consecutive months); a Florida professional or occupational license; benefit histories from Florida agencies or public assistance programs; documents evidencing family ties; and/or proof of membership in a Florida-based charitable or professional organization. If a Declaration of Domicile is used, it must have been recorded by the Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency Deadline for the term.

All documents must be submitted by the Proof of Florida Residency Deadline listed in the Important Dates and Deadlines calendar.

Non-Florida Resident
If you do not qualify as a Florida resident or you do not complete and submit the Residency Statement, you will be charged non-resident tuition and fees.

Reclassification of Residence
If you are initially classified as a non-Florida resident, you may become eligible for reclassification as a resident – for tuition purposes only – if you (or your parent, guardian or person in a parental relationship 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. In addition, you (or your parent, guardian or person in a parental relationship if you are dependent) must provide one of the following three Florida documents: a valid driver’s license, and either a vehicle registration or voter registration. In addition, you (or your parent, guardian or person in a parental relationship if you are dependent) must provide two additional forms of documentation that residency in Florida was not merely temporary or incidental to enrolling in a Florida institution. You may apply by completing the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident Form and submitting it for reclassification prior to any registration period.

Documentation must be received by the Proof of Residency Deadline listed in the Important Dates and Deadlines calendar.

If your request for reclassification and the necessary documentation are not received by mail or in the Answer Center prior to the Proof of Florida Residency Deadline as listed in the Important Dates and Deadlines calendar, your residency will be reclassified for the next available term.
NOTE: If false or fraudulent statements are submitted in connection with your documentation to establish residency, your
tuition and fees will be recalculated at the non-Florida resident rate. Submitting false or fraudulent statements in connection
with your Application for Admission may result in disciplinary action, denial of admission, and invalidation of credits or
degrees earned.

Residency for Tuition Purposes
Things You Should Know About Florida Residency for Tuition Purposes

1. Proof of residence for tuition purposes is the sole responsibility of the student.
2. Under Florida law, there is a difference between being a Florida resident and being a Florida resident for tuition purposes.
3. 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 50% 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, guardian’s or person in a parental
   relationship’s most recent federal tax return may be required to confirm dependency.
   **Independent Student:** If you meet any one of the following criteria, you may 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. (Copy of marriage certificate required.)
   • You have a child who lives with you and receives their support from you. (Copy of most recent federal tax return listing the child
     as your dependent required.)
   • You have other dependents who live with you and receive their support from you. (Copy of most recent federal tax return listing
     the person(s) as your dependent required.)
   • You are a veteran of the U.S. Armed Forces. (Copies of military documents required.)
   • Your parents are deceased and you are, or were until age 18, a ward of the court. (Copies of court documents required.)
   • You can provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal tax
     code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the Valencia
     College Office for Student Financial Assistance. (Copies of your most recent tax return required.)
4. The parents’ and/or student’s tax return(s) may be required when establishing dependence or independence for residency
   purposes. Parents may make financial information ineligible. **If the student and parent last names are different, proof of
   relationship must be provided.**
5. Living in Florida and/or attending school 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. Florida statute does not provide for consideration of personal justification for documents not meeting the 12 consecutive months
   requirement. For example, “I have one document, but I did not get a driver license when I moved here a year ago because...”
8. Any ties to another state such as driver 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 may be classified as a Florida resident for tuition 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 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 three years with an adult relative other than your parents or 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 and a copy of his/her most recent federal tax return listing you as his/her dependent; 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 and student must provide a copy of his/her Florida Driver’s License.)

5. A Florida public college/university declared you a resident for tuition purposes within the last twelve consecutive months. Typically, Florida residency is noted on the official transcript or the FloridaShines (http://www.floridashines.org) transient form. (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. (Attach verification from the institution.)

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 documents required.)

8. You are a full-time instructional or administrative employee employed by a Florida public school, Florida college system institution, or Florida public university (or are the employee’s spouse or dependent child). (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 employment verification and eligibility 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 U.S. Citizenship and Immigration Services (USCIS), you have applied and been approved as a permanent resident or other legal status 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. (USCIS 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. (USCIS documentation required.)

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.

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.)

Residency Appeal
In accordance with Florida Statutes, Valencia College has established a residency appeals committee to consider student appeals of residency determinations. In cases where the applicant expresses a desire to appeal the residency classification, the matter will be referred to the appeals committee.

The residency appeal officer or committee will convey to the applicant the final residency determination and the reasons for the determination within 20 business days. The final residency determination will be provided to the student in writing.

Students who wish to appeal the classification of residency for tuition purposes should submit a written request citing the basis for the appeal. Copies of all documentation supporting the appeal for residency reclassification should be included with the request. The request and all supporting documentation should be submitted to the nearest Valencia College Answer Center location.

Deferred Action for Childhood Arrivals (DACA) Residency Information
As a result of Florida’s 2014 House Bill 851, Deferred Action for Childhood Arrivals (DACA) students may be eligible to pay the in-state tuition rate if they meet all of the following criteria:

• Attended a Florida secondary school for three consecutive years immediately before graduating from a Florida high school;
• Submits an admissions application to a Florida College System institution within 24 months of high school graduation; and
• Submits an official high school transcript(s) that provides evidence of meeting the criteria above.

Note: Students who meet the above criteria will not be classified as a Florida Resident for Tuition Purposes but will receive a waiver of out-of-state fees so they can pay the in-state rate.
General Admission Requirements

- Degree-Seeking Students (p. 545)
- Non-Degree Seeking Students (p. 546)
- Foreign Credential Evaluation Agencies (p. 546)

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:

- 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.

- You attended secondary school outside of the U.S. and attained a level of education equivalent to a U.S. high school diploma. Official secondary school records, such as transcripts, diplomas and/or standardized exam results, must be submitted in English or accompanied with an official English translation.

- 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).

- You have completed a home school program pursuant to the requirements in F.S. 232.0201. Please submit the following documents to the Answer Center to be deemed degree seeking:
  - A completed copy of the Notice of Intent form that was filed with the school district in your county signed by the parent or guardian. (Florida Home School Students: Notice of Intent forms are submitted to the school district by the parent or guardian within 30 days of the establishment of the home education program.)

  - A completed Home School Verification Affidavit. (Affidavits are available in the Answer Centers and online at valenciacollege.edu/admissions-records.) Valencia College reserves the right to require a transcript if the college feels that the home school requires further research.

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

- You have completed course work at another postsecondary institution (college or university). You must request that each post-secondary institution you previously attended send an official transcript of your record directly to Valencia’s Admissions & Records Office for evaluation, or you may hand deliver them in a sealed envelope from the sending institution to any campus Answer Center.

If you have attended a higher education institution outside of the U.S., its territories or commonwealths, you must obtain a “course by course” evaluation of your transcripts from a professional credential evaluation company at your expense. Transcripts issued by foreign institutions recognized by U.S. regional accreditation bodies do not need to be evaluated by an outside agency. Additional information about the evaluation process can be found in the Foreign Credential Evaluation section.

As a transfer student you will be required to submit an official high school transcript only if you applied for financial aid or need to verify a course prerequisite, or if you are pursuing an Associate in Arts (A.A.) Degree, or a Bachelor of Science (B.S.) Degree and want to verify that you earned two years in one foreign language in high school, or if no course work is accepted by Valencia from your previous institution(s).

Being on academic suspension from another college or university does not prevent you from being admitted to Valencia.

- You are a dual enrollment student. Dual Enrollment is the opportunity for qualified students in grades 6-12 to enroll in Valencia courses while concurrently enrolled in grades 6-12. Eligibility for dual enrollment is determined by the requirements of the specific school board and Valencia College based upon test scores, a cumulative GPA of 3.0 on a 4.0 unweighted scale in courses taken for high school credit, and permission of the student’s school guidance counselor and parent or legal guardian.

To apply for admission to the Dual Enrollment Program, you must submit the hard copy paper Dual Enrollment Application which must include your signature and the signature of your counselor and your parent or guardian. If you are in a public school grades 9-12, you must submit the completed application to the school guidance counselor and the College Transitions Counselor/
Coach assigned to your high school. If you are a private school student, home education student, or a student in grades 6-8, you should submit the completed applications directly to Valencia’s Dual Enrollment Office. For courses at a Valencia campus, deadlines for dual enrollment students listed in the Important Dates and Deadlines section apply. For dual enrollment students, there is no application fee.

The Dual Enrollment Program Application Deadline Dates are as follows (no summer term applications):

**FALL 2016 DEADLINES**
- Open Enrollment Begins - February 1
- Application Deadline - April 1
- Scores & Documents Due By - May 13

**SPRING 2017 DEADLINES**
- Open Enrollment Begins - August 1
- Application Deadline - October 3
- Scores & Documents Due By - October 31

Students must provide college placement test scores (ACT, PERT or SAT) in English, reading, and mathematics. All scores must be at college level to be admitted to the Dual Enrollment Program.

Upon graduation from high school, 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 also must submit a completed Change of Major/Program Form, which will identify the degree you will seek and you must prove Florida residency for tuition purposes via the Residency Statement. International dual enrollment students must meet the admission requirements for international students presented below.

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

**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 wish to enroll at Valencia for personal interest, job improvement, teacher recertification, an applied technology diploma or a certificate program. Valencia transcripts will indicate your special status.

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. If your “home” institution is a Florida public institution, you must electronically process a Transient Student Form for Valencia through FloridaShines (http://www.floridashines.org); you do not need to complete the Valencia Application for Admission form.

3. You have a Certificate of Completion (Attendance) from a Florida high school. You will be admitted as a non-degree-seeking Provisional Student; your enrollment will be limited to developmental 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 GED score report after completing the GED 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 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 score report after completing the GED through a state department of education.

**Foreign Credential Evaluation Agencies**

Students who have pursued secondary school studies outside of the U.S. must submit official records such as transcripts, diplomas and/or standardized exam results that are equivalent to a U.S. high school diploma. Secondary school records that are not issued in English must be accompanied by an official English translation.

Students who have completed college/university coursework at an institution outside of the U.S. must have their transcripts/diplomas evaluated by AACRAO (http://ies.aacrao.org) or by an affiliated member of NACES (http://naces.org). Students should obtain “course by course” evaluations. The evaluations may be used for transfer credit consideration, fulfillment of Valencia College prerequisites, or waiving of the foreign language requirement. Students are responsible for paying any fees associated with the credential.
evaluation process. Students coming from foreign institutions recognized by U.S. regional accreditation bodies do not need to have their credentials evaluated.
International Admissions Requirements

Nonimmigrant (International) Students

This college is authorized under federal law to enroll nonimmigrant students. Your application materials must be submitted to Valencia prior to the International Application Priority Deadline 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 (F or J) you must meet all of the applicable admission requirements outlined as follows:

- You must submit an online International Student Application. For further information, visit Valencia’s International Student website (http://international.valenciacollege.edu).
- You must pay a non-refundable, non-transferable application fee.
- You must have the equivalent of a high school diploma in the United States. Official secondary school transcripts and graduation certificates must be submitted in English or with an official English translation.
- Applicants for whom English is not a native language 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 International English Language Testing System (IELTS) average score of 5.5, or, an average of 40.0 or above on the Compass ESL test. You will not be required to demonstrate English as a second language proficiency if English is the official language of your country of citizenship (see International Student Services website for country listing) or if you have completed Freshman English Composition or its equivalent (as determined by Valencia) with a grade of C or higher or if you have graduated from high school, earned an A.A. degree, Bachelor’s degree or higher at an institution in which English was the language of instruction. Official transcripts are required for documenting English proficiency.
- You must submit the Declaration of Finances form and a bank statement or bank letter certifying that you have the financial resources to attend the college.
- In order to enroll, international students on an F-1 visa must purchase health insurance provided through Valencia College and must maintain this health insurance coverage during their entire period of study at the college.
- International students are not eligible for admission to Valencia’s Associate in Science Degree programs in health careers
- International students transferring from another college/university as an F-1 student are required to submit copies of their visa, I-94 card, and all previously issued I-20 Forms. The SEVIS Transfer Eligibility form must also be completed by the international student adviser at the student’s previous institution.

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

Foreign Credentialing Evaluation Agencies

Students who have pursued secondary school studies outside of the U.S. must submit official records such as transcripts, diplomas and/or standardized exam results that are equivalent to a U.S. high school diploma. Secondary school records that are not issued in English must be accompanied by an official English translation.

Students who have completed college/university coursework at an institution outside of the U.S. must have their transcripts/diplomas evaluated by AACRAO (http://ies.aacrao.org) or by an affiliated member of NACES (http://naces.org). Students should obtain “course by course” evaluations. The evaluations may be used for transfer credit consideration, fulfillment of Valencia College prerequisites, or waiving of the foreign language requirement. Students are responsible for paying any fees associated with the credential evaluation process. Students coming from foreign institutions recognized by U.S. regional accreditation bodies do not need to have their credentials evaluated.
Special Admission Requirements

- Fire Rescue Institute (p. 549)
- Criminal Justice Institute (p. 549)
- A.A. Pre-Major: Dance Performance (p. 550)
- Health Sciences Programs (p. 550)

Admission to the Fire Rescue Institute Fire Fighter/Fire Apparatus Operator Programs

Admission to the Fire Fighter/Fire Apparatus Operator programs is limited. These programs will be offered at various intervals based on need. To apply to the programs, you must complete two applications: (1) the Valencia Application for Admission ($35 fee) and (2) a Fire Rescue Institute Fire Fighter/Fire Apparatus Operator application ($100 fee).

Students must satisfy all admission criteria for these programs: (1) submit proof of age (must be 18 years of age or older); (2) must have a standard high school diploma or GED; (3) must not have any significant misdemeanor or felony convictions as determined by fingerprint investigation; (4) must be a Florida certified EMT-Basic or Paramedic; (5) be in good physical condition without limitations -- must complete a physical examination and obtain a physician’s approval to be admitted; (6) be of good moral character; and (7) attend orientation sessions required by the Fire Rescue Institute.

Admission to Valencia College does not imply acceptance to the Fire Rescue Institute Fire Fighter and Fire Apparatus Operator programs. The Fire Rescue Institute Committee will consider applicants who have completed all program admission requirements and submitted an application and required information by the deadline date. Program applications received after the deadline date will not be considered for the identified term. The Fire Rescue Institute office operates as an information center for students preparing for and seeking admission and enrollment into the fire service programs. Program expenses are given in the Financial Information and Fees section of this catalog.

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 career 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 that 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 U.S. 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); (7) must complete a physical examination and obtain a physician’s approval to enter the program; and (8) must submit to criminal history and driving record checks.

To apply to these programs, you must complete two applications: (1) the Valencia Application for Admission ($35 fee) and (2) a Criminal Justice Institute application ($100 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 that 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, or go online to valenciacollege.edu/cji.

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 and Fees section of this catalog. For further information, contact the Criminal Justice Institute office, or go online at valenciacollege.edu/cji.
Admission to the A.A. Pre-Major: Dance Performance

The A.A. Pre-Major: Dance Performance, designed to prepare students for transfer to a Florida public university to complete a four-year Bachelor’s degree in dance, is a limited access pre-major. Admission to Valencia does not imply acceptance to this pre-major; all applicants must satisfy the admission requirements: (1) submit a completed Valencia College Application for Admission; (2) submit a completed Valencia College A.A. Pre-Major: Dance Performance Audition Application; (3) have a successful audition; and (4) have degree-seeking student status indicated in your official Valencia record.

Further information about the admission process is available at valenciacollege.edu/dance.

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

Admission to the Health Sciences Programs

Students whose official records indicate they are seeking admission to a limited access Associate of Science (A.S.) health sciences program will have the health sciences program designated as their primary major and the Associate in Arts Degree designated as their primary major in order to maximize their educational opportunities. If the student has already earned a Bachelor’s or A.A. degree, the student will not have A.A. designated as a primary major. Students seeking admission to the Bachelor of Science (B.S.) health sciences program will be admitted to the college if they present/satisfy admission requirements. Permission to register for upper level courses will be determined by the department.

Students interested in a health sciences career are encouraged to explore the many challenging and rewarding opportunities available in health sciences professions. The health sciences programs may have clinical experiences that expose the student to blood borne pathogens via contact with bodily fluids such as blood and saliva. Students accepted into these programs will be expected to adhere to Centers for Disease Control (CDC) guidelines for the use of Standard Precautions. The CDC defines standard precautions as “a set of precautions designed to prevent the transmission of HIV, Hepatitis B virus (HBV), other blood borne pathogens when providing first aid or health care.” Under standard precautions, blood and certain body fluids are considered potentially infectious for HIV, HBV, and other blood borne pathogens. Students will be expected to adhere to hand hygiene protocols and consistent use of personal protective equipment including masks, gloves and eyewear. In some of the health sciences programs, students may need to conduct peer-to-peer examinations in lab settings.

Valencia offers seven health sciences programs which lead to an A.S. Degree. They are Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Nursing (R.N.), Radiography and Respiratory Care. In addition, advanced technical certificates are offered in Computed Tomography and Magnetic Resonance Imaging. Admission to these programs is limited because of clinical facilities and staff.

Students interested in any health sciences program must be a U.S. Citizen or a U.S. permanent resident, and must complete the Valencia Application for Admission and the application for the specific health sciences program. Admission to Valencia does not imply acceptance to the health sciences program.

Prior to application for any health sciences program, students must satisfy all admission criteria for the specific program.

The Health Sciences Admission Committee for the specific program 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.

A student may apply to a maximum of three Health Sciences programs within a 12-month period; however, enrollment is limited to only one Health Sciences program in a term.

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

It is your responsibility to notify Valencia of any change in your record, such as address, status, etc. You are required to keep Valencia informed of your current mailing address, which you must update through your Atlas account. If we send mail to the mailing address in your student record and it is returned to the college, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.

All documents submitted to Valencia become the property of the college and will not be returned to the student.

Campus of Record
You may attend classes at the East Campus (North Econlockhatchee Trail), Lake Nona Campus (Narcoossee Road), Osceola Campus (Denn John Lane), West Campus (South Kirkman Road), Winter Park Campus (West Morse Boulevard) or at all of these locations, but you must declare your “home” campus. Your home campus is the campus where you take the majority of your classes.

Change of Major Deadline
Change of major requests received after the Change of Major Deadline listed in the Important Dates and Deadlines calendar will be processed for the next term.
Family Educational Rights & Privacy Act (FERPA)

Student Privacy Rights

Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education records.**
   A student should submit to the Registrar, Dean, head of the academic program, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request an adjustment to the education record if the student finds the record to be inaccurate, misleading, or in violation of their privacy rights.**
   A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent to disclose or withhold personal information about the student.**
   The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college or its foundation in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the District Board of Trustees or the Foundation Board of Directors; or a student or other person serving on an official committee, including without limitation a disciplinary, grievance, or scholarship committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional or official responsibilities for the college. Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   If a student wishes to have their record remain confidential they must make the request in writing or complete and submit the Confidentiality Form to any campus Answer Center. The form is accessed through the Atlas account. A decision to refuse the release of information means the student’s name will not appear on any recognition lists such as President’s or Dean’s list or the Commencement Program. A confidential hold will be placed and remain on the record until the student submits a written consent to release the information or the student graduates from Valencia.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.**
   For more detailed information on FERPA visit: valenciacollege.edu/generalcounsel/policies.cfm or ed.gov/policy/gen/guid/fpco/ferpa/index.html (http://ed.gov/policy/gen/guid/fpco/ferpa)

   or write to:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

Directory Information

FERPA authorizes the college to disclose “directory information” upon request without consent. Valencia has identified the following as directory information:

- student’s name;
- major field of study;
- dates of attendance;
• dates of degrees and awards received.

Release of Directory Information

Valencia generally does not release student information without student consent and prefers to protect the privacy of our students by: (1) providing scholarship and award information to students through their Atlas accounts so each student can decide whether to initiate contact with a sponsoring organization regarding such opportunities; (2) providing lists of graduate names and addresses to upper division transfer institutions if there is a transfer articulation agreement with the institution at the time of the request and the nominal fee is remitted ($200 per term); (3) providing directory information to the University of Central Florida for students participating in Direct Connect; (4) providing graduate names and addresses to military organizations as required by law; and (5) not disclosing lists of students for commercial purposes except as related to specific contractual arrangements as part of college business operations.
Classification of Students

- Degree-Seeking (p. 554)
- Non-Degree Seeking (p. 554)
- Transient (p. 554)
- Active/Inactive (p. 555)
- Enrollment Status (p. 555)
- Level (p. 555)

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 for Admission, or as an update to your official records, that you are seeking a degree at Valencia (e.g. Associate in Arts, Associate in Science, Associate in Applied Science or Bachelor of Science), the college applies policies and procedures to help you achieve your goal. These policies and procedures are:

1. Entry testing as required.
2. Required New Student Orientation program attendance, which includes academic advising for initial registration.
3. Required successful completion of all mandatory 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. Required enrollment in SLS 1122 NEW STUDENT EXPERIENCE in order to complete a learning portfolio and career and education plans.
5. Required successful completion of the Associate’s Degree for students seeking a Bachelor’s degree.

Non-Degree Seeking

When you indicate on your application for admission 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 career certificate program) and mandatory course requirements, but must satisfy course prerequisites for registration; however, if you are a Dual Enrollment student, you will be required to complete entry testing prior to registration for your first term.

Students who are non-degree-seeking are not eligible for financial aid; students enrolled in selected technical and career certificate programs may qualify for financial aid. (See Financial Aid (p. 575).)

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. If you intend to register at Valencia on a transient basis from your home institution, you must complete the Valencia application for admission and must have a transient form from your home institution showing the term of enrollment and courses requested. If your home institution is a Florida public institution, you must electronically process a Transient Student Form for Valencia through floridashines.org (http://floridashines.org); you do not need to complete the Valencia Application for Admission form. For nonpublic Florida schools or out of state schools, you must obtain written permission from your home institution. A hold will be placed on your record preventing registration for future terms. If you wish to continue enrolling at Valencia, you will need to submit a new transient form for the next term or update your student status via the Student Records Information Form.
To receive credit at your home institution, you must have an official Valencia transcript with final grade(s) sent to your home institution. There is a $3.00 transcript fee. If you are a Transient Student from a Florida public institution your home institution should request a transcript on your behalf; there will not be a transcript fee.

2. Transient Student from Valencia:
To attend another institution as a Valencia transient student, you must meet all of the following criteria:

- have an active student record
- be a degree-seeking credit student who has completed at least one credit at Valencia
- have met the requested course prerequisite
- be eligible to register at Valencia (not on academic suspension)
- have no holds
- and have approval from an Academic Advisor, the academic department from which the course is offered and the Registrar.

Students attending Florida public institutions may process a Transient Student Form electronically through floridashines.org (http://floridashines.org); for non-public Florida schools or out of state schools, you must obtain a paper transient form from any campus Answer Center.

The completion of a transient student form will guarantee acceptance by Valencia of the courses approved on the form. If you are on academic probation you must receive approval from an Advisor or Counselor prior to submitting a Transient Student Form. Transient Student Forms received without prior Advisor or Counselor approval will be denied.

To receive credit as a transient student, you must have an official transcript of any course(s) taken at another institution with final grades sent to the Valencia Admissions and Records Office; we will request a transcript on your behalf if you completed the transient student form through floridashines.org (http://floridashines.org). If you decide not to attend the transient institution you must submit a letter of non-attendance from that institution.

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/Inactive

Active Student: You are an active student if you have attempted to register for 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 Valencia Application for Admission as a Readmit Student by the Application Priority Deadline listed in the Academic Calendar in the online official catalog and pay the $35 readmission application fee if you are taking course work at the associate’s level or pay the $35 readmission application fee if you are taking course work at the Bachelor’s degree level.

Enrollment Status

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.

Half-Time: You are a half-time student if you are enrolled for 6 credits during Fall, Spring or Summer Terms.

Less than Half-Time: You are a less than half-time student if you are enrolled for fewer than 6 credits during Fall, Spring or Summer Terms.

Level

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.
Junior: You are classified as a Junior if you have completed at least 60 college-level credits, are admitted to a Bachelor’s degree program, and are registered for 3000/4000 level courses.

Senior: You are classified as a Senior if you have completed at least 90 college-level credits, are admitted to a Bachelor’s degree program, and are registered for 3000/4000 level courses.
Transcript Requests

To request an official Valencia transcript, you must access your Atlas account to complete and submit the Transcript Request Form online. There is a $3 charge for each Valencia transcript.

If you are currently enrolled in classes, or are planning to graduate at the end of the term, be sure to select “Hold for Grades” and/or “Hold for Degree” to ensure the transcript sent is complete. If neither of these are selected, your transcript will be mailed within 5 business days. At the end of each term, please allow an extra week to the processing time in order to allow for grade processing.

Transcripts cannot be picked up on campus; they must be mailed. Please allow sufficient time for processing and mailing when making a transcript request. We are not responsible for unreceived transcripts. You must submit another request with the $3 fee to have the transcript resent.
Registration

Registration is the process of building your class schedule and enrolling in courses. 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. Generally, courses are offered 7:00 a.m. to 10:00 p.m., Monday through Sunday and may be taught on campus or online.

Before you register for classes every term you will be asked to provide the college with your current emergency contact information and mailing address.

Registration information is available in Atlas and registration is conducted through your Atlas account: atlas.valenciacollege.edu. Prior to registration each term, you must accept the Student Enrollment Agreement (http://valenciacollege.edu/businessoffice/Student-Enrollment-Agreement.cfm).

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 a campus 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.

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 Important Dates and Deadlines (p. 525) calendar.

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 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 atlas.valenciacollege.edu and click on the Registration tab or to any campus Answer Center.

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 Courses Offered section in the links on the left. 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 are encouraged to create an education plan via My Education Plan 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 may audit 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 Change of Credit to Audit Deadline listed in the Academic Calendar in the online official catalog.

Once the Change of Credit to Audit Deadline has passed, you may not change from audit status to credit status or from credit status to audit status.
As an audit student you must meet the admission requirements of Valencia and pay the registration fees.

You must regularly attend 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 does not count as an attempt.
Financial Information & Fees

- Application Fees (p. 560)
- Schedule of Fees (p. 560)
- Registration Fees for Associate Level Courses (p. 560)
- Registration Fees for Bachelor Level Courses (p. 561)

Application Fees

When you apply for admission to Valencia College for associate’s level credit courses, you are required to pay a $35.00 application fee which is not refundable and not transferable. Application fees are required whether you are a credit, audit, full-time, part-time, day or evening student. Inactive (readmit/students who have not taken courses in the past two years) students are also required to pay a $35 readmission application fee based on the program you are seeking.

When you apply to Valencia College for Bachelor’s degree level credit courses, you are required to pay a $35 application fee which is not refundable and not transferable. If you are an active Valencia College student and have an Associate of Arts degree earned from Valencia or an Associate of Science degree earned from Valencia related to a bachelor degree program offered at Valencia, or you are an active Valencia student taking prerequisites toward your intended Valencia bachelor’s degree, you are not required to pay the $35 application fee.

In addition to the 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 filed.

In addition to the Valencia application fee, students planning to enroll in a Criminal Justice Institute (CJI) or a Fire Rescue Institute program are required to pay a $100 non-refundable CJI or Fire Rescue Institute program application fee per program each time an application is filed. The Fire Rescue Institute application is not required for students seeking the Fire Science Technology A.S. Degree.

Schedule of Fees

All fees are subject to change without notice. Please see the online official catalog for all current fees.

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

Registration Fees for Associate Level Courses

**Florida Resident**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$82.66</td>
</tr>
<tr>
<td>Technology</td>
<td>$3.83</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
<td>$3.83</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$7.07</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$5.67</td>
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<td><strong>Total</strong></td>
<td><em>$103.06</em></td>
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</table>

**Non-Florida Resident**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$330.53</td>
</tr>
<tr>
<td>Technology</td>
<td>$15.34</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
<td>$15.34</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$7.07</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$22.68</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><em>$390.96</em></td>
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</tbody>
</table>
### Registration Fees for Bachelor Level Courses

#### Florida Resident

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$91.79</td>
</tr>
<tr>
<td>Technology</td>
<td>$3.83</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
<td>$3.83</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$7.07</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$5.67</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$112.19</strong></td>
</tr>
</tbody>
</table>

#### Non-Florida Resident

<table>
<thead>
<tr>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$367.16</td>
</tr>
<tr>
<td>Technology</td>
<td>$15.34</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
<td>$15.34</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$7.07</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$22.68</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$427.59</strong></td>
</tr>
</tbody>
</table>
A full cost of instruction fee is an additional amount that excludes state funding, established by Valencia to pay all costs associated with teaching a course. This fee is effective for certain repeat course enrollments at Valencia College. The full cost of instruction fee is $287.90 per credit hour for associate's level courses which is added to the $103.06 Florida Resident per Credit Hour fee for a total cost of $390.96. The full cost of instruction fee is $315.40 per credit hour for Bachelor's level courses which is added to the $112.19 Florida Resident per Credit Hour fee for a total cost of $427.59.

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 to any campus Answer Center 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, such as 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 and/or your registration schedule bill.

Additional Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Study Fee (per credit hour, payable in addition to regular course fees)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Internship Fee (per Internship)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Transient Fee (per course)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Late Registration Fee (non-refundable, one fee per term)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
Payment of Registration Fees

- Tuition Installment Plan (p. 564)
- Third-Party Authorization (p. 564)
- Florida Prepaid Program (p. 564)

Registration fees must be paid by the Fee Payment Deadline provided in the Important Dates and Deadlines (p. 525) calendar in the online official catalog. To pay your registration fees, you may: use your authorized financial aid; pay online through your Atlas account with an approved credit card or by ACH transmittal; pay by cash, check, credit card or money order in any campus Business Office; or mail a check or money order to Valencia College, P.O. Box 4913, Orlando, FL 32802. Checks and money orders must be made payable to Valencia College, must include your Valencia ID number (VID), and must be received in the Business Office by the close of business on the Fee Payment Deadline. You also may pay using Valencia’s Tuition Installment Plan (TIP), an installment plan administered by Nelnet Business Solutions. (See Tuition Installment Plan – TIP below.)

It is your responsibility to pay any remaining balance after all financial aid, scholarships, and third-party funding have been applied to your account. To check your balance due:

- Log into Atlas
- Select Student tab
- Go to Student Resources channel – expand Business Office menu item
- Click Account Summary and Tuition Payment Options link
- Click View my Amount Due link
- Click on Current Account Activity/Class Schedule in “Your Account” box located in the upper left hand corner

If you add a course or change your course registration after you have paid for your courses, it is your responsibility to be sure your account balance is zero. Even if your new registration totals the same number of credit hours as your previous registration, the fees associated with the course(s) may be different, resulting in an outstanding balance.

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 Important Dates and Deadlines (p. 525) calendar.

Tuition Installment Plan

Valencia offers an option for students to defer a portion of their tuition, fees and books past the fee payment deadline date. Tuition Installment Plan (TIP) is managed by a private, for-profit company, Nelnet Business Solutions. The program is available to all students registering for the current term. You can include all assessed registration fees, as well as a maximum of $400 in the Valencia Bookstore for books and supplies, in your agreement with Nelnet. 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 based on when you sign up for TIP. Details of this plan can be found at valenciacollege.edu/businessoffice/tuition-installment-plan.

If the TIP contract is not executed completely or if the first payment and enrollment fee are not received in accordance with Nelnet Business Solution’s terms, your agreement will be terminated. If your account balance is not paid in full, your registration may be deleted and you may be dropped from all of your courses.

Third-Party Authorization

If all or part of your registration fees are being paid by an external agency (your employer, a government agency, etc.), you must present your current form of authorization (letter, 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 may be dropped from all of your courses.

Florida Prepaid Program

If you are a plan participant in good standing, Valencia will automatically credit your account for the maximum amount that can be billed. You are not required to notify the Business Office that you want to use your Prepaid plan. Your Florida Prepaid credit
is limited to the amount of credit hours remaining in your plan, which is reflected on your annual statement. If, for any reason, we are unable to complete the billing process we will reverse the credit, and payment for your classes will become due immediately. If for any reason you do not want Valencia College to bill Florida Prepaid on your behalf or would like to reduce the number of hours billed, please complete and sign the Florida Prepaid Authorization Form (http://valenciacollege.edu/businessoffice/forms.cfm) and return it to any campus Business Office by the fee payment deadline.

Any fees not covered by your Prepaid plan must be paid in full on or before the fee payment deadline as listed in the Important Dates and Deadlines (p. 525) calendar or you may be dropped from your courses.

Note: Depending upon the type of plan you have, you may be responsible for payment of a portion of your registration fees (special fees, student activity fee, technology fee). No plan covers the full cost of instruction fees assessed for a course taken for the third time at Valencia.
Student Enrollment Agreement

Prior to registration each term, you must agree to the Student Enrollment Agreement. The Student Enrollment Agreement covers topics related to:

• financial aid;
• registration and registration changes;
• financial liability statement;
• suspension of services,
• change of name address or phone number;
• communications;
• course add/drop and withdrawal procedures;
• and enrollment agreement renewal.

To view the complete Student Enrollment Agreement, please visit http://valenciacollege.edu/businessoffice/Student-Enrollment-Agreement.cfm.
Senior Citizens Waiver

Students who are classified as a Florida resident for tuition purposes age 60 years or older are eligible for Valencia’s tuition waiver up to a maximum of 6 credit hours per term. The waiver includes tuition and standard course fees. The Application for Admission fee and any special fee associated with a course will be the responsibility of the individual requesting the waiver. Registration for any class is limited to “space availability,” and will only be allowed after the date listed in the Important Dates and Deadlines (p. 525) Calendar in the online official catalog. Internships and independent study classes are excluded from the waiver. To use the waiver, the senior citizen must register and, on the day of registration, visit a campus Business Office with documentation of age, such as a driver’s license, and request the Senior Citizen Waiver. Any special fees must be paid at that time.

Note: If you register for the course prior to the allowed registration period, you will not be eligible to use the waiver for the course, even if the course is dropped from your record.
State Employee Waiver

Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver. Employees of state universities are not eligible for this benefit. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis after the date listed in the Important Dates and Deadlines (p. 525) calendar in the online official catalog. Internships and independent study classes are excluded from the waiver. State employees must complete Valencia’s Application for Admission and pay the non-refundable and non-transferable application fee based on the program you are seeking, register for classes, then visit any Campus Business Office to provide verification from their employer of eligibility to receive the waiver, and request the waiver.

Note: If you register for the course prior to the allowed registration period, you will not be eligible to use the waiver for the course, even if the course is dropped from your record.

Classroom Teacher Employee Waiver

Full-time classroom teachers, as defined in Florida Statute 1001.02(2)(a), employed by a school district are eligible for a Classroom Teacher Employee Waiver. Such courses are limited to undergraduate courses related to special education, mathematics, or science as established in the Course Prefix Listing Approved for the Teacher Waiver (https://www.flrules.org/Gateway/reference.asp?No=Ref-00246) approved by the Florida Department of Education. In accordance with Florida Statute 1009.26(10), the waiver may not be used for courses scheduled during the school district’s regular school day. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis after the date listed in the Important Dates and Deadlines (p. 525) calendar in the online official catalog. Internships and independent study classes are excluded from the waiver. Classroom teacher employees must complete Valencia’s Application for Admission and pay the non-refundable and non-transferable application fee based on the program you are seeking, register for classes, then visit any Campus Business Office with a completed Authorization for Classroom Teacher Tuition Waiver (http://valenciacollege.edu/businessoffice/forms.cfm) form to provide verification from your employer of eligibility to receive the waiver, and request the waiver.

Note: If you register for the course prior to the allowed registration period, you will not be eligible to use the waiver for the course, even if the course is dropped from your record.
Other Fees

Other services offered by Valencia carry the following non-refundable fees. All fees are subject to change without notice:

<table>
<thead>
<tr>
<th>Service/Exam</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Fee (per transcript)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Career Assessment (within a three-month period):</td>
<td></td>
</tr>
<tr>
<td>Active Valencia students and high school students</td>
<td>$15.00</td>
</tr>
<tr>
<td>Community residents</td>
<td>$100.00</td>
</tr>
<tr>
<td>PERT or CPT Retake Fee (per subtest)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Compass ESL Retake Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>PERT Fee for Private School Students</td>
<td>$10.00</td>
</tr>
<tr>
<td>PERT Fee for Non-Valencia Student</td>
<td>$25.00</td>
</tr>
<tr>
<td>Credit by Examination:</td>
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<tr>
<td>CLEP General and Subject Examination (each)</td>
<td>$80.00</td>
</tr>
<tr>
<td>(subject to change by College Board)</td>
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</tr>
<tr>
<td>CLEP Service Fee (per registration)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Local Credit by Examination (each)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Local Credit by Examination with Lab Exam (each)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Test of Essential Academic Skills (TEAS) for Nursing/Health Sciences programs for Valencia Students (per registration)</td>
<td>$65.00</td>
</tr>
<tr>
<td>Test of Essential Academic Skills (TEAS) for Nursing/Health Sciences programs for non-Valencia students (per registration)</td>
<td>$85.00</td>
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<tr>
<td>Criminal Justice Basic Abilities Test for Valencia students (per registration)</td>
<td>$40.00</td>
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<tr>
<td>Criminal Justice Basic Abilities Test for non-Valencia students (per registration)</td>
<td>$50.00</td>
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<tr>
<td>Experiential Learning Assessment Fee (per credit hour requested)</td>
<td>$30.00</td>
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<tr>
<td>Administration of special assessments and distance learning examinations for other institutions</td>
<td>$25.00</td>
</tr>
<tr>
<td>Photo ID replacement</td>
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</tr>
<tr>
<td>Duplicate Technical Certificate Fee</td>
<td>$7.00</td>
</tr>
<tr>
<td>Duplicate Diploma Fee</td>
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<tr>
<td>ACH failed transaction and Returned Check Fee based on face value of check:</td>
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<tr>
<td>$50 or less</td>
<td>$25.00</td>
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<tr>
<td>$50 through $300</td>
<td>$30.00</td>
</tr>
<tr>
<td>$300 or more</td>
<td>$40.00</td>
</tr>
<tr>
<td>Account Collection Fee</td>
<td>Up to 30% of Balance Due</td>
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</table>
Continuing Education courses vary in length, nature and amount of fees. Course fees will be fully refunded if the student request is received at least five business days prior to the course start date, or if Valencia finds it necessary to cancel the course. Course fees for Continuing Education online courses are non-refundable once the course has been accessed by the student.

For more information, visit the Continuing Education website (http://net1.valenciacollege.edu/continuing-education).
Estimated Expenses

Estimated Expenses for A.A. Pre-Major: Dance Performance (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/aapremajordanceperformance)

Estimated Expenses for Criminal Justice Institute Programs (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/criminaljusticeinstitute)

Estimated Expenses for Culinary Programs (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/culinaryprograms)

Estimated Expenses for Film Production Technology Program (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/filmproductiontechnology)

Estimated Expenses for Fire Rescue Institute Programs (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/centralfloridafireinstitute)

Estimated Expenses for Graphics and Interactive Design Program (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/graphicsandinteractiveprogram)

Estimated Expenses for Health Sciences Programs

- Cardiovascular Technology Degree (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/cardiovasculartechnologydegree)
- Computed Tomography Certificate (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/computedtomographycertificate)
- Dental Hygiene Degree (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/dentalhygienedegree)
- Diagnostic Medical Sonography Degree (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/diagnosticmedicalsonographydegree)
- Echocardiography Certificate (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/echocardiographycertificate)
- Emergency Medical Services (EMS) (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/emergencymedicalservicesems)
- Health Information Technology Degree (http://catalog.valenciacollege.edu/healthinformationtechnologydegree)
- Magnetic Resonance Imaging Certificate (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/magneticresonanceimagingcertificate)
- Mammography Certificate (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/mammographycertificate)
- Nursing Degree (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/nursingdegree)
- Radiography Degree (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/radiographydegree)
- Respiratory Care Degree (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/respiratorycaredegree)
Refund of Fees

(College Policy: 6HX28:06-08.1 Student Fees and Refunds)

It is your responsibility to ensure all your courses are dropped by the Drop/Refund Deadline listed in the Important Dates and Deadlines (p. 525) calendar. If you drop a course(s) by the Drop/Refund Deadline, all tuition and refundable fees will be refunded. (Application and certain other fees are not refundable.) These refunds are processed by the Business Office approximately 15 business days after the Drop/Refund Deadline and weekly thereafter.

If you withdraw from a course(s) after the Drop/Refund Deadline, you may receive a full refund if you have a death in your immediate family or have been called to active military duty. (Enlistment into the military is not considered "active duty.") In each instance, you must submit a refund request. The Refund Request/Waiver of Debt Form is available online on the Admissions & Records Forms page (http://valenciacollege.edu/admissions-records/forms.cfm), or in Atlas on the Student tab under Student Forms. Complete the request, attach supporting documentation, and submit the packet to any campus Answer Center no later than the last day of classes for the term during which the course(s) occurs. The course(s) will remain in your official academic record but will be reflected as an administrative refund (AR) on your transcript.

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 any remaining credit, the balance will be electronically deposited to your bank account in accordance with your selected refund preference. Activation of your electronic refund preference will ensure timely receipt of any refunds due to you at Valencia. If you do not chose a refund preference, a paper check will be issued to the address currently on file in Atlas. Please contact the BusinessOffice@valenciacollege.edu if you need additional information.

If you are a financial aid recipient, your potential refund will be subject to applicable federal and state guidelines and laws. See the Repayment of Unearned Federal Financial Aid (p. 585) entry. 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

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 Payment Items

If Valencia receives two returned unpaid items (check or ACH) in any combination from a student, the student no longer will be able to use these forms of tender as a method of payment. In addition, a returned check fee, based upon the amount of the transaction, will be assessed to the account. (See Schedule of Fees (p. 560).)

Disputed Credit Cards

If Valencia receives two disputed credit card charges on a student account, the student will no longer be able to use this form of tender (Visa, Master Card, American Express or Discover) as a method of payment.

Other Debts

All valid charges placed on an account are subject to the following actions. If a student does not respond to the notices sent via Atlas e-mail and/or mailings to the address currently on file in the student’s Atlas account 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 an official 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 the outstanding balance at the time of submission plus the account collection fee. Refer to the Other Fees (p. 569) section of this catalog for additional information on the Account Collection Fee.
Gainful Employment


Additional information and resources related to the gainful employment regulations—including the published regulations and Federal Register Notices, answers to frequently asked questions, and guidelines for determining which educational programs are subject to the gainful employment regulations—are available on the Department of Education’s Gainful Employment Information Page at http://ifap.ed.gov/GainfulEmploymentInfo/index.html.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please Valencia's website at http://valenciacollege.edu/asdegrees/GainfulEmployment.cfm.
Financial Aid

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 federal work study. The financial aid awarded to students may be from federal, state, institutional or local funds. Students interested in applying for financial assistance must complete a Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov (http://fafsa.ed.gov). Questions concerning financial aid are addressed in any campus Answer Center.
Deadlines

A FAFSA (Free Application for Federal Student Aid) must be completed for each academic year and one FAFSA serves throughout that entire academic year (Fall through Summer). The FAFSA becomes available each January for the following academic year, and you should apply as early as possible because many financial aid programs have limited funding that will go only to early applicants.

Financial Aid Priority Deadline

To have your financial aid processed in time for your registration fees to be paid by financial aid, you must complete all steps in the application process by the Financial Aid Priority Deadline:

July 22, 2016 for Fall Term 2016
November 18, 2016 for Spring Term 2017
March 24, 2017 for Summer Term 2017

Late Applicants

If you miss the Financial Aid Priority Deadline for the term in which you wish to enroll, you still are strongly encouraged to apply for financial aid. Your application will be accepted and processed; however, it may not be processed in time for you to use your financial aid to pay for your fees and books. If this is the case, you will need to pay your fees and purchase your books; then, if you qualify for financial aid, a refund will be issued to you later in the term through your Valencia Debit Card. You can seek help with paying your fees and purchasing your books through the Tuition Installment Plan (TIP). Further information about this plan is given in the Financial Information and Fees section of this catalog and at valenciacollege.edu/businessoffice.
Application Instructions

• Verification (p. 577)
• Federal Eligibility Matches (p. 577)
• Transfer Students Instructions (p. 577)

You must apply 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, Career Certificate or Educator Preparation Institute program, and take courses that are required for that degree or certificate.

2. Provide the Admissions/Records Office with an official final copy of your high school transcript or GED score report, or, if you are a college transfer student, provide an official copy of your transcript from each institution you have attended. If you are a transfer student who has not earned an associate’s degree you must also provide completion of high school (high school transcript with graduation date, GED transcript, home school affidavit). 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 school 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:
   • World Wide Web address fafsa.ed.gov (http://fafsa.ed.gov) (Allow at least two weeks for processing.)
   • Regular mail (Allow at least six weeks for processing.)

4. Research and apply for scholarships. Check the financial aid link on Valencia’s Web site at valenciacollege.edu/finaid and the scholarship listing on the Valencia Foundation Web site at valencia.org (http://valencia.org).

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 provide additional documentation to our office for review. You will be notified through your Atlas e-mail account or by letter which documents you will need to provide to complete your financial aid file.

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, Department of Homeland Security, 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.

Transfer Students Who Have Applied for Financial Aid at Another Institution
If you previously applied for federal financial aid at another institution and now want to apply for financial aid at Valencia, you must submit a FAFSA for the current academic year and include Valencia’s school code (006750). If your FAFSA for the current academic year was submitted without Valencia’s school code, you need to go online and add Valencia’s school code (006750) to your FAFSA.

If you are a college transfer student seeking a degree or technical certificate, you must submit a complete official transcript from each college and university you have attended. Your financial aid eligibility cannot be determined until Valencia has received and evaluated all of the transcripts for transfer credit. Transcripts are evaluated within 30 business days of receipt.

All transfer credits must be included in the calculation for Satisfactory Academic Progress for Financial Aid Purposes, and there are three satisfactory progress requirements:

1. You must maintain at least a 2.0 Valencia grade point average and at least a 2.0 overall grade point average, and
2. You must have successfully completed at least 67% of the credits you have attempted at all colleges, and
3. You may attempt no more than 150% of the credits required for your degree or certificate.
Transient Students

If you are enrolled as a transient student you are not eligible for financial aid through Valencia.
General Eligibility

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.S. or B.S. Degree program, or be accepted as a certificate-seeking student in an eligible Technical Certificate, Career Certificate or Educator Preparation Institute program by the Drop/Refund Deadline for each term.** Change of major requests received after the Change of Major Deadline listed in the Important Dates and Deadlines calendar will be processed for the next term.
2. Be making satisfactory academic progress for financial aid purposes.
3. Be a U.S. citizen, a national, or an eligible non-citizen.
4. Enroll at least half time (six credits) for most programs. Enrollment must be in courses required for your degree or certificate.
5. Not be in default on a prior student loan.
6. Not owe a repayment or overpayment of a federal grant.
7. Not have an existing financial obligation to Valencia.
8. Be registered for Selective Service if required.
9. Have a standard high school diploma, GED or equivalent. If you graduated from a high school outside the U.S. you must have the equivalent of a high school diploma in the U.S. as evaluated by the International Student Services Office.
10. 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, GED or equivalent. If you have not earned a minimum of an associate's degree, you must submit an official transcript of a standard high school diploma, GED or equivalent. If any of your transcripts are from an institution outside the U.S., its territories or commonwealths, you must arrange to have the transcripts from all institutions outside the U.S. evaluated at your expense. If the institution is affiliated with a regionally accredited body, no evaluation is required. Additional information and the list of college-approved evaluation agencies are available in the campus Answer Centers, in the Foreign Credentials Evaluation Agencies (http://catalog.valenciacollege.edu/admissions/generaladmissionrequirements/#Foreign_Credential_Evaluation_Agencies) section and online at valenciacollege.edu/admissions-records. You must submit to the evaluation agency 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. College or university records/transcripts should be evaluated course-by-course.
11. Not have been convicted for sale or possession of illegal drugs while receiving Title IV funds.
Eligible Technical Certificate, Career Certificate and Educator Preparation Institute Programs:

- Accounting Applications
- Advanced Electronics Technician
- Advanced Network Administration
- Advanced Network Infrastructure
- Baking and Pastry Arts
- Business Management
- Computer Information Technology Analyst - IT Security Specialization
- Computer Information Technology Analyst - IT Support Specialization
- Computer Programming - Computer Programming Specialization
- Computer Programming - Web Development Specialization
- Criminal Justice Technology Specialist
- Culinary Arts
- Customer Service Management
- Cyber Security
- Digital Broadcast Production
- Digital Forensics
- Digital Media – Webcast Technology
- Digital Video Editing and Post-Production
- Drafting - Architectural Specialization
- Drafting - Mechanical Specialization
- Drafting - Surveying Specialization
- Educator Preparation Institute
- Film Production Fundamentals
- Graphic Design Production
- Graphics – Interactive Design Production
- Hospitality – Restaurant and Food Service Management
- Hospitality – Rooms Division Management
- Hospitality – Event Planning Management
- Human Resources Management
- Landscape and Horticulture Technician
- Law Enforcement Officer
- Medical Office Management
- Network Administration
- Office Management
- Paramedic Technology
Payment of Financial Aid

Your financial aid payment will be based on the number of credits in which you are enrolled that apply toward your degree or certificate. The maximum financial aid amount is allocated for enrollment as a full-time student (12 or more credits) and there are specific payment allocations for enrollment as a part-time student: three-fourths of the maximum financial aid amount for nine through 11 credits; one-half of the maximum amount for six through eight credits; and one-fourth of the maximum amount for one through five credits. Some financial aid programs do not fund part-time enrollment.

Your financial aid award amount may be adjusted based on your enrollment status as 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. You must be meeting all eligibility requirements at the time payment is made in order for your payment to be issued. If you are registered for a Flex Start course(s), your enrollment status will be determined when the last course has begun. Financial aid will not be disbursed until after the Drop/Refund Deadline for all courses in which you are enrolled. Only courses required for your degree or certificate will be included in your enrollment status for payment of financial aid. If a course is not required for your degree, it will not be considered in calculating your financial aid award and may not be covered with financial aid.

Fees, books and/or VA deferments outstanding at the time payment is made will be collected from your financial aid payment. If a balance is available for other expenses, your payment will be made in accordance with your selected refund preference (p. 572).
Developmental Courses

Developmental 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 developmental course work.
Satisfactory Academic Progress

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).

Satisfactory progress requirements are:

- Complete 67% of all classes attempted, and
- Maintain a Valencia Grade Point Average (GPA) of 2.0 or higher once you have attempted 24 hours at Valencia, and maintain an overall Grade Point Average (GPA) of 2.0 or higher, and
- Complete your degree within the 150% timeframe (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours). Transfer credits are included.
- Become familiar with Valencia’s Satisfactory Academic Progress Policy by visiting: valenciacollege.edu/finaid/programs/satisfactory_progress.cfm#SAPPolicy.

If you attended other colleges, the courses you took that are accepted as transfer credit by Valencia will be considered in the evaluation of your progress.

At Valencia, for financial aid purposes, being enrolled in a course for credit beyond the official Drop/Refund Deadline counts as an attempt. All successfully completed transfer courses accepted and courses taken at Valencia, including those taken as part of another program of study, will be included in determining your Satisfactory Academic Progress (SAP).

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

The formula for calculating the completion ratio is: total hours earned divided by total hours attempted. The resulting percentage must be 67% or greater. Fractions of 0.5 and above will be rounded up (for example, 66.6% will be rounded to 67%). 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 GPA or completion ratio, you will be placed on Financial Aid Suspension and will not be eligible for further financial aid at Valencia. If you have attempted 150% of the credit hours needed for your Valencia degree program (for most students this is 90 credit hours), you no longer will be eligible for financial aid.

The chart demonstrates 150% for attempted hours in a certificate or degree program. The left hand column shows the required number of credit hours for the certificate or degree and the corresponding number in the right column is the number of credit hours that is the maximum allowed to maintain SAP.

<table>
<thead>
<tr>
<th>Credit Hours Required for Certificate or Degree</th>
<th>Maximum Credit Hours Allowed (150% of required hours)</th>
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<tbody>
<tr>
<td>24</td>
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<td>77</td>
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<td>88</td>
<td>132</td>
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You have the right to appeal a Financial Aid Suspension if you have special circumstances that affected your ability to meet the satisfactory academic progress requirements. Appeal forms are available online in Atlas and at valenciacollege.edu/finaid. Documentation of your special circumstances will be required.

**Final SAP deadlines**

To be considered for the current term, your SAP appeal must be received by:

- October 16, 2015 for Fall Term 2015
- March 11, 2016 for Spring Term 2016
- June 24, 2016 for Summer Term 2016

If you are placed on Financial Aid Suspension, and you do not have special circumstances or your appeal is denied, you may regain your eligibility for financial aid by bringing your Valencia and overall GPAs up to a 2.0 or better and your cumulative completion ratio to at least 67%. You will need to pay for the courses you take while under suspension.

The chart demonstrates 67% for attempted credit hours in a term. The left hand column is the attempted hours and the corresponding number in the right column is the number of hours you must successfully complete with a 2.0 GPA to maintain Satisfactory Academic Progress. For example, if you register for 14 credit hours, you must complete 10 credit hours with a 2.0 GPA or higher to meet the SAP requirements for the term. Both the 2.0 GPA and the completion ratio of 67% applies to both the term and cumulative credit hours on your transcript.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Earned Hours Needed (Passed with GPA of 2.0 or greater)</th>
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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, stop attending all classes without notification or have a break in attendance during the semester, 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 any Campus Office of Student Financial Assistance.
Financial Aid Programs Available

Valencia provides a wide variety of grants, scholarships and loans to assist students with funding their education. They are outlined in detail in the links below.

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 $5,081*. The annual Pell Grant award amount is determined by your EFC and enrollment status and may range from $582 to $5,815.

Students who establish eligibility will be funded. All documents must be received prior to your last day of enrollment or June 30, 2014, 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 courses added to a schedule after financial aid payment is made will not be considered for a financial aid payment. Only courses required for the degree or certificate declared in your official Valencia record 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.

All students are eligible to receive a Pell Grant award for no more than 12 terms of full time equivalency enrollment regardless of major, catalog year or initial term or enrollment in a post-secondary institution.

* The US Department of Education determines the EFC level each year and this designation is subject to change.

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 and is determined by the Student Financial Assistance Office. Priority is given to students with high 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 may change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family contribution changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. If you are registered for 1 or more Flex Start courses, you will not receive financial aid payment until after the last course has begun. Flex Start courses added to your schedule after financial aid payment is made will not be considered for a financial aid payment. Only courses required for the degree or certificate declared in your official Valencia record will be included in financial aid enrollment status.

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 A.A., A.S., or A.A.S. degree program and also qualify for a Federal Pell Grant. The award amount
at Valencia varies up to a maximum of $2,534 per year (2012-13 amount; 2013-14 levels are to be determined). 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. If you are registered for 1 or more Flex Start courses, you will not receive financial aid payment until after the last course has begun.

The amount actually paid to you from the FSAG will be prorated if you enroll for less than 12 credit hours 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.

Seneff Honors College Scholarships

The Seneff Honors College awards a limited number of full tuition, non-transferable scholarships to admission candidates who demonstrate academic promise and who commit to one of the four available curriculum tracks: Global Studies track, Interdisciplinary Studies track, Leadership track, and Undergraduate Research track. All eligible students who apply for the Seneff Honors College will be considered for scholarship awards. Scholarships cover up to 15 credits per term (excluding lab fees) and are renewable for up to three terms. You must be eligible for the Florida resident tuition rate to be awarded a scholarship.

Initial Eligibility

- Recipients must submit a Free Application for Federal Student Aid or FAFSA (http://www.fafsa.ed.gov/) so that processed results are available prior to the start of term. If selected for verification, this must be satisfied prior to the start of the term for your scholarship to award. **Note:** To complete a FAFSA, you must be an eligible US citizen or eligible non-citizen for financial aid purposes (students in F-1 or J-1 visa status are not eligible for the scholarship). Please allow at least 3 weeks for processing.
- Recipients must meet Standards of Satisfactory Academic Progress for Financial Aid Purposes.
- Recipients must be seeking an Associate in Arts Degree.
- Recipients must be accepted into a Seneff Honors College track.
- Recipients must enroll in at least nine credits during each award term including one Honors class. **Failure to meet this requirement at the end of the drop/refund period will result in revocation of your scholarship for that term and your term fees will become due to the college immediately.**
- Recipients must register for and satisfactorily complete at least one honors class needed to fulfill track requirements each award term. Contact the Honors Director or an honors advisor with questions about necessary classes. **Note:** Withdrawal from any course may result in adjustment of your term financial aid (not just your Honors scholarship).

Renewal Eligibility

- The scholarship is renewed on a term-by-term basis, up to three terms maximum.
- Recipients must make good progress towards graduation in a curricular track and satisfy co-curricular requirements as determined by the Honors Director.
- Recipients must submit a Free Application for Federal Student Aid or FAFSA (http://www.fafsa.ed.gov/) each academic year so that processed results are available prior to the start of the term. If selected for verification, this must be satisfied prior to the start of the term for your scholarship to award. **Note:** To complete a FAFSA, you must be an eligible US citizen or eligible non-citizen for financial aid purposes. Please allow at least 3 weeks for processing.
- Recipients must maintain Satisfactory Academic Progress to receive financial aid as outlined in the college catalog.
• Recipients must continue to be seeking an Associate’s Degree. Once degree requirements have been met students are no longer eligible for the scholarship regardless of awarding of degree.

• Recipients must enroll in at least nine credits during each award term including one Honors class. Failure to meet this requirement at the end of the drop/refund period will result in revocation of your scholarship for that term and your term fees will become due to the college immediately.

• Recipients must maintain eligibility to be a student in the Seneff Honors College (minimum GPA of 3.25).

• Recipients must complete at least 75% of attempted credits to be renewed in subsequent terms.

All students receiving any form of financial aid must meet the standards of academic progress as outlined by the federal government. See valenciacollege.edu/finaid/programs/satisfactory_progress.cfm for satisfactory academic progress criteria or refer to the SAP section of this catalog.

Signed Honors Scholarship Agreements must be received in the Honors office by the deadline listed in the recipient's scholarship award notification before the scholarship will post to the recipient's account. Failure to return the Honors Scholarship Agreement by the listed deadline will result in forfeiture of the scholarship for that term. For further information about the Seneff Honors College and available scholarships, visit valenciacollege.edu/honors.

**Performing Arts Scholarships**

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

The Academic Dean or Program Director 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.

**Alumni Two Plus Two Scholarship**

This scholarship is funded by the Alumni Associations of Valencia 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 NEW STUDENT EXPERIENCE. 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 visit any campus Answer Center.

**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. Admission to Bridges to Success is selective, limited and requires enrollment beginning in summer following high school graduation. Interested students must submit a Bridges to Success application by the January deadline.

The Bridges to Success scholarship will pay for in-state tuition and fees, plus up to $300 per term for required books and supplies; however, other financial aid awarded to the student will be considered as the amount of aid awarded to a student cannot exceed the full cost of attendance.

**Initial Eligibility**

• Apply and be accepted to Valencia.

• Apply and be accepted into the Bridges to Success Program.

• Complete a Free Application for Federal Student Aid (FAFSA) so that results are received prior to the start of classes.

• Meet Standards of Satisfactory Academic Progress for Financial Aid Purposes.

• Seek an A.A., A.A.S. or A.S. Degree.

• Enroll in at least six credit hours during the Summer Term following high school graduation.
Renewal Eligibility

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

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 valencia.org (http://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 31, 2013. 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 up to $63 per credit hour of college-level tuition for lower-division courses and $71 per credit hour for upper-division courses) requires a minimum 3.0 cumulative college-level grade point average to renew; or

**Florida Medallion Scholarship** (pays up to $63 per credit hour of college-level tuition for lower-division courses and $53 per credit hour for upper-division) requires a minimum 2.75 cumulative college-level grade point average to renew; or

**Florida Gold Seal Vocational Scholars Award** (pays up to $48 per credit hour of vocational program tuition for lower-division courses) 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 (http://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. You must be classified as a Florida resident for tuition purposes and be a degree-seeking student. 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 and will not cover the required technology fee.

If you withdraw from any course(s) that were paid for by a Florida Bright Futures Scholarship, you are responsible for repaying the cost of tuition and fees for those course(s).
For additional details about the Bright Futures program and program regulations, visit 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.

**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: fastweb.com and cashe.com.

Valencia posts information to a scholarship bulletin board at valenciacollege.edu/finaid.

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 Direct Loan Programs**

Valencia students are eligible to participate in the Federal Direct Student Loan Programs. There are three programs: the Subsidized Federal Loan, the Unsubsidized Federal 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 Master Promissory Note is required for first time direct loan borrowers at Valencia.

First time borrowers at Valencia must complete an Entrance Counseling Program. Visit http://valenciacollege.edu/finaid for additional information.

To receive any loan, you must enroll in at least six credits each term that count toward your degree.

**Subsidized Federal Loan**

This loan requires unmet financial need. The student must first apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The federal government will pay the interest while you are enrolled in school. Interest will begin to accrue when you graduate or stop attending at least half-time, 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. Loan limits can be found at valenciacollege.edu/finaid/programs/limitsagginfo.cfm.

**Unsubsidized Federal 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 fixed 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. Loan limits can be found at valenciacollege.edu/finaid/programs/limitsagginfo.cfm.

**Parent Loan for Undergraduate Dependent Students (PLUS)**

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 a fixed interest rate beginning 60 days after disbursement. Parents must submit a Parent Loan Request to the Answer Center or complete the online request once the FAFSA has been received.

**How do I apply for a Federal Direct Loan?**

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

A promissory note is required. Instructions and forms are available at valenciacollege.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.

How will I receive a job assignment?

If you have been awarded and if you wish to be considered for an on-campus job, you must accept work study on your award letter in Atlas. Follow the steps outlined on the award letter. 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 & Responsibilities

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 College financial aid staff. A letter explaining your situation in detail should be submitted to the Director of Financial Aid.

You have the responsibility to:

• Complete applications correctly and on time.
• Read and understand all materials sent to you from Financial Aid 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.
• Register for courses that count toward your degree or certificate.
Veterans

All of Valencia’s A.A. Degree, A.S. Degree, B.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 payment will arrive no sooner than the 1st of the month after your term starts. Payment will be made via paper check mailed to you or direct deposit depending on what was requested on the 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 Official 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 Veteran’s Affairs (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 for 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 or appeal the decision in Valencia's Veteran's Affairs Office.

Standards of Progress for Veteran’s 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 Veteran’s Certification Office

- 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.
- Veteran’s Benefits recipients are notified of progress by the VA Certification Official with emphasis on the fact that continuation of unsatisfactory progress and/or unexcused absences will result in an interruption of VA Benefits.

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:

- The cause of the unsatisfactory conduct or progress has been removed.
- 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.
• The student meets all requirements of the academy at the time of reapplication.
A guide to where you can find answers to your questions!

The Student Affairs Division at Valencia 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 encourages the use of LifeMap and Atlas tools, as a means of success for all students. The order of the following descriptions can be used to direct you to the best resource.

**Information Station** – The Information Station is positioned in a central location on each campus. 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, learn how to apply for admission and financial aid online, information about the assessment process, and other general information.

**Answer Center** – The Answer Center is where all student service activities begin. This is the first stop for students to ask about the application process, discuss financial aid, inquire about orientation, and receive basic academic advising. A professional staff member, known as a Student Services Advisor, 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, CLEP, DANTES and IB
- Graduation: Proper documentation, commencement information and deadlines
- Referrals: Referrals to other offices (as necessary)

**Advising Center** – In the Advising Center students receive specialized assistance with issues that are more involved or complex than those handled in the Answer Centers. A student visiting the Advising Center may meet with a Student Services Manager, a Student Services Advisor for Financial Aid, an Academic Advisor, a Counselor, or a Program Advisor specific to a Meta-Major. These staff members are the experts in their areas.

The Advising Center 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 student programs; preparation for university transfer; and assistance with financial aid. Students may also be referred to an Atlas 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**

**Academic Departments** – Academic Departments are where students are able to speak with Academic Deans, Career Program Advisors, and Program Advisors. Career Program Advisors offer valuable assistance to students enrolled in Associate in Science Degree, Associate in Applied Science Degree and technical 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. Program Advisors assist Associate in Arts students. Each Program Advisor is assigned specific Meta-Majors and have in-depth knowledge in that major.

**Learning Support Centers** – A variety of learning laboratories designed to assist students who need help in reading, writing and mathematics skills.

**Assessment** – The office where students take the PERT (Postsecondary Education Readiness Test), the Compass ESL, the CLEP (College Level Examination Program), and intake inventories (LASSI, Career Review, Academic Review).

**Atlas 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.
BayCare Student Assistance Services – 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. Credit students are able to use this service at no charge as the service is funded through the student activity fee.

Business Office – The office where questions related to student financial accounts are answered and payments are received.

Career Center – The office where a variety of services are available to assist students in making career decisions, setting career goals, and preparing for a job search.

Enrollment Services – Enrollment Services receives incoming calls, emails, and chats from prospective and current students with questions about program information, the application process, financial aid, orientation, records, transcripts, basic academic advising, and general college information.

International Student Services (ISS) – Students attending Valencia on an F or J Visa must meet with an International Student Coordinator after completing the admissions process. After a student is accepted to Valencia, the ISS staff offers assistance in creating a course schedule, making appropriate referrals, and addressing immigration-related topics.

Internship and Workforce Services – The office where students and employers connect for opportunities such as employment or an internship in a specific field.

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.

Security – The office in which parking decals and Student ID cards are issued. All emergencies (illness or injury) as well as any disturbance on campus that could result in a serious injury should be reported to the Security Office. It is also the location of lost and found services.

Student Development – Student Development offers all students a variety of programs and services that connect students with each other and with Valencia. Students can learn more about SGA (Student Government Association), campus activities, clubs and organizations, student leadership programs (Wellness Ambassadors, Welcome Team, Campus Programming Board, Orientation Team, Financial Literacy Ambassadors, Atlas Lab Leaders), intramural sports, UFit program, and Valencia Volunteers (community service programs).

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.

Veteran’s Affairs – The Veteran’s Affairs Office is responsible for providing veterans and their eligible dependents assistance that will enable them to maximize their veteran’s educational entitlement.

Useful websites:

atlas.valenciacollege.edu
valenciacollege.edu/futurestudents
LifeMap

Valencia 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. We encourage you to seek out 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. My Career Planner provides career assessments. 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. My Portfolio allows you to save examples of your academic work, to request review and feedback from faculty, and to create a public résumé of your achievements. My Job Prospects provides job and occupational information from Central Florida in an easily searchable database.
Advising Centers are 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, Program Advisor, Career Program Advisor or Counselor as you progress towards your degree – at least as you complete 15, 30 and 45 credits.

You may see a staff member in the Advising Center on a walk-in basis during hours of operation: 8 a.m. to 6 p.m., Monday through Thursday; and 9 a.m. to 5 p.m. on Friday. (Friday hours vary during the Summer Terms.) When you come to the Advising Center, you may request to see a specific staff member.

If you are pursuing an Associate in Applied Science (A.A.S.) or an Associate in Science (A.S.) Degree, a technical 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 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, technical 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 any campus Answer Center, Advising Center, academic division offices, in this catalog and online at valenciacollege.edu/asdegrees.

If you plan to obtain an Associate in Arts (A.A.) Degree, check in this catalog for the degree requirements. You may see an Academic Advisor, Program 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, Program Advisors, Counselors and Career Program Advisors 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 Center and clarify your career goals.
2. Make use of Valencia’s online LifeMap Tools to assist in your career and education planning.
3. Follow the transfer plans listed in the Transfer Plan section of this catalog. These list the common course prerequisites needed to begin at the University in the particular degree program/major.
4. If you plan to transfer to UCF, see the DirectConnect to UCF entry in this catalog; you can indicate your plans to transfer to UCF by completing a Student Record Information Form and submitting it in any campus Answer Center in order to participate in DirectConnect to UCF.
5. Upon completion of 45 college-level credits, complete a degree audit in your Atlas account and discuss it with an Academic Advisor, Program Advisor, Counselor or Career Program Advisor.
6. Use florida (http://www.flvc.org/shines.org (http://floridashines.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.
7. Make use of the Web site of the college/university to which you plan to transfer.
8. Find out if the program you plan to pursue at the university is a limited access program that 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.
9. 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.
10. 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 Florida state universities is available online through florida (http://www.flvc.org/shines.org (http://floridashines.org).
11. Take a campus tour of the transfer institution.

12. Apply for graduation from Valencia through your Atlas account for the term in which you will complete your degree with a minimum of 60 hours. (See the Important Dates and Deadlines (http://catalog.valenciacollege.edu/importantdatesdeadlines) calendar for the graduation application deadline.)

13. Check into on-campus and/or off-campus housing at the transfer institution. Housing applications should be submitted as soon as possible. Some institutions accept housing applications a year in advance.

14. Check with the admissions office at the transfer institution concerning required documentation of immunization (a requirement of all state universities).
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, degree audits, 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 an alpha-numeric password that will serve as your PIN each time you log in. 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 every 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. Your PIN should be kept secure; you should not share it with anyone.

**Atlas and Student E-mail Accounts**

As an admitted Valencia student, you will receive an e-mail account through Atlas; this will be the primary and official 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. Atlas allows access to: your student records; register for courses; change your schedule and withdraw from courses; review your account and pay fees; view 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. To communicate in a more expedient manner, Valencia uses Atlas e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student’s Atlas e-mail address are official notices.

You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail. To avoid missing important communications from Valencia, it is suggested that you set your Web browser to Atlas and check your account every day for official announcements and notifications.

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

**Atlas Labs**

Atlas 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: 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 advisors and faculty. You can also use the Atlas Labs to access registration, access Atlas e-mail, pay your tuition and fees, check your financial aid status, and complete the Free Application for Federal Student Aid (FAFSA). Atlas Labs are on each campus and are available to all enrolled students.
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 Advisors, knowledgeable about admissions, financial aid, advising and many other areas, are available to work with students on a walk-in basis. Advisors in the Answer Center have the ability to clarify initial educational 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 process and direct students to preparation materials. Advisors 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 Advisor on a walk-in basis during hours of operation: 8 a.m. to 6 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. (Friday hours vary during the Summer Terms.)

**Answer Center locations:**

- **East** - Bldg 5, Rm 211
- **Lake Nona** - Bldg 1, Rm 149
- **Osceola** - Bldg 2, Rm 105
- **West** - SSB, Rm 106
- **Winter Park** - Bldg 1, Rm 206
BayCare Student Assistance Services

Valencia 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.

Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in the Advising Center on any campus.
Campus Store

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

You may purchase your books through the bookstore Web site: valenciacollege.edu/bookstore. 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, 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 strongly suggests bringing a printed copy of your schedule to the bookstore when shopping each term.

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 through Thursday, 7:00 a.m. to 7:00 p.m. and Friday 7:00 a.m. to 5:00 p.m. Osceola and Winter Park Campuses opens at 8:00 a.m. Friday hours on all Campuses vary during the Summer Terms. 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, debit or credit card: American Express, Discover, MasterCard, or Visa. A personal check with pre-printed name and address will be accepted if it is properly completed (i.e., made payable to the Valencia Bookstore for the exact amount of your purchase) and includes 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. A photo ID is required for financial aid transactions.

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

- the return is accompanied by the original, dated register receipt;
- you have not written (even your name) or made any marks in the book(s);
- you return the book(s) within the drop/refund period (usually the 6th day) of class for Fall, Spring and Summer Full Terms;
- you return the book(s) during the first week of any class that is not a Fall, Spring or Summer Full Term class;
- the books are in the same condition in which you bought them (no marks in new books and, if applicable, still in wrapping); and
- you paid by personal check and your check has cleared the bank (10 business days).

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 for up to 50% of the current new price – provided they are in good 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. Photo ID is required for book buy-back.
Located on each campus, the Career Center offers a variety of services to assist you in making career decisions, setting career goals and conducting a job search. You also may use My Career Planner in Atlas to develop your plan. Visit the Career Center when you want to:

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

In addition, the Career Center 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 for many out-of-state institutions, are available in the Career Center.
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 unattended children are not allowed 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. (See phone numbers under Emergency Communications.) 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 in order 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.

Before registration each term, you will be asked to update your emergency contact information and mailing address in Atlas.

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 case of a life or death emergency. In such case, students or families should contact the appropriate Security Office:

**District Office**
407-299-5000 x3000

**East Campus**
407-299-5000 x2000

**Lake Nona Campus**
407-299-5000 x7000

**Osceola Campus**
407-299-5000 x4000

**School of Public Safety (formerly Criminal Justice Institute)**
407-299-5000 x8000

**West Campus**
407-299-5000 x1000

**Winter Park Campus**
407-299-5000 x6000

**Valencia Alert** is a service provided by Valencia to immediately notify you of a crisis on campus or weather emergency. In the event of an emergency, Valencia Alert will notify you instantly via e-mail and/or text message depending on your selected preferences. It will also provide you with real-time updates, instructions on where to go, what to do, whom to contact, and other important information. Valencia assumes no liability for messages that are not received.
Equal Opportunity & 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 entire 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.
FloridaShines.org

FloridaShines.org (http://floridashines.org) 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 floridashines.org (http://floridashines.org), you will need to use your Valencia ID number, your Atlas user name, or your Social Security number and your Atlas PIN.
Food Service

Valencia's cafés, coffee shops and catering are operated by Food Services, Inc. Vending services are operated by Canteen. The cafes consist of a food court concept and vending machines are conveniently located on all campuses.

Pepsi has pouring rights for the cafés, coffee shop, and campus stores.

The contract administrator for any questions, concerns, suggestions will be Todd Hunt, Director of Campus Stores ext. 1463 or email thunt3@valenciacollege.edu.
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 x1305 or stop by AHS, Room 126A to inquire about making an appointment.

Charges (subject to change)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning (including fluoride)</td>
<td>$20.00</td>
</tr>
<tr>
<td>X-rays (full mouth series, bite wings or panoramic) (Requires approval from patient's dentist)</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
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 LifeMap handbook (download a copy of the handbook at http://valenciacollege.edu/pdf/studenthandbook.pdf).
Valencia has no residence halls and assumes no responsibility for the acquisition or supervision of housing for students. For general information about student housing visit http://valenciacollege.edu/futureStudents/whyValencia/housing.cfm.
Learning Support Centers & Tutoring Services

Valencia provides a variety of learning support centers for currently-enrolled students. Although the centers are not the same on all the campuses, each campus has centers designed to assist students who need help in reading skills, writing skills, and/or mathematics skills. All students have the opportunity to utilize tutoring services, instructional software materials, and many other support materials. In addition, computer labs are available for use in completing Valencia course work. There are several Wi-Fi hotspot locations for students using their own wireless devices.

For current information on the purposes and operating hours of the learning support centers on each campus, you may obtain a listing from Valencia's Web site: valenciacollege.edu/labs or in the Answer Centers, Student Development Offices, libraries or academic department offices.

Tutoring is offered inside the Learning Support Centers on each campus. Valencia offers tutoring services at no charge to students for academic courses in which they are currently enrolled. Opportunities also exist for students who would like to be tutors. Tutoring services are specific to each campus and information about tutoring services is available at the Information Station on each campus.
Libraries

At each campus library, librarians and other qualified staff can assist you with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. You may check out materials at any campus library with your student ID. You may also request materials from other libraries outside of Valencia through interlibrary loan. Articles, eBooks, and streaming videos are available from home via Atlas (Courses; Search the Library). Help from home is available using our Ask-a-Librarian service, located on the library website.

Each campus library also provides computer workstations and allows you to check out iPads; other devices may be available depending on the campus. Additional services include spaces for group and individual study, Wi-Fi, printing and photocopying.

The loan period for most items is 21 days and many items can be renewed online. Students are charged for overdue and lost items. The per-item fine is $.25 per day for overdue circulating items. For course reserves and other items, the fine structure varies per item from $1.20 per hour to the maximum value of the item. Items that have not been returned after 20 days of the due date will automatically be declared lost. The borrower will be assessed a lost replacement fee (based on the value of the item) and $5 of the accumulated fines. 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, including hours of operation, visit valenciacollege.edu/library.
Lost and Found

Lost and found services are maintained in the Security Offices at all campuses. All found articles should be turned in to those offices. You should check with Security 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.
You are required to keep Valencia informed of your current mailing address, which you can update through your Atlas account. Before registration each term, you will be asked to update your emergency contact information and mailing address in Atlas. 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. If we send mail to the mailing address in your student record and it is returned to the college, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.
New Student Orientation

All new, degree-seeking students are required to participate in orientation and advising before registering for their first term. New Student Orientation includes career and education planning, college resources, and group advising. Following application to Valencia and intake processing, new and transfer degree-seeking students must sign up for a two-part New Student Orientation session. The first part is an online Orientation completed through the student’s Atlas account. Once this is completed, all degree-seeking students must complete an on-campus Orientation. The on-campus Orientations are offered weekdays, evenings and Saturdays.

During on-campus New Student Orientation, students will register for classes in Atlas according to the schedule for registration.
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) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Services may include, but are not limited to, academic advising, assistance with classroom accommodations, assistance with course registration, adaptive equipment, training with assistive technology, 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: valenciacollege.edu/osd and take appropriate documentation of disability to the OSD on their campus:

**East Campus**
Building 5 – Room 216  
Phone: 407-299-5000 x2229

**Osceola Campus**
Building 2 – Room 102  
Phone: 407-299-5000 x4167

**Lake Nona Campus**
For Lake Nona appointments, please call Osceola Campus.

**West Campus**
SSB – Room 102  
Phone: 407-299-5000 x1523

**Winter Park Campus**
Building 1 – Room 212  
Phone: 407-299-5000 x6887

**Collegewide**
TTY: 407-582-1222
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 all campus Security Offices from 7:00 AM to 10:00 PM Monday through Friday, and at East and West Campus from 7:00 AM to 2:00 PM 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, motor homes and similar recreational vehicles cannot be parked anywhere on campus without approval of the Security Office. Vehicles parked in such a 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 any 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**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Person Spaces, Ramps (Fine does not double)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fire Lane (Fine does not double)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Grass Areas</td>
<td>$10.00</td>
</tr>
<tr>
<td>Improper Display of Decal</td>
<td>$10.00</td>
</tr>
<tr>
<td>Motorcycle Areas</td>
<td>$10.00</td>
</tr>
<tr>
<td>No Current Decal Displayed</td>
<td>$10.00</td>
</tr>
<tr>
<td>Roadways, Curb Areas</td>
<td>$10.00</td>
</tr>
<tr>
<td>Visitors, Special (Faculty/Staff)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Other Violations of these regulations</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
In recognition of the diversity of our community, Valencia strives to accommodate the religious observances, practices, and beliefs of students and employees. Accordingly, spaces have been identified at each of Valencia's campuses for use by students and employees who wish to have a quiet location for prayer.

**Prayer Space Locations:**

- East Campus: Visit 4-234
- Lake Nona Campus: Visit 1-330 to reserve a room
- Osceola Campus: Visit 4-121 or 4-202 to reserve a room
- West Campus: Visit the Advising Center for location
- Winter Park Campus: Visit the Advising Center for location
Public Transportation

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

Campus Security personnel are on duty 24 hours a day to provide for the safety and welfare of students, faculty, staff, and visitors; and to control traffic and parking. The Security Department maintains a website outlining services, programs, and general information at: valenciacollege.edu/security. Annual crime statistics are published in compliance with Federal regulations, and can be accessed through the website.
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 programs; community service programs; campus publicity; 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.

For additional information on Student Development, please visit valenciacollege.edu/studentdev.

Campus Tours

Student Development provides prospective students and their families the opportunity to visit Valencia’s Campuses at no charge. Please go to Visit Valencia (http://net1.valenciacollege.edu/future-students/visit-valencia) on our Future Students page to schedule a tour.

Student Leader Team

Student Development hires enrolled students to work part time on the student leader team – Valencia LIVE. This team consists of Atlas Lab Leaders, Wellness Ambassadors, Financial Literacy Ambassadors, Orientation Team Leaders, Answer Center Leaders, Valencia Volunteers, Welcome Team, and Campus Programming Team members. The student leaders receive priority registration, hourly pay, leadership training and an opportunity to receive a leadership award. For more information, contact your campus Student Development Office.

Valencia Volunteers

Valencia Volunteers is a referral resource for students and other members of the Central Florida Community. Valencia Volunteers is committed to promoting volunteerism on Valencia’s campuses and throughout Central Florida. They offer one-time special event opportunities, and refer students to agencies and other volunteer projects that best fit their needs and interests. Valencia Volunteers works with clubs and organizations, staff, faculty, and over two hundred community agencies.
Student ID Card

Your student ID card can be obtained in the Security office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as the Library and Testing Center. The first student ID card is free. There is a $5 fee for a replacement card. Student IDs can be used for library access, testing purposes and discounts in the community.
Workforce Services

Workforce Services, a part of Internship and Workforce Services, is the means by which students may access resources about businesses in the Central Florida area. You may use My Job Prospects in Atlas to determine company contacts and to begin your job search. Students may also identify internships, part-time and full-time employment opportunities in their career fields through NAVIGATOR, Placement Services’ online job bank, by accessing the Web site: valenciacollege.edu/internship.

Other services provided include:

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

Further information is available in the Career Center on the Osceola and Winter Park Campuses, in Internship and Workforce Services located in the Career Center on East and West Campuses, and from the Web site at valenciacollege.edu/internship.
Entry Testing & Placement and Mandatory Courses

Valencia wants you to be successful in accomplishing your educational goals. To evaluate your level of preparation and to assist you in making the best decisions for your career path, we require a few reviews and/or assessments before you register for classes.

All students are required to take the following self-exploration reviews:

- Mini Learning and Study Strategies Inventory
- Career Review
- Academic Review

Some students may also be required to take the following:

- Post Secondary Education Readiness Test (PERT) for degree seeking students (see Exemptions to Requirements for taking the PERT)

Before coming to the Assessment Center, please be sure to create your Atlas username and password.

Entry testing is available on each campus Monday through Thursday from 8:00 A.M -6:00 P.M. and Friday from 9:00 A.M. -2:00 P.M. Friday hours vary during the summer. For additional information and ID requirements for testing, please visit valenciacollege.edu/assessments.

**East Campus**
Building 5, Room 237  
407-299-5000 x2770

**Lake Nona Campus**
Building 1, Room 206  
407-299-5000 x7104

**Osceola Campus**
Building 4, Rooms 248-250  
407-299-5000 x4149

**West Campus**
Student Services Building, Room 171  
407-299-5000 x1101

**Winter Park Campus**
Building 1, Room 104  
407-299-5000 x6086
Valencia’s Assessment Office offers the PERT (Postsecondary Education Readiness Test) from McCann Associates. The PERT assesses English, reading and mathematics skills. You must apply to Valencia before being assessed, and there is no additional charge for the PERT on your first attempt. It is given on all five campuses Monday through Friday, and no appointment is necessary. Although there is no time limit, the PERT takes approximately two and a half to three hours. To take the PERT, visit the Assessment Office on any campus and bring an official, valid, government-issued photo identification, such as a driver’s license or a passport.

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.

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 developmental level in the other area(s). College-level ACT and SAT scores, and CPT scores at any level, can be used for placement in lieu of PERT scores. You may use the highest score from the ACT, CPT, PERT or SAT for placement; for example, you may use your PERT score for placement in mathematics and your SAT score for placement in reading and English. Scores are valid for two years.

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 are restricted to developmental 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.

Requirements for Taking the PERT

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 PERT 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 (Florida State Board of Education Rule 6A-10.0315).

If your entry test scores are more than two years old and you have not completed any developmental coursework in the subject area then you must retake the PERT for placement.

A student is eligible for a retest in one of the following instances:

1. If you have one set of PERT scores in the last two years and you have not begun the developmental coursework in the subject area (have not been enrolled past the drop/delete deadline).
2. If your test scores are more than two years old and you have not successfully completed the developmental coursework in the subject area.
3. If your test scores are more than two years old and you have successfully completed developmental coursework in the subject area more than two years ago.

A student is not eligible for a retest in one of the following instances:

1. If you have one set of PERT scores in the last two years and you have begun the developmental coursework in the subject area.
2. If you have two sets of PERT scores in the last two years.

Retakes are permitted when students attend an on-campus PERT review session, obtain a signed Placement Test Retake Certificate, and pay the retake fee. For each section of the PERT, you can retest only one time. Retake and review session information can be found at the following link: http://valenciacollege.edu/assessments/pert/taking-the-exam.cfm.

There is a $10 PERT retake fee for each subtest.

Exemptions to Requirements for Taking the PERT:

You will be exempt from taking the PERT, unless needed as a prerequisite for a specific course, if you provide written documentation for one of the following exceptions:
1. You have official PERT, ACT, CPT and/or SAT scores less than two years old that place you in college-level course work at Valencia.

2. You have attended a U.S. regionally accredited college or university in which English was the language of instruction and have completed college-level or the highest developmental 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 U.S. 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 a transient student.

5. Your official Valencia record indicates that you are enrolled for teacher recertification.


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

8. Your official Valencia record indicates that you are enrolled in the Educator’s Preparation Institute.

9. You choose to begin with the most basic developmental courses: ENC 0017 and DEVELOPMENTAL MATHEMATICS I (MAT 0018C). 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 NEW STUDENT EXPERIENCE (SLS 1122).

10. Florida Statute 1008.30 Exemptions:

   a. Your official Valencia record indicates that you entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. (High school transcript is required for this exemption)

   b. Your official Valencia record indicates that you are serving as an active duty member of any branch of the United States Armed Services. (Current military orders are required for this exemption.)

NOTE: Students who are exempt through the Florida Statute 1008.30 are not required to take PERT or developmental education courses, however they may choose to take the PERT to review their current skillset and/or choose to take developmental education to prepare for college level coursework. Under this exemption, students who take the PERT are not required to register for coursework based on their PERT scores, therefore they are still eligible to register for college level coursework regardless of PERT scores.

Academic Review

SAT and ACT scores may be substituted for all or part of the PERT. These scores must be college level and less than two years old. ACCUPLACER scores may also be substituted for the PERT and must be less than two years old. Only official SAT and ACT score reports are accepted. It takes 3-6 weeks to receive and process electronic scores.
SAT and ACT scores may be substituted for all or part of the PERT. These scores must be college level and less than two years old. ACCUPLACER scores may also be substituted for the PERT and must be less than two years old. Only official SAT and ACT score reports are accepted. It takes 3-6 weeks to receive and process electronic scores.
# Testing/Placement Charts

- English (p. 631)
- Reading (p. 631)
- Mathematics (p. 632)
- English for Academic Purposes (p. 633)

Valid test scores will be received if test dates are within the past two-years. Test scores on record may be used for placement into courses in math, reading, writing, and/or composition as indicated in the below charts if test dates are less than two-years old at the time of term registration. Students who are exempt from placement testing under Florida Statute 1008.30 ([http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html)) will not be required to enroll in developmental education courses.

## English

<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 PERT Writing</td>
</tr>
<tr>
<td></td>
<td>17 or more</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>CPT Sentence Skills (W)</td>
<td>53 or less</td>
<td>ENC 0017</td>
</tr>
<tr>
<td></td>
<td>54 - 82</td>
<td>ENC 0025</td>
</tr>
<tr>
<td></td>
<td>83 or more</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>FCAT 2.0</td>
<td>261 or less</td>
<td>Take PERT Writing</td>
</tr>
<tr>
<td></td>
<td>262 or more</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>PERT Writing (W)</td>
<td>50 - 89</td>
<td>ENC 0017; If you also score a 84-105 on PERT Reading, you place into ENC 0027</td>
</tr>
<tr>
<td></td>
<td>90 - 102</td>
<td>ENC 0025; If you also score a 84-105 on PERT Reading, you place into ENC 0027</td>
</tr>
<tr>
<td></td>
<td>103 - 150</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>SAT Critical Reading (W) Taken before March 1, 2016</td>
<td>439 or less</td>
<td>Take PERT Writing</td>
</tr>
<tr>
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<td>440 or more</td>
<td>ENC 1101</td>
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<tr>
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<td>23 or less</td>
<td>Take PERT Writing</td>
</tr>
<tr>
<td></td>
<td>24 or more</td>
<td>ENC 1101</td>
</tr>
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* Enrollment in ENC 1101 FRESHMAN COMPOSITION I (the first college-level English course) requires college-level placement in both English and reading or for students to be non-mandated into developmental education under Florida Statute 1008.30 ([http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html)). The SAT only considers the Critical Reading score for enrollment into ENC1101.

## Reading

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Placement</th>
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<tbody>
<tr>
<td>ACT Reading (R)</td>
<td>18 or less</td>
<td>Take PERT Reading</td>
</tr>
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<td></td>
<td>19 or more</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>CPT Reading Skills (R)</td>
<td>59 or less</td>
<td>ENC 0017</td>
</tr>
<tr>
<td></td>
<td>60 - 82</td>
<td>REA 0017</td>
</tr>
<tr>
<td></td>
<td>83 or more</td>
<td>ENC 1101</td>
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<tr>
<td>FCAT 2.0</td>
<td>261 or less</td>
<td>Take PERT Reading</td>
</tr>
<tr>
<td></td>
<td>262 or more</td>
<td>ENC 1101</td>
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### PERT Reading (R)

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<td>50 - 83</td>
<td>ENC 0017; If you also score a 90-102 on PERT Writing, you place into ENC 0027</td>
</tr>
<tr>
<td>84 - 105</td>
<td>REA 0017; If you also score a 90-102 on PERT Writing, you place into ENC 0027</td>
</tr>
<tr>
<td>106 - 150</td>
<td>ENC 1101*</td>
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</table>

### SAT Critical Reading (R) Taken prior to March 1, 2016

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<th>Placement</th>
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<tbody>
<tr>
<td>439 or less</td>
<td>Take PERT Reading</td>
</tr>
<tr>
<td>440 or more</td>
<td>ENC 1101*</td>
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### SAT Reading Test (R) Taken on or after March 1, 2016

<table>
<thead>
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<tbody>
<tr>
<td>23 or less</td>
<td>Take PERT Reading</td>
</tr>
<tr>
<td>24 or more</td>
<td>ENC 1101*</td>
</tr>
</tbody>
</table>

* Enrollment in ENC 1101 FRESHMAN COMPOSITION I (the first college-level English course) requires college-level placement in both English and reading or for students to be non-mandated into developmental education under Florida Statute 1008.30 ([http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html)). The SAT only considers the Critical Reading score for enrollment into ENC1101.

### Developmental Credit

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<thead>
<tr>
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<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENC 0017</td>
<td>DEVELOPMENTAL READING AND WRITING I</td>
<td>4</td>
</tr>
<tr>
<td>ENC 0027</td>
<td>DEVELOPMENTAL READING AND WRITING II</td>
<td>4</td>
</tr>
<tr>
<td>ENC 0025</td>
<td>DEVELOPMENTAL WRITING II</td>
<td>3</td>
</tr>
<tr>
<td>REA 0017</td>
<td>DEVELOPMENTAL READING II</td>
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### College-Level Credit

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<td>ENC 1101</td>
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### Mathematics

#### Assessment

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<th>Score Range</th>
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<tbody>
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<td>ACT Mathematics (M)</td>
<td>18 or less</td>
<td>Take PERT Mathematics</td>
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<tr>
<td></td>
<td>19 - 20</td>
<td>MAT 1033C or STA 1001C or MGF 1106</td>
</tr>
<tr>
<td></td>
<td>21 or more</td>
<td>MAC 1105 or STA 2023 (Take CPT-I for possible higher placement.)</td>
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<tr>
<td>CPT College-Level Math (I) (To take CPT-I requires a PERT score of 123 or a minimum ACT score of 21 or a minimum SAT score of 500)</td>
<td>64 or less</td>
<td>MAC 1105</td>
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<td>65 or more</td>
<td>MAC 1114 or MAC 1140 or MAC 2233 or MAE 2801 or MHF 2300</td>
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<tr>
<td></td>
<td>89 or more</td>
<td>MAC 2311</td>
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<tr>
<td>CPT Elementary Algebra (A)</td>
<td>41 or less</td>
<td>MAT 0018C or MAT 0022C</td>
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<tr>
<td></td>
<td>42 - 71</td>
<td>MAT 0022C or MAT 0028C</td>
</tr>
<tr>
<td></td>
<td>72 - 89</td>
<td>MGF 1106 or STA 1001C</td>
</tr>
<tr>
<td></td>
<td>90 or more</td>
<td>MAC 1105 or STA 2023 (Take CPT-I for possible higher placement.)</td>
</tr>
<tr>
<td>PERT Math (M)</td>
<td>50 - 95</td>
<td>MAT 0018C or MAT 0022C</td>
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<td></td>
<td>96 - 113</td>
<td>MAT 0022C or MAT 0028C</td>
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<td></td>
<td>96 or more</td>
<td>MGF 1106 or STA 1001C</td>
</tr>
<tr>
<td></td>
<td>114 - 122</td>
<td>MAT 1033C</td>
</tr>
<tr>
<td></td>
<td>123 - 150</td>
<td>MAC 1105 or STA 2023 (Take CPT-I for possible higher placement.)</td>
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</table>
**SAT Mathematics (M) Taken prior to March 1, 2016**

<table>
<thead>
<tr>
<th>Score</th>
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<tbody>
<tr>
<td>439 or less</td>
<td>Take PERT Mathematics</td>
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<tr>
<td>440 - 499</td>
<td>MAT 1033C or STA 1001C or MGF 1106</td>
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<tr>
<td>500 or more</td>
<td>MAC 1105 or STA 2023 (Take CPT-I for possible higher placement)</td>
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**SAT Math Test (M) Taken on or after March 1, 2016**

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<tr>
<td>24-26</td>
<td>MAT 1033C</td>
</tr>
<tr>
<td>26.5 or more</td>
<td>MAC 1105 or STA 2023 (Take CPT-I for possible higher placement)</td>
</tr>
</tbody>
</table>

Enrollment in college-level math courses MAT 1033C, STA 1001C, and MGF 1106 requires either college-level placement or exemption status as described under Florida Statute 1008.30 (http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html). Placement in all other college-level math courses will require either a grade of “C” or better in the prerequisite course(s) listed under the Course Descriptions section of the current catalog or an appropriate score on an approved assessment.

The Math Pathways flow chart can be viewed here. (http://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/testingplacementcharts/Math_Pathways_Chart_Final.pdf)

**English 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 PERT, ACT or SAT.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level Placement</th>
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</thead>
<tbody>
<tr>
<td>Compass ESL Test</td>
<td>12.4 or less</td>
<td>Level 0; Admission delayed; referral to Adult Education ESOL</td>
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<tr>
<td></td>
<td>12.5-29.9</td>
<td>Level 2; EAP 0281C</td>
</tr>
<tr>
<td></td>
<td>30.0-39.9</td>
<td>Level 3; EAP 0300C, EAP 0320C, EAP 0340C, EAP 0360C</td>
</tr>
<tr>
<td></td>
<td>40.0-49.9</td>
<td>Level 4; EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
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<tr>
<td></td>
<td>50.0-69.9</td>
<td>Level 5; EAP 1500C and EAP 1520C and EAP 1540C and EAP 1560C or EAP 1585C and EAP 1586C</td>
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<tr>
<td></td>
<td>70-97.4</td>
<td>Level 6; EAP 1620C, EAP 1640C</td>
</tr>
<tr>
<td></td>
<td>97.5 or more</td>
<td>Level 7; Use PERT, ACT, or SAT for English and reading placements (not EAP)</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.0 or less</td>
<td>Take Compass ESL for Placement; Not eligible for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>4; EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
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<td></td>
<td>6.0</td>
<td>Level 5; EAP 1500C and EAP 1520C and EAP 1540C and EAP 1560C or EAP 1585C and EAP 1586C</td>
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<tr>
<td></td>
<td>6.5</td>
<td>Level 6; EAP 1620C, EAP 1640C</td>
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<td>Assessment</td>
<td>Score</td>
<td>Level Placement</td>
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<tr>
<td>Compass ESL Test</td>
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<td>Level 0, 2, 3</td>
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<td>40.0-49.9</td>
<td>EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
</tr>
<tr>
<td></td>
<td>50-69.9</td>
<td>Level 5</td>
</tr>
<tr>
<td></td>
<td>70-97.4</td>
<td>EAP 1620C, EAP 1640C</td>
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**Non-Immigrants (international students)** who do not speak English as a native language must submit a satisfactory score on the Compass ESL test, the LOEP and Essay or TOEFL or IELTS.

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<tr>
<th>Test</th>
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<th>Computer Version</th>
<th>Paper Version</th>
<th>Score</th>
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<td>66 - 75</td>
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<td>76 - 85</td>
<td>Level 3</td>
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<td>86 - 95</td>
<td>Level 4</td>
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<td>116 or more</td>
<td>Level 7</td>
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<td>Level 4</td>
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Use PERT, ACT or SAT for English and reading placements (not EAP).
<table>
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<tbody>
<tr>
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<td>Take Compass ESL for placement</td>
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<td>86 - 95</td>
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<td>106 - 115</td>
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<td>116 or more</td>
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<td>Internet Based</td>
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<td>Paper Version</td>
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<td>71 or more</td>
<td>197 or more</td>
<td>530 or more</td>
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**Developmental Credit**

- **EAP 0281C**  HIGH BEGINNING COMBINED SKILLS FOR NON-NATIVE SPEAKERS OF ENGLISH  6
- **EAP 0300C**  LOW INTERMEDIATE SPEECH NON-NATIVE  3
- **EAP 0320C**  LOW INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH  3
- **EAP 0340C**  LOW INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH  3
- **EAP 0360C**  LOW INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH  3
- **EAP 0400C**  INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS  3
<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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</tr>
<tr>
<td>EAP 0440C</td>
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<tr>
<td>EAP 0460C</td>
<td>INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS</td>
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**College-Level Elective Credit**

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

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<th>Course Title</th>
<th>Credits</th>
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</thead>
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<td>EAP 1520C</td>
<td>HIGH INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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<td>HIGH INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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<td>EAP 1585C</td>
<td>UPPER INTERMEDIATE INTEGRATED WRITING AND GRAMMAR</td>
<td>6</td>
</tr>
<tr>
<td>EAP 1586C</td>
<td>UPPER INTERMEDIATE INTEGRATED READING, SPEECH, AND LISTENING</td>
<td>6</td>
</tr>
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<td>EAP 1620C</td>
<td>ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1640C</td>
<td>ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
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</tr>
</tbody>
</table>
Non-Native Speakers of English

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 career 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 the Postsecondary Education Readiness Test (PERT) and an approved entry test (Compass ESL, IELTS or TOEFL).

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 if you have graduated from a high school, earned an Associate in Arts degree, Bachelor’s degree or higher at an institution in which English was the language of instruction. Official college/university transcripts are required for documenting English proficiency.

Compass ESL Test, IELTS and TOEFL

The Compass ESL, IELTS, 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 three tests. To be used, your scores must be less than two years old.

The Compass ESL test includes a written essay in English and a reading section. Your placement will be based on an average of these scores. You must have applied to Valencia and paid the college application fee to take the Compass ESL test; there is no additional charge and no appointment is necessary. The Compass ESL test may be taken days or evenings on any Valencia campus; allow approximately two hours for completion. To take the Compass ESL test, 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 Compass twice in a one-year period with a 1-day wait time between tests. Number of attempts is calculated from the anniversary of your first attempt. Once you begin course work in English for Academic Purposes (EAP), you are no longer eligible to retest on the Compass ESL test.

The TOEFL (Test of English as a Foreign Language) and IELTS (International English Language Testing System) exams are offered in test centers throughout the world. To use a TOEFL or IELTS score at Valencia, you must submit an official score report to International Student Services.

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

If you are an immigrant (Permanent Resident), refugee or U.S. citizen who does not speak English as a native language, your entry testing will begin with the PERT, and you may also be required to complete the Compass ESL test.

If you know you want to improve your English language skills through English as a second language courses, you may ask to begin with the Compass ESL test and Essay, however you will still be asked to take the PERT.

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

If your Compass ESL test average is 97.5 or above, 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, or your IELTS score is 7.0 or above, your scores on the PERT will be used for course placement.

If your Compass ESL test average is 40.0-97.4, 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, or an IELTS score of 5.5 – 6.5 you will be required to complete English For Academic Purposes (EAP) courses.

If your TOEFL score is less than 133 on the computer version, or less than 45 on the Internet version, or less than 450 on the paper version, or your IELTS score is below 5.5 you will be required to take the Compass ESL test for placement. If you need beginning English, you will be referred to Valencia’s Continuing Education, 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 for Academic Purposes that provides scores and corresponding course placements is located at http://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/testingplacementcharts/.
If you place in EAP courses, you may take the Math portion of the PERT for math course placement once you are enrolled in EAP Level 5 or placed into Level 6 courses. In addition, if you place into EAP Levels 2, 3 or 4, you will not be required to attend a New Student Orientation. Your placement and course registration will be explained to you by an Academic Advisor. Please go to a Student Services Office on any campus to meet with an Academic Advisor. For further information about the PERT, see the PERT (http://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/per) page.

**Non-Immigrants (International Students)**

If you are an international student and wish to be admitted to Valencia on a non-immigrant visa (F or J), 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 score of 5.5 on the International English Language Testing System (IELTS) or a minimum average score of 40 on the Compass ESL 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 if your IELTS score is 5.5 - 6.5, or an average of 40.0-97.4 on the Compass ESL test.

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 IELTS is below 5.5, or your Compass ESL test score is below Level 4, you will not be eligible for admission to a Valencia College degree program until the minimum TOEFL, IELTS or Compass ESL requirement is achieved. Students will be referred to the Valencia Continuing Education Intensive English Program.

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 your IELTS score is 7.0 or above, or your Compass ESL average is 97.5 or above, your scores on the PERT will be used for course placement.

The Testing/Placement Chart for English for Academic Purposes (EAP) that provides scores and corresponding course placements is located at http://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/testingplacementcharts/.

If you place in EAP courses, you may take the Math portion of the PERT for math course placement once you are enrolled in EAP Level 5 or placed into Level 6 courses. You may enroll in a math course along with your EAP Level 6 courses.
Intake Inventories

Mini Learning and Study Strategies Inventory (Mini LASSI)
The LASSI is a customized shorter version of the Learning and Study Strategies Inventory created by H&H Publishing. The inventory will help you understand your learning, study practices and attitude toward college. The 5 scales used in this inventory include Attitude, Information Processing, Motivation, Time Management and Test Strategies. You must apply to Valencia before being assessed, and there is no additional charge for the Mini LASSI. It is given through your Part 1: Online Orientation.

Career Review
The Career Review gives you a sample of careers that link to particular meta-majors. This review will allow you to get a glimpse of the variety of careers you can pursue and helps you link them to a particular meta-major and academic career path that may interest you while you attend Valencia. You must apply to Valencia before being assessed, and there is no additional charge for the Career Review. It is given through your Part 1: Online Orientation. Completion of this review is required prior to On-Campus New Student Orientation.

Academic Review
The Academic Review is NOT a placement test. This is a review of reading, writing and math questions and courses taken in high school. The Academic Review will help you reflect on the types of skills required prior to entering a college level course and help advisors guide you in course selections. You must apply to Valencia before being assessed, and there is no additional charge for the Academic Review. It is given through your Part 1: Online Orientation. Completion of this review is required prior to On-Campus New Student Orientation.
Criminal Justice Institute

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, Lake Nona, Osceola, West and Winter Park campuses; a minimum score must be achieved; and there is an examination fee. (See Estimated Expenses (p. 571).)
Dual Enrollment

Entry Testing for Dual Enrollment Students

You must complete the ACT, PERT or SAT and earn college ready scores prior to being accepted for Dual Enrollment program admission. Your English, reading and math scores must be at college level to be admitted to the program. Your scores will be used for placement in appropriate college level courses.
Health Sciences Programs

Additional Testing for Selected Health Sciences Programs

A minimum score on the Test of Essential Academic Skills (TEAS) is required prior to application to the following health sciences programs: Cardiovascular Technology, Dental Hygiene, Nursing, Radiography, and Diagnostic Medical Sonography. The test covers reading, science, math and English.

You may take the TEAS up to three times within a 12-month period, and you must allow 30 days between retakes. The 12-month period starts at the date of a first attempt. The TEAS is administered on the computer and takes approximately 3 1/2 hours to complete. The test is offered in the Assessment Offices on East, Lake Nona, Osceola, West and Winter Park campuses. To take this test, you must have a Valencia Application for Admission on file, an ATI account (https://atitesting.com/home.aspx), and you must pay the examination fee. (See Estimated Expenses (p. 571).)
Requirements for Passing Developmental & EAP Courses

Each developmental 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.

A departmental final is a component of the developmental courses in mathematics (MAT 0022C DEVELOPMENTAL MATHEMATICS COMBINED and MAT 0028C DEVELOPMENTAL MATHEMATICS II), English (ENC 0025), reading (REA0017), combined English and Reading (ENC 0027) and the exit-level EAP courses (EAP 1620C ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH and EAP 1640C ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH). To pass these exit-level courses, you must successfully complete all course requirements.

If you successfully complete the course work but do not pass the departmental final for math (MAT 0022C DEVELOPMENTAL MATHEMATICS COMBINED or MAT 0028C DEVELOPMENTAL MATHEMATICS II), you must re-enroll in the same course.
Developmental Courses

Developmental 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 developmental courses in reading, mathematics, English and English as a second language for academic purposes. Developmental 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 developmental 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 developmental courses at the beginning of your enrollment and continue to enroll in them each term until you have completed your required courses.

**Reading**
- REA 0017 DEVELOPMENTAL READING II 3

**English**
- ENC 0025 DEVELOPMENTAL WRITING II 3

**Combined English and Reading**
- ENC 0017 DEVELOPMENTAL READING AND WRITING I 4
- ENC 0027 DEVELOPMENTAL READING AND WRITING II 4

**Mathematics**
- MAT 0018C DEVELOPMENTAL MATHEMATICS I 3
- MAT 0022C DEVELOPMENTAL MATHEMATICS COMBINED 4
- MAT 0028C DEVELOPMENTAL MATHEMATICS II 3

A developmental sequence consists of the two developmental courses in the same area such as Developmental Reading I and Developmental Reading II. Your PERT scores determine your starting course in a sequence.

As long as you are enrolled in the appropriate developmental 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, developmental courses are paired with college-level courses for an enhanced learning experience called LinC. (See LinC (p. 687).)
Valencia offers developmental 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. Developmental courses do not apply toward an associate degree or technical certificate. Your TOEFL, IELTS, or Compass ESL scores will determine your sequence of courses.

**Developmental EAP**

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0281C</td>
<td>HIGH BEGINNING COMBINED SKILLS FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0300C</td>
<td>LOW INTERMEDIATE SPEECH NON-NATIVE</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 0320C</td>
<td>LOW INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 0340C</td>
<td>LOW INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 0360C</td>
<td>LOW INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 4</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0400C</td>
<td>INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 0420C</td>
<td>INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 0440C</td>
<td>INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 0460C</td>
<td>INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**College-Level EAP**

<table>
<thead>
<tr>
<th>Level 5</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 1500C</td>
<td>HIGH INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 1520C</td>
<td>HIGH INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 1540C</td>
<td>HIGH INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 1560C</td>
<td>HIGH INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 1585C</td>
<td>UPPER INTERMEDIATE INTEGRATED WRITING AND GRAMMAR</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>EAP 1586C</td>
<td>UPPER INTERMEDIATE INTEGRATED READING, SPEECH, AND LISTENING</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 6</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 1620C</td>
<td>ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EAP 1640C</td>
<td>ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

A maximum of 12 credits from EAP college-level courses can be applied as elective credit toward an Associate in Arts degree.

Click here to view the Mandatory Courses Completion Chart for English for Academic Purposes (EAP). (http://catalog.valenciacollege.edu/entrytestingplacementmandatorycourses/englishforacademicpurposes/mandatorycourses.pdf)
Limitation on Attempts in a Course

State Rule 6A-14.0301 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 MAT 0022C DEVELOPMENTAL MATHEMATICS COMBINED with a grade of C or better. For further information on attempts, see Course Attempts & Course Withdrawal (p. 675). Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s).
Mandatory Courses

Mandatory courses are courses in developmental reading, mathematics and English; English for Academic Purposes; and New Student Experience, 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 developmental reading, mathematics and English must complete successfully SLS 1122 NEW STUDENT EXPERIENCE. Additionally, students who are seeking an Associate in Arts degree must take SLS 1122 NEW STUDENT EXPERIENCE within their first two terms of enrollment.

The following are mandatory courses:

### Developmental

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0300C</td>
<td>LOW INTERMEDIATE SPEECH NON-NATIVE</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0320C</td>
<td>LOW INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0340C</td>
<td>LOW INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0360C</td>
<td>LOW INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0400C</td>
<td>INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0420C</td>
<td>INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0440C</td>
<td>INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0460C</td>
<td>INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS</td>
<td>3</td>
</tr>
<tr>
<td>ENC 0017</td>
<td>DEVELOPMENTAL READING AND WRITING I</td>
<td>4</td>
</tr>
<tr>
<td>ENC 0027</td>
<td>DEVELOPMENTAL READING AND WRITING II</td>
<td>4</td>
</tr>
<tr>
<td>ENC 0025</td>
<td>DEVELOPMENTAL WRITING II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 0018C</td>
<td>DEVELOPMENTAL MATHEMATICS I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 0022C</td>
<td>DEVELOPMENTAL MATHEMATICS COMBINED</td>
<td>4</td>
</tr>
<tr>
<td>MAT 0028C</td>
<td>DEVELOPMENTAL MATHEMATICS II</td>
<td>3</td>
</tr>
<tr>
<td>REA 0017</td>
<td>DEVELOPMENTAL READING II</td>
<td>3</td>
</tr>
</tbody>
</table>

### College-Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 1500C</td>
<td>HIGH INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1520C</td>
<td>HIGH INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1540C</td>
<td>HIGH INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1560C</td>
<td>HIGH INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1620C</td>
<td>ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1640C</td>
<td>ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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 on the next page.
If you are a degree-seeking student and, based on scores on the Compass ESL, IELTS, 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 your Mandatory EAP courses. (See EAP Completion Chart (p. 645).)

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 developmental course(s) unless needed as a prerequisite(s) for a specific course.

**Mandatory Courses Completion Chart Developmental and New Student Experience Courses**

This chart indicates the courses in which you must enroll based on your assessment results, which specifies your 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 New Student Experience 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 or combined English and reading course</td>
<td>Must enroll in reading or combined English and reading course. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).</td>
<td>Must enroll in reading or combined English and reading course. 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 combined English and reading course or SLS 1122.</td>
<td>Must enroll in English or combined English and reading course. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).</td>
<td>Must enroll in English or combined English and reading course. 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 or combined English and reading course</td>
<td>Must enroll in reading or combined English and reading course and either math or SLS 1122.</td>
<td>Must enroll in reading or combined English and reading course 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 combined English and reading course</td>
<td>Must enroll in combined English and reading course. Can enroll in any other course for which you have the prerequisite (SLS 1122 or English suggested).</td>
<td>Must enroll in combined English and reading course. 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>
</tbody>
</table>
Must enroll in combined English and reading course and SLS 1122. Must enroll in combined English and reading course, SLS 1122, and math. Can enroll in any other course(s) for which you have the prerequisite(s) (English suggested).
Distance Learning

- Alternative Delivery Learning Modes (p. 650)
- Technology Requirements (p. 651)
- Accessibility (p. 651)
- Resources for Online Courses (p. 651)

Taking classes with Valencia Online

Valencia provides students the opportunity to take college-credit courses through several methods of instructional delivery including: online, hybrid and Web-enhanced learning. 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 Valencia Online 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 every day. For more information, visit atlas.valenciacollege.edu.

Students enrolled in online courses should carefully read instructions from faculty and in course syllabi for additional instructions on communicating throughout the course. Students enrolled in online courses will have a separate class e-mail in Blackboard. This email should be checked frequently to stay on top of course communications and assignments.

Online, hybrid/blended, and some Web-enhanced/facilitated courses are delivered in a primarily text-based environment; therefore, reasonably 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 valenciacollege.edu/oit/learning-technology-services/student-resources.

Due to state and federal regulations, Valencia requires all students registered in an online course to provide an active and valid mailing address in the State of Florida. If you do not have an active and valid physical mailing address in Florida (not a post office box), you will be dropped from the online course in which you are enrolled. You do not need to be a Florida resident for tuition purposes to register for online courses, but the active mailing address in your Valencia student record must be in the State of Florida.

Alternative Delivery Learning Modes

Valencia is a leader in the use of alternative delivery in instruction. Students should be advised that any course may require use of a computer, computer labs, email, the World Wide Web, or other digital resources and support software, and these requirements are not necessarily in the course schedule.

Principal 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 may use Web-based technology to enhance a face-to-face course. Uses a course management system (CMS) or Webpages to post the syllabus and assignments. (All meetings are face-to-face.)</td>
</tr>
<tr>
<td>Hybrid/Blended</td>
<td>Course that blends online and face-to-face delivery. A certain percentage of course instruction is delivered via electronic means and a certain percentage of instruction is conducted face-to-face. (Some hours are spent in the classroom with the rest being completed online.)</td>
</tr>
</tbody>
</table>
A course where all of the content is delivered online using the college-approved course management system. (All class meetings and coursework occur online*)

* Students should be advised that any course may require use of a computer, computer labs, e-mail, the World Wide Web, or other digital resources and support software, and these requirements are not necessarily in the course schedule.

** Proctored testing may be required.

Below are the principal delivery modes of alternative learning courses at Valencia and their respective class schedule descriptions.

**Technology Requirements**
Valencia uses Blackboard Learn as our Classroom Management Systems (CMS). Online courses will be offered via Blackboard Learn systems. 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 valenciacollege.edu/oit/learning-technology-services/student-resources.

The Atlas and Blackboard Help Desks will provide assistance over the phone or via live chat to troubleshoot technical problems. You can reach the Atlas Help Desk at 407-299-5000, x5444 between 8:00 a.m. - 6:00 p.m. Monday through Thursday and 9:00 a.m. - 5:00 p.m. Friday (9:00 a.m - 12:00 p.m. Friday during the summer). You can reach the Blackboard Help Desk at 407-299-5000, x5600 24 hours a day.

**Accessibility**
Valencia strives to provide online courses that 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.

**Resources for Online Courses**

**Bookstore**
Valencia will provide students access to textbook information in accordance with the Higher Education Opportunity Act. Textbooks for courses may be purchased from a Valencia bookstore on the campus from which the course is offered. Information about online bookstore services can be found at valenciacollege.edu/bookstore or by calling 407-299-5000, x1471.

**Library Services**
The Valencia College Library provides a variety of learning-centered resources, services, and facilities to support a diverse community; to encourage academic achievement, student success, and lifelong learning; and to enhance teaching excellence. Campus librarians work with faculty who are teaching online courses to ensure appropriate resources and services are available to distance learners.

The following outlines a few of the services available to alternative delivery students. A complete list of Library Services can be found at valenciacollege.edu/library/.

- Remotely accessible Web-based resources for student research including articles, eBooks and streaming video
- Research guides and tutorials specific to Valencia collections
- Reference instruction via email and chat
- Librarian selected websites that support the college curriculum

**Student Services**
Student Affairs offers a wide range of services for online students. Applications for Admission must be submitted online. New Student Orientation can be completed completely online if a student is placed into college-level course work, or only requires college-preparatory course work in one area (provided that area is not Reading). Bachelor’s degree students who have not previously completed a Valencia New Student Orientation must complete the online Bachelor Degree Orientation prior to registering for classes.

Financial aid processes can be completed online. Financial aid processes that can be completed online include FAFSA completion; accepting, declining or modifying financial aid awards; verification worksheets; and tracking satisfaction of financial aid requirements. If a student is selected for verification, the student’s and parent’s taxes can be provided electronically.
Once students have registered for classes, they can pay for their classes online in Atlas using a credit card or ACH transfer (electronic check).

Through the My LifeMap tab in Atlas, students can access career development services and inventories; educational planning assistance including term-by-term course planning for degree completion; job prospect information including salary and company information; financial planning assistance; and an online portfolio to showcase their work to professors and employers.

Students can access Admissions and Records, Financial Aid, and an Academic Advisor via Atlas email. If you are in an A.S., certificate or bachelor’s program, you should contact your Career Program Advisor directly. Students in an A.A. program can contact an advisor by e-mailing advising@valenciacollege.edu through your Atlas e-mail account. Confidential information about the student’s record can be researched and discussed via Atlas email within FERPA regulations because of the secure Atlas sign in. Via Atlas email, the student can ask questions about the full range of student services including admissions, financial aid, registration, course selection and graduation.

Many college clubs and organizations offer group home pages, services and information via Atlas groups.

**Test Proctoring**

Students registered for online courses may be required to take proctored exams. For students living in the Valencia 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 is also responsible for paying 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 or by the date determined by the professor.
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). You must earn 25% of your degree credit hours as institutional credits to be awarded a Valencia degree; this is 15 institutional credits for the A.A. degree and varies with A.A.S. and A.S. degrees as a percentage of total program hours.

Here is a complete list of the Florida Department of Education Articulation Coordinating Committee approved Credit-By-Exam Equivalencies. (http://catalog.valenciacollege.edu/alternativewaystoearncredit/ACC_Credit-by-Exam_Equivalencies.pdf)
Credit through Licensure or Certification

College credits may be awarded to eligible students toward an A.S. degree program based on industry certification or licensure in many areas.

For information and requirements, visit valenciacollege.edu/asdegrees/credit_alternative.cfm to view the Alternative Award of Credit Agreements. Eligible students must complete the Award of Credit Request Form and furnish a copy of the appropriate license or certification required. To have the credit awarded, students should bring a copy of the required documentation to the appropriate Career Program Advisor for verification and Academic Dean approval.
Advanced Placement

It is possible for you to earn college credits prior to enrollment at Valencia 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.
The Career Pathways program is a partnership between Orange County Public Schools, The School District of Osceola County and Valencia College. By participating in Career Pathways, high school students have the opportunity to earn Valencia College or technical college credits through technical assessments given during high school. Career Pathways helps prepare students for college and employment in selected programs developed around seventeen different career clusters. These areas of study are both challenging and rewarding, and offer students the chance to embrace a concentrated path that leads to specific degree and career goals for today's increasingly competitive and technical workforce.

High school graduates with eligible Career Pathways credits will receive these college credits upon enrollment at Valencia and completion of one Valencia course after high school graduation. Students may enroll at Valencia as early as Summer Term B, which begins following high school graduations. Career Pathways credits may be claimed at Valencia for up to 24 months after a student's high school graduation. For more information, visit valenciacollege.edu/careerpathways.

The Orange • Osceola • Valencia Career Pathways Career Clusters are:

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communication
- Business, Management and Administration
- Education and Training
- Energy
- Engineering & Technology Education
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Marketing, Sales and Service
- Transportation, Distribution and Logistics
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, as well as registration forms, are available online through your Atlas account and in the campus Assessment Offices and online at valenciacollege.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 record approximately four weeks after the test date.

In order to receive college credit, you must have sent directly to Valencia an official CLEP score report that shows you earned the minimum required score on the CLEP examination from the College Board.

You may use CLEP credit under the repeat course policy for D or F grades only. 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 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 will no longer be computed in your GPA. No letter grades or quality points will be assigned.

Gordon Rule writing requirements can be partially satisfied via CLEP.

For further information about CLEP, visit the Assessment Web site at valenciacollege.edu/assessments/clep.
Credit by Examination (Local)

You may receive local credit by examination in selected courses if you have substantial experience and training in a specified field. This type of credit may 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 Estimated Expenses (p. 571).)
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 will no longer 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.
Experiential Learning

As a Valencia student, you may be awarded appropriate credit for your demonstrated knowledge gained from experiential learning. This learning may result from an industry certification, in-service training or employment experiences.

To request course credit based on experiential learning, you are required to provide documentation of the learning experience (certificates, employment records) and demonstrate acquired knowledge, skills, and competencies linked to the learning outcomes for the course(s) for which you are seeking credit. Credit for experiential learning is awarded based on portfolio assessment.

You may obtain an Experiential Learning Packet including the Request for Portfolio Assessment in Atlas under Student Forms. The Experiential Learning fee is reflected with the fees in the Financial Information and Fees section of this catalog and is assessed per credit requested. To apply for Experiential Learning credit, you must complete the Request for Portfolio Assessment form and submit it along with the fees to the Business Office prior to submission of the portfolio. Once the application process has been completed, you may submit your portfolio to the appropriate Academic Dean’s office. The Dean will assign the assessment to a faculty member qualified in the academic field who will provide a written evaluation of the assessment and determine if credit is to be awarded and, if so, the amount of credit.
Internship Program

One of the major premises underlying Valencia's educational model is that learning takes place in many different settings, both in and outside the classroom. Through Internship and Workforce Services, Valencia provides students with learning experiences that assist them in realizing their full potential in the workplace. Internships allow students to:

• 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.

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 in the Internship and Workforce Services offices on East, West and Osceola Campuses, in the Career Center on the Winter Park Campus, or from the Web site at valenciacollege.edu/internship.

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. College credit is awarded for the Internship Exploration.

• 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. College credit is awarded for the Internship. Some internships may include compensation.

Eligibility Requirements

Students interested in the Valencia Internship Program must have:

• Completed successfully all mandatory courses in reading, mathematics, English and English for Academic Purposes,
• Completed successfully at least 12 credits,
• Earned a minimum 2.0 institutional or 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.)

Note: Internship and Workforce Services works closely with Program Chairs to determine eligibility when an issue arises.

How Credits Apply

A student may apply a maximum of four internship credits toward a degree; however, 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.
Service Learning

Service Learning integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Service Learning allows students to blend educational goals with their passions.

At Valencia, students can participate in an independent Service Learning course SLS 2940 SERVICE LEARNING or SLS 2940H SERVICE LEARNING HONORS (with approval from the Director, Seneff Honors College).

With the support from a faculty mentor and community partner, students engage in hands-on learning through the development and implementation of a service project at a non-profit organization in the community. In addition to these requirements, SLS 2940H SERVICE LEARNING HONORS course content will satisfy one Honors Program learning outcome. SLS 2940 SERVICE LEARNING provides the opportunity for students to earn college credit while responding to real world needs, mutually defined in partnership with the community.

SLS 2940 SERVICE LEARNING and SLS 2940H SERVICE LEARNING HONORS provide students with a faculty-directed practical service learning experience in a community service setting.

Students can also participate in service learning in an integrated service learning course. These are traditional courses that have been integrated with service hours throughout the semester. The number of service hours varies by course and are up to the professor’s discretion.

Eligibility Requirements

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

- A minimum institutional or overall GPA of 2.0 (3.25 for SLS 2940H SERVICE LEARNING), and
- Honors Program permission for registration in SLS 2940H SERVICE LEARNING

The Office of Curriculum Initiatives has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses.

How Credits Apply

Students may complete a maximum of four Service Learning experiences (equivalent to four credits) while attending Valencia. Each experience/credit requires a minimum of 20 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 Management, Marketing and Administration Associate in Science degree. The course also will apply toward elective requirements in the Customer Service, Medical Coder/Biller, Medical Office, and Office Administration technical certificates.

Information about Service Learning is available online at valenciacollege.edu/servicelearning.
Academic Policies & Procedures

This section will highlight the governing academic policies and procedures that apply to all credit students. The complete listing of college policies can be located at valenciacollege.edu/generalcounsel/policy. The links in this section are included as a quick reference to frequently referenced policies.
The college catalog is the official document that describes the policies, academic programs and requirements for students attending Valencia College. (In this catalog “you” means “the student.”) **You are held responsible for knowing and adhering to the policies and requirements that affect you.**

Your governing catalog is the Valencia College catalog in effect at the time of your initial enrollment in associate or bachelor’s degree credit courses at Valencia. A Valencia catalog is valid for five academic years provided you are continuously enrolled (including summer). If you are applying to a limited access program and the admissions requirements change within your five year catalog time period, you will qualify for a transition plan to the new requirements. Your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program. 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. 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 catalog, academic departments, and Career Program Advisor’s offices. Students affected by the change in requirements should contact the appropriate Program Advisor, Program Director, or Academic Dean.

It is expected that the only changes will be the correction of errors and the inclusion of new courses and programs approved for offering mid-year; however, in rare instances changes to policy may occur 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 not achieving academic success. The My Education Plan tool in Atlas or 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 or designee on your campus. In exceptional circumstances, the Dean of Students or designee 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 developmental course work or if you are placed on academic warning, probation or suspension.

Excess Hours Advisory Statement

Students should be aware of a provision affecting the tuition charges at the universities.

Florida Statute 1009.286 (http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1009.286&URL=1000-1099/1009/Sections/1009.286.html) establishes an “excess hour” surcharge for a student seeking a Bachelor’s degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

“Excess hours” are defined as hours that go beyond 110% of the hours required for a Bachelor’s degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (120 x 110%).

All students whose educational plan may include earning a Bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or transfer plan early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hours surcharge.

This law was passed by the Legislature to encourage each student to complete the Bachelor’s degree in the most efficient way possible.
Class Attendance


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 that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus.

You are expected to know the professor’s specific attendance policy as stated in the syllabus for each professor’s course. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, 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.)

“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.” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

Program Integrity and Documentation of Online Course Attendance (http://circlesofinnovation.valenciacollege.edu/files/2013/08/Documentationofonlineattendance.pdf)

Faculty members must certify that students are actively attending an online course or hybrid courses that does not meet face-to-face within the no-show period. Students will be required to complete at least one of the following for each online or hybrid course that does not meet face-to-face within the no-show period:

1. submit an assignment online
2. take an online assessment
3. participate in an online discussion about academic matters
4. complete an online interactive tutorial or computer-assisted instruction that is trackable
5. initiate contact with the faculty member to ask a question about the academic subject studied in the course

Excessive absences

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. (See Course Attempts & Course Withdrawal (p. 675).) Your professor can withdraw you from a course for excessive absences without your permission or prior notification of excessive absences.
**Academic Honors**

**Term Honors**

- President’s List
- Dean’s List

Valencia publishes both President’s and Dean’s Honor Lists each term in recognition of high scholastic achievement at valenciacollege.edu. These achievements will appear on your Valencia College transcript as part of your academic record for each term of recognition. Academic honors are earned at the end of each term if you have completed successfully at least six college credits (including developmental courses) and have no grades of F, I, M, W, or WN. 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 one time per term after final grades are posted at valenciacollege.edu.

Questions pertaining to inclusion of names on the President’s or Dean’s Honor Lists should be referred to the Office of Records and Graduation by e-mailing records_graduation@valenciacollege.edu.

**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 recognition.”

**Honors Degree and Honors Certificate**

Criteria for the awarding of an Honors Degree and an Honors Certificate are included in the Seneff Honors College section of this catalog.
Final Examinations

(College Policy: 6Hx28: 4-07: Academic Progress, Course Attendance and Grades, and Withdrawals (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0))

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 valenciacollege.edu/calendar/finalexam.cfm. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor. If you do not take the final examination you will receive the grade you have earned in accordance with the requirements of each faculty member as outlined in the course syllabus. (See Course Attempts & Course Withdrawal (p. 675).)
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Quality Points (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W*</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>WN*</td>
<td>Withdrawal No Show</td>
<td>0</td>
</tr>
<tr>
<td>X^</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>AR*</td>
<td>Administrative Refund</td>
<td>0</td>
</tr>
<tr>
<td>MR*</td>
<td>Military Refund</td>
<td>0</td>
</tr>
<tr>
<td>M*</td>
<td>No Grade Submitted</td>
<td>0</td>
</tr>
</tbody>
</table>

* These grades do not affect GPA but will affect academic honors and do count as attempts.

^ An Audit does not affect GPA or academic honors and does not count as an attempt.

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. If you choose to pursue the Academic Grievance Process relative to your final course grade, you must submit a completed grievance form within 60 days of receiving the final grade in the course.

Grades are rolled to academic history three times per year at the end of each full term. Fall grades are posted in December, Spring grades are posted in May, and Summer grades are posted in August. Dual enrollment students taking courses at their high school will have grades posted in accordance with the high school grading schedule.
Your GPA is a calculation of your credits earned and grades received. GPAs range from 0.0 to 4.0.

To calculate your GPA, you divide your total number of quality points by your total credit hours. For example, assume that you have taken the following 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>Credit Hours</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>0</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>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td><strong>13</strong></td>
<td></td>
<td><strong>10</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

Although you signed up for six courses (19 semester credits), you withdrew from HUM 1020 INTRODUCTION TO HUMANITIES 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 10 credits because you have to count both the course you completed, but failed, and the course from which you were withdrawn as a no show. 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), and Overall GPA (all course work—including developmental). These are the GPAs that will appear on your Valencia transcript as part of your academic record. You can calculate your own GPA by going to the GPA Calculator (http://valenciacollege.edu/advising-center) on our website.

Prior to Fall 2010, Valencia issued grades of WP (withdrawal passing) and WF (withdrawal failing). A WP is not calculated in your GPA. A WF is calculated as an F with 0 quality points.
Degree Audit

Your degree audit identifies the course requirements for your program and indicates which of these courses you have completed. A degree audit excludes all developmental 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 your degree. We suggest you then update your education plan in the My LifeMap tab in Atlas.

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.

If you have questions about your degree audit and you are seeking an A.A. degree, see an Academic Advisor or Counselor in Student Services; if you are seeking an A.S. degree or a certificate, contact your Career Program Advisor. Students seeking a Bachelor’s degree should contact the Career Program Advisor for your degree program.
Incompletes

(College Policy: 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals)

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. 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 by the end of term for the following full term, the professor will change your grade from I to the appropriate grade (A – F). If you receive an I (Incomplete) and do not complete the required course work according to clear written criteria/schedule established by the professor in the following full term, your grade will be changed by your professor as defined in the course syllabus. If no grade is submitted by the faculty member to replace the I, your grade will be changed from an I to an F.

If you receive an Incomplete do not register for the same course again until your course grade is finalized.
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. To receive credit, a grade of D or better must have been earned except in developmental courses, English for Academic Purposes courses, and Gordon Rule courses which require a grade of C or better. In addition, a minimum grade of C is 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 Resolution of Student Issues (p. 705) 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. To appeal course work taken at a regionally accredited institution, complete the Request for Review of Non-Equivalent Course Work from Regionally Accredited Institutions which is available in Student Forms in your Atlas account.

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. To do so, obtain the Request Form for Substitution of Credit from Non-Regionally Accredited Institutions, which is available in Atlas under the Student tab.

It is your responsibility to submit the completed appeal information with documentation. 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). Students entering a Bachelor’s degree program will have all credits applied to the associate’s degree transferred to their Bachelor’s degree.
Substitute 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 valenciacollege.edu/generalcounsel/policies.cfm.

The Board of Trustees of Valencia 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. 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. The final decision regarding the substitution request is determined by the Collegewide Course Substitution Committee.
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 (financial aid, scholarships, grants, etc.).

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. Students in Bachelor’s degree programs are limited to two attempts. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript. Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s). 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.

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

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

- Will increase the cost of your education
- May affect your financial aid status and may require repayment of federal financial aid
- 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 result in your required repayment of course fees paid by a Bright Futures scholarship.

To withdraw from a course(s) you must access registration on Atlas. 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.

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 Attempt in a Course

On or Before the Withdrawal Deadline

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, 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

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy, as published in the faculty member's syllabus, in which case you will receive a grade of “W”. If the professor does not withdraw you, your grade will be what you had earned.
Conditions That Apply to a Third Attempt in a Course
You may have only three attempts at Valencia per course including the original grade, repeat grades, and withdrawals. Upon the third attempt,

• you will be charged the full cost of instruction fee;
• you will receive a grade of A, B, C, D, F or I (Incomplete); and
• should you withdraw or be withdrawn, your grade will be changed to an F.

If you receive an I (Incomplete) and complete the required course work by the end of term for the following full 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 by the end of term for the following full term, your grade will be changed by your professor in accordance with the syllabus. If no grade is submitted by the faculty member to replace the I, your grade will be changed from an I to an F.

Dual enrollment students may not attempt a class a third time.

Conditions that Apply to a Fourth Attempt in a Course

College-Level or Technical Credit 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. The Fourth Attempt Appeal form can be found in Atlas under Student Forms. Further information about this appeal process is available in Student Services on each campus.

Developmental Course
If you are unsuccessful in three attempts in the same developmental course:

• You will be advised to contact public and/or private providers of developmental instruction to gain the required skills. Lists of private providers are available in any campus Answer Centers;
• 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: 6-08.1 Student Fees and Refunds (http://valenciacollege.edu/generalcounsel/policy/documents/Volume6/6-08.1-Student-Fees-and-Refunds.pdf))

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 and states that 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 Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, or International Bachelor’s (IB) credit.

In a limited access program, and all Bachelor’s degree programs, you are not guaranteed the opportunity to repeat any course(s) even a second time. For specific information, consult with the appropriate Academic Dean, Program Director, or Career Program Advisor.

Grade forgiveness means that one grade in a course replaces another grade in that same course. The same course means that the course is either identical in course prefix and course number, or has been determined by Valencia to have the same course objectives and learning outcomes. For grade forgiveness to be applied, certain conditions must be met.

**Conditions of Grade Forgiveness for Valencia Course Work at the Associate Degree Level**

- 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.*
- For courses you have repeated, only your highest earned grade will be included in your GPA calculation. A "W" or "I" does not count as an "earned grade," so "W" or "I" will not forgive A, B, C, D, or F.
- 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, Excelsior, Experiential Learning or Internships to forgive the grade in a course in which you have earned an A, B or C. You may use CLEP credit under the repeat course policy for D or F grades only. 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 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 will no longer be computed in your GPA. No letter grades or quality points will be assigned.
- 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.
- Students enrolled in Valencia’s Bachelor’s degree programs are limited to two course repeats for grade forgiveness.

There is no 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 colleges, 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.

* This Rule does not apply to teachers seeking recertification, or individuals repeating courses for licensure.
Academic Standards & Progress

- Mid-Term Warning (p. 678)
- Academic Warning (p. 678)
- Academic Probation (p. 678)
- Academic Suspension (p. 678)


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 may be notified by your professor. If you receive a “below C notice,” you should immediately meet with the professor. 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 placed 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.

Students enrolled in Valencia's Bachelor's degree programs should contact their Career Program Advisor for assistance to ensure they are not in jeopardy of being dismissed from the program.

Academic Probation

If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation. You will receive e-mail notification to your Atlas account that you have been placed on academic probation.

Under this status you will need to complete the Probation Pass, which can be found in Atlas under the Courses tab. There will be a link to an Educational Success website on the right hand side in the Registration box. After completing the pass you will need to go to any campus Student Services office to meet with a Student Services staff member to discuss your education plan and Valencia's academic support services. In addition, you must obtain a Student Services staff member's approval of your proposed course schedule before registering for the next term. The number of credit hours you are able to take may be limited in order to help ensure your success.

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

If you want to take classes as a transient student at another institution you must follow the steps above and receive approval from an Advisor or Counselor prior to submitting a Transient Student Form. Transient Student Forms received without prior Advisor or Counselor approval will be denied.

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:

- are officially prohibited from enrolling in credit courses at Valencia for one term (Fall, Spring or Summer).
- may register only for continuing education courses at Valencia.
• must complete the Suspension Readmission Application and follow all required steps in the readmission process by the Suspension Readmission Deadline (established by Valencia and listed in the Important Dates and Deadlines (http://catalog.valenciacollege.edu/importantdatesdeadlines) calendar). You can find the Suspension Readmission Application in Atlas under the Courses tab. There will be a link to an Educational Success website on the right hand side in the Registration box.

• will be required to attend an initial readmission information session and complete a series of workshops and meetings prior to and/or during the first term you begin attending classes. All sessions, workshops and meetings are mandatory. If you do not complete any portion of the process, you will not be permitted to attend classes in the following term.

• 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, or you fail to comply with the readmission requirements above, you again will be placed on academic suspension. Withdrawal from a course(s) may adversely affect your academic status. You are advised to meet with a Student Services staff member prior to withdrawal from a course.

• will return to Good Academic Standing when your cumulative overall GPA and your term GPA are both at least 2.0.

• will not be approved to take courses at another institution as a transient student.
Student Code of Conduct

Although the President of Valencia holds the ultimate authority for student discipline, this authority is delegated through the Vice President for Student Affairs to each campus Dean of Students. The campus Dean of Students is responsible for implementing the student disciplinary system and may involve additional college staff or others as appropriate in seeking resolution.

Valencia may impose discipline for violation of, or an attempt to violate, any College policies or campus regulations. Violations include, but are not limited to, the types of misconduct described in Section III Grounds for Discipline and Section IV Standards of Classroom Behavior of the Student Code of Conduct policy.

Nothing in Valencia’s discipline policy shall be construed as preventing college officials from taking any immediate action which may be deemed necessary.

The full text of these policies is printed in the Valencia Student Handbook and in the Valencia Policy Manual at: valenciacollege.edu/generalcounsel/policy.

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 conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct (http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf) (College Policy: 6Hx28: 8-03).

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.
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 faculty member, 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 faculty member to learn how the grade was determined and to examine the evidence.
2. If your concern is not resolved, you should meet with the faculty member’s Academic Dean or other immediate supervisor.
3. If your concern still is not resolved, you should meet with the Campus President 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 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 Campus President’s Office on each campus.
   d. To request a hearing, you must file the completed grievance form in the appropriate Campus President’s Office within 60 days after receiving the final grade in the course.

Failure to follow these steps within 60 days of the final course grades being posted will result in forfeiture of your rights under this process and the grade will remain as posted.

Grievance Hearing

A hearing will be conducted by the Student Academic Grievance Committee in a prompt manner 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.
Valencia College's policies are clear concerning ownership of materials, compensation, copyright issues and the use of revenue derived from the creation and production of all intellectual property. For full policy information, see:

6Hx28:5-09.2: Copyright and Trademark Ownership (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=48&volumeID_1=5&navst=0)

6Hx28:5-09.1: Educational Work Products (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=58&volumeID_1=5&navst=0)

6Hx28-7A-02: Acceptable Use of Information Technology Resources (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=247&volumeID_1=18&navst=0)
Academic Freedom

Valencia College is committed to the principle of academic freedom throughout the institution. This commitment is exemplified through a variety of mechanisms.

The District Board of Trustees has adopted Policy 6Hx28:4-02: Academic Freedom (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=63&volumeID_1=4&navst=0) and subscribes to the following statement on academic freedom:

Academic freedom and responsibility as they apply to teaching, research and creativity are essential to Valencia College. In the development of knowledge, research endeavors, and creative activities, a college faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

The Valencia College policy on academic freedom is included via link to the policy manual in the Faculty Handbook (http://valenciacollege.edu/faculty/resources.cfm), available to all faculty, and this catalog which available to all faculty, the student body and the general public. Information on Valencia College policies is also published in the Student LifeMap Handbook/Planner (http://valenciacollege.edu/studentdev/campusInformationServices) that all students receive at New Student Orientation. The Student LifeMap Handbook/Planner (http://valenciacollege.edu/studentdev/campusInformationServices) is also available year-round at any campus Information Station and any campus Student Development office (http://valenciacollege.edu/studentdev/campusInformationServices/centers.cfm).

The practice and protection of academic freedom is an important part of Valencia’s policy on tenure (Policy 6Hx28:3E-02: Award of Tenure and Evaluation of Tenured and Tenure Track Faculty (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=154&volumeID_1=16&navst=0)) which states that, "Valencia College recognizes the following principles as underlying the award of tenure by the college. ...Tenure provides significant protection for academic freedom. Academic freedom is essential for maintaining social and political freedom in a democracy..."

In order to ensure that students have the ability to address potential concerns, including issues associated with academic freedom, the College has adopted policies that describe the process for Academic Dispute and Administrative Complaint Resolution (Policy 6Hx28:8-10: Student Academic Dispute and Complaint Resolution (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=190&volumeID_1=8&navst=0)). The College has also established an Ombudsman Office as an option for the resolution of academic disputes. The Office of the Ombudsman (http://valenciacollege.edu/students/disputes/academic/ombudsman.cfm) provides a safe and comfortable environment for students to discuss complaints, concerns or problems confidentially. When appropriate, the office will initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved. The ombudsman acts as an independent, impartial resource. If a matter cannot be resolved through this office, a referral will be made. When appropriate, the office can make recommendations regarding policy review and change.
Educational Enhancement Opportunities

In addition to our courses, there are a variety of educational enhancement opportunities available to enrich your learning and broaden your experiences while at Valencia. You can get detailed information about the opportunities using the section links from the navigation menu.
Alternative Methods of Instruction

Mathematics

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

Computer-Assisted Instruction

This approach offers 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 access via an Internet service provider. Students must 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.

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 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 Course Attempts & Course Withdrawal (p. 675).)

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 per credit hour 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.

Statway™ An Alternative Pathway to and through College-Transfer Statistics

Students who place into DEVELOPMENTAL MATHEMATICS II (MAT 0028C) or beyond, who do not intend to pursue a major requiring completion of COLLEGE ALGEBRA (MAC 1105) or courses for which College Algebra is a prerequisite, are eligible to participate in Statway™.

Statway™ is focused on statistics, data analysis and quantitative reasoning. These mathematics skills are essential for a growing number of occupations and professions, and are needed for making decisions under conditions of uncertainty, an inescapable condition of modern life. Statway™ will concentrate on statistical content with requisite arithmetic and algebraic concepts taught and applied in the context of statistics. It is a two-course sequence of INTRO TO STATISTICAL REASONING (STA 1001C) and a corresponding designated section of STATISTICAL METHODS (STA 2023).

In order to successfully complete Statway™, a student must earn an A, B or C in STA 1001C, then earn an A, B or C in the corresponding designated Statway™ section of STA 2023. If a student is seeking an Associate in Arts (A.A.) Degree, it is expected that to satisfy the general education Mathematics requirement, the student enroll in COLLEGE MATHEMATICS (MGF 1106) or MATH FOR THE LIBERAL ARTS (MGF 1107).

Click here to view the Statway™ Pathway chart. (http://catalog.valenciacollege.edu/educationalenhancementopportunities/alternativemethodsofinstruction/MathPath.pdf)
International Student Services

International Student Services (ISS)

Valencia is authorized under federal law to issue Form I-20 which is one of the documents necessary to request an F-1 student visa at an American embassy. Valencia boasts an international student population from more than 60 nations. International students may earn their degree by taking courses at any of Valencia’s five campuses located throughout Central Florida. Prospective international students can learn more and apply to Valencia at valenciacollege.edu/international/students.
Additional Educational Opportunities

• Bridges to Success Program (p. 687)
• Dual Enrollment (p. 687)
• Flex Start Scheduling (p. 688)
• Intensive Foreign Language Classes (p. 688)
• International/Intercultural Education (p. 688)
• Student Abroad and Global Experiences (SAGE) (p. 689)
• Global Distinction (p. 689)
• English for Academic Purposes (EAP) (p. 689)
• Learning in Community (LinC) (p. 689)
• ROTC (p. 689)
• Service Learning (p. 689)
• Servicemembers Opportunity College (p. 689)

Bridges to Success Program

For 25 years the Bridges to Success Program (BTS) has been responsible for working with diverse populations to assist with the post-secondary transition from application to enrollment and graduation and assists the college in creating an educational environment that supports the success of these students. BTS is committed to helping all students become successful in achieving their educational and career goals. BTS understands that the Road to Success can be challenging as students balance their academic course work, responsibilities and personal life.

An important element in a student's success at Valencia is the connection with people and services that can assist them when they need it. BTS works within the college to provide services and programs of interest and benefit to our diverse student population.

BTS, as a part of its action plan for minority recruitment and retention, maintains vital connections with colleges and universities throughout the country as well as minority churches and other civic and ethnic groups in the community that support students in their educational endeavors.

Dual Enrollment

The Dual Enrollment Program provides the opportunity for qualified students in grades 6-12 to enroll in Valencia courses and earn college credit while concurrently earning credit to satisfy high school graduation requirements. Dual enrollment students may be attending public or private schools, or participating in a home education program. Private and home education students must check with the Dual Enrollment Offices regarding additional program requirements.

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 for high school credit. In addition, students who are not 16 years of age must complete an underage agreement prior to the beginning of their first term of dual enrollment. The application process is included in the Admissions section of this catalog.

The Dual Enrollment Program Application Deadline Dates are as follows (no summer term applications):

FALL 2016 DEADLINES
Open Enrollment Begins - February 1
Application Deadline - April 1
Scores & Documents Due By - May 13

SPRING 2017 DEADLINES
Open Enrollment Begins - August 1
Application Deadline - October 3
Scores & Documents Due By - October 31
Students must provide college placement test scores (ACT, PERT or SAT) in English, reading and mathematics. All scores must be at college level to be admitted to the Dual Enrollment Program.

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 school you are attending; however, students enrolled in private 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 graduation requirements and intended college degree. Dual enrollment students may take college-level courses online, at their high school campus (as applicable) and/or at a Valencia campus. Classes may meet before, during or after school hours and during the Summer Term. Developmental and physical education courses, flex start courses and courses less than three credits are ineligible for inclusion in the Dual Enrollment Program.

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

No high school credit is granted by Valencia; high school credit for dual enrollment is awarded by the high school and is reflected on the high school transcript. College credits earned through dual enrollment are reflected on the college transcript. Valencia dual enrollment students are required by Florida Statute to submit an official, final high school transcript showing the date of graduation from high school before a Valencia transcript can be released and a dual enrollment student can become a regular degree-seeking student at Valencia.

All active dual enrollment students are re-classified from Dual Enrollment to Personal Interest during the term of their high school graduation. This classification allows them to register for classes for any of the Valencia terms immediately following high school graduation even though a start date may be prior to the actual high school graduation date.

A Personal Interest classification allows a student to continue as a non-degree seeking student until the high school diploma is received and a Change of Major/Program Form is submitted to re-classify the student from Personal Interest to a degree/certificate-seeking status. Dual enrollment fee waivers are not applied for terms ending after high school graduation, and a non-degree-seeking student is not eligible for financial aid; thus, all tuition and fees must be paid by the student by the stated fee payment deadlines in the online official catalog.

In addition to (1) the final high school transcript and (2) the Change of Major/Program Form to update enrollment status from dual enrollment to degree seeking, students who wish to continue at Valencia must verify their Florida residency status for tuition purposes by submitting (3) the Residency Statement and supporting documentation. Also, international dual enrollment students must meet the admission requirements and procedures for international students outlined in the Admissions section of this catalog.

**Flex Start Scheduling**

Flex Start scheduling offers students the opportunity to register for classes that begin and end at times other than the official beginning and ending dates of the Fall, Spring, and Summer Full Terms. Through Flex Start, courses are taught in five, six, eight and ten week periods. Generally, courses are offered 7 a.m. to 10 p.m., Monday through Sunday, and may be taught on campus and online.

**Intensive Foreign Language Classes**

Students who want to fulfill the foreign language requirement for an Associate in Arts (A.A.) degree in one term may do so by enrolling in intensive language classes. The eight credits that ordinarily are taken over two terms are taught in one Full Term and cover the material from the 1120 and 1121 level courses in that language.

This option reduces the number of terms it takes to complete the foreign language requirement and creates more of an “immersion course setting” which aids most students in language acquisition.

**International/Intercultural Education**

Since the founding of the college in 1967, Central Florida has grown from a state and regional vacation spot to a dynamic hub for international business, industry, entertainment and education. Valencia offers courses, programs, and activities to international and U.S. students that respond to the needs of a global economy and a diverse community in order to enrich each campus culture and enhance learning opportunities with different perspectives and life experiences.
Study Abroad and Global Experiences (SAGE)

The SAGE Office offers a variety of international learning experiences that will help students live, work and collaborate effectively in a global community. Students can participate in faculty-led, short-term study abroad programs which are for credit and offered during winter, spring or summer break. Students can also elect to enroll in semester or year-long study abroad programs through another educational institution. Financial aid may be used for both course tuition and all program fees related to the program. For details visit valenciacollege.edu/international/studyabroad.

Global Distinction

The goal of Valencia’s Global Distinction (http://valenciacollege.edu/international/studyabroad/students/events/globaldistinction.cfm) (VGD) is to prepare students to live and work in an interdependent and multicultural world, while having the knowledge, skills, and attitudes of a competent global citizen. To successfully earn the distinction, students must complete the VGD orientation session, have 15 credit hours from an approved list of courses, 15 co-curricular hours that focus on global learning, and complete a capstone project showcasing the knowledge, skills, and attitudes of a global citizen.

English for Academic Purposes (EAP)

English for Academic Purposes is an English program for speakers of other languages who already have some background in English. The program is designed to bring English skills to a level that will help students be successful in college credit courses. Learn more at valenciacollege.edu/eap.

Learning in Community (LinC)

Learning in Community (LinC) is a program that pairs two or more courses together. Content from these courses are integrated around a common theme and, in most cases, professors teach as a team. The same students take both courses together and the college provides additional academic and social support for each student in LinC. Enrollment information is available at New Student Orientation or in Student Services on any campus.

More information on the LinC program can be found at valenciacollege.edu/linc.

ROTC

All Valencia students are eligible to enroll in 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 credits toward a degree at Valencia. Further information is available from the University of Central Florida Air Force ROTC office at 407-823-1247 or airforce.ucf.edu (http://airforce.ucf.edu), or the Army ROTC office at 407-823-2430 or army.ucf.edu (http://army.ucf.edu).

Service Learning

Service Learning integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities. Service Learning allows students to blend educational goals with their passions.

At Valencia, students can participate in service learning as individuals through the service learning course SLS 2940 or SLS 2940H (Honors). Additionally, some courses may have a service learning component as part of the course. To gain a better understanding of the course outcomes, students provide a service in the community and get hands on experience. Through their service, students deepen their learning and make a difference in the community.

Information about service learning is available online at valenciacollege.edu/servicelearning.

Servicemembers Opportunity College

You may benefit from Valencia’s special efforts to aid service members 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 (p. 655).)
2. You may earn a maximum of 15 semester credits through extension and/or correspondence courses.
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 any campus Answer Center. Recommendations in the American Council on Education (ACE) Guide are advisory in nature and are not binding upon the College.
University of Central Florida Partnerships

DirectConnect to UCF (Guaranteed* Entry to the University of Central Florida)

Valencia has joined with the University of Central Florida (UCF) in a unique agreement, known as DirectConnect to UCF, 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 UCF.*
• Increased opportunity to complete a Bachelor’s degree on a Valencia campus.
• Consideration for admission to limited access Bachelor’s degree programs with native UCF students.
• Access to the Pathway – step-by-step guidance on the transfer to UCF. Students may experience a more cost effective and shorter time to degree completion.

Advising, admissions, and financial aid services, as well as other academic support services, are available from UCF staff on Valencia’s East, Osceola, and West campuses.

To participate in the DirectConnect to UCF program:

• On the Valencia Application for Admission or on a Student Record Information Form in any campus Answer Center, indicate your intention to complete a bachelor’s degree at UCF.
• Go to (http://facts.org)floridashines.org (http://floridashines.org) to conduct a two-plus-two degree audit for the associate 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 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 a Valencia Advisor and DirectConnect Coordinator to review your plans and obtain additional information on how to prepare to complete the associate and bachelor’s degrees.
• Apply to the University of Central Florida in or prior to the term you plan to graduate from Valencia.

Regional Campuses

For additional information and to sign up for DirectConnect to UCF, visit: www.DirectConnecttoUCF.com (http://www.directconnecttoucf.com)

To review the Bachelor’s degree programs available at the UCF Regional Campuses, visit: www.regionalcampuses.ucf.edu (http://www.regionalcampuses.ucf.edu)
Teacher Preparation

Students who wish to pursue a career as a primary or secondary school teacher can do so in one of two ways: teacher certification or alternate certification. Teacher certification requires students to obtain a Bachelor’s degree in an educational program and to earn a passing score on all sections of the Florida Teacher Certification Examination. The alternate certification requires students who have a Bachelor’s degree in a discipline other than education to demonstrate mastery of outcomes within a competency-based program and to earn a passing score on all sections of the Florida Teacher Certification Examination.

Teacher Certification

Education Transfer Plans

Valencia offers an Associate in Arts degree transfer plans that lead to teacher certification: Education (General Preparation). This transfer plan is designed for students who wish to transfer to a state university and major in education; it is included in the Transfer Plan section of this catalog.

Associate in Arts Early Childhood Education Pre-Major

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. If this pre-major transfers to a limited-access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this pre-major does not guarantee admission to an upper division limited-access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Alternate Certification

Educator Preparation Institute (EPI)

The Educator Preparation Institute (EPI) provides a competency-based program that offers an 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 6 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 requirements 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.

Program Requirements

To be considered for enrollment in the Educator Preparation Institute (EPI) program, participants must possess a Bachelor’s degree from a regionally accredited institution, and a Statement of Status of Eligibility from the Florida Department of Education (FLDOE), and have passed the General Knowledge Test (GKT) teacher certification exam. The eligibility statement must be presented with the EPI application. Participants cannot begin EPI coursework until a valid Statement of Eligibility has been submitted to the EPI office. If the Statement of Eligibility expires while the participant is enrolled in the EPI program, the participant will not be permitted to continue taking EPI courses until a copy of the renewed valid eligibility statement is provided to the EPI office.

For further admission information and enrollment session dates, please visit the EPI Website at valenciacollege.edu/epi.

EPI Curriculum

Module I

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<td>EPI 0001</td>
<td>CLASSROOM MANAGEMENT</td>
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</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>
<td>3</td>
</tr>
</tbody>
</table>
Teacher Recertification

Most of Valencia’s courses meet the requirements of teachers seeking recertification. These courses are offered in a variety of delivery modes (face-to-face, online, hybrid, etc.) on each Valencia campus. Please visit valenciacollege.edu/epi for general information or email epi@valenciacollege.edu to receive an automated message with pertinent recertification and Valencia-related admissions/residency and registration details.

Registration for teacher 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. Registration, through the student ATLAS system, 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 complete the online Valencia Application for Admission and pay the $35 non-refundable, non-transferable fee. The application must be submitted electronically at valenciacollege.edu/admissions by the application deadline. A residency form must also be submitted to determine Florida residency eligibility for tuition purposes.

Returning students who have not attended Valencia within the past two years are required to complete the online Valencia Application for Admission and pay the $35 non-refundable, non-transferable fee. The application must be submitted electronically at valenciacollege.edu/admissions by the application deadline. A residency form must also be submitted to determine Florida residency eligibility for tuition purposes. Please refer to valenciacollege.edu/epi, for more details and contact information.
The CNL Charitable Foundation and the Valencia College Foundation entered into an agreement to establish an endowment fund to support educational opportunities at the college. The result was the creation of the Seneff Honors College.

A major emphasis of the Seneff Honors College is to teach students to be leaders in their communities, and in so doing awaken them to a new world of opportunities for personal, intellectual and civic growth.

Honors classes are not just regular classes with additional work; they provide an entirely unique intellectual and co-curricular experience. In addition, classes are kept small; the average size is 16 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 analyses of course materials.

While students have some flexibility in designing their honors program to meet individual needs, there are four basic tracks that lead to graduation from the Seneff Honors College: the Global Studies Track, the Interdisciplinary Track (IDH), the Leadership Track, and the Undergraduate Research Track.

**Admission to the Seneff Honors College**

The admissions process into the Seneff Honors College considers a student’s potential beyond simply a test score or GPA. All highly motivated students who desire to make the most of their Valencia experience are encouraged to apply. Students wishing admission to the Seneff Honors College will:

1. Complete an application to Valencia College.
2. Complete an online application to the Seneff Honors College through Atlas. As a part of the online application, students must upload a 500 word essay on an assigned prompt. For current prompts, visit valenciacollege.edu/honors/prospective-students/admission.cfm.
3. Submit standardized test scores to the Valencia Registrar’s Office or take the PERT at one of the Valencia campuses (transfer students may be exempt from this requirement). Prior to being admitted to the Seneff Honors College, a student must have college level assessment scores or have completed any developmental mandate in reading and writing.
4. Submit an unofficial copy of high school transcripts to the Honors Office (for students who have graduated from high school within the last 2 years).
5. Submit an unofficial copy of all college transcripts to the Honors Office (for transfer students).
6. Submit one of the following:
   a. Letter of recommendation from a teacher, school official, supervisor or community leader.
   b. Letter of recommendation from a Valencia College faculty member.

**Application to Take Honors Classes**

A student who meets any of the following criteria can apply to take honors classes. The online application to take honors classes will be available through Atlas:

1. 3.25 cumulative college GPA with at least 9 college-level credits completed (Valencia or transfer)
2. Phi Theta Kappa members in good standing
3. Students with less than 9 college-level credits with any of the following minimum standardized test score profiles:
   a. ACT – Composite score of 26 or higher
   b. SAT – Combined score of 1170 or higher on the math and critical reading sections of the test
   c. PERT –
      - Writing ≥ 102
      - Reading ≥ 106
      - Algebra ≥ 123
      - CPT (I) ≥ 50
      or
      - Writing ≥ 116
      - Reading ≥ 116
Students may complete up to 12 credits of honors coursework to earn an Honors Certificate without being formally admitted to one of the tracks of the Seneff Honors College Scholars tracks.
Leadership Track

Leadership Track is designed to create citizen scholars – individuals whose action is informed by theory.

Program Outcomes

1. Develop a working, evolving and individual leadership theory or style.
2. Practice leadership principles through their campus activities and continued community involvement.
3. Identify opportunities to make social change.

Curricular Outline

To satisfy the Associate in Arts degree and the curricular aspect of the Leadership Program, students must complete the following courses:

Communications

Select at least one of the following as Honors

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101H</td>
<td>FRESHMAN COMPOSITION I - HONORS</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
</tr>
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<td>ENC 1102H</td>
<td>FRESHMAN COMPOSITION II - HONORS</td>
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<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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<td>SPC 1608H</td>
<td>FUNDAMENTALS OF SPEECH - HONORS</td>
</tr>
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<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>SPC 1017H</td>
<td>INTERPERSONAL COMMUNICATION HONORS</td>
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<tr>
<td>SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
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<tr>
<td>SLS 1122H</td>
<td>New Student Experience-Honors</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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Humanities

Students must take one Core and one Institutional course, and they should select at least one that is an Honors course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>AMH 2020H</td>
<td>UNITED STATES HISTORY 1877 TO PRESENT - HONORS</td>
</tr>
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<td>AMH 2020</td>
<td>U.S. HISTORY 1877 TO PRESENT</td>
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<tr>
<td>POS 2041H</td>
<td>U.S. GOVERNMENT - HONORS</td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT</td>
</tr>
<tr>
<td>PSY 2012H</td>
<td>GENERAL PSYCHOLOGY - HONORS</td>
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<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<td>SYG 2000H</td>
<td>INTRODUCTORY SOCIOLOGY - HONORS</td>
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Mathematics

Math

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<td>EUH 2001H</td>
<td>Modern Western Civilization-Honors (GR)</td>
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<tr>
<td>EUH 2001</td>
<td>MODERN WESTERN CIVILIZATION</td>
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<tr>
<td>INR 2002H</td>
<td>INTERNATIONAL POLITICS HONORS (GR)</td>
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<td>INR 2002</td>
<td>INTERNATIONAL POLITICS</td>
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Social Sciences

Students must take one Core and one Institutional course, and they should select at least one as an Honors course

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>AMH 2020H</td>
<td>UNITED STATES HISTORY 1877 TO PRESENT - HONORS</td>
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<td>INTRODUCTORY SOCIOLOGY</td>
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Institutional

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<tr>
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<tr>
<td>EUH 2001</td>
<td>MODERN WESTERN CIVILIZATION</td>
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<td>INR 2002H</td>
<td>INTERNATIONAL POLITICS HONORS (GR)</td>
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<tr>
<td>INR 2002</td>
<td>INTERNATIONAL POLITICS</td>
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Science

Science  See Gen. Ed. Core Requirement
Science  See Gen. Ed. Core or Institutional Requirement

**Additional Leadership Work Required**

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<th>Course</th>
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<tr>
<td>SLS 2940H</td>
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<tr>
<td>or SLS 2941</td>
<td>ORGANIZATIONAL LEADERSHIP/INTERNSHIP EXPLORATION</td>
<td>3</td>
</tr>
<tr>
<td>SLS 2261H</td>
<td>LEADERSHIP DEVELOPMENT - HONORS (only offered in Spring)</td>
<td>9</td>
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</table>

**Additional Honors Coursework**

**Electives**

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<th>Course</th>
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<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>60</td>
</tr>
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</table>

**Note:** At least 23 credits as outlined above are needed to earn the Seneff Honors College Scholars diploma.

**Co-Curricular Component**

Students will be required to participate in a minimum of 15 hours of approved co-curricular activities each term of enrollment (excluding summer). This may include designated campus and community service activities, leadership in campus student organizations, mentoring programs, speaker series, and/or service to the Honors College.
Interdisciplinary Studies Track

Interdisciplinary studies track is designed to create an integrative, holistic education experience that empowers a global and diverse perspective.

Program Outcomes
1. Apply principles of dialogic argument in written and verbal communication.
2. Compare, contrast, and explain the significance of different historical ages.
3. Compare, contrast, and integrate knowledge of diverse cultures and disciplines.

Curricular Outline
Students must complete a total of 24 credits of honors course work, at least 18 of which must be in three of the following IDH courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IDH 1111</td>
<td>INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II - HONORS (Offered only</td>
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<tr>
<td></td>
<td>ENC 1102 FRESHMAN COMPOSITION II and Core Science</td>
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<tr>
<td>IDH 2120</td>
<td>INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III - HONORS (Offered only Fall</td>
<td>Term)</td>
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<tr>
<td>IDH 2121</td>
<td>INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV - HONORS (Offered only Spring Term)</td>
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<td>IDH 1111</td>
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</table>

Total Credit Hours

1  ENC 1102 FRESHMAN COMPOSITION II and Core Science
2  Institutional Social Science (GR) and Science (core or institutional)
3  Institutional Humanities (GR) and Core Social Science
4  ENC 1101 FRESHMAN COMPOSITION I and Core Humanities (GR)

Denotes a Gordon Rule course.

Co-Curricular Component
Students will be required to participate in a minimum of 15 hours of approved co-curricular activities each term of enrollment (excluding summer). This may include international travel experiences, field trips to cultural locations, colloquia, reading circles, speaker series, and/or service to the Honors College.
Undergraduate Research Track

Undergraduate research track is designed to create students who are familiar with the process, practice, and principles of scholarly inquiry in an academic community.

Program Outcomes
1. Complete a discipline-specific research project.
2. Present research in a peer-reviewed, academic setting.

Curricular Outline
To satisfy the curricular aspect of the Undergraduate Research Track, students must complete:
1. IDH 2911- Honors Research Process (2 cr) - This honors course will introduce students to the process of research, tools, concepts, and resources necessary to search, evaluate, and use information in a variety of formats and subject disciplines. The focus will be to analyze and utilize information critically using a broad range of materials and interdisciplinary concepts needed for honors research and academic/professional success.
2. Individual Honors Study Plan (12-15 cr) – honors courses designed to enhance the individual student's research plan, developed in consultation with the Honors Director and a Faculty Advisor. Approved study plans are kept on file in the Honors Office.
3. IDH 2912- Honors Project (1 cr) – the student will complete under the guidance of a faculty advisor. The project will define and execute a research question. Guidelines will be established regarding format, standards, and review of projects.
4. Additional Honors Coursework (6-9 cr)

Co-Curricular Component
Students will be required to participate in a minimum of 15 hours of approved co-curricular activities per term of enrollment (excluding summer). This may include participation in the editing and publication of a Valencia Honors research journal, presentation of original research at local, regional, and national honors and/or discipline conferences, and/or presentation of original research at Valencia.
Global Studies

Working Theory
Global Studies track is designed to create open-minded students who seek to understand how their actions affect both local and global communities.

Learning Outcomes
Students who complete the requirements of the Global Studies track will be able to:

• Articulate their values and how they fit into a global society
• Demonstrate an advocacy for change
• Explore multiple perspectives on an issue that impacts a global world
• Demonstrate an understanding to the ways in which people differ, including innate characteristics
• Demonstrate an understanding of how past events shape current realities
• Articulate a breadth of knowledge about nations and regions around the world, such as their geographies, languages, religions, currencies, and cultures
• Demonstrate the ability to communicate effectively and appropriately in intercultural situations based on one’s intercultural knowledge, skills and attitudes
• Demonstrate collaboration using a “win-win” approach that benefits all, within and across perceived or actual cultural barriers

Curricular Outline

Foundation Courses
SLS 1122H New Student Experience-Honors  ~  3
ENC 1101 FRESHMAN COMPOSITION I *~ (GR)  3
or ENC 1101H FRESHMAN COMPOSITION I - HONORS
HUM 1020H INTRODUCTION TO HUMANITIES - HONORS ~  3
SLS 1501H HONORS SEMINAR  1
Math See Gen. Ed. Core Requirements *~  3
SPC 1017H INTERPERSONAL COMMUNICATION HONORS ~  3

Intermediate Courses
HUM 2250H HUMANITIES - TWENTIETH CENTURY - HONORS *~ (GR)  3
ENC 1102H FRESHMAN COMPOSITION II - HONORS *~ (GR)  3
ANT 2000H INTRODUCTORY ANTHROPOLOGY HON ~  3
SLS 2940H SERVICE LEARNING  1
INR 2002H INTERNATIONAL POLITICS HONORS *~ (GR)  3
Math See Gen. Ed. Core Requirements *~  3
Science See Gen. Ed. Core Requirements *~  3

Advanced Courses
IDH 2028 HONORS CAPSTONE ~  1
Math See Gen. Ed. Core or Institutional Requirements *~  3
Science See Gen. Ed. Core or Institutional Requirements *~  3
Electives 21
Total Credit Hours 60

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.
Note: Students planning to pursue a B.A. in International and Global Studies at UCF should substitute ECO 2013 or ECO 2013H for ANT 2000H. If a student selects non-honors ECO 2013, he/she must meet the Honors credit hour requirement by taking at least one additional honors course within their remaining degree requirements. Students pursuing this degree option must also take ECO 2023 and POS 2041 within their elective hours.

Co-curricular Component
Students will be required to participate in a minimum of 15 hours of approved co-curricular activities each term of enrollment (excluding summer). This may include service learning, short-term study abroad, mentoring, cultural field trips, civic projects, reading groups, service to the Honors College, etc.
Graduation Requirements

Honors students who have applied and completed the requirements of one of the Seneff Honors College programs will be offered three levels of graduation distinction:

1. The term **Seneff Honors College Scholars** will be reserved for those students who successfully complete the curricular and co-curricular requirements of one of the program tracks, who earn no less than a “C” in each honors class*, who graduate with a cumulative overall degree GPA of at least 3.5, and who complete 60 hours of approved co-curricular activities.

2. The term **Valencia Honors Scholars** will be reserved for those students who successfully complete at least 18 hours of honors coursework, who earn no less than a “C” in each honors class*, who maintain a cumulative overall degree GPA of at least 3.33, and who complete 30 hours of approved co-curricular activities.

3. Students who successfully complete at least 12 hours of honors coursework within a maximum of 80 total credit hours, who earn no less than a “C” in each honors class*, and who maintain a cumulative overall degree GPA of at least 3.25 will earn an **Honors Certificate**.

* 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 Courses

Honors courses include:

- **AMH 2010H** | UNITED STATES HISTORY TO 1877 - HONORS | 3
- **AML 2011H** | SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR-HONORS | 3
- **AMH 2020H** | UNITED STATES HISTORY 1877 TO PRESENT - HONORS | 3
- **AML 2021H** | SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT - HONORS | 3
- **ANT 2000H** | INTRODUCTORY ANTHROPOLOGY HON | 3
- **ARH 2051H** | INTRODUCTION TO ART HISTORY II - HONORS (GR) | 3
- **AST 1002H** | ASTRONOMY - HONORS | 3
- **BSC 1005H** | BIOLOGICAL SCIENCE - HONORS | 4
- **BSC 1010H** | GENERAL BIOLOGY - HONORS | 4
- **BSC 1011H** | GENERAL BIOLOGY II - HONORS | 4
- **BSC 1026H** | BIOLOGY OF HUMAN SEXUALITY - HONORS | 3
- **CHM 1045H** | GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I -HONORS | 4
- **CHM 1046H** | GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II HONORS | 4
- **DEP 2004H** | DEVELOPMENTAL PSYCHOLOGY HONORS | 3
- **ECO 2013H** | PRINCIPLES OF ECONOMICS-MACRO-HONORS | 3
- **ECO 2023H** | PRINCIPLES OF ECONOMICS-MICRO HONORS | 3
- **ENC 1101H** | FRESHMAN COMPOSITION I - HONORS (GR) | 3
- **ENC 1102H** | FRESHMAN COMPOSITION II - HONORS (GR) | 3
- **EVR 1001H** | INTRODUCTION TO ENVIRONMENTAL SCIENCE HONORS | 3
- **GLY 2100H** | HISTORICAL GEOLOGY - HONORS | 4
- **HUM 1020H** | INTRODUCTION TO HUMANITIES - HONORS | 3
- **HUM 2200H** | HUMANITIES- GREEK AND ROMAN- HONORS (GR) | 3
- **HUM 2223H** | HUMANITIES - LATE ROMAN AND MEDIEVAL HONORS (GR) | 3
- **HUM 2232H** | HUMANITIES - RENAISSANCE AND BAROQUE - HONORS (GR) | 3
- **HUM 2234H** | HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS (GR) | 3
- **HUM 2250H** | HUMANITIES - TWENTIETH CENTURY - HONORS (GR) | 3
- **HUM 2310H** | MYTHOLOGY - HONORS (GR) | 3
- **HUM 2461H** | LATIN AMERICAN HUMANITIES - HONORS (GR) | 3
- **IDH 1110** | INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I - HONORS (GR) | 6
- **IDH 1111** | INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II - HONORS (GR) | 6
- **IDH 1112** | INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION - HONORS (GR) | 6
- **IDH 2028** | HONORS CAPSTONE | 1
- **IDH 2120** | INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III - HONORS (GR) | 6
- **IDH 2121** | INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV - HONORS (GR) | 6
- **IDH 2911** | HONORS RESEARCH PROCESS | 2
- **IDH 2912** | HONORS PROJECT | 1
- **IDH 2955** | HONORS STUDY ABROAD | 1
- **INR 2002H** | INTERNATIONAL POLITICS HONORS (GR) | 3
- **LIT 2090H** | CONTEMPORARY LITERATURE- HONORS | 3
- **LIT 2120H** | SURVEY IN WORLD LITERATURE: ENLIGHTMENT TO PRESENT | 3
- **LIT 2174H** | MULTIMEDIA LITERATURE AND THE HOLOCAUST-HONORS | 3
- **MAC 1105H** | COLLEGE ALGEBRA - HONORS (GR) | 3
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<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR)</td>
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<td>MAC 2311H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I - HONORS (GR)</td>
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<td>OCE 1001H</td>
<td>INTRODUCTION TO OCEANOGRAPHY-HONORS</td>
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<td>PCB 1440H</td>
<td>FLORIDA ENVIRONMENTAL SYSTEMS</td>
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<td>PHY 2048H</td>
<td>GENERAL PHYSICS WITH CALCULUS I - HONORS</td>
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<td>PHY 2049H</td>
<td>GENERAL PHYSICS WITH CALCULUS II HONORS</td>
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<td>POS 2112H</td>
<td>STATE AND LOCAL GOVERNMENT - HONORS</td>
<td>3</td>
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<td>POS 2041H</td>
<td>U.S. GOVERNMENT - HONORS</td>
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<td>PSY 2012H</td>
<td>GENERAL PSYCHOLOGY - HONORS</td>
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<td>REL 2300H</td>
<td>WORLD RELIGIONS - HONORS (GR)</td>
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<td>SLS 1122H</td>
<td>NEW STUDENT EXPERIENCE-HONORS</td>
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<td>SLS 1501H</td>
<td>HONORS SEMINAR</td>
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<td>SLS 2261H</td>
<td>LEADERSHIP DEVELOPMENT - HONORS</td>
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<td>SLS 2940H</td>
<td>SERVICE LEARNING</td>
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<td>INTERPERSONAL COMMUNICATION HONORS</td>
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<td>SPC 1608H</td>
<td>FUNDAMENTALS OF SPEECH - HONORS</td>
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<td>STA 2023H</td>
<td>STATISTICAL METHODS - HONORS (GR)</td>
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<td>SYG 2000H</td>
<td>INTRODUCTORY SOCIOLOGY- HONORS</td>
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Resolution of Student Issues

(College Policy: 6Hx28: 8-10: Student Academic Dispute and Administrative Complaint Resolution (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=190&volumeID_1=8&navst=0))

Valencia's administrative processes are designed to support student academic success and progress. If you have difficulty with Valencia's processes or procedures, please seek resolution by asking for assistance. It is best if you attempt to resolve your difficulty through the supervisory channels in the area in which you had your difficulty. If you are unable to resolve the issue at the first manager level, you may contact the staff member at the next level. The titles of staff members you may seek to address various issues are provided in the chart below; staff locations and phone numbers are available at valenciacollege.edu/contact/directory.cfm. You may also access our Student Dispute Resolution (https://secure.valenciacollege.edu/students/disputes) page to learn more about our policies and express your concern to the appropriate party through submission of an online report.

Click here to see a Resolution of Student Issues chart. (http://catalog.valenciacollege.edu/resolutionofstudentissues/resolutionofstudentissueschart.pdf)
Valencia College Continuing Education provides non-degree workshops, programs and services that focus on workforce development for local organizations, business professionals and individuals, as well as non-degree programs for local and international students in the areas of languages and international workforce development. From languages to short-term training and certifications to customized training for organizations, we provide the workforce development needed to help individuals and organizations succeed.

For a list of available programs and courses, visit the Continuing Education Course Catalog (http://net1.valenciacollege.edu/continuing-education).

For further information, contact the Client Service Center (http://net1.valenciacollege.edu/continuing-education/contact).
Drug Free Schools & Communities Act

Valencia's Drug Free Schools and Communities Act can be found here. (http://catalog.valenciacollege.edu/drugfreeschoolscommunitiesact/drugfreecommunityesschoolsact.pdf)
Glossary

**Ability to Benefit** – Minimum CPT score requirements for Certificate of Completion students to be eligible for financial aid

**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 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)

**Automated Clearing House (ACH)** – An electronic network for financial transactions in the U.S. Valencia uses this network to process tuition and fee payments made through the student’s Atlas account. All transactions are secured and encrypted to ensure a student’s privacy. This method will allow anyone with a savings or checking account to make online payments

**ACT (American College Testing)** – College entrance testing program which may be used for placement in college-credit English and mathematics courses

**Advanced Placement** – College credits earned prior to enrollment at Valencia College through certain examinations, such as those administered by the College Board

**Alternative Delivery** – All modes of instruction other than traditional course delivery and may include Web-enhanced, hybrid, online, 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 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, CLEP, Dantes, and IB
- Graduation: Proper documentation, commencement information, and deadlines
- Referrals: Referrals to other offices (as necessary)

**Articulation Agreement for the A.A. Degree** – Agreement between Florida’s public 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 a campus Answer Center 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
- Atlas
- Atlas E-mail
- Atlas Groups
- Degree Audit
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.

Atlas E-mail – Atlas e-mail is the official form of communication from Valencia to students. Atlas 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) @mail.valenciacollege.edu. For example, jdoe8@mail.valenciacollege.edu.

Atlas Groups – Atlas online learning communities through which Valencia students, faculty, and staff can “meet” around topics of mutual interest.

Audit – Credit course taken for which no credit or grade will be received.

Award of Credit – Process through which students can earn college credit based on certifications or licenses. See the appropriate Career Program Advisor for evaluation of credit.

BayCare Behavioral Health – The contracted provider for Student Assistance Services. BayCare provides referrals for private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. A referral can be obtained by calling 1-800-878-5470.

Blackboard and BBLearn – See Course Management System.

Career Program Advisors – Staff with specialized training to answer specific questions about requirements and program completion of A.A.S. and A.S. degrees, technical certificate and diploma programs.

Career Programs – Applied Technology Diploma, Associate in Applied Science and Associate in Science Degrees, Technical and Career 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. A governing catalog is valid for five years.

C.E.U. (Continuing Education Unit) – One C.E.U. is awarded for every 10 contact hours of instruction in an organized continuing education/non-credit course.

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.

College Night – An evening for students, prospective students, families, and friends to visit Valencia campuses to meet representatives of more than 100 colleges and universities. Usually held in early October.

Developmental 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.

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.

Compass ESL – Test used for entry testing of English language proficiency of non-native speakers of English.

Computer-Assisted Instruction – A learning technique used in mathematics courses that combines lecture and learning via computer activities.

Continuing Education – Courses and programs designed to meet the professional development and training needs of the workforce.
Continuous Enrollment – From your initial Term of registration, enrollment in each subsequent major (Fall and Spring) Term

Core Competencies – Valencia has four core competencies that we seek to develop in all of our students: Think, Value, Communicate, and Act

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 Black Board Learn as its approved course management system

Course Reference Number (CRN) – Five digit course number used in Atlas for registration. Fall CRNs begin with a 1, Spring CRNs begin with a 2, and Summer CRNs begin with a 3

CPT (Computerized Placement Tests) – Entry test used for placement in English, reading and mathematics

Credit Hour – 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

Degree Verification – Certification of degree(s) awarded (obtained via the National Student Clearinghouse at www.nslc.org (http://www.nslc.org))

Department – Academic discipline related to each course, e.g., English, Geology, Sociology

DirectConnect – An agreement with UCF in which Valencia students receive guaranteed admission to a bachelor’s degree program, increased opportunity to complete a bachelor’s degree on a Valencia campus, and preferential admission to select bachelor degree programs

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 (English for Academic Purposes) – Developmental and college-level courses in English as a Second Language for Academic Purposes taught for non-native speakers of English

E-mail – See Atlas E-mail

Enrollment Verification – Certification of registration for a particular term available 5 business days after the Drop/Refund Deadline via Atlas account

Entry Testing – An evaluation of basic skills to determine initial placement in reading, mathematics and English courses. Initial placement may include developmental and/or college-level courses. See CPT, Companion Test, LOEP, and PERT.

Educator Preparation Institute (EPI) – prepares students with a bachelor’s degree in a discipline other than education, to become a classroom teacher in Florida

Expired Test Scores – ACT, CPT, or SAT scores that are more than two years old

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
FloridaShines.org (http://floridashines.org) – 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, transfer requirements, and being a transient student at a Florida public institution

**Foreign Language Proficiency 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. The amount is equivalent to non-Florida resident tuition

**Full-Time Student** – Student enrolled for 12 or more credits in Fall, Spring or Summer Term

**General Education** – Specific number of credits of basic liberal arts courses required as foundation in university parallel A.A. degree. General education courses are also required in A.A.S and A.S. degree programs

- **Core Courses** - A common set of courses determined by the State of Florida that will be offered and accepted at every public community college, state college and state university. Students must take one core course from each of the General Education areas (Communications, Humanities, Mathematics, Science and Social Science)

- **Institutional Courses** - Additional General Education courses selected by each institution that contributes to a liberal arts education. Students must take one institutional course from each of the General Education areas (Communications, Humanities, Mathematics, Science and Social Science). Students may take two courses from the Core Courses offerings in Mathematics and Science in lieu of taking course from the Institutional Courses offerings

**Gordon Rule** – State Board of Education rule that requires students to successfully complete 12 credits of course work in which they must demonstrate writing skills and 6 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 0.0 to 4.0. Following are the types of GPAs calculated at Valencia:

- **Institutional GPA:** all course work at Valencia
- **Overall GPA:** all course work (including transfer and developmental)
- **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 to be considered for a degree. This application must be submitted by the deadline date listed in the Academic Calendar in the online official catalog

**Grant** – Funds, which typically do not require repayment, awarded for college expenses to qualified students with financial need

**Half-Time Student** – A student enrolled in six to eight credits in Fall, Spring or Summer Term

**Home Institution** – If you are a transient student, the institution where you plan to complete your degree

**Host Institution** – If you are a transient student, the institution where you plan to take courses for transfer to the institution where you plan to complete your degree

**Hybrid/Blended Course** – Course that blends online and face-to-face delivery. A certain percentage of course instruction is delivered via electronic means and a certain percentage of instruction is conducted face-to-face

**IELTS (International English Language Testing System)** – Test used for entry testing of English language proficiency of non-native speakers of English

**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. Approval is required from both the professor and the Academic Dean and an additional fee is charged for Independent Study.

Intensive Tutorials – Courses designed for English and Mathematics, specifically for students who completed the college preparatory course work, but did not pass the Basic Skills Exit Test. Faculty recommendation and Academic Dean approval is required to register.

International Student – A student who has entered the U.S. on a non-immigrant 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.

Junior - You are classified as a Junior if you have completed at least 60 college-level credits, are admitted to a Bachelor’s degree program, and are registered for 3000/4000 level courses.

Late Registration – Registration for courses after the second fee payment deadline during which a late registration fee may be assessed.

Learning Day – A college-wide assembly built into the college calendar in order for employees to have the opportunity to come together and collectively focus on Valencia’s learning-centered mission.

Less-Than Half-Time Student – A student enrolled in one to five credit hours in Fall, Spring or Summer Term.

LifeMap – Valencia’s system of advising, programs, curriculum, and services to assist students in the design and achievement of their career and educational goals.

Limited-Access – Limited-access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not imply acceptance to a limited access degree or certificate program in which the number of students who may enroll is limited. Limited-access programs have specific admission requirements.

LinC – Learning in Community – a program of linking two or more courses into 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 developmental reading, mathematics, and English; developmental 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. Additionally, students seeking an Associate in Arts Degree who are eligible for the Florida Statute 1008.30 exemption are mandated to take SLS 1122 (New Student Experience) within their first two terms of enrollment at Valencia.

Math Path – The sequence of math courses and prerequisites at Valencia.

Meta-Majors - Meta-Majors are collections of academic majors that have related courses. Meta-Majors cluster groups of majors that fit within a career area. There are eight Meta-Majors used by colleges in the state of Florida. Within each Meta-Major are degrees and certificates that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. Selecting a Meta-Major will also help you select classes that relate to a specific degree. All degree-seeking students (AA and AS) need to decide upon a Meta-Major. The eight Meta-Majors are: (a) Arts, Humanities, Communication and Design, (b) Business, (c) Education, (d) Health Sciences, (e) Industry/Manufacturing and Construction, (f) Public Safety, (g) Science, Technology, Engineering, and Mathematics, and (h) Social and Behavioral Sciences and Human Services. With a Meta-Major, you can narrow down your major choice and begin developing an educational plan that will help lead you to degree completion.

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 Atlas – Atlas homepage that provides personal and campus messages, academic resource links, headline news links, and links to the Valencia homepage. Sign on at atlas.valenciacollege.edu.

My Career Planner – Valencia’s Web-based tool in Atlas that provides assessments, and exploration of careers and majors.

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, determine course sequence, and project the time it will take to complete a degree. A student can 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.

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, My Portfolio and Me In The Making.

My Portfolio – Valencia’s Web-based tool in Atlas through which students save examples of their academic work, receive faculty reviews, post an online résumé and link learning to the Valencia Student Core Competencies of Think, Value, Communicate, and Act.

Non-immigrant Student – A student who has entered the United States on a non-immigrant visa, most often an individual on a student visa.

Official Transcript – See Transcript, Official Transcript.

Online Course – A course in which all of the content is delivered online using the college-approved course management system (WebCT and BBLearn).

Orientation – Prior to registering for courses, degree-seeking students new to Valencia must participate in a New Student Orientation program that includes information on education planning and college resources, and group advising.

Part-Time Student – Student enrolled for fewer than 12 credits in Fall, Spring or Summer Term.

PERT (Postsecondary Education Readiness Test) – Primary entry testing used for placement in English, reading and mathematics.

PIN – Personal Identification Number used to access your Atlas account.

Post-secondary Institution – Education that takes place following graduation from a high school (study beyond the level of high school).

Pre-Major – Prepares you for transfer to a Florida public university to pursue a bachelor’s degree with the majority of the prerequisites met within a specific major.

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, Academic – A status given to students who fail to maintain satisfactory academic progress.

Probation, Financial Aid – A status given to students receiving financial aid who fail to meet the standards of satisfactory academic progress for financial aid.

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 0 to 4, for grades from A to F for all courses completed, used in determining a grade point average (Also see GPA).

Readmit Student – A returning student not enrolled in credit courses within the 24 months prior to the beginning of the full Term in which the student intends to enroll.

Registration – The process of selecting courses and class times for an academic term.

Residency for Degree – Percentage of courses (25%) that must be completed at Valencia in order for a degree to be awarded.

Residency for Tuition Purposes – A Florida resident for tuition purposes is a person who, or a dependent person whose parent or legal guardian, has established and maintained legal residence in Florida for at least 12 consecutive months immediately preceding his/her first enrollment at Valencia.
ROTC Courses – Military Science 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

Senior - You are classified as a Senior if you have completed at least 90 college-level credits, are admitted to a bachelor’s degree program, and are registered for 3000/4000 level courses

Servicemembers Opportunity College – Programs and special services designed to meet the 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

Spirit Day – Annual event created to provide students, faculty and staff the opportunity to interact outside the classroom in an informal setting each Fall term

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

Student ID Card – Your student ID card must be presented to utilize Campus services such as the Library and Testing Centers. You can obtain your student ID card at any Campus Student DevelopmentSecurity office once you have registered and paid for courses

Subject Prefix – The three letter code related to each course offering, e.g., ENC (English), MAT (mathematics), PSY (psychology)

Supplemental Learning – Classes that are supported by small group study sessions lead by Supplemental Learning Leaders (former students). These study sessions are regularly scheduled, casual sessions in which students in the class compare notes, discuss assignments, and develop organizational tools and study skills

Suspension – Student status under which a student is not permitted to attend college for a specific period of time

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

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

Three-Fourths Time Student – A student enrolled in 9 to 11 credits in Fall, Spring or Summer Term

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 sending institution’s envelope has not been broken.

Transfer Plan – A transfer guide for the State University System and the Florida College System.

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. Information for students who wish to attend a Florida public institution as a transient student is available at FloridaShines.org.

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 Voice – Collegewide student newspaper published online biweekly during Fall and Spring Terms as part of journalism offerings.

Valencia Volunteers – Community service organization that matches student interest in service projects with community needs.

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. No credit is awarded for the course. Tuition and fees are not refunded (See entry on Withdrawal in this catalog).
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