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ABOUT VALENCIA COLLEGE

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

In 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:

- 1969 – Granted full accreditation by the Southern Association of Colleges and Schools
- 1971 – Changed its name from Valencia Junior College to Valencia Community College
- 1971 – Moved to a first permanent campus, West Campus
- 1974 – Added Osceola County to the college district
- 1975 – Opened East Campus
- 1997 – Opened Osceola Campus
- 1998 – Opened Winter Park Campus
- 2004 – Opened Sand Lake Center (Continuing Education facility)
- 2005 – Co-founded DirectConnect to UCF, to provide Valencia students with guaranteed admission to the University of Central Florida
- 2011 – Changed its name from Valencia Community College to Valencia College
- 2011 – Valencia College began offering bachelor’s degrees
- 2011 – Received the inaugural Aspen Prize for Community College Excellence
- 2012 – Opened Lake Nona Campus
- 2012 – Established a smoke-free policy collegewide
- 2017 – Opened Poinciana Campus and celebrated 50-years of service to Orange and Osceola counties (http://valenciacollege.edu/50years/)
- 2019 – Opened Downtown Campus and celebrated 50th commencement ceremony graduates of the Orange and Osceola counties (http://valenciacollege.edu/50years/)

For further information about the college visit valenciacollege.edu/about/.

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 (http://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

Economic Development

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.
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. Each pre-major is an advising plan that includes the courses to satisfy Valencia’s general education requirements for the A.A. degree, the Statewide Common Course Prerequisites for the specific upper division major, and the requirements needed to transfer to the University of Central Florida, and/or another state institution.

   The Associate in Arts degree is described in full in the University Parallel Program section of this catalog.

2. **The Associate in Science (A.S.) degree** is a two-year program that is designed to prepare students for immediate employment in a specialized career upon completion of the degree, with no further study required. Valencia offers many exciting A.S. degrees ranging from nursing, cyber security, culinary arts and criminal justice to a host of other high-demand occupations.

   Associate in Science degree students also have the following pathways into a Bachelor's degree:
   
   - **2+2 Bachelor Degrees offered at Florida State Colleges** - Some A.S. Degrees will also transfer into specific 2+2 bachelor's degree programs that are offered at Florida State Colleges. For more information on the available Bachelor's Degrees offered at Florida State Colleges, please visit: **Bachelor's Degree Programs**.
   
   - **Statewide Agreements for A.S. Degrees to Bachelor's Degrees** - 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. 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: **Statewide Articulation Agreements**.
   
   - **A.S. to B.S. Degree Articulation Agreements with Public and Private Institutions** - 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: **Valencia A.S. to B.S. Articulation Agreements with Public and Private Institutions**.
   
   - **A.S. Degrees to Bachelor's of Applied Science (B.A.S.) Degrees** - All of Valencia's A.A./A.S. degrees will transfer into Valencia's B.A.S. (Bachelor of Applied Science) degree in Business and Organizational Leadership. The B.A.S. degree prepares students for supervisory and management roles in their respective field. For more information, visit: **B.A.S. degree in Business & Organizational Leadership**.

   The A.S. degrees are described in full in the Career Programs Section of this catalog.

3. **The Bachelor in Applied Science and Bachelor in Science degrees** are upper level degrees that offer 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.

If you are interested in an Associate in Arts degree, an Associate in Science degree, a Bachelor in Applied Science degree, or a Bachelor 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.

**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 as defined in the glossary of this catalog. If you are accepted to a limited access program, your governing catalog will be updated to the Valencia College catalog in effect at the time of your enrollment in the limited access program courses. If you are working toward (pending status) or have applied 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. As long as you have maintained continuous enrollment, 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 will be moved to the catalog in effect at the time of your change. You may change only into programs that are active within that catalog, and you will be required to follow the graduation requirements of that 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 to discuss education plan options.

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 pursue an Associate of Arts degree at Valencia College.

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. degree pathway at Valencia or by careful selection of courses for the Associate in Arts. Catalogs and/or Web sites of the state universities list the courses, including the Common Program Prerequisites (CPPs), 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 degree pathways 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 degree pathway includes the courses to satisfy Valencia's general education requirements for the A.A. degree as well as the Common Program Prerequisites for the specific major.

The Associate in Arts degree requires 60 eligible college-level credit hours, which includes 36 credits of general education (p. 10) 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 Program Prerequisite requirements are available electronically through the university websites 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 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 websitesWeb 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 addition, Valencia maintains articulation agreements with many colleges and universities that outline the requirements for transfer for each institution, including benefits specific to our graduates (where applicable). Articulation agreements can be found at https://valenciacollege.edu/academics/programs/aa-degree/articulation/.

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.

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 as a degree-seeking student at Valencia. A Valencia catalog is valid for five academic years provided you are continuously enrolled as defined in the glossary of this catalog. 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
Welcome New Students

New Student Experience

Welcome! Valencia wants all new to college students to start right as they begin their educational journey. As a result, all First Time in College students enrolled in an Associate in Arts or Associate in Science degree program are required to complete the New Student Experience (SLS 1122) course or the equivalent (noted below). This course, or equivalent, assists students in developing a sense of purpose for being in college, a plan for moving through their program of study, a pathway toward their career goals. It also helps students prepare for their coursework, develop clear personal connections, as well as understanding the places available for support.

Most Associate in Science degree programs have adopted the New Student Experience (SLS 1122) as a required course; however, provided below is a list of the A.S. degree programs which have an equivalent course:

- Construction and Civil Engineering Technology (A.S.) – Requires ETD 1031C INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY
- Cardiovascular Technology (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
- Computer Assisted Drafting and Design (A.S.) – Requires ETD 1031C INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY
- Dental Hygiene (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
- Diagnostic Medical Sonography (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
- Film Production Technology (A.S.) – Requires TPA 1380 SURVEY OF ENTERTAINMENT TECHNOLOGY
- Fire Science Academy Track (A.S.) – Requires FFP 1000 FIRE SCIENCE FUNDAMENTALS
- Fire Science Technology (A.S.) – Requires FFP 1000 FIRE SCIENCE FUNDAMENTALS
- Health Information Technology (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
- Live Entertainment Design and Production (A.S.) – Requires TPA 1380 SURVEY OF ENTERTAINMENT TECHNOLOGY
- Nursing, R.N. (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
- Radiography (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
- Respiratory Care (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended

Note:
Students who have not completed SLS 1122 (or the equivalent) course for their degree program within their first 18 credits or two terms at Valencia will be required to enroll in the course, or will be placed on hold which will prevent course registration.

General Education and Course Requirements

- General Education (p. 10)
- Electives (p. 12)
- Foreign Language Proficiency Requirement (p. 13)

The Associate in Arts degree requires 60 eligible 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.

The general education program 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.

Area 1. Communications

Area 2. Humanities
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 3
or ENC 1101H Freshman Comp I Honors

Freshman Composition II
ENC 1102 Freshman Comp II *~ 3
or ENC 1102H Freshman Comp II-Honors

Select one of the following Oral Communication courses: 3
SPC 1608 FUNDAMENTALS OF SPEECH ~
SPC 1608H Fundamentals of Speech- Honors ~
SPC 1017 Interpersonal Communication ~
SPC 1017H Interpersonal Comm - Honors ~

New Student Experience 3
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 credits from the Core offerings and three credits from either the Core or Institutional offerings. One course must be a Gordon Rule (GR) course, and completed with a minimum grade of C to meet the Gordon Rule Requirement.

Core 3
ARH 1000 ART APPRECIATION ~
HUM 1020 Intro To Humanities ~
or HUM 1020H Intro to Humanities - Honors
LIT 1000 Intro to Lit ~
MUL 1010 MUSIC APPRECIATION **~ (GR)
PHI 2010 Philosophy ~
THE 1000 INTRODUCTION TO THEATER ~

Institutional 3
HUM 2220 HUMANITIES - GREEK AND ROMAN **~ (GR)
or HUM 2220H Humanities Greek and Roman Hon
HUM 2223 MEDIEVAL HUMANITIES **~ (GR)
or HUM 2223H MEDIEVAL HUMANITIES - HONORS
HUM 2232 Hum Renaissance and Baroque **~ (GR)
or HUM 2232H Hum Renaissance and Baroque Hon
HUM 2234 18TH AND 19TH CENTURY HUMANITIES **~ (GR)
or HUM 2234H 18TH AND 19TH CENTURY HUMANITIES - HONORS
HUM 2250 20TH AND 21ST CENTURY HUMANITIES **~ (GR)
or HUM 2250H 20TH AND 21ST CENTURY HUMANITIES - HONORS

Total Credit Hours 6

Area 3. Mathematics

Required Courses - There are 6 required credits. Students must take three credits from the Core offerings, and three credits 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 3
MAC 1105 COLLEGE ALGEBRA **~ (GR)
or MAC 1105H College Algebra - Honors
MGF 1106 COLLEGE MATHEMATICS **~ (GR)
or MGF 1106H COLLEGE MATHEMATICS - HONORS
MGF 1107 Math for the Liberal Arts **~ (GR)
MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I **~ (GR)
or MAC 2311H Calc/Analytic Geometry I Honor
STA 2023 STATISTICAL METHODS **~ (GR)
or STA 2023H STATISTICAL METHODS - HONORS

Institutional 3
MAC 1114 College Trigonometry **~ (GR)
MAC 1140 Precalculus Algebra **~ (GR)
MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II **~ (GR)
or MAC 2312H Calc/Analytic Geometry II-Hnrs
MAC 2233 Calc For Busin and Soc Sci ~**~ (GR)
or MAC 2233H Calc for Busin and Soc Sci H

Total Credit Hours 6

1 MUT 1111 must be paired with MUL 1010 to satisfy both the Institutional Humanities and Gordon Rule requirements.
Area 4. Science

Institutional Core transfer plan, complete an education plan through Atlas. To select the most appropriate science courses for your major or to fulfill the Gordon Rule Requirement, you must take one or more laboratory science courses at Valencia. 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 completed the natural science core.

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 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.

Core *minimum of three credit hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1002</td>
<td>Astronomy</td>
</tr>
<tr>
<td>or AST 1002H</td>
<td>Astronomy-Honors</td>
</tr>
<tr>
<td>BSC 1005</td>
<td>Biological Science</td>
</tr>
<tr>
<td>or BSC 1005L</td>
<td>LAB IN APPLIED BIOLOGY</td>
</tr>
<tr>
<td>or BSC 1005C</td>
<td>BIOLOGICAL SCIENCE COMBINED</td>
</tr>
<tr>
<td>or BSC 1005H</td>
<td>BIOLOGICAL SCIENCE - HONORS</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
</tr>
<tr>
<td>or BSC 1010H</td>
<td>GENERAL BIOLOGY I HONORS</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Chemistry In Everyday Life</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
</tr>
<tr>
<td>or CHM 1045H</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I HONORS</td>
</tr>
<tr>
<td>ESC 1000</td>
<td>Earth Science</td>
</tr>
<tr>
<td>EVR 1001</td>
<td>Intro to Environ Science</td>
</tr>
<tr>
<td>or EVR 1001H</td>
<td>Intro to Environ Science Hon</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
</tr>
<tr>
<td>or PHY 2048H</td>
<td>GENERAL PHYSICS WITH CALCULUS I - HONORS</td>
</tr>
<tr>
<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA</td>
</tr>
</tbody>
</table>

Institutional *students may take three or more credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 2010C</td>
<td>BOTANY</td>
</tr>
<tr>
<td>or BSC 1011C</td>
<td>GENERAL BIOLOGY II</td>
</tr>
<tr>
<td>or BSC 1011H</td>
<td>GENERAL BIOLOGY II - HONORS</td>
</tr>
<tr>
<td>BSC 1020</td>
<td>Human Biology</td>
</tr>
<tr>
<td>BSC 1020C</td>
<td>HUMAN BIOLOGY COMBINED</td>
</tr>
<tr>
<td>BSC 1026</td>
<td>Biology of Human Sexuality</td>
</tr>
<tr>
<td>or BSC 1026H</td>
<td>Biol of Human Sexuality</td>
</tr>
<tr>
<td>BSC 1421C</td>
<td>INTRODUCTION TO BIOTECHNOLOGY</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>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
</tr>
<tr>
<td>GLY 2010C</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>GLY 2160</td>
<td>Geology of National Parks</td>
</tr>
<tr>
<td>HUN 1201</td>
<td>The Science of Nutrition</td>
</tr>
<tr>
<td>MET 1010</td>
<td>Intro To Meteorology</td>
</tr>
</tbody>
</table>

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.

Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
</tr>
<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>U.S. History 1877 to Pres 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>Prin 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>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>or SYG 2000H</td>
<td>Introductory Sociology-Honors</td>
</tr>
</tbody>
</table>

Institutional

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 2510</td>
<td>DEAF CULTURE</td>
</tr>
<tr>
<td>or EUH 2000</td>
<td>Ancient and Medieval West Civ</td>
</tr>
<tr>
<td>or EUH 2001</td>
<td>Modern Western Civ</td>
</tr>
<tr>
<td>or EUH 2001H</td>
<td>MODERN WESTERN CIVILIZATION-HONORS</td>
</tr>
<tr>
<td>INR 2002</td>
<td>International Politics</td>
</tr>
<tr>
<td>or INR 2002H</td>
<td>International Politics Honors</td>
</tr>
<tr>
<td>POS 2112</td>
<td>STATE AND LOCAL GOVERNMENT</td>
</tr>
<tr>
<td>or POS 2112H</td>
<td>STATE AND LOCAL GOVERNMENT - HONORS</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCB 1000</td>
<td>Intro to Marine Biology</td>
</tr>
<tr>
<td>OCE 1001</td>
<td>Intro To Oceanography</td>
</tr>
<tr>
<td>or OCE 1001H</td>
<td>Intro to Oceanography-Honors</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
</tr>
<tr>
<td>PHY 2054C</td>
<td>COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>MICROBIOLOGY</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.
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</th>
<th>Language</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARA 1120</td>
<td>ELEMENTARY ARABIC I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; ARA 1121</td>
<td>and ELEMENTARY ARABIC II</td>
<td></td>
</tr>
<tr>
<td>ASL 2140</td>
<td>AMERICAN SIGN LANGUAGE I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; ASL 2150</td>
<td>and AMERICAN SIGN LANGUAGE II</td>
<td></td>
</tr>
<tr>
<td>CHI 1120</td>
<td>ELEMENTARY CHINESE I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; CHI 1121</td>
<td>and ELEMENTARY CHINESE II</td>
<td></td>
</tr>
<tr>
<td>FRE 1120</td>
<td>ELEMENTARY FRENCH I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; FRE 1121</td>
<td>and ELEMENTARY FRENCH II</td>
<td></td>
</tr>
<tr>
<td>GER 1120</td>
<td>ELEMENTARY GERMAN I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; GER 1121</td>
<td>and ELEMENTARY GERMAN II</td>
<td></td>
</tr>
<tr>
<td>ITA 1120</td>
<td>ELEMENTARY ITALIAN I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; ITA 1121</td>
<td>and ELEMENTARY ITALIAN II</td>
<td></td>
</tr>
<tr>
<td>JPN 1120</td>
<td>ELEMENTARY JAPANESE I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; JPN 1121</td>
<td>and ELEMENTARY JAPANESE II</td>
<td></td>
</tr>
<tr>
<td>LAT 1120</td>
<td>ELEMENTARY LATIN I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; LAT 1121</td>
<td>and ELEMENTARY LATIN II</td>
<td></td>
</tr>
<tr>
<td>POR 1120</td>
<td>ELEMENTARY PORTUGUESE I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; POR 1121</td>
<td>and ELEMENTARY PORTUGUESE II</td>
<td></td>
</tr>
<tr>
<td>POR 1340</td>
<td>PORTUGUESE FOR HERITAGE SPEAKERS I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; POR 1341</td>
<td>and PORTUGUESE FOR HERITAGE SPEAKERS II</td>
<td></td>
</tr>
<tr>
<td>SPN 1120</td>
<td>ELEMENTARY SPANISH I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; SPN 1121</td>
<td>and ELEMENTARY SPANISH II</td>
<td></td>
</tr>
<tr>
<td>SPN 1340</td>
<td>SPANISH FOR HERITAGE SPEAKER I</td>
<td>8</td>
</tr>
<tr>
<td>&amp; SPN 1341</td>
<td>and SPANISH FOR HERITAGE SPEAKER II</td>
<td></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.

**Civic Literacy Requirement**

As per Florida Rule 6A-10.04213, prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-19 school year, and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:

- successfully passing POS 2041 ([https://catalog.valenciacollege.edu/search/?P=POS%202041](https://catalog.valenciacollege.edu/search/?P=POS%202041)) U.S. GOVERNMENT.
- successfully passing a prescribed assessment: AP Government & Politics: United States Test (passing score =3, or AP United States History Test (passing score = 4), or CLEP American Government (passing score = 50)

**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 60 eligible 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 SLS 2940H SERVICE LEARNING (combined); 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 the civic literacy requirement. As per Florida Rule 6A-10.04213, prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-19 school year, and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:
   - successfully passing POS 2041 U.S. GOVERNMENT, or AMH 2020 U.S. HISTORY 1877 TO PRESENT or
   - successfully passing a prescribed assessment: AP Government & Politics; United States Test (passing score =3, or AP United States History Test (passing score = 4), or CLEP American Government (passing score = 50)
6. 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.
7. Earn a cumulative grade point average (GPA) of at least 2.0 in:
   - all earned credit hours at Valencia (Institutional GPA)
   - all earned credit hours (Overall GPA)
8. Submit official transcripts of all college course work, including course work attempted at other institutions following initial enrollment at Valencia.
9. Complete at Valencia at least 25% of the college-level credits required for the degree.
10. Complete with a grade of C or better the courses which satisfy the Gordon Rule requirements (6A-10.30 Florida Administrative Code):
    - ENC 1101 FRESHMAN COMPOSITION I 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.
11. Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.
12. 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.
13. 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 as a degree-seeking student at Valencia. A Valencia catalog is valid for five academic years provided you are continuously enrolled as defined in the glossary of this catalog. 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. If you change your degree or certificate program, your governing catalog will be the catalog in effect at the time of your change. If you add a degree or certificate program, the new program will be governed by the catalog in effect at the time of the addition while the governing catalog for the original program will remain unchanged. 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 to discuss degree requirements and education plan options.
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., you are not eligible to be awarded an Associate in Arts degree from Valencia. If you have earned an Associate in Arts or Bachelor’s degree in a foreign country, you are eligible to earn an Associate in Arts degree at Valencia College. (In addition to the Associate in Arts degree, you may earn any number of Associate in Science degrees.)
4. 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.
5. 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. 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.

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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR)</td>
<td>3</td>
</tr>
<tr>
<td>or ENC 1101H</td>
<td>FRESHMAN COMPOSITION I - HONORS (GR)</td>
<td>3</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>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2220</td>
<td>HUMANITIES - GREEK AND ROMAN (GR)</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 2220H</td>
<td>HUMANITIES- GREEK AND ROMAN- HONORS (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>
Students must complete, with grades of C or better, at least six credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2312H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II - HONORS (GR)</td>
<td>3</td>
</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>or 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
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 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 degree pathways section of the catalog. These pathway 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 pathway 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</th>
<th>Notes</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR) *~</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 (GR) *~</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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<tr>
<th>Humanities</th>
<th>Notes</th>
<th>Hours</th>
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</thead>
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<td></td>
</tr>
<tr>
<td>See Gen. Ed. Institutional Requirement (GR)</td>
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Mathematics Credits

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Science Credits

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<tr>
<th>Science</th>
<th>Notes</th>
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<tbody>
<tr>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
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</tr>
</tbody>
</table>

Social Science Credits

<table>
<thead>
<tr>
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<th>Notes</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>See Gen. Ed. Institutional Requirement (GR) *~</td>
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</tr>
</tbody>
</table>

Additional Common Program Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR) *~</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 (GR) *~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives Total Elective/Foreign Language Credits 24

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 Gen Ed course.
(Gr) Denotes a Gordon Rule course

Note:

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

Degree Pathways

Each degree pathway is a planned course of study that includes suggested courses to satisfy Valencia’s general education (p. 10) requirements for the A.A. degree (p. 9) and the statewide Common Program Prerequisites (p. 304) (CPPs) for the specific upper division major to transfer to the University of Central Florida, and/or another Florida public institution.

Students who plan to transfer to a restricted access (p. 304) or limited-access (p. 304) program are responsible for completing the specific requirements of the institution to which they will transfer, as completion of a degree pathway does not guarantee admission to an upper division program if that university program has restricted access or limited-access status.
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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

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 degree pathways:

- Advertising/Public Relations (p. 21)
- Architecture (p. 25)
- Art, Studio/Fine Art (p. 26)
- Biology (p. 26)
- Biomedical Sciences (p. 27)
- Business (p. 27)
- Chemistry (p. 28)
- Communication (p. 18)
- Computer Science (p. 28)
- Criminal Justice (p. 29)
- Dance Performance (p. 29)
- Dietetics (UF CALS) (p. 30)
- Digital Media (p. 30)
- Early Childhood Education (p. 31)
- Economics (p. 31)
- Elementary Education (p. 31)
- Engineering (p. 32)
- English (p. 32)
- Environmental Management (UF CALS) (p. 33)
- Environmental Studies (p. 33)
- Exploratory (http://catalog.valenciacollege.edu/degrees/associateinarts/degreepathways/exploratory/)
- Food Science (UF CALS) (p. 33)
- Health Informatics and Information Management (p. 34)
- Health Sciences (p. 34)
- Health Services Administration (p. 35)
- History (p. 35)
- Horticultural Science (p. 17)
- Information Technology (p. 36)
- Journalism (p. 36)
- Logistics Management (p. 18)
- Mathematics (p. 37)
- Music Performance (p. 19)
- Natural Resource Conservation (UF CALS) (p. 20)
- Nutritional Sciences (UF CALS) (p. 20)
- Philosophy (p. 20)
- Physical Education (p. 37)
- Plant Science (UF CALS) (p. 21)
- Political Science (p. 37)
- Psychology (p. 38)
- Public Administration (p. 38)
- Secondary Education (p. 22)
- Sign Language Interpretation (p. 23)
- Social Sciences (p. 23)
- Sociology (p. 24)
- Statistics (p. 24)
- Theatre (p. 24)

Horticultural Science Degree Pathways

Degree pathways are designed for the student who plans to transfer to a Florida public university as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Horticultural Science major at the University of Florida and/or any Florida public institution. Please note the CPPs for the appropriate specialization below.

The following Common Program Prerequisites (CPPs) apply to the Plant Biotechnology and Improvement specialization:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>PRECALCULUS ALGEBRA (GR)</td>
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<tr>
<td>PHY 1020</td>
<td>CONCEPTUAL PHYSICS</td>
<td>3</td>
</tr>
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</table>

The following Common Program Prerequisites (CPPs) apply to the Plant Biotechnology and Improvement specialization:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C or 2053C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>4</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.
Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2FStudents%2FAdvising-Counseling%2Fdegree-pathways%2F&data=0%2F7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e88669531741a88544135b0a92a47c%7C1%7C0%7C63732344546586084&sdata=GH0e8866953d1741a88544135b0a92a47c).

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Communication Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Prerequisite (CPP) which is required for transfer to the Communication Degree Pathway:

SPC 1608 FUNDAMENTALS OF SPEECH 3

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2FStudents%2FAdvising-Counseling%2Fdegree-pathways%2F&data=0%2F7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e88669531741a88544135b0a92a47c%7C1%7C0%7C63732344546586084&sdata=GH0e8866953d1741a88544135b0a92a47c). Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Logistics Management Degree Pathway

Degree pathways are designed for the student who plans to transfer to Florida Institute of Technology as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following courses which are required for transfer to the Logistics Management major at the Florida Institute of Technology:

BUL 2241 BUSINESS LAW I 3
CGS 1060C INTRODUCTION TO COMPUTERS 3
EUH 2000 ANCIENT AND MEDIEVAL WESTERN CIVILIZATION (GR) 3
HUM 2234 18TH AND 19TH CENTURY HUMANITIES (GR) 3
MAC 1105 COLLEGE ALGEBRA (GR) 3
MAC 2233 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR) 3
STA 2023 STATISTICAL METHODS (GR) 3

Courses listed may also satisfy some general education (p. 10) requirements.
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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Musical Theatre Degree Pathway
Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia College. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Musical Theatre major at the University of Central Florida and/or any Florida public institution:

- THE 1000 INTRODUCTION TO THEATER 3
- THE 2304 SCRIPT ANALYSIS 3
- TPA 2290C TECHNICAL THEATER PRODUCTION 3
- TPP 1110 ACTING I 3
- Choose any THE, TPA and TPP courses 9
- TPA 1200C BASIC STAGECRAFT 4

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan
You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Music Performance Degree Pathway
Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Music Performance major at the University of Central Florida and/or any Florida public institution:

- MUT 1111 MUSIC THEORY I 3
- MUT 1241C SIGHT SINGING AND EAR TRAINING I 1
- MUT 1112 MUSIC THEORY II 3
- MUT 1242C SIGHT SINGING AND EAR TRAINING II 1
- MUT 2116 MUSIC THEORY III 3
- MUT 2246C SIGHT SINGING AND EAR TRAINING III 1
- MUT 2117 MUSIC THEORY IV 3
- MUT 2247C SIGHT SINGING AND EAR TRAINING IV 1
- MVK 1111C PIANO CLASS FOR MUSIC MAJORS I 1
- MVK 1112C PIANO CLASS FOR MUSIC MAJORS II 1
- MVK 1121C PIANO CLASS FOR MUSIC MAJORS III 1
- MVK 1122C PIANO CLASS FOR MUSIC MAJORS IV 1
- Major Ensemble (four terms); MUN XXXX 4
- Performance I: MVX 141X 4
- Performance II: MVX 242X 4

CPPs may also satisfy some general education (p. 10) requirements.
Natural Resource Conservation Degree Pathway

Degree pathways are designed for the student who plans to transfer to a Florida public institution as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Natural Resource Conservation major at the University of Florida and/or any Florida public institution:

- BSC 1010C  GENERAL BIOLOGY I  4
- CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I  4
- ECO 2013  PRINCIPLES OF ECONOMICS-MACRO  3
- ENC 1210  TECHNICAL COMMUNICATION  3
- MAC 1105  COLLEGE ALGEBRA (GR)  3
- STA 2023  STATISTICAL METHODS (GR)  3
- SPC 1608  FUNDAMENTALS OF SPEECH  3

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C0%7C1%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546586084&sdata=GH%2B3hUsQf7MN0R9wupHk8V2lydJ8XeCsmxLyFF0%2Bc&%3D%reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior coursework from prerequisites, changing a major, and transfer course work).

Nutrition Degree Pathway

Degree pathways are designed for the student who plans to transfer to a Florida public institution as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Nutrition major at the University of Florida and/or any Florida public institution:

- BSC 1010C  GENERAL BIOLOGY I  4
- BSC 1011C  GENERAL BIOLOGY II  4
- CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I  4
- CHM 1046C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II  4
- MAC 2311  CALCULUS WITH ANALYTIC GEOMETRY I (GR)  4

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C0%7C1%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546586084&sdata=GH%2B3hUsQf7MN0R9wupHk8V2lydJ8XeCsmxLyFF0%2Bc&%3D%reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior coursework from prerequisites, changing a major, and transfer course work).

Philosophy Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway has no Common Program Prerequisites (CPPs) required for transfer to the Philosophy major at the University of Central Florida and/or any Florida public institution.
Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=0%27%7C0%7C7637323445464586084%26sdata=GH%2B3hUsQf7MN0Rw9upHk8V2ylJJ8XdCsnxLyFF0%2Bc%3D%26reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Plant Science Degree Pathway

Degree pathways are designed for the student who plans to transfer to a Florida public institution as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Plant Science major at the University of Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1045C</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose your specialization:

General/Greenhouse and Landscape/Crop Production/ Turfgrass specialization:

- BSC 1010C GENERAL BIOLOGY I
- or BOT 2010C BOTANY

Native Plant Conservation/Plant Breeding and Genetics/Plant Health and Protection specialization:

- BSC 1011C GENERAL BIOLOGY II

- BSC 1010C GENERAL BIOLOGY I
- or BOT 2010C BOTANY

- BSC 1011C GENERAL BIOLOGY II

CHM 1046C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II

Soil Management and Plant Productivity specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>3</td>
</tr>
<tr>
<td>or BOT 2010C</td>
<td></td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>3</td>
</tr>
</tbody>
</table>

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Advertising/Public Relations Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Advertising/ Public Relations major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 2023</td>
<td></td>
</tr>
<tr>
<td>SPC 1608</td>
<td>3</td>
</tr>
</tbody>
</table>

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=0%27%7C0%7C7637323445464586084%26sdata=GH%2B3hUsQf7MN0Rw9upHk8V2ylJJ8XdCsnxLyFF0%2Bc%3D%26reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.
CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084&sdata=GH+3hUsQf7MN0Rw9upHk8V2ylJDJ8XdcsmxLyFF0%2Bc&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Secondary Education Degree Pathways**

Degree pathways are designed for the student who plans to transfer to a Florida public university as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

These degree pathways include the Common Program Prerequisites (CPPs) which are required for transfer to a Secondary Education major at the University of Central Florida and/or any Florida public institution. Please note the CPPs for the appropriate Secondary Education discipline below.

**English Language Arts Education Track Common Program Prerequisites (CPPs):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDF 2005</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>PROFESSION</td>
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<td>ENL 2012</td>
<td>SURVEY IN ENGLISH LITERATURE:</td>
<td>3</td>
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<td></td>
<td>1300-1800</td>
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<tr>
<td>LIT 2110</td>
<td>SURVEY IN WORLD LITERATURE:</td>
<td>3</td>
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<tr>
<td></td>
<td>BEGINNING THROUGH RENAISSANCE</td>
<td></td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
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**Mathematics Education Common Program Prerequisites (CPPs):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2005</td>
<td>INTRODUCTION TO THE TEACHING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PROFESSION</td>
<td></td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(GR)</td>
<td></td>
</tr>
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</table>

**Science Education - Biology Education Track Common Program Prerequisites (CPPs):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDF 2005</td>
<td>INTRODUCTION TO THE TEACHING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PROFESSION</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>
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<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE</td>
<td>4</td>
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<td></td>
<td>ANALYSIS I</td>
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<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE</td>
<td>4</td>
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<td>ANALYSIS II</td>
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<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
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<td>(GR)</td>
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**Science Education - Chemistry Education Track Common Program Prerequisites (CPPs):**

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<td>GENERAL CHEMISTRY WITH QUALITATIVE</td>
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<td>ANALYSIS I</td>
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<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE</td>
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<td>ANALYSIS II</td>
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<td>TRIGONOMETRY</td>
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**Science Education - Physics Education Track Common Program Prerequisites (CPPs):**

<table>
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<tr>
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</thead>
<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>PROFESSION</td>
<td></td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANALYSIS I</td>
<td></td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ANALYSIS II</td>
<td></td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>4</td>
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<tr>
<td></td>
<td>(GR)</td>
<td></td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
<td>4</td>
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<td></td>
<td>(GR)</td>
<td></td>
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<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY</td>
<td>4</td>
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<tr>
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<td>III</td>
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<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>4</td>
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<tr>
<td>PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS II</td>
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</table>

**Social Sciences Education Track Common Program Prerequisites (CPPs):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2005</td>
<td>INTRODUCTION TO THE TEACHING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PROFESSION</td>
<td></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>
<td>3</td>
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<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT.</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.
Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caeecfd4505be8bf21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546546580684%26data=GH%40valenciacollege.edu%7C1%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546546580684%26data=GH%2B3hUsQf7MN0Rw9upHk8V2lydJJ8XdcSnxLyFF0%2B MUST%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Social Sciences Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Social Sciences major at the University of Central Florida and/or any Florida public institution:

Choose any introductory courses in a Social Science discipline

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caeecfd4505be8bf21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546546580684%26data=GH%40valenciacollege.edu%7C1%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546546580684%26data=GH%2B3hUsQf7MN0Rw9upHk8V2lydJJ8XdcSnxLyFF0%2B MUST%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).
include prior course work from prerequisites, changing a major, and transfer course work).

**Sociology Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Sociology major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SYG 2000</td>
<td>INTRODUCTORY SOCIOLOGY</td>
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</table>

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084&data=GH%2B3hUusQ7Men0Rw9uhK8V2YdJ8xdCsmnLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Statistics Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Statistics major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II</td>
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<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY III</td>
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</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
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</table>

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084&data=GH%2B3hUusQ7Men0Rw9uhK8V2YdJ8xdCsmnLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Theatre Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida and/or any Florida public university as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Theatre major at the University of Central Florida and/or any Florida public institution. Please note the CPPs for the appropriate track below.

The following Common Program Prerequisites (CPPs) apply to the Acting* track:

<table>
<thead>
<tr>
<th>THE 1000</th>
<th>INTRODUCTION TO THEATER</th>
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<tbody>
<tr>
<td>THE 2304</td>
<td>SCRIPT ANALYSIS</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1110</td>
<td>ACTING I</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1200C</td>
<td>BASIC STAGECRAFT</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION</td>
<td>3</td>
</tr>
</tbody>
</table>

The following Common Program Prerequisites (CPPs) apply to the Musical Theatre* track:

<table>
<thead>
<tr>
<th>THE 1000</th>
<th>INTRODUCTION TO THEATER</th>
<th>3</th>
</tr>
</thead>
<tbody>
<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>TPP 1110</td>
<td>ACTING I</td>
<td>3</td>
</tr>
<tr>
<td>Choose any THE, TPA and TPP courses</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>TPA 1200C</td>
<td>BASIC STAGECRAFT</td>
<td>4</td>
</tr>
</tbody>
</table>

*THE 2925L and an audition are also required for acceptance to the major.

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C7C01%7Celorasantos%40valenciacollege.edu%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084&sdata=GH%7C1%7C0%7C637323445464586084%2F&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, you can create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Architecture Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Accounting major at the University of Central Florida and/or any Florida public institution:

| ACG 2021C | PRINCIPLES OF FINANCIAL ACCOUNTING | 3 |
| ACG 2071C | PRINCIPLES OF MANAGERIAL ACCOUNTING | 3 |
| CGS 2100C | COMPUTER FUNDAMENTALS AND APPLICATIONS | 3 |
| ECO 2013 | PRINCIPLES OF ECONOMICS-MACRO | 3 |
| ECO 2023 | PRINCIPLES OF ECONOMICS-MICRO | 3 |
| MAC 2233 & STA 2023 | CALCULUS FOR BUSINESS AND SOCIAL SCIENCE and STATISTICAL METHODS (GR) | 6 |
| MAC 2311 & MAC 2312 | CALCULUS WITH ANALYTIC GEOMETRY I and CALCULUS WITH ANALYTIC GEOMETRY II (GR) | 8 |

CPPs may also satisfy some general education (p. 10) requirements.
of the institution to which they will transfer as completion of this degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Architecture major at the University of Central Florida or the University of Florida:

- ARC 1201C THEORY OF ARCHITECTURE 2
- ARC 1301C ARCHITECTURAL DESIGN I 4
- ARC 1302C ARCHITECTURAL DESIGN II 4
- ARC 1701 HISTORY OF ARCHITECTURE I (GR) 3
- ARC 2180C INTRODUCTION TO DIGITAL ARCHITECTURE 3
- ARC 2303C ARCHITECTURAL DESIGN III 5
- ARC 2304C ARCHITECTURAL DESIGN IV 5
- ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION 4
- ARC 2702 HISTORY OF ARCHITECTURE II 3
- MAC 1140 PRECALCULUS ALGEBRA (GR) 1
- or MAC 1114 COLLEGE TRIGONOMETRY (GR) 3
- PHY 2053C COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY 4

1 UCF requires MAC 1140 PRECALCULUS ALGEBRA or MAC 1114 COLLEGE TRIGONOMETRY (MAC 1140 COLLEGE TRIGONOMETRY is recommended as it is a prerequisite for PHY 2053C COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY); UF requires MAC 1140 PRECALCULUS ALGEBRA and MAC 1140 COLLEGE TRIGONOMETRY.

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084&data=GH%2B3hUsQf7MNt0Rw9upHk8V2ydrLJ8XdcsmxLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).
which they will transfer as completion of this degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Biology major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 101C</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 101C</td>
<td>GENERAL BIOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR)</td>
<td>3-4</td>
</tr>
<tr>
<td>or MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td></td>
</tr>
<tr>
<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2054C</td>
<td>COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY</td>
<td>4</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C0e8866953d1741a88544135b0a92a47c7C1%7C0%7C63732344546586084%7C0e8866953d1741a88544135b0a92a47c&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, you must complete an Associate in Arts (p. 10) degree and 24 credits of electives. CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Biomedical Sciences Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Biomedical Sciences major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 101C</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>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR)</td>
<td>3-4</td>
</tr>
<tr>
<td>or MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td></td>
</tr>
<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>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Financial Aid

In order to be eligible for and calculated in your enrollment status for financial aid, you must complete an Associate in Arts (p. 10) degree and 24 credits of electives. CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Business Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. Students who plan to transfer to a limited-access program are responsible for completing the specific requirements of the institutional to
which they will transfer as completion of this degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to a Business major at the University of Central Florida and/or any Florida public institution:

<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>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>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE</td>
<td>6</td>
</tr>
<tr>
<td>&amp; STA 2023</td>
<td>and STATISTICAL METHODS (GR)</td>
<td></td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>8</td>
</tr>
<tr>
<td>&amp; MAC 2312</td>
<td>and CALCULUS WITH ANALYTIC GEOMETRY II (GR)</td>
<td></td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2Fdata%3D02%7C01%7C0%7C0%7C63732344546586084&sdata=GH%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546586084%data%3D%7C2hUsQf7MNt0Rw9upHk8V2ydJ8XdcnxBlyFF0%2Bc%3D%reserved%3D0 website). Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Chemistry Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Chemistry major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>ORGANIC CHEMISTRY I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>ORGANIC CHEMISTRY II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II (GR)</td>
<td>4</td>
</tr>
<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>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2Fdata%3D02%7C01%7C0%7C0%7C63732344546586084&sdata=GH%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546586084%data%3D%7C2hUsQf7MNt0Rw9upHk8V2ydJ8XdcnxBlyFF0%2Bc%3D%reserved%3D0 website). Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Computer Science Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.
This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Computer Science major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2220C</td>
<td>C PROGRAMMING</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II (GR)</td>
<td>4</td>
</tr>
<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>
</tbody>
</table>

Choose two of the following:

- BSC 1010C  GENERAL BIOLOGY I  4
- BSC 1011C  GENERAL BIOLOGY II  4
- CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I  4
- CHM 1046C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II  4

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2Fdata%3D02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebf08d3a4c058e%7C0e8666953d1741a88544135b0a92a47c%7C1%E7%0C%7C63732344546586084&data=GH%2B3hUsQf7MN0Rw9upHk8V2lydJJ8XcdmxLyFF0%2Bc%3D%reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Dance Performance Degree Pathway**

Degree pathways are designed for the student who plans to transfer to a Florida public institution as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Dance Performance major at the University of South Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 1680C</td>
<td>REPERTORY I FOR MAJORS</td>
<td>1-3</td>
</tr>
<tr>
<td>DAA 1681C</td>
<td>REPERTORY II FOR MAJORS</td>
<td>1-3</td>
</tr>
<tr>
<td>DAA 2610C</td>
<td>DANCE COMPOSITION &amp; IMPROVISATION I FOR MAJORS</td>
<td>1-3</td>
</tr>
<tr>
<td>DAA 2611C</td>
<td>DANCE COMPOSITION &amp; IMPROVISATION II FOR MAJORS</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Any DAA x200-x209 Courses  8
Any DAA x100-x109 Courses  8

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to the Criminal Justice major at the University of Central Florida and/or any Florida public institution.

This degree pathway has no Common Program Prerequisites (CPPs) required for transfer to the Criminal Justice major at the University of Central Florida and/or any Florida public institution.

**Criminal Justice Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.
for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&display=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Digital Media Degree Pathway
Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Digital Media major at the University of Central Florida and/or any Florida public institution:

- ARH 2050 INTRODUCTION TO ART HISTORY I 3
- CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 3
- DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN 3
- DIG 2030C DIGITAL VIDEO AND SOUND 3
- DIG 2109C DIGITAL IMAGING FUNDAMENTALS 3
- DIG 2500C FUNDAMENTALS OF INTERACTIVE DESIGN 3
- MAC 1105 COLLEGE ALGEBRA (GR) 3

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan
You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&display=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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

Dietetics Degree Pathway
Degree pathways are designed for the student who plans to transfer to the a Florida public institution as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. You are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).
your Associate in Arts (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Early Childhood Education Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Early Childhood Education major at the University of Central Florida and/or any Florida public institution:

- **EDF 2005** INTRODUCTION TO THE TEACHING PROFESSION 3
- **EDF 2085** INTRODUCTION TO DIVERSITY FOR EDUCATORS 3
- **EME 2040** INTRODUCTION TO TECHNOLOGY FOR EDUCATORS 3

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084%&data=G%2B3hUsQf7MN0Rw9upHk8V2lydJJ8XdCsnxLyFF0%2Bc%3D%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Elementary Education Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisite (CPP) which is required for transfer to the Elementary Education major:

- **ECO 2013** PRINCIPLES OF ECONOMICS-MACRO 3
- **ECO 2023** PRINCIPLES OF ECONOMICS-MICRO 3

CPPs may also satisfy some general education (p. 10) requirements.

**Economics Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Economics major at the University of Central Florida and/or any Florida public institution:

- **EME 2040** INTRODUCTION TO TECHNOLOGY FOR EDUCATORS 3
Education major at the University of Central Florida and/or any Florida public institution:

EFD 2005  INTRODUCTION TO THE TEACHING PROFESSION  3

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C7C01%7Celorasantos%40valenciacollege.edu%2Fdegree-pathways%2F%7C1%7C0e8866953d1741a88544135b092a47c%7C1%7C0%7C63732344546586084%data=GH%2B3hUsQf7MNt0Rw9upHkV2yJ8XtCsmnxyFF%2Bc%3D%reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Engineering Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Engineering major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II (GR)</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY III</td>
<td>4</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>DIFFERENTIAL EQUATIONS</td>
<td>3</td>
</tr>
<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>
</tbody>
</table>

The Material Science specialization also requires CHM 1046C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F%2F%7C1%7C0%7C63732344546586084%data=GH%2B3hUsQf7MNt0Rw9upHkV2yJ8XtCsmnxyFF%2Bc%3D%reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

English Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the English major at the University of Central Florida and/or any Florida public institution:

<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>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F%7C1%7C0%7C63732344546586084%data=GH%2B3hUsQf7MNt0Rw9upHkV2yJ8XtCsmnxyFF%2Bc%3D%reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

English Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the English major at the University of Central Florida and/or any Florida public institution:

<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>
</tr>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.
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 (p. 10) degree (36 credits of general education and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other coursework outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Environmental Studies Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway has no Common Program Prerequisites (CPPs) required for transfer to the Environmental Studies major at the University of Central Florida and/or any Florida public institution.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546586084&data=GH%2B3hUsQf7MNt0Rw9upHk8V2lydJJ8XdCsnxLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other coursework outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Environmental Studies Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway has no Common Program Prerequisites (CPPs) required for transfer to the Environmental Studies major at the University of Central Florida and/or any Florida public institution.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344546586084&data=GH%2B3hUsQf7MNt0Rw9upHk8V2lydJJ8XdCsnxLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other coursework outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Food Science Degree Pathway

Degree pathways are designed for the student who plans to transfer to a Florida public institution as a junior to complete a Bachelor's degree after
completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Food Science major at the University of Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>4</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

**Start Right - Pathway Plan**

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways ([https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2F2students%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a092a47c%7C1%7C0%7C637323445464586084&data=GH%2B3hUsOsYF7MNTORw9upHk8V2iyJJ8XdcnmyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

**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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

**Health Sciences Degree Pathway**

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Health Informatics and Information Management major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
<td>4</td>
</tr>
</tbody>
</table>
### Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2F2Students%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C701%7C7Celarasantos%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C63732344544586684&data=G&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

### 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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

### History Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

### CPPs may also satisfy some general education (p. 10) requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
</tr>
<tr>
<td>Pick one:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY (GR)</td>
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<tr>
<td>MAC 2233</td>
<td>CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I (GR)</td>
<td>4</td>
</tr>
<tr>
<td>Pick one sequence:</td>
<td></td>
<td></td>
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<tr>
<td>PHY 2053C &amp; PHY 2054C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY and COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY</td>
<td>8</td>
</tr>
<tr>
<td>PHY 2048C &amp; PHY 2049C</td>
<td>GENERAL PHYSICS WITH CALCULUS I and GENERAL PHYSICS WITH CALCULUS II</td>
<td>8</td>
</tr>
</tbody>
</table>

### Health Services Administration

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Health Services Administration major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACG 2021C</td>
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<td>3</td>
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<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>INTRODUCTION TO COMPUTERS</td>
<td>3</td>
</tr>
<tr>
<td>or CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>PRINCIPLES OF ECONOMICS-MICRO</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.
Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7C7Celorasantos%40valenciacollege.edu%7C2acefd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084%&data=GH%2B3hUsQf7MN0RW9upHk8V2lydJJ8XdcnmxlyF%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other coursework outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Information Technology

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Information Technology major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800C</td>
<td>JAVA PROGRAMMING</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805C</td>
<td>ADVANCED JAVA PROGRAMMING</td>
<td>3</td>
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<tr>
<td>COT 2104C</td>
<td>FOUNDATIONS OF DISCRETE MATHEMATICS</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>PRINCIPLES OF ECONOMICS-MACRO</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>COLLEGE TRIGONOMETRY (GR)</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2053C</td>
<td>COLLEGE PHYSICS I WITH ALGEBRA AND TRIGONOMETRY</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7C7Celorasantos%40valenciacollege.edu%7C2acefd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084%&data=GH%2B3hUsQf7MN0RW9upHk8V2lydJJ8XdcnmxlyF%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other coursework outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Journalism Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisite (CPP) which is required for transfer to the Journalism major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7C7Celorasantos%40valenciacollege.edu%7C2acefd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084%&data=GH%2B3hUsQf7MN0RW9upHk8V2lydJJ8XdcnmxlyF%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.
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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Mathematics Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Mathematics major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC 2311</td>
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<tr>
<td>MAC 2312</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II (GR)</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>CALCULUS WITH ANALYTICAL GEOMETRY III</td>
<td>4</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>DIFFERENTIAL EQUATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>GENERAL PHYSICS WITH CALCULUS I</td>
<td>4</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%7C1%7C0%7C637323445464586084&sdata=GH0e8866953d1741a88544135b0a92a47c%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084%&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Physical Education Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisite (CPP) which is required for transfer to the Physical Education major at the University of Central Florida and/or any Florida public institution:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2005</td>
<td>INTRODUCTION TO THE TEACHING PROFESSION</td>
<td>3</td>
</tr>
</tbody>
</table>

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor's major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%7C1%7C0%7C637323445464586084&sdata=GH0e8866953d1741a88544135b0a92a47c%40valenciacollege.edu%7Caecfd4505be84f21ebfc08d3a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323445464586084%&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

Political Science Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor's degree after completing an Associate in Arts (p. 9) degree at...
Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisite (CPP) which is required for transfer to the Political Science major at the University of Central Florida and/or any Florida public institution:

POS 2041 U.S. GOVERNMENT.

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd45505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323454645686084&sdata=GH%2B3hUsQf7MN0Rw9upHk8V2ydJj8XxCsnLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

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 (p. 10) degree (36 credits of general education (p. 10) and 24 credits of electives). CPPs may not be calculated in your enrollment status for financial aid purposes if you took other course work outside of the Associate in Arts degree requirements (examples include prior course work from prerequisites, changing a major, and transfer course work).

Psychology Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Psychology major at the University of Central Florida and/or any Florida public institution:

BSC 1005 BIOLOGICAL SCIENCE 3-4
or BSC 1010C GENERAL BIOLOGY I
DEP 2004 DEVELOPMENTAL PSYCHOLOGY 3
PSY 2012 GENERAL PSYCHOLOGY 3
STA 2023 STATISTICAL METHODS (GR) 3

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd45505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323454645686084&sdata=GH%2B3hUsQf7MN0Rw9upHk8V2ydJj8XxCsnLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.

Public Administration Degree Pathway

Degree pathways are designed for the student who plans to transfer to the University of Central Florida as a junior to complete a Bachelor’s degree after completing an Associate in Arts (p. 9) degree at Valencia. 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 degree pathway does not guarantee admission to an upper division limited-access program.

This degree pathway includes the following Common Program Prerequisites (CPPs) which are required for transfer to the Public Administration major at the University of Central Florida and/or any Florida public institution:

CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 3
ECO 2013 or ECO 2023 PRINCIPLES OF ECONOMICS-MACRO 3
POS 2041 U.S. GOVERNMENT. 3

CPPs may also satisfy some general education (p. 10) requirements.

Start Right - Pathway Plan

You are encouraged to develop an education plan that includes the courses required for your A.A. degree and the CPPs needed for transfer to your intended bachelor’s major. For course sequencing recommendations, visit the Degree Pathways (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2Fdegree-pathways%2F&data=02%7C01%7Celorasantos%40valenciacollege.edu%7Caecfd45505be84f21ebfc08d83a4c058e%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637323454645686084&sdata=GH%2B3hUsQf7MN0Rw9upHk8V2ydJj8XxCsnLyFF0%2Bc%3D&reserved=0) website. Once you have created your plan, you are encouraged to review it with an advisor.
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 (http://valenciacollege.edu).

### Associate in Science Degrees

#### Including Articulated A.S. to B.A./B.S. Career Paths

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

**Administrative Office Management (A.S. Degree)**

**Baking and Pastry Management (A.S. Degree)**

**Biotechnology Laboratory Sciences (p. 10)**

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

- Finance Specialization
- Human Resources Management Specialization
- International Business Specialization
- Management Specialization
- Marketing Specialization
- Real Estate Management Specialization
- Small Business Management Specialization

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

**Computer-Aided Drafting and Design Technology (A.S. Degree)**

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

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

**Construction and Civil Engineering Technology (A.S. Degree)**

- Construction Management Specialization
- Civil/Surveying Engineering Specialization

**Criminal Justice (A.S. Degree)**

- Homeland Security Specialization

**Criminal Justice Law Enforcement Academy Track (A.S. Degree)**

**Criminal Justice Experiential Learning Program (p. 113)**

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

**Cybersecurity & Network Engineering Technology (A.S. Degree)**

- Cloud Infrastructure Security Specialization
- Cyber Forensics Specialization
- Cyber Security Specialization

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

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

**Digital Media Technology (A.S. Degree)**
Welcome New Students

New Student Experience

Welcome! Valencia wants all new to college students to start right as they begin their educational journey. As a result, all First Time in College students enrolled in an Associate in Arts or Associate in Science degree program are required to complete the New Student Experience (SLS 1122) course or the equivalent (noted below). This course, or equivalent, assists students in developing a sense of purpose for being in college, a plan for moving through their program of study, a pathway toward their career goals. It also helps students prepare for their coursework, develop clear personal connections, as well as understanding the places available for support.

Most Associate in Science degree programs have adopted the New Student Experience (SLS 1122) as a required course; however, provided below is a list of the A.S. degree programs which have an equivalent course:

- Video Production Specialization
- Motion Graphics Specialization
- Web Development Specialization

Electronics Engineering Technology (A.S. Degree)
- Electronics Specialization
- Laser and Photonics Specialization
- Robotics and Mechatronics Specialization
- Career Path to Valencia’s B.S. Degree in Electrical and Computer Engineering

Emergency Medical Services Technology (A.S. Degree)

Energy Management and Controls Technology (A.S. Degree)

Engineering Technology (A.S. Degree)

Film Production Technology (A.S. Degree)

Fire Science Academy Track (A.S. Degree)

Fire Science Technology (A.S. Degree)

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)
- Career Path in Hospitality and Tourism Management
- Career Path to B.S. in Hospitality and Tourism Management (Articulated A.S. to B.S.)

Hospitality Management Experiential Learning Program (A.S. Degree)

Live Entertainment Design and Production (A.S. Degree)
- Audio Visual Event Production Specialization
- Live Show Production Specialization
- Production Design Specialization

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

New Media Communication (A.S. Degree) (p. 75)
- Integrated Social Media Strategy
- Mobile Journalism Specialization

Nursing, Traditional Track (Articulated A.S. to B.S.N. Career Path)
Nursing, Accelerated Track in Nursing (http://catalog.valenciacollege.edu/degrees/associateinscience/nursing/nursingadvancedstandingtrack/)

Paralegal Studies (Articulated A.S. to B.S. Career Path)
- Litigation Specialization
- Transactional Specialization

Plant Science and Agricultural Technology (A.S. Degree) (p. 165)
- Horticulture Specialization
- Landscape Specialization
- Sustainable Agriculture Specialization

Property Management (A.S. Degree)

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)
- Career Path in Restaurant and Food Service Management
- Career Path to B.S. in Restaurant and Food Service Management (Articulated A.S. to B.S.)

Sound and Music Technology (A.S. Degree)
- Audio Engineering Technology Specialization (Articulated to Electrical & Computer Engineering Technology B.S. degree)
- Audio and Music Business Management Specialization
- Music Production Specialization
- Sound Production Specialization

Supervision and Management for Industry (A.S. Degree) : Articulated pathways include:
- Aviation Maintenance Technician Track
- Computer Numerical Control Machinist
- Electronic Board Assembly
- Mechatronics
- Orlando Utilities Commission Line Technician
- Welding I and II

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

Welcome New Students

New Student Experience

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Most Associate in Science degree programs have adopted the New Student Experience (SLS 1122) as a required course; however, provided below is a list of the A.S. degree programs which have an equivalent course:

- Video Production Specialization
- Motion Graphics Specialization
- Web Development Specialization
• Construction and Civil Engineering Technology (A.S.) – Requires ETD 1031C INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY
• Cardiovascular Technology (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
• Computer Assisted Drafting and Design (A.S.) – Requires ETD 1031C INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY
• Dental Hygiene (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
• Diagnostic Medical Sonography (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
• Film Production Technology (A.S.) – Requires TPA 1380 SURVEY OF ENTERTAINMENT TECHNOLOGY
• Fire Science Academy Track (A.S.) – Requires FFP 1000 FIRE SCIENCE FUNDAMENTALS
• Fire Science Technology (A.S.) – Requires FFP 1000 FIRE SCIENCE FUNDAMENTALS
• Health Information Technology (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
• Live Entertainment Design and Production (A.S.) – Requires TPA 1380 SURVEY OF ENTERTAINMENT TECHNOLOGY
• Nursing, R.N. (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
• Radiography (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended
• Respiratory Care (A.S.) – HSC 1004 PROFESSIONS OF CARING highly recommended

Note:
Students who have not completed SLS 1122 (or the equivalent) course for their degree program within their first 18 credits or two terms at Valencia will be required to enroll in the course, or will be placed on hold which will prevent course registration.

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 Comp I Honors

Freshman Composition II
ENC 1102 Freshman Comp II +*~ 3
or ENC 1102H Freshman Comp 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 Comm - 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 must take three credit hours from either the Core or Institutional 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 Intro To Humanities ~
or HUM 1020H Intro to Humanities - Honors
LIT 1000 Intro to Lit
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 Hon
HUM 2223 MEDIEVAL HUMANITIES **~ (GR)
or HUM 2223H MEDIEVAL HUMANITIES - HONORS
HUM 2232 Hum Renaissance and Baroque **~ (GR)
or HUM 2232H Hum Renaissance and Barque Hon
HUM 2234 18TH AND 19TH CENTURY HUMANITIES +*~ (GR)
or HUM 2234H 18TH AND 19TH CENTURY HUMANITIES-HONORS
HUM 2250 20TH AND 21ST CENTURY HUMANITIES +*~ (GR)
or HUM 2250H 20TH AND 21ST CENTURY HUMANITIES-HONORS
HUM 2310 Mythology **~ (GR)
or HUM 2310H Mythology Honors
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

BSC 1005  Biological Science ~
BSC 1005L  LAB IN APPLIED BIOLOGY ~
BSC 1005C  BIOLOGICAL SCIENCE COMBINED ~
BSC 1005H  BIOLOGICAL SCIENCE - HONORS
BSC 1010C  GENERAL BIOLOGY I ~
BSC 1010H  GENERAL BIOLOGY I HONORS
CHM 1020  Chemistry In Everyday Life ~
CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I ~
CHM 1045H  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I - HONORS
ESC 1000  Earth Science ~
EVR 1001  Intro to Envirion Science ~
EVR 1001H  Intro to Envirion Science Hon
PHY 1020  Conceptual Physics ~
PHY 2048C  GENERAL PHYSICS WITH CALCULUS I ~
PHY 2048H  GENERAL PHYSICS WITH CALCULUS I - HONORS
PHY 2053C  COLLEGE PHYSICS I WITH ALGEBRA ~

Institutional

BOT 2010C  BOTANY ~
BSC 1011C  GENERAL BIOLOGY II ~
BSC 1011H  GENERAL BIOLOGY II - HONORS
BSC 1020  Human Biology ~
BSC 1020C  HUMAN BIOLOGY COMBINED ~
BSC 1026  Biology of Human Sexuality ~
BSC 1026H  Bioi of Human Sexuality Hon
BSC 1421C  INTRODUCTION TO BIOTECHNOLOGY
BSC 2093C  HUMAN ANATOMY AND PHYSIOLOGY I ~
BSC 2094C  HUMAN ANATOMY AND PHYSIOLOGY II ~
CHM 1025C  INTRODUCTION TO GENERAL CHEMISTRY ~

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

BSC 1005  Biological Science ~
BSC 1005L  LAB IN APPLIED BIOLOGY ~
BSC 1005C  BIOLOGICAL SCIENCE COMBINED ~
BSC 1005H  BIOLOGICAL SCIENCE - HONORS
BSC 1010C  GENERAL BIOLOGY I ~
BSC 1010H  GENERAL BIOLOGY I HONORS
CHM 1020  Chemistry In Everyday Life ~
CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I ~
CHM 1045H  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I - HONORS
ESC 1000  Earth Science ~
EVR 1001  Intro to Envirion Science ~
EVR 1001H  Intro to Envirion Science Hon
PHY 1020  Conceptual Physics ~
PHY 2048C  GENERAL PHYSICS WITH CALCULUS I ~
PHY 2048H  GENERAL PHYSICS WITH CALCULUS I - HONORS
PHY 2053C  COLLEGE PHYSICS I WITH ALGEBRA ~

Institutional

BOT 2010C  BOTANY ~
BSC 1011C  GENERAL BIOLOGY II ~
BSC 1011H  GENERAL BIOLOGY II - HONORS
BSC 1020  Human Biology ~
BSC 1020C  HUMAN BIOLOGY COMBINED ~
BSC 1026  Biology of Human Sexuality ~
BSC 1026H  Bioi of Human Sexuality Hon
BSC 1421C  INTRODUCTION TO BIOTECHNOLOGY
BSC 2093C  HUMAN ANATOMY AND PHYSIOLOGY I ~
BSC 2094C  HUMAN ANATOMY AND PHYSIOLOGY II ~
CHM 1025C  INTRODUCTION TO GENERAL CHEMISTRY ~

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

MAC 1105  COLLEGE ALGEBRA ~
MAC 1105H  College Algebra - Honors
MGF 1106  COLLEGE MATHEMATICS ~
MGF 1106H  College Mathematics - Honors
MGF 1107  Math for the Liberal Arts ~
MAC 2311  CALCULUS WITH ANALYTIC GEOMETRY I ~
MAC 2311H  Calc/Analytic Geometry I Honor
STA 2023  STATISTICAL METHODS ~
STA 2023H  Statistical Methods - Honors

Institutional

MAC 1114  College Trigonometry ~
MAC 1140  PreCalculus Algebra ~
MAC 2312  CALCULUS WITH ANALYTIC GEOMETRY II ~
MAC 2312H  Calc/Analytic Geometry II-Honors
MAC 2233  Calc For Busin and Soc Sci ~
MAC 2233H  Calc for Busin and Soc Sci H

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

AST 1002  Astronomy ~
AST 1002H  Astronomy-Honors

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

MAC 1105  COLLEGE ALGEBRA ~
MAC 1105H  College Algebra - Honors
MGF 1106  COLLEGE MATHEMATICS ~
MGF 1106H  College Mathematics - Honors
MGF 1107  Math for the Liberal Arts ~
MAC 2311  CALCULUS WITH ANALYTIC GEOMETRY I ~
MAC 2311H  Calc/Analytic Geometry I Honor
STA 2023  STATISTICAL METHODS ~
STA 2023H  Statistical Methods - Honors

Institutional

MAC 1114  College Trigonometry ~
MAC 1140  PreCalculus Algebra ~
MAC 2312  CALCULUS WITH ANALYTIC GEOMETRY II ~
MAC 2312H  Calc/Analytic Geometry II-Honors
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Core

AST 1002  Astronomy ~
AST 1002H  Astronomy-Honors

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

MAC 1105  COLLEGE ALGEBRA ~
MAC 1105H  College Algebra - Honors
MGF 1106  COLLEGE MATHEMATICS ~
MGF 1106H  College Mathematics - Honors
MGF 1107  Math for the Liberal Arts ~
MAC 2311  CALCULUS WITH ANALYTIC GEOMETRY I ~
MAC 2311H  Calc/Analytic Geometry I Honor
STA 2023  STATISTICAL METHODS ~
STA 2023H  Statistical Methods - Honors

Institutional

MAC 1114  College Trigonometry ~
MAC 1140  PreCalculus Algebra ~
MAC 2312  CALCULUS WITH ANALYTIC GEOMETRY II ~
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Core

AST 1002  Astronomy ~
AST 1002H  Astronomy-Honors

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

MAC 1105  COLLEGE ALGEBRA ~
MAC 1105H  College Algebra - Honors
MGF 1106  COLLEGE MATHEMATICS ~
MGF 1106H  College Mathematics - Honors
MGF 1107  Math for the Liberal Arts ~
MAC 2311  CALCULUS WITH ANALYTIC GEOMETRY I ~
MAC 2311H  Calc/Analytic Geometry I Honor
STA 2023  STATISTICAL METHODS ~
STA 2023H  Statistical Methods - Honors

Institutional

MAC 1114  College Trigonometry ~
MAC 1140  PreCalculus Algebra ~
MAC 2312  CALCULUS WITH ANALYTIC GEOMETRY II ~
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Core

AST 1002  Astronomy ~
AST 1002H  Astronomy-Honors
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 as a degree-seeking student at Valencia. A Valencia catalog is valid for five academic years provided you are continuously enrolled as defined in the glossary of this catalog. 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. If you change your degree or certificate program, your governing catalog will be the catalog in effect at the time of your change. If you add a degree or certificate program, the new program will be governed by the catalog in effect at the time of the addition while the governing catalog for the original program will remain unchanged. 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 to discuss degree requirements and education plan options.

3. You may earn any number of Associate in Science degrees from Valencia College. In addition, you may earn one Associate in Arts degree and a maximum of one Associate in Arts degree from Valencia College.
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., you are not eligible to be awarded an Associate in Arts degree from Valencia. If you have earned an Associate in Arts or Bachelor’s Degree in a foreign country, you are eligible to earn an Associate in Arts degree at Valencia College. 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. 44)
- Cardiovascular Technology (p. 46)
- Dental Hygiene (p. 48)
- Diagnostic Medical Sonography (p. 50)
- Emergency Medical Services Technology (p. 52)
- Health Information Technology (p. 54)
- Radiography (p. 57)
- Respiratory Care (p. 58)
- Veterinary Technology (p. 60)

Biotechnology Laboratory Sciences

Associate in Science Degree (CIP # 1341010100)

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.

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.

Instructional Methodology and Materials

Technical courses in this program use hands-on active learning in a lab environment. Advanced courses do not require the purchase of any instructional materials (such as textbooks).

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Biotechnology Laboratory Sciences A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Biotechnology Laboratory Specialist (30 credits) (CIP # 0341010101)
- Biotechnology Specialist (19 credits) (CIP # 0626120101)

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 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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Potential Careers

- Biotechnology Technician
- DNA Finger printer
Contacts

Future Students
To apply to the program or learn more, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/biotechnology (http://valenciacollege.edu/biotechnology/).

Current Students
Contact the Career Program Advisor below for more information.
Christina Savvidis, Career Program Advisor, Lake Nona Campus: 407-582-7026 csavvidis1@valenciacollege.edu

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

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 understand the importance of following lab safety and proper lab documentation.

Foundation Courses

ENC 1101  FRESHMAN COMPOSITION I (GR) **~  3
BSC 1010C  GENERAL BIOLOGY I **~  4
SLS 1122  NEW STUDENT EXPERIENCE ~  3
SPC 1608  FUNDAMENTALS OF SPEECH ~  3
CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I **~  4

Intermediate Courses

ENC 1102  FRESHMAN COMPOSITION II (GR) **~  3
CHM 1046C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II **~  4
MCB 2010C  MICROBIOLOGY **~  4
Select either: Humanities or Social Science (GR) **~  3
PHI 2010  PHILOSOPHY ~  3
MAC 1105  COLLEGE ALGEBRA (GR) **~  3
BSC 1421C  INTRODUCTION TO BIOTECHNOLOGY **~  4

Advanced Courses

BSC 2426C  BIOTECHNOLOGY METHODS I **  4
BSC 2427C  BIOTECHNOLOGY METHODS II **  4
BSC 2423C  PROTEIN BIOTECHNOLOGY AND CELL CULTURE **  4
STA 2023  STATISTICAL METHODS (GR) **~  3

Total Credit Hours 61

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.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

Biotechnology Laboratory Specialist

Technical Certificate
This certificate is designed to equip students with the foundational knowledge and skills that will prepare them for entry-level jobs and career advancement in the Biotechnology field. Areas of focus include biology and chemistry concepts, statistical analysis, laboratory techniques and concepts, laboratory documentation procedures, and biohazard and safety procedures.

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

BSC 1010C  GENERAL BIOLOGY I **~  4
BSC 1421C  INTRODUCTION TO BIOTECHNOLOGY **  4
MAC 1105  COLLEGE ALGEBRA **~  3
CHM 1045C  GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I **~  4
BSC 2426C  BIOTECHNOLOGY METHODS I **  4
BSC 2427C  BIOTECHNOLOGY METHODS II **  4
BSC 2423C  PROTEIN BIOTECHNOLOGY AND CELL CULTURE **  4
STA 2023  STATISTICAL METHODS **~  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.

**Biotechnology Specialist**

**Technical Certificate**

This certificate is designed to equip students with the foundational knowledge and skills that will prepare them for entry-level jobs in the Biotechnology field. Areas of focus include broad biology and chemistry concepts, documentation procedures, basic lab techniques and concepts, as well as biohazard and safety procedures.

**Program Outcomes**

- Demonstrate communication skills.
- Demonstrate safety skills.
- Demonstrate basic laboratory skills.
- Demonstrate regulatory compliance.
- Demonstrate appropriate decision making and problem solving techniques.
- Demonstrate quality assurance/control.
- Maintain facility and equipment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1421C</td>
<td>INTRODUCTION TO BIOTECHNOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
</tr>
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<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
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<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2426C</td>
<td>BIOTECHNOLOGY METHODS I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 19

+ 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.

**Cardiovascular Technology**

**Associate in Science Degree** (CIP# 1351090100)

**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 (http://jrccvt.org/) (JRC-CVT; http://jrccvt.org/) and by the Commission on Accreditation of Allied Health Education Programs (https://www.caahep.org) (CAAHEP; https://www.caahep.org/), 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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete the Cardiovascular Technology Prerequisite for Admission Courses with a minimum grade of C.
- Have a minimum overall college GPA of 2.5 (including transfer work). NOTE: Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 2.5).
- 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 their campus based Allied Health Program Advisor for assistance in determining the best education plan for their career goals.

**Alternative Ways to Earn Credit**

If you have earned an approved certification from Cardiovascular Credentialing International, you may be eligible to receive credit toward
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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), 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.

Potential Careers
- Invasive Cardiovascular Specialist
- Cardiovascular Technologist
- Cardiovascular Technician

Salary & Earnings Information
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/心血管技术/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/心血管技术)/.

Current Students
Active Valencia students who are pending program acceptance may meet with the pending Allied Health Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/ Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

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.

Prerequisite for Admission
BSC 2093C HUMAN ANATOMY AND PHYSIOLOGY I **~ 4
BSC 2094C HUMAN ANATOMY AND PHYSIOLOGY II **~ 4
+ 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 and may not be offered every session.

Upon earning the A.S. degree in Cardiovascular Technology, eligible applicants can continue at Valencia to complete the Bachelor’s degree in Cardiopulmonary Sciences (p. 183) or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 202) or in Leadership in Healthcare (p. 203). Additional education at the bachelor’s level and professional experience can enhance your skills and create more career opportunities.

Students who wish to continue their education should consult with their Program Advisor to determine the best education plan for their career goals.

Dental Hygiene
Associate in Science Degree (CIP# 1351060200)

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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or 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). NOTE: Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 2.5).

• 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.

Students are strongly encouraged to consult their campus based Allied Health Program Advisor for assistance in determining the best education plan for their career goals.

Alternative Ways to Earn Credit toward this Degree
Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), 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 campus based Allied Health Program Advisor or access the Course Planning Guide on...
the Health Sciences webpage http://valenciacollege.edu/west/health/admissionupdates.cfmdental.

**Potential Careers**
- Dental Hygienist

**Salary & Earnings Information**
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/dental-hygiene/ (https://net1.valenciacollege.edu/). Future Students may meet with their assigned Career Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

**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.

**Prerequisite for Admission**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
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<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II **~</td>
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<td>MCB 2101C</td>
<td>MICROBIOLOGY **~</td>
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**Summer Term**

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<tbody>
<tr>
<td>DES 1020</td>
<td>Dental Anatomy +</td>
<td>2</td>
</tr>
<tr>
<td>DES 1020L</td>
<td>Dental Anatomy Lab +</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1000</td>
<td>INTRODUCTION TO DENTAL HYGIENE (new course) +</td>
<td>1</td>
</tr>
<tr>
<td>DES 1800</td>
<td>INTRODUCTION TO CLINICAL PROCEDURES +</td>
<td>1</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH or Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
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**Fall Term**

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<tr>
<td>DEH 1003</td>
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<tr>
<td>DEH 1003L</td>
<td>DENTAL HYGIENE INSTRUMENTATION +</td>
<td>2</td>
</tr>
<tr>
<td>DES 1200</td>
<td>Dental Radiography +</td>
<td>2</td>
</tr>
<tr>
<td>DES 1200L</td>
<td>DENTAL RADIOGRAPHY LABORATORY +</td>
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**Spring Term**

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<th>Course Title</th>
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<tr>
<td>HUN 2202</td>
<td>Essen Nutrition w/Diet Therapy **~</td>
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<td>DEH 1130</td>
<td>Oral Histology and Embryology +</td>
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<tr>
<td>DEH 1800</td>
<td>Dental Hygiene I **~</td>
<td>2</td>
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<tr>
<td>DEH 1800L</td>
<td>CLINICAL DENTAL HYGIENE I **~</td>
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<tr>
<td>DEH 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 &amp; Local **</td>
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**Year II**

**Summer Term**

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<td>DEH 1802L</td>
<td>CLINICAL 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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<tr>
<td>DEH 2700</td>
<td>DENTAL HEALTH EDUCATION **~</td>
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**Fall Term**

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<th>Course Title</th>
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<tr>
<td>PSY 2012</td>
<td>General Psychology **~</td>
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<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology **~</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2701</td>
<td>COMMUNITY DENTAL HEALTH I **~</td>
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</tr>
<tr>
<td>DEH 2804</td>
<td>Dental Hygiene III **~</td>
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<tr>
<td>DEH 2804L</td>
<td>Clinical Dental Hygiene III **~</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(p. 41) **~</td>
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</tr>
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**Spring Term**

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology **~</td>
<td>3</td>
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<tr>
<td>DEH 2605</td>
<td>Periodontology Seminar **~</td>
<td>1</td>
</tr>
<tr>
<td>DEH 2702</td>
<td>Community Dental Health II **~</td>
<td>1</td>
</tr>
<tr>
<td>DEH 2812</td>
<td>Dental Hygiene IV **~</td>
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<tr>
<td>DEH 2806L</td>
<td>CLINICAL DENTAL HYGIENE IV **~</td>
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<tr>
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<td><strong>Spring Term Credit Hours</strong></td>
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<td><strong>Total Credit Hours</strong></td>
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</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.

**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.
Diagnostic Medical Sonography

Associate in Science Degree (CIP# 1351091004)

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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or 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). NOTE: Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 2.5).
- 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 their campus based Allied Health Program Advisor for assistance in determining the best education plan for their career goals.

Alternative Ways to Earn Credit toward this Degree

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: http://valenciacollege.edu/asdegrees/credit_alternative.cfm. (http://valenciacollege.edu/asdegrees/credit_alternative.cfm)

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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), 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 campus based Allied Health Program Advisor or access the Course Planning Guide on the Health Sciences webpage http://valenciacollege.edu/west/health/admissionupdates.cfm#Sono. (http://valenciacollege.edu/west/health/admissionupdates.cfm#Sono)

Potential Careers

- Diagnostic Medical Sonographer
Salary & Earnings Information
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/diagnostic-medical-sonography/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/diagnostic-medical-sonography/).

Current Students
Active Valencia students who are pending program acceptance may meet with the pending Allied Health Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/ Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I **</td>
<td>4</td>
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<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II **</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1007C</td>
<td>PHYSICS WITH MEDICAL APPLICATIONS *</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA *</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I **</td>
<td>3</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology *</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement (p. 41) **</td>
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Year I

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<th>Course</th>
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<tr>
<td>Fall Term</td>
<td>SON 1002C</td>
<td>METHODS OF PATIENT CARE *</td>
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<td>HSC 1531</td>
<td>Medical Terminology *</td>
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<td></td>
<td>SON 1003L</td>
<td>SONOGRAPHY PRACTICE LAB *</td>
<td>1</td>
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<tr>
<td></td>
<td>SON 1000</td>
<td>INTRODUCTION TO MEDICAL SONOGRAPHY **</td>
<td>3</td>
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<td>SON 1000L</td>
<td>SONOGRAPHY INSTRUCTIONAL LAB I **</td>
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<td>Spring Term</td>
<td>SON 1804L</td>
<td>CLINICAL SONOGRAPHY I **</td>
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<td>ABDOMINAL SONOGRAPHY I **</td>
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SON 1001L   SONOGRAPHY INSTRUCTIONAL LAB II ** 1  
RTE 2762  Sectional Anatomy ** 3  
Credit Hours 9  

Summer Term

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<td>SON 1614</td>
<td>SONOGRAPHIC PHYSICS I **</td>
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<td>SON 1112</td>
<td>ABDOMINAL SONOGRAPHY II **</td>
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<tr>
<td>SON 1112L</td>
<td>SONOGRAPHY INSTRUCTIONAL LAB III **</td>
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Year II

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<tr>
<td>Fall Term</td>
<td>SON 2121</td>
<td>Ob/Gyn Sonography I **</td>
<td>3</td>
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<td>SON 2824L</td>
<td>CLINICAL SONOGRAPHY III **</td>
<td>3</td>
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<td>SON 2618</td>
<td>SONOGRAPHIC PHYSICS IV **</td>
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<td>SON 2150</td>
<td>Neurosonology/Superficial Strct **</td>
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Spring Term

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<td>Ob/Gyn Sonography II **</td>
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<td>SON 2834L</td>
<td>CLINICAL SONOGRAPHY IV **</td>
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<td>SONOGRAPHIC PHYSICS IV **</td>
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Summer Term

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<td>SON 2882L</td>
<td>MEDICAL SONOGRAPHY CLINICAL PRACTICUM **</td>
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Total Credit Hours 77

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 and may not be offered every session.

Upon earning the A.S degree in Diagnostic Medical Sonography, eligible applicants can continue at Valencia to complete the Bachelor’s degree in Radiologic and Imaging Sciences (p. 195) or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 202), Vascular Sonography (p. 206) Leadership in Healthcare (p. 203) or Magnetic Resonance Imaging (MRI) (p. 204). Additional education at the bachelor’s level and professional experience can enhance your skills and create more career opportunities.
Students who wish to continue their education should consult with their Program Advisor to determine the best education plan for their career goals.

Emergency Medical Services Technology

Associate in Science Degree (CIP# 1351090402)
- 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 their campus based Allied Health Program 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.

EMT Technical Certificate (CIP # 0351090415)
Prior to beginning the program, students must document the following:
- Current criminal background check, and if also required, fingerprinting
- Drug testing
- Physical exam forms
- Records with up to date immunization data
- Attend mandatory orientation

Paramedic Technology Certificate (CIP # 0351090405)
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.

Prior to beginning the program, students must document the following:
- Current criminal background check, and if also required, fingerprinting
- 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 12 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.

Alternative Ways to Earn Credit toward this Degree
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: http://valenciacollege.edu/asdegrees/credit_alternative.cfm.

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 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 campus based Allied Health 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

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/emergency-medical-services-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/emergency-medical-services-technology/).

Current Students

Active Valencia students who are pending program acceptance may meet with the pending Allied Health Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/ Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirements</td>
<td>3</td>
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<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>EMT Technical Certificate Courses</td>
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<td>12</td>
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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, and may not be be offered every session.

Upon earning the A.S. degree in Emergency Medical Services, eligible applicants can continue at Valencia to complete a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare. Additional education at the bachelor’s level and professional experience can enhance your skills and create more career opportunities.

Students who wish to continue their education should consult with their Career Program Advisor to determine the best education plan for their career goals.

EMT Technical Certificate

This program prepares students for state board certification as an emergency medical technician and focuses on the fundamentals of emergency healthcare in a pre-hospital environment. Students learn to administer basic life support functions.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY</td>
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</tr>
<tr>
<td>EMS 1119L</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1431L</td>
<td>EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM</td>
<td>2</td>
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</table>

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

Paramedic Technology Certificate

This program prepares students for state board certification as a paramedic and focuses on advanced emergency healthcare in a pre-
hospital environment. Students learn to administer advanced life support, including cardiac, medical, trauma, pediatric and psychiatric illnesses.

**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.

**Prerequisite for Admission**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>EMS 1010</td>
<td>ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION</td>
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**Term 1**

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<tr>
<td>EMS 2603</td>
<td>PARAMEDIC I **</td>
<td>6</td>
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<tr>
<td>EMS 2603L</td>
<td>PARAMEDIC I LABORATORY *</td>
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<tr>
<td>EMS 2666L</td>
<td>PARAMEDIC I CLINICAL +</td>
<td>4</td>
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<tr>
<td>EMS 2522</td>
<td>EMERGENCY PHARMACOLOGY + *</td>
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**Term 2**

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<tr>
<td>EMS 2604</td>
<td>Paramedic II **</td>
<td>8</td>
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<tr>
<td>EMS 2604L</td>
<td>PARAMEDIC II LABORATORY +</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2667L</td>
<td>Paramedic II Clinical +</td>
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</table>

**Term 3**

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<tbody>
<tr>
<td>EMS 2605</td>
<td>PARAMEDIC III **</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2605L</td>
<td>PARAMEDIC III LABORATORY +</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2668L</td>
<td>Paramedic III Clinical +</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2659L</td>
<td>PARAMEDIC IV (PROVISIONAL FIELD INTERNSHIP) +*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 42

* 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 EMS 1010 ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION. BSC 1084 may be substituted for EMS 1010.

This certificate program is eligible for Financial Aid.

Note: This is a limited access program. Students are encouraged to apply as soon as they meet the admission criteria.

**Health Information Technology**

**Associate in Science Degree** [CIP# 1351070700]

**Limited-Access**

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.

Graduates are eligible to take the Registered Health Information Technician certification exam administered by the American Health Information Management Association.

**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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete all Health Information Technology Prerequisite courses for admission with a minimum grade of “C”.
- Have a minimum overall college GPA of 2.5* (including transfer work).

**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 prerequisite 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 their campus based Allied Health Program 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 ENCL101 (3 credits), and if applicable, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), 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 campus based Allied Health Program Advisor or access the Course Planning Guide on the Health Sciences webpage http://valenciacollege.edu/west/health/admissionupdates.cfm#HIT (http://valenciacollege.edu/west/health/admissionupdates.cfm#HIT).

Alternative Ways to Earn Credit toward this Degree
Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_occt.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Health Information Technology A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

• Medical Information Coder/Biller (37 credits) (CIP # 0351070714)

Potential Careers
• Health Information Technician
• Medical Records Technician

Salary & Earnings Information
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more information about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/health-information-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/health-information-technology/).

Current Students
Active Valencia students who are pending program acceptance may meet with the pending Allied Health Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/ Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

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

Prerequisite for Admission

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I ** 4</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology * 3</td>
</tr>
<tr>
<td>CGS 1060C or CGS 2100C</td>
<td>INTRODUCTION TO COMPUTERS * 3</td>
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Year I

<table>
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<tr>
<th>Fall Term</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HIM 1000</td>
<td>Intro to Health Mgmt ** 2</td>
</tr>
<tr>
<td>HIM 1012</td>
<td>LEGAL ASPECTS OF HEALTH INFORMATION MANAGEMENT ** 3</td>
</tr>
<tr>
<td>HIM 1430</td>
<td>Principles of Disease ** 3</td>
</tr>
<tr>
<td>HSC 1149</td>
<td>General Pharm for Hlth Prof * 1</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II * 4</td>
</tr>
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<table>
<thead>
<tr>
<th>Spring Term</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HIM 1110</td>
<td>Health Data Concepts ** 3</td>
</tr>
<tr>
<td>HIM 2222C</td>
<td>BASIC ICD CODING ** 4</td>
</tr>
<tr>
<td>HSA 1100</td>
<td>Health Care Delivery Systems ** 3</td>
</tr>
</tbody>
</table>
Both inpatient and outpatient coding and documentation principles. Information Coder/Biller program content is comprehensive, covering medical insurance reimbursement and compliance. The medical documentation from patients’ medical records to ensure appropriate for assigning correct diagnostic and procedural codes to medical coders and health insurance specialists. The medical coder is responsible. This certificate prepares students for entry-level employment as medical coders and health insurance specialists.

Technical Certificate

Medical Information Coder/Biller

Program Requirements:
The Medical Information Coder/Biller is an open-entry program with courses offered online. This certificate program may be completed in three semesters when applicable course prerequisites are completed before starting core program courses. Students may start the program any semester, however, core courses may not be offered every term. It is recommended that before starting the Technical Certificate that students meet with an Advisor to discuss placement into core courses. In order to complete the Technical Certificate in three semesters, it is recommended to start in the spring term after completing the course prerequisites in prior terms. The credits in this certificate program apply toward the Health Information Technology Associate in Science Degree.

Program Outcomes
• Perform entry level skills competently as described by the scope of practice for Health Information Technology.

Term 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I *</td>
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Summer Term

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<tr>
<td>HIM 1211</td>
<td>HEALTH INFORMATION TECHNOLOGIES **</td>
<td>2</td>
</tr>
<tr>
<td>HIM 1800L</td>
<td>PROFESSIONAL PRACTICE EXPERIENCE **</td>
<td>2</td>
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<tr>
<td>HIM 2253</td>
<td>Basic CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA *</td>
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Year II

Fall Term

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<tbody>
<tr>
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<td>Quality and Perf Improvement **</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2512</td>
<td>Supervision, Org. and Mgmt *</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2729C</td>
<td>ADVANCED ICD CODING AND REIMBURSEMENT **</td>
<td>4</td>
</tr>
<tr>
<td>HIM 2810L</td>
<td>PROFESSIONAL PRACTICE EXPERIENCE II **</td>
<td>2</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirements (p. 41) **~</td>
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Spring Term

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<td>Health Care Stats and Research **</td>
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<tr>
<td>HIM 2820L</td>
<td>PROFESSIONAL PRACTICE EXPERIENCE III **</td>
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<td>HIM 2960</td>
<td>Health Info Tech Review **</td>
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<td>PSY 2012</td>
<td>General Psychology +~</td>
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Notes:
+ 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.

Specialized program courses are offered on the West Campus and may not be offered every session.

Upon earning the A.S. degree in Health Information Technology, eligible applicants can continue at Valencia to complete a bachelor-level Advanced Technical Certificate (ATC) in Leadership in Healthcare. Additional education at the bachelor’s level and professional experience can enhance your skills and create more career opportunities.

Students who wish to continue their education should consult with their Career Program Advisor to determine the best education plan for their career goals.

Medical Information Coder/Biller

Technical Certificate

This certificate prepares students for entry-level employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients’ medical records to ensure appropriate medical insurance reimbursement and compliance. The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles.
Students majoring in Health Information Technology AS degree are highly recommended to take BSC 2093C Human Anatomy & Physiology 1, in place of OST 1467C Introduction to Body Systems for OST.

Students transferring to UCF take HSC 1531, and CGS 1060C or CGS 2100C.

**Radiography**

**Associate in Science Degree (CIP# 1351090700)**

**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 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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete the Radiography Prerequisites for Admission with a minimum grade of “C”.
- Have a minimum overall college GPA of 2.5 (including transfer work). **NOTE:** Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 2.5).
- 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 their campus based Allied Health Program Advisor for assistance in determining the best education plan for their career goals.

**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: [http://valenciacollege.edu/asdegrees/credit_alternative.cfm](http://valenciacollege.edu/asdegrees/credit_alternative.cfm)

**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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), 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 campus based Allied Health Program Advisor or access the Course Planning Guide on the Health Sciences webpage [http://valenciacollege.edu/west/health/admissionupdates.cfm#Radiography](http://valenciacollege.edu/west/health/admissionupdates.cfm#Radiography)

**Potential Careers**

- Radiographer
- Radiologic Technologist
- Radiologic Technician

**Salary & Earnings Information**

For career information related to this program, please visit [O*Net OnLine](https://www.onetonline.org/).

**Contacts**

**Future Students**

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit
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.

Prerequisite for Admission

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
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<tr>
<td>BSC 2094C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
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<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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Year I

<table>
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<tr>
<td>Summer Term</td>
<td>RTE 1000</td>
<td>INTRODUCTION TO RADIOGRAPHY</td>
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<td></td>
<td>RTE 1111C</td>
<td>PATIENT CARE IN RADIOGRAPHY</td>
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Fall Term

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<tr>
<td>RTE 1418</td>
<td>Principles of Radiography I</td>
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<td>RTE 1503C</td>
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Spring Term

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Year II

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<td>Sectional Anatomy</td>
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<td>RTE 1523C</td>
<td>RADIOGRAPHIC PROCEDURES III</td>
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<td></td>
<td>RTE 1824L</td>
<td>RADIOGRAPHIC CLINICAL ED III</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<tr>
<td>RTE 2834L</td>
<td>RADIOGRAPHIC CLINICAL EDUCATION IV</td>
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<td>RTE 2385</td>
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CGS 1060C INTRODUCTION TO COMPUTERS + 3

Spring Term

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<td>RTE 2061</td>
<td>Radiographic Seminar</td>
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<td>RTE 2782</td>
<td>Radiographic Pathology</td>
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Humanities See Gen. Ed. Core or Institutional Requirement ~ 3

Year II

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<td>Summer Term</td>
<td>RTE 2762</td>
<td>Sectional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RTE 1523C</td>
<td>RADIOGRAPHIC PROCEDURES III</td>
<td>4</td>
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<tr>
<td></td>
<td>RTE 1824L</td>
<td>RADIOGRAPHIC CLINICAL ED III</td>
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Fall Term

<table>
<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>RTE 2563</td>
<td>PRINCIPLES OF RADIOGRAPHY III</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2834L</td>
<td>RADIOGRAPHIC CLINICAL EDUCATION IV</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2385</td>
<td>Radiation Biol and Protection</td>
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</tbody>
</table>

RTE 2785 Radiation Biol and Protection + 3

Respiratory Care

Associate in Science Degree (CIP# 1351090800)

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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), mathematics, English, and English for Academic Purposes in which you are placed.
- Complete Respiratory Care Prerequisite for admission Courses with a minimum grade of C.
- Have a minimum overall college GPA of 2.0 (including transfer work). NOTE: Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 as well at the time of applying.
- 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 their campus based Allied Health Program Advisor for assistance in determining the best education plan for their career goals.

**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: http://valenciacollege.edu/asdegrees/credit_alternative.cfm.

**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, Professions of Caring (HSC 1004) for students pending acceptance to a health sciences program, or New Student Experience (SLS 1122), 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 campus based Allied Health Program Advisor or access the Course Planning Guide on the Health Sciences webpage http://valenciacollege.edu/west/health/admissionupdates.cfm#Respiratory.

**Potential Careers**

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

**Salary & Earnings Information**

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contact**

**Future Students**

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/respiratory-care/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/respiratory-care/).

**Current Students**

Active Valencia students who are pending program acceptance may meet with the pending Allied Health Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

**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.

**Prerequisite for Admission**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>PHYSICS WITH MEDICAL APPLICATIONS</td>
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<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
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</table>

Credit Hours 11
Year I
Spring Term
MCB 2010C   MICROBIOLOGY **~  4  
ENC 1101   FRESHMAN COMPOSITION I **~  3  
RET 1025   PRINCIPLES OF RESPIRATORY CARE **  3  
RET 1485   CARDIOPULMONARY PHYSIOLOGY **  3  
RET 2350   RESPIRATORY PHARMACOLOGY **  3  

Credit Hours 16

Summer Term
BSC 2094C   HUMAN ANATOMY AND PHYSIOLOGY II **~  4  
RET 1295   RESPIRATORY DISEASE MANAGEMENT **  3  
RET 1450   BASIC PHYSIOLOGY MONITORING **  3  
RET 1274L   RESPIRATORY CARE LAB I **  2  

Credit Hours 12

Year II
Fall Term
RET 1874L   CLINICAL PRACTICE I **  4  
RET 1264   PRINCIPLES OF MECHANICAL VENTILATION **  3  
RET 2447   HEMODYNAMIC MONITORING **  3  
RET 2283L   RESPIRATORY CARE LAB II **  2  

Credit Hours 12

Spring Term
RET 2244   ADVANCED LIFE SUPPORT **  3  
RET 2714   NEONATAL/PEDIATRIC RESPIRATORY CARE **  3  
RET 1875L   CLINICAL PRACTICE II **  4  
RET 2284L   RESPIRATORY CARE LAB III **  2  

Credit Hours 12

Summer Term
RET 2876L   CLINICAL PRACTICE III **  4  
Humanities See Gen. Ed. Core or Institutional Requirement (p. 41) **~  3  
PSY 2012   General Psychology **  3  
RET 2920   RESPIRATORY CARE PRACTICUM **  3  

Credit Hours 13  

Total Credit Hours 76

* 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 and may not be offered every session.

Upon earning the A.S. degree in Respiratory Care, eligible applicants can continue at Valencia to complete the Bachelor’s degree in Cardiopulmonary Sciences (p. 183) or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 202) or in Leadership in Healthcare (p. 203). Additional education at the bachelor’s level and professional experience can enhance your skills and create more career opportunities.

Students who wish to continue their education should consult with their Program Advisor to determine the best education plan for their career goals.

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 https://go.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 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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).
Contacts
For more information regarding St. Petersburg College's Veterinary Technology program, please visit https://go.spcollege.edu/vt (http://go.spcollege.edu/vt/) or call: 727-302-6721.

For academic advising at Valencia, please visit www.valenciacollege.edu/advising/ (http://www.valenciacollege.edu/advising/).

General Education and Support Courses Offered at Valencia

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<tr>
<th>Communications</th>
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<tbody>
<tr>
<td>ENC 1101 FRESHMAN COMPOSITION I **</td>
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<tr>
<td>SPC 1608 FUNDAMENTALS OF SPEECH or SPC 1017 Interpersonal Communication</td>
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<td>PHI 2600 ETHICS AND CRITICAL THINKING ~ (GR)</td>
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<td>MGF 1106 COLLEGE MATHEMATICS **</td>
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<td>MGF 1107 Math for the Liberal Arts **</td>
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<td>STA 2023 STATISTICAL METHODS **</td>
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<tr>
<td>BOT 2010C BOTANY ~</td>
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<tr>
<td>BSC 1005 Biological Science ~</td>
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<tr>
<td>BSC 1010C GENERAL BIOLOGY I ~</td>
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<td>BSC 1020 Human Biology ~</td>
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<td>BSC 1026 Biology of Human Sexuality ~</td>
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<td>CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY ~</td>
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<td>CHM 1045C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I ~</td>
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<td>CHM 1046C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II ~</td>
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<td>EVR 1001 Intro to Environ Science ~</td>
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<td>GLY 2010C Physical Geology ~</td>
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<td>GLY 2160 Geology of National Parks ~</td>
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<td>MCB 2010C MICROBIOLOGY ~</td>
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<td>OCB 1000 Intro to Marine Biology ~</td>
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<td>OCE 1001 Intro To Oceanography ~</td>
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<td>PHY 1020 Conceptual Physics ~</td>
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<td>PHY 2048C GENERAL PHYSICS WITH CALCULUS I ~</td>
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<td>PHY 2049C GENERAL PHYSICS WITH CALCULUS II ~</td>
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<td>PHY 2054C COLLEGE PHYSICS II WITH ALGEBRA AND TRIGONOMETRY ~</td>
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<td>ANT 2000 Introductory Anthropology ~</td>
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<td>ECO 2013 Principles of Economics-Macro ~</td>
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<td>POS 2041 U.S. Government ~</td>
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<td>SYG 2000 Introductory Sociology ~</td>
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<table>
<thead>
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<th>3</th>
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</thead>
<tbody>
<tr>
<td>CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS or EME 2040 Intro to Tech for Educators</td>
<td></td>
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</tbody>
</table>

Total Credit Hours 27

+ 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.

Students can take the Honors versions of these courses.

## Arts, Entertainment, and Communication

Individuals who go into the Arts, Entertainment, and Communication 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 to 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, Entertainment, and Communication Division offers the following Associate in Science degree programs:

- Digital Media Technology (p. 61)
- Film Production Technology (p. 67)
- Graphic and Interactive Design (p. 69)
- Live Entertainment Design and Production (p. 73)
- New Media Communication (p. 75)
- Sound and Music Technology (p. 78)

### Digital Media Technology

#### Digital Media Technology with Specializations in:

- Video Production
- 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 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 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 free-lancer 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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Digital Media A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Digital Broadcast Production (24 credits) (CIP # 0610020216)
- Digital Media Development (12 credits) (CIP # 0609070209)
- Digital Media Production (15 credits) (CIP # 0610010507)
- Digital Media Video Production (12 credits) (CIP # 0609070210)
- Digital Media Web Production (15 credits) (CIP # 0650010208)
- Digital Video Editing and Post-Production (24 credits) (CIP # 0609040217)
- Digital Video Fundamentals (12 credits) (CIP # 0610030414)
- Digital-Webcast Technology (24 credits) (CIP # 0650010218)

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

- 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

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/digital-media-technology/ (https://
Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (http://valenciacollege.edu/internship/).

Video Production Specialization
Program Outcomes
• Produce professional quality video projects.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Demonstrate professional behavior.

Foundation Courses
SLS 1122  New Student Experience  3
DIG 1940  PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA +  1
DIG 2000C  INTRO TO DIGITAL MEDIA & DESIGN *  3
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 or Institutional 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
MUM 1660L  LOCATION SOUND +  1
MUM 2630C  SOUND FOR MEDIA +  3
GEB 1011  Introduction To Business +  3
or GEB 1136  Foundations of E-Business  3
MAR 2011  Principles of Marketing **  3

Advanced Courses
DIG 2291C  ADVANCED AUDIO VISUAL TECHNOLOGY **  3
DIG 2292C  DIGITAL POST-PRODUCTION **  3
DIG 2580C  DIGITAL MEDIA PORTFOLIO REVIEW **  1
DIG 2943  INTERNSHIP IN DIGITAL MEDIA **  1
Video Production Electives
DIG 1102C  INTRODUCTION TO WEB PROGRAMMING *  3
DIG 2100C  WEB ESSENTIALS +  2
DIG 2341C  INTRODUCTION TO MOTION GRAPHICS *  3
DIG 2342C  ADVANCED MOTION GRAPHICS **  3
DIG 2302C  INTRODUCTION TO 3D GRAPHICS **  3
DIG 2431C  ADVANCED DIGITAL STORYTELLING **  3
DIG 2930  Selected Topics in Digital Media +  1-3
DIG 2941  INTERNSHIP EXPLORATION IN DIGITAL MEDIA **  1-4
DIG 2943  INTERNSHIP IN DIGITAL MEDIA **  1-4
DIG 2950C  DIGITAL MEDIA PROJECT **  3

Motion Graphics Specialization
Program Outcomes
• Design compelling motion graphics.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Demonstrate professional behavior.

Foundation Courses
SLS 1122  New Student Experience +  3
DIG 1940  PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA +  1
DIG 2000C  INTRO TO DIGITAL MEDIA & DESIGN *  3
DIG 2109C  DIGITAL IMAGING FUNDAMENTALS **  3
DIG 2430C  DIGITAL STORYTELLING **  3
ART 1300C  DRAWING I *  3
GRA 1206C  FUNDAMENTALS OF TYPOGRAPHY **  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 2341C  INTRODUCTION TO MOTION GRAPHICS *  3
DIG 2030C  DIGITAL VIDEO AND SOUND **  3
MUM 2630C  SOUND FOR MEDIA +  3
GRA 2156C  VECTOR ILLUSTRATION **  3

Advanced Courses
DIG 2950C  DIGITAL MEDIA PROJECT **  3
DIG 2580C  DIGITAL MEDIA PORTFOLIO REVIEW **  1
DIG 2943  INTERNSHIP IN DIGITAL MEDIA **  1

Total Credit Hours
60
Motion Graphics Electives
DIG 1102C INTRODUCTION TO WEB PROGRAMMING * 3
DIG 2100C WEB ESSENTIALS * 2
DIG 2284C ADVANCED DIGITAL VIDEO AND SOUND ** 3
DIG 2291C ADVANCED AUDIO VISUAL TECHNOLOGY ** 3
DIG 2292C DIGITAL POST-PRODUCTION ** 3
DIG 2302C INTRODUCTION TO 3D MOTION GRAPHICS ** 3
DIG 2342C ADVANCED MOTION GRAPHICS ** 3
DIG 2431C ADVANCED DIGITAL STORYTELLING ** 3
DIG 2930 Selected Topics in Digital Med * 1-3
DIG 2941 INTERNSHIP EXPLORATION IN DIGITAL MEDIA ** 1-4
DIG 2943 INTERNSHIP IN DIGITAL MEDIA ** 1-4

+ 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.
- Solve industry-related problems.
- Write and speak the language of the industry effectively.
- Demonstrate professional behavior.

Foundation Courses
SLS 1122 New Student Experience * 3
DIG 1940 PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA ** 1
DIG 2000C INTRO TO DIGITAL MEDIA & DESIGN * 3
DIG 2100C WEB ESSENTIALS * 2
DIG 1102C INTRODUCTION TO WEB PROGRAMMING * 3
DIG 1108C INTRODUCTION TO SERVER-SIDE PROGRAMMING ** 3
DIG 1631C DIGITAL INDUSTRY PRACTICES * 3
ENC 1101 FRESHMAN COMPOSITION I *~ 3
Mathematics See Gen Ed Core Requirement *~ 3

Intermediate Courses
DIG 2107C ADVANCED SERVER-SIDE PROGRAMMING ** 3
DIG 2101C ADVANCED WEB ESSENTIALS * 3
DIG 2500C FUNDAMENTALS OF INTERACTIVE DESIGN ** 3
DIG 2561C PROJECT MANAGEMENT FOR DIGITAL MEDIA * 3
SPC 1017 Interpersonal Communication ~ 3
DIG 2180C INTERMEDIATE CLIENT-SIDE PROGRAMMING * 3
Humanities See Gen Ed Core Requirement ~ 3
POS 2041 U.S. Government ~ 3

Advanced Courses
DIG 2580C DIGITAL MEDIA PORTFOLIO REVIEW *~ 1
DIG 2106C ADVANCED CLIENT-SIDE PROGRAMMING * 3
DIG 2943 INTERNSHIP IN DIGITAL MEDIA *~ 1

Web Development Specialization Electives
Total Credit Hours 60

Web Development Electives
COT 2104C Foundations Discrete Math * 3
COP 2341C LINUX SHELL SCRIPTING * 3
CTS 2321C Linux System Administration * 3
DIG 2092C ETHICS OF WEB DEVELOPMENT * 3
DIG 2562C INTRODUCTION TO CONTENT MANAGEMENT SYSTEMS 3
DIG 2564C ADVANCED CONTENT MANAGEMENT SYSTEMS 3
DIG 2170C WEB APPLICATION DEVELOPMENT * 3
DIG 2930 Selected Topics in Digital Med * 1-3
DIG 2941 INTERNSHIP EXPLORATION IN DIGITAL MEDIA ** 1-4
DIG 2943 INTERNSHIP IN DIGITAL MEDIA ** 1-4
DIG 2950C DIGITAL MEDIA PROJECT *~ 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 and may not be offered every session; some of the courses are offered at other locations.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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

• Pre-visualize video productions.
• Solve industry-related problems.
• Write and speak the language of the industry effectively.
• Demonstrate professional behavior.

Digital Media Production

Technical Certificate
The purpose of this program is to prepare students for initial employment as a digital media/multimedia production technician, digital media/multimedia developer, or to provide supplemental training for persons previously or currently employed in these occupations.

Program Outcomes

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

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

• Pre-visualize video productions.
• Demonstrate professional behavior.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 1940</td>
<td>PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA</td>
<td>1</td>
</tr>
<tr>
<td>DIG 2000C</td>
<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
<td>2</td>
</tr>
<tr>
<td>DIG 2101C</td>
<td>ADVANCED WEB ESSENTIALS **</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2941</td>
<td>INTERNSHIP EXPLORATION IN DIGITAL MEDIA</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2500C</td>
<td>FUNDAMENTALS OF INTERACTIVE DESIGN **</td>
<td>3</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.

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 Video Fundamentals

Technical Certificate
This program is designed to prepare students for 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
- Edit video projects.
- Demonstrate professional behavior.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 1940</td>
<td>PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA</td>
<td>1</td>
</tr>
<tr>
<td>DIG 2000C</td>
<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2030C</td>
<td>DIGITAL VIDEO AND SOUND **</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
<td>2</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>DIGITAL IMAGING FUNDAMENTALS</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2284C</td>
<td>ADVANCED DIGITAL VIDEO AND SOUND **</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2430C</td>
<td>DIGITAL STORYTELLING</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2630C</td>
<td>SOUND FOR MEDIA</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.

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 Video Editing and Post-Production

Technical Certificate
This program is designed to prepare students for 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
- Edit professional quality video projects.
- Solve industry-related problems.
- Write and speak the language of the industry effectively.
- Demonstrate professional behavior.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</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>3</td>
</tr>
<tr>
<td>DIG 2030C</td>
<td>DIGITAL VIDEO AND SOUND **</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
<td>2</td>
</tr>
<tr>
<td>MUM 2630C</td>
<td>SOUND FOR MEDIA</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.

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 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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Film Production A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Film Production Fundamentals (24 credits) (CIP # 0650060203)

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.

Film Production Technology

Associate in Science Degree (CIP # 1650060213)

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.

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.

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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/film-production-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/film-production-technology/).

Current Students
Contact the Career Program Advisor below for more information.
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. (http://valenciacollege.edu/internship/)

Program Outcomes
• Demonstrate knowledge of motion picture equipment
• Apply film working protocol, including set etiquette, safety, effective problem solving and collaborating with crew members from various production departments
• Create motion pictures both as an individual and collaboratively as a team that demonstrates an understanding of cinematic language

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</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *+~</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>See A.S. General Education Requirements +~ (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

Notes:
Specialized program courses are offered on the East Campus and may not be offered every session.

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

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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 motion picture equipment
- Apply film working protocol, including set etiquette, safety, effective problem solving and collaborating with crew members from various production departments
- Create motion pictures both as an individual and collaboratively as a team that demonstrates an understanding of cinematic language

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FIL 2552C</td>
<td>FILM EDITING</td>
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<tr>
<td>FIL 2580C</td>
<td>FILM CAMERA TECHNIQUES</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2450C</td>
<td>FILM GRIPPING</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 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 Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>TPA 1200C</td>
<td>BASIC STAGECRAFT</td>
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<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
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</tr>
<tr>
<td>TPA 2220C</td>
<td>INTRODUCTION TO STAGE LIGHTING</td>
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</tr>
<tr>
<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION *</td>
<td>3</td>
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<tr>
<td>or TPA 2252C</td>
<td>INTRODUCTION TO AUDIO VISUAL TECHNOLOGY</td>
<td>3</td>
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</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.

Graphic and Interactive Design

Graphic and Interactive Design with Specializations in:

- Graphic Design
- Interactive Design

Associate in Science Degree (CIP# 1611080300)
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.

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.

Alternative Ways to Earn Credit toward this Degree
Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Graphic and Interactive Design A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Graphics - Interactive Design Support (15 credits) (CIP # 0650010203)
- Graphic Design Support (15 credits) (CIP # 0611080302)
• Graphics - Interactive Design Production (24 credits) (CIP # 0611080304)
• Graphic Design Production (24 credits) (CIP # 0611080303)

**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 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**
- Graphic Designer
- Web Designer
- Brand Designer
- Advertising Designer
- User Interface Designer
- Interactive Designer
- Illustrator (digital and traditional)
- Front-end Web Developer
- Production Artist

**Salary & Earnings Information**
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit http://vccgraphics.wordpress.com/ or valenciacollege.edu/graphic-and-interactive-design/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/graphic-and-interactive-design/).

**Current Students**
Contact the campus Career Program Advisor below for more information:

- **East Campus**
  Kristy Pennino, Program Chair: 407-582-2864
  kpennino@valenciacollege.edu
  Niurka Rivera, Career Program Advisor: 407-582-2179
  nriviera4@valenciacollege.edu (klittle@valenciacollege.edu)

- **West Campus**
  Meg Curtiss, Program Chair: 407-582-1452
  mcurtiss@valenciacollege.edu
  Heidi Shugg, Career Program Advisor: 407-582-1461
  hshugg1@valenciacollege.edu (ghall13@valenciacollege.edu)

- **Osceola Campus**
  Julio Falu, Program Chair: 407-582-4229
  jfalul1@valenciacollege.edu (mcurtiss@valenciacollege.edu)
  Roxana Boulos, Career Program Advisor: 407-582-4231
  rboulos1@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 (http://valenciacollege.edu/internship/).

**Program Requirements**

**Foundation Courses**

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<thead>
<tr>
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<tr>
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<td>NEW STUDENT EXPERIENCE</td>
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<td>GRA 1142C</td>
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<td>GRA 1751</td>
<td>INFORMATION ARCHITECTURE</td>
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<tr>
<td>GRA 1413</td>
<td>PROFESSIONAL DEVELOPMENT FOR DESIGNERS *</td>
<td>1</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>DRAWING I</td>
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</tr>
<tr>
<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I **~</td>
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<tr>
<td>Science</td>
<td>Mathematics</td>
<td>See Gen. Ed. Requirements **~</td>
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**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<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>
</tr>
<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>Credits</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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</tr>
<tr>
<td>GRA 2942</td>
<td>INTERNSHIP IN GRAPHICS **</td>
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</table>

**Specialization (See below)**

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.
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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<th>Course Name</th>
<th>Credit Hours</th>
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Advanced Courses

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<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>GRA 2724</td>
<td>ADVANCED CSS DESIGN *</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2143</td>
<td>ADVANCED WEB PAGE DESIGN **</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2723</td>
<td>CSS DESIGN **</td>
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<tr>
<td>GRA 2132</td>
<td>ADVANCED INTERACTIVE DESIGN **</td>
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</table>

Total Credit Hours: 18

Notes:

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

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.

Intermediate Courses

<table>
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<th>Course Name</th>
<th>Credit Hours</th>
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<td>GRA 1413</td>
<td>PROFESSIONAL DEVELOPMENT FOR DESIGNERS *</td>
<td>1</td>
</tr>
<tr>
<td>ART 1300</td>
<td>DRAWING I *</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1203</td>
<td>LAYOUT, DESIGN AND COPY PREPARATION **</td>
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</tr>
<tr>
<td>GRA 2585</td>
<td>USER INTERFACE DESIGN **</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1206</td>
<td>FUNDAMENTALS OF TYPOGRAPHY **</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2156</td>
<td>VECTOR ILLUSTRATION **</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201</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.

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 assist in the creation of images and layouts for the Internet and user interfaces. 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.

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
GRA 2201C ELECTRONIC IMAGING *** 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:
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 Production

Technical Certificate
This program is designed to provide students with the skills required to create images, layout web pages, and layout user interfaces. The
Live Entertainment Design and Production

Live Entertainment Design and Production with Specializations in:

- Audio Visual Event Production
- Live Show Production
- Production Design

Associate in Science Degree (CIP# 1650050202)

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

Technical Certificates

The Entertainment Design and Technology A.S. degree also offers the following college credit certificate programs. These certificate programs can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 are embedded in the A.S. degree. Click on the Certificate tab at the top of the page for more information about the course requirements.

- 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 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

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

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**

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**Program Requirements**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *~</td>
<td>3</td>
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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>
<td>3</td>
</tr>
<tr>
<td>TPA 1200C</td>
<td>BASIC STAGECRAFT ~</td>
<td>4</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology ~</td>
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**Science or Mathematics**

Select one of the following:

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**Intermediate Courses**

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<td>SPC 1017</td>
<td>Interpersonal Communication ~</td>
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<td>or SPC 1608</td>
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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>TPA 2000C</td>
<td>CREATIVE DESIGN FOR THEATER *</td>
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**Specialization (See below)**

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**Total Credit Hours**

64

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

~ This is a general education course.

(GR) Denotes a Gordon Rule course.

**Live Show Production Electives**

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**Live Show Production Specialization Electives**

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<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>TPA 2030C</td>
<td>LIGHTING DESIGN FOR LIVE ENTERTAINMENT *</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2222C</td>
<td>ADVANCED STAGE LIGHTING *</td>
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<tr>
<td>DIG 2291C</td>
<td>ADVANCED AUDIO VISUAL TECHNOLOGY *</td>
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<td>DIG 2282C</td>
<td>VISUAL MEDIA ESSENTIALS</td>
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<tr>
<td>TPA 2358C</td>
<td>ENTERTAINMENT SYSTEMS CONTROL *</td>
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<tr>
<td>TPA 2063C</td>
<td>PRINCIPLES OF SCENERY DESIGN *</td>
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</table>

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

**Production Design 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.
- Create Designs for live entertainment productions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>TPA 2030C</td>
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<td>TPA 2063C</td>
<td>PRINCIPLES OF SCENERY DESIGN *</td>
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<td>TPP 2300</td>
<td>Directing I</td>
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<td>THE 2304</td>
<td>Script Analysis</td>
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<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION</td>
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<td>TPA 2292C</td>
<td>ADVANCED TECHNICAL PRODUCTION *</td>
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<td>TPA 2190C</td>
<td>THEATER DESIGN PRACTICUM *</td>
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<td>TPA 2221C</td>
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<td>TPA 2942</td>
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**Production Design Specialization Elective**

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<td></td>
<td>3</td>
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**Total Credit Hours**

29

**Production Design Specialization Electives**

Select one of the following:

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

* This course has a prerequisite; check description in Valencia catalog.
Audio Visual Event Production Specialization

Program Outcomes:
- Operate equipment for live entertainment productions.
- Plan the audio visual elements for live entertainment productions.
- Implement the technical elements of a live entertainment production.
- Generate new approaches to solve unique production problems.
- Demonstrate workplace skills.
- Collaboration with production teams on AV events.

Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>SPC 1017</td>
<td>Interpersonal Communication *</td>
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<td>or SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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</tr>
<tr>
<td>TPA 2252C</td>
<td>INTRODUCTION TO AUDIO VISUAL TECHNOLOGY</td>
<td>3</td>
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<tr>
<td>TPA 2343C</td>
<td>COMPUTER ASSISTED DRAFTING FOR THE ENTERTAINMENT INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2260C</td>
<td>INTRODUCTION TO AUDIO PRODUCTION</td>
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</tr>
<tr>
<td>TPA 2220C</td>
<td>INTRODUCTION TO STAGE LIGHTING</td>
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Advanced Courses

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<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION *</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2358C</td>
<td>ENTERTAINMENT SYSTEMS CONTROL *</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2257C</td>
<td>AUDIO VISUAL PRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2282C</td>
<td>VISUAL MEDIA ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2291C</td>
<td>ADVANCED AUDIO VISUAL TECHNOLOGY *</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2010C</td>
<td>FOUNDATIONS OF TECHNICAL DESIGN *</td>
<td>3</td>
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<tr>
<td>TPA 2221C</td>
<td>INTERMEDIATE STAGE LIGHTING *</td>
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<tr>
<td>TPA 2941</td>
<td>Intern Exploration in Theatre *</td>
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<tr>
<td>or CGS 2650</td>
<td>Social Networking Job Search</td>
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AV specialization electives

Select one of the following

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<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>MUM 1662C</td>
<td>LIVE SOUND TECHNIQUES</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>STAGE AND PRODUCTION MANAGEMENT</td>
<td>3</td>
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</tbody>
</table>

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

1 This course has pre or co-requisite; check description in Valencia catalog.

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

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>
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<th>Credits</th>
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<tbody>
<tr>
<td>TPA 1200C</td>
<td>BASIC STAGECRAFT</td>
<td>4</td>
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<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
<td>3</td>
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<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>3</td>
</tr>
<tr>
<td>TPA 2290C</td>
<td>TECHNICAL THEATER PRODUCTION *</td>
<td>3</td>
</tr>
<tr>
<td>or TPA 2252C</td>
<td>INTRODUCTION TO AUDIO VISUAL TECHNOLOGY</td>
<td></td>
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</table>

Notes: All certificate courses are offered on the East Campus.

New Media Communication

New Media Communication with Specialization in:
- Integrated Social Media Strategy
- Mobile Journalism

Associate in Science Degree (CIP# 1609049901)

Valencia’s A.S. Degree in New Media Communications with a specialization in Integrated Social Media Strategy prepares students to work as Social Media Strategists, New Media Coordinators, Social Media Content Developers, and serve in a variety of entry-level media communication roles in the creative, marketing, journalism, and communication industries. Students are provided with theoretical and classroom experience which closely parallels on-the-job activities in the social media industry.
Declared Majors will be required to create social media accounts in semester 1 that will provide opportunities for analysis in MMC 2450 Data Literacy for Communicators.

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.

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.

College Credit Technical Certificates
The New Media Communications A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Social Media Communication Support (18 credits) (CIP# 0609049902)

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
- Social Media Strategists
- New Media Coordinators
- Social Media Content Developers

Salary & Earnings Information
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507

Current Students
Contact the Career Program Advisor below for more information.

East Campus
Courtney Lewis, Program Chair: 407-582-2234
clewis1@valenciacollege.edu (kpennino@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 (http://valenciacollege.edu/internship/).

New Media Communication
Foundation Courses
<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION 1</td>
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<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
</tr>
<tr>
<td>JOU 2100C</td>
<td>NEWS REPORTING</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirements</td>
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<td>PUR 2003</td>
<td>INTRODUCTION TO PUBLIC RELATIONS</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2430C</td>
<td>DIGITAL STORYTELLING</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2150</td>
<td>WRITING FOR SOCIAL MEDIA</td>
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</table>

Specialization Hours 36
Total Credit Hours 60

Integrated Social Media Strategy Specialization
Program Outcomes
- Demonstrate effective professional, interpersonal, and communication skills
- Demonstrate the fundamental skills of the writing process for varied mass and new media communication platforms
- Demonstrate appropriate technical, analytical, and evaluative skills for new media content creation, delivery, and social impact
- Utilize a variety of digital applications for the production and distribution of new media projects
- Demonstrate employability skills and participate in learning experiences relative to new media communication
**Integrated Social Media Strategy Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II</td>
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<td>MMC 2004</td>
<td>MASS MEDIA</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>STATISTICAL METHODS</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>INTRODUCTORY SOCIOLOGY</td>
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</tr>
<tr>
<td>MMC 2450</td>
<td>DATA LITERACY FOR COMMUNICATORS</td>
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<tr>
<td>DIG 2282C</td>
<td>VISUAL MEDIA ESSENTIALS</td>
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<td>MMC 2122</td>
<td>MEDIA CONVERGENCE</td>
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<td>MMC 2212</td>
<td>COMMUNICATIONS LAW AND ETHICS</td>
<td>3</td>
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<tr>
<td>COM 2942</td>
<td>INTERNSHIP IN NEW MEDIA COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>or MMC 2733</td>
<td>SOCIAL MEDIA CAMPAIGNS-CAPSTONE</td>
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<td><strong>Elective Credits</strong></td>
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**Total Credit Hours**: 36

**Integrated Social Media Strategy Elective Courses**

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<tr>
<td>DIG 2930</td>
<td>SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY</td>
<td>1-3</td>
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<tr>
<td>GRA 2930</td>
<td>SELECTED TOPICS IN GRAPHIC ARTS</td>
<td>1-3</td>
</tr>
<tr>
<td>JOU 2200</td>
<td>EDITING AND DESIGN</td>
<td>3</td>
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<tr>
<td>JOU 2930</td>
<td>SELECTED TOPICS IN JOURNALISM</td>
<td>1-3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS</td>
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<tr>
<td>MMC 2100</td>
<td>WRITING FOR MASS COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2126C</td>
<td>RADIO AND PODCASTING</td>
<td>3</td>
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<tr>
<td>PGY 1800C</td>
<td>DIGITAL PHOTOGRAPHY</td>
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<tr>
<td>SLS 2940</td>
<td>SERVICE LEARNING</td>
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<tr>
<td>JOU 2041C</td>
<td>FEATURE WRITING</td>
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<tr>
<td>MMC 2733</td>
<td>SOCIAL MEDIA CAMPAIGNS-CAPSTONE</td>
<td>3</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.
(OR) Denotes a Gordon Rule course.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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

---

**Mobile Journalism Specialization**

**Program Outcomes**

- Produce professional quality journalism.
- Solve industry-related problems.
- Write and speak the language of the industry effectively.
- Demonstrate professional behavior.

**Science or Math**

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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>DIG 1940</td>
<td>PROFESSIONAL DEVELOPMENT FOR DIGITAL MEDIA</td>
<td>1</td>
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<tr>
<td>DIG 2000C</td>
<td>INTRO TO DIGITAL MEDIA &amp; DESIGN</td>
<td>3</td>
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<tr>
<td>DIG 1452C</td>
<td>ANNOUNCING AND PERFORMANCE FOR MULTIMEDIA</td>
<td>3</td>
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<tr>
<td>MMC 2126C</td>
<td>RADIO AND PODCASTING</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2030C</td>
<td>DIGITAL VIDEO AND SOUND</td>
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<td>MMC 2100</td>
<td>WRITING FOR MASS COMMUNICATION</td>
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<td>JOU 2041C</td>
<td>FEATURE WRITING</td>
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**Elective Credits**

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<tr>
<td>DIG 1102C</td>
<td>INTRODUCTION TO WEB PROGRAMMING</td>
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<td>DIG 2100C</td>
<td>WEB ESSENTIALS</td>
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<td>DIG 2284C</td>
<td>ADVANCED DIGITAL VIDEO AND SOUND</td>
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<td>DIG 2291C</td>
<td>ADVANCED AUDIO VISUAL TECHNOLOGY</td>
<td>3</td>
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<td>DIG 2292C</td>
<td>DIGITAL POST-PRODUCTION</td>
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<tr>
<td>DIG 2282C</td>
<td>VISUAL MEDIA ESSENTIALS</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>
<td>1-4</td>
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<td>DIG 2943</td>
<td>INTERNSHIP IN DIGITAL MEDIA</td>
<td>1-4</td>
</tr>
<tr>
<td>DIG 2950C</td>
<td>DIGITAL MEDIA PROJECT</td>
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<td>JOU 2200</td>
<td>EDITING AND DESIGN</td>
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</tr>
<tr>
<td>JOU 2930</td>
<td>SELECTED TOPICS IN JOURNALISM</td>
<td>1-3</td>
</tr>
<tr>
<td>PGY 1800C</td>
<td>DIGITAL PHOTOGRAPHY</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2733</td>
<td>SOCIAL MEDIA CAMPAIGNS-CAPSTONE</td>
<td>3</td>
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</tbody>
</table>

* 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.
(OR) Denotes a Gordon Rule course.
Social Media Communication Support

Technical Certificate
This certificate prepares students to provide support and assistance to Social Media Communications professionals. The content includes writing for social media and visual media essentials.

Program Outcomes
- Demonstrate effective professional, interpersonal, and intercultural communication skills.
- Demonstrate the fundamental skills of the writing process for varied mass and new media communication platforms.
- Demonstrate appropriate technical, analytical, and evaluative skills for new media content creation, delivery, and social impact.

Term 1

<table>
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<tr>
<th>Course</th>
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<tr>
<td>ENC 1101</td>
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<tr>
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Term 2

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<td>MMC 2450</td>
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<td>MMC 2150</td>
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<td>SPC 1608</td>
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Total Credit Hours 18

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

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.

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 (CIP# 1650091300)
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.

Alternative Ways to Earn Credit toward this Degree
Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Sound and Music A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Digital Music Production (12 credits) (CIP# 0650091302)
- Audiovisual Production (15 credits) (CIP# 0650060209)
- Audio Electronics Specialist (24 credits) (CIP# 0650091301)

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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

### Contacts

#### Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/sound-and-music-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/sound-and-music-technology/).

#### Current Students
Contact the Career Program Advisor below for more information.

- 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 (http://valenciacollege.edu/internship/).

### Program Requirements

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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#### Intermediate Courses

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<td>SOUND RECORDING I</td>
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Total Credit Hours: 33

+ 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 Valencia's Bachelors Degree in Electrical and Computer Engineering Technology)

#### 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.

#### Specialization Courses

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</table>

Total Credit Hours: 31

### 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

**Specialization Courses**

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<td>BUSINESS OF MUSIC</td>
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### Music Production Specialization

**Program Outcomes**

- 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.

**Specialization Courses**

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<td>MUT 1112</td>
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<td>Music Theory III</td>
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<td>COMPOSITION AND SONGWRITING I AND II</td>
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<td>MUS 1111</td>
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### Audio and Music Management Electives

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**Total Credit Hours:** 31
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.

Specialization Courses

MUT 1011C  Introduction to Music Theory *  4
Math or Science  See Gen. Ed. Requirements *  3

Notes:

Specialized program courses are offered on the East Campus and may not be offered every session.

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.
### 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
- Demonstrate Employability Skills
- Demonstrate set-up and configuration of a computer for audio applications.
- Use principles of Acoustics and Electricity in professional audio applications.
- Demonstrate understanding of basic reproduction, reinforcement and recording audio equipment.

#### Program Requirements

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<td>and</td>
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<td>MUT 1241C</td>
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<td>Any course from the approved electives within the A.S. in Sound And Music Technology program</td>
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</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.

### Sound and Music Production
#### Audiovisual 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
- Demonstrate setup and configuration of a computer for audio applications.
- Use principles of acoustics and electricity in professional audio applications.
- Demonstrate Employability skills

#### Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1380</td>
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<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>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUT 1241C</td>
<td>Sight Singing and Ear Trng I</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2623C</td>
<td>MIDI ELECTRONIC MUSIC I</td>
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</tr>
<tr>
<td>MUM 1620L</td>
<td>PSYCHOACoustics &amp; CRITICAL LISTENING SKILLS</td>
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</tr>
<tr>
<td>MUM 1002C</td>
<td>FUNDAMENTALS OF SOUND</td>
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</tbody>
</table>

Choose any one credit course from the approved electives for the A.S. in Sound and Music Technology

Total Credit Hours: 15

### 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
- Demonstrate Employability skills
- Demonstrate set-up and configuration of a computer for audio applications.
- Use principles of Acoustics and Electricity in professional audio applications.

#### Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1380</td>
<td>SURVEY OF ENTERTAINMENT TECHNOLOGY</td>
<td>3</td>
</tr>
<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>and</td>
<td></td>
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</tr>
<tr>
<td>MUT 1241C</td>
<td>Sight Singing and Ear Trng I</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2623C</td>
<td>MIDI ELECTRONIC MUSIC I</td>
<td></td>
</tr>
<tr>
<td>MUM 1620L</td>
<td>PSYCHOACoustics &amp; CRITICAL LISTENING SKILLS</td>
<td>1</td>
</tr>
<tr>
<td>MUM 1002C</td>
<td>FUNDAMENTALS OF SOUND</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose any one credit course from the approved electives for the A.S. in Sound and Music Technology

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.

Notes:

All certificate courses are offered on the East Campus.

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

Business, Management, and Administration

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, Management and Administration Division offers the following Associate in Science degree programs:

- Accounting Technology (p. 83)
- Administrative Office Management (p. 86)
- Business Administration
- Medical Administration
- Property Management (p. 103)
- Supervision and Management for Industry (p. 106)

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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Accounting Technology A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Accounting Specialist (12 credits) (CIP # 0552030204)
- Accounting Operations (18 credits) (CIP # 0552030203)
- Accounting Applications (27 credits) (CIP # 0552030205)

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" tab 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 Assistant
- Bookkeeper
- Accounts Receivable Coordinator
- Accounts Payable Coordinator
- Credit and Collections Coordinator

Salary & Earnings Information

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/accounting-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/accounting-technology/).
Current Students
Contact the campus Career Program Advisor below for more information.

West Campus
Scott Paxton, Program Chair: 407-582-5817
spaxon1@valenciacollege.edu
Chris Lewand, Career Program Advisor: 407-582-1830
clewand@valenciacollege.edu

East Campus
Laurie Larson, Program Chair: 407-582-2513
llarson@valenciacollege.edu
Lisa Gray, Program Chair:

Osceola Campus
Lisa Gray, Program Chair: 407-582-4836
lmgray@valenciacollege.edu
Genevieve Hall, Career Program Advisor: 407-582-1239
ghall13@valenciacollege.edu (czequeira@valenciacollege.edu)

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

Program Outcomes
- Prepare financial information about business organizations to support external decision making following ethical practices.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support strategic internal decision making following ethical practices.
- Participate in work-based learning experiences.
- Prepare governmental tax forms, including income, payroll, and sales taxes.

Foundation Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>APA 111C</td>
<td>BASIC ACCOUNTING</td>
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<tr>
<td>GEB 101</td>
<td>Introduction To Business</td>
<td>3</td>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION 1 *</td>
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<td></td>
<td>Science or Mathematics: Core or MAC 1105 for UCF Transfer Students 2+*</td>
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<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH ~</td>
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Intermediate Courses
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<tr>
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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 2460C</td>
<td>COMPUTER ACCOUNTING *</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro ~</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING *</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
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Advanced Courses
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<th>Credits</th>
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<tbody>
<tr>
<td>ACG 2100C</td>
<td>INTERMEDIATE ACCOUNTING I *</td>
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</tr>
<tr>
<td>ACG 2030C</td>
<td>CAPSTONE REVIEW COURSE OF ACCOUNTING PRINCIPLES *</td>
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<tr>
<td>TAX 2000C</td>
<td>FEDERAL INCOME TAX *</td>
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<tr>
<td>ACG 2360C</td>
<td>COST ACCOUNTING *</td>
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</tr>
<tr>
<td>ACG 2460C</td>
<td>SPREADSHEETS FOR ACCOUNTING *</td>
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<tr>
<td>APA 2501</td>
<td>PAYROLL ACCOUNTING</td>
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</tbody>
</table>

Accounting Technology Electives

Total Credit Hours 60

Notes:
Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management
role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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**

- Prepare financial information about business organizations to support external decision making following ethical practices.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support strategic internal decision making following ethical practices.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>GPA 1111C</th>
<th>BASIC ACCOUNTING</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>GEB 1011</td>
<td>Introduction To Business</td>
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</tr>
<tr>
<td></td>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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<table>
<thead>
<tr>
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<th>GPA 2021C</th>
<th>PRINCIPLES OF FINANCIAL ACCOUNTING</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING</td>
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</tr>
<tr>
<td></td>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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</table>

<table>
<thead>
<tr>
<th>Advanced Courses</th>
<th>GPA 2071C</th>
<th>PRINCIPLES OF MANAGERIAL ACCOUNTING</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACG 2460C</td>
<td>SPREADSHEETS FOR ACCOUNTING</td>
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<tr>
<th>Accounting Applications Electives</th>
<th>APA 2942</th>
<th>INTERNSHIP IN ACCOUNTING</th>
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<tbody>
<tr>
<td></td>
<td>FIN 2010</td>
<td>Personal Investments</td>
<td>3</td>
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<tr>
<td></td>
<td>FIN 2100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST 1141C</td>
<td>COMPUTER KEYBOARDING</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>(Applications Package)</td>
</tr>
<tr>
<td></td>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</td>
</tr>
</tbody>
</table>

**Notes:**

- Students may take Computer Keyboarding through credit-by-examination.

**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**

- Prepare financial information about business organizations to support external decision making following ethical practices.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support strategic internal decision making following ethical practices.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>GPA 1111C</th>
<th>BASIC ACCOUNTING</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Intermediate Courses</th>
<th>GPA 2021C</th>
<th>PRINCIPLES OF FINANCIAL ACCOUNTING</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ACG 2460C</td>
<td>SPREADSHEETS FOR ACCOUNTING</td>
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| Advanced Courses | GPA 2071C | PRINCIPLES OF MANAGERIAL ACCOUNTING | 3 |

<table>
<thead>
<tr>
<th>Accounting Operations Electives</th>
<th>APA 2942</th>
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</thead>
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<tr>
<td></td>
<td>CGS 2100C</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>FIN 2010</td>
<td>Personal Investments</td>
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<td></td>
<td>FIN 2100</td>
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<td>Business Mathematics</td>
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<td></td>
<td>OST 1141C</td>
<td>COMPUTER KEYBOARDING</td>
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</tr>
<tr>
<td></td>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>(Applications Package)</td>
</tr>
</tbody>
</table>

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

1 Students may take Computer Keyboarding through credit-by-examination.
Notes:
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
• Prepare financial information about business organizations to support external decision making following ethical practices.
• Manage business information using appropriate software.
• Demonstrate effective business communication skills.

Foundation Courses
APA 1111C  BASIC ACCOUNTING  3
GEB 1011  Introduction To Business  3

Intermediate Courses
ACG 2021C  PRINCIPLES OF FINANCIAL ACCOUNTING  3
ACG 2460C  SPREADSHEETS FOR ACCOUNTING  3

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.

Administrative Office Management
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.

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.

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.

Alternative Ways to Earn Credit toward this Degree
Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Office Administration A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

• Office Support (12 credits) (CIP # 0552020403)
• Office Specialist (18 credits) (CIP # 0552040704)
• Office Management (27 credits) (CIP # 0552020401)

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 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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).
Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/office-administration/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/office-administration/).

Current Students
Contact the campus Career Program Advisor below for more information:

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
Ross Laverdure, Career Program Advisor: 407-582-4355
rlaverdure@valenciacollege.edu (fcabral1@valenciacollege.edu)

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

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

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<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>3</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>
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Intermediate Courses

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<tr>
<td>SLS 1110C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING II</td>
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Humanities
See Gen. Ed. Core or Institutional Requirement

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<td>SLS 1303</td>
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<tr>
<td>SLS 2940</td>
<td>Service Learning</td>
<td>1-4</td>
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<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</td>
</tr>
<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 2120C</td>
<td>OFFICE ADMINISTRATION SIMULATION</td>
<td>3</td>
</tr>
<tr>
<td>Office Administration Electives (Included are OST 2944 and/or Office Administration Electives)</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Office Administration Electives

Any of these courses not being used as a degree requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</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>Intro To Human Resources Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST 1108C</td>
<td>BUILDING KEYBOARDING SPEED AND ACCURACY</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>OST 1320C</td>
<td>TEN KEY MASTERY</td>
<td>1</td>
</tr>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR</td>
<td>3</td>
</tr>
<tr>
<td>OST 1755C</td>
<td>MICROSOFT WORD - INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>MICROSOFT EXCEL - INTRODUCTORY</td>
<td>1</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>
<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</td>
</tr>
<tr>
<td>ACG 2450C</td>
<td>COMPUTER ACCOUNTING</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.
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 Administration courses may be taught in a multilevel-class atmosphere.

C1 Indicates the course is part of a sequence which prepares students for the Certified Administrative Professional (CAP) Certification.

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

**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>Credit</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 Management**

**Technical Certificate**
This certificate is designed for students interested in employment as office support managers in word processing or office administration departments. Areas covered include office technology, records management and legal implications, business communications, desktop publishing, and other office management support functions.

**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>Credit</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>
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</tbody>
</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</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>
</tr>
<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td><strong>Office Management Elective(s)</strong></td>
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</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:
- ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING ² 3
- APA 1111C BASIC ACCOUNTING 3
- MAN 2300 Intro To Human Resources Mgmt 3
- SBM 1000 Small Business Management 3
- SLS 1303 Job Search 1
- SLS 2940 Service Learning ¹ 1-4
- OST 1320C TEN KEY MASTERY 1
- OST 1755C MICROSOFT WORD - INTRODUCTION 1
- OST 2828C MICROSOFT POWERPOINT (PRESENTATION SOFTWARE) 1
- OST 2852C MICROSOFT EXCEL - INTRODUCTORY 1
- OST 2831C MICROSOFT WINDOWS 1

¹ This course has a prerequisite; check description in Valencia catalog.
² 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>
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</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
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</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>

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.

² Denotes a Gordon Rule course.
Office Specialist
Technical Certificate
This certificate gives the student experience working with word processing and spreadsheet programs. These skills prepare students for mid-management level of employment in various office and business settings.

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</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>
</tbody>
</table>

Intermediate Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
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Office Specialist Electives
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Intro To Human Resources Mgmt</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>
<tr>
<td>OST 1320C</td>
<td>TEN KEY MASTERY</td>
<td>1</td>
</tr>
<tr>
<td>OST 1755C</td>
<td>MICROSOFT WORD - INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>MICROSOFT EXCEL - INTRODUCTORY</td>
<td>1</td>
</tr>
<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</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</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>
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Intermediate Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1320C</td>
<td>TEN KEY MASTERY</td>
<td>1</td>
</tr>
<tr>
<td>OST 1755C</td>
<td>MICROSOFT WORD - INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>MICROSOFT EXCEL - INTRODUCTORY</td>
<td>1</td>
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<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
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Office Support Electives
<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Intro To Human Resources Mgmt</td>
<td>3</td>
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<tr>
<td>SLS 1303</td>
<td>Job Search</td>
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</tr>
<tr>
<td>SLS 2940</td>
<td>Service Learning *</td>
<td>1-4</td>
</tr>
<tr>
<td>OST 1320C</td>
<td>TEN KEY MASTERY</td>
<td>1</td>
</tr>
<tr>
<td>OST 1755C</td>
<td>MICROSOFT WORD - INTRODUCTION</td>
<td>1</td>
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<tr>
<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>MICROSOFT EXCEL - INTRODUCTORY</td>
<td>1</td>
</tr>
</tbody>
</table>

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</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>

Notes:
+ 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.
+ 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.
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
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<td>MICROSOFT ACCESS (DATABASE MANAGEMENT)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business Administration**

**Business Administration with Specializations in:**

- Finance
- Human Resources Management
- International Business
- Management
- Marketing
- Real Estate Management
- Small Business Management

**Associate in Science Degree (CIP # 1552020103)**

This program is designed for students who seek immediate employment in the field of business administration. It is designed to help students develop managerial know-how and become valuable assets to any company. Instruction in this program provides a balanced curriculum of general education and business-related subjects.

Students are strongly encouraged to consult a career program advisor in their 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.

**Alternative Ways to Earn Credit toward this Degree**

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

**College Credit Technical Certificates**

The Business Administration A.S. degree also offers the following college credit certificate programs. These certifications can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree.

You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Business Specialist (12 credits) (CIP # 0552020103)
- Business Operations (18 credits) (CIP # 0552020104)
- Business Management (24 credits) (CIP # 0552070101)
- Customer Service Specialist (12 credits) (CIP # 0552020103)
- Customer Service Operations (18 credits) (CIP # 0552020104)
- Customer Service Management (24 credits) (CIP # 0552070101)
- Entrepreneurship (12 credits) (CIP # 0552070308)
- Human Resources Specialist (12 credits) (CIP # 0552020103)
- Human Resources Operations (18 credits) (CIP # 0552020104)
- Human Resources Management (24 credits) (CIP # 0552070101)
- International Business Specialist (12 credits) (CIP # 0552020103)
- Operations Support and Services (9 credits) (CIP # 0652020502)
- Real Estate Specialist (12 credits) (CIP # 0552020113)
- Social Entrepreneurship Specialist (12 credits) (CIP # 0552020103)

**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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/business-administration/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/business-administration/).

Current Students
Contact the campus Career Program Advisor below for more information:

East Campus
Stephanie Walsh, Career Program Advisor for (Specializations - students with last names starting with A-G): 407-582-2170 swalsh21@valenciacollege.edu
Kerry-Ann Rawls, Career Program Advisor for (Specializations - students with last names starting with H-Z): 407-582-2068 krawls2@valenciacollege.edu

West Campus
Cheri Cutter, Program Chair: 407-582-1322 ccutter1@valenciacollege.edu
Chris Lewand, Career Program Advisor: 407-582-1830 clewand@valenciacollege.edu

Osceola Campus
Sonia Casablanca, Program Chair: 407-582-4136 scasablanca@valenciacollege.edu (mmachin1@valenciacollege.edu)
Genevieve Hall, Career Program Advisor: 407-582-4172 ghall13@valenciacollege.edu (czequeira@valenciacollege.edu)

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

Program Outcomes
• Perform the management functions
• Prepare basic financial statements.
• 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
ECO 2013 Principles of Economics-Macro ++ 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS + 3
GEB 1011 Introduction To Business 3

Intermediate Courses
BUL 2241 Business Law I * 3

Finance Specialization

Program Outcomes
• Assess legal and ethical aspects of financial issues.
• Prepare basic financial statements.
• Perform personal investment strategies.

Human Resources Management Specialization

Program Outcomes
• Perform basic human resources functions
• Apply knowledge of federal and state laws governing human resources management.

Human Resources Management Specialization

Program Outcomes
• Assess legal and ethical aspects of financial issues.
• Prepare basic financial statements.
• Perform personal investment strategies.

Human Resources Management Specialization

Program Outcomes
• Perform basic human resources functions
• Apply knowledge of federal and state laws governing human resources management.

Foundation Courses
ENC 1101 FRESHMAN COMPOSITION I ** 3
SPC 1608 FUNDAMENTALS OF SPEECH ~ 3
SLS 1122 New Student Experience ~ 3
ECO 2013 Principles of Economics-Macro ++ 3
CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS + 3
GEB 1011 Introduction To Business 3

Intermediate Courses
BUL 2241 Business Law I * 3

Finance Specialization

Program Outcomes
• Assess legal and ethical aspects of financial issues.
• Prepare basic financial statements.
• Perform personal investment strategies.

Human Resources Management Specialization

Program Outcomes
• Perform basic human resources functions
• Apply knowledge of federal and state laws governing human resources management.
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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1350</td>
<td>Intro: International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2150</td>
<td>International Marketing</td>
<td>3</td>
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<tr>
<td>FIN 2051</td>
<td>International Finance</td>
<td>3</td>
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<tr>
<td>GEB 2862</td>
<td>BUSINESS SPREADSHEET APPLICATIONS</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</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></td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles Of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2860</td>
<td>BUSINESS ADMINISTRATION CAPSTONE</td>
<td>3</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.

Management Specialization

**Program Outcomes**

- Perform managerial decision making based on proper plans, organizational structure, leadership style and control measures.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2111</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2862</td>
<td>BUSINESS SPREADSHEET APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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</tr>
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<td>WRITING AND SPEAKING IN BUSINESS</td>
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<td>3</td>
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<tr>
<td>Internship(s) and/or Business Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles Of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2860</td>
<td>BUSINESS ADMINISTRATION CAPSTONE</td>
<td>3</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.

Marketing Specialization

**Program Outcomes**

- Apply advertising & selling principles to an organization’s overall success.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2111</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles Of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
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<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2862</td>
<td>BUSINESS SPREADSHEET APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>Science or Math</td>
<td>See Gen. Ed. Core Requirements *~</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles Of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2860</td>
<td>BUSINESS ADMINISTRATION CAPSTONE</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 30

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

### Real Estate Management Specialization

Program Outcomes

- 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 1000</td>
<td>Real Estate Prin and Pract</td>
<td>3</td>
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<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles Of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1220</td>
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<td>3</td>
</tr>
<tr>
<td>Science or Math</td>
<td>See Gen. Ed. Core Requirements</td>
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<tr>
<td>Internship(s) and/or Business Electives</td>
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<tr>
<td>ECO 2023</td>
<td>Principles Of Economics-Micro</td>
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</tr>
<tr>
<td>GEB 2860</td>
<td>BUSINESS ADMINISTRATION CAPSTONE</td>
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</tr>
</tbody>
</table>

Total Credit Hours: 30

* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.

### Small Business Management Specialization

Program Outcomes

- Generate a business plan.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2862</td>
<td>BUSINESS SPREADSHEET APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</td>
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<tr>
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<td>2</td>
<td>6</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles Of Economics-Micro</td>
<td>3</td>
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<tr>
<td>GEB 2860</td>
<td>BUSINESS ADMINISTRATION CAPSTONE</td>
<td>3</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:

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.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

For students who are pursuing the A.S. to B.S. career path, additional General Education courses are required to satisfy the required 36 hours for the Bachelor of Science degree. Students are strongly encouraged to speak with an advisor to identify the additional General Education courses needed.

Students who wish to continue their education should consult with their Career Program Advisor to discuss transfer options and requirements, and determine the best education plan for their career goals. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

## 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

- Manage & use basic business application software.
- Prepare & use financial information about business organizations to support decision making.
- Demonstrate effective business communications skills.
- Assess ethical issues in business situations.
- Perform the management functions.
- Demonstrate employability skills.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>or GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>Foundation Business Elective</td>
<td>3</td>
<td></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>
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</table>

Select one of the following. Courses may not be counted in two places within the same certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
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<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</td>
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</table>

### Intermediate Courses
### Business Administration

#### Intermediate Business Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Advanced Courses</strong></td>
<td></td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology In Bus-Industry</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 2012</td>
<td>General Psychology</td>
<td></td>
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<tr>
<td></td>
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<td><strong>Total Credit Hours</strong></td>
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</table>

### 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>
<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>MAN 2021</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles Of Selling</td>
<td>3</td>
</tr>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
</tbody>
</table>

### Intermediate Business Electives

These courses may be used for Intermediate Business Elective credit if not being used as a Certificate 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>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
</tr>
<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>
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<td>FIN 2100</td>
<td>Personal Finance</td>
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<tr>
<td>GEB 1136</td>
<td>Foundations of E-Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology In Bus-Industry</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles Of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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

- Manage & use basic business application software.
- Prepare & use financial information about business organizations to support decision making.
- Demonstrate effective business communications skills.
- Assess ethical issues in business situations.
- Demonstrate employability skills.

### Foundation Courses

<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 GEB 1011</td>
<td>Introduction To Business</td>
<td></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>
</tbody>
</table>

### Foundation Business Elective

Select one of the following. Courses may not be counted in two places within the same certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<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>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</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>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>or ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td></td>
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### Intermediate Business Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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### 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>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2000</td>
<td>Principles of Finance</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles Of Selling</td>
<td>3</td>
</tr>
<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
<td>3</td>
</tr>
</tbody>
</table>

### Intermediate Business Electives

These courses may be used for Intermediate Business Elective credit if not being used as a Certificate requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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</tr>
<tr>
<td>FIN 2000</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>
### 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**
- Manage & use basic business application software.
- Prepare & use financial information about business organizations to support decision making.
- Demonstrate effective business communications skills.
- Perform the management functions.
- Demonstrate employability skills.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
</tr>
<tr>
<td>or GEB 1011</td>
<td>Introduction To Business</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
</tr>
<tr>
<td>or OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
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</tbody>
</table>

Select one of the following. Courses may not be used in two places within the same certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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<tr>
<td>ACG 2021C</td>
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<td>MAC 1105</td>
<td>COLLEGE ALGEBRA</td>
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</table>

**Foundation Business Electives**

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<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
</tr>
</tbody>
</table>

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

### 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**
- 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>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
</tr>
<tr>
<td>CTS 1155C</td>
<td>Int to Cust Svc and Help Desk</td>
</tr>
</tbody>
</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</td>
</tr>
</tbody>
</table>

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
</tr>
<tr>
<td>or INP 1301</td>
<td>Psychology In Bus-Industry</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles Of Management</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 21

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

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

- 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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>CTS 1155C</td>
<td>Int to Cust Svc and Help Desk</td>
<td>3</td>
</tr>
<tr>
<td>Customer Service Elective(s)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
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Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 15

* 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, SLS 1303, SLS 2940, and SPC 1608.

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

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>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

or MAN 2021 Principles Of Management

Note:

Specialized courses may not be offered every session or on every campus.
### 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 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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>Intro To Human Resources Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>HR Recruitment/Staffing *</td>
<td>3</td>
</tr>
<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>
<td></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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I *</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2403</td>
<td>Human Resource Mgmt Law *</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>MNA 2329</td>
<td>Case Studies in HR Mgmt *</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>COMPENSATION AND BENEFITS SYSTEMS</td>
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</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.
- CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS is a transferable course.

---

### 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.
- Assess ethical issues in business situations.

#### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>Intro To Human Resources Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>Hum Res Recruitment/Staffing *</td>
<td>3</td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
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#### 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>BUL 2241</td>
<td>Business Law I *</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2403</td>
<td>Human Resource Mgmt Law *</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>Intro To Human Resources Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>
International Business 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 International Business.

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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>Intro: International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2150</td>
<td>International Marketing</td>
<td>3</td>
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<tr>
<td>FIN 2051</td>
<td>International Finance</td>
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</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>12</td>
</tr>
</tbody>
</table>

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.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 1000</td>
<td>Real Estate Prin and Pract</td>
<td>3</td>
</tr>
<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>3</td>
</tr>
</tbody>
</table>

Business Elective(s)

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.

Notes:
- This course must be completed with a grade of C or better.
- This course has a prerequisite; check description in Valencia catalog.
Specialized courses may not be offered every session or on every campus.

Social Entrepreneurship Specialist

Technical Certificate

This program is designed to teach students the fundamentals of designing, growing, and leading mission-driven enterprises. As the traditional lines blur between non-profit businesses, governmental organizations, and business students will explore opportunities and challenges in this new business landscape. Coursework covers impact/ opportunity recognition, enterprise planning, leading a mission-driven enterprise, developing a marketing plan, measuring for impact, financial and impact management.

Program Outcomes:
• Design and develop an enterprise plan to start a social enterprise.
• Design and develop a social enterprise marketing/story-telling plan by using appropriate marketing and story-telling strategies.
• Understand the basic principles of Management and Leadership in a mission-driven enterprise.

GEB 1011 Introduction To Business 3
GEB 1155 SOCIAL ENTREPRENEURSHIP 3
GEB 2112 ENTREPRENEURSHIP 3
Choose one 3
MAN 2021 Principles Of Management
MAR 2011 Principles of Marketing
BUL 2241 Business Law I
ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING

Total Credit Hours 12

Medical Administration

Medical 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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/ asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Medical Administration A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

• Medical Office Support (12 credits) (CIP # 0552020403)
• Medical Office Specialist (18 credits) (CIP # 0551071001)
  • Medical Front Office Specialization
  • Medical Transcription Specialization
• Medical Office Management (34 credits) (CIP # 0551071605)

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 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

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or
visit valenciacollege.edu/medical-administration/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/medical-office-administration/).

**Current Students**

*Contact the campus Career Program Advisor below for more information:*

**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
Ross Laverdure, Career Program Advisor: 407-582-4355
rlaverdure@valenciacollege.edu

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**Internship and Workforce Services**

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

**Program Requirements**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</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>3</td>
</tr>
<tr>
<td></td>
<td>R1 (C1)</td>
<td></td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Applications Package) (C1)</td>
<td></td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE</td>
<td>3</td>
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<tr>
<td></td>
<td>R1 (C1)</td>
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</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(C1)</td>
<td></td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST +R1 (C1)</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
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<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>R1 (C1)</td>
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<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>OST 2464C</td>
<td>MEDIOSOFT (OFFICE MANAGEMENT SOFTWARE)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Office Management Software) (C1)</td>
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<tr>
<td>Science or</td>
<td>See Gen. Ed. Core Requirement</td>
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</tr>
<tr>
<td>Mathematics</td>
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Select one of the following:

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1611C</td>
<td>MEDICAL TRANSCRIPTION I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>+R1</td>
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</tr>
<tr>
<td>OST 1108C</td>
<td>BUILDING KEYBOARDING SPEED AND ACCURACY</td>
<td>3</td>
</tr>
<tr>
<td>or OST 1110C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING II</td>
<td></td>
</tr>
<tr>
<td>OST 2612C</td>
<td>MEDICAL TRANSCRIPTION II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>+R1</td>
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</table>

Select one of the following:

<table>
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<th>Course</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 1461C</td>
<td>MEDICAL OFFICE SIMULATION</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>+R1</td>
<td></td>
</tr>
<tr>
<td>OST 2943</td>
<td>INTERNSHIP IN MEDICAL OFFICE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>+R1</td>
<td></td>
</tr>
</tbody>
</table>

**Specialization (See below)**

**Total Credit Hours**: 60

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**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1</td>
<td></td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 12

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**Medical Front Office Specialization**

Designed for students wishing to specialize in medical front office.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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</tr>
<tr>
<td></td>
<td>C1</td>
<td></td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>+</td>
<td></td>
</tr>
</tbody>
</table>

**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.

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 I 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 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. Areas covered include medical terminology and medical transcription, records management and legal implications, business communications and office technology.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name and Description</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I ¹</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT) ²</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL ²</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OST 2943</td>
<td>INTERNSHIP IN MEDICAL OFFICE ³R¹C¹</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 12

¹ This course must be completed with a grade of C or better.
² This course has a prerequisite; check description in Valencia catalog.
³ Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, oroste 1108C BUILDING KEYBOARDING SPEED AND ACCURACY should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Medical Front Office Specialization Electives

All OST-prefix courses not being used as a requirement in this degree except OST 1141C Computer Keyboarding.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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 Name and Description</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD ²</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS (DATABASE MANAGEMENT) (Database Management) ²</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL ²</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 6

¹ This course must be completed with a grade of C or better.
² 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.

OST 2836C MICROSOFT ACCESS (DATABASE MANAGEMENT) 3

Select one of the following:
OST 2943 INTERNSHIP IN MEDICAL OFFICE 3

Medical Front Office Specialization Electives
All OST-prefix courses not being used as a requirement in this degree except OST 1141C.

Total Credit Hours 6

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

Medical Front Office Support

Technical Certificate
This certificate prepares students for entry-level employment as medical office support personnel in health-related businesses such as medical offices and hospitals. Students develop skills in office technology and medical office support functions.

Program Outcomes
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Utilize appropriate office technology.

Courses
OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I 3

Select one of the following: 3
OST 1257C MEDICAL TERMINOLOGY FOR OFFICE 3
HSC 1531 Medical Terminology 3
OST 1355C RECORDS MANAGEMENT AND LEGAL IMPLICATIONS 3
OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST 3

Total Credit Hours 12

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

Medical Office Management

Technical Certificate
This certificate prepares students for career opportunities in medical office management in medical offices and hospitals. Students learn medical terminology, business communications, records management, basic accounting and office management skills.

Program Outcomes
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

Foundation Courses
OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I 3
OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE) 3
OST 1257C MEDICAL TERMINOLOGY FOR OFFICE 3
OST 1355C BUSINESS COMMUNICATIONS 3
OST 2501C OFFICE MANAGEMENT 3

Intermediate Courses
OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST 3
OST 1355C RECORDS MANAGEMENT AND LEGAL IMPLICATIONS 3
OST 2858C MICROSOFT EXCEL 3
OST 2836C MICROSOFT ACCESS (DATABASE MANAGEMENT) 3

Advanced Courses
OST 2756C MICROSOFT WORD 3
OST 2464C MEDISOFT (OFFICE MANAGEMENT SOFTWARE) 3
ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING 3
HSC 1531 BASIC ACCOUNTING 3

Total Credit Hours 34

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

Notes:
Medical Office courses may be taught in a multilevel-class atmosphere.

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 I and/or OST 2612C MEDICAL
TRANSCRIPTION II should consult a Career Program Advisor
about credit-by-examination or alternate possibilities.
are strongly encouraged to consult a career program advisor in the and advanced course sequence as a guide in program planning. Students progression of courses, students should use the foundation, intermediate Although scheduling may not always provide for the following Prominent program sponsors include: Concord Rents, the Apartment industry. —value added credentials recognized by the property management certificate and the Certified Apartment Manager (CAM) certification of earning both the National Apartment Leasing Professional (NALP) the program's internship requirement. industry certifications, as well as gain valuable work experience through management field, gives students an opportunity to earn respected strong support from established leaders in the residential property College is a two-year program that prepares students to work in the The curriculum was developed with guidance and input from respected educational and industry leaders in the property management field. Students will learn about basic functions and effective management practices related to residential property management, including best practices for leasing and marketing properties, common procedures for maintaining residential properties, legal and ethical issues, human resource functions, finance and accounting operations, and effective communication skills.

Valencia’s Property Management program has been endorsed by the National Apartment Association’s Education Institute (NAAEI), the Apartment Association of Greater Orlando (AAGO), and the Institute of Real Estate Management (IREM). These endorsements, along with strong support from established leaders in the residential property management field, gives students an opportunity to earn respected industry certifications, as well as gain valuable work experience through the program's internship requirement.

Upon completion of the program, students will have the opportunity of earning both the National Apartment Leasing Professional (NALP) certificate and the Certified Apartment Manager (CAM) certification —value added credentials recognized by the property management industry.

Prominent program sponsors include: Concord Rents, the Apartment Association of Greater Orlando (AAGO), the Institute of Real Estate Management (IREM) and the National Apartment Association (NAA).

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. 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.

**Alternative Ways to Earn Credit**
You may be eligible to receive credit toward this degree if you are currently employed in the industry and have earned one of the following approved credentials (ARM, CAM, CAPS, CPM, or NALP). To learn more about Valencia’s award of credit options, visit [http://valenciacollege.edu/asdegrees/credit_alternative.cfm](http://valenciacollege.edu/asdegrees/credit_alternative.cfm). Eligible students should contact the academic department and/or Career Program Advisor for more information about the requirements for the award of credit.

**College Credit Technical Certificates**
The Health Information Technology A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Property Management Specialist (21 credits) (CIP # 0504100100)

**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), or 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**
- Property Manager
- On Site Apartment Manager
- Leasing Manager
- Maintenance Manager
- Assistant Property Manager

**Salary & Earnings Information**
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).
Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/residential-property-management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/residential-property-management/).

Current Students
Contact the Career Program Advisor below for more information.

Osceola Campus
Eldon Warfield, Program Chair: 321-682-4024
ewarfield@valenciacollege.edu
Ross Laverdure, Career Program Advisor: 321-682-4355
rlaverdure@valenciacollege.edu

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

Program Outcomes
- Students will extract information from property details and prepare a before-tax cash flow pro forma statement for a residential property.
- Students will calculate common performance metrics used in the analysis of residential property management and investing.
- Students will exhibit an understanding of industry standards for marketing, demonstrating, and leasing residential property.
- Students will distinguish between discriminatory and non-discriminatory practices pertaining to marketing, leasing, and resident relations.
- Students will define the property manager’s role in the effective maintenance of residential real estate assets, including scheduling resources, inspecting performance, and analyzing financial consequences.

Year 1 - Term 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience ~</td>
<td>3</td>
</tr>
<tr>
<td>ree 1500</td>
<td>INTRODUCTION TO PROPERTY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
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Year 1 - Term 2

<table>
<thead>
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<tbody>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS (MGF 1106 or Higher MAC) *~</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology ~</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles Of Selling</td>
<td>3</td>
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Year 1 - Term 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>REE 2502</td>
<td>LEASING AND MARKETING RESIDENTIAL PROPERTIES</td>
<td>3</td>
</tr>
<tr>
<td>REE 2430</td>
<td>PROPERTY MANAGEMENT LAW</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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CGS 2100C or OST 2858C

COMPUTER FUNDAMENTALS AND APPLICATIONS

Microsoft Excel

Year 2 - Term 1

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<tr>
<td>REE 2507</td>
<td>PROPERTY MANAGEMENT: SECURITY AND RISK</td>
<td>3</td>
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<tr>
<td>REE 2505</td>
<td>PROPERTY MANAGEMENT: MAINTENANCE FOR MANAGERS</td>
<td>3</td>
</tr>
<tr>
<td>REE 2503</td>
<td>PROPERTY MANAGEMENT BUDGETING &amp; FINANCIALS</td>
<td>3</td>
</tr>
<tr>
<td>REE 2943</td>
<td>INTERNSHIP IN PROPERTY MANAGEMENT</td>
<td>3</td>
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</table>

Or See Elective Credits Below

Year 2 - Term 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement *~</td>
<td>3</td>
</tr>
<tr>
<td>REE 2506</td>
<td>PROPERTY MANAGEMENT AND LEADERSHIP</td>
<td>3</td>
</tr>
<tr>
<td>REE 2951</td>
<td>PROPERTY MANAGEMENT CAPSTONE PROJECT</td>
<td>3</td>
</tr>
<tr>
<td>REE 2943</td>
<td>INTERNSHIP IN PROPERTY MANAGEMENT (REE 2943 or See Elective Credits Below)</td>
<td>3</td>
</tr>
<tr>
<td>or REE 2508</td>
<td>MANAGEMENT OF SPECIALIZED HOUSING</td>
<td>3</td>
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</table>

Total Credit Hours 60

Residential Property Management Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 2508</td>
<td>MANAGEMENT OF SPECIALIZED HOUSING</td>
<td>3</td>
</tr>
<tr>
<td>REE 2943</td>
<td>INTERNSHIP IN PROPERTY MANAGEMENT</td>
<td>1-4</td>
</tr>
<tr>
<td>REE 1000</td>
<td>Real Estate Prin and Pract</td>
<td>3</td>
</tr>
<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</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.

Notes:
Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

Property Management Specialist

Technical Certificate

This program is designed for students who have a desire to manage commercial and multi-family residential properties. This program will provide students with information pertaining to laws that affect property management, students will learn how to effectively lease and market properties, and they will also learn about issues that impact security and risk management. Students who complete this certificate will be eligible
to earn two industry credentials awarded by the National Apartment Association. The first is the National Apartment Leasing Professional (NALP) and the second is the Certified Apartment Management (CAM) certification. To earn the NALP, a student would need to complete a 3 credit hour Residential Property Management Internships. To earn the CAM, a student would need to complete a 6 credit hour internship.

**Program Outcomes**

- Students will exhibit an understanding of industry standards for marketing, demonstrating, and leasing property management.
- Students will distinguish between discriminatory and non-discriminatory practices pertaining to marketing, leasing, and resident relations.
- Students will be exposed to industry best practices.
- Students will learn the basic fundamental steps to property management notifications within the Florida Landlord Tenant Act.
- Students will learn and practice different property inspections, identifying security and minimizing risk.
- Students will be exposed to a wide range of maintenance situations and how those items are reflected in financial reports and ultimately budgeting.
- Students will be prepared for entry level positions within the industry and expand their awareness of property management opportunities.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 1500</td>
<td>INTRODUCTION TO PROPERTY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>REE 2430</td>
<td>PROPERTY MANAGEMENT LAW</td>
<td>3</td>
</tr>
<tr>
<td>REE 2502</td>
<td>LEASING AND MARKETING RESIDENTIAL PROPERTIES</td>
<td>3</td>
</tr>
<tr>
<td>REE 2507</td>
<td>PROPERTY MANAGEMENT: SECURITY AND RISK</td>
<td>3</td>
</tr>
<tr>
<td>REE 2505</td>
<td>PROPERTY MANAGEMENT: MAINTENANCE FOR MANAGERS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Complete six credit hours from the Property Management courses listed below:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 2943</td>
<td>INTERNSHIP IN PROPERTY MANAGEMENT</td>
<td>1-4</td>
</tr>
<tr>
<td>REE 2503</td>
<td>PROPERTY MANAGEMENT BUDGETING &amp; FINANCIALS</td>
<td>3</td>
</tr>
<tr>
<td>REE 2506</td>
<td>PROPERTY MANAGEMENT AND LEADERSHIP</td>
<td>3</td>
</tr>
<tr>
<td>REE 2508</td>
<td>MANAGEMENT OF SPECIALIZED HOUSING</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 21**

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1. Students who wish to sit for the National Apartment Leasing Professional (NALP) credential MUST complete three (3) credit hours of internship in Residential Property Management and sit for the required exam.

Students who wish to sit for the Certified Apartment Manager (CAM) credential MUST complete three (6) credit hours of internship in Residential Property Management and sit for the required exam.

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**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 and Osceola Technical College, Lake Technical College, Orlando Utilities Commission, Valencia’s Advanced Manufacturing Center, 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.

**Orange, Osceola and Lake Technical College:** Students from Orange and Osceola Technical College, as well as Lake Technical College, can earn college credit toward this degree for completing one of the following approved career certificate programs: Heating, Ventilation, Air Conditioning/Refrigeration, Advanced Automotive Technology - Toyota, Automotive Service Technology I & II, Barbering, Cosmetology, Diesel Systems Technology, Digital Photography, Electricity, Fashion Technology & Production Services, Machining Technologies, Pharmacy Technician, Plumbing Technology and Welding - Applied Welding Technologies. **Approved Apprenticeship programs:** Air Conditioning, Refrigeration and Heating Technology, Brick & Block Masonry, Building Maintenance, Electrical, Fire Sprinkler Systems Technology, Carpentry, Industrial Pipe Fitter, Mechanical, Plumbing and Structural Steel.

Students from Orange and Osceola Technical College as well as Lake Technical College 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 2 years will receive 27 credits.

**Valencia's Advanced Manufacturing Center:** Students from Valencia’s Advanced Manufacturing Center who have completed the following approved programs can earn college credit toward this degree: Electronic Board Assembly (EBA), Computer Numerical Control Machinist (CNC), or Welding I and II programs. Students are eligible to receive 6 - 24 credits toward the degree.

**Orlando Utilities Commission:** 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).

**Lynx:** Students who have completed the Certified Transit Technician (CTT) programs from Lynx 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. Students who complete the Transit Technician III program will also receive an additional 3 credit hours for a total of 27 credit hours.

Students who have completed a similar training program from another institution within three years, and have earned the required industry license and/or certification(s) may also be eligible to receive credit. Please see the Career Program Advisor in your academic department for more information on the eligibility requirements and the award of credit.
To learn more about Valencia’s award of credit options for this program, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm).

**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.

**College Credit Technical Certificates**
The Supervision and Management A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Operations Support and Services (9 credits) (CIP # 0652020502)

**Potential Careers**
- First Line Supervisor or Manager of Industrial Related Jobs

**Salary & Earnings Information**
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/supervision-and-management-for-industry/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/supervision-and-management-for-industry/).

**Current Students**
Contact the campus Career Program Advisor below for more information:

**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
ccutter1@valenciacollege.edu (bbunn@valenciacollege.edu)
Chris Lewand, Career Program Advisor: 407-582-1830
clewand@valenciacollege.edu

**Osceola Campus**

Sonia Casablanca, Program Chair: 407-582-4136
casablanca@valenciacollege.edu (mmachin1@valenciacollege.edu)
Genevieve Hall, Career Program Advisor: 407-582-4172
ghall13@valenciacollege.edu (czequeira@valenciacollege.edu)

**Program Outcomes**
- Perform the management functions
- Perform the functions in the marketing mix
- Use basic business application software
- Assess ethical issues in business situations

**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>GEB 1011</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>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>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Requirement</td>
<td>3</td>
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</table>

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2893</td>
<td>SUPERVISION AND MANAGEMENT CAPSTONE</td>
<td>3</td>
</tr>
</tbody>
</table>

**Articulated Credits Awarded**

Credit for SLS 1301 and ETI 2943 will be awarded in accordance with successful completion of an approved program pathway as indicated below.

**Supervision and Management for Industry Electives**

The number of elective credits required will be based on the number of articulated credits awarded for ETI 2943.

**Total Credit Hours**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<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.

**Supervision and Management for Industry Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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>
<tr>
<td>ACG 2460C</td>
<td>SPREADSHEETS FOR ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071C</td>
<td>PRINCIPLES OF MANAGERIAL 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>CTS 1142C</td>
<td>INFORMATION TECHNOLOGY PROJECT MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1155C</td>
<td>INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>BASIC ECONOMICS</td>
<td>3</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>FIN 2000</td>
<td>PRINCIPLES OF FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2051</td>
<td>INTERNATIONAL FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2941</td>
<td>INTERNSHIP EXPLORATION IN BUSINESS</td>
<td>1-4</td>
</tr>
<tr>
<td>GEB 2112</td>
<td>ENTREPRENEURSHIP</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>INTRODUCTION TO INTERNATIONAL BUSINESS</td>
<td>3</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>
</tr>
<tr>
<td>MAR 2011</td>
<td>PRINCIPLES OF MARKETING</td>
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<tr>
<td>MAR 2150</td>
<td>INTERNATIONAL MARKETING</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 2403</td>
<td>HUMAN RESOURCE MANAGEMENT LAW</td>
<td>3</td>
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<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>MTB 1103</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
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<tr>
<td>SBM 1000</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>3</td>
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<tr>
<td>SLS 1303</td>
<td>JOB SEARCH</td>
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</tr>
<tr>
<td>GEB 2942</td>
<td>INTERNSHIP IN BUSINESS</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**Supervision and Management for Industry Articulated Elective Credits Awarded for Approved Program Pathways:**

- **Electronic Board Assembly - Accelerated (210 hours):**
  - Upon the completion of this program and receiving the required certifications from International Printed Circuits (IPC), students are eligible to receive 6 credits for the following courses:
  - SLS 1301 CAREER DEVELOPMENT 3
  - ETI 2943 PRACTICUM IN TECH INDUSTRY 3

- **Electronic Board Assembly (410 hours):**
  - Upon the completion of this program and receiving the Certified Production Technician Certification, as well as the required certifications from IPC, students are eligible to receive 11 credits for the following courses:
  - SLS 1301 CAREER DEVELOPMENT 3
  - ETI 2943 PRACTICUM IN TECH INDUSTRY 8

- **Welding I and II (1050 hours):**
  - Upon the completion of this program and receiving the required certifications from the American Welding Society, students are eligible to receive 24 credits for the following courses:
  - SLS 1301 CAREER DEVELOPMENT 3
  - ETI 2943 PRACTICUM IN TECH INDUSTRY 21

- **Computer Numerical Control Machinist (460 hours):**
  - Upon the completion of this program and receiving the CNC Technician Certification, as well as the required certifications from the National Institute of Metalworking Skills, students are eligible to receive 12 credits for the following courses:
  - SLS 1301 CAREER DEVELOPMENT 3
  - ETI 2943 PRACTICUM IN TECH INDUSTRY 9

- **Orange and Osceola Technical College programs consisting of (750) clock hours:**
  - Massage Therapy (750 Hours)

  - Upon the completion of this program, and receiving the required certifications from the Packaging Manufacturers Institute (PMMI), students are eligible to receive 16 credits for the following courses:
  - SLS 1301 CAREER DEVELOPMENT 3
  - ETI 2943 PRACTICUM IN TECH INDUSTRY 13

- **Orange and Osceola Technical College programs consisting of (900 - 1450) clock hours:**
  - Heating, Ventilation, Air Conditioning/Refrigeration (1350 Hours)
  - Automotive Collision Technology Technician (1400 Hours)
  - Automotive Service Technology I (1050 Hours)
  - Barbering (1200 Hours)
  - Cosmetology (1200 Hours)
  - Digital Photography Technology (1050 Hours)
  - Electricity (1200 Hours)
  - Fashion Technology & Production Services (1050 Hours)
  - Pharmacy Technician (1050 Hours)
  - Plumbing Technology (960 Hours)
  - Welding (Applied Welding Technologies) (1050 Hours)
Supervision and Management for Industry

Upon Successful completion of one of the approved programs listed above and with the required licensure, certification or portfolio assessment, students are eligible to receive 24 credits for the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1301</td>
<td>CAREER DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2943</td>
<td>PRACTICUM IN TECH INDUSTRY</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

Orange and Osceola Technical College programs consisting of (1,500 – 1,800) clock hours:

- Advanced Automotive Technology - Toyota (2400 Hours)
- Automotive Service Technology II (1800 Hours)
- Diesel Systems Technology (Med/Heavy Duty Truck/Bus Technician) (1800 Hours)
- Machining Technologies (1500 Hours)

Registered Apprenticeship programs of at least 2 years:

- Air Conditioning, Refrigeration & Heating Technology
- Brick & Block Masonry
- Building Maintenance
- Electrical
- Fire Sprinkler Systems Technology
- Industrial Pipe Fitter
- Mechanical
- Plumbing
- Structural Steel

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

Supervision and Management for Industry: Aviator College Aviation Maintenance Technician Track Program

Program Outcomes

- Perform the management functions
- Apply effective leadership and motivational strategies
- Compare selected theories of management
- Develop a successful business strategy
- Perform the functions of the marketing mix
- Demonstrate knowledge of business application software
- Assess ethical issues in business situations

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>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
<td>3</td>
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<tr>
<td></td>
<td>**See Gen. Ed. Requirement  **~</td>
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</tr>
<tr>
<td></td>
<td>**Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>**See Gen. Ed. Core Requirement ~</td>
<td></td>
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</table>

Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM 1010</td>
<td>AVIATION MAINTENANCE AND BUSINESS OPERATIONS</td>
<td>6</td>
</tr>
<tr>
<td>ASC 2870</td>
<td>AVIATION SAFETY MANAGEMENT SYSTEMS AND OPERATIONAL RISK</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2893</td>
<td>SUPERVISION AND MANAGEMENT CAPSTONE</td>
<td>3</td>
</tr>
</tbody>
</table>

Articulated Credits Awarded

| Number of Credits | 15-30 |

Please refer to the approved certification programs for the number of articulated credits eligible. (Note: If you only have one of the required FAA certifications, you will be eligible to receive 15 credits. If you have both of the required FAA certifications, you will be eligible to receive a total of 30 credits).

Supervision and Management for Industry Aviation Maintenance Technician Track Electives Requirement

| Number of Credits | 0-15 |

The number of electives required will be based on the number of articulated credits that you receive.

Total Credit Hours

| Number of Credits | 60 |

Notes:

Students who have completed a similar training program within three years, and have earned the required industry license or certification(s), may also be eligible to receive credit. Please see the Career Program Advisor in your academic department for more information on the eligibility requirements.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.
Supervision and Management for Industry: Aviation Maintenance Technician Track Articulated Credits Awarded for Approved Program Pathways:

**FAA Airframe certification**
Upon completion of the FAA 14 CFR Part 147 Aviation Maintenance training program and receiving the FAA Airframe certification (must be issued not more than three years preceding the date of enrollment), students are eligible to receive the following 15 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1301</td>
<td>CAREER DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>or Elective</td>
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<tr>
<td>ETI 2943</td>
<td>PRACTICUM IN TECH INDUSTRY</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**FAA Powerplant certification**
Upon completion of the FAA 14 CFR Part 147 Aviation Maintenance training program and receiving the FAA Powerplant certification (must be issued not more than three years preceding the date of enrollment), students are eligible to receive the following 15 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1301</td>
<td>CAREER DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>or Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETI 2943</td>
<td>PRACTICUM IN TECH INDUSTRY</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**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</th>
<th>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>or GEB 2861</td>
<td>BUSINESS PROBLEMS ANALYSIS</td>
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</tr>
<tr>
<td>GEB 1220</td>
<td>WRITING AND SPEAKING IN BUSINESS</td>
<td>3</td>
</tr>
<tr>
<td>or ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td></td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>9</strong></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
- Criminal Justice Experiential Learning Program
- Criminal Justice Law Enforcement Academy Track
- 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**

**Criminal Justice with Specialization in:**
- Homeland Security

**Associate in Science Degree** (CIP# 1743010302)

The Criminal Justice degree program offers the student a broad background in the history, philosophy, organization, management and operation of the criminal justice system.

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.

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://net1.valenciacollege.edu/future-students/degree-options/associates/criminal-justice/

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.
Alternative Ways to Earn Credit toward this Degree
Graduates of the Criminal Justice Institute and specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Criminal Justice A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Criminal Justice Specialist (24 credits) (CIP # 0743010304)
  - Corrections Specialization
  - Homeland Security Specialization
  - Law Enforcement Specialization
  - Peace and Justice Specialization
- Homeland Security Specialist (9 credits) (CIP # 0743010306)
- Homeland Security Law Enforcement Specialist (15 credits) (CIP # 0743011202)
- Hospitality Security Specialist (9 credits) (CIP # 0743010306)

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 ENC11101 (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
For career information related to this program, please visit O*Net OnLine

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507 or visit valenciacollege.edu/criminal-justice/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/criminal-justice/).

Current Students
Contact the campus Career Program Advisor below for more information:

East Campus
Brian Murphy, Program Chair 407-582-2381
jmurphy60@valenciacollege.edu
Mike Sparkman, Career Program Advisor: 407-582-2388
msparkman2@valenciacollege.edu (msparkman@valenciacollege.edu)

West Campus
Lauren Sykes, Program Chair, West Campus: 407-582-5673
lsykes3@valenciacollege.edu (tscooggins@valenciacollege.edu)
Heidi Shugg, Career Program Advisor: 407-582-1461
hshugg1@valenciacollege.edu (fcabral1@valenciacollege.edu)

Osceola Campus
Dave Heffernan, Program Chair, Osceola Campus: 321-682-4223
dheffernan@valenciacollege.edu
Ross Laverdure, Career Program Advisor: 407-582-4355
rlaverdure@valenciacollege.edu (fcabral1@valenciacollege.edu)

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

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</th>
<th>Name</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>CCJ 1020</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>COLLEGE MATHEMATICS</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>

Intermediate Courses

• Homeland Security Specialist (9 credits) (CIP # 0743010306)
• Homeland Security Law Enforcement Specialist (15 credits) (CIP # 0743011202)
• Hospitality Security Specialist (9 credits) (CIP # 0743010306)
Program Outcomes

Homeland Security Specialization

- 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.

Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2941</td>
<td>Criminal Justice Admin</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2083</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 &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2001</td>
<td>Juvenile Justice Systems</td>
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<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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Criminal Justice Elective

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DSC 2590</td>
<td>Intro to Homeland Security</td>
<td>3</td>
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<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>
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<tr>
<td>ENC 1102</td>
<td>Freshman Comp II</td>
<td>3</td>
</tr>
<tr>
<td>PAX 1000</td>
<td>Introduction to Peace Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 60

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.
- 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, BSC 1005 Biological Science, EVR 1001 Intro to Environ Science, BSC 1010C GENERAL BIOLOGY I, and ESC 1000 Earth Science.

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.

Technical Certificate

Criminal Justice Specialist

This 24 credit-hour certificate is intended for students interested in working in an operational or support capacity within a criminal justice organization or in a governmental or in the private security field. Students will develop a broad-base of knowledge that includes a basic understanding of the criminal justice system, criminal evidence and procedures, criminal investigations, and ethics. Students will also have the option of selecting a concentration within the certificate that more
Criminal Justice closely focuses their studies on either law enforcement, homeland security, corrections, or Peace and Justice in Criminal Justice.

**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</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJL 2102</td>
<td>Criminal Evidence and Proc</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2053</td>
<td>Ethics in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

9

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

**Criminal Justice Specialist Specializations**

Select from one of the following tracks listed below in order to complete the technical certificate

**Homeland Security Specialization**

**Program Outcomes**

- Analyze life-long ethical and professional responsibilities of criminal justice personnel in the administration of justice.
- Apply knowledge of criminal law, constitutional law, and juvenile law to criminal scenarios.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE 2000</td>
<td>Policing Systems &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2022</td>
<td>CONTEMPORARY ISSUES IN CRIMINAL JUSTICE</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2600</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

9

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

**Law Enforcement Specialization**

**Program Outcomes**

- Analyze life-long ethical and professional responsibilities of criminal justice personnel in the administration of justice.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE 2000</td>
<td>Policing Systems &amp; Procedures</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>
</tbody>
</table>

**Total Credit Hours**

9

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

**Corrections Specialization**

**Program Outcomes**

- 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJC 2162</td>
<td>COMMUNITY CORRECTIONS</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJJ 2001</td>
<td>Juvenile Justice Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

9

**Peace and Justice in Criminal Justice Specialization**

**Program Outcomes**

- Analyze life-long ethical and professional responsibilities of criminal justice personnel in the administration of justice.
- Communicate criminal justice concepts through oral and written formats.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAX 1000</td>
<td>Introduction to Peace Studies</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>
</tbody>
</table>

**Total Credit Hours**

9

* 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.

**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.

**Hospitality Security Specialist**

**Technical Certificate**

This technical certificate is a cross pollination between two degrees that has an area of complimentary intertwining which provides an academic skill set that is needed by both the security and hospitality industries.

**Program Outcomes**

- 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.

**Experiential Learning Program**

Graduates of this program will earn their A.S. degree in Criminal Justice. The Criminal Justice Field Learning Track is limited to students who possess a valid and current Florida state certification in corrections or law enforcement, who are currently employed full time with a local or state corrections agency or law enforcement agency, and who remain employed while enrolled in CCJ 2942, CCJ 2943, and CCJ 2944.
Associate of Science Degree (CIP# 1743010302)

The purpose of the Criminal Justice Field Learning Track in Corrections or Law Enforcement is to provide a pathway for active duty corrections or law enforcement officers in Florida to earn an accelerated A.S. degree through the award of articulated credits for work-based learning and industry certifications.

The Criminal Justice Field Learning Track under the Criminal Justice A.S. degree program offers a student a broad background in the history, philosophy, organization, management and operation of the criminal justice system. It is designed for students currently working in corrections or law enforcement who seek professional growth and/or advancement within their organizations, or employment in another field of criminal justice. Graduates of this program may also transfer into Valencia College’s Bachelors of Applied Science in Business and Organizational Leadership program.

The critical difference between the Field Learning Track and the standard Criminal Justice A.S. degree program is the requirement that students complete the three 6 credit hour Criminal Justice Field Experience courses (CCJ 2942, CCJ 2943, and CCJ 2944). The field experience courses are designed to allow students to earn college credits for the work they do on the job, while also layering in additional online academic activities aligned to learning outcomes from other courses in the Criminal Justice A.S. degree. The successful completion of the three Criminal Justice Field Experience courses would allow a student to earn 18 credit hours for work-based learning. Combined with the 6-12 credit hours awarded (Corrections Track) or combined with the 15 credit hours awarded (Law Enforcement Track) through successful completion of the state law enforcement academy and the FDLE licensing exam, a student in the Criminal Justice Field Learning Program could earn 24-30 credit hours (Corrections Track) or 33 credit hours (Law Enforcement Track), [the award of credits through the academy articulation would be based on the clock hours of the academy program a student attended] through work-based learning, which reduces the length and cost of the Criminal Justice A.S. degree program.

Although scheduling may not always provide for the ideal progression of courses, students should follow the outlined course sequence as a guide in program planning. It should be noted that students must take CCJ 2942, CCJ 2943, and CCJ 2944 in sequential order. Also, prior to enrolling in any of the Field Experience courses, a student must first visit Valencia School of Public Safety to verify employment and certification status.

The School of Public Safety can be found at:

8600 Valencia College Drive
Orlando, FL 32825
407-582-8200

Students are strongly encouraged to consult a career program advisor at the School of Public Safety or a Criminal Justice Career Program Advisor on another campus 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.

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.

The three 6 credit hour Field Experience courses (CCJ 2942, CCJ 2943, and CCJ 2944) are the limited access element of the program and require that a student possess a valid and current Florida state certification in corrections or law enforcement and be currently employed full-time with a local or state corrections agency. In order to enroll in the Field Experience courses, a student must first provide evidence of current employment in law enforcement.

Enrollment Steps

• Complete the college’s admissions requirements.
• Declare as a Criminal Justice A.S. degree program major.
• Attend the New Student Orientation (NSO).
• Attend a mandatory program information session.
• Meet with the Career Program Advisor at Valencia’s School of Public Safety to verify eligibility. The Career Program Advisor will verify a student’s enrollment eligibility by checking their employment and certification status through the Automated Training Management System (ATMS) maintained by the Florida Department of Law Enforcement.
• Once eligibility has been verified, the Career Program Advisor will help you to re-declare as a Criminal Justice Field Learning Program A.S. degree major.

Program Admission Requirements

Possess a valid and current FDLE state certification in corrections or law enforcement. This is only required for students planning to take CCJ 2942, CCJ 2943, and CCJ 2944. Certification status will be verified by accessing the student’s Geo-profile in ATMS.

Be currently employed with a local or state corrections agency while enrolled in CCJ 2042, CCJ 2043, and CCJ 2044. Employment status will be verified by accessing the student’s Geo-profile in ATMS.

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 a mathematics or science course (3 credits) appropriate to your selected meta-major.

The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), general education elective (3 credits), PSY 2012 or SYG 2000 (3 credits), and CCJ 2942 (3 credits). 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**

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**East Campus**
Brian Murphy, Program Chair 407-582-2381
jmurphy60@valenciacollege.edu
Mike Sparkman, Career Program Advisor: 407-582-2388
msparkman2@valenciacollege.edu (msparkman@valenciacollege.edu)

**West Campus**
Lauren Sykes, Program Chair, West Campus: 407-582-5673
lsykes3@valenciacollege.edu
Heidi Shugg, Career Program Advisor: 407-582-1461
hshugg1@valenciacollege.edu (hshugg1@valenciacollege.edu)

**Osceola Campus**
Dave Heffernan, Program Chair, Osceola Campus: 321-682-4223
dheffernan@valenciacollege.edu
Ross Laverdure, Career Program Advisor: 407-582-4355
rlaverdure@valenciacollege.edu (fcabral1@valenciacollege.edu)

**Alternative Ways to Earn Credit**

Graduates of specific programs at Osceola Technical College (oTECH), formerly Technical Education Center Osceola (TECO), may be eligible to receive college credit for specific courses in this program. For information and requirements, go to https://valenciacollege.edu/academics/programs/as-degree/credit-otec.php 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, go to valenciacollege.edu/asdegrees/credit_alternative.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm) to view the 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.

**Internship and Workforce Services**

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

**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 lifelong 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>Semester 1</th>
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<tbody>
<tr>
<td>CCJ 2942</td>
<td>CRIMINAL JUSTICE FIELD EXPERIENCE I</td>
<td>6</td>
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<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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<thead>
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<th>Semester 2</th>
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<tr>
<td>CCJ 2943</td>
<td>CRIMINAL JUSTICE FIELD EXPERIENCE II</td>
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<td>Articulated Award of Credit</td>
<td>See Gen. Ed. Requirements</td>
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<td>CCJ 2944</td>
<td>CRIMINAL JUSTICE FIELD EXPERIENCE III</td>
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<td>PSY 2012 or SYG 2000</td>
<td>General Psychology or Introductory Sociology</td>
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<td>CJJ 2001</td>
<td>Juvenile Justice Systems</td>
<td>3</td>
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<td>CJJE 2600</td>
<td>Criminal Investigation</td>
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<td>CCJ 2358</td>
<td>CRIMINAL JUSTICE REPORT WRITING: CAPSTONE</td>
<td>3</td>
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<tr>
<td>CJC 2162</td>
<td>COMMUNITY CORRECTIONS</td>
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<td>Criminal Justice Elective</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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<table>
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<table>
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<tr>
<th>Criminal Justice Electives</th>
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</thead>
<tbody>
<tr>
<td>CCJ 2452</td>
<td>Criminal Justice Admin</td>
<td>3</td>
</tr>
<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>
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<td>CJE 2160</td>
<td>Multicultural Law Enforcement</td>
<td>3</td>
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<tr>
<td>CJC 2162</td>
<td>COMMUNITY CORRECTIONS</td>
<td>3</td>
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<td>CCJ 2941</td>
<td>INTERNSHIP EXPLORATION/FIELD OBSERVATION IN CRIMINAL JUSTICE</td>
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<tr>
<td>CCJ 2930</td>
<td>Selected Topics Crim Justice</td>
<td>1-3</td>
</tr>
<tr>
<td>CCJ 2022</td>
<td>CONTEMPORARY ISSUES IN CRIMINAL JUSTICE</td>
<td>3</td>
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<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>
<td></td>
</tr>
</tbody>
</table>
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.

Students who successfully pass the Florida Licensing Exam for correctional officer and complete a college credit course at Valencia College will be awarded 6 credit hours for the following courses: CJC 2000 and CCJ 2930, for students who completed the 420 hour correctional academy. For students who completed the 552 hour correctional academy, they will be awarded 12 credit hours for the following courses: CJC 2000, CCJ 2022, CCJ 2930, and HSC 1400.

+ This course requires a C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
^ Elective credit hours will depend upon the level of hours awarded within the licensing exam.

1 Students who successfully pass the Florida Licensing Exam for law enforcement officer and complete a college credit course at Valencia College will be awarded 15 credit hours for the following courses: CJC 2102, CJE 2600, CCJ 2022, CCJ 2930, and HSC 1400.

+ This course requires a C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
Criminal Justice Institute - Academy
Programs

Correctional Officer (CIP # 0743010200)
Law Enforcement Officer (CIP # 0743010700)
Crossover: Corrections to Law Enforcement (CIP # 0743010702)
Auxiliary Law Enforcement Officer (CIP # 0743010709)

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 - $46,816 per year
Corrections - $45,824 per year

Contacts

Rob Pigman, Director 407-582-8212
rpigman@valenciacollege.edu

Steve Kelley Assistant Director 407-582-8254
skelley10@valenciacollege.edu

Hernando Otero, Career Program Advisor: 407-582-8155
hotero@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

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>
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<tbody>
<tr>
<td>CJK 0031</td>
<td>First Aid For Crim Just Offrs</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>
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<tr>
<td>CJK 0051</td>
<td>CMS Crim Justice Def Tactics</td>
<td>80</td>
<td>2.667</td>
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<tr>
<td>CJK 0340</td>
<td>Officer Wellness &amp; Phys Abilit</td>
<td>30</td>
<td>1.000</td>
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<td>CJK 0300</td>
<td>Intro to Corrections</td>
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<td>CJK 0305</td>
<td>Communications</td>
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<td>CJK 0315</td>
<td>Facility and Equipment</td>
<td>8</td>
<td>0.267</td>
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<td>CJK 0320</td>
<td>Intake and Release</td>
<td>18</td>
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<td>CJK 0325</td>
<td>Supervising in a Corr Facility</td>
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<td>CJK 0330</td>
<td>Supervising Special Population</td>
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<tr>
<td>CJK 0335</td>
<td>Responding to Incidents &amp; Emer</td>
<td>16</td>
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</table>

Total Credit Hours: 420

Other suggested course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD 0939</td>
<td>Criminal Justice Exam Review</td>
<td>24</td>
<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>Intro to Law Enforcement</td>
<td>10</td>
<td>0.333</td>
</tr>
<tr>
<td>CJK 0012</td>
<td>Law Enforcement Legal</td>
<td>62</td>
<td>2.067</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>LAW ENFORCEMENT VEHICLE OPERATIONS</td>
<td>48</td>
<td>1.600</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>First Aid For Crim Just Offrs</td>
<td>40</td>
<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 Crime Justice Def Tatics</td>
<td>80</td>
<td>2.667</td>
</tr>
<tr>
<td>CJK 0077</td>
<td>Law Enforcement Crime Investiga</td>
<td>50</td>
<td>1.667</td>
</tr>
<tr>
<td>CJK 0087</td>
<td>Law Enforcement Traffic Stops</td>
<td>30</td>
<td>1.000</td>
</tr>
<tr>
<td>CJK 0084</td>
<td>Law Enforcement DUI Traffic</td>
<td>24</td>
<td>0.800</td>
</tr>
<tr>
<td>CJK 0088</td>
<td>Law Enforce Traf Crash Investi</td>
<td>32</td>
<td>1.067</td>
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<tr>
<td>CJK 0096</td>
<td>Crim Justice Off Phys Fitness</td>
<td>60</td>
<td>2.000</td>
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<tr>
<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
<td>0.267</td>
</tr>
<tr>
<td>CJK 0013</td>
<td>Interactions in Diverse Comm</td>
<td>40</td>
<td>1.333</td>
</tr>
<tr>
<td>CJK 0014</td>
<td>Interviewing and Report Writin</td>
<td>56</td>
<td>1.867</td>
</tr>
<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>
</tbody>
</table>

CJ 0092 | Critical Incidents                         | 44            | 1.467                |

Total Credit Hours 770 25.669

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.

<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>Intro to Law Enforcement</td>
<td>10</td>
<td>0.333</td>
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<tr>
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<td>1.333</td>
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<tr>
<td>CJK 0014</td>
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<td>1.867</td>
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<tr>
<td>CJK 0064</td>
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<td>Calls for Service</td>
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<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>CJK 0087</td>
<td>Law Enforcement Traffic Stops</td>
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<td>1.000</td>
</tr>
<tr>
<td>CJK 0084</td>
<td>Law Enforcement DUI Traffic</td>
<td>24</td>
<td>0.800</td>
</tr>
<tr>
<td>CJK 0088</td>
<td>Law Enforce Traf Crash Investi</td>
<td>32</td>
<td>1.067</td>
</tr>
<tr>
<td>CJK 0393</td>
<td>Cross-Over Program Updates</td>
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<td>0.267</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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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
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<tbody>
<tr>
<td>CJD 0939</td>
<td>Criminal Justice Exam Review</td>
<td>24</td>
<td>0.800</td>
</tr>
</tbody>
</table>
Paralegal Studies with Specializations in:

- Litigation
- Transactional

Other suggested course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
<td>0.267</td>
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</table>

Total Credit Hours 518 17.269

Course Title Contact Hours Vocational Credit(s)

Other suggested course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
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<td>Criminal Justice Exam Review</td>
<td>24</td>
<td>0.800</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>CJK 0023</td>
<td>INTRODUCTION TO LAW ENFORCEMENT</td>
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<td>CJK 0024</td>
<td>LEGAL CONCEPTS</td>
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<td>CJK 0025</td>
<td>PATROL AND PROFESSIONAL COMMUNICATION</td>
<td>12</td>
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<tr>
<td>CJK 0026</td>
<td>INTERACTIONS IN A DIVERSE COMMUNITY</td>
<td>12</td>
</tr>
<tr>
<td>CJK 0027</td>
<td>CALLS FOR SERVICE AND ARREST PROCEDURES</td>
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<tr>
<td>CJK 0028</td>
<td>TRAFFIC STOPS AND CRASH INVESTIGATIONS</td>
<td>28</td>
</tr>
<tr>
<td>CJK 0029</td>
<td>CRIME SCENE AND COURTROOM PROCEDURES</td>
<td>8</td>
</tr>
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<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
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<td>First Aid For Crim Just Offrs</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0040</td>
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</tr>
<tr>
<td>CJK 0051</td>
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<td>80</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>LAW ENFORCEMENT VEHICLE OPERATIONS</td>
<td>48</td>
</tr>
</tbody>
</table>

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.

Paralegal Studies

Paralegal Studies with Specializations in:

- Litigation
- Transactional

Associate in Science Degree (CIP# 1722030200)

(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://net1.valenciacollege.edu/future-students/degree-options/associates/paralegal-studies/

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 ENCI101 (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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/future-students/degree-options/associates/paralegal-studies/ or valenciacollege.edu/departments/east/business/paralegal. (http://valenciacollege.edu/departments/east/business/paralegal/)

Current Students

Contact the Career Program Advisor below for more information.

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

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCI101</td>
<td>FRESHMAN COMPOSITION I</td>
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</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>or POS 2112</td>
<td>STATE AND LOCAL GOVERNMENT</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1003C</td>
<td>INTRODUCTION TO LEGAL PRACTICES AND ETHICS **</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1611</td>
<td>REAL PROPERTY FUNDAMENTALS **</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2203</td>
<td>CIVIL LITIGATION FUNDAMENTALS **</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>
<td>3</td>
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<td>PLA 2433</td>
<td>Business Organizations **</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science</td>
<td>See Gen. Ed. Core Requirement **</td>
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</table>

Intermediate Courses

<table>
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<tbody>
<tr>
<td>PLA 1104</td>
<td>LEGAL RESEARCH AND THEORY I **</td>
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</tr>
<tr>
<td>PLA 2732C</td>
<td>LEGAL TECHNOLOGY</td>
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</tr>
<tr>
<td>PLA 1730C</td>
<td>COMPUTER-ASSISTED LEGAL RESEARCH **</td>
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<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
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<tr>
<td>APA 1111C</td>
<td>BASIC ACCOUNTING</td>
<td>3</td>
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<tr>
<td>or ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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Select one of the following:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>Freshman Comp II **</td>
<td>3</td>
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<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication **</td>
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</tr>
</tbody>
</table>

Specialization (see below)

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.
^ POS 2112 will meet the program requirement for both the AS Paralegal Studies and AA General Education degrees.

(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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>ADVANCED CIVIL LITIGATION **</td>
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<tr>
<td>PLA 1114</td>
<td>Legal Research II **</td>
<td>3</td>
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<tr>
<td>PLA 2192C</td>
<td>LEGAL RESEARCH AND THEORY III **</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2465C</td>
<td>DEBTOR-CREDITOR/BANKRUPTCY **</td>
<td>3</td>
</tr>
<tr>
<td>or PLA 2560C</td>
<td>INSURANCE CASE MANAGEMENT FOR PARALEGALS</td>
<td></td>
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</tbody>
</table>

Paralegal Studies Elective

Total Credit Hours 15

+ 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.

<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>PLA 1114</td>
<td>Legal Research II **</td>
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</tr>
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<td>LEGAL RESEARCH AND THEORY III **</td>
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<td>or PLA 2560C</td>
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<td></td>
</tr>
</tbody>
</table>
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:

• Computer Aided Drafting and Design (p. 121)
• Construction and Civil Engineering Technology (p. 124)
• Cybersecurity & Network Engineering Technology (p. 127)
• Electronics Engineering Technology
• Energy Management and Controls Technology
• Engineering Technology

Computer Aided Drafting & Design

Associate in Science Degree (CIP# 1615130102)

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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Drafting and Design A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Advanced Computer-Aided Design with Specializations in: (24 credits)
  - Architectural Drafting (CIP # 0615130101)
  - Mechanical Drafting (CIP # 0615130101)
  - Surveying Drafting (CIP # 0615130101)
- Computer-Aided Design (15 credits) (CIP # 0615130204)
- Rapid Prototyping Specialist - 3-D Printing (12 credits) (CIP # 0615000012)

**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 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**

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/drafting-and-design-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/drafting-and-design-technology/).

**Current Students**

Contact the Career Program Advisor below for more information.

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 (http://valenciacollege.edu/internship/).

**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</th>
<th>Title</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1031C</td>
<td>INTRODUCTION TO CONSTRUCTION/ DRAFTING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I*</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1103C</td>
<td>ENGINEERING GRAPHICS WITH CAD</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement</td>
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</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core Requirement ~</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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</tbody>
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**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BCN 2405</td>
<td>STATICS AND STRENGTH OF MATERIALS *</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1303C</td>
<td>BUILDING INFORMATION MODELING (REVIT W/ DYNAMO)*</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 MATH</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>
</tr>
</tbody>
</table>

**Advanced Courses**

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

**Drafting Design Technology Electives**

Total Credit Hours: 62

**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.

(GR) Denotes a Gordon Rule course.
All specialized program courses are offered on the West Campus and may not be offered every session; some specialized courses are offered at other locations.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

**Advanced Computer Aided Design with Specializations in**

- Architectural Drafting
- Mechanical Drafting
- Surveying Drafting

**Technical Certificate**

This program is designed to prepare individuals for entry-level positions in architectural, mechanical, and surveying drafting that require computer-aided drafting skills. The content prepares the student to draw, dimension, and print drawings by computer in the respective specialization area.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1103C</td>
<td>ENGINEERING GRAPHICS WITH CAD</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1303C</td>
<td>BUILDING INFORMATION MODELING (REVIT W/ DYNAMO) *</td>
<td>3</td>
</tr>
<tr>
<td>MTB 2321C</td>
<td>TECHNICAL MATH</td>
<td>3</td>
</tr>
</tbody>
</table>

**Specialization Electives (All from the same Specialization)** 12

**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>Credits</th>
</tr>
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<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>
</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</th>
<th>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 (Course was reduced to 3 Credits) *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2731C</td>
<td>MECHANICAL DRAFTING II *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2941</td>
<td></td>
<td></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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<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>Intern Expl 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.
Computer Aided Design

Technical Certificate

This program is designed for a professional or entry-level individual in a technical area that requires computer-aided design and 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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1103C</td>
<td>ENGINEERING GRAPHICS WITH CAD</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1303C</td>
<td>BUILDING INFORMATION MODELING (REVIT W/ DYNAMO) *</td>
<td>3</td>
</tr>
</tbody>
</table>

Drafting Electives

6

Total Credit Hours

15

Drafting-AutoCAD Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</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>3</td>
</tr>
<tr>
<td>ETD 2731C</td>
<td>MECHANICAL DRAFTING II *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2942</td>
<td>INTERNSHIP IN DRAFTING AND DESIGN TECHNOLOGY *</td>
<td>1-4</td>
</tr>
<tr>
<td>MTB 2321C</td>
<td>TECHNICAL MATH</td>
<td>3</td>
</tr>
<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>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.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1340C</td>
<td>ADVANCED CADD *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2355C</td>
<td>3-D CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2371C</td>
<td>INTRODUCTION TO 3D PRINTING *</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2372C</td>
<td>ADVANCED RAPID PROTOTYPING *</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 West Campus; ETD 1340C is also offered on East Campus. Specialized courses may not be offered every session or on every campus.

Construction and Civil Engineering Technology

Construction and Civil Engineering Technology with Specializations in:

• Construction Management
• Civil/Surveying Engineering

Associate in Science Degree (CIP # 1615100102)

The Construction and Civil Engineering Technology A.S. Degree program provides both the theoretical and classroom experience which closely parallels on-the-job activities. It is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. It will accommodate architectural drafting, construction estimators, schedulers, and supervisors, as well as persons just entering the field of construction.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive
College credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit valenciacollege.edu/asdegrees/credit_occ.cfm. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Construction and Civil Engineering A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Construction Specialist (18 credits) (CIP # 0615100103)
- Field Survey Specialist (18 credits) (CIP # 0715020102)

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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/construction-and-civil-engineering-technology/
Program Outcomes

Civil/Surveying Engineering Specialization

* Perform basic civil/surveying techniques and related calculations

Civil/Surveying Engineering Specialization

<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 SCHEDULING AND MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770C</td>
<td>BUILDING CONSTRUCTION ESTIMATING</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>
<tr>
<td>BCN 1303C</td>
<td>BUILDING INFORMATION MODELING (REVIT W/DYNAMO)</td>
<td>3</td>
</tr>
</tbody>
</table>

Technology Elective

Total Credit Hours 24

Notes:

* 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.

Electives

Construction and Civil Engineering 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 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. They may not be offered every session.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students planning to transfer to Seminole State College must complete College Algebra and should contact Seminole State College advising for a list of courses that transfer. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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.

Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 1251C</td>
<td>ENGINEERING MATERIALS AND PROCESSES</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2721C</td>
<td>CONSTRUCTION SCHEDULING AND MANAGEMENT</td>
<td>3</td>
</tr>
</tbody>
</table>
BCT 2770C  BUILDING CONSTRUCTION ESTIMATING  (FORMERLY BCT 2600) *  3
MTB 2321C  TECHNICAL MATH  3
CONSTRUCTION ELECTIVES  6
Total Credit Hours  18

CONSTRUCTION ELECTIVES
BCN 1272  CONSTRUCTION BLUEPRINT READING  3
BCT 1705  CONTRACTS, CODES, SPECIFICATIONS, AND OFFICE PRACTICES  3
BCN 2563  BUILDING SYSTEMS & MANAGEMENT  3
TAR 2170C  INTRODUCTION TO ARCHITECTURAL REVIT  3
SUR 1101C  BASIC SURVEYING MEASUREMENTS *  3
BCN 2941  INTERNSHIP EXPLORATION IN CONSTRUCTION  1-4
BCN 2942  INTERNSHIP IN CONSTRUCTION AND CIVIL ENGINEERING TECHNOLOGY  1-4

*  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.

**Field Survey Technician**

**Technical Certificate**

This certificate is designed to prepare individuals for entry-level positions working with architects, engineers, and contractors. It provides a working knowledge of surveying measurements, field work with data collection, roadway and subdivision design. It also provides the foundation for individuals pursuing a career in the civil surveying land development field by utilizing the current industry software.

**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.
- Perform basic civil/surveying techniques and related calculations

ETD 1103C  ENGINEERING GRAPHICS WITH CAD  3
MTB 2321C  TECHNICAL MATH  3
SUR 1101C  BASIC SURVEYING MEASUREMENTS ~  3
SUR 2202C  HIGHWAY DRAFTING AND ROUTE DESIGN ~  3
SUR 2460C  SUBDIVISIONS ~  3
Civil/Surveying Electives - see below  3
Total Credit Hours  18

Civil/Surveying Electives

SUR 2640C  ADVANCED SURVEYING COMPUTATIONS (SURVEYING III) ~  3

SUR 2390C  INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS  3
ETC 2521C  HYDRAULICS AND HYDROLOGY  3

~  This course has a prerequisite; check description in Valencia Catalog.

NOTE:

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 completing the Civil/Surveying Engineering specialization in the Construction and Civil Engineering Technology AS Degree.

**Cybersecurity & Network Engineering Technology**

**Cybersecurity & Network Engineering Technology with Specializations in:**

- Cloud Infrastructure Security
- Cyber Forensics
- Cyber Security

**Associate in Science Degree**  (CIP# 1511100112)

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).

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.

**Alternative Ways to Earn Credit toward this Degree**

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to
receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Cybersecurity & Network Engineering A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Cloud Computing Architecture (24 credits) (CIP # 0511100116)
- Cyber Security (30 credits) (CIP # 0511100118)
- Digital Forensics (32 credits) (CIP # 0511100119)
- Linux Enterprise Server Administration (24 credits) (CIP # 0511100122)
- Network Infrastructure (21 credits) (CIP # 0511100114)
- Network Support (21 credits) (CIP # 0511100121)
- Network Administration (24 credits) (CIP # 0511100112)

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 major. 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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/network-engineering-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/network-engineering-technology/).

Current Students
Contact the Career Program Advisor below for more information.

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
Roxana Boulas, Career Program Advisor: 407-582-4231
rboulas1@valenciacollege.edu (mgonzale20@valenciacollege.edu)

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

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION</td>
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<td>CET 2178C</td>
<td>COMPUTER HARDWARE</td>
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<tr>
<td>CET 2486C</td>
<td>LOCAL AREA NETWORKS</td>
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<td>CNT 2417C</td>
<td>CYBERSECURITY OPERATIONS</td>
<td></td>
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<td>SLS 1122</td>
<td>New Student Experience</td>
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<td>Mathematics</td>
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Intermediate Courses

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<tr>
<td>CET 1610C</td>
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<td>CET 2660C</td>
<td>LINUX NETWORKING AND SECURITY</td>
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<td>CET 2830C</td>
<td>INFORMATION SECURITY</td>
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<td>CET 2544C</td>
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<td>CET 2792C</td>
<td>INSTALLING AND CONFIGURING WINDOWS SERVER</td>
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<td>CNT 2000C</td>
<td>NETWORK AUTOMATION WITH SCRIPTING LANGUAGES</td>
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<tr>
<td>CET 2793C</td>
<td>ADMINISTERING WINDOWS SERVER</td>
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<td>CTS 2322C</td>
<td>RED HAT ENTERPRISE LINUX</td>
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<tr>
<td>CET 2942</td>
<td>INTERNSHIP IN NETWORKING</td>
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</tbody>
</table>

or CGS 2650 Social Networking Job Search
Cloud Infrastructure Security 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.

• Implement infrastructures for secured cloud computing services.

• Engage effectively in interpersonal, oral, visual, and written communication.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>CET 2615C</td>
<td>ROUTING &amp; SWITCHING IN THE ENTERPRISE *</td>
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<tr>
<td>CET 2620C</td>
<td>NETWORK FIREWALLS *</td>
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<tr>
<td>CET 2890C</td>
<td>ADVANCED CYBERSECURITY OPERATIONS *</td>
<td>3</td>
</tr>
<tr>
<td>CNT 2426C</td>
<td>CLOUD INFRASTRUCTURE SECURITY *</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

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

Cyber 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.

• Conduct Cyber Forensics Investigations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>CNT 2414C</td>
<td>CYBERCRIME INVESTIGATION</td>
<td>3</td>
</tr>
<tr>
<td>CET 2880C</td>
<td>DIGITAL FORENSICS I *</td>
<td>3</td>
</tr>
<tr>
<td>CET 2881C</td>
<td>DIGITAL FORENSICS II *</td>
<td>3</td>
</tr>
<tr>
<td>CNT 2413C</td>
<td>NETWORK FORENSICS &amp; INCIDENT RESPONSE</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

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

Cloud Computing Architecture Technical Certificate

This technical certificate program prepares the student for employment as Cloud Computing Engineer, Cloud Systems Architect, Cloud Solutions Architect, and Cloud Infrastructure Architect.
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
- Implement infrastructures for cloud computing services

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

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 of 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

Linux Enterprise Server Administration Technical Certificate

This technical certificate program prepares students for employment as Linux Administrator, Red Hat Linux Engineer, Core Server Engineer, and Red Hat Linux System Administrator.

Learning Outcomes

- Carry out procedures for installing, upgading, securing, and optimizing operating systems and computer network equipment
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
• Deploy Cisco networking devices including Routers and Switches in a network infrastructure
• Implement routing and switching protocols and services

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

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
Electronics Engineering Technology

Electronics Engineering Technology with Specializations in:

- Electronics
- Laser and Photonics
- Robotics and Mechatronics
- Career Path to Valencia's B.S. Degree in Electrical and Computer Engineering Technology

Associate in Science Degree (CIP # 1615030301)

This program is designed to produce highly skilled technicians capable of assisting in the design, production, operation and servicing of electronics, optics, photonics, lasers, robotics and mechatronics systems and equipment. The specializations will provide an up-to-date curriculum in electronics engineering, lasers and photonics, and robotics and mechatronics 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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Electronics Engineering A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Basic Electronics Technician (14 credits) (CIP # 0615030310)
- Advanced Electronics Technician (31 credits) (CIP # 0615030309)

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 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
- Robotics and Simulation Technician
- Laser Specialist

Salary & Earnings Information

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1597 or visit valenciacollege.edu/electronics-engineering-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/electronics-engineering-technology/).

Current Students

Contact the Career Program Advisor below for more information.

Radu Bunea, Program Chair, West Campus: 407-582-1360 rbunea (rbunea@valenciacollege.edu)@valenciacollege.edu

Nancy Girgis Career Program Advisor, West Campus: 407-582-5623 ngirgis@valenciacollege.edu

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (http://valenciacollege.edu/internship/).
Career Path in Electronics, Laser and Photonics, or Robotics and Mechatronics Specializations

Program Outcomes

- 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

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>~3</td>
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<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>~3</td>
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<tr>
<td>MTB 1329</td>
<td>MATHEMATICS FOR ENGINEERING TECHNOLOGY</td>
<td>~3</td>
</tr>
<tr>
<td>EET 1214C</td>
<td>INTRODUCTION TO ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>DIGITAL SYSTEMS I</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirements</td>
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<tr>
<td>Social Science</td>
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<td>PHY 1020</td>
<td>Conceptual Physics</td>
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Intermediate Courses

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<tr>
<td>CET 2113C</td>
<td>DIGITAL SYSTEMS II</td>
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<td>CET 2123C</td>
<td>FUNDAMENTALS OF MICROPROCESSORS</td>
<td>3</td>
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<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>
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<tr>
<td>EET 1015C</td>
<td>FUNDAMENTALS OF DC CIRCUITS</td>
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<tr>
<td>&amp; EET 1025C</td>
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<tr>
<td>or EET 1036C</td>
<td>FUNDAMENTALS OF DC AND AC CIRCUITS</td>
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</table>

Specialization (See below) 26

Total Credit Hours 68

Electronics Engineering Technology Electives 11

Total Credit Hours 26

* 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.

Electronics Specialization

Program Outcome

- Assist in the design, operation, and troubleshooting of electronic systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
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<td>INTEGRATED CIRCUITS</td>
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<tr>
<td>ETS 2511C</td>
<td>ELECTROMECHANICAL SYSTEMS</td>
<td>3</td>
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<td>EET 2325C</td>
<td>RF COMMUNICATION</td>
<td>3</td>
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<tr>
<td>EET 2365C</td>
<td>WIRELESS AND DATA COMMUNICATIONS</td>
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<tr>
<td>ETS 2542C</td>
<td>PROGRAMMABLE LOGIC CONTROLLERS I</td>
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</tbody>
</table>

Electronics Engineering Technology Electives 11

Total Credit Hours 26

* 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, EGN, EGS, EET, ETD, ETS.

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

Notes:

Upon earning the A.S. Degree in Electronics Engineering, students can continue at Valencia to complete the Bachelor’s Degree in Electrical and Computer Engineering Technology. Additional education at the bachelor’s level can enhance your skills and create more career opportunities. Students who wish to continue their education should consult with their Career Program Advisor to determine the best education plan for their career goals.
Career Path to Valencia’s B.S. Degree in Electrical and Computer Engineering Technology

Program Outcomes

- Assist in the design, operation, and troubleshooting of electronic 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

**Foundation Courses**

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<th>Course Title</th>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I <strong>~</strong></td>
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<tr>
<td>MTB 1329</td>
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**Intermediate Courses**

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<tr>
<td>CET 2113C</td>
<td>DIGITAL SYSTEMS II *</td>
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<tr>
<td>CET 2123C</td>
<td>FUNDAMENTALS OF MICROPROCESSORS *</td>
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<tr>
<td>EET 1141C</td>
<td>SEMICONDUCTOR DEVICES AND CIRCUITS *</td>
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<tr>
<td>ETS 1210C</td>
<td>INTRODUCTION TO PHOTONICS *</td>
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<tr>
<td>EET 1015C</td>
<td>FUNDAMENTALS OF DC CIRCUITS</td>
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**Advanced Courses**

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<td>ETS 2511C</td>
<td>ELECTROMECHANICAL SYSTEMS *</td>
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<td>EET 2325C</td>
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<td>EET 2365C</td>
<td>WIRELESS AND DATA COMMUNICATIONS *</td>
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<td>ETS 2542C</td>
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Total Credit Hours 68

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* This course has a prerequisite; check the description in the Valencia catalog.
~ This is a general education course.
(GR) Denotes a Gordon Rule course.

**Restricted Electives**

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<th>Course Title</th>
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<tr>
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<td>MAC 1140</td>
<td>Precalculus Algebra <strong>~</strong></td>
<td>3</td>
</tr>
<tr>
<td>ETS 2220C</td>
<td>INTRODUCTION TO FIBER OPTICS</td>
<td>3</td>
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</table>

**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 troubleshooting of technical systems

**Restricted Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETS 1603C</td>
<td>FUNDAMENTALS OF ROBOTICS AND SIMULATION</td>
<td>3</td>
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<tr>
<td>ENC 1102</td>
<td>Freshman Comp II <strong>~</strong></td>
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</tr>
<tr>
<td>Humanities or Social Science Writing Course <strong>~</strong> (GR)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 31

* This course has a prerequisite; check description in Valencia catalog.
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 troubleshooting of technical systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>MTB 1329</td>
<td>MATHEMATICS FOR ENGINEERING TECHNOLOGY</td>
<td>3</td>
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<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>
<tr>
<td>CET 2112C</td>
<td>DIGITAL SYSTEMS I *</td>
<td>3</td>
</tr>
<tr>
<td>Any EET, ETS, or CET elective</td>
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<td></td>
</tr>
</tbody>
</table>

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 technical systems

<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>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>or ETS 2230C</td>
<td>INTRODUCTION TO LASERS</td>
<td>3</td>
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</tbody>
</table>

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.

Robotics Applications 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

• Assist in the design, operation, and troubleshooting of technical systems

<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>EET 1214C</td>
<td>INTRODUCTION TO ENGINEERING TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>ETS 1603C</td>
<td>FUNDAMENTALS OF ROBOTICS AND SIMULATION *</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2604C</td>
<td>ROBOTICS APPLICATIONS *</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 West Campus.
Specialized courses may not be offered every session or on every campus.
**Engineering Technology**

**Associate in Science Degree (CIP# 1615000001)**

The **Engineering Technology** Associate in Science (A.S.) degree is designed to train you to become a skilled technician capable of installing, repairing and maintaining equipment and systems used in operations that involve manufacturing and production, logistics, and supply chain automation technology.

This state-of-the-art program offers a broad background in electronics, industrial components, computer control software and hardware applications, industrial control circuits, programmable logic controllers (PLCs), hydraulics, pneumatics, welding and robotics. You will also receive specialized courses in automated manufacturing and material handling distribution systems, including automated process control—preparing you to work in trades such as manufacturing, food production, supply chain and distribution industries, as well as servicing and maintaining amusement park rides.

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.

**Alternative Ways to Earn Credit toward this Degree**

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_occt.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

**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 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**

- Industrial Technician
- Automation Technician
- Maintenance Technician
- Mechanic
- Machinery Maintenance Worker
- Millright
- Supply Chain Automation Technician

**Salary & Earnings Information**

For career information related to this program, please visit O*Net OnLine.

**Contacts**

**Future Students**

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/electronics-engineering-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/electronics-engineering-technology/).

**Current Students**

Contact the Career Program Advisor below for more information.

Kevin Curley, Program Chair, Osceola Campus: kcurley4@valenciacollege.edu

Roxana Boulos, Career Program Advisor, Osceola Campus: 321-682-4231 rboulos1@valenciacollege.edu (kcurley4@valenciacollege.edu)

**Internship and Workforce Services**

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

**Program Outcomes**

1. Apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
2. Design solutions for well-defined technical problems and assist with engineering design of systems, components, or processes appropriate to the discipline;
3. Apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature;
4. Conduct standard tests and measurements, and to conduct, analyze, and interpret experiments;
5. Function effectively as a member of a technical team

**Program Requirements**

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>MTB 2321C</td>
<td>TECHNICAL MATH</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Hours</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Core or Institutional Hours</td>
<td>3</td>
</tr>
</tbody>
</table>

**Intermediate Courses**
Fire Science Technology Academy Track

Limited Access

Graduates of this program will earn their A.S. Degree in Fire Science Technology, and will also be also be prepared for certification as an EMT, Fire Fighter I & II and Fire Safety Inspector I.

• Associate in Science Degree - Fire Science Technology
• EMT (Emergency Medical Technology) -Technical Certificate
• Minimum Standards Training - Fire Fighter I and II - Career Certificate

Associate in Science Degree (CIP# 1743020112)

This program is designed for students who are seeking employment as fire fighters, emergency medical technicians, or fire inspectors or other fire and life safety services positions.

The Fire Science Academy Track is a cohort program; that is, students will complete the degree and certificates with the same group of students in every class (Exceptions may be allowed on an individual basis.) This program is designed to provide students with the education, training, skills, and abilities, for a successful fire and life safety service career. It will provide students with a strong educational foundation in fire science coupled with training and education in emergency medical services, firefighting and life safety compliance.

Graduates of this program will earn the Associate in Science- Fire Science Technology Degree. and will be eligible to test for certification as Firefighter I and II, as well as Fire Safety Inspector I, per the Florida Bureau of Fire Standards and Training (BFST). Please refer to the following website for specific information about certification requirements: http://www.myfloridacfo.com/Division/SFM/BFST/Standards/default.htm

In addition, graduates will 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 Firefighter from the Florida Bureau of Fire Standards and Training, students must successfully pass the BFST administered written and practical tests for FFII.

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

Note: The classroom sessions of the Fire Science Technology Degree will be delivered at the School of Public Safety, 8600 Valencia College Ln., Orlando, 32825.

(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 Standard Class (Firefighter I & II, MSC) Career Certificate

Students must achieve a minimum of 80% or greater average on all written evaluations and 70% or greater on all skill evaluations, at the end of the program, to successfully complete the MSC Program. Students that are receiving benefits from the Veterans Administration shall maintain an average of 80% or better for the tests taken for any one-subject test. If not, the student will be dropped from the course when academic progress is not shown and the Veterans Administration will be notified.

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 32809.

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 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, ACT or SAT results- test taken with the last two years-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
• be 18 years of age before starting EMT or Minimum Standards

Selection Phases

Phase 1

Candidates must:

• 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 3
  - fee will cover criminal background check (fingerprinting)
  - candidate will be notified when and where to complete fingerprinting
• complete a the provided application
• 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
  - PERT, ACT or SAT results taken within the last two years
  - the completed questionnaire (with signed affidavit)

High school or GED transcripts can be unofficial for phase 1; an official high school transcript must be submitted if candidate proceeds to phase 3

- ALL documentation must be submitted by a specific date 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 3 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
• a graded score based on the rubric used for high school or GED transcript

Phase 2
From phase 1, 30 candidates will be selected.
The candidate 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
• cumulative scores from phases 1 and 2
Based on the criteria above, 25 candidates will be tentatively selected to attend the Fire Science Academy.

Phase 3
Candidates 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
• submit their official high school or GED transcript
• be fitted for and obtained two sets of uniforms one week prior to the start of the fall semester
• pay tuition to attend college courses for the fall semester
If the candidate is successful in completing Phases 1 through 3, then the candidate will be selected to attend the Fire Science Academy.

Note: 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.

Alternative Ways to Earn Credit
The Fire Science Academy is a cohort program of 25 students. Students with previous EMT training (College credits or Certification) and Fire Fighter training or certification will not be eligible for the program. There will be a limit for previous college credit earned.

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 and classes each semester, provided college credit has not been awarded per individual assessment.

Potential Careers
• fire fighter
• emergency medical technician
• fire inspector
• fire instructor
• fire officer
• life safety compliance

Salary & Earnings Information
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Fire Rescue Institute
Hernando Otero - Career Program Advisor
hotero@valenciacollege.edu
407-582-8155

For Information Sessions, visit: valenciacollege.edu//fire-services/

Fire Science Technology, Academy Track

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 firefighter 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 firefighter.

**Year 1, Fall Full Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1000</td>
<td>FIRE SCIENCE FUNDAMENTALS</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I ~, + (GR)</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1109</td>
<td>Fire Department Occupational S ()</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention ^2</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1020</td>
<td>Human Biology</td>
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</tbody>
</table>

Total Credit Hours: 15

**Year 1, Spring Full Term**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FFP 1612</td>
<td>FIRE BEHAVIOR AND COMBUSTION</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2510</td>
<td>FIRE CODES AND STANDARDS</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>ETHICS AND CRITICAL THINKING + ~ (GR)</td>
<td>3</td>
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<tr>
<td>FFP 2120</td>
<td>Bldg Construct For Fire Servic</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1017</td>
<td>Interpersonal Communication</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours: 15

**Year 2, Fall Full Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FFP 2521</td>
<td>BLUEPRINT READING AND PLANS REVIEW</td>
<td>2</td>
</tr>
<tr>
<td>POS 2041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1301</td>
<td>FIRE PROTECTION HYDRAULICS AND WATER SUPPLY</td>
<td>3</td>
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<tr>
<td>FFP 1540</td>
<td>Private Fire Protection Sys I</td>
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</table>

Total Credit Hours: 15

**Year 2, Spring Full Term**

<table>
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<th>Course</th>
<th>Title</th>
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<tr>
<td>EMS 1119</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY +, 4</td>
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<tr>
<td>EMS 1119L</td>
<td>FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE +, 4</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1431L</td>
<td>EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM +, 4</td>
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</table>

Total Credit Hours: 12

**Year 2, Summer 11 Weeks**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1040</td>
<td>INDUSTRIAL FIRE FIGHTING</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

Notes:

1 Students must successfully complete Firefighter I (FFP 0010) and Firefighter II (FFP 0020) to meet the graduation requirements for this program. Upon successful completion of these classes, students will be awarded three credits for FFP 1040, Industrial Firefighting. See minimum standards training-firefighter one and two program completion requirements

2 This course is required for Florida BFST Fire Safety Inspector I certification

3 This course is required for Florida BFS T Fire Officer I certification

4 This course is required for EMT certification. See EMT (Emergency Medical Technology-technical certificate program completion and other requirements.)

5 Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills and prepares you for a supervisory or management role within your respective field. For more information, go to Bachelor's Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

**Fire Science Technology Associate in Science Degree** (CIP# 1743020112)

The Fire Science Technology degree program offers students a scientific understanding of fire and emergency hazards, with emphasis on effective prevention, mitigation, and management. It also provides enhanced opportunities for students to pursue various professional public safety educational pathways. The included general education courses prepare graduates to communicate and solve problems effectively at all levels of their careers.

The curriculum fulfills the requirements for multiple certifications required by the Florida Bureau of Fire Standards and Training for fire service and public safety careers. The program also provides supplemental training for persons previously or currently employed in these occupations. All of Valencia's A.S. degrees will transfer into the Valencia Bachelor of Applied Science (B.A.S.) degree in Business and Organizational Leadership and other degrees offered at state universities.

Students who wish to continue their education in a Bachelor's degree should consult their advisor for acceptance requirements. Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

Students are strongly encouraged to consult the Fire Rescue Institute Career Program Advisor 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 course sequence found at https://valenciacollege.edu/academics/academic-affairs/new-student-experience/documents/start-right-guides-19-20/as/start-right-courses-fire-sciences-as.pdf as a program planning guide.

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.

**Alternative Ways to Earn Credit**

Once a Fire Science student has earned 15 or more college credits at Valencia, they may be eligible for the following award of credits:
For career information related to this program, please visit https://www.onetonline.org/.

<table>
<thead>
<tr>
<th>Potential Careers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Inspector &amp; Investigator</td>
</tr>
<tr>
<td>Fire Science Technician</td>
</tr>
<tr>
<td>Fire Officer</td>
</tr>
<tr>
<td>Fire Safety Inspector</td>
</tr>
<tr>
<td>Life-Safety Compliance Specialist</td>
</tr>
<tr>
<td>Fire Assistant</td>
</tr>
<tr>
<td>Building Inspector</td>
</tr>
<tr>
<td>Fire Insurance Investigator/Inspector</td>
</tr>
<tr>
<td>Firefighter</td>
</tr>
</tbody>
</table>

**Salary & Earnings Information**

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**

To find out more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/fire-science-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/fire-science-technology/).

**Current Students**

Contact the Director or Career Program Advisor below for more information.

Dan Diehl, Fire Science Director:
407-582-8230
diehlsl5@valenciacollege.edu

Hernando Otero: Career Program Advisor
407-582-8155
hotero@valenciacollege.edu

**Fire Science Technology**

The Fire Science Technology degree is designed to meet the high-level of professional standards that are expected of fire service and fire protection providers, managers and leaders. The degree is designed to educate the student in up-to-date and cutting-edge technology in the fire science and fire service fields. Students will be highly informed concerning all aspects of fire science technology that are necessary in order to become or enhance skills as a competent and qualified firefighter, fire officer, fire inspector or fire protection practitioner and manager.

Areas such as fire behavior, fire prevention, fire protection systems, building construction, as well as many others, are included in the degree.

Students will gain skills and knowledge in communications, leadership and technology, and other essential skills to be able to work effectively in the fire service, fire prevention and fire protection industries.

Students are also able to apply the courses in the degree to gain state certifications needed for employment and promotion in the fire service.

Courses in the fire science technology degree program are offered online, in classroom settings or in a mixed mode, online/classroom, format.

**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

**Program Requirements**

**General Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

- Florida certified firefighters 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 24 credits toward the A.S. degree technical electives upon review.
- Students who possess a recognized Florida State certification as a Fire Officer, Fire Inspector, Fire Investigator, Fire Instructor or Life Safety Educator may also be eligible to receive college credit for specific courses in this program.

For information and requirements, go to valenciacollege.edu/academics/credit_alternative.cfm (https://valenciacollege.edu/academics/programs/as-degree/alternative-award-of-credit-agreements.php) to view the award of credit options and complete a request form. To have the credit awarded, students must provide the required documentation to the Fire Science career program advisor for verification and approval.

**Certificate Programs**

The Fire Science A.S. degree includes college credit and career certificates. Certificates provide specialized skill sets for entry-level employment or job advancement, which can put students on the fast-track to reaching career goals. All of the fire certificate programs can be completed in less than a year.

- Fire Fighter (minimum standards) (CIP# 0743020304)
- Fire Officer Supervisor (CIP# 0743020111)
- Fire Fighter – Emergency Medical Technician (CIP# 0743020313)

**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, it is suggested to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics or science 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.

**Program Requirements**
### Core Fire Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1000</td>
<td>FIRE SCIENCE FUNDAMENTALS</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention *1,3</td>
<td>3</td>
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<tr>
<td>FFP 1612</td>
<td>FIRE BEHAVIOR AND COMBUSTION</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2120</td>
<td>Bldg Construct For Fire Servic *1,2,6</td>
<td>3</td>
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<tr>
<td>FFP 1540</td>
<td>Private Fire Protection Sys I *1,3,6</td>
<td>3</td>
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</table>

Total Credit Hours: 15

Select at least three of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2510</td>
<td>FIRE CODES AND STANDARDS *1</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>BLUEPRINT READING AND PLANS REVIEW</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Course Delivery *2,5</td>
<td>3</td>
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<tr>
<td>FFP 2720</td>
<td>Company Officer</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2741</td>
<td>FIRE SERVICE COURSE DESIGN *3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2541</td>
<td>PRIVATE FIRE PROTECTION SYSTEMS II *4</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1111</td>
<td>Fire Chemistry *4,6</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2810</td>
<td>FIRE FIGHTING TACTICS AND STRATEGY I *2</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1793</td>
<td>FIRE AND LIFE SAFETY EDUCATOR *4</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2741</td>
<td>FIRE SERVICE COURSE DESIGN *3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2780</td>
<td>Fire Dept Administration</td>
<td>3</td>
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<tr>
<td>FFP 2811</td>
<td>FIRE FIGHTING TACTICS &amp; STRATEGY II *3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610C</td>
<td>FIRE CAUSE AND ORIGIN DETERMINATION *4,6</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2706</td>
<td>Fire Service Public Informatic *4</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2770</td>
<td>Ethical and Legal Issues Fire</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2930</td>
<td>SELECTED TOPICS IN FIRE SCIENCE 1-3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1109</td>
<td>Fire Department Occupational S</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1301</td>
<td>FIRE PROTECTION HYDRAULICS AND WATER SUPPLY</td>
<td>3</td>
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</tbody>
</table>

Total credits 9

### Total Program Credits

- Mathematics or Science
- Gen. Ed. Elective
- Total Program Credits 60

### 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

### Footnotes:

1. FFP1505, FFP1540, FFP2120, FFP 2510 and FFP 2521 are required courses by the Florida Bureau of Fire Standards & Training to test for Certification as a Fire Safety Inspector I.
2. FFP 2120, FFP 2720, FFP 2740, and FFP 2810 are required courses by the Florida Bureau of Fire Standards & Training to test for certification as a Fire Officer I.
3. FFP2741, 2811, 1505, and 1540 are required courses by the Florida Bureau of Fire Standards & Training to test for Certification as a Fire Officer II.
4. FFP2541, FFP1111, 2610C, and 1793 or 2706 are required courses by the Florida Bureau of Fire Standards & Training to test for Certification as a Fire Inspector II.
5. FFP2740 is required by the Florida Bureau of Fire Standards & Training to test for Certification as a Fire Service Instructor I.
6. FFP1111, FFP2610, FFP1540, and FFP2120 are required courses by the Florida Bureau of Fire Standards & Training to test for Certification as a Fire Investigator I.

### Notes:

- It is highly recommended that students consult the School of Public Safety Career Program Advisor prior to registering for courses.
- Students who have earned Florida fire or EMS related certifications such as a Fire Fighter, Fire Safety Inspector, Fire Officer, Fire Investigator, Fire Instructor, EMT, or Paramedic may be awarded elective credits, see School of Public Safety Career Program Advisor.
- Students should check with the Florida Bureau of Fire Standards and Training for current Florida Fire Certification requirements.
- Electives can be any academic credit courses not already in the program.
- Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills and prepares you for a supervisory or management role within your respective field. For more information, go to Bachelor's Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

### 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 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.

**Program Outcomes**
- Student must obtain a minimum of 90 clock hours of emergency medicine before receiving the BFST Fire Fighter II certificate.
- 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
- Must be in good physical condition
- Cannot have a dishonorable discharge from the military

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 complete the requirements to be eligible to sit for Bureau of Fire Standards and Training (BFST) Fire Officer I certification exam. 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.

**Program Outcomes**
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 0010</td>
<td>Firefighting I *</td>
<td>191</td>
<td>6.367</td>
</tr>
<tr>
<td>FFP 0020</td>
<td>Firefighting II *</td>
<td>301</td>
<td>10.003</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>492</td>
<td>16.370</td>
</tr>
</tbody>
</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 Fire Service; 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 Fire Service.
Program Outcomes

- Describe and discuss methods of instruction involved in planning and conducting an effective training program for adult learners.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Vocational Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2120</td>
<td>Bldg Construct For Fire Servic</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2720</td>
<td>Company Officer</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Course Delivery</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2810</td>
<td>FIRE FIGHTING TACTICS AND STRATEGY I</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 12

Fire Fighter- Emergency Medical Technician

Career Certificate

Vocational Credit

This program will combine the successful completion of the Fire Fighter Minimum Standards Course and the Emergency Medical (EMT) Course into one Department of Education course completion point. Students wishing to become a fire fighter and EMT will have the opportunity to select this program. This combined program will meet the requirements for financial aid assistance for students who meet the financial aid assistance program.

Please see individual course descriptions for Fire Fighter and EMT for course details.

Program Outcomes

- 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
- 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.

Total Credit Hours 792 26.400

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
- Hospitality Management Experiential Learning Program
- Restaurant and Food Service Management

Baking and Pastry Management

Associate in Science Degree (CIP# 1612050102)

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/ asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.
College Credit Technical Certificates
The Baking and Pastry A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Baking and Pastry Arts (35 credits) (CIP # 0612050102)
- Baking and Pastry Specialist (18 credits) (CIP # 0612050105)
- Pastry Chef's Apprentice (12 credits) (CIP # 0612050104)

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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/Baking-and-Pastry-Management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/baking-and-pastry-management/).

Current Students
Contact the Career Program Advisor below for more information.

Kenneth Bourgoin, Program Chair, Downtown Campus: 407-582-1915
kbourgoin@valenciacollege.edu

Jen Bhagirath, Career Program Advisor, Downtown Campus:
407-582-1719
jbhagirath@valenciacollege.edu

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I **~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1050C</td>
<td>BAKING INGREDIENTS AND TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Food Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirements ~</td>
<td>3</td>
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Intermediate Courses

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<tbody>
<tr>
<td>FSS 1052C</td>
<td>SPECIALTY BREADS *</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2284</td>
<td>Catering and Banquet Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology ~</td>
<td>3</td>
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<tr>
<td>FSS 2054C</td>
<td>COOKIES, TARTS AND FRIANDISES *</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2263</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
<td>3</td>
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<tr>
<td>or FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<tr>
<td>FSS 2056C</td>
<td>PASTRY TECHNIQUES *</td>
<td>3</td>
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<tr>
<td>FSS 2055C</td>
<td>CONTEMPORARY CAKES AND DESSERTS *</td>
<td>3</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirements **~</td>
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Advanced Courses

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<tr>
<td>FSS 2061C</td>
<td>BASIC AND CLASSICAL CAKES AND PASTRIES *</td>
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<tr>
<td>FSS 2059C</td>
<td>CHOCOLATES AND CONFECTIONS *</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2057C</td>
<td>INDIVIDUAL AND PRODUCTION PASTRIES *</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2060C</td>
<td>RESTAURANT AND PRODUCTION DESSERTS *</td>
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<tr>
<td>FSS 2058C</td>
<td>CONFECTIONARY ART AND PRINCIPLES OF DESIGN *</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2943</td>
<td>INTERNSHIP IN BAKING AND PASTRY MANAGEMENT *</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.
(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.

Expand your career opportunities with a Bachelor’s Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (p. 179). Students who wish to continue their education should consult with a Career Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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.

FOS 2201 FOOD SERVICE SANITATION MANAGEMENT 3
FSS 2500 Food Beverage Cost Control 3
FSS 1050C BAKING INGREDIENTS AND TECHNOLOGY 3
HFT 2263 RESTAURANT AND FOODSERVICE MANAGEMENT 3
FSS 1052C SPECIALTY BREADS * 3
FSS 2284 Catering and Banquet Mgmt 3
FSS 2054C COOKIES, TARTS AND FRIANDISES * 3
FSS 2056C PASTRY TECHNIQUES * 3
FSS 2055C CONTEMPORARY CAKES AND DESSERTS * 3
FSS 2061C BASIC AND CLASSICAL CAKES AND PASTRIES * 3
FSS 2057C INDIVIDUAL AND PRODUCTION PASTRIES * 3

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.

Baking and Pastry Specialist

Technical Certificate
This program is designed for students interested in the Baking and Pastry Industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a pastry setting. Learners develop skills in sanitation and safety, recognition and identification of pastry ingredients, proper storage methods, Techniques of preparation, and purchasing. They also examine the broader perspective of the Baking and Pastry arts within the hospitality field.

Program outcomes
• Experience different baking procedures.
• Compare various employability skills.
• Apply sanitation procedures in food service operations.
• Integrate human management skills into the classes.
• Differentiate various baking and pastry service operations.
• Discuss the various organizations of the hospitality industry.

FOS 2201 FOOD SERVICE SANITATION MANAGEMENT 3
FSS 1050C BAKING INGREDIENTS AND TECHNOLOGY 3
HFT 2263 RESTAURANT AND FOOD SERVICE MANAGEMENT 3
FSS 1052C SPECIALTY BREADS 3
FSS 2054C COOKIES, TARTS AND FRIANDISES 3
FSS 2056C PASTRY TECHNIQUES 3

Total Credit Hours 18

Pastry Chef’s Apprentice

Technical Certificate
This program is designed for students interested in the Baking and Pastry Industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a pastry setting. Learners develop skills in sanitation and safety, recognition and identification of pastry ingredients, proper storage methods, techniques of preparation, and purchasing.

Program Outcomes:
• Experience different baking procedures.
• Compare various employability skills.
• Apply sanitation and procedures in food service operations.
• Differentiate various baking and pastry service operations.
• Discuss the various organizations of the hospitality industry.

FOS 2201 FOOD SERVICE SANITATION MANAGEMENT 3
FSS 1050C BAKING INGREDIENTS AND TECHNOLOGY 3
HFT 2263 RESTAURANT AND FOOD SERVICE MANAGEMENT 3
FSS 1052C SPECIALTY BREADS 3
Total Credit Hours 12

Culinary Management

Associate in Science Degree (CIP# 1612050401)
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.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Culinary Management A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

• Chef’s Apprentice (12 credits) (CIP # 0612050302)
• Culinary Arts Management Operations (18 credits) (CIP # 0612050301)
• Culinary Arts (35 credits) (CIP # 0612050401)

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

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more information about this program, contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507 or visit valenciacollege.edu/culinary-management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/culinary-management/).

Current Students
Contact the Career Program Advisor below for more information.

Kenneth Bourgoin, Program Chair, Downtown Campus: 407-582-1915 kbourgoin@valenciacollege.edu

Jen Bhagirath, Career Program Advisor, Downtown Campus: 407-582-1719 jbhagirath@valenciacollege.edu

Internship and Workforce Services

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

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>FOS 2201</td>
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<td>FSS 1203C</td>
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<td>HFT 2261</td>
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<tr>
<td>FSS 1246C</td>
<td>BAKING AND PASTRIES I</td>
<td>3</td>
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<td>HUN 1004</td>
<td>HEALTHY CUISINE/ NUTRITION</td>
<td>3</td>
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<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE</td>
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### Humanities

- See Gen. Ed. Core or Institutional Requirement ~3

### Intermediate Courses

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<td>CLASSICAL CUISINE</td>
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<td>FSS 2204C</td>
<td>QUANTITY FOOD PRODUCTION II</td>
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<td>PSY 2012</td>
<td>GENERAL PSYCHOLOGY</td>
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<td>HFT 2223</td>
<td>HOSPITALITY HUMAN RESOURCE MANAGEMENT</td>
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<td>FSS 2284</td>
<td>CATERING AND BANQUET MANAGEMENT</td>
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<td>FSS 2242C</td>
<td>INTERNATIONAL AND REGIONAL FOODS</td>
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### Science or Mathematics

- See Gen. Ed. Core Requirement *~3

### Advanced Courses

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<td>FSS 2205C</td>
<td>QUANTITY FOOD PRODUCTION III</td>
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<td>FSS 2248C</td>
<td>GARDE-MANGER</td>
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<tr>
<td>FSS 2247C</td>
<td>BAKING AND PASTRIES II</td>
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<tr>
<td>FSS 2942</td>
<td>INTERNSHIP IN CULINARY MANAGEMENT</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.

### 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.

### 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.

Electives: Students may choose OST 1746 or any course with subject prefix FSS not already used to satisfy Certificate requirements.

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.

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 (CIP# 1252090101)
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. Valencia's Hospitality program combines classroom instruction with on-the-job training to help students move into supervisory and mid-management positions in lodging, food service, tourism and hospitality.

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 utilize the articulated A.S. to B.S. career path to transfer to the University of Central Florida or Florida International University as a junior to complete a four-year Bachelor's degree in Hospitality Administration/Management.

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.

**Alternative Ways to Earn Credit toward this Degree**

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

**College Credit Technical Certificates**

The Hospitality and Tourism A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Bar and Beverage Management (18 credits) (CIP# 0252090508)
- Event Planning Management (24 credits) (CIP# 0252090905)
- Guest Services Specialist (15 credits) (CIP# 0252090403)
- Restaurant and Food Service Management (30 credits) (CIP# 0252090503)
- Rooms Division Management (30 credits) (CIP# 0252090402)

**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 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/Service & Service
- Convention Services

**Salary & Earnings Information**

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/hospitality-and-tourism-management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/hospitality-and-tourism-management/).

**Current Students**

Contact the campus Career Program Advisor below for more information:

**Downtown Campus**

Jim Inglis, Program Chair, Downtown Campus: 407-582-1491
jinglis@valenciacollege.edu
Rita Maldonado, Career Program Advisor, Downtown Campus: 407-582-5270
rmaldonado25@valenciacollege.edu
(n)clay5@valenciacollege.edu

**Osceola Campus**

Nelson Placa, Professor, Osceola Campus: 407-582-4135
nplaca2@valenciacollege.edu (whawkinson@valenciacollege.edu)
Ross Laverdure, Career Program Advisor: 321-682-4355
rlaverdure@valenciacollege.edu

**Internship and Workforce Services**

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

**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**

1. Analyze information for decision making.
2. Identify ethical and legal responsibilities specific to the field.
3. Communicate clearly with technical and non-technical audiences.
4. Perform Hospitality Industry-specific workplace skills.

**Foundation Courses**

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<th>Credits</th>
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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 2254</td>
<td>LODGING OPERATIONS</td>
<td>3</td>
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<td>HFT 2223</td>
<td>HOSPITALITY HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
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<td>PSY 2012</td>
<td>General Psychology ~</td>
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<td>SLS 1122</td>
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**Intermediate Courses**

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Program Outcomes

1. Analyze information for decision making.
2. Identify ethical and legal responsibilities specific to the field.
3. Communicate clearly with technical and non-technical audiences.
4. Perform Hospitality Industry-specific workplace skills.

Foundation Courses

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<td>MAC 1105</td>
<td>COLLEGE ALGEBRA *~</td>
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<td>Science</td>
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<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING <em>^</em>~</td>
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<td>or APA 1111C</td>
<td>or BASIC ACCOUNTING</td>
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<td>HFT 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
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<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
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<td>or FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<td>See Gen. Ed. Core or Institutional Requirement ~</td>
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<td>See Gen. Ed. Core Requirement ^*~</td>
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Intermediate Courses

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<td>STATISTICAL METHODS ^<em>~</em>~</td>
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<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<td>ECO 2013</td>
<td>Principles of Economics-Macro ^*~^</td>
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<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
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<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
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<td>HFT 2942</td>
<td>INTERNSHIP IN HOSPITALITY AND TOURISM ^*~</td>
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Electives ^

Total Credit Hours 9

Advanced Courses

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Electives ^

Total Credit Hours 6

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

1. Analyze information for decision making.
2. Identify ethical and legal responsibilities specific to the field.
3. Communicate clearly with technical and non-technical audiences.
4. Perform Hospitality Industry-specific workplace skills.

Optional electives Include: HFT 2630 Security Issues in the Hospitality Industry; HFT 2750 The Event Industry; HFT 2867C Wine Essentials; FSS 2500 Food Beverage Cost Control; Any FSS course for which you meet the prerequisites.

Notes:

All specialized program courses are offered on the Downtown Campus and may not be offered every session; some specialized courses are offered at other locations.

For students who are pursuing the A.S. to B.S. path, an additional 15 hours of General Education are required to satisfy the required 36 hours for the Bachelor of Science degree. If completing the additional 15 hours at the University, 6 hours will be in Cultural and Historical Foundations.
(Gordon Rule writing), 3 hours in Science Foundations, 3 hours in SPC 1608 and 3 hours in Civics. It is recommended for students complete their General Education requirements at Valencia prior to transfer. 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

Upon earning the Hospitality and Tourism A.S. degree, you can also continue at Valencia to complete the B.A.S. degree in Business & Organizational Leadership (p. 179). Additional education at the bachelor’s level can enhance your skills and create more career opportunities.

Students who wish to continue their education should consult with their Career Program Advisor to discuss transfer options and requirements, and determine the best education plan for their career goals. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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

• Analyze information for decision-making.
• Identify ethical and legal responsibilities specific to the field.
• Communicate clearly with technical and non-technical audiences.
• Perform hospitality industry-specific workplace skills.

HFT 1000 INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY 3
HFT 2223 HOSPITALITY HUMAN RESOURCE MANAGEMENT 3
HFT 2245 GUEST SERVICE MANAGEMENT 3
HFT 2254 LODGING OPERATIONS 3
Hospitality Electives 12

Total Credit Hours 30

^ Required elective course option is any HFT course

Notes:

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

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

Bar and beverage management

Technical certificate

This program prepares students for immediate employment in the hospitality and restaurant industry with employable skills in beverage management and service, beer, wine and beverage essentials, and fine spirits management and mixology.

Program outcomes

• Analyze information for decision-making.
• Identify ethical and legal responsibilities specific to the field.
• Communicate clearly with technical and non-technical audiences.
• Perform hospitality industry-specific workplace skills.

HFT 2245 GUEST SERVICE MANAGEMENT 3
HFT 2261 RESTAURANT AND FOODSERVICE MANAGEMENT 3
HFT 2872C BEVERAGE MANAGEMENT AND SERVICE 3
HFT 2021C BEER, WINE, AND BEVERAGE ESSENTIALS 3
HFT 2863C FINE SPIRITS MANAGEMENT AND MIXOLOGY 3
Electives 3

Total Credit Hours 18

^ Any HFT course, Any FSS course for which you meet the prerequisites or FOS 2201 Food Service Sanitation Management

Notes:

All certificate courses are offered on the Downtown 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.

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

• Analyze information for decision-making.
• Identify ethical and legal responsibilities specific to the field.
• Communicate clearly with technical and non-technical audiences.
• Perform hospitality industry-specific workplace skills.

HFT 1000 INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY 3
HFT 2223 HOSPITALITY HUMAN RESOURCE MANAGEMENT 3
HFT 2245 GUEST SERVICE MANAGEMENT 3
HFT 2600 HOSPITALITY LAW 3
HFT 2500 MARKETING AND SALES IN THE HOSPITALITY INDUSTRY 3
HFT 2254 LODGING OPERATIONS 3
Hospitality Electives 12

Total Credit Hours 30
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**
- Analyze information for decision-making.
- Identify ethical and legal responsibilities specific to the field.
- Communicate clearly with technical and non-technical audiences.
- Perform restaurant industry-specific workplace skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2223</td>
<td>HOSPITALITY HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THE EVENT INDUSTRY</td>
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</tr>
<tr>
<td>Electives</td>
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<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

Notes:
All certificate courses are offered on the Downtown 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.

---

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**
- Analyze information for decision-making.
- Identify ethical and legal responsibilities specific to the field.
- Communicate clearly with technical and non-technical audiences.
- Perform hospitality industry-specific workplace skills.

<table>
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<tr>
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<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>
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<tr>
<td>HFT 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
<td>3</td>
</tr>
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<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
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<td>THE EVENT INDUSTRY</td>
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<td>Electives</td>
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</table>

Total Credit Hours: 24

Notes:
All certificate courses are offered on the Downtown 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.
Hospitality Management Experiential Learning Program

Associate in Science Degree (CIP#1252090101)

The Hospitality Experiential Learning Program is a unique pathway for those working in the Hospitality and Tourism industries to gain college credits for on-the-job work in hospitality. Enabling students to qualify for up to 18 articulated credits for work-based learning and industry certifications. This unique hospitality program will make getting an A.S. degree in hospitality management faster and more affordable than ever with savings of up to $3,400.

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.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/credit_octc.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

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 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
- Reservations Supervisor
- Food & Beverage Manager
- Lodging Manager
- Event Planner
- Catering & Sales
- Convention Services

Salary & Earnings Information

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/hospitality-and-tourism-management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/hospitality-and-tourism-management/).

Current Students

Contact the campus Career Program Advisor below for more information:

Downtown Campus
Jim Inglis, Program Chair, Downtown Campus: 407-582-1491 jinglis@valenciacollege.edu
Rita Maldonado, Career Program Advisor, Downtown Campus: 407-582-5270 rmaldonado25@valenciacollege.edu (dclay5@valenciacollege.edu)

Osceola Campus
Nelson Placa, Professor, Osceola Campus: 407-582-4135 nplaca2@valenciacollege.edu (whawkinson@valenciacollege.edu)
Ross Laverdure, Career Program Advisor: 407-582-4355 rlaverdure@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 (http://valenciacollege.edu/internship/).

Program Outcomes

- Analyze information for decision making.
- Identify ethical and legal responsibilities specific to the field.
- Communicate clearly with technical and non-technical audiences.
- Perform Hospitality Industry-specific workplace skills.

Semester 1

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<td>SLS 1122</td>
<td>New Student Experience</td>
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Semester 2

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<td>HOSPITALITY MANAGEMENT FIELD EXPERIENCE II</td>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION II</td>
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</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
</tbody>
</table>
### Financial Aid

It is important to consult with a Financial Aid advisor so that your enrollment is covered in these courses. The requirements are different between the two institutions. Please see an advisor before selecting the additional General Education courses. Students are strongly encouraged to speak with an advisor to complete their General Education requirements at Valencia Community College.

### Foundations (Gordon Rule writing), 3 credit in Science Foundations, 15 credits at the University, 6 credits will be in Cultural and Historical credits for the Bachelor of Science degree. For students who are pursuing the A.S. to B.S. path, an additional 15 credits of General Education are required to satisfy the required 36 transferagreements.cfm. Eligible students should contact the Career Program Advisor to discuss transfer options and requirements and determine the best education plan for their career goals. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

### Restaurant and Food Service Management

#### Associate in Science Degree

(CIP 1252090501)

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.

This program provides two Career Paths. One that is designated for students who seek immediate employment in the field of Restaurant and Food Service Management and/or a second Career Path for those who plan to utilize the articulated A.S. to B.S. career path to transfer to a four-year Florida public university as a junior to complete a Bachelor’s degree in Restaurant and Food Services Management.

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.

### Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor to discuss transfer options and requirements and determine the best education plan for their career goals. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

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<td>PSY 2012</td>
<td>General Psychology</td>
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<td>Semester 3</td>
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<td>HFT 2946</td>
<td>HOSPITALITY MANAGEMENT FIELD EXPERIENCE III</td>
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<td>HFT 2254</td>
<td>LODGING OPERATIONS</td>
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<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
<td>3</td>
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<tr>
<td>or APA 1111C</td>
<td>BASIC ACCOUNTING</td>
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<td>Semester 4</td>
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<tr>
<td>FSS 1206C</td>
<td>QUANTITY FOOD PRODUCTION FOR HOSPITALITY</td>
<td>3</td>
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<tr>
<td>HFT 2500</td>
<td>&amp; RESTAURANT MANAGERS</td>
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<tr>
<td>Hospitality Management</td>
<td>MARKETING AND SALES IN THE HOSPITALITY INDUSTRY</td>
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<td>Semester 5</td>
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<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
<td>3</td>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
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<td>Hospitality Management</td>
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<td>Semester 6</td>
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<tr>
<td>HFT 2942</td>
<td>INTERNSHIP IN HOSPITALITY AND TOURISM</td>
<td>3</td>
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<tr>
<td>Hospitality Management Elective</td>
<td>Any FSS course for which you meet the prerequisites.</td>
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</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.
- Required elective course option is any HFT course; FSS course; FOS 2201 Food Service Sanitation Management; or HUN 1004 Healthy Cuisine and Nutrition; Department recommended Electives Include: HFT 2630 Security Issues in the Hospitality Industry; HFT 2750 The Event Industry; HFT 2872C Beverage Management and Service; HFT 2021C Beer, Wine and Beverage Essentials; HFT 2863C Fine Spirits Management and Mixology; HFT 2867C Wine Essentials; FSS 2500 Food Beverage Cost Control; Any FSS course for which you meet the prerequisites.

For students who are pursuing the A.S. to B.S. path, an additional 15 credits of General Education are required to satisfy the required 36 credits for the Bachelor of Science degree. If completing the additional 15 credits at the University, 6 credits will be in Cultural and Historical Foundations (Gordon Rule writing), 3 credit in Science Foundations, 3 credits in SPC 1608, and 3 credits in Civics. It is recommended for students complete their General Education requirements at Valencia prior to transfer. 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

### Notes:

Upon earning the Hospitality and Tourism A.S. degree, you can also continue at Valencia to complete the B.A.S. degree in Business & Organizational Leadership (p. 179). Additional education at the bachelor's level can enhance your skills and create more career opportunities. Students who wish to continue their education should consult with their Career Program Advisor to discuss transfer options and requirements and determine the best education plan for their career goals. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

### Restaurant and Food Service Management

#### Associate in Science Degree

(CIP 1252090501)

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.

This program provides two Career Paths. One that is designated for students who seek immediate employment in the field of Restaurant and Food Service Management and/or a second Career Path for those who plan to utilize the articulated A.S. to B.S. career path to transfer to a four-year Florida public university as a junior to complete a Bachelor's degree in Restaurant and Food Services Management.

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.

### Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor to discuss transfer options and requirements and determine the best education plan for their career goals.
Program Advisor in their academic department for more information about the requirements for the award of credit.

**College Credit Technical Certificates**
The Restaurant Management A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Bar and Beverage Management (18 credits) (CIP# 0252090508)
- Restaurant and Food Service Management (30 credits) (CIP# 0252090503)

**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 ENCI101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected metropolitan area (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. Specific courses are not required. For specific courses see the Foundation Courses on the "Program Requirements" tab. For course sequencing recommendations, see your Course 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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

**Contacts**

**Future Students**
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/restaurant-and-food-service-management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/restaurant-and-food-service-management/).

**Current Students**
Contact the Career Program Advisor below for more information.

Jim Inglis, Program Chair, Downtown Campus: 407-582-1491
jinglis@valenciacollege.edu

Rita Maldonado, Career Program Advisor, Downtown Campus: 407-582-5270
rmaldonado25@valenciacollege.edu (dclay5@valenciacollege.edu)

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

**Career Path in Restaurant and Foodservices Management**
This Career Path is designed for students who seek immediate employment in the field of Restaurant and Foodservices Management.

**Program Outcomes**
1. Analyze information for decision making.
2. Identify ethical and legal responsibilities specific to the field.
3. Communicate clearly with technical and non-technical audiences.
4. Perform Restaurant Industry-specific workplace skills.

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<tr>
<th>Foundation Courses</th>
<th>Description</th>
<th>Credit Hours</th>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
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<tr>
<td>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
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<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
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<tr>
<td>HFT 2223</td>
<td>HOSPITALITY HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
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<tr>
<td>HFT 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
<td>3</td>
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<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
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<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
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<tr>
<td>FSS 1206C</td>
<td>QUANTITY FOOD PRODUCTION FOR HOSPITALITY &amp; RESTAURANT MANAGERS</td>
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<tr>
<td>or FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<tr>
<td>Humanities</td>
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<td>or APA 1111C</td>
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<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
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<td>HFT 2500</td>
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<td>HFT 2943</td>
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**Elective(s)** ^ 12

^ This course requires a grade of C or better.
* The course has a prerequisite, check description in Valencia catalog.
Program Outcomes

1. Analyze information for decision making.
2. Identify ethical and legal responsibilities specific to the field.
3. Communicate clearly with technical and non-technical audiences.
4. Perform Restaurant Industry-specific workplace skills.

Foundation Courses

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<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>
<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 Requirement ~</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1206C</td>
<td>QUANTITY FOOD PRODUCTION FOR HOSPITALITY &amp; RESTAURANT MANAGERS</td>
<td>3</td>
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</tbody>
</table>

Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>Freshman Comp II +~</td>
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<td>ECO 2013</td>
<td>Principles of Economics-Macro ~</td>
<td>3</td>
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<tr>
<td>or ECO 2023</td>
<td>Principles Of Economics-Micro</td>
<td>3</td>
</tr>
<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>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core Requirement ~</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>or FSS 2251</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
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Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</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>HFT 2872C</td>
<td>BEVERAGE MANAGEMENT AND SERVICE</td>
<td>3</td>
</tr>
</tbody>
</table>

Career Path to B.S. in Restaurant and Foodservice 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 Foodservice Management.

Program Outcomes

1. Analyze information for decision making.
2. Identify ethical and legal responsibilities specific to the field.
3. Communicate clearly with technical and non-technical audiences.
4. Perform Restaurant Industry-specific workplace skills.

Notes:

All specialized program courses are offered on the Downtown Campus and may not be offered every session; some specialized courses are offered at other locations.

For students who are pursuing the A.S. to B.S. path, an additional 15 hours of General Education are required to satisfy the required 36 hours for the Bachelor of Science degree. If completing the additional 15 hours at the University, 6 hours will be in Cultural and Historical Foundations (Gordon Rule writing), 3 hours in Science Foundations, 3 hours in SPC 1608 and 3 hours in Civics. It is recommended for students complete their General Education requirements at Valencia prior to transfer. 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/coursererequirements/#Foreign_Language_Proficiency_Requirement

Upon earning the Restaurant and Food Service A.S. degree, you can also continue at Valencia to complete the B.A.S. degree in Business & Organizational Leadership (p. 179). Additional education at the bachelor’s level can enhance your skills and create more career opportunities.

Students who wish to continue their education should consult with their Career Program Advisor to discuss transfer options and requirements, and determine the best education plan for their career goals. Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.
Bar and Beverage Management

Technical Certificate

This program prepares students for immediate employment in the hospitality and restaurant industry with employable skills in beverage management and service, beer, wine and beverage essentials, and fine spirits management and mixology.

Program Outcomes

• Analyze information for decision-making.
• Identify ethical and legal responsibilities specific to the field.
• Communicate clearly with technical and non-technical audiences.
• Perform hospitality industry-specific workplace skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2872C</td>
<td>BEVERAGE MANAGEMENT AND SERVICE</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2021C</td>
<td>BEER, WINE, AND BEVERAGE ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2863C</td>
<td>FINE SPIRITS MANAGEMENT AND MIXOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
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<tr>
<td></td>
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<td>18</td>
</tr>
</tbody>
</table>

Notes:

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

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

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

• Analyze information for decision-making.
• Identify ethical and legal responsibilities specific to the field.
• Communicate clearly with technical and non-technical audiences.
• Perform restaurant industry-specific workplace skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>INTRODUCTION TO HOSPITALITY 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 2245</td>
<td>GUEST SERVICE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>HOSPITALITY LAW</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2261</td>
<td>RESTAURANT AND FOODSERVICE 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>One of the Following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HFT 2863C</td>
<td>FINE SPIRITS MANAGEMENT AND MIXOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2872C</td>
<td>BEVERAGE MANAGEMENT AND SERVICE</td>
<td>3</td>
</tr>
<tr>
<td>Electives (choose three):</td>
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<tr>
<td>FOS 2201</td>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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</tr>
<tr>
<td>HFT 2021C</td>
<td>BEER, WINE, AND BEVERAGE ESSENTIALS</td>
<td></td>
</tr>
<tr>
<td>HFT 2630</td>
<td>SECURITY ISSUES IN THE HOSPITALITY INDUSTRY</td>
<td></td>
</tr>
<tr>
<td>HFT 2750</td>
<td>THE EVENT INDUSTRY</td>
<td></td>
</tr>
<tr>
<td>HFT 2867C</td>
<td>WINE ESSENTIALS</td>
<td></td>
</tr>
<tr>
<td>FSS 2500</td>
<td>FOOD AND BEVERAGE COST CONTROL</td>
<td></td>
</tr>
<tr>
<td>HUN 1004</td>
<td>HEALTHY CUISINE/ NUTRITION</td>
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<tr>
<td>Any HFT course for which you meet the prerequisites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any FSS course for which you meet the prerequisites</td>
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<td></td>
</tr>
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<td></td>
<td>Total Credit Hours</td>
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</tr>
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</table>

Notes:

All certificate courses are offered on the Downtown 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 (CIP# 1511010307)

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.

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.

Alternative Ways to Earn Credit toward this Degree
Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates
The Computer Information A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

• Computer Information Data Specialist (9 credits) (CIP # 0611050101)
• Computer Information Technology Specialist (18 credits) (CIP # 0511010311)
• Computer Information Technology Analyst (27 credits) (CIP # 0511010312)
  • IT Security Specialization
  • IT Support 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 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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts
Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507 or visit valenciacollege.edu/computer-information-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/computer-information-technology/).

Current Students
Contact the campus Career Program Advisor below for more information:

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
Denise Ross, Program Chair: 407-582-4818
deross@valenciacollege.edu
Roxana Boulos, Career Program Advisor: 407-582-4231
rboulos1@valenciacollege.edu (mgonzalez210@valenciacollege.edu)

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

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</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>Science or Mathematics</td>
<td>See Gen. Ed. Core Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507 or visit valenciacollege.edu/computer-information-technology/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/computer-information-technology/).
### Humanities
See Gen. Ed. Core or Institutional Requirement ~ 3

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS +I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience ~</td>
<td>3</td>
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</tbody>
</table>

### Advanced Courses

**Computer Information Technology Electives** ^1
CGS 2091C SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY ^ 3
CET 2792C INSTALLING AND CONFIGURING WINDOWS SERVER ++ 3
CTS 1120C INTRODUCTION TO NETWORK SECURITY ^S1 3
CET 2793C ADMINISTERING WINDOWS SERVER ++ 3
CIS 2910C IT CAPSTONE ++^2 3
CIS 2943 INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY ++^1 3
or CGS 2650 Social Networking Job Search ^3

Total Credit Hours 60

Notes:

- Any course with a subject prefix of CET, CNT, CGS (except CGS 1060C INTRODUCTION TO COMPUTERS), CTS, CIS, COP, or COT not already used to satisfy program requirements
- 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.
- CIS 2943 INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY ^+ is a required course for students who are pursuing a Master's degree in Computing Technology and Software Development.
- Students with prior programming experience who pass a waiver examination will be allowed to substitute a higher-level course for this course.
- 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
- ~ 2
- ~ 3

### Notes:

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

Expand your career opportunities with a Bachelor’s Degree in Computing Technology and Software Development from Valencia. This degree builds on your skills, and prepares you for a highly specialized, in-demand career as a software developer. For more information, go to: Bachelor’s Degree in Computing Technology and Software Development (p. 185).

Students who wish to continue their education should consult with a Career Program Advisor to discuss transfer options and requirements, and determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

### Computer Information Data Specialist

This certificate prepares students with foundation skills in computer maintenance, network essentials and database management.

### 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS ^A1</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1134C</td>
<td>NETWORK ESSENTIALS ^N2</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS ^3</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

## Computer Information Technology Analyst with Specializations in:

- IT Security
- IT Support

### Technical Certificate

#### Foundation Courses

<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>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS ^A1</td>
<td>3</td>
</tr>
</tbody>
</table>

Notes:

- ^ 1
- ^ 2

This course is part of a sequence which prepares students for a Security + certification examination

Denotes a Gordon Rule course.
### Computer Information Technology Electives

**Total Credit Hours:** 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CTS 2317C</td>
<td>ADVANCED NETWORK SECURITY *</td>
<td>3</td>
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</table>

**Total Credit Hours:** 18

### IT Security Specialization

This program prepares students to provide IT Security support which includes developing plans and resources to meet technical requirements, analyzing computer systems problems and implementing effective solutions.

**Program Outcomes**

- Design a logical plan for the development of technical requirements.
- Develop resources to meet technical requirements.
- Evaluate computer systems problems, plans, and solutions for correctness and appropriateness.
- Implement computer systems solutions including documentation.

### IT Support Specialization

This program prepares students to provide IT support which includes analyzing technical problems and computer systems problems, and implementing solutions to address customer and user needs.

**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.

### Computer Information Technology Specialist

**Technical Certificate**

This program prepares students to provide IT customer support which includes a basic knowledge and understanding of software applications, networking technologies and hardware configuration, troubleshooting and correcting problems.

**Program Outcomes**

- Design a logical plan for the development of technical requirements
- Evaluate computer systems problems, plans, and solutions for correctness and appropriateness.

### Notes:

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

### Computer Programming and Analysis

**Associate in Science Degree (CIP# 1511020101)**

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.

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.

**Alternative Ways to Earn Credit toward this Degree**

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved
Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/creditOctc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Computer Programming A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

Computer Programming Specialist (18 credits) (CIP # 0511020103)
- Computer Programming Specialization
- Web Development Specialization

Computer Programming (33 credits) (CIP # 0511020200)
- 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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more information about this program, contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507 or visit valenciacollege.edu/computer-programming-and-analysis/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/computer-programming-and-analysis/).

Current Students
Contact the campus Career Program Advisor below for more information:

East Campus
Dave Brunick, Program Chair: 407-582-2360
dbrunick@valenciacollege.edu
Laura 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
Denise Ross, Program Chair: 407-582-4818
deross@valenciacollege.edu
Roxana Boulos, Career Program Advisor: 407-582-4231
rboulos1@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 (http://valenciacollege.edu/internship/).

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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000C</td>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS</td>
<td>3</td>
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<tr>
<td>CTS 1131C</td>
<td>COMPUTER MAINTENANCE ESSENTIALS</td>
<td>3</td>
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<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822C</td>
<td>WEB SITE DEVELOPMENT</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>
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Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CTS 1142C</td>
<td>INFORMATION TECHNOLOGY PROJECT MANAGEMENT</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>CGS 2545C</td>
<td>DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
</tr>
</tbody>
</table>
Computer Programming with Specializations in:
- Computer Programming
- Web Development

Technical Certificate

Foundation Courses
- COP 1000C INTRODUCTION TO PROGRAMMING CONCEPTS ** 3
- CTS 1131C COMPUTER MAINTENANCE ESSENTIALS 3
- COP 2822C WEB SITE DEVELOPMENT + 3
- CGS 2545C DATABASE MANAGEMENT SYSTEMS * 3

Specialization (See below) 9

Total Credit Hours 12

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.

Select one of the following: 3
- COP 2220C C PROGRAMMING **
- COP 2800C JAVA PROGRAMMING **
- COP 2360C C# PROGRAMMING **
- COP 2830C SCRIPTING LANGUAGES * 3

Total Credit Hours 12

Computer Programming Specialization

This certificate prepares students with computer programming skills in various languages. The content includes evaluating technical needs and software problems, developing a logical plan for a software solution, and writing, designing and maintaining computer programs to meet user requirements.

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 **
- COP 2800C JAVA PROGRAMMING **
- COP 2360C C# PROGRAMMING **
- COP 2830C SCRIPTING LANGUAGES * 3

Total Credit Hours 12

Web Development Specialization

This certificate prepares and equips students with various web programming skills and web development tools. The content includes assessing customer needs and technical requirements, and developing, implementing and maintaining web-based software solutions to meet user needs.

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.
Web Development Specialization
This certificate prepares students with foundation skills in web programming. The content includes evaluating technical problems and requirements, and developing web-based software solutions to meet customer needs.

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.

COP 2822C WEB SITE DEVELOPMENT ↩ 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.
- This certificate program is eligible for Financial Aid.

Plant Science and Agricultural Technology

Plant Science and Agricultural Technology with Specializations in:
- Horticulture
- Landscape
- Sustainable Agriculture

Associate in Science Degree (CIP# 1101060502)
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.

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 satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit
You may be eligible to receive credit toward this degree if you have earned an approved industry certification or Career Pathways credit. For more information and requirements, go to valenciacollege.edu/ asdegrees/transferagreements.cfm (http://valenciacollege.edu/ asdegrees/transferagreements.cfm) to view the award of credit options. Eligible students should contact the related academic department and/or Career Program Advisor at Valencia for the award of credit.

Technical Certificates
The Plant Science and Agricultural A.S. degree also offers the following college credit certificate programs. These certificate programs can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level 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 are embedded in the A.S. degree. Click on the Certificate tab at the top of the page for more information about the course requirements.

- Plant Science Specialist (12 credits) (CIP # 0101060503)
- Plant Science Professional (18 credits) (CIP # 0101060504)
- Plant Science Technician (30 credits) (CIP # 0101060505)

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 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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

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 (http://valenciacollege.edu/internship/).

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.

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 <del>*</del></td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>NEW STUDENT EXPERIENCE ~</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>
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</tr>
<tr>
<td>PLS 1010C</td>
<td>INTRODUCTION TO PLANT SCIENCE</td>
<td>3</td>
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<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>
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</table>

Intermediate Courses

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>AOM 2012C</td>
<td>TYPES &amp; SYSTEMS OF AGRICULTURE OPERATIONS</td>
<td>3</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 or Institutional Requirement ~</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.
Horticulture Specialization
Designed for students wishing to specialize in nursery and greenhouse operations.

Program Outcomes
- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a greenhouse, nursery, or crop management program.

Program Requirements
- ORH 1510C ORNAMENTAL PLANT MATERIALS* 3
- ORH 2251C NURSERY OPERATION AND MANAGEMENT* 3
- PLS 2220C PLANT PROPAGATION* 3

Plant Science and Agricultural Technology Degree Electives
12

Landscape Specialization
Designed for students wishing to specialize in landscape design, construction, and maintenance.

Program Outcomes
- Design a landscape or interiorscape project.
- Schedule a landscape or interiorscape maintenance program.

Program Requirements
- LDE 1000C LANDSCAPE DESIGN AND IMPLEMENTATION* 3
- ORH 1234C ORNAMENTAL PLANT MAINTENANCE* 4
- ORH 1873C INTERIORSCAPING- DESIGN AND MAINTENANCE* 3
- ORH 2251C NURSERY OPERATION AND MANAGEMENT* 3
- ORH 2260C GREENHOUSE OPERATIONS AND MANAGEMENT* 3
- ORH 2840C LANDSCAPE CONSTRUCTION* 4

Plant Science and Agricultural Technology Degree Electives
7

Sustainable Agriculture Specialization
Designed for students wishing to specialize in edible crop production.

Program Requirements
- AOM 1461C INTRODUCTION TO SUSTAINABLE AGRICULTURE 3
- BOT 2501C PLANT PHYSIOLOGY 4
- CGS 2100C COMPUTER FUNDAMENTALS AND APPLICATIONS 3
- FAS 2010C PRINCIPLES OF AQUACULTURE 3
- GEB 1011 INTRODUCTION TO BUSINESS 3
- HOS 2005C PRINCIPLES OF HYDROPONICS 3
- HOS 2932 SELECTED TOPICS IN HORTICULTURE & LANDSCAPE TECHNOLOGY 1-4
- HOS 2941 INTERNSHIP EXPLORATION IN LANDSCAPE/HORTICULTURE* 1-4
- HOS 2942 INTERNSHIP IN LANDSCAPE/HORTICULTURE* 1-4
- IPM 1301C SURVEY OF PEST CONTROL 3
- IPM 2011C DIAGNOSTICS TECHNIQUES FOR PLANT PROBLEMS 4
- LDE 1000C LANDSCAPE DESIGN AND IMPLEMENTATION* 3
- ORH 1234C ORNAMENTAL PLANT MAINTENANCE* 4
- ORH 2251C NURSERY OPERATION AND MANAGEMENT* 3
- ORH 2260C GREENHOUSE OPERATIONS AND MANAGEMENT* 3
- ORH 2840C LANDSCAPE CONSTRUCTION* 4
- PLS 2220C PLANT PROPAGATION* 3
- PLS 2402C PRINCIPLES OF AQUAPONICS 3
- SBM 1000 SMALL BUSINESS MANAGEMENT 3
- VEC 1201C INTRODUCTION TO VEGETABLE GARDENING 3

Plant Science 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**

- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a pest management program.
- Demonstrate employability skills in the landscape field.

**Plant Science 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.

**Program Outcomes**

- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Design a pest management program.
- Schedule a fertilizer program.

**Notes:**

All certificate courses are offered on the West Campus.

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

**Plant Science 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**

- Categorize plants based on growth, morphological, and taxonomic characteristics.
- Demonstrate employability skills in the field or horticulture.
- Design a pest management program.
- Schedule a fertilization program.

**Notes:**

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.
Plant Science and Agricultural Technology Elective(s) 7

Total Credit Hours 18

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

**Plant Science Technician Certificate Electives**

These courses may be used for Landscape and Horticulture Technology Certificate Electives credit if not being used as a certificate requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<td>TYPES &amp; SYSTEMS OF AGRICULTURE OPERATIONS</td>
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<td>BOT 2010C</td>
<td>BOTANY *</td>
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<tr>
<td>BOT 2501C</td>
<td>PLANT PHYSIOLOGY</td>
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<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
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<tr>
<td>CHM 1025C</td>
<td>INTRODUCTION TO GENERAL CHEMISTRY *</td>
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<tr>
<td>ENY 1002C</td>
<td>PRINCIPLES OF ENTOMOLOGY *</td>
<td>3</td>
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<tr>
<td>EVR 1001</td>
<td>Intro to Environment</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2932</td>
<td>Selected Topics Hortic/Lndscp *</td>
<td>1-4</td>
</tr>
<tr>
<td>HOS 2941</td>
<td>INTERNSHIP EXPLORATION IN LANDSCAPE/HORTICULTURE *</td>
<td>1-4</td>
</tr>
<tr>
<td>HOS 2942</td>
<td>INTERNSHIP IN LANDSCAPE/HORTICULTURE *</td>
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<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>LDE 1000C</td>
<td>LANDSCAPE DESIGN AND IMPLEMENTATION</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1234C</td>
<td>ORNAMENTAL PLANT MAINTENANCE *</td>
<td>4</td>
</tr>
<tr>
<td>ORH 1873C</td>
<td>INTERIORSCAPING- DESIGN AND MAINTENANCE *</td>
<td>3</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>
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</tr>
<tr>
<td>ORH 2840C</td>
<td>LANDSCAPE CONSTRUCTION *</td>
<td>4</td>
</tr>
<tr>
<td>OST 1755C</td>
<td>MICROSOFT WORD - INTRODUCTION</td>
<td>1</td>
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<tr>
<td>PLP 2001C</td>
<td>PLANT PATHOLOGY *</td>
<td>4</td>
</tr>
<tr>
<td>PLS 2220C</td>
<td>PLANT PROPAGATION *</td>
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<tr>
<td>SBM 1000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>SWS 2102C</td>
<td>SOILS AND FERTILIZERS *</td>
<td>3</td>
</tr>
<tr>
<td>VEC 1201C</td>
<td>INTRODUCTION TO VEGETABLE GARDENING</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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.

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 is offers three Limited Access options:

- Nursing, (Traditional A.S. and B.S.N. Career Path) (p. 168)
- Nursing, Accelerated Track in Nursing (p. 170)

**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 A.S 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/).


**Nursing, Traditional Track**

**Associate in Science Degree** (CIP# 1351380100)

**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.
Admission requirements that must be satisfied prior to submitting an application to the A.S. Degree Program in Nursing, Traditional 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)

Students are strongly encouraged to consult their campus based health sciences advisor for assistance in determining the best education plan for their career goals.

Complete the following prerequisites with a minimum combined GPA of 3.0 (and a minimum grade of C):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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) *~(GR)</td>
<td>3</td>
</tr>
<tr>
<td>HUN 2202</td>
<td>ESSENTIALS OF NUTRITION WITH DIET THERAPY *~</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete the following science prerequisites with a minimum combined GPA of 3.0 (and 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>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 2101C</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

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) or HSC1004 (3 credits) for students pending acceptance to a health sciences program 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
For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/nursing/ (https://net1.valenciacollege.edu/future-students/nursing/).

Current Students
Active Valencia students who are pending program acceptance may meet with the pending Nursing Program Advisor in the campus Student Services department. For Information Sessions, Admission Guides, Program Applications, and the most updated information, visit the website at: http://valenciacollege.edu/west/health/Accepted, in-program students will meet with their assigned Career Program Advisor after confirming acceptance.

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.

Traditional Track Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSC 2093C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I *~</td>
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<td>BSC 2094C</td>
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<td>MCB 2101C</td>
<td>MICROBIOLOGY *~</td>
<td>4</td>
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<td>PSY 2012</td>
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<td>3</td>
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<tr>
<td>DEP 2004</td>
<td>Developmental Psychology **</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I *~</td>
<td>3</td>
</tr>
<tr>
<td>HUN 2202</td>
<td>Essen Nutrition w/Diet Therapy *~</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Core or Institutional Requirement ~</td>
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Credit Hours 27

Year I

Term 1

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<tr>
<th>Course Code</th>
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<tr>
<td>NUR 1021C</td>
<td>NURSING I *~</td>
<td>10</td>
</tr>
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</table>
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
Program Outcomes

Students are strongly encouraged to consult their campus based health sciences advisor for assistance in determining the best education plan for their career goals.

Alternative Ways to Earn Credit toward this Degree

Graduates of the Practical Nursing programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program based on earning your LPN certification. To learn more about Valencia’s award of credit options, visit valenciacollege.edu/asdegrees/credit_octc.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm). Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

Accelerated Track Curriculum

Prerequisite for Admission

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<tr>
<th>Course</th>
<th>Requirement</th>
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<tr>
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<td>HUMAN ANATOMY AND PHYSIOLOGY II ***</td>
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<tr>
<td>MCB 2010C</td>
<td>MICROBIOLOGY **~</td>
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<td>PSY 2012</td>
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<td>See Gen. Ed. Core or Institutional</td>
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<tr>
<td></td>
<td>Requirement ~</td>
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Year I

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<td>1</td>
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<td>NUR 2801C PATIENT CARE MANAGEMENT</td>
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<td></td>
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<td>72</td>
</tr>
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</table>

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 and may not be offered every session; some are offered at the Osceola Campus.

Upon earning the A.S. degree in Nursing, eligible applicants can continue at Valencia to complete the Bachelor of Science Degree in Nursing (BSN) (https://catalog.valenciacollege.edu/degrees/bachelorofscience/bsn/#text) or a bachelor-level Advanced Technical Certificate (ATC) in Echocardiography (p. 202) or Leadership in Healthcare. The Nursing BSN degree is designed to expand your knowledge on integrated care, build nursing skills and prepare you for advanced positions within the medical field.

Additional education at the bachelor’s level and professional experience can enhance your skills and create more career opportunities. Students who wish to continue their education should consult with their Career Program Advisor to determine the best education plan for their career goals.

**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 (Tech Express)**

To promote career education programs, Valencia College may award college credit for programs completed in Orange Technical College and the Osceola Technical College. Information about eligible programs at technical 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 (http://valenciacollege.edu/asdegrees/transferagreements.cfm)

**A.S. Degrees Transition to Bachelor’s Degrees**

**2 + 2 Bachelor’s Degrees offered at Florida State Colleges**

Some A.S. Degrees will also transfer into specific 2+2 bachelor’s degree programs that are offered at Florida State Colleges. For a list of the Bachelor’s Degrees offered at Florida State Colleges, click here: http://www.fldoe.org/core/fileparse.php/5592/urlcurrentFCSBaccalaureates.xls (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fldoe.org%2Fcore%2Ffileparse.php%2F5592%2FurlCurrentFCSBaccalaureates.xls&data=02%7C701%7C7ljoness%40valenciacollege.edu%7C0e8866953d1741a88544135b0a92a47c&reserved=0)

Valencia College offers the following 2 + 2 Bachelor’s Degrees:

- Bachelor of Science in Nursing
- Bachelor of Science Degree in Electrical and Computer Engineering
- Bachelor of Science Degree in Cardiopulmonary Sciences
- Bachelor of Science Degree in Cardiopulmonary Sciences
- Bachelor of Science in Business and Organizational Leadership
- Bachelor of Science Degree in Computer Science
- Bachelor of Science Degree in Computer Science
- Bachelor of Science in Education and Computer Engineering Technology
- Bachelor of Science in Education and Computer Engineering Technology
- Bachelor of Science in Nursing

[Full list of 2+2 Bachelor’s Degrees offers at Florida State Colleges](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fldoe.org%2Fcore%2Ffileparse.php%2F5592%2FurlCurrentFCSBaccalaureates.xls&data=02%7C701%7C7ljoness%40valenciacollege.edu%7C0e8866953d1741a88544135b0a92a47c&reserved=0)
Valencia College offers six Bachelor degree programs: a Bachelor of Science in Business and Organizational Leadership, and Computing Technology and Software Design. Bachelor of Science degrees in Cardiopulmonary Sciences with concentrations in: Community Health, Leadership, and Non-Invasive Cardiology. Electrical and Computer Engineering Technology, with concentrations in: Computer Systems, and Electrical/Electronic Systems. Radiologic and Imaging Sciences, with concentrations in: Cardiac Ultrasound, Computed Tomography, Leadership, Magnetic Resonance Imaging, Mammography, and Vascular Ultrasound; and a Bachelor of Science in Nursing (BSN).

Statewide Agreements for A.S. Degrees to Bachelor's Degrees

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: Statewide Articulation Agreements.

A.S. to B.S. Degree Articulation Agreements 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 with opportunities to continue their educational pursuits to a Bachelor's degree. For further information, visit: Valencia A.S. to B.S. Articulation Agreements with Public and Private Institutions. (http://valenciacollege.edu/asdegrees/transferagreements.cfm)

A.S. Degrees to Bachelor's of Applied Science (B.A.S.) Degrees

Some state colleges and universities offer the Bachelor of Applied Science degree (B.A.S.) which is designed to build on the Associate in Science degree (A.S.) for career advancement. This provides students the opportunity to gain additional skills and knowledge beyond the technical and workforce skills developed in the A.S. degree.

All of Valencia’s A.A./A.S. Degrees will transfer into Valencia’s B.A.S. (Bachelor of Applied Science) degree in Business and Organizational Leadership. The B.A.S. degree prepares students for supervisory and management roles in their respective field. This degree will provide you with the essential skills necessary for developing an effective business plan and give you hands-on experience using the latest best practices in the industry. For more information, visit: B.A.S. degree in Business & Organizational Leadership (http://catalog.valenciacollege.edu/degrees/bachelorofscience/bas/).

Bachelor Degrees

The Bachelor’s degree is an upper-level degree that offers students an opportunity to continue their education beyond the Associate level. Valencia College offers six Bachelor degree programs: a Bachelor of Science in Business and Organizational Leadership, and Computing Technology and Software Design. Bachelor of Science degrees in Cardiopulmonary Sciences with concentrations in: Community Health, Leadership, and Non-Invasive Cardiology. Electrical and Computer Engineering Technology, with concentrations in: Computer Systems, and Electrical/Electronic Systems. Radiologic and Imaging Sciences, with concentrations in: Cardiac Ultrasound, Computed Tomography, Leadership, Magnetic Resonance Imaging, Mammography, and Vascular Ultrasound; and a Bachelor of Science in Nursing (BSN).
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 (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 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 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 who has documented major extenuating circumstances may petition to be dropped or withdrawn after the published deadlines. Major extenuating circumstances are defined as, and limited to, the following:

- Death of an immediate family member (spouse, mother, father, sister, brother, son, daughter, or legal equivalent thereof),
- Documented medical emergencies resulting in medical confinement or incapacitation of a defined length,
- Military Call to Active Duty.

Students wishing more information about the petition process should review the procedure published with the “Late Withdrawal Without Refund/Late Drop With Refund” form, available via Atlas.

Limit to Two Attempts
Students in bachelor’s degree programs or Advanced Technical Certificates 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 and Advanced Technical Certificate Third Attempt Appeal Form is available from the Program Advisor or the academic division 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, unless you have already had grade forgiveness applied to two courses as a bachelor level student.

If you receive an I (Incomplete) and complete the required course work by the end of the term for the following term, the faculty member 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 it submitted by the faculty member to replace the I, your grade will be changed from an I to an F.
Administrative Withdrawal
(36x423)

(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 record will be placed on hold and you will receive a grade of W for all course work 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-level 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.
• 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 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. 10)

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. 14)

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.”
  - 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.
  - 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 requirement(s) and successful completion of the Area I Communications requirement and creates more of an “immersion course setting” over two terms are taught in one Full Term and cover the material from the 1120 and 1121 level courses in that language.
- You may satisfy the foreign language proficiency requirement 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 requirement(s) 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: Satisfication 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/.

Military Active Duty Members, Reservists and Veterans
You may benefit from Valencia’s special efforts to aid service members in securing a postsecondary 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 must 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.

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**

**Taking classes with Valencia Online**

Valencia provides students the opportunity to take college-credit courses through several modes of instructional delivery including: online, real-time virtual, mixed-mode, and face-to-face. Students participating in coursework 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 email account, which should be checked daily. For more information, visit Valencia Student Support (https://valenciacollege.edu/about/support/how-to.php) for tutorials and guides.

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 email in Canvas, the college learning management system. This email should be checked daily to stay on top of course communications and assignments.

Students new to Canvas should participate in Canvas 101 (https://online.valenciacollege.edu/enroll/BHPJKF/), a self-paced course, where they can learn more about important features in Canvas, such as how to communicate with instructors, how to view and submit assignments, and how to check grades. For additional support or resources, students can visit the Canvas Resources for Students (https://valenciacollege.edu/faculty/canvas-resources/students.php) webpage or Canvas Student Frequently Asked Questions (https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php) page.

Students enrolled in online courses are responsible for providing their own hardware, software, and support software, and these requirements are not necessarily in the technology available in any Valencia open computer lab.

Valencia College has been approved to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA) (https://www.nc-sara.org/about-nc-sara/). However, NC-SARA has no effect on state professional licensing or requirements for any courses or programs leading to professional licensure. If you are an out-of-state student seeking professional licensure in a state other than Florida, and are taking an online course or program leading to professional licensure, Valencia cannot guarantee whether the course or program meets requirements for professional licensure in your state, if other than Florida. If you are considering an online academic program that leads to a professional license, we encourage out-of-state students to contact the appropriate state licensing board or agency (https://www.nc-sara.org/resources/professional-licensure/) where you are located to familiarize yourself with the state educational and other licensing requirements for the profession or occupation in which you are interested. Currently, the state of California is not a part of NC-SARA. Therefore, if you have a California mailing address and are not registered in at least one face-to-face or mixed mode course, you will be dropped from the online courses in which enrolled.

**Instructional Delivery Modes**

Students should be advised that any course may require use of a computer, computer labs, email, Internet, or other digital resources and support software, and these requirements are not necessarily in the course schedule.

Below are the principal instructional delivery modes at Valencia and their respective class schedule descriptions.

**Principal instructional delivery modes at Valencia**

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face</td>
<td>A course with face-to-face instruction which may be enhanced with technology.</td>
</tr>
<tr>
<td>Real-Time Virtual*</td>
<td>A course that requires students and instructors to meet online, in a virtual space, during designated days and times.</td>
</tr>
<tr>
<td>Mixed-Mode*</td>
<td>A course that blends the delivery of instruction between online and face-to-face (some hours are spent in the classroom with the rest being completed online). A minimum of 30% of the instruction of the course is delivered using some form of technology where the student and instructor are separated by time, space, or both.</td>
</tr>
<tr>
<td>Online*</td>
<td>All class meetings and coursework occur online using the college-approved course management system.</td>
</tr>
</tbody>
</table>

* Proctored testing or online, remote proctored testing may be required.

**Technology Requirements**

Valencia uses Canvas as our learning management system (LMS). Students are responsible for providing their own hardware, software, and Internet service provider or for accessing the Internet using the technology available in any Valencia open computer lab.

Visit the Minimum Technology Requirements (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2FFaculty%2Fcanvas-resources%2Fplugins-and-software.php&data=02%7C6a654765c2fb4a94934308d80958b5c7%7C0e8866953d1741a88544135b0a92a%2C%7C1%7C0%7C637269623900364387%26a=Po%2FX5%7cYx%7cc%7c1%7c0%7c5%7cc%7c26%3D%26reserved=0) webpage for information on technology requirements such as supported operating systems, supported browsers, system requirements, and software.
The Canvas Help and Atlas Help Desk will provide assistance to troubleshoot technical problems.

- For assistance with Canvas
  - Canvas Help is available within the Canvas navigation menu with 24/7 assistance through chat, email, and the Canvas Support Hotline at 407-582-5600
- For assistance with Atlas
  - Tutorials and videos regarding Atlas are available on the Student How To (https://valenciacollege.edu/about/support/how-to.php) website. Atlas Help Desk is available at 407-582-5444 and by email at askatlas@valenciacollege.edu.

**Accessibility**

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. To inquire about the range of support services offered, visit the Web site: valenciacollege.edu/osd (http://valenciacollege.edu/osd/).

**Resources for Online Courses**

**Bookstore**

Course materials may be purchased from the Valencia College Campus Store. Information about online campus store services can be found at valenciacollege.edu/bookstore (http://valenciacollege.edu/bookstore/) or by calling 407-582-5310.

**Library Services and Learning Support**

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 distance learning students.

- Remotely accessible Web-based resources for student research including articles, eBooks and streaming video
- Research guides and tutorials specific to Valencia collections
- Research help via text and email

A complete list of Library Services can be found at https://valenciacollege.edu/students/library/ (http://valenciacollege.edu/library/).

Through the Learning Support division of the college, Valencia also provides access to online tutoring. Online tutoring is accessible in the Courses tab of Atlas and offers support in a variety of subjects including math, writing, science, business, computers and technology, and nursing and allied health. Students can connect on demand with a live tutor for a drop-in session 24 hours a day, search available resources, or submit writing for detailed review. Online tutoring is a great option for students who take classes solely online and rarely visit a campus, or for times when campus centers are at capacity or closed due to business hours.

**Student Services**

Student Affairs offers a wide range of services for online students. Applications for Admission must be submitted online. All degree-seeking students must complete a Valencia New Student Orientation prior to registering for classes.

Students seeking financial aid can complete many processes online including 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 virtually. Students can engage with an advisor by visiting Virtual Advising (https://valenciacollege.edu/students/advising-counseling/virtual-advising.php). Students in an A.S., certificate or bachelor’s program can contact their Career Program Advisor directly. They can locate the name and email address of their advisor in their Atlas account. For assistance with admissions and financial aid, students can contact the virtual Answer Center (https://valenciacollege.edu/students/answer-center/). 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.

**Test Proctoring**

For students taking mixed-mode courses, exams may be administered by the professor on campus and/or made available at Valencia testing centers. Students registered for real-time virtual or online courses may be required to take online, remote proctored exams using the online exam proctoring service, Honorlock (https://honorlock.com/). Visit the Student FAQ (https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php) website for information including the materials needed, how to access technical assistance, and preparing for a proctored exam.

**Business and Organizational Leadership**

**Bachelor of Applied Science in Business and Organizational Leadership (CIP# 1105202011)**

**Division of Business**

The Bachelor of Applied Science in Business and Organizational Leadership provides students the opportunity to earn a degree that will enhance their placement in higher-level management and supervisory positions within the business community. This program, designed to layer on top of an Associate in Science (A.S.) degree or an Associate in Arts (A.A.) degree, will provide students with the skills and knowledge required to become successful managers and leaders within public, private and non-profit organizations. The curriculum emphasizes a practical, hands-on application approach and exposure to understanding supervision and management.
Please contact your advisor for help selecting electives that may lead to a technical certificate in Business, Real Estate, or another field while you are pursuing your bachelor's degree.

**Potential Careers**
- Business Analyst
- Chief Executive
- Accounting Manager
- Finance Manager
- Marketing Manager
- Human Resource Manager

**Salary & Earnings Information**
For salary and wage information, visit: http://www.floridawages.com/.

**Contacts**
**Future/Prospective BASBOL Students**
Contact the campus Program Advisor below for more information.

Last Name A-G: Jazmin Torres, Program Advisor: 407-582-1474
gonzalez170@valenciacollege.edu

Last Name H-Q: Nicole Hampton, Program Advisor: 407-582-1059
ahampton4@valenciacollege.edu

Last Name R-Z: Jason Mills, Program Advisor: 407-582-3025
jmills43@valenciacollege.edu

**Current/Admitted BASBOL Students**
Contact the Program Advisor below for more information.

Lila Rogers, Program Advisor: 407-582-1355
lrogers17@valenciacollege.edu

For the most up-to-date information, visit valenciacollege.edu/bachelordegrees.

**Application Fee**
There is no application fee for this program.

**Admission Requirements**
Students must submit official transcripts from all prior colleges and universities and must meet one of the following criteria:

- Completion of an Associate in Arts (A.A) degree* from a regionally accredited institution with a minimum of 60 semester hours of coursework and a 2.0 overall Grade Point Average (GPA).
- Completion of an Associate in Science (A.S.) degree* from a regionally accredited institution with a minimum of 60 semester hours of coursework and a 2.0 overall Grade Point Average (GPA).
- Completion of at least 60 semester credit hours of college level coursework at a regionally accredited institution, including 15 credits that are in applicable to Valencia's College General Education Program requirements, with a minimum of a 2.0 overall Grade Point Average (GPA).

*Other Associate or higher degrees must be formally evaluated by the Business Department for admission.

**Program Outcomes**
- Demonstrate collaborative skills in team settings to plan and accomplish complex business tasks.
- Devise a professional growth strategy that incorporates current leadership theory in business settings.
- Demonstrate the ability to use managerial accounting applications, concepts, analytical abilities, and management information systems in business settings.
- Explain the importance of cultural awareness along with an appreciation for diversity in the context of management and supervision.
- Compare effective business communication skills across multiple mediums; including oral, print, digital, and video.

**Students with an A.S. Degree**
Students who have completed an Associate in Science (A.S) degree typically possess 15-21 hours of transferable general education courses. While missing credits may be completed after program admission, students must complete all Valencia General Education requirements and all Gordon Rule requirements in order to successfully complete the bachelor program. A.S. degree student must have the following coursework:

- 39-45 credit hours in discipline-specific courses
- 15-21 credit hours in general education.

In their junior and senior years, students will be required to complete:

- An additional 15-21 credit hours of general education.
- 45 credit hours of required lower and upper-division technical courses
- Students must complete one of the following courses: CGS 1060C, CGS 2091C, CGS 2100C, CGS 2510C, or CGS 2545C unless one of those courses was previously completed.

**Note** Students should consult the BASBOL Program Advisor to ensure they are taking the appropriate courses and to avoid taking excess credits.

**General Education B.A.S. Requirements**

<table>
<thead>
<tr>
<th>Communications</th>
<th>3-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>FRESHMAN COMPOSITION II (GR)</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>INTERPERSONAL COMMUNICATION</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>See Gen. Ed. Requirements; Students must take one Core course and one Institutional course for a total of 6 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>3-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Gen. Ed. Requirements; Students must take one Core course and then either a Core or Institutional credit course for a total of 6 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
<th>3-6</th>
</tr>
</thead>
</table>

Note: *Other Associate or higher degrees must be formally evaluated by the Business Department for admission.
Core Courses

**Business and Organizational Leadership**

3-6 credit hours

Organizational Leadership Electives.

If previously taken, select a course from Business and Organizational Leadership Electives.

**Total Credit Hours**

15-21

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

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

~ This is General Education course.

^ Unless previously completed with a passing grade.

GR Denotes a Gordon Rule course.

### Business and Organizational Leadership Core Courses

**Core Requirements**

<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>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213</td>
<td>BUSINESS WRITING AND COMMUNICATION **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3353</td>
<td>MANAGEMENT THEORY AND PRACTICES **</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3023</td>
<td>MARKETING MANAGEMENT **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>PRINCIPLES OF ORGANIZATIONAL BEHAVIOR **</td>
<td>3</td>
</tr>
<tr>
<td>ACG 3024</td>
<td>ACCOUNTING THEORY AND PRACTICE **</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3402</td>
<td>FINANCIAL ANALYSIS AND PLANNING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4162</td>
<td>CUSTOMER RELATIONS FOR MANAGERS **</td>
<td>3</td>
</tr>
<tr>
<td>CIS 3304C</td>
<td>MANAGEMENT INFORMATION SYSTEMS **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4120</td>
<td>LEADERSHIP CHALLENGES AND SUPERVISION **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4301</td>
<td>HUMAN RESOURCE MANAGEMENT **</td>
<td>3</td>
</tr>
<tr>
<td>GEB 4891</td>
<td>STRATEGIC PLANNING AND DECISION MAKING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4504</td>
<td>OPERATIONAL DECISION MAKING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4720</td>
<td>STRATEGIC MANAGEMENT CAPSTONE **</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

45

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>Any lower level course with ECO 2013, ECO 2013H, ECO 2023, ECO 2023H, OST 1355C, OST 2836C, OST 2854C, OST 2858C or any lower level ACG, APA, BUL, CCJ, CJE, CJC, CJJ, FIN, GEB, MAN, MAR, MKA, MNA, REE, SBM, or TAX courses with advisor approval.</td>
</tr>
</tbody>
</table>

### Graduation Requirements:

- In addition to completing the course requirements detailed in the curriculum in order to graduate, students must:
  - Earn a minimum 2.0 Valencia College and Overall GPA.
  - Complete all core course work with a minimum grade of C (2.0) in all core 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 25% of the 120 credit hour degree program (30 credits) at Valencia College, based upon the Florida College System’s requirement of a 2+2 admission into the baccalaureate program. Fifteen of those hours must be 3000 or 4000 level courses from the program core course list.
  - Submit an application for graduation through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. The student must have at least the minimum number of college-level credits for the degree, including all courses currently registered, in order to submit a graduation application.
  - Fulfill all financial obligations to Valencia College.
  - Foreign Language: Successfully complete the Florida foreign language requirement: two years high school or one year of college (at least eight credits) in a single foreign language. American Sign Language is acceptable. Foreign language taken at the college level does not satisfy the General Education credits.

**Total Semester Credits required** – 120 credit hours in addition to completing the Foreign Language Requirement above. The credit courses required may vary depending on the credits the student brings to the BAS program. Additional courses to complete the required 120 credit hours for graduation must apply to the degree and be approved by an advisor.

Students who have completed core courses prior to entering the BAS program may substitute ECO 2013, ECO 2013H, ECO 2023, ECO 2023H, OST 1355C, OST 2836C, OST 2854C, OST 2858C or any lower level ACG, APA, BUL, CCJ, CJE, CJC, CJJ, FIN, GEB, MAN, MAR, MKA, MNA, REE, SBM, or TAX courses with advisor approval.

### Program Outcomes

- Demonstrate collaborative skills in team settings to plan and accomplish complex business tasks.
- Devise a professional growth strategy that incorporates current leadership theory in business settings.
- Demonstrate the ability to use managerial accounting applications, concepts, analytical abilities, and management information systems in business settings.
• Explain the importance of cultural awareness along with an appreciation for diversity in the context of management and supervision.

• Compare effective business communication skills across multiple mediums; including oral, print, digital, and video.

**Students with an A.A. degree:**

**Program Concentration B.A.S. Requirements**

Students who have completed an Associate in Arts (A.A.) degree from a regionally accredited institution must complete:

<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 <em>(^)</em></td>
<td>3</td>
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<tr>
<td>BUL 2241</td>
<td>Business Law I **</td>
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</tr>
<tr>
<td>MAN 4720</td>
<td>STRATEGIC MANAGEMENT CAPSTONE **</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 45

**Note:** Students should consult the BAS BOL Program Advisor to ensure they are taking the appropriate courses and to avoid taking excess credits.

**Business and Organizational Leadership Core Courses**

**Core Requirements**

<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 <em>(^)</em></td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I **</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213</td>
<td>BUSINESS WRITING AND COMMUNICATION **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3353</td>
<td>MANAGEMENT THEORY AND PRACTICES **</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3023</td>
<td>MARKETING MANAGEMENT **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>PRINCIPLES OF ORGANIZATIONAL BEHAVIOR **</td>
<td>3</td>
</tr>
<tr>
<td>ACG 3024</td>
<td>ACCOUNTING THEORY AND PRACTICE **</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3402</td>
<td>FINANCIAL ANALYSIS AND PLANNING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4162</td>
<td>CUSTOMER RELATIONS FOR MANAGERS **</td>
<td>3</td>
</tr>
<tr>
<td>CIS 3304C</td>
<td>MANAGEMENT INFORMATION SYSTEMS **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4120</td>
<td>LEADERSHIP CHALLENGES AND SUPERVISION **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4301</td>
<td>HUMAN RESOURCE MANAGEMENT **</td>
<td>3</td>
</tr>
<tr>
<td>GEB 4891</td>
<td>STRATEGIC PLANNING AND DECISION MAKING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4504</td>
<td>OPERATIONAL DECISION MAKING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4720</td>
<td>STRATEGIC MANAGEMENT CAPSTONE **</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 45

**Graduation Requirements:**

• In addition to completing the course requirements detailed in the curriculum in order to graduate, students must:

  • Earn a minimum 2.0 Valencia College and Overall GPA.

  • Complete all core course work with a minimum grade of C (2.0) in all core 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 25% of the 120 credit hour degree program (30 credits) at Valencia College, based upon the Florida College System’s requirement of a 2+2 admission into the baccalaureate program. Fifteen of those hours must be 3000 or 4000 level courses from the program core course list.

  • Submit an application for graduation through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. The student must have at least the minimum number of college-level credits for the degree, including all courses currently registered, in order to submit a graduation application.

  • Fulfill all financial obligations to Valencia College.

  • Foreign Language: Successfully complete the Florida foreign language requirement: two years high school or one year of college (at least eight credits) in a single foreign language. American Sign Language is acceptable. Foreign language taken at the college level does not satisfy the General Education credits.

**Total Semester Credits required** – 120 credit hours in addition to completing the Foreign Language Requirement above. The credit courses required may vary depending on the credits the student brings to the BAS program. Additional courses to complete the required 120 credit hours for graduation must apply to the degree and be approved by an advisor.

Students who have completed core courses prior to entering the BAS program may substitute ECO 2013, ECO 2013H, ECO 2023, ECO 2023H, OST 1355C, OST 2836C, OST 2854C, OST 2858C or any lower level ACG, APA, BUL, CCJ, CJE, CJ, CJC, CJJ, FIN, GEB, MAN, MAR, MKA, MNA, REE, SBM, or TAX courses with advisor approval.

**Elective Credits**

<table>
<thead>
<tr>
<th>Elective Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any lower level course with ECO 2013, ECO 2013H, ECO 2023, ECO 2023H, OST 1355C, OST 2836C, OST 2854C, OST 2858C or any lower level ACG, APA, BUL, CCJ, CJE, CJC, CJJ, FIN, GEB, MAN, MAR, MKA, MNA, REE, SBM, or TAX courses with advisor approval.</td>
<td></td>
</tr>
</tbody>
</table>

*Business and Organizational Leadership Electives (potentially 3-6 credit hours)*
Cardiopulmonary Sciences  
- Community Health Concentration  
- Leadership Concentration  
- Non-Invasive Cardiology Concentration

Bachelor of Science Degree in Cardiopulmonary Sciences (CIP# 1105109081)  
Limited-Access

School 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.

Potential Careers
- Respiratory Care Management/Administration  
- Cardiovascular Management/Administration  
- Higher Education  
- Community Health Educator  
- Clinical Practice in Non-Invasive Cardiology

Salary and Earnings Information
For salary and wage information, visit: www.salary.com (http://www.salary.com)

Contact Information
For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

For the most up-to-date information, visit our website at: https://valenciacollege.edu/academics/programs-health-sciences/cardio-pulmonary-sciences/ (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2FValenciacollege.edu%2Facademics%2Fprograms%2FHealth-sciences%2FCardio-pulmonary-sciences%2Feducation%2FAllied-health%2FAdmissions%2FAdmission-Requirements&data=0%27C01%7Chnovak%40valenciacollege.edu %7C19395cd41154d66913308d7f15705a6%7C0e886953d1741a88544135b0a82a47c %7C1%7C0%7C63724542750158115%&data=7C %2BC1097UPB4mqL0W3FLsPXN7IFViq1F2k46j4def5jc3D%&reserved=0)

Overview of Cardiopulmonary Sciences
For the Cardiopulmonary Sciences program, students must hold current professional certification and a related Associate in Science or Associate of Applied 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 Cardiac Sonographer (RCS), Registered Congenital Cardiac Sonographer (RCCS) or Registered Vascular Sonographer (RVS).

Students must have a minimum of 64 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</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>
<td>3</td>
</tr>
<tr>
<td>BSC 2093C or BSC X085C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I **~</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C or BSC X086C</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>

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 (p. 10) 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.
- 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 or in a non-immigrant category other than F or J visa categories
- Have an address in the State of 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, 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
64 accepted credits, including the previously-specified General Education coursework.

- Following your admission to Valencia College as a candidate for the Bachelor of Science, complete the online Bachelor's Degree Orientation and submit a copy of your current certification with CCI or NBRC or equivalent certification to AlliedHealthBS.ATC@valenciacollege.edu.

Note: Prior to enrollment in a clinical practice, 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 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 Comp II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608 or SPC 1017</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>See Gen. Ed. Institutional Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(GR) (STA 2023 is recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>See Gen. Ed. Institutional Requirement</td>
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</tbody>
</table>

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>HSA 3702</td>
<td>RESEARCH METHODS AND INFORMATION LITERACY</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>
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</table>

Cardiopulmonary Sciences Elective: 3

Total Credit Hours: 30

Concentration: Community Health (10 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET 4524</td>
<td>COMMUNITY HEALTH AND WELLNESS</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4500</td>
<td>EPIDEMIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>RET 4034</td>
<td>HEALTH CARE DELIVERY AND ACCESS</td>
<td>3</td>
</tr>
<tr>
<td>RET 4940</td>
<td>COMMUNITY HEALTH SERVICE LEARNING</td>
<td>1</td>
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</table>

Total Credit Hours: 10

Concentration: Leadership (10 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 4110</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4340</td>
<td>PRINCIPLES OF HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4341</td>
<td>CONFLICT MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4850</td>
<td>HEALTH CARE LEADERSHIP CAPSTONE</td>
<td>1</td>
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</tbody>
</table>

Total Credit Hours: 10

Concentration: Non-Invasive Cardiology (10 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<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: 1

Total Credit Hours: 10

Cardiopulmonary Sciences Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 3253</td>
<td>TEACHING IN THE HEALTH PROFESSION</td>
<td>3</td>
</tr>
<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>
</tr>
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</table>

Non-Invasive Cardiology Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>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 4444C</td>
<td>CARDIAC ULTRASOUND III</td>
<td>3</td>
</tr>
<tr>
<td>RET 4443</td>
<td>CARDIAC ULTRASOUND PHYSICS</td>
<td>2</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.

**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 40 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.

**Notes:**
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.

**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).

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### Computing Technology and Software Development

**Bachelor of Applied Science in Computing Technology and Software Development (CIP# 1101101034)**

The Bachelor of Applied Science in Computing Technology and Software Development provides students the opportunity to earn a degree which prepares students to analyze software problems, plans, and solutions to design a logical plan for program requirements; implement software solutions and communicate effectively in writing and orally regarding the solutions; demonstrate collaborative skills in team settings to plan and accomplish software solutions; and apply ethical concepts to design solutions. The curriculum emphasizes practical, real-world problems.

**Potential Careers**
- Software Developers
- System Software Developers

**Salary & Earnings Information**
For salary and wage information, visit: [http://www.floridawages.com/](http://www.floridawages.com/).

**Contacts**
For more information about the program or admission requirements, please contact Sarah Ashby, Program Advisor, at sashby4@valenciacollege.edu or 407-582-2404.

For the most up-to-date information, visit [valenciacollege.edu/bachelordegrees](http://valenciacollege.edu/bachelordegrees/)

**Application Fee**
There is no application fee for this program.

**Admission Requirements**
Students must submit official transcripts from all prior colleges and universities and must meet the following criteria:
- Satisfactory completion of all State Common Program Prerequisites with a grade of C or higher:
  - COP 1000C, and
  - CGS 2545C, and
  - either CTS 1134C or CET 2179C, and
  - MAC 1105, STA 1001C, MAT 1033C, MGF 1106 or higher level math.
- Completion of one of the following:
  - an Associate in Arts (A.A) degree* from a regionally accredited institution with a minimum of 60 semester hours of course work and a 2.0 overall Grade Point Average (GPA), or
  - an Associate in Science (A.S.) degree* in the following areas: Computer Programming & Analysis, Computer Information Technology, or Network Engineering Technology from a regionally
accredited institution with a minimum of 60 semester hours of
course work and a 2.0 overall Grade Point Average (GPA), or
• at least 60 semester credit hours of college level course work
at a regionally accredited institution, including 15 credits that
are applicable to Valencia College’s General Education Program
requirements, with a minimum of a 2.0 overall Grade Point
Average (GPA).

*Other Associate or higher degrees must be formally evaluated by the
Computing Technology Department for admission.

Program Outcomes
1. Analyze software problems, plans, and solutions to design a logical
plan for program requirements.
2. Implement software solutions and communicate effectively in writing
and orally regarding the solutions.
3. Demonstrate collaborative skills in team settings to plan and
accomplish software solutions.
4. Apply ethical concepts to design solutions.

Students with an A.S. degree
Students who have completed an Associate in Science (A.S.) degree from
a regionally accredited institution must complete:

Computing Technology & Software
Development Core Courses

BUL 2241 Business Law I * 3
or CGS 2091C SOCIAL, LEGAL AND ETHICAL ISSUES IN
INFORMATION TECHNOLOGY

ECO 2013 Principles of Economics-Macro 3
ENC 1102 Freshman Comp II ** 3
GEB 1011 Introduction To Business 1 3
or SPC 1017 Interpersonal Communication

STA 2023 STATISTICAL METHODS ** 3
Humanities See Gen. Ed. Institutional Requirements ** (GR) 3
Math or Science See Gen. Ed. Requirements 3
CIS 3304C MANAGEMENT INFORMATION SYSTEMS ** 3

CEN 3024C SOFTWARE DEVELOPMENT I ** 3
CEN 4025C SOFTWARE DEVELOPMENT II ** 3
CEN 4333C ADVANCED DATABASE DEVELOPMENT ** 3
CEN 4802C SOFTWARE INTEGRATION,
CONFIGURATION, AND TESTING ** 3
CEN 4910C SOFTWARE DEVELOPMENT PROJECT ** 3
CEN 4930C SEMINAR IN ADVANCED SOFTWARE
DEVELOPMENT ** 3
ETI 4448C APPLIED PROJECT MANAGEMENT ** 3
GEB 3213 BUSINESS WRITING AND
COMMUNICATION ** 3

Select One of the Following:
COP 3330C OBJECT ORIENTED PROGRAMMING ** 3

COP 2805C ADVANCED JAVA PROGRAMMING **
Required upper division Software Development elective courses
(Choose from the list below or any upper division CEN or COP
course. At least 3 credits must be with a CEN prefix)

Total Credits 60

Upper Division Electives

CEN 3942 INTERNSHIP IN COMPUTING
TECHNOLOGY & SOFTWARE
DEVELOPMENT ** 3-9
CEN 4350C OPEN SOURCE WEB TECHNOLOGIES ** 3
CEN 4360C MOBILE DEVICE SOFTWARE
DEVELOPMENT ** 3
CEN 4370C .NET SOFTWARE DEVELOPMENT USING
C# ** 3
CET 3464C SOFTWARE APPLICATIONS IN
ENGINEERING TECHNOLOGY ** 3
COP 3275C C/C++ PROGRAMMING FOR ENGINEERING
TECHNOLOGY ** 3
ETI 3116 QUALITY ASSURANCE WITH TESTING
METHODS ** 3
ETS 3663 ENGINEERING MANAGEMENT AND
COMMUNICATION ** 3
ACG 3024 ACCOUNTING THEORY AND PRACTICE ** 3
FIN 3402 FINANCIAL ANALYSIS AND PLANNING ** 3
MAN 3240 PRINCIPLES OF ORGANIZATIONAL
BEHAVIOR ** 3
MAN 3353 MANAGEMENT THEORY AND PRACTICES ** 3
MAN 4162 CUSTOMER RELATIONS FOR MANAGERS ** 3
MAR 3023 MARKETING MANAGEMENT ** 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.
(To fulfill this requirement, students with GEB 1011 are advised to
take any GEB, MAN, MNA, MKA, ACG, CGS, CIS, COP, CTS, or COT
course, or a CET course with program chair approval, or any upper
division BASCTSD elective.)

Graduation Requirements:
In addition to completing the course requirements detailed in the
curriculum in order to graduate, students must:

• Earn a minimum 2.0 Valencia College and Overall GPA.
• Complete all Core course work with a minimum grade of C (2.0) in all
core courses.
• Satisfy Valencia’s 36 credit hour 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 25% of the 120 credit hour degree program (30
credits) at Valencia College, based upon the Florida College System's
requirement of a 2+2 admission into the baccalaureate program.
Fifteen of those hours must be 3000 or 4000 level courses from the program course list.

- Submit an application for graduation through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. The student must have at least the minimum number of college-level credits for the degree, including all courses currently registered, in order to submit a graduation application.

- Fulfill all financial obligations to Valencia College.

- Foreign Language: Successfully complete the Florida foreign language requirement: two years high school or one year of college (at least eight credits) in a single foreign language. American Sign Language is acceptable. Foreign language taken at the college level does not satisfy the General Education credits.

- Satisfy the civic literacy requirement. As per Florida Rule 6A-10.04213, Prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-19 school year, and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:
  - successfully passing POS 2041 U.S. GOVERNMENT. or AMH 2020 U.S. HISTORY 1877 TO PRESENT or
  - successfully passing a prescribed assessment: AP Government & Politics Test (passing score =3, or AP U.S. History Test (passing score = 4), or CLEP American Government (passing score = 50).

**Total Semester Credits required** = 120 credit hours in addition to completing the Foreign Language Requirement above. The credit courses required may vary depending on the credits the student brings to the BAS program. Additional courses to complete the required 120 credit hours for graduation must apply to the degree and be approved by an advisor.

Students who have completed core courses prior to entering the BAS program may substitute lower level COP, COT, CIS, CTS, or CET prefix courses or CGS 2786C with advisor approval.

**Program Outcomes**

1. Analyze software problems, plans, and solutions to design a logical plan for program requirements.

2. Implement software solutions and communicate effectively in writing and orally regarding the solutions.

3. Demonstrate collaborative skills in team settings to plan and accomplish software solutions.

4. Apply ethical concepts to design solutions.

**Students with an A.A. degree**

Students who have completed an Associate in Arts (A.A.) degree from a regionally accredited institution must complete:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>COMPUTER FUNDAMENTALS AND APPLICATIONS</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose from any lower level CGS, CIS, COP, CTS, or COT prefix, or a CET course with program chair approval, or any upper division BASCTSD elective.

**Total Credit Hours** 18

---

**Computing Technology & Software Development Core Courses**

**Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction To Business</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>or CGS 2091C</td>
<td>SOCIAL, LEGAL AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CEN 3024C</td>
<td>SOFTWARE DEVELOPMENT I **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4025C</td>
<td>SOFTWARE DEVELOPMENT II **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4333C</td>
<td>ADVANCED DATABASE DEVELOPMENT **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4802C</td>
<td>SOFTWARE INTEGRATION, CONFIGURATION, AND TESTING **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4910C</td>
<td>SOFTWARE DEVELOPMENT PROJECT **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4930C</td>
<td>SEMINAR IN ADVANCED SOFTWARE DEVELOPMENT **</td>
<td>3</td>
</tr>
<tr>
<td>CIS 3304C</td>
<td>MANAGEMENT INFORMATION SYSTEMS **</td>
<td>3</td>
</tr>
<tr>
<td>ETI 4448C</td>
<td>APPLIED PROJECT MANAGEMENT **</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213</td>
<td>BUSINESS WRITING AND COMMUNICATION **</td>
<td>3</td>
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</table>

**Select one of the following:** 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3330C</td>
<td>OBJECT ORIENTED PROGRAMMING **</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805C</td>
<td>ADVANCED JAVA PROGRAMMING **</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 60

**Required upper division Software Development elective courses**

(Choose from the list below or any upper division CEN or COP course. At least 3 credits must be with a CEN prefix)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN 3942</td>
<td>INTERNSHIP IN COMPUTING TECHNOLOGY &amp; SOFTWARE DEVELOPMENT **</td>
<td>3-9</td>
</tr>
<tr>
<td>CEN 4350C</td>
<td>OPEN SOURCE WEB TECHNOLOGIES **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4360C</td>
<td>MOBILE DEVICE SOFTWARE DEVELOPMENT **</td>
<td>3</td>
</tr>
<tr>
<td>CEN 4370C</td>
<td>.NET SOFTWARE DEVELOPMENT USING C# **</td>
<td>3</td>
</tr>
<tr>
<td>CET 3464C</td>
<td>SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY **</td>
<td>3</td>
</tr>
<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING FOR ENGINEERING TECHNOLOGY **</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>ACG 3024</td>
<td>ACCOUNTING THEORY AND PRACTICE **</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3402</td>
<td>FINANCIAL ANALYSIS AND PLANNING **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>PRINCIPLES OF ORGANIZATIONAL BEHAVIOR **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3353</td>
<td>MANAGEMENT THEORY AND PRACTICES **</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4162</td>
<td>CUSTOMER RELATIONS FOR MANAGERS **</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3023</td>
<td>MARKETING 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.

~ This is a general education course.

(GR) Denotes Gordon Rule course.

To fulfill this requirement, students with GEB 1011 are advised to take any GEB, MAN, MNA, MKA, ACG, CGS, CIS, COP, CTS, or COT course, if not otherwise a common course prerequisite or required by the BAS program, or a CET course with program chair approval.

Graduation Requirements:

• In addition to completing the course requirements detailed in the curriculum in order to graduate, students must:

• Earn a minimum 2.0 Valencia College and Overall GPA.

• Complete all Core course work with a minimum grade of C (2.0) in all core courses.

• Satisfy Valencia's 36 credit hour 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 25% of the 120 credit hour degree program (30 credits) at Valencia College, based upon the Florida College System's requirement of a 2+2 admission into the baccalaureate program. Fifteen of those hours must be 3000 or 4000 level courses from the program course list.

• Submit an application for graduation through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. The student must have at least the minimum number of college-level credits for the degree, including all courses currently registered, in order to submit a graduation application.

• Fulfill all financial obligations to Valencia College.

• Foreign Language: Successfully complete the Florida foreign language requirement: two years high school or one year of college (at least eight credits) in a single foreign language. American Sign Language is acceptable. Foreign language taken at the college level does not satisfy the General Education credits.

• Satisfy the civic literacy requirement. As per Florida Rule 6A-10.04213, prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-19 school year, and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:

  • successfully passing POS 2041 U.S. GOVERNMENT or AMH 2020 U.S. HISTORY 1877 TO PRESENT or

  • successfully passing a prescribed assessment: AP Government & Politics Test (passing score =3), or AP U.S. History Test (passing score =4), or CLEP American Government (passing score =50)

Total Semester Credits required – 120 credit hours in addition to completing the Foreign Language Requirement above. The credit courses required may vary depending on the credits the student brings to the BAS program. Additional courses to complete the required 120 credit hours for graduation must apply to the degree and be approved by an advisor.

Students who have completed core courses prior to entering the BAS program may substitute lower level COP, COT, CIS, CTS, or CET prefix courses or CGS 2786C with advisor approval.

Electrical and Computer Engineering Technology

• Computer Systems Concentration

• Electrical/Electronic Systems Concentration

Bachelor of Science Degree in Electrical and Computer Engineering Technology (CIP# 1101503031)

Division of Engineering, Computer Programming, 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. Degree Pathway 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.

Program Mission

The mission of the Electrical and Computer Engineering Technology program is to offer quality engineering and technology education to develop essential skills to meet the requirements of the industry. Graduates will become productive professionals and leaders by reaching out to community and the profession through innovative services and solutions.

Program Educational Objectives

The BSECET program will produce graduates who will:

• Have a broad understanding of technical and professional skills and concepts, and apply them in the analysis of engineering and technology problems for the development of effective solutions for success in industry and/or higher education.

• Effectively communicate and work in cross-functional teams while adhering to high standards of ethics and professional responsibility.

Potential Careers

• Computer Systems Engineer

• Electrical/Electronic Engineer

• Software Systems Engineer

• Power Systems Engineer

• Network Engineer

• Electro-Optical Systems Engineer

• Control Systems Engineer

• Wireless Systems Engineer
Salary & Earnings Information
For salary and wage information, visit: www.salary.com (http://www.salary.com)

Contacts
For more information about the program or admission requirements, please contact Nancy Girgis, Program Advisor, at 407-582-5623 or ngirgis@valenciacollege.edu.

For the most up-to-date information, visit our website at: valenciacollege.edu/bachelordegrees (http://valenciacollege.edu/bachelordegrees/)

Application Fee
There is no application fee for this program.

Admission Requirements
Students must submit official transcripts from all prior colleges and universities and 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 with a grade of C or better:
  MAC X253 or MAC X311
  MAC X254 or MAC X312
  PHY X053C or PHY X048C

• Completion of an A.A. or A.S. degree articulated to B.S.E.C.E.T. degree.

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. Degree Pathway in Engineering, 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. Degree Pathway in 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 A.A. or A.S. 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 Engineering, Computer Programming, and Technology

Program Outcomes
Student will be able to demonstrate:

1) an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems appropriate to the discipline;

2) an ability to design systems, components, or processes meeting specified needs for broadly-defined engineering problems appropriate to the discipline;

3) an ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature;
(4) an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes; and

(5) an ability to function effectively as a member as well as a leader on technical teams.

Valencia General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>3</td>
<td>ENC 1102 Freshman Comp II **~</td>
</tr>
<tr>
<td>Social Science and/or Humanities</td>
<td>3</td>
<td>[See Gen. Ed. Institutional Hours (GR)] **~</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II **~</td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
<td>PHY 2048C GENERAL PHYSICS WITH CALCULUS I **~</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>3</td>
<td>[Must take either Humanities or Social Sciences Institutional Requirement (GR), if not previously taken 9-hours at the associate-level, else MAC 1114 or MAC 1140 may fulfill the requirement] **~</td>
</tr>
</tbody>
</table>

Total Credit Hours: 18

Physics

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3275C C/C++ PROGRAMMING FOR ENGINEERING TECHNOLOGY **</td>
<td>3</td>
</tr>
<tr>
<td>CET 3464C SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4367C MICROCONTROLLER DEVICES **</td>
<td>4</td>
</tr>
<tr>
<td>EGN 3443 Static Theory for Engin Tech **</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3428 ENGINEERING MATHEMATICAL ANALYSIS **</td>
<td>4</td>
</tr>
<tr>
<td>EET 3086C CIRCUIT ANALYSIS II **</td>
<td>4</td>
</tr>
<tr>
<td>ETP 4241 POWER SYSTEMS AND ENERGY CONVERSION **</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3116 QUALITY ASSURANCE WITH TESTING METHODS **</td>
<td>3</td>
</tr>
<tr>
<td>ETS 3663 ENGINEERING MANAGEMENT AND COMMUNICATION **</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 30

Advanced Technical Requirements

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 3136C LOGIC DEVICES PROGRAMMING **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4126C MICROPROCESSOR PROGRAMMING **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4663 COMPUTER AND NETWORK SECURITY **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4370C ADVANCED PROGRAMMING APPLICATIONS **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4542 COMPUTER ARCHITECTURE AND DATA COMMUNICATION **</td>
<td>3</td>
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Total Credit Hours: 15

Departmental Exit Requirement

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EET 4910 SENIOR DESIGN PROPOSAL</td>
<td>1</td>
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<tr>
<td>EET 4950 SENIOR DESIGN PROJECT **</td>
<td>3</td>
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</table>

Total Credit Hours: 4

Foreign Language Requirements (if not previously met)

<table>
<thead>
<tr>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
</tr>
</tbody>
</table>

Advanced Technical Electives - 3 Hours

Any upper-level (3000/4000-level) course offered or approved by the ECET department outside the declared concentration

* This course must be completed with a grade of C or better.
~ This is a general education 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 on 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.
• Substitutions for 3000 and 4000 level courses are on a course-by-course basis and MUST be approved by the department chair.

Electrical and Computer Engineering Technology – Electrical/Electronic Systems Concentration (B.S.E.C.E.T)

Program Outcomes

Student will be able to demonstrate:
(1) an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems appropriate to the discipline;

(2) an ability to design systems, components, or processes meeting specified needs for broadly-defined engineering problems appropriate to the discipline;

(3) an ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature;

(4) an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes; and

(5) an ability to function effectively as a member as well as a leader on technical teams.

**Valencia General Education Requirements**

**Communication**

ENC 1102 Freshman Comp II "*~ 3

**Social Sciences:** See Gen. Ed. Institutional Requirement (GR) "*~ 3

**Mathematics**

MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II (required) "*~ 3

**Science**

PHY 2048C GENERAL PHYSICS WITH CALCULUS I "*~ 6

**General Education Elective [Must take either Humanities or Social Sciences Institutional Requirement (GR), if not previously taken 9-hours at the associate-level, else MAC 1114 or MAC 1140 may fulfill the requirement] "*~ 3

Total Credit Hours 18

**Engineering Technology Core Requirements**

COP 3275C C/C++ PROGRAMMING FOR ENGINEERING TECHNOLOGY "* 3

CET 3464C SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY "* 3

CET 4367C MICROCONTROLLER DEVICES "* 4

EGN 3428 ENGINEERING MATHEMATICAL ANALYSIS "* 4

EGN 3443 Statis Theory for Engin Tech "* 3

EET 3086C CIRCUIT ANALYSIS II "* 4

ETP 4241 POWER SYSTEMS AND ENERGY CONVERSION "* 3

ETI 3116 QUALITY ASSURANCE WITH TESTING METHODS "* 3

ETS 3663 ENGINEERING MANAGEMENT AND COMMUNICATION "* 3

Total Credit Hours 30

**Advanced Technical Requirements**

EET 3329C COMMUNICATION SYSTEMS "* 3

EET 3732 LINEAR CONTROL SYSTEMS "* 3

EET 4158C LINEAR INTEGRATED CIRCUITS AND SYSTEMS "* 3

ETP 4240C POWER ELECTRONICS "* 3

Total Credit Hours 15

**Departmental Exit Requirement**

EET 4910 SENIOR DESIGN PROPOSAL 1

EET 4950 SENIOR DESIGN PROJECT "* 3

Total Credit Hours 4

**Foreign Language Requirements (if not previously met)**

Total Hours 0-8

**Advanced Technical Electives - 3 Hours**

Any upper-level (3000/4000-level) course offered or approved by the ECET department outside the declared 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.

**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 System’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 Technology - Computer Systems Concentration (B.S.E.C.E.T)
Division of Engineering, Computer Programming, and Technology

Program Outcomes
Student will be able to demonstrate:

(1) an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems appropriate to the discipline;

(2) an ability to design systems, components, or processes meeting specified needs for broadly-defined engineering problems appropriate to the discipline;

(3) an ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature;

(4) an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes; and

(5) an ability to function effectively as a member as well as a leader on technical teams.

Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1141C</td>
<td>SEMICONDUCTOR DEVICES AND CIRCUITS</td>
<td>3</td>
</tr>
<tr>
<td>EET 3081C</td>
<td>CIRCUIT ANALYSIS I **</td>
<td>3</td>
</tr>
<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>ETS 2542C</td>
<td>PROGRAMMABLE LOGIC CONTROLLERS I</td>
<td>3</td>
</tr>
<tr>
<td>ETS 1210C</td>
<td>INTRODUCTION TO PHOTONICS</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>18</td>
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Engineering Technology Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING 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>CET 4367C</td>
<td>MICROCONTROLLER DEVICES **</td>
<td>4</td>
</tr>
<tr>
<td>EGN 3428</td>
<td>ENGINEERING MATHEMATICAL ANALYSIS **</td>
<td>4</td>
</tr>
<tr>
<td>EGN 3443</td>
<td>Stats Theory for Engin Tech **</td>
<td>3</td>
</tr>
<tr>
<td>EET 3086C</td>
<td>CIRCUIT ANALYSIS II **</td>
<td>4</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 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>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 3136C</td>
<td>LOGIC DEVICES PROGRAMMING **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4126C</td>
<td>MICROPROCESSOR PROGRAMMING **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4663</td>
<td>COMPUTER AND NETWORK SECURITY **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4370C</td>
<td>ADVANCED PROGRAMMING APPLICATIONS **</td>
<td>3</td>
</tr>
<tr>
<td>CET 4542</td>
<td>COMPUTER ARCHITECTURE AND DATA COMMUNICATION **</td>
<td>3</td>
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Departmental Exit Requirement

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<tr>
<td>EET 4910</td>
<td>SENIOR DESIGN PROPOSAL</td>
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<tr>
<td>EET 4950</td>
<td>SENIOR DESIGN PROJECT **</td>
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Foreign Language Requirements (if not previously met)

Total Hours 0-8

Advanced Technical Electives - 3 Hours

Any upper-level (3000/4000-level) course offered or approved by the ECET department outside the declared 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 Engineering, Computer Programming, and Technology

Program Outcomes
Student will be able to demonstrate:

(1) an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems appropriate to the discipline;

(2) an ability to design systems, components, or processes meeting specified needs for broadly-defined engineering problems appropriate to the discipline;

(3) an ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature;

(4) an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes; and

(5) an ability to function effectively as a member as well as a leader on technical teams.

Technical Requirements

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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>EET 1141C</td>
<td>SEMICONDUCTOR DEVICES AND CIRCUITS</td>
<td>3</td>
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<tr>
<td>EET 3081C</td>
<td>CIRCUIT ANALYSIS I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2113C</td>
<td>DIGITAL SYSTEMS II</td>
<td>3</td>
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<tr>
<td>CET 2123C</td>
<td>FUNDAMENTALS OF MICROPROCESSORS</td>
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<tr>
<td>ETS 2542C</td>
<td>PROGRAMMABLE LOGIC CONTROLLERS I</td>
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<td>ETS 1210C</td>
<td>INTRODUCTION TO PHOTONICS</td>
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Total Credit Hours 18

Engineering Technology Core Requirements

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<tr>
<td>COP 3275C</td>
<td>C/C++ PROGRAMMING FOR ENGINEERING TECHNOLOGY</td>
<td>3</td>
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<tr>
<td>CET 3464C</td>
<td>SOFTWARE APPLICATIONS IN ENGINEERING TECHNOLOGY</td>
<td>3</td>
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<tr>
<td>CET 4367C</td>
<td>MICROCONTROLLER DEVICES</td>
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<tr>
<td>EGN 3428</td>
<td>ENGINEERING MATHEMATICAL ANALYSIS</td>
<td>4</td>
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<tr>
<td>EGN 3443</td>
<td>Stats Theory for Engin Tech</td>
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<tr>
<td>EET 3086C</td>
<td>CIRCUIT ANALYSIS II</td>
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<td>ETP 4241</td>
<td>POWER SYSTEMS AND ENERGY CONVERSION</td>
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<td>ETI 3116</td>
<td>QUALITY ASSURANCE WITH TESTING METHODS</td>
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ETS 3663 ENGINEERING MANAGEMENT AND COMMUNICATION ** 3

Total Credit Hours 30

Advanced Technical Requirements

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<thead>
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<td>COMMUNICATION SYSTEMS</td>
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<tr>
<td>EET 3732</td>
<td>LINEAR CONTROL SYSTEMS</td>
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</tr>
<tr>
<td>EET 4158C</td>
<td>LINEAR INTEGRATED CIRCUITS AND SYSTEMS</td>
<td>3</td>
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<tr>
<td>ETP 4240C</td>
<td>POWER ELECTRONICS</td>
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<td>CET 4190C</td>
<td>DIGITAL SIGNAL PROCESSING</td>
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Total Credit Hours 15

Departmental Exit Requirement

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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EET 4910</td>
<td>SENIOR DESIGN PROPOSAL</td>
<td>1</td>
</tr>
<tr>
<td>EET 4950</td>
<td>SENIOR DESIGN PROJECT</td>
<td>3</td>
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Total Credit Hours 4

Foreign Language Requirements (if not previously met)
Total Hours 0-8

Advanced Technical Electives - 3 Hours

Any upper-level (3000/4000-level) course offered or approved by the ECET department outside the declared 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.

Nursing

Bachelor of Science in Nursing, BSN (CIP# 1105138012)

School of Nursing

The mission of the Bachelor of Science in Nursing is to provide students the opportunity to further their education and increase their potential for career advancement in the nursing field. This RN to BSN program will provide students with the skills and knowledge required to become successful managers and leaders within public, private and non-profit organizations. The curriculum emphasizes current, evidence-based application and exposure to real-world nursing in areas such as nursing research, community health, healthcare policy and global communities at risk.

Potential Careers

- Clinical Nurse Educator
- Clinical Nurse Manager
- Nursing Informatics
- Nurse Navigator
- Occupational Health Nurse
- Patient Advocate
- Public Health Nurse
- Research Nurse
- Surgical Nurse

Salary & Earnings Information

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

Contacts

For more information about the program or admission requirements, please email BSNAdvising@valenciacollege.edu.

For the most up-to-date information, visit our website at www.valenciacollege.edu/nursingdegree (http://www.valenciacollege.edu/nursingdegree/).

Accreditation

The baccalaureate degree program in nursing at Valencia College is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org (https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ccneaccreditation.org%2F&data=02%7C01%7Ccrobinson%40valenciacollege.edu%7C%7C%7C1%7C637275177252933840&sig=j4qFoOq7aAVuVeZVh4v7Xyr1yRbb9QI%3D&reserved=0)).

Application Fee

There is no application fee for the Bachelor's Degree in Nursing program.

Admission Requirements

Students must meet the following criteria:

- Submit official transcripts from all prior colleges and universities with one denoting completion of a diploma from a nursing program or an Associate Degree in Nursing from a regionally or nationally accredited institution including course work with a minimum grade of C equivalent to: BSC 2093C HUMAN ANATOMY AND PHYSIOLOGY I; BSC 2094C HUMAN ANATOMY AND PHYSIOLOGY II; MCB 2010C MICROBIOLOGY; PSY 2012 GENERAL PSYCHOLOGY; DEP 2004 DEVELOPMENTAL PSYCHOLOGY; HUN 2202 ESSENTIALS OF NUTRITION WITH DIET THERAPY; NUR 1060C HEALTH ASSESSMENT ACROSS THE LIFESPAN; and 3 additional credits in BSC or CHM or PHY. If not completed prior to admission, the courses must be completed prior to completing their second term in the program.
- Have a minimum overall college GPA of 2.0
- Must have a clear/active, unrestricted, unencumbered Florida RN License, or students must be eligible to obtain it prior to completing their first term in the program since NUR 3634 COMMUNITY HEALTH NURSING is offered in the second term.
- Have an address in the state of Florida

Notes:

- Additional courses to complete the required 120 credit hours for graduation must apply to the degree and be approved by an advisor.
- You must submit a copy of your clear/active, unrestricted, unencumbered Florida RN License prior to registering for NUR 3634 COMMUNITY HEALTH NURSING

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

- Promote factors that will create a culture of safety and caring through the application of leadership concepts, skills, and decision making within complex organizational systems.
- Synthesize evidence in collaboration with other members of the healthcare team to improve patient outcomes through the use of theory and research in daily practice.
- Demonstrate patient care technology and informatics skills to support safe nursing practice, evaluate data, and apply nursing judgment when making informed nursing decisions that improve patient outcomes.
- Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments and the effect these factors have on planning and implementing patient care.
Nursing Core Requirements

Core Courses

- NUR 3169 EVIDENCE AND RESEARCH IN NURSING PRACTICE **^ 3
- NUR 4837 HEALTHCARE POLICY AND ECONOMICS IN NURSING + 3
- NUR 3667 DIVERSITY AND GLOBAL TRENDS IN NURSING + 3
- NUR 4829 LEADERSHIP AND MANAGEMENT IN NURSING + 3
- NUR 3125 PATHOPHYSIOLOGY FOR NURSING PRACTICE + 3
- NUR 3825 PROFESSIONS OF ROLE TRANSFORMATION + 3
- NUR 3634 COMMUNITY HEALTH NURSING + 3
- NUR 4945C NURSING CAPSTONE ** 2

Electives

- See elective course offerings at Valencia, Seminole, and Lake Sumter ^*~ 6

Total Credit Hours 30

Graduation Requirements:

In addition to completing the course requirements detailed in the curriculum in order to graduate, students must:

- Earn a minimum 2.0 Valencia College and Overall GPA.
- Complete all Core course work with a minimum grade of C (2.0) in all core 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 25% of the 120 credit hour degree program (30 credits) at Valencia College, based upon the Florida College System's requirement of a 2+2 admission into the baccalaureate program. Fifteen of those hours must be 3000 or 4000 level courses from the program core course list.
- Submit an application for graduation through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. The student must have at least the minimum number of college-level credits for the degree, including all courses currently registered, in order to submit a graduation application.
- Fulfill all financial obligations to Valencia College.
- Foreign Language: Successfully complete the Florida foreign language requirement: two years high school or one year of college (at least eight credits) in a single foreign language. American Sign Language is acceptable. Foreign language taken at the college level does not satisfy the General Education credits.
- Total Semester Credits required – 120 credit hours in addition to completing the Foreign Language Requirement above. The credit courses required may vary depending on the credits the student brings to the BSN program. Additional courses to complete the required 120 credit hours for graduation must apply to the degree and be approved by an advisor.

Students enrolled in the BSN program may not be enrolled in any other programs at Valencia College.

Radiologic and Imaging Sciences

- Cardiac Ultrasound Concentration
- Computed Tomography (CT) Concentration
- Leadership Concentration
- Magnetic Resonance Imaging (MRI) Concentration
- Mammography Concentration
- Vascular Ultrasound Concentration
Bachelor of Science Degree in Radiologic and Imaging Sciences (CIP# 1105109071)

Limited Access
School of Allied Health

The Radiologic and Imaging Sciences Bachelor's degree offers graduates of Radiography, 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.

Potential Careers

- Radiology Management/Administration
- Education
- Advanced Clinical Practice in:
  - Computed Tomography
  - Magnetic Resonance Imaging
  - Mammography

Salary & Earnings Information

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

Contact Information

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

For the most up-to-date information, visit https://valenciacollege.edu/academics/programs/health-sciences/radiologic-imaging-sciences/ (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2FValenciacollege.edu%2Facademics%2Fprograms%2Fhealth-sciences%2Fradiologic-imaging-sciences%2F&data=02%7C7C01%7Clnovak%40valenciacollege.edu%7C1%7C0%7C637245427387081106&sdata=9PZ4HeTzqMFoDvdv15lSho7KtbqOEHwK6KxWupjJ8vI%3D&reserved=0).

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:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I (GR)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>COLLEGE ALGEBRA (GR)</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2093C or BSC X085C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C or BSC X086C</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
</tr>
</tbody>
</table>

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/ (p. 175)

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 or in a non-resident immigrant category other than F or J visa categories
- Have an address in the State of Florida
- Submit a completed Valencia Application for Admission using the Bachelor's Degree & ATC application, 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, complete the online Bachelor’s Degree Orientation and submit a copy of your current certification with ARRT, ARDMS, NMTCB, or equivalent certification to AlliedHealthBS.ATC@valenciacollege.edu.

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 entry level skills as described by the scope of practice for selected clinical concentration.
• 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.

Communication

<table>
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<td>Freshman Comp II</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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Humanities

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<thead>
<tr>
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Social Science

<table>
<thead>
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<tbody>
<tr>
<td>See Gen. Ed. Requirement (GR)</td>
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Mathematics

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<td>STA 2023</td>
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General Education

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Radiological and Imaging Core Requirements

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RTE 3213</td>
<td>RADIOLOGY INFORMATION SYSTEMS</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3702</td>
<td>RESEARCH METHODS AND INFORMATION LITERACY</td>
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<tr>
<td>RTE 4574</td>
<td>ADVANCED IMAGING MODALITIES</td>
<td>3</td>
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<tr>
<td>HSC 4555</td>
<td>Pathophysiologic Mechanisms</td>
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</tr>
<tr>
<td>HSC 4640</td>
<td>HEALTH LAW AND COMPLIANCE</td>
<td>3</td>
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<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>
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Electives

<table>
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<tr>
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<tbody>
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Concentration (See below)

Total Credit Hours

Concentration: Magnetic Resonance Imaging

<table>
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<tbody>
<tr>
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<td>ADVANCED PATIENT CARE</td>
<td>3</td>
</tr>
<tr>
<td>RTE 3765</td>
<td>ANATOMY FOR THE MEDICAL IMAGER</td>
<td>3</td>
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<tr>
<td>RTE 3591</td>
<td>MRI PRINCIPLES AND INSTRUMENTATION</td>
<td>3</td>
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<tr>
<td>RTE 3592</td>
<td>MR IMAGING AND PROCEDURES</td>
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<tr>
<td>RTE 4943L</td>
<td>MRI PRACTICUM</td>
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</table>

Total Credit Hours

Concentration: Computed Tomography

(For Radiographers, Radiation Therapists, and Nuclear Medicine Technologists only)

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

Concentration: Mammography

(For Radiographers only)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
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<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 3588</td>
<td>MAMMOGRAPHY</td>
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<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

Concentration: Cardiac Ultrasound

(For Radiographers and Sonographers only)

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<tr>
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<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>
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<tr>
<td>RET 4441C</td>
<td>CARDIAC ULTRASOUND II</td>
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<tr>
<td>RET 4943L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE II</td>
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<td>RTE 3116</td>
<td>ADVANCED PATIENT CARE</td>
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Total Credit Hours

Concentration: Vascular Ultrasound

(For Sonographers only)

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<tr>
<td>SON 3173</td>
<td>VASCULAR SONOGRAPHY II</td>
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<tr>
<td>SON 3806L</td>
<td>VASCULAR SONOGRAPHY PRACTICUM I</td>
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</table>
**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.

**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 9 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. (To see which programs are eligible for financial aid, click on this link: http://catalog.valenciacollege.edu/financialaid/generaleligibility/).

### 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

Accounting Applications (Technical Certificate)

Accounting Operations (Technical Certificate)

Accounting Specialist (Technical Certificate)

Advanced Computer Aided Design (Technical Certificate)
  • Architectural Drafting Specialization
  • Mechanical Drafting Specialization
  • Surveying Drafting Specialization

Advanced Electronics Technician (p. 134) (Technical Certificate) (p. 134)

Audio Electronics Specialist (Technical Certificate)

Audiovisual Production (Technical Certificate)

Baking and Pastry Arts (Technical Certificate)

Baking and Pastry Specialist (Technical Certificate)

Bar and Beverage Management (Technical Certificate)

Basic Electronics Technician (Technical Certificate)

Biotechnology Laboratory Specialist (Technical Certificate)

Biotechnology Specialist (Technical Certificate)

Business Management (Technical Certificate)

Business Operations (Technical Certificate)

Business Specialist (Technical Certificate)

Chef’s Apprentice (Technical Certificate)

Cloud Computing Architecture (Technical Certificate)

Computer Aided Design (Technical Certificate)

Computer Information Data Specialist (p. 160) (Technical Certificate) (p. 160)

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

Construction Specialist (Technical Certificate)

Criminal Justice Institute (Career Certificates)
  • Correctional Officer
  • Law Enforcement Officer
  • Crossover Corrections to Law Enforcement
  • Auxiliary Law Enforcement Officer

Criminal Justice Specialist (Technical Certificate)
  • Homeland Security
  • Law Enforcement
  • Corrections
  • Peace and Justice in Criminal Justice

Culinary Arts (Technical Certificate)

Culinary Arts Management Operations (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 Production (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)

Emergency Medical Technology (EMT) (Technical Certificate)

Entertainment – Stage Technology (Technical Certificate)

Entrepreneurship - (p. 93) (Technical Certificate) (p. 93)

Field Survey Technician (Technical Certificate)

Film Production Fundamentals (Technical Certificate)

Fire Fighter - Emergency Medical Technician (Career Certificate)

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)
Advanced Technical Certificates

- 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)
- Hospitality Security Specialist (Technical Certificate)
- Human Resources Management (Technical Certificate)
- Human Resources Operations (Technical Certificate)
- Human Resources Specialist (Technical Certificate)
- International Business Specialist (Technical Certificate)
- Laser and Photonics Technician (Technical Certificate)
- Linux Enterprise Server Administration (Technical Certificate)
- Medical Information Coder/Biller (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)
- Pastry Chef’s Apprentice (Technical Certificate)
- Plant Science Professional (Technical Certificate)
- Plant Science Specialist (Technical Certificate)
- Plant Science Technician (Technical Certificate)
  - Horticulture Specialization
  - Landscape Specialization
- Property Management Specialist (Technical Certificate)
- Rapid Prototyping Specialist - 3-D Printing (p. 123) (Technical Certificate) (p. 123)
- Real Estate Specialist (Technical Certificate)

Advanced Technical Certificates

- Restaurant Food Services Management (Technical Certificate) (p. 152)
- Robotics Applications Technician (Technical Certificate)
- Social Entrepreneurship Specialist (Technical Certificate)
- Social Media Communication Support (Technical Certificate)
- Sound and Music Production – Audio Visual Production (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.

Valencia has the following Advanced Technical Certificate which is an extension of our Associate degree programs:
  - Cake Artistry /degrees/advancedtechnicalcertificates/cakeartistry/ (p. 201)

Valencia has five Advanced Technical Certificates which lead to our Bachelor degree programs:
  - Computed Tomography (CT) /degrees/advancedtechnicalcertificates/computedtomography/ (p. 201)
  - Echocardiography /degrees/advancedtechnicalcertificates/echocardiography (p. 202)
  - Leadership in Healthcare /degrees/advancedtechnicalcertificates/leadershipinhealthcare/ (p. 203)
  - Magnetic Resonance Imaging /degrees/advancedtechnicalcertificates/magneticresonanceimaging/ (p. 204)
  - Mammography /degrees/advancedtechnicalcertificates/mammography/ (p. 205)
  - Vascular Sonography d (p. 206) /degrees/advancedtechnicalcertificates/vascularsonography/ (p. 206)
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.

For academic policies related to these ATCs, please visit http://catalog.valenciacollege.edu/degrees/bachelorofscience/

Cake Artistry
Advanced Technical Certificate
Limited-Access (CIP# 061250166)

This program provides advanced instruction in confectionery artistry. The program prepares you to go into a specialized career within the culinary industry. It will provide instruction in complex decorating techniques; figure sculpting, sugar flowers, color theory and design as pertaining to entremets and cakes. A student will learn to create and execute celebration, wedding, and 3-D sculpted cakes. Students will also learn the fundamentals of costing and managing a cake business.

Admission Requirements

- Students must have one of the following:
  - Earned A.S. degree in Baking and Pastry (minimum)
  - Industry experience of two years in the pastry field
- Submit a completed Valencia Application for Admission, and be in Active Student Status.
- Following your admission to Valencia, submit the Cake Artistry Application.

Potential Careers

- Lead decorator
- Assistant Pastry Chef
- Assistant Cake Manager
- Pastry Chef
- Owner/operator

Salary and Earnings Information

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

A variety of exciting career choices are available in Central Florida's flourishing theme parks, resorts, restaurants and other owner operator dining establishments. Excellent career opportunities are also available in catering and banquet services.

Contacts

Future Students
To learn more information about this program, contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507 or visit valenciacollege.edu/culinary-management/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/culinary-management/).

Computed Tomography
Advanced Technical Certificate
Limited-Access (CIP # 0351090767)

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) and hold an eligible college degree. 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
- Review the current Computed Tomography Program Guide (http://valenciacollege.edu/west/health/admissionupdates.cfm#CT).
- Submit a completed Valencia Application for Admission using the Bachelor's Degree/Advanced Technical Certificate application, and be in Active Student Status.
• 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 degree or higher in Radiography, Radiation Therapy, or Nuclear Medicine Technology from a regionally accredited institution. Students who hold the appropriate professional certification and any Associate in Science degree, Associate in Applied Science degree, or higher from a regionally accredited institution in any other field may also be considered for admission.
• 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 to Valencia’s Admissions Office.

Computed Tomography (CT)

Potential Careers
• CT Technologist

Salary & Earnings Information
For salary and wage information, visit: www.salary.com (http://www.salary.com/)

Contacts
For additional information, visit our website at: https://net1.valenciacollege.edu/future-students/degree-options/advanced-technical-certificates/

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

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.
• Practice professional behaviors in the healthcare setting.
• Execute safe clinical decision making in medical imaging.

RTE 3765 ANATOMY FOR THE MEDICAL IMAGER ** 3
RTE 3590 COMPUTED TOMOGRAPHY * 3
RTE 4942L CT PRACTICUM ** 3

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:
Prior to enrollment in a clinical practice, students must provide the specific documentation including but not limited to the following:
• 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 are not 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.

Echocardiography

Advanced Technical Certificate

Limited-Access (CIP # 0351090166)

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
• Submit a completed Valencia Application for Admission using the Bachelor’s Degree/Advanced Technical Certificate application, and be in Active Student Status.
• Have an address 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, Sonography, Nursing, Radiography, or Respiratory Care from a regionally accredited institution. Students who hold the appropriate professional certification and any Associate in Science degree, Associate in Applied Science degree, or higher from a regionally accredited institution in any other field may also be considered for admission.
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

• Echocardiographer

Salary and Earnings Information

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

Contacts

For additional information, visit our website at: https://net1.valenciacollege.edu/future-students/degree-options/advanced-technical-certificates/

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

Program Outcomes

• Function as a competent and contributing entry-level Non-Invasive Cardiology Sonography team member.

• Perform thorough and accurate echocardiography exams, meeting defined quality standards.¹

• Recognize Critical Results and notify the reading Cardiologist per clinical facility protocols.

• Demonstrate professional communication.

• Practice professional behaviors in all situations, and adhere to professional codes of ethics.²

• Demonstrate respect for patients’ rights and privacy while providing a safe environment.

¹ Quality standards for echocardiography exams are defined by the American Society of Echocardiography (ASE).

² Professional codes of ethics for echocardiographers have been established by the Society of Diagnostic Medical Sonographers (SDMS) and Cardiovascular Credentialing International (CCI).

Year I

Fall Term

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<th>Course Title</th>
<th>Credit Hours</th>
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<td>RET 4443</td>
<td>CARDIAC ULTRASOUND PHYSICS</td>
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Spring Term

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<tr>
<td>RET 4942L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE I **</td>
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Credit Hours

Summer Term

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<tr>
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Year II

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<td>RET 4944L</td>
<td>CARDIAC ULTRASOUND CLINICAL PRACTICE III **</td>
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Credit Hours

Total Credit Hours

18

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

NOTES:

Prior to enrollment in a clinical practice, students must provide specific documentation including but not limited to the following:

• 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 are not 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 (CIP # 0351070166)

The Leadership in Healthcare Program is designed for working professionals who have completed an Associate in Science degree, Associate in Applied Science degree, or higher 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
Magnetic Resonance Imaging

Advanced Technical Certificate
Limited-Access (CIP #0351090767)

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), and hold an eligible degree. 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, and be in Active Student Status
- Must have an address in the State of Florida
- Submit to Valencia’s Admissions Office an official transcript that indicates you have earned an Associate in Science degree, Associate in Applied Science degree, or higher, in Cardiovascular Technology, Dental Hygiene, 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

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

Contacts

For additional information, visit our website at: https://net1.valenciacollege.edu/future-students/degree-options/advanced-technical-certificates/

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

Program Outcomes

- Perform effective communication skills within the healthcare environment
- Apply leadership theory and management tools to interpersonal relationships within the healthcare environment.

HSA 4184 LEADERSHIP IN HEALTHCARE * 3
HSC 4640 HEALTH LAW AND COMPLIANCE * 3
HSA 4341 CONFLICT MANAGEMENT IN HEALTH CARE * 3
HSA 4110 ORGANIZATIONAL BEHAVIOR * 3
RTE 3205 ADMINISTRATION AND SUPERVISION * 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:

This is a West Campus program.

Specialized courses are not 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.

Potential Careers

- MRI Technologist
Salary & Earnings Information
For salary and wage information, visit: www.salary.com (http://www.salary.com/)

Contacts
For additional information, visit our website at: https://net1.valenciacollege.edu/future-students/degree-options/advanced-technical-certificates/

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

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.
- 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 MRI PRINCIPLES AND INSTRUMENTATION ** 3
RTE 3592 MR IMAGING AND PROCEDURES ** 3
RTE 4943L MRI PRACTICUM ** 3
RTE 3593C ADVANCED MRI PROCEDURES * 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:
Prior to enrollment in a clinical practice, students must provide the specific documentation including but not limited to the following:
- 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 are not 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.

Mammography
Advanced Technical Certificate

Limited-Access (CIP #0351090767)

The Mammography Program is designed for individuals who are currently certified in Radiography (AART) and hold an eligible college degree 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, and be in Active Student Status.
- Have an address in the State of Florida
- Submit to Valencia’s Admissions Office an official transcript that indicates that you have earned an Associate in Science degree, Associate in Applied Science degree or higher, in Radiography from a regionally accredited institution. Students who hold the appropriate professional certification and an Associate degree or higher from a regionally accredited institution in any other field may also be considered for admission.
- Submit verification of graduation with the minimum of an Associate Degree in Radiography within the year prior to program application OR submit documentation of employment within the year prior to program application in the area of certification OR complete RTE 3116 Advanced Patient Care prior to taking RTE 4941L Practicum
- 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
For salary and wage information, visit: www.salary.com (http://www.salary.com/)

Contact
For additional information, visit our website at: http://net1.valenciacollege.edu/future-students/degree-options/bachelors/

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

Program Outcome
- Practice professional behaviors in the healthcare setting.
- Perform entry level skills as described by the scope of practice for Mammography (M).
• Perform effective communication skills within the healthcare environment.
• Execute safe clinical decision making in medical imaging.

RTE 3588 MAMMOGRAPHY ** 3
RTE 4474 QUALITY MANAGEMENT * 3
RTE 4941L PRACTICUM * 3
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:
Prior to enrollment in a clinical practice, students must provide the specific documentation including but not limited to the following:

• 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 are not 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.

Vascular Sonography
Advanced Technical Certificate
Limited-Access (CIP #0351091066)

The Vascular Sonography program is designed for individuals who are currently certified in sonography (ARDMS or ARRT) or Echocardiography (ARDMS or CCI) and hold an eligible degree from a regionally accredited institution. Students completing this advanced technical certificate will gain knowledge and skills toward eligibility for the American Registry of Diagnostic Medical Sonographers (ARDMS) vascular technology exam and employment opportunities as credential vascular technologists. With the exception of lab and clinical practicums, this is an online program.

Admission requirements for the Advanced Technical Certificate in Vascular Sonography are:

• Be a U.S. citizen or U.S. permanent resident
• Review the current Vascular Sonography Program Guide.
• Submit a completed Valencia Application for Admission using the Bachelor’s Degree/Advanced Technical Certificate application, and be in Active Student Status.
• Have an 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, from a regionally accredited institution in Cardiovascular Technology, Sonography, Nursing, Radiography, or Respiratory Care. Students who hold the appropriate professional certification and any Associate in Science degree, Associate in Applied Science degree, or higher from a regionally accredited institution in any other field may also be considered for admission.
• Following your admission to Valencia as a candidate for the Vascular Sonography Program, submit the Health Sciences Program Application for the Vascular Sonography Program with a copy of your current professional credential for Sonography: ARDMS for General or Cardiac sonography (RDMS or RDQS); ARRT, Sonography (S); or CCI for Cardiac Sonography (RCS); employment documentation, if applicable; and the application fee.
• Your official transcript must reflect graduation with your eligible degree within the year prior to program application OR you must submit documentation of employment within the year prior to program application in diagnostic imaging OR you must complete RTE 3116 Advanced Patient Care prior to taking SON 3173 Vascular Sonography II.

Potential Careers
Vascular Sonographers may be employed by:

• Hospitals
• Private practices
• Vascular labs
• Vascular surgeon office’s vein centers
• Research participants

Salary & Earnings Information
For salary and wage information, visit: www.salary.com (http://www.salary.com/)

Contacts
For additional information, visit our website at: https://net1.valenciacollege.edu/future-students/degree-options/advanced-technical-certificates/

For more information about the program or admission requirements, please email AlliedHealthBS.ATC@valenciacollege.edu.

Program Outcomes
• Be prepared as competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
• 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

Year I

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<th>Course Title</th>
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<td>Fall Term</td>
<td>SON 3173</td>
<td>VASCULAR SONOGRAPHY II</td>
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COURSE DESCRIPTIONS

- Florida's Statewide Course Numbering System (p. 208)
- General Rule for Equivalencies (p. 208)
- Authority for Acceptance (p. 208)
- Exceptions to Equivalencies (p. 209)
- Non-Regionally Accredited Institutions (p. 209)
- Valencia Course Offerings (p. 209)

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>
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<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>
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</thead>
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<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
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</tr>
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</table>

English Composition (Freshman)

- No Laboratory component in this course

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 (http://scns.fldoe.org).

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 and Headings

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.

<table>
<thead>
<tr>
<th>College-Level and Developmental Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr</td>
</tr>
<tr>
<td>Con</td>
</tr>
<tr>
<td>Lab</td>
</tr>
<tr>
<td>Vocational Credits:</td>
</tr>
<tr>
<td>Con</td>
</tr>
</tbody>
</table>

The following is a guide to the letters attached to the end of course numbers:

- C represents a combined classroom and laboratory experience
- H represents the Honors version of a course
- L represents a laboratory experience
- N represents a supplemental tutorial

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/.

The preceding pages include a listing of the majority of former courses that have current equivalencies.

<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>
</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 1301</td>
<td>ARC 1301C</td>
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<td>ARC 2303</td>
<td>ARC 2303C</td>
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<td>ARC 2304</td>
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<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>
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<td>ART 2501C</td>
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<td>FIN 2000</td>
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<td>CJE 2000</td>
<td>POLICING SYSTEMS AND PROCEDURES</td>
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<td>CCJ 2210</td>
<td>CJI 2100</td>
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<td>CJC 2162</td>
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<td>JUVENILE JUSTICE SYSTEMS</td>
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<td>COP 2345</td>
<td>CTS 2321C</td>
<td>LINUX SYSTEM ADMINISTRATION</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 2710</td>
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<td>DEH 1602</td>
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Courses Offered

Below is a list of course offerings by subject code:

- ACG: Accounting-General (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/acg/)
- AFA: Afro-American Studies (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/afa/)
- AMH: American History (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/amh/)
- AML: American Literature (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/aml/)
- ANT: Anthropology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ant/)
- AOM: Agricult Operations Mngt (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/aom/)
- APA: Applied Accounting (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ap/a)
- ARA: Arabic (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ara/)
- ARC: Architecture (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/arc/)
- ARE: Art Education (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/are/)
- ARH: Art History (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/arh/)
- ART: Art (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/art/)
- ASL: American Sign Language (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/asl/)
- AST: Astronomy (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ast/)
- AVM: Aviation Management (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/avm/)
- BCN: Building Construction (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/bcn/)
- BCT: Bldg Construction: Trades (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/bct/)
- BOT: Botany (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/bot/)
- BSC: Biological Sciences (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/bsc/)
- BUL: Business Law (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/bul/)
- CCJ: Criminal Justice (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ccj/)
- CEN: Computer Engineering (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cen/)
- CET: Computer Engineering Tech (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cet/)
- CGS: Computer General Studies (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cgs/)
- CHI: Chinese (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/chn/)
- CHM: Chemistry (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/chm/)
- CIS: Comp Sci & Info Systems (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cis/)
- CJC: Crim Justice Corrections (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cjc/)
- CJD: Crim Justice Development (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cjd/)
- CJE: Criminal Justice (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cje/)
- CJL: Criminal Justice (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cjl/)
- CJI: Criminal Justice (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cji/)
- CJK: Crim Justice Institute (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cjk/)
- CLJ: Criminal Justice (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/clj/)
- CLP: Clinical Psychology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/clp/)
- CNT: Computer Network Technology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cnt/)
- COM: Communications (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/com/)
- COP: Computer Programming (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cop/)
- COT: Computing Theory (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cot/)
- CRW: Creative Writing (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/crw/)
- CTS: Computer Tech & Skills (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cts/)
- CVT: Cardiovascular Technology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/cvt/)
- DAA: Dance Activities (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/daa/)
- DHA: Dental Health (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/dha/)
- DED: Dental Education (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ded/)
- DEP: Developmental Psych (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/dep/)
- DES: Dental Support (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/des/)
- DIG: Digital Media Tech (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/dig/)
- DSC: Domestic Security (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/dsc/)
Courses Offered

- ITA: Italian Language (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ita/)
- JOU: Journalism (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/jou/)
- JPN: Japanese Language (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/jpn/)
- LAT: Latin (Language Studies) (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/lat/)
- LDE: Landscape Design (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/lde/)
- LIS: Library & Info Science (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/lis/)
- LIT: Literature (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/lit/)
- MAC: Math - Calc/Pre-Calc (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mac/)
- MAE: Mathematics Education (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mae/)
- MAN: Management (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/man/)
- MAP: Mathematics Applied (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/map/)
- MAR: Marketing (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mar/)
- MAS: Math - Algebraic Struct (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mas/)
- MAT: Mathematics (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mat/)
- MCB: Microbiology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mbc/)
- MET: Meteorology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/met/)
- MGP: Math - General & Finite (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mgp/)
- MHF: Math - History & Found (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mhf/)
- MKA: Marketing Applications (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mka/)
- MMC: Mass Media Communications (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mmc/)
- MNA: Management: Applied (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mna/)
- MSL: Military Science & Leader (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/msl/)
- MTB: Math - Tech & Business (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mtb/)
- MUC: Music Composition (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/muc/)
- MUE: Music Education (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mue/)
- MUL: Music-Literature (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mul/)
- MUM: Music-Commercial (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mum/)
- MUN: Music Ensembles (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mun/)
- MVO: Opera/Musical Theater (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvo/)
- MUS: Music (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mus/)
- MUT: Music-Theory (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mut/)
- MV: Applied Music: Brasses (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvb/)
- MVK: Applied Music: Keyboard (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvk/)
- MVP: Applied Music: Percussion (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvp/)
- MVS: Applied Music - Strings (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvs/)
- MVV: Applied Music-Voice (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvv/)
- MVW: Applied Music- Woodwinds (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/mvw/)
- NUR: Nursing (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/nur/)
- OCB: Biological Oceanography (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ocb/)
- OCE: General Oceanography (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/oce/)
- ORH: Ornamental Horticulture (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/orh/)
- OST: Office Systems Technology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ost/)
- PAX: Peace Studies (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pax/)
- PCB: Process Bio (Cell/Ecol etc.) (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pcb/)
- PEL: PE Act/Land Object Orient (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pel/)
- PEM: PE Act/Land Performance (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pem/)
- PEN: Activity/Water-Snow Based (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pen/)
- PET: Physical Ed Theory (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pet/)
- PGY: Photography (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pgy/)
- PHI: Philosophy (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/phi/)
- PHY: Physics (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/phy/)
- PLA: Paralegal/Legal Assist/Adm (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pla/)
- PLP: Plant Pathology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/plp/)
- PLS: Plant Science (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pls/)
- POR: Portuguese (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/por/)
- POS: Political Science (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pos/)
- PSC: Physical Sciences (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/psc/)
- PSY: Psychology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/psy/)
- PUR: Public Relations (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/pur/)
- REA: Reading (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/rea/)
- REE: Real Estate (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ree/)
- REL: Religion (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/rel/)
- RET: Respiratory Care (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/ret/)
- RMI: Risk Management & Insurance (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/rmi/)
- RTE: Radiologic Technology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/rte/)
- SBM: Small Business Management (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/sbm/)
- SLS: Student Life Skills (Lrng) (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/sls/)
- SON: Sonography (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/son/)
- SOP: Social Psychology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/sop/)
- SPC: Speech Communication (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/spc/)
- SPN: Spanish (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/spn/)
- STA: Statistics (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/sta/)
- SUR: Surveying & Related Areas (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/sur/)
- SWS: Soil Science (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/sws/)
- SYG: Sociology, General (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/syg/)
- TAR: Technical Architecture (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/tar/)
- TAX: Taxation (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/tax/)
- THE: Theater Studies/General Resources (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/the/)
- TPA: Theater Production & Administration (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/tpa/)
- TPP: Theater Performance/Training (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/tpp/)
- WOH: World History (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/woh/)
- ZOO: Zoology (http://catalog.valenciacollege.edu/coursedescriptions/coursesoffered/zoo/)
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.

**East Campus**

- Campus Administration
- Beneff Honors College Research Track
- Weekend College
- Performing Arts Center/Black Box Theater
- Alumni Association Office
- Bachelor of Applied Science in Computing Technology & Software Development (p. 185)
- Associate in Arts Degree Program
- Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

**Accounting Applications (Technical Certificate)** (p. 85)
**Accounting Operations (Technical Certificate)** (p. 85)
**Accounting Specialist (Technical Certificate)** (p. 85)
**Accounting Technology (A.S. Degree)** (p. 83)
**Business Administration (A.S. to B.A./B.S. Career Path)** (p. 91)

**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. 93)
- Business Operations (Technical Certificate) (p. 93)
- Business Specialist (Technical Certificate) (p. 93)
- Computer Information Technology (A.S. Degree) (p. 159)

**Computer Information Technology Analyst (Technical Certificate)** (p. 160)

- IT Security Specialization
- IT Support Specialization

**Computer Information Technology Specialist (Technical Certificate)** (p. 160)

**Computer Programming and Analysis (A.S. Degree)** (p. 162)
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- Computer Programming Specialization
- Web Development Specialization

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- Computer Programming Specialization
Web Development Specialization
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Criminal Justice Technology (A.S. to B.S. Career Path) (p. 110)
Criminal Justice Technology Specialist (Technical Certificate) (p. 111)
Digital Media Technology (A.S. Degree) (p. 63)
  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. 64)
Digital Media Video Production (Technical Certificate) (p. 64)
Digital Media Web Production (Technical Certificate) (p. 64)
Digital Video Editing and Post Production (Technical Certificate) (p. 64)
  Digital Video Fundamentals (Technical Certificate) (p. 64)
  Digital - Webcast Media (Technical Certificate) (p. 64)
  Digital - Webcast Technology (Technical Certificate) (p. 64)
  Drafting - AutoCAD (Technical Certificate) (p. 123)
  Entertainment Design and Technology (A.S. Degree) (p. 74)
    Production Design Specialization
    Live Show Production Specialization
  Entertainment - Stage Technology (Technical Certificate) (p. 75)
Film Production Technology (A.S. Degree) (p. 68)
Film Production Fundamentals (Technical Certificate) (p. 68)
  Graphic and Interactive Design (A.S. Degree) (p. 70)
    Interactive Design Specialization
  Graphic Design Specialization
  Interactive Design Specialization
  Graphic Design Production (Technical Certificate) (p. 71)
  Graphic Design Support (Technical Certificate) (p. 71)
  Graphics - Interactive Design Support (Technical Certificate) (p. 71)
  Graphics - Interactive Design Production (Technical Certificate) (p. 71)
  Homeland Security Specialist (Technical Certificate) (p. 111)
  Human Resources Management (Technical Certificate) (p. 93)
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  Industrial Management Technology (A.S. Degree) (p. 106)
  Medical Office Administration (A.S. Degree) (p. 100)
    Medical Front Office Specialization
    Medical Transcription Specialization
  Medical Office Management (Technical Certificate) (p. 101)
  Medical Office Specialist (Technical Certificate) (p. 101)
  Medical Front Office Specialization
  Medical Transcription Specialization
Medical Office Support (Technical Certificate) (p. 101)
Medical Front Office Specialization
Medical Transcription Specialization
New Media Communication (A.S. Degree) (p. 75)
Office Administration (A.S. Degree) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/programrequirements)
  Office Management (Technical Certificate) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/certificatetest)
  Office Specialist (Technical Certificate) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/certificatetest)
  Office Support (Technical Certificate) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/certificatetest)
  Paralegal Studies (A.S. to B.S. Career Path) (p. 120)
  Litigation Specialization
  Transactional Specialization
  Property and Casualty Insurance Management Operations (Technical Certificate) (p. 93)
  Property and Casualty Insurance Management Specialist (Technical Certificate) (p. 93)
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  Sound and Music Technology (A.S. Degree) (p. 79)
  Audio Engineering Technology Specialization (articulated to the B.S.E.C.E.T. degree program)
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  Veterinary Technology (A.S. Degree) (Offered through Cooperative Agreement with St. Petersburg College) (p. 61)
  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
  - Valencia’s Collegiate Academy at Lake Nona High School
  - Located Near Orlando’s Medical City
  - Associate in Arts Degree Program
Web Development Specialization

Computer Programming Specialization

Game Programming Specialization

Web Development Specialization

Computer Programming Specialist (Technical Certificate) (p. 163)

Computer Programming Specialization

Web Development Specialization

Customer Service Management (Technical Certificate) (p. 93)

Customer Service Operations (Technical Certificate) (p. 93)

Customer Service Specialist (Technical Certificate) (p. 93)

Emergency Medical Technology (EMT) - (Applied Technology Diploma) (p. )

Industrial Management Technology (A.S. Degree) (p. 106)

Medical Office Administration (A.S. Degree) (p. 100)

Medical Office Management (Technical Certificate) (p. 101)

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Medical Office Support (Technical Certificate) (p. 101)

Office Administration (A.S. Degree) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/#programrequirementstext)

Office Management (Technical Certificate) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/#programrequirementstext)

Office Specialist (Technical Certificate) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/#programrequirementstext)

Office Support (Technical Certificate) (http://catalog.valenciacollege.edu/degrees/associateinscience/businessaccountingofficerelated/officemanagement/#programrequirementstext)

Paramedic Technology (Technical Certificate) (p. 53)

Residential Property Management (AS Degree) (p. 103)

Veterinary Technology (A.S. Degree) (Offered through Cooperative Agreement with St. Petersburg College) (p. 61)

• 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 entirely on the Lake Nona Campus.

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 Applications (Technical Certificate) (p. 85)

Accounting Operations (Technical Certificate) (p. 85)

Accounting Specialist (Technical Certificate) (p. 85)

Business Administration (A.S. to B.A./B.S. Career Path) (p. 91)

Finance Specialization

Management Specialization

Marketing Specialization

Business Management (Technical Certificate) (p. 93)

Business Operations (Technical Certificate) (p. 93)

Business Specialist (Technical Certificate) (p. 93)

Computer Information Technology (A.S. Degree) (p. 159)

Computer Information Technology Analyst (Technical Certificate) (p. 160)

IT Security Specialization

IT Support Specialization

Computer Information Technology Specialist (Technical Certificate) (p. 160)

Computer Programming and Analysis (A.S. Degree) (p. 162)

Computer Programming (Technical Certificate) (p. 163)

Computer Programming Specialization

Game Programming Specialization

Web Development Specialization

Computer Programming Specialist (Technical Certificate) (p. 163)

Computer Programming Specialization

Web Development Specialization

Customer Service Management (Technical Certificate) (p. 93)

Customer Service Operations (Technical Certificate) (p. 93)

Customer Service Specialist (Technical Certificate) (p. 93)

School of Public Safety

8600 Valencia College Lane

Orlando, Florida 32825

407-299-5000

Programs

• Correctional Officer (p. 117)

• Law Enforcement Officer (p. 117)

• Crossover Corrections to Law Enforcement (p. 117)

• Auxiliary Law Enforcement Officer (p. 117)

• Fire Science Technology (A.S. Degree)

• Fire Fighter (p. 142)(Minimum Standards)

• Fire Fighter - EMT (p. 142)

• Fire Office Supervisor (p. 142)

West Campus

• Campus Administration

• Seneff Honors College Interdisciplinary Studies Track

• Bachelor's Degrees

Business and Organizational Leadership (B.A. Degree) (p. 179)

Electrical and Computer Engineering Technology (B.S.E.C.E.T. Degree) (p. 188)

Radiologic and Imaging Sciences (A.S. to B.S. Degree) (p. 195)

• Associate in Arts Degree Program

• Associate in Science Degree, Applied Technology Diploma and Certificate Programs*
Building Construction Technology (A.S. Degree) (p. 125)
Baking and Pastry Arts (Technical Certificate) (p. 146)
Baking and Pastry Management (A.S. Degree) (p. 145)
Basic Electronics Technician (Technical Certificate) (p. 134)
Building Construction Specialist (Technical Certificate) (p. 126)
Business Administration (A.S. to B.A./B.S. Career Path) (p. 91)

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. 93)
Business Operations (Technical Certificate) (p. 93)
Business Specialist (Technical Certificate) (p. 93)
Cardiovascular Technology (A.S. Degree) (p. 47)
Chef’s Apprentice (Technical Certificate) (p. 148)
Computed Tomography (Advanced Technical Certificate) (p. 163)
Computer Information Technology (A.S. Degree) (p. 159)
Computer Information Technology Analyst (Technical Certificate) (p. 160)

IT Security Specialization

IT Support Specialization

Computer Information Technology Specialist (Technical Certificate) (p. 160)

Computer Programming and Analysis (A.S. Degree) (p. 162)
Computer Programming (Technical Certificate) (p. 163)

Computer Programming Specialization

Web Development Specialization

Computer Programming Specialist (Technical Certificate) (p. 163)

Computer Programming Specialization

Web Development Specialization

Construction and Civil Engineering Technology (A.S. Degree) (p. 124)
Culinary Arts Management Operations (Technical Certificate) (p. 148)
Culinary Arts (Technical Certificate) (p. 148)
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Customer Service Management (Technical Certificate) (p. 93)
Customer Service Operations (Technical Certificate) (p. 93)
Customer Service Specialist (Technical Certificate) (p. 93)

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Digital Forensics (Technical Certificate) (p. 129)

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Drafting (Technical Certificate) (p. 123)

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Mechanical Drafting Specialization

Surveying Drafting Specialization

Drafting - AutoCAD (Technical Certificate) (p. 123)
Electronics Engineering Technology (A.S. Degree) (p. 133)

Electronics Specialization

Laser and Photonics Specialization

Robotics and Simulation Specialization

Telecommunication and Wireless Specialization

Emergency Medical Services Technology (A.S. Degree) (p. 53)
Emergency Medical Technology (EMT) (Applied Technology Diploma)

Health Information Technology (A.S. Degree) (p. 55)
Hospitality - Event Planning Management (Technical Certificate)

Hospitality - Food and Beverage Management (Technical Certificate)

Hospitality - Guest Services Specialist (Technical Certificate)

Hospitality - Rooms Division Management (Technical Certificate)

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

Human Resources Management (Technical Certificate) (p. 93)
Human Resources Operations (Technical Certificate) (p. 93)

Industrial Management Technology (A.S. Degree) (p. 106)

Landscape and Horticulture Technology (A.S. Degree) (p. 165)

Horticulture Specialization

Landscape Specialization

Landscape and Horticulture Professional (Technical Certificate)

Landscape and Horticulture Specialist (Technical Certificate) (p. 166)

Landscape and Horticulture Technician (Technical Certificate) (p. 166)

Landscape Specialization

Laser and Photonics Technician (Technical Certificate) (p. 134)

Magnetic Resonance Imaging (Advanced Technical Certificate)

Medical Office Administration (A.S. Degree) (p. 100)

Medical Front Office Specialization

Medical Transcription Specialization

Medical Office Management (Technical Certificate) (p. 101)

Medical Office Specialist (Technical Certificate) (p. 101)

Medical Front Office Specialization
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.

* Winter Park Campus

- Campus Administration
- Associate in Arts Degree Program
- Associate in Science Degree*
- Certificate Programs*
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. Nine 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, Tracey Stockwell is executive vice president and chief financial officer for Universal Orlando. Before joining Universal Orlando in 1997, she worked at Price Waterhouse. Currently treasurer of the Universal Orlando Foundation, Stockwell is a member of the Florida Institute of CFO’s and has served in a variety of roles in the Orlando Economic Partnership. She earned her bachelor’s degree from the University of Windsor in Ontario, Canada. She is both a Florida Certified Public Accountant as well as an Ontario Chartered Accountant.

Vice-Chair, 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, Bruce Carlson is the owner of Imagination Realty, Inc. and was previously the vice president of operations for E. I. DuPont De Nemours Performance Coatings. He is a former treasurer of the American Chemical Society, Delaware Section 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, John Davis serves as the executive vice president of the Orlando Regional Chamber of Commerce. Prior to that, Davis served as president of the African-American Chamber of Commerce of Central Florida and as external affairs director for the state Department of Children and Families. Davis earned a bachelor’s degree in political science from Florida State University, where he played on the FSU football team. He later co-founded ProStyle, a fitness company designed to give clients the experience of training like a professional athlete.

Trustee, Maria Grulich serves as director of global business for the Florida Association of Realtors, overseeing and developing global initiatives and programs for Florida, as well as serving as the team liaison to the National Association of Realtors. Grulich is a resident of Osceola County and a graduate of the University of South Florida.

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, Michael A. Sasso is the managing partner at Sasso & Sasso, P. A., a Central Florida law firm. In his legal practice, Sasso devotes most of his time to general civil litigation and business law. President-elect of the Seminole County Bar Association, he earned a bachelor’s degree from the University of Florida and his law degree from Barry University School of Law. He also serves on the Judicial Nominating Commission for the Ninth Judicial Circuit, and as a board member of the Central Florida Urban League.

Trustee, Beth Smith is the government and education manager for Cigna. Prior to her current job, she served as corporate manager of community relations for Orlando Health. Smith serves on the boards of the UCF Alumni Association, Winter Park Chamber of Commerce, Downtown Orlando Partnership, the Orlando Philharmonic Orchestra and Leadership Florida Regional Council. Smith earned her bachelor’s degree from the University of Central Florida, where she is pursuing a master’s degree in public administration.

Trustee, Mai Swanson is the co-founder of Signature Landscape Contractors in Winter Park, serving the environmental needs and landscape development of Central Florida residents and businesses for more than 10 years. Prior to that, she co-founded Winter Park Mortgage, LLC where she managed and worked as a mortgage broker and loan originator. Swanson earned an Associate of Arts degree from Valencia Community College and a Bachelor of Science degree in business from Florida State University.
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 Prepare to 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 six Valencia College campuses: East, Lake Nona, Osceola, Poinciana, West, Winter Park and Downtown (First Stop).

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. There is no application fee for the Bachelor’s degree or Advanced Technical Certificate programs. 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 their application online as well as their Dual Enrollment Application Signature Request Form to the Dual Enrollment office for initial processing. Your Dual Enrollment application is not complete until both parts of the application have been submitted.

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, Associate of Science (A.S.) 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. Official PDF transcripts can be sent to transcripts@valenciacollege.edu or mailed to 1800 S. Kirkman Road Orlando, FL 32811. Unofficial transcripts will not be processed. 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 at:

https://catalog.valenciacollege.edu/admissions/Summary_of_Admissions_Requirements_chart.PDF.pdf

Florida Residency

Residency Information

( College Policy. 6Hx28:8-06: Residency [http://catalog.valenciacollege.edu/admissions/floridaresidency/8-06-residency.pdf])

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 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 first day of classes of the Full Term for which residency is being sought.

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 showing graduation within the last 12 months or a Florida GED or score report earned within the last 12 months with a Florida High School Transcript showing two years of high school; and/or proof of permanent full-time employment. To be used, all documentation must be current and have been issued at least 12 consecutive months prior to the first day of classes of the Full Term for which residency is being sought.

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 first day of classes of the Full Term for which residency is being sought.

All documents must be submitted by the “Documentation of Florida Residency Due By This Date” deadline listed in the Important Dates and Deadlines (p. 218) calendar.

Non-Florida Resident

If you do not qualify as a Florida resident, or you do not provide the necessary documentation with your application or on your 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 first day of classes of the Full Term for which residency is being sought. In addition, you (or your parent, guardian or person in a parental relationship if you are dependent) must provide a ”Tier 1” document. 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 “Documentation of Florida Residency Due By This Date” deadline listed in the Important Dates and Deadlines (p. 218) 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 (p. 218) 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 first day of classes of the Full Term for which residency is being sought.
- 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 first day of classes of the Full Term for which residency is being sought.
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 first day of classes of the Full Term for which residency is being sought. (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 first day of classes of the Full Term for which residency is being sought. (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 first day of classes of the Full Term for which residency is being sought. 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 first day of classes of the Full Term for which residency is being sought. (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 first day of classes of the Full Term for which residency is being sought. (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. 228)
- Non-Degree Seeking Students (p. 228)
• Foreign Credential Evaluation Agencies (p. 229)

**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 that meets the criteria of the State of Florida 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 public 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 (English or Spanish acceptable).
- You have completed course work at another postsecondary institution (college or university). You must request that each postsecondary 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. Transcripts should contain no in-progress courses. If Valencia learns that you have attended another institution that you did not declare on your application, the college will require you to provide the official transcript even if no transfer credit is being sought. Having official transcripts from all postsecondary institutions is both an admissions and a graduation requirement.

If you have attended an institution of higher education 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, Associate of Science (A.S.) 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.

**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 at the college.
2. 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 from the student’s school guidance counselor and parent or legal guardian.

To apply for admission into the Dual Enrollment program, all prospective students in grades 6-12 must complete a free online Dual Enrollment application and a Dual Enrollment Application Signature Request form, with all signatures. For more information regarding the steps to apply, application deadline dates, and test score placement requirements, please visit https://valenciacollege.edu/dual. Important dates, deadlines and campus closure information can be found at https://catalog.valenciacollege.edu/importantdatesdeadlines/. Dual Enrollment students are required to submit their application online as well as their Dual Enrollment Application Signature Request Form to the Dual Enrollment office for initial processing. Your Dual Enrollment application is not complete until both parts of the application have been submitted.

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, you must prove Florida residency for tuition purposes via the Residency Statement, and FAFSA must also be completed if applicable. 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.

3. 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.

4. 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.

5. You are 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, or until you successfully complete 15 credits of college level courses with a grade of C or higher. At that time, you may request a change of status to be admitted as a degree-seeking student. Note that Provisional students who achieve degree-seeking status by completing 15 credit hours will remain ineligible for federal financial aid under Title IV programs, as eligibility for these programs requires a standard high school diploma, GED, or equivalent.

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 an affiliated member of NACES (http://naces.org/). Students are required to obtain “course by course” evaluations. The evaluations may be used for transfer credit consideration, fulfillment of Valencia College pre-requisites, 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 on F/J visas. 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 J-1 nonimmigrant visa, you must meet the eligibility requirements outlined in a partnership agreement between Valencia College, and a university, government, or exchange partner organization. If you wish to enroll at Valencia on an F-1 visa, 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 meet requirements for English proficiency by submitting results from one of the following exams, taken within two years of the start date of class:
  a. Test of English as a Foreign Language (TOEFL) score of 133 on the computer version, 45 on the Internet version, or 450 on the paper version, or 34 on the paper-delivered version.
  b. International English Language Testing System (IELTS) with a minimum score of 5.5.
  c. ACCUPLACER ESL (LOEP) minimum score of 86.
  d. SAT Writing and Language Test with a minimum score of 25 and SAT Reading Test with a minimum score of 24.
  e. ACT English with a minimum score of 17 and ACT Reading with a minimum score of 19.
  f. Duolingo English test with a minimum score of 75.
• You will not be required to demonstrate English proficiency for admission purposes if you meet one of the following criteria:
  1. English is the official language of your country of citizenship. (See International Student Services website for country listing.)
  2. If you have completed Freshman English Composition or its equivalent (as determined by Valencia) with a grade of C or higher.
  3. You have earned an Associate of Bachelor’s degree at an institution in which English was the language of instruction. Official transcripts are required for documenting English proficiency.
• Students will be required to take the PERT exam upon arrival at Valencia College to determine academic placement. Testing and placement charts can be found in the Entry Testing & Placement and Mandatory Courses (http://catalog.valenciacollege.edu/entrytestingplacementmanditorycourses/testingplacementcharts/) section of the catalog.
Special Admission Requirements

- You must submit the Declaration of Finances Form by logging in to the International Student Services myISS portal, and a bank statement or bank letter in English or with an English translation 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 transferring an I-20 from another institution as an F-1 student are required to submit copies of their visa, I-94 Departure and Arrival Record, 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. This form can be sent electronically by logging in to the International Student Services myISS portal.

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 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 waivering 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. 230)
- Criminal Justice Institute (p. 230)
- A.A. Degree Pathway: Dance Performance (p. 230)
- Health Sciences Programs (p. 231)

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 at valenciacollege.edu/cji (http://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 (http://valenciacollege.edu/cji/).
Admission to the A.A. Degree Pathway: Dance Performance

The A.A. Degree Pathway: 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 degree pathway. Admission to Valencia does not imply acceptance to this degree pathway; all applicants must satisfy the admission requirements: (1) submit a completed Valencia College Application for Admission; (2) submit a completed Valencia College A.A. Degree Pathway: 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 secondary 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 from an institution that has regional accreditation in the U.S., 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 eight 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, technical certificates are offered in Emergency Medical Technician and Medical Information Coder/Biller. Advanced technical certificates are offered in Computed Tomography (CT), Echocardiography, Leadership in Healthcare, Magnetic Resonance Imaging (MRI), Mammography, and Vascular Sonography. Admission to these programs is limited because of clinical facilities and staff.

Students eligible for the Accelerated Track in Nursing (Associate in Science), Cardiopulmonary Sciences (Bachelor of Science), or Radiologic and Imaging Sciences (Bachelor of Science) must be a U.S. citizen, a U.S. permanent resident, or in a non-immigrant category other than the F or J visa categories.

Students interested in a health sciences program must complete the Valencia Application for Admission ($35 fee) and the application for the specific health sciences program. Prior to application for any health sciences program, students must satisfy all admissions criteria for the specific program. For information on the Health Sciences Program admissions criteria, please check the Program Guide on the Health Sciences website (http://valenciacollege.edu/west/health/). Admission to Valencia does not imply acceptance to any health sciences 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. Associate-level 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. Please be advised that certain updates to your record will require supporting documentation such as name changes. 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 Downtown Campus (W. Livingston Street), East Campus (North Eclosehatchee Trail), Lake Nona Campus (Narcoossees Road), Osceola Campus (Denn John Lane), Poinciana Campus (Pleasant Hill Road), 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 and where your primary assigned advisor may be located.

Change of Program/Major Deadline
Change of program/major requests received after the Change of Program/ 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); designated employees or qualified employees of institutions engaged in joint instructional activities or programs with Valencia; 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 and 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 or 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
- degrees, honors and awards received

Classification of Students

- Degree-Seeking (p. 233)
- Non-Degree Seeking (p. 233)
- Transient (p. 233)
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, Bachelor of Arts, 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, for an applied technology diploma, as a Dual Enrollment student, or as a Provisional student, 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, for an applied technology diploma or a career certificate program, or for Provisional students) and mandatory course requirements. Note that non-degree seeking students are still required to satisfy course prerequisites for registration, either by testing or by providing a transcript which indicates prerequisite coursework has been completed or advisor endorsement from a home institution. Moreover, Dual Enrollment students 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. 246).)

### 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 ($35 fee) and must have a transcript 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; 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 and you utilized the floridashines.org transient form, 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.

The institution that you want to attend as a transient student may require that you submit a transcript(s) of your previous college work. If you desire to have transcripts sent from Valencia to another institution, you must complete a Transcript Request form online through your Atlas account. There is a $3.00 transcript fee.

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:

- Associate Degree or Technical Certificate student is active if you have been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.
- Bachelor’s Degree student is active if you have been enrolled in credit courses at Valencia within the 12 months prior to the beginning of the upcoming term.

Inactive Student:

- Associate Degree or Technical Certificate student is inactive if you have not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.
- Bachelor’s Degree student is inactive if you have not been enrolled in credit courses at Valencia within the 12 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 applicable, you will also need to reestablish your Florida residency classification by providing the necessary documentation.

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 a Valencia official 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 requested. 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. If you would like to see the status of your transcript request, please go to your Atlas account, click on the “Student Tab”, then select transcript status under the transcript section. 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 (http://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; 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. 218) 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 (http://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 College is located in Courses Offered section via the links on the left (under the Course Descriptions section). 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. If you are auditing a course and remain in the course beyond the drop/refund deadline for the term, your final grade will result in an "X". To audit, you do not have to have special permission, but you must meet course prerequisites and/or co-requisites. 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. 236)
- Schedule of Fees (p. 236)
- Registration Fees for Associate Level Courses (p. 236)
- Registration Fees for Bachelor Level Courses (p. 236)

**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. You must pay a $35 readmission application fee based on the program you are seeking if you have not taken courses at Valencia in the past two consecutive years.

Some limited access programs may have additional application fees in addition to the general 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.
- Students planning to enroll in a Criminal Justice Institute (CJI) or a Fire Rescue Institute program are required to pay a $100 non-refundable 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.

There is no application fee for the Valencia College Bachelor's Degree programs.

**Schedule of Fees**

All fees are subject to change without notice. Please refer to 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>Fee</th>
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<tbody>
<tr>
<td>Tuition</td>
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<tr>
<td>Technology</td>
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<td>Student Activity Fee</td>
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<tr>
<td>Capital Improvement Fee</td>
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<td><strong>Total</strong></td>
<td><em>$103.06</em></td>
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**Non-Florida Resident**

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<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>Technology</td>
<td>$15.34</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
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<td>Student Activity Fee</td>
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**Registration Fees for Bachelor Level Courses**

**Florida Resident**

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<tr>
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<td>Technology</td>
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<td>Financial Aid Fee</td>
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<td>Student Activity Fee</td>
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<td>Capital Improvement Fee</td>
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<td><strong>Total</strong></td>
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**Non-Florida Resident**

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<td>Student Activity Fee</td>
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<td>Capital Improvement Fee</td>
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<tr>
<td><strong>Total</strong></td>
<td><em>$427.59</em></td>
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</tbody>
</table>

**Full Cost of Instruction Fee**

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. The full cost of instruction fee is the additional amount that excludes state funding based on the system wide average of undergraduate programs for Florida College System institutions.

- The full cost of instruction fee is $223.00 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 $326.06.
- The full cost of instruction fee is $223.00 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 $335.19.

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 (https://valenciacollege.edu/students/answer-center/) by the Full Cost of Instruction Appeal Deadline provided in the Academic Calendar (https://catalog.valenciacollege.edu/importantdatesdeadlines/) 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. This fee is indicated as a Special Fee in appropriate course descriptions in this catalog and as a Lab Fee on your registration schedule bill.
Distance Learning Fee
A course fee of $8 per credit is assessed for online courses only to cover the additional cost of services provided which are attributable to the development and delivery of a distance learning course.

Other Course Fees

<table>
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<th>Course Fee</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Independent Study Fee (per credit hour)</td>
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</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

- Third-Party Authorization (p. 237)
- Florida Prepaid Program (p. 237)

Registration fees must be paid by the Fee Payment Deadline provided in the Important Dates and Deadlines (https://catalog.valenciacollege.edu/importantdatesdeadlines/) 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 electronic check using your personal checking or savings account.
- Pay by cash, check, credit card or money order in any campus Business Office (https://valenciacollege.edu/students/business-office/)
- Mail a check or money order to Valencia College, P.O. Box 4913, Orlando, FL 32802.

  - Note: Checks and money orders must be made payable to Valencia College and include your Valencia ID number (VID). Payment must be received in the Business Office by the close of business on the Fee Payment Deadline.

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 My Account channel
- Click My Account Balance link
- Click on Valencia College Statement and Schedule in “Your Account” box located in the upper left hand corner for detailed information about charges and payments

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 (https://valenciacollege.edu/academics/calendar/documents/important-dates-calendar-2019-2020.pdf) calendar.

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. 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 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 Florida Prepaid plan must be paid in full on or before the fee payment deadline as listed in the Important Dates and Deadlines (https://catalog.valenciacollege.edu/importantdatesdeadlines/) 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, distance learning fee). No plan covers the full cost of instruction fee (https://catalog.valenciacollege.edu/financialinformationfees/fullcostofinstructionfee/) assessed for a course taken for the third time at Valencia.

Tuition and Fees Exemptions and Waivers

Students who are eligible for exemptions are not required to pay standard tuition and fees associated with the course for which they have enrolled for term. These exemptions apply only to tuition and fees, and students will be responsible for other applicable charges, including course materials and travel expenses associated with study abroad.

Homeless Exemption
In accordance with Florida Statute 1009.25 (1) (f), a student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence, a public or private transitional living program, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This includes a student who would otherwise meet the requirements of this paragraph, as determined by a college or university, but for his or her residence in college or university dormitory housing.
To petition for the homelessness exemption, submit documentation for verification to the College through the Answer Center (https://valenciacollege.edu/students/answer-center/).

- Documentation is a letter, on official letterhead which includes contact information (address, telephone, and email), from an agency or organization designed to provide temporary residence or transitional living programs signed by a representative of the agency/organization which includes printed name and title.

- New documentation is required for each term of enrollment and should be dated no earlier than 45 days prior to and no later than 30 days from the start date of the full academic term as listed in the Important Dates and Deadlines Calendar (https://catalog.valenciacollege.edu/importantdatesdeadlines/).

- High school graduating seniors who enroll the fall term immediately following high school graduation may provide McKinney-Vento Homeless Assistance Act documentation from their high school liaison. For each subsequent academic term of enrollment, students will need to submit new documentation. Documentation is a letter, on official letterhead which includes contact information (address, telephone, and email), from an agency or organization designed to provide temporary residence or transitional living programs signed by a representative of the agency/organization which includes printed name and title.

- Students will be notified via their Atlas email account of the approval or denial of the documentation.

- The exemption will be applied to the student's account for the appropriate tuition and fees charges.

- A staff member will reach out to students via their Atlas email to offer additional academic support and student success resources.

If a student no longer qualifies for the Homeless Exemption, he or she is required to meet the Florida Residency for Tuition Purposes reclassification criteria for in-state tuition. This criteria can be found at https://catalog.valenciacollege.edu/admissions/floridaresidency/ (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog.valenciacollege.edu%2Fadmissions%2Ffloridaresidency%2F&data=02%7C01%7Cjiasch%40valenciacollege.edu%7C4bd941947974521ab9b08d7b92a0f8%7C0e866953d1741a854413569%7C0%7C%7C0%7C637181462392782702&data=%2F%2FYRbQylK%2F4%2Fk7G2zEGS4hdpRQ8gubX6EIRqKis%3D&reserved=0).

Space Available Waivers
Registration under any of the course waivers is limited to "space availability" and will only be allowed after the date listed in the Important Dates and Deadlines Calendar (https://valenciacollege.edu/academics/calendar/documents/important-dates-calendar-2019-2020.pdf) in the online official catalog. Internship and independent study classes are excluded from these waivers. If you register for the course prior to the allowed registration period, or given a capacity override, you will not be eligible to use any space available waiver for the course, even if the course is dropped from your record.

It is the responsibility of the individual requesting these waivers to complete Valencia’s Application for Admission (https://valenciacollege.edu/admissions/admissions-records/application-forms.php) and pay the non-refundable and non-transferable application fee prior to registering for classes.

Refer to sections below for specific qualifications and restrictions related to these waivers.

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 associated course fees. Any special fee or distance learning fee associated with a course will be the responsibility of the individual requesting the waiver. Registration using this waiver is limited to “audit” only; classes may not be taken for grades or academic credit. To use the Senior Citizens Waiver, the senior citizen must register and on the day of registration visit a campus Business Office (https://valenciacollege.edu/students/business-office/) with documentation of age (such as a driver’s license) and a completed Senior Citizen Tuition Waiver/Certification Form (https://valenciacollege.edu/students/business-office/documents/Senior-Citizen-Tuition-Waiver-Valencia.pdf) in order to receive the waiver. All special fees and distance learning fees must be paid at this time.

State Employee Waiver
Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver as defined in Florida Statute 1009.265(5). 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. To use the waiver, the state employee must register for classes, then visit any campus Business Office (https://valenciacollege.edu/students/business-
officer/) to provide eligibility verification from their State employer in order to receive the waiver.

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. To use the Classroom Teacher waiver, a classroom teacher must register for the specially designated classes, then visit any campus Business Office (https://valenciacollege.edu/students/business-office/) with a completed Authorization for Classroom Teacher Tuition Waiver (http://valenciacollege.edu/businessoffice/forms.cfm) form to provide eligibility verification from your employer in order to receive 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.

EXEMPTIONS

Students who are eligible for exemptions are not required to pay tuition and fees associated with the course for which they have enrolled for term. These exemptions do not cover payment any other applicable charges related to other school related charges, including course materials and room and board charges.

Homeless Exemption

In accordance with Florida Statute 1009.25 (1) (f), a student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence, a public or private transitional living program, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This includes a student who would otherwise meet the requirements of this paragraph, as determined by a college or university, but for his or her residence in college or university dormitory housing.

To petition for the homelessness exemption, submit documentation for verification to the College through the Answer Center (https://valenciacollege.edu/students/answer-center/).

• Documentation is a letter, on official letterhead which includes contact information (address, telephone, and email), from an agency or organization designed to provide temporary residence or transitional living programs signed by a representative of the agency/organized which includes printed name and title.
• New documentation is required for each term of enrollment and should be dated no earlier than 45 days prior to and no later than 30 days from the start date of the full academic term as listed in the Important Dates and Deadlines Calendar.
• High school graduating seniors who enroll the fall term immediately following high school graduation may provide McKinney-Vento Homeless Assistance Act documentation from their high school liaison. For each subsequent academic term of enrollment, students will need to submit new documentation. Documentation is a letter, on official letterhead which includes contact information (address, telephone, and email), from an agency or organization designed to provide temporary residence or transitional living programs signed by a representative of the agency/organized which includes printed name and title.
• Upon verifying the documentation, the College will apply the appropriate exemption to the student's account for the appropriate tuition and fees. This exemption is for tuition and fees only and does not cover course materials.
• Students will be notified via their Atlas email account of the approval or denial of the documentation.
• A staff member will reach out to students via their Atlas email address to offer additional academic support and student success resources.

Department of Children and Family Services Exemption (Relative Caregiver / Adoption)

In accordance with Florida Statute 1009.25 (1) (d), A student who is or was at the time he or she reached 18 years of age in the custody of a relative or nonrelative under Florida Statute 39.5085 or who was adopted from the Department of Children and Families after May 5, 1997. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age.

To petition for the Department of Children and Family Services Exemption (Foster Youth Relative Caregiver or Adoption) students should submit documentation for verification to the College through the Answer Center (https://valenciacollege.edu/students/answer-center/).

• Upon verifying the documentation, the College will apply the appropriate exemption to the student's account for the appropriate tuition and fees. This exemption is for tuition and fees only and does not cover course materials.
• Students will be notified via their Atlas email account of the approval or denial of the documentation.
• A staff member will reach out to students via their Atlas email address to offer additional academic support and student success resources.
• After the initial verification and processing of documentation, students do not need to submit documentation for subsequent academic terms. The exemption will remain in place until the student reaches 28 years of age.
• If a student's 28th birthday falls prior to the first day of the term, the exemption is no longer valid.

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</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>
</tbody>
</table>
Continuing Education Course Fees

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. Degree Pathway: Dance Performance (p. 240)

### Estimated Expenses for Criminal Justice Institute Programs (p. 241)

### Estimated Expenses for Culinary Programs (p. 241)

### Estimated Expenses for Film Production Technology Program (p. 241)

### Estimated Expenses for Fire Rescue Institute Programs (p. 241)

### Estimated Expenses for Graphics and Interactive Design Program (p. 241)

### Estimated Expenses for Health Sciences Programs

- Cardiovascular Technology Degree (p. 242)
- Computed Tomography Certificate (p. 242)
- Dental Hygiene Degree (p. 242)
- Diagnostic Medical Sonography Degree (p. 242)
- Echocardiography Certificate (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/echocardiographycertificate/)
- Emergency Medical Services (EMS) Degree (p. 243)
- Emergency Medical Technician (EMT) Certificate (p. 243)
- Health Information Technology Degree (p. 243)
- Magnetic Resonance Imaging Certificate (p. 244)
- Mammography Certificate (http://catalog.valenciacollege.edu/financialinformationfees/estimatedexpenses/mammographycertificate/)
- Medical Information Coder/Biller Certificate (p. 244)
- Nursing Degree (p. 244)
- Radiography Degree (p. 244)
- Respiratory Care Degree (p. 244)

### Estimated Expenses for A.A. Degree Pathway: Dance Performance

Students in the A.A. Degree Pathway: Dance Performance degree will incur the following costs in addition to the Valencia Application for Admission fee, audition fee, fees paid per credit hour, special fees, books, meals, transportation to the campus/locations, performance venues and internship facilities. These expenses are subject to change without notice.

| Uniform and costumes for techniques classes and performances (leotards, tights, skirt, shoes, Valencia Dance Theatre uniform, and other dance clothes as necessary) | $400.00 |
| In-district travel (per full term) | $200.00 |
Out-of-district travel (i.e., hotel, transportation, food) (per academic year) $900.00

<table>
<thead>
<tr>
<th>Miscellaneous supplies and materials (i.e., tee shirts, make-up, etc.)</th>
<th>$400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student professional/club dues</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1920.00</strong></td>
</tr>
</tbody>
</table>

**Estimated Expenses for A.A. Pre-Major: Musical Theatre**

Students in the A.A. Pre-Major: Musical Theatre degree will incur the following costs in addition to the Valencia Application for Admission fee, audition fee, fees paid per credit hour, special fees, books, meals, transportation to the campus/locations, performance venues and internship facilities. These expenses are subject to change without notice.

<table>
<thead>
<tr>
<th>Uniform and costumes for techniques classes and performances</th>
<th>$400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous supplies and materials (i.e., t-shirts, make-up, etc.)</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$800.00</strong></td>
</tr>
</tbody>
</table>

**Estimated Expenses for Fire Rescue Institute Programs**

In addition to the Valencia Application for Admission fee, fees paid per course, students in the Fire Rescue Institute Fire Fighter program will incur the following special costs which are subject to change without notice:

| Fire Fighter Application Fee (non-refundable) | $100.00 |
| Registration and Special Fees for Florida Resident for: | |
| Fire Fighter I (Minimum Standards) | $987.77 |
| Fire Fighter II (Minimum Standards) | $2010.23 |
| Materials (books, uniforms, materials, certification exams): | |
| Minimum Standards Certification Courses (FFI & FFII) | $422.00 |
| Firefighter Personal Protective Equipment ensemble (Turn Out Gear) Rental Estimate | $450.00 |
| EVALS Personal Performance Software for all Firefighter I and II students | $100.00 |
| **Total** | **$435.00** |

**Estimated Expenses for Criminal Justice Institute Programs**

In addition to the Valencia Application for Admission fee, fees paid per course, meals, and transportation to the campus/locations, students in the Criminal Justice Institute programs will incur the following special costs which are subject to change without notice:

| Criminal Justice Basic Abilities Test (CJBAT) | $39.00 |
| CJJ Application Fee per program (non-refundable) | $100.00 |
| Registration and Special Fees for Florida Resident for: | |
| Correctional Officer | $1,500.00 |
| Law Enforcement | $3,000.00 |
| Materials (books, uniforms, materials and other equipment) for Correctional Officer and Law Enforcement programs, approximately | $600.00 |

**Estimated Expenses for Culinary Programs**

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

| Professional culinary cutlery (i.e. knives, carry-case) | $260.00 |
| Professional attire (i.e. Chef’s jackets, lab shoes, slacks) | $175.00 |
| **Total** | **$435.00** |

**Estimated Expenses for Film Production Technology Program**

Film Production Technology degree students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit hour, books, meals and transportation to the campus. These expenses are subject to change without notice.

| Special fee ($532) for course FIL 2432C Film Production which is taken three times for a total fee of: | $1,596.00 |

**Estimated Expenses for Graphics and Interactive Design Program**

Graphics Technology degree students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit hour, books, meals and transportation to the campus. These expenses are subject to change without notice:
Required Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper &amp; printing*</td>
<td>$500.00</td>
</tr>
<tr>
<td>Art supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td>Portfolio review expenses**</td>
<td>$700 - 1,500</td>
</tr>
<tr>
<td>Storage devices</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
*   $200 for Interactive Design students
** For print students only

Optional Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club dues</td>
<td>$30.00</td>
</tr>
<tr>
<td>AIGA dues</td>
<td>$100.00</td>
</tr>
<tr>
<td>Apple computer</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Graphics standard software for at home computer</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Cardiovascular Technology Degree

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

- Test of Essential Academic Skills (TEAS) (for Valencia students) $65.00
- Health Sciences program application fee (per application) $15.00
- Uniforms, lab coats, shoes $250.00
- Littman stethoscope (optional) $65.00
- Non-prescription leaded eyewear* $170.00
- Miscellaneous supplies and materials $75.00
- Physical exam $200.00
- Immunizations $400.00
- AHA Basic Life Support Certification $40.00
- ACLS Certification $100.00
- Background Check, Drug Testing and Immunization Tracker $188.00
- PALS Certification (optional) $155.00
- IV Therapy Certification (optional) $175.00
- Program Polo Shirt $21.00
- Total *$1919.00*

* Prescription leaded eyewear, add $100

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

- Registered Cardiovascular Invasive Specialist (RCIS) Examination $350.00

Computed Tomography Certificate

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

- Health Sciences program application fee (per application) $15.00
- Background Check, Drug Testing and Immunization Tracker $190.00
- Physical exam $200.00
- Immunizations $400.00
- AHA Basic Life Support Certification $40.00
- Uniforms, lab coat, and shoes $150.00
- Total *$995.00*

Dental Hygiene Degree

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

- Test of Essential Academic Skills (TEAS) (for Valencia students) $65.00
- Health Sciences program application fee (per application) $15.00
- Lab Course Supplies (i.e. uniforms, gloves, safety glasses, etc.) Not Included in Lab Fees $300.00
- Physical exam $200.00
- Immunizations $400.00
- AHA Basic Life Support Certification $40.00
- Background Check/Fingerprint Scan, Drug Testing and Document Manager/Tracker $188.00
- Magnification Loupes $800.00-$2000.00
- Total *$2008.00 - $3208.00*

Other Expenses

- Student professional organization (SADHA) $65 per year $130.00
- Dental Hygiene school pin (optional) $30.00
- Class composite picture $35.00
- Total *$195.00*

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

- National Board Examination for Dental Hygiene $415.00
- ADEX Dental Hygiene Exam and Licensure Application $1,315.00
- Total *$1730.00*

Diagnostic Medical Sonography Degree

Diagnostic Medical Sonography students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit hour, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

- Health Sciences program application fee (per application) $15.00
- Background Check, Drug Testing and Immunization Tracker $190.00
- Physical exam $200.00
- Immunizations $400.00
- AHA Basic Life Support Certification $40.00
- Uniforms, lab coat, and shoes $150.00
- Total *$995.00*

Other Expenses

- Student professional organization (SADHA) $65 per year $130.00
- Diagnostic Medical Sonography School pin (optional) $30.00
- Class composite picture $35.00
- Total *$195.00*

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

- Registered Cardiovascular Invasive Specialist (RCIS) Examination $350.00
- Registered Diagnostic Medical Sonography Specialist (RDMSS) Examination $350.00
- Total *$700.00*
| Test of Essential Academic Skills (TEAS) (for Valencia students) | $65.00 |
| Health Sciences program application fee (per application) | $15.00 |
| Uniforms, lab coat, shoes | $250.00 |
| Physical exam | $200.00 |
| Immunizations | $400.00 |
| AHA Basic Life Support Certification | $40.00 |
| Background Check, Drug Testing and Immunization Tracker | $188.00 |
| Student professional dues/club dues | $120.00 |
| Flash drive | $15.00 |
| AIDS Course | $25.00 |
| Domestic Violence Course | $12.00 |
| Prevention of Medical Errors Course | $12.00 |
| Program polo shirt | $21.00 |
| **Total** | **$1363.00** |

**Note:** To be certified, the graduate must successfully complete the following:

- American Registry of Diagnostic Medical Sonography Examinations $700.00

## Emergency Medical Services (EMS) Degree

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

| Health Sciences program application fee (per application) | $15.00 |
| Uniforms, shoes and accessories | $300.00 |
| Physical exam | $200.00 |
| Immunizations | $400.00 |
| AHA Basic Life Support Certification | $40.00 |
| Background Check, Drug Testing and Immunization Tracker | $188.00 |
| FISDAP | $90.00 |
| **Total** | **$1233.00** |

**Note:** To be certified, the graduate must successfully complete the following:

- Background Check/Fingerprint $188.00
- Physical exam $200.00
- Immunizations $400.00
- AHA Basic Life Support CPR Certification $40.00
- Stethoscope $20.00
- Infection Control Kit $15.00
- Pen light $5.00
- Watch with a second hand $10.00
- Uniform/shoes (accessories such as belts, pouches, extra uniforms not included) $260.00
- Name pin (only if your jacket does not have your name embroidered on outside) $3.00
| **Total** | **$1141.00** |

**Note:** To be certified, the graduate must successfully complete the following:

- EMT State Certification or National Registry Examination $105.00

## Health Information Technology Degree

Health Information Technology students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit hour, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

| Health Sciences program application fee (per application) | $15.00 |
| Background Check, Drug Testing and Immunization Tracker | $188.00 |
| Immunizations | $400 |
| Physical Exam | $200.00 |
| Uniform Shirt | $25.00 |
| AHA Basic Life Support Certification | $40.00 |
| **Total** | **$868.00** |

**Note:** To be credentialed, the graduate must successfully complete the following examination through the American Health Information Management Association:
Registered Health Information Technician $299.00

### Magnetic Resonance Imaging Certificate

Magnetic resonance imaging students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit hour, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences program application fee (per application)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Background Check, Drug Testing and Immunization Tracker</td>
<td>$190.00</td>
</tr>
<tr>
<td>Physical exam</td>
<td>$200.00</td>
</tr>
<tr>
<td>Immunizations</td>
<td>$400.00</td>
</tr>
<tr>
<td>AHA Basic Life Support Certification</td>
<td>$40.00</td>
</tr>
<tr>
<td>Uniforms, lab coat, and shoes</td>
<td>$150.00</td>
</tr>
<tr>
<td>Total</td>
<td>$995.00</td>
</tr>
</tbody>
</table>

### Medical Information Coder/Biller Technical Certificate

To be credentialed, the graduate must successfully complete the following examination through the American Health Information Management Association:

- Certified Coding Associate (CCA) Certification Examination $299.00

### Nursing Degree

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test of Essential Academic Skills (TEAS) (for Valencia students)</td>
<td>$65.00</td>
</tr>
<tr>
<td>Health Sciences program application fee (per application)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Uniforms, shoes, lab coats, and accessories</td>
<td>$300.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>$65.00</td>
</tr>
<tr>
<td>Lab supplies</td>
<td>$300.00</td>
</tr>
<tr>
<td>Accessory kit</td>
<td>$15.00</td>
</tr>
<tr>
<td>Name pins and uniform patches</td>
<td>$10.00</td>
</tr>
<tr>
<td>Physical exam</td>
<td>$200.00</td>
</tr>
<tr>
<td>Immunizations</td>
<td>$400.00</td>
</tr>
<tr>
<td>AHA Basic Life Support Certification</td>
<td>$40.00</td>
</tr>
<tr>
<td>Background Check, Drug Testing and Immunization Tracker</td>
<td>$188.00</td>
</tr>
<tr>
<td>Student Nurse Association</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

### Radiography Degree

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test of Essential Academic Skills (TEAS) (for Valencia students)</td>
<td>$65.00</td>
</tr>
<tr>
<td>Health Sciences program application fee (per application)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Uniforms, lab coat, shoes</td>
<td>$300.00</td>
</tr>
<tr>
<td>Physical exam</td>
<td>$200.00</td>
</tr>
<tr>
<td>Immunizations</td>
<td>$400.00</td>
</tr>
<tr>
<td>AHA Basic Life Support Certification</td>
<td>$40.00</td>
</tr>
<tr>
<td>Background Check, Drug Testing and Immunization Tracker</td>
<td>$188.00</td>
</tr>
<tr>
<td>AIDS Course</td>
<td>$25.00</td>
</tr>
<tr>
<td>Domestic Violence Course</td>
<td>$12.00</td>
</tr>
<tr>
<td>Medical Errors Course</td>
<td>$12.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,257.00</td>
</tr>
</tbody>
</table>

### Respiratory Care Degree

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences program application fee (per application)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Uniforms, lab coats</td>
<td>$250.00</td>
</tr>
<tr>
<td>Name pins and uniform patches</td>
<td>$30.00</td>
</tr>
<tr>
<td>Physical exam</td>
<td>$200.00</td>
</tr>
<tr>
<td>Immunizations</td>
<td>$400.00</td>
</tr>
<tr>
<td>AHA Basic Life Support Certification</td>
<td>$40.00</td>
</tr>
<tr>
<td>ACLS Certification (optional)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

### Graduate pins (estimate) $50.00

### Total $1,728.00

**Note:** To be licensed, the graduate must successfully complete the following:

- National Council Licensure Examination (NCLEX) $200.00
- Florida Board of Nursing Examination $205.00

### Total $405.00

### Note:** To be licensed, the graduate must successfully complete the following:

- Graduate must sit for American Registry of Radiological Technologists examination $200.00
- Graduate must apply to HRS for Florida state license $50.00

### Total $250.00
extenuating circumstances are defined as, and limited to, the following: petition to be dropped or withdrawn after the published deadlines. Major A student who has documented major extenuating circumstances may financialaid/repaymentofunearnedfederalfinancialaid/ of Unearned Federal Financial Aid to applicable federal and state guidelines and laws. See the If you are a financial aid recipient, your potential refund may be subject outstanding balance on your student account. Valencia reserves the right to apply your refund due against any office/refund.php information, please visit https://valenciacollege.edu/students/business-office/importantdatesdeadlines.php for more information on refund dates. 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.

For any remaining credit, the balance will be disbursed in accordance with your refund preference. Valencia College encourages all students to have their refunds deposited electronically, but you are not required to do so in order to receive your refund. However, activation of an electronic refund preference will ensure timely receipt of any refunds due to you at Valencia. If you do not choose a refund preference, a paper check will be issued to the address currently on file in Atlas. For additional information, please visit https://valenciacollege.edu/students/business-office/refund.php

Valencia reserves the right to apply your refund due against any outstanding balance on your student account.

If you are a financial aid recipient, your potential refund may be subject to applicable federal and state guidelines and laws. See the Repayment of Unearned Federal Financial Aid (https://catalog.valenciacollege.edu/financialaid/repaymentofunearnedfederalfinancialaid/) entry.

A student who has documented major extenuating circumstances may petition to be dropped or withdrawn after the published deadlines. Major extenuating circumstances are defined as, and limited to, the following:

- Death of an immediate family member (spouse, mother, father, sister, brother, son, daughter, or legal equivalent thereof);
- Documented medical emergencies resulting in medical confinement or incapacitation of a defined length;
- Military Recall to active duty.

Students wishing more information about the petition process should review the procedure published with the “Petition for Late Drop with Refund/Late Withdrawal Without Refund” form, available via Atlas under the Students tab, Student Forms channel, Admissions & Records section.

### Collection of Debts

All valid charges placed on an account are subject to the following actions.

- You will be sent collection notices via Atlas e-mail. If you do not respond within the stipulated time frame, you may be administratively withdrawn from all of your courses; no refund will be given with all debt remaining due.
- Your account will be placed on hold which will prevent any future registration, release of grades, and processing of an official transcript until the debt is paid in full.
- Your uncollected debt may be submitted to an external collection service. After this action is taken, you will owe the outstanding balance at the time of submission plus the account collection fee. (Refer to the Schedule of Other Fees (https://catalog.valenciacollege.edu/financialinformationfees/otherfees/) for additional information on the account collection fee).
- 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.

### Returned Payment Items

If Valencia receives two returned unpaid items (paper check or electronic check payment) 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 Other Fees (https://catalog.valenciacollege.edu/financialinformationfees/otherfees/) for additional information on the account collection fee).

### 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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check, Drug Testing and Immunization Tracker</td>
<td>$188.00</td>
</tr>
<tr>
<td>Credentialing Review Seminar</td>
<td>$300.00</td>
</tr>
<tr>
<td>Professional Conference</td>
<td>$200.00</td>
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<tr>
<td>Graduate pins (estimate)</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1823.00</strong></td>
</tr>
</tbody>
</table>

**Note:** To be credentialed, the graduate must successfully complete the following examination(s) through the National Board of Respiratory Care (nbrc.org (http://nbrc.org)):

- Therapist Multiple Choice Exam (TMC) $190.00
- Clinical Simulation Examination (CSE) $200.00
- **Total** $390.00*

### Refund of Fees

(College Policy: 6HX28:06-08.1 Student Fees and Refunds (http://catalog.valenciacollege.edu/financialinformationfees/refundfees/6-08_1-student-fees-and-refunds.pdf))

It is your responsibility to ensure all your courses are dropped by the Drop/Refund Deadline listed in the Important Dates and Deadlines (https://catalog.valenciacollege.edu/importantdatesdeadlines/) 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 first Drop/Refund Deadline for the term and weekly thereafter. Visit https://valenciacollege.edu/students/business-office/important-deadlines.php for more information on refund dates.

All refunds for fees are processed as follows:

- If you drop a course(s) by the Drop/Refund Deadline, all tuition and refundable fees will be refunded.
- If you drop a course(s) after the first Drop/Refund Deadline for the term and weekly thereafter, you will owe the outstanding balance at the time of submission plus the account collection fee. (Refer to the Schedule of Other Fees for additional information on the account collection fee).
- Your uncollected debt may be submitted to an external collection service. After this action is taken, you will owe the outstanding balance at the time of submission plus the account collection fee. (Refer to the Schedule of Other Fees for additional information on the account collection fee).
- 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.

### Returned Payment Items

If Valencia receives two returned unpaid items (paper check or electronic check payment) 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 Other Fees for additional information on the account collection fee).

### 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.

### Collection of Debts

All valid charges placed on an account are subject to the following actions.

- You will be sent collection notices via Atlas e-mail. If you do not respond within the stipulated time frame, you may be administratively withdrawn from all of your courses; no refund will be given with all debt remaining due.
- Your account will be placed on hold which will prevent any future registration, release of grades, and processing of an official transcript until the debt is paid in full.
- Your uncollected debt may be submitted to an external collection service. After this action is taken, you will owe the outstanding balance at the time of submission plus the account collection fee. (Refer to the Schedule of Other Fees for additional information on the account collection fee).
- 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.

### Returned Payment Items

If Valencia receives two returned unpaid items (paper check or electronic check payment) 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 Other Fees for additional information on the account collection fee).

### 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.
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 17, 2020 for Fall Term 2020
- November 15, 2020 for Spring Term 2021
- March 26, 2021 for Summer Term 2021

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.

Application Instructions

- Verification (p. 246)
- Federal Eligibility Matches (p. 246)
- Transfer Students Instructions (p. 246)

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.)

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
- Accounting Operations
- Advanced Electronics Technician
- Advanced Network Administration
- Advanced Network Infrastructure
- Audio Electronics Specialist
- Baking and Pastry Arts
- Biotechnology Laboratory Specialist
- Business Management
- Business Operations
- Cloud Computing Architecture
- Computer Information Technology Analyst - IT Security Specialization
- Computer Information Technology Analyst - IT Support Specialization
- Computer Information Technology Specialist
- Computer Programming - Computer Programming Specialization
- Computer Programming - Web Development Specialization
- Computer Programming Specialist - Computer Programming
- Computer Programming Specialist - Web Development
- Construction Specialist
- Criminal Justice Specialist - Corrections
- Criminal Justice Specialist - Law Enforcement
- Criminal Justice Specialist - Homeland Security
- Criminal Justice Specialist - Peace and Justice
- Culinary Arts
- Customer Service Operations
- Culinary Arts Management Operations
- Customer Service Management
- Cybersecurity
- 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
- Field Survey Technician
- Film Production Fundamentals
- Fire Fighter/EMT
- Graphic Design Production
- Graphics - Interactive Design Production
- Hospitality – Restaurant and Food Service Management
- Hospitality – Rooms Division Management
- Hospitality – Event Planning Management
- Human Resources Management
- Human Resources Operations
- Law Enforcement Officer
- Linux Enterprise Server Administration
- Medical Information Coder/Biller
- Medical Office Management
- Medical Office Specialist - Medical Front Office
- Medical Office Specialist - Medical Transcription
- Network Administration
- Network Infrastructure
- Network Support
- Office Management
- Office Specialist
- Paramedic Technology
- Plant Science Professional
- Plant Science Technician - Horticulture
- • Plant Science Technician - Landscape
- • Social Media Communication Support
- • Stage 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 below the full-time such as: three-fourths of the maximum financial aid amount for 9-11 credits; one-half of the maximum amount for 6-8 credits; and one-fourth of the maximum amount for 1-5 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 No Show Reporting Period 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.

If a debt is owed to Valencia (parking fine, VA deferments etc.), the college reserves the right to apply any amounts due against any refund payable to the student account. For any remaining credit, the balance will be electronically deposited to your bank account in accordance with your selected refund preference (p. 245).

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.
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, 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 Warning and will be given one additional semester of financial aid eligibility during which you must remedy your GPA and completion percentage. If, after your semester on Financial Aid Warning, you have not still maintained the minimum GPA or completion percentage, 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.

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 (http://valenciacollege.edu/finaid/). Documentation of your special circumstances will be required.

**SAP deadlines**

SAP Priority Deadline: To be considered before the initial fee payment deadline, your SAP appeal must be received by:

- August 7, 2020 for Fall Term 2020
- January 8, 2021 for Spring Term 2021
- May 7, 2021 for Summer Term 2021

SAP Final Deadline: To be considered for the current term, your SAP appeal must be received by:

- October 9, 2020 for Fall Term 2020
- March 19, 2021 for Spring Term 2021
- June 18, 2021 for Summer Term 2021

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>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>12</td>
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<td>17</td>
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</tbody>
</table>

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 (http://valenciacollege.edu/finaid/). Documentation of your special circumstances will be required.

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>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>36</td>
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<td>27</td>
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<td>73</td>
<td>109</td>
</tr>
<tr>
<td>76</td>
<td>114</td>
</tr>
</tbody>
</table>
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 explanation of the calculation is available under The Return to Title IV Process section here: https://valenciacollege.edu/finaid/getting-started/attending-and-withdrawing.php

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 under this heading.

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) ranges from $0 to $5,711. The annual award amount is determined by your EFC and enrollment status. The maximum scheduled award for 2020-21 is $6,345.

Students who establish eligibility will be funded. All documents must be received prior to your last day of enrollment or June 30, 2020, 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 your schedule after the CAPP compliance Lock 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 the 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 annual award amount at Valencia is $1,000 between Fall/Spring terms. The aid is divided equally between Fall and Spring. Students who enroll in subsequent terms will only receive financial aid awards for semesters remaining. Students must have a “Need” (Cost of Attendance - Expected Family Contribution - Estimated Financial Assistance) of $500 or more to be eligible for the SEOG award. 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 serve basis. Summer SEOG awards are based on availability of funds remaining after Fall/Spring awards have been paid.

SEOG will be disbursed on a prorated basis for student with less than half-time (CAPP compliant) hours. Actual payment amounts 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 the CAPP compliance Lock 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 the 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 an undergraduate need-based program for students who demonstrate the highest financial need. FSAG is available for fall and spring terms only. Limited funding is available in this program, and funding is awarded on a first come-first served basis. Priority is given to qualified students with the highest unmet financial need who apply for financial aid early.

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. Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as Florida residency, major, degree status, citizenship or eligible non-citizenship, satisfactory progress, income or family information, or financial need changes.

The award amount at Valencia College varies up to a maximum of $2,608 per year (2013-2014 amount forward) based on full-time enrollment (12+ credits). The FSAG award amount will prorate if enrolled for less than a full-time enrollment status (75% of award being enrolled at 9-11 credits and 50% of award for being enrolled at 6-8 credits). A minimum of half-time enrollment (6-8 credits) is required to receive FSAG funding.
Disbursement will occur after the no show reporting period listed on the Academic Calendar in the online official catalog. Disbursement is based on your total enrollment, including flex start courses. If you drop or withdraw from courses after disbursement, you risk losing FSAG eligibility for the upcoming aid year. If you are withdrawn for non-attendance prior to the disbursement of FSAG funds, payment for the withdrawn class(es) will not be made.

To be considered for renewal, the student must have earned a minimum institutional cumulative 2.0 GPA and earn the following for each term an award was received during the academic year:

- 12 credit hours for each term for full-time enrollment;
- 9 credit hours for three-quarter-time enrollment; or
- 6 credit hours for half-time enrollment.

For additional details and regulations, visit www.floridastudentfinancialaid.org http://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 offers scholarship opportunities to students seeking an honors graduation distinction. Initial scholarship eligibility criteria for current offerings is provided at the time of admittance.

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 (http://valenciacollege.edu/finaid/programs/satisfactory_progress.cfm) to receive financial aid as outlined in the college catalog.
- Recipients must maintain honors scholarship eligible GPA (minimum GPA of 3.25).
- Recipients must enroll in and satisfactorily complete at least nine Honors credits during each academic year and register by the Honors scholarship registration deadline. If you are admitted to the Seneff Honors College for the Spring term, you must enroll in and satisfactorily complete at least three Honors credits during the Spring term. 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. 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 (Fall and Spring) pending satisfaction of renewal criteria and availability of funds.
- Recipients must make good progress towards graduation in their degree program, their curricular track and satisfy co-curricular requirements as determined by the Honors Director. Recipients must attend three approved co-curricular activities per term in each term the scholarship is received.
- 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 Standards of Satisfactory Academic Progress (http://valenciacollege.edu/finaid/programs/satisfactory_progress.cfm) to receive financial aid as outlined in the college catalog.
- Recipients must maintain honors scholarship eligible GPA (minimum GPA of 3.25).
- Recipients must enroll in and satisfactorily complete at least nine Honors credits during each academic year and register by the Honors scholarship registration deadline. If you are admitted to the Seneff Honors College for the Spring term, you must enroll in and satisfactorily complete at least three Honors credits during the Spring term. 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. 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).

*NOTE: Dual-enrolled students and students on other institutional scholarships (e.g., Bridges to Success) are ineligible for the Seneff Honors College Scholarship. Other factors may also affect eligibility. Students are encouraged to contact the Answer Center with financial aid questions and concerns.

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. Additionally, students must register in courses as outlined above by the registration deadline communicated by the Honors office each term. The initial registration deadline is communicated with the scholarship notification. The deadlines for subsequent terms will be communicated via Atlas e-mail. Failure to return the Honors Scholarship Agreement and/or failure to register in scholarship eligible coursework by the listed deadlines may result in forfeiture of the scholarship for that term. For further information about the Seneff Honors College and available scholarships, visit valenciacollege.edu/honors (http://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 department dean or program coordinator will forward selection recommendations to Financial Aid Services for final approval and awarding. Recipients must complete a Free Application for Federal Student Aid (FAFSA) (https://fafsa.ed.gov/) prior to receiving funding.

Two Plus Two Scholarship
The Mayor Richard T. Crotty 2+2 Scholarship is funded by the Alumni Associations of Valencia College and the University of Central Florida. This award is made each year to incoming high school graduates from Orange or 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. For more information, please visit www.valencia.org/scholarships

Bridges to Success
The Bridges to Success award is provided to students who participate in the Bridges to Success Program. The Bridges to Success Program is available to students who may have factors which impact their ability to attend college, high school graduates from Orange or Osceola County are encouraged to apply. Special consideration is given to students who have participated in one of the following Valencia College -Collegiate Programs:

• Upward Bound, McKnight Achievers, POPS, Parramore Kids Zone (PKZ), or AVID. The award will pay for in-state tuition and fees, plus $150 (summer) and $300 (Fall, Spring) per semester for required books and supplies after other financial aid is considered.

Initial Eligibility
• Apply and be accepted into the Bridges to Success Program
• Complete a Free Application for Federal Student Aid (FAFSA) so that results are processed by the Bridges to Success program application deadline. Must be completed for Summer, and Fall aid years
• Meet standards of satisfactory academic progress for financial aid recipients
• Seek an A.A. or A.S. degree program
• Enroll in at least 7-8 credit hours during the first summer term (Term B) after high school

Renewal Eligibility
• Award is renewed if student remains in compliance with the BTS program guidelines
• Active engagement in Bridges to Success program activities/events
• Completed/Processed Free Application for Federal Student Aid (FAFSA) by the financial aid deadline
• Enroll in at least nine credit hours each term
• Maintain a 2.75 term GPA
• Complete at least 75% of attempted courses

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.

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.

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 Bright Futures scholars from the Florida Department of Education. You must designate Valencia College as the school you plan to attend by visiting www.floridastudentfinancialaid.org (http://www.floridastudentfinancialaid.org/) or call 1-888-827-2004.

To be eligible, you must enroll for at least six credits of college-level course work each term. You must be classified as a Florida resident and be a degree-seeking student. You must be a U.S Citizen or eligible non-citizen. 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 program has four levels. Each award level has different academic criteria for eligibility. Your financial aid award will reflect an estimate of the maximum amount that would be covered if you increased enrollment in the year. Actual payment will be based on your Bright Future Scholarship award and enrollment.

You may receive only one award:

Florida Academic Scholars Award
Pays 100% of tuition and specified fees plus a $300 book voucher for Fall and Spring terms. The Florida Academic Scholars Award also pays 100% of tuition and specified fees for Summer term following your first year in college. Students are not eligible for the $300 book voucher during Summer. Award requires a minimum 3.0 cumulative college-level grade point average to renew; or

Florida Medallion Scholarship
Beginning in 2018-19, the Florida Medallion Scholarship will cover 75% of tuition and specified fees. The scholarship will also be available to students during the Summer term beginning Summer 2019. The award 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 for students in a vocational program (AS degree or Technical Certificate). Award requires a minimum 2.75 cumulative college-level grade point average to renew; or

Florida Gold Seal CAPE Scholarship
Pays up to $48 per credit hour of a career education or certificate program (AS degree or Technical Certificate) tuition for lower division courses. Award is similar to Florida Gold Seal Vocational but requires the student to have completed CAPE industry certifications and service hours to qualify.

*Students who graduate high school in 2012-2013 and later, who are eligible for Gold Seal Vocational cannot receive funding when they are enrolled in an Associate of Arts or Baccalaureate degree program.

Renewal criteria must be met each academic year. Failure to meet the renewal criteria will result in the loss of your Florida Bright Futures Scholarship. For first year students, summer grades and hours earned after spring evaluation may be used if necessary to meet the scholarship renewal requirements of GPA. A student must ask the Financial Aid Office to submit a grade and hours update to the Florida Office of Student Financial Assistance (OSFA) indicating the adjusted cumulative GPA and/or hours.

**Florida Bright Futures Scholarship Renewal Requirements**

As of 2009-2010, if you withdraw from any course(s) that were paid for by a Florida Bright Futures Scholarship, you are responsible for repaying the amount paid by the scholarship for those course(s). If you do not repay for Bright Futures funded classes dropped or withdrawn by the end of the current academic year, you will not be eligible for renewal or funding for the subsequent academic year.

To continue to receive Bright Futures awards, students must meet minimum requirements for credit hours earned. Full-time students must earn 24 semester credit hours in the fall and spring terms. The requirements are prorated for three-quarter-time and part-time students.

<table>
<thead>
<tr>
<th>Florida Academic Scholars (FAS) Award</th>
<th>Florida Medallion Scholars (FMS) Award</th>
<th>Florida Gold Seal Vocational Scholars (GSV) Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cumulative GPA (unrounded &amp; unweighted)</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>Minimum Hrs required per Term IF Funded Full Time (12+ hrs)</td>
<td>12 semester hours (earned)*</td>
<td></td>
</tr>
<tr>
<td>Minimum Hrs required per Term IF Funded Three-Qtr Time (9-11 hrs)</td>
<td>9 semester hrs (earned)*</td>
<td></td>
</tr>
<tr>
<td>Minimum Hrs required per Term IF Funded Half-Time (6-8 hrs)</td>
<td>6 semester hrs (earned)*</td>
<td></td>
</tr>
</tbody>
</table>

* Or equivalent in quarter or clock hours.

**Scholarship Appeal Process**

If a student does not meet annual renewal requirements, they do have the option of appealing in cases of a verifiable illness or circumstances beyond the student’s control. The student must provide an explanation along with documentation related to the mitigating circumstances for the term(s) in question.

An appeal must be filed within 30 days of the date of the ineligibility notice sent to the student or by the institution’s deadline which is April 30th of the year following the loss of eligibility. Please contact the Financial Aid office on your campus for more information.

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

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

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

**Outside Private Scholarships**

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

Valencia posts information to a scholarship bulletin board at http://valenciacollege.edu/finaid/Scholarship_bulletin.cfm

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.

**Valencia Grant**

This grant is awarded by Financial Aid Services Leadership to provide direct educational expenses for students with unusual circumstances based on the Free Application for Federal Student Aid (FAFSA) (https://fafsa.ed.gov/) and other documentation on file.

**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 (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 (http://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 (http://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 (http://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 work off-campus with an organization 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 $10 per hour– up to the amount of your financial need.

How can I apply for on-campus jobs?
If you have been awarded Federal Work Study 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. You will be able to apply for Federal Work Study positions on the Valencia Financial Aid website and if hired for a position, your supervisor will have you meet with a Financial Aid Specialist to complete the remaining documents.

If you have not already been awarded Federal Work Study, you may still be eligible for the program. Students who indicate interest in work study on their FAFSA and who have unmet financial need are notified via Atlas email of their eligibility for Federal Work Study. Students who receive the email are automatically set up with access to the work study job site and can begin applying for jobs immediately. Once you are hired for a position, you will be referred to meet with a Financial Aid Specialist and be awarded Federal Work Study funds.

Be sure to bring your Social Security Card and proof of citizenship or eligibility to work in the U.S. with you when meeting with Human Resources during the hiring process. All work study employees are required to complete a background check and drug test prior to working.

How will I receive payment for my Federal Work Study Award?
Federal Work Study is an opportunity to work and build professional experience. You will receive a paycheck from Valencia’s Payroll Department every two weeks based on the time sheet you and your supervisor submit. You will receive a packet of information about the payroll process when your hiring documents are completed.

Institutional Work Study
Students who are not eligible for Federal Work Study may still be able to work on campus under 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, Certificate Programs, and most Accelerated Skills Training Programs are approved for veterans’ educational benefits. To check the status of a particular program, please contact our Veterans’ Affairs Office at 407-582-8387.

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. To inquire about receiving veteran’s benefits for Accelerated Skills Training Programs, contact the Client Service Center at 407-582-6688 for advising prior to your registration.

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. Unless specified, the benefit payment is in check form and mailed to you. However, you can specify to have the check direct deposit depending on the request made on the EBenefits application. You may apply for direct deposit of your checks by calling 1-800-827-1000 or by going to https://www.ebenefits.va.gov.

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 when you register for classes and submit a certification request. If you have had a break in your educational program, you may need to provide an updated VA Certificate of Eligibility (COE), register for classes, and a certification request. While tuition and fee payment is pending from the VA, Valencia College will not: prevent your enrollment; assess a late penalty fee; require you to secure alternative or additional funding; deny you access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills. To qualify for this provision, you will be required to: produce the VA Certificate of Eligibility (COE) by the first day of class; provide a request to be certified using the Atlas system; and provide any additional information needed to properly certify your enrollment.

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.

Late Drops/Late Withdrawals

Valencia College will allow you to drop or withdraw from your courses after the published deadlines if a student is recalled to active duty. For more information, review the procedure published with the Late Withdrawal Without Refund/Late Drop With Refund form, available via Atlas. Once granted, the course will remain on your transcript with a grade of MR to indicate Military Recall. Note that Late Drops and Late Withdrawals may impact your standards of academic progress and can affect your benefits.

Standards of Progress for receiving Veteran’s Benefits in Criminal Justice Institute Programs and Accelerated Skills Training Programs

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

Criminal Justice Institute Training Program

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.

Accelerated Skills Training Program

Students are required to attend all classes and take all examinations required by the respective certifying bodies, and demonstrate proficiency to receive a passing grade of “P.” A non-passing grade in any course will cause the student to retake the course.

Students may be dismissed from Accelerated Skills Training Programs and terminated from Veteran’s Benefits if they fail to achieve program requirements for industry credential examinations or exceed program attendance requirements for 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 instructor 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.
STUDENT AND CAMPUS SERVICES

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/Counseling 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 LOEP (Levels of English Proficiency), the CLEP (College Level Examination Program), the TEAS (Test of Essential Academic Skills) 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.
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 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 Center

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 or by appointment 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 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 Downtown, East, Lake Nona, Osceola, and West campuses to provide program planning and to answer specific questions about requirements and program completion of an 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 (http://valenciacollege.edu/ asdegrees/). It is recommended that you make an appointment to meet with your career program advisor regularly. Check Atlas for your assigned advisor.

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. Check Atlas for your assigned advisor.

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

Useful websites:

atlas.valenciacollege.edu (http://atlas.valenciacollege.edu)
valenciacollege.edu/futurestudents (http://valenciacollege.edu/futurestudents/)

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, UF it 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. Valencia also provides access to Smarthinking online tutoring, free of charge. Smarthinking is accessible in the Courses tab of Atlas and offers support in a variety of subjects including: math, writing, science, business, computers and technology, nursing and allied health, study skills, and job search preparation. Students can connect on demand with an expert tutor for a drop-in session 24 hours a day, schedule an appointment in advance, submit writing for detailed review, or ask a question offline. Smarthinking is a great option for students who take classes solely online and rarely visit a campus, or for times when campus centers are at capacity or closed due to business hours.

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.

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Useful websites:

atlas.valenciacollege.edu (http://atlas.valenciacollege.edu)
valenciacollege.edu/futurestudents (http://valenciacollege.edu/futurestudents/)
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 degree pathways listed in the degree pathways section of this catalog. These list the Common Program Prerequisites (CPPs) 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 the Change of Program/Major form, found in Atlas, 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 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 website 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 floridashines.org.

Atlas

Atlas is Valencia’s online learning community 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 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 expeditious 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 register, check 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 active students.

**Answer Center**

An Answer Center is located on each campus. At the Downtown Campus, this office is known as First Stop.

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; answer questions about the admissions 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:**
- Downtown Campus - UnionWest 105
- East - Bldg 5, Rm 211
- Lake Nona - Bldg 1, Rm 149
- Osceola - Bldg 2, Rm 105
- Poinciana - Bldg1, Room 101
- 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.

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at (800) 878-5470 or via email at BayCareSAP@baycare.org.

**Career Center**

Located on most campuses, the Career Centers offer 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
- research current working environments, salary levels and job trends
- get your résumé or cover letter critiqued; and/or
- conduct practice interviews

**Campus Store**

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

Visit the Campus Store Website at: valenciabookstores.com (http://valenciacollege.edu/bookstore/) for information on store hours, locations, refund/exchange policy and other important information regarding our services. You may also purchase books and supplies through the bookstore Website.

**Placing an Online Order**

Students purchasing textbooks online are encouraged to have a complete class schedule, including CRN, to ensure you are ordering 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 has a large selection of computers, electronics, peripherals, Valencia logo items, classroom supplies, uniforms, engineering and drafting supplies, and other accessories. So we may better assist you, the bookstore strongly suggests bringing a printed copy of your schedule to the bookstore when shopping each term.

**Forms of Payments Accepted**

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. A valid ID is required for all forms of purchases.

Students who would like to use Federal Financial Aid at the bookstore, must submit a one-time authorization via Atlas prior to visiting the Campus Store. 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 Valencia ID is required for financial aid transactions.

**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.
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

**Downtown Campus**
407-823-5555

**East Campus**
407-299-5000 x2000

**Lake Nona Campus**
407-299-5000 x7000

**Osceola Campus**
407-299-5000 x4000

**Poinciana Campus**
207-299-5000 x6500

**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.

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 and your Atlas password.

When logging in to Floridashines.org, please verify that your Valencia ID number (VID) is correct. You are able to verify your correct Valencia ID number (VID) by visiting Atlas > My Atlas Tab > Atlas Tools > Show VID. If you are unable to log in using your VID, please use your Atlas user name and Atlas password.

Food Service

Valencia's cafés, coffee shops and catering are operated by Aladdin, an Elior Company. 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 Jeffrey Filko, Director of Auxiliary Services ext. 1709 or email jfilko@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.

<table>
<thead>
<tr>
<th>Charges (subject to change)</th>
<th></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
Housing

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 at http://valenciacollege.edu/learning-support/browse-by-campus.cfm 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.

Valencia also provides access to Smarthinking online tutoring, free of charge. Smarthinking is accessible in the Courses tab of Atlas and offers support in a variety of subjects including: math, writing, science, business, computers and technology, nursing and allied health, study skills, and job search preparation. Students can connect on demand with an expert tutor for a drop-in session 24 hours a day, schedule an appointment in advance, submit writing for detailed review, or ask a question offline. Smarthinking is a great option for students who take classes solely online and rarely visit a campus, or for times when campus centers are at capacity or closed due to business hours.

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 laptops or iPads; other devices may be available depending on the campus. Additional services include spaces for group and individual study, Wi-Fi, printing and photocopying.

For additional information, including hours of operation, visit valenciacollege.edu/students/library (https://valenciacollege.edu/students/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 Security. If you have lost an item, contact Security right away as items are retained only for a limited time.

Mail

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. New Student Orientation registration is completed through the student’s Atlas account. Students are able to register for classes after completing both parts of New Student Orientation.

Notice of Non-Discrimination

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the College or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.
In accordance with Title IX of the Education Amendments of 1972 (http://valenciacollege.edu/generalcounsel/policy/documents/volume2/2-01-Discrimination-Harassment-and-Related-Conduct.pdf), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other applicable laws, the College is committed to ensuring that current and future students are not discriminated against and ensuring a bias-free learning environment. College Policy 6Hx28:2-01 Discrimination, Harassment and Related Misconduct (Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, Stalking, Complicity, and Retaliation) outlines the expectation of members of the College community as well as the procedures for addressing allegations of this nature.

Additionally, specific procedures for filing a complaint and resolving academic disputes are provided under valenciacollege.edu/students/disputes/ (https://valenciacollege.edu/students/disputes/) as well as the prevailing policy - 6Hx28:2-01 Discrimination, Harassment and Related Misconduct). Also, Deputy Title IX Coordinators are available on each campus to serve as a resource for students.

Lauren Kelly is the Director of Equal Opportunity & Employee Relations. Ryan Kane is the College's Section 504 Coordinator and Title IX Coordinator and is responsible for coordinating the College's efforts with respect to these laws. To file a report of Title IX Sexual Misconduct, you may contact Mr. Kane at 407-582-3421, via email at rkane8@valenciacollege.edu, or via US mail/office at 1768 Park Center Dr. Orlando, FL 32835, Mail Code: DO-21. Both Ms. Kelly and Mr. Kane ensure compliance with federal, state and local laws prohibiting discrimination and sexual harassment at Valencia.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact

Mr. Ryan Kane
Title IX Coordinator
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) 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 (http://valenciacollege.edu/osd/) and take appropriate documentation of disability to the OSD on their campus:

**Downtown Campus**
Testing and Accessibility Services
Room 210B
407-582-3517

**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.

**Poinciana Campus**
For Poinciana 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**
**Parking at Valencia College, Downtown Campus**
Follow link for parking permit fees, approved parking locations, and regulations.
https://parking.ucf.edu/

**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, entrance lanes, 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>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Person Spaces, Ramps</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>

**Prayer Spaces**

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:**

- **Downtown Campus:** UnionWest 265
- **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
- **Poinciana Campus:** Visit 1-103 to reserve a room
- **West Campus:** 5-135
- **Winter Park Campus:** Visit the Advising Center for location

**Public Transportation**

Lynx provides bus service to all Valencia locations. Valencia students have free access to Lynx throughout the service district. The Security Office will provide the Lynx bus sticker on the back of the student ID for all registered Valencia students.
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 (http://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 (http://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

Student ID cards can be obtained in the Security office on any Campus, except Downtown Campus, once you have registered and paid for your classes. Downtown Campus (DTC) students obtain student ID cards at UCF Card Services in the Communications and Media building. The first student ID card is free. Replacement fee is $5 at all campuses’ except DTC which has a $15 fee. You will need your student ID card to access campus services such as the Library and Testing Center. 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 (http://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 (http://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

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)
- ACCUPLACER ESL (LOEP) for degree seeking students who are English Language Learners

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 Friday. Hours may vary during the year. Students must arrive at least 2.5-3 hours prior to closing time to assure that full testing can be done on the same day.

Temporary adjustments may be in place for entry testing and placement due to the Covid-19 Pandemic. Certain technology requirements may be required in order to complete the assessments. For additional information about hours 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

### Poinciana Campus
Building 1, Rooms 325
407-582-5000 x6052

### West Campus
Student Services Building, Room 171
407-299-5000 x1101

### Winter Park Campus
Building 1, Room 104
407-299-5000 x6086

### Downtown Campus
Building Union West, 210
407-235-3825

PERT, SAT, ACT & CPT

- Requirements for Taking the PERT (p. 266)
- Exemptions from taking the PERT (p. 267) (including Senate Bill 1720)

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. 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 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 if they are less than two years old at the time of term registration.

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 at the time of term registration 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 two sets 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 at the time of term registration, and you have not successfully completed the developmental coursework in the subject area.
3. If your test scores are more than two years old at the time of term registration, 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 or two sets of PERT scores in the last two years and have begun the developmental coursework in the subject area.
2. If you have three 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. A student is allowed 3 PERT attempts at Valencia in a two year period with a one-day wait period between attempts. To be valid, test scores must be less than two years old at the time of term registration. Once a student has applied to Valencia or any of Valencia’s programs, we will not accept scores from another institution unless they are transferring scores from a previously enrolled institution and the test date was prior to applying to Valencia, or if a student tested in high school. If a student lives closer to a different institution, they may take the PERT at that institution; however, they must arrange it with the Valencia Assessment Center. 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 at the time of term registration 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 (http://catalog.valenciacollege.edu/search/?P=MAT%200018C)). 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 (http://catalog.valenciacollege.edu/search/?P=SLS%201122)).
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.

**SAT, ACT & ACCUPLACER**

Official SAT, ACT, and ACCUPLACER scores may be substituted for all or part of the PERT. These score must be college level and less than two years old at the time of term registration. Scores sent from CollegeBoard or ACT take five weeks to receive and process. Please visit http://valenciacollege.edu/assessments/requesting-scores.cfm for information on submitting scores.

Please note: temporary adjustments may be in place for entry testing and placement due to the Covid-19 Pandemic. Certain technology requirements may be required in order to complete the assessments.

**Testing/Placement Charts**

- English (p. 267)
- Reading (p. 268)
- Mathematics (p. 268)
- English for Academic Purposes (p. 269)

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/?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>ACCUPLACER (CPT) Sentence Skills (W)</td>
<td>53 or less</td>
<td>ENC 0017 if you also score a 59 or less on ACCUPLACER Reading Skills</td>
</tr>
<tr>
<td></td>
<td>54 - 82</td>
<td>ENC 0027</td>
</tr>
<tr>
<td></td>
<td>83 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>ACCUPLACER Next Generation Writing (W)</td>
<td>236 or less</td>
<td>ENC 0017 if you also score a 236 or less on ACCUPLACER Next Generation Reading</td>
</tr>
<tr>
<td></td>
<td>237 - 244</td>
<td>ENC 0027</td>
</tr>
<tr>
<td></td>
<td>245 or more</td>
<td>ENC 1101</td>
</tr>
<tr>
<td>FCAT 2.0 (Through March 2017)</td>
<td>261 or less</td>
<td>Take PERT Writing</td>
</tr>
</tbody>
</table>
### Reading

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Reading (R)</td>
<td>18 or less</td>
<td>Take PERT Reading</td>
</tr>
<tr>
<td></td>
<td>19 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>ACCUPLACER (CPT) Reading Skills (R)</td>
<td>59 or less</td>
<td>ENC 0017 if you also score a 53 or less on ACCUPLACER Sentence Skills</td>
</tr>
<tr>
<td></td>
<td>60 - 82</td>
<td>ENC 0027</td>
</tr>
<tr>
<td></td>
<td>83 or more</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>ACCUPLACER Next Generation Reading (R)</td>
<td>236 or less</td>
<td>ENC 0017 if you also score a 236 or less on ACCUPLACER Next Generation Writing</td>
</tr>
<tr>
<td></td>
<td>237 - 244</td>
<td>ENC 0027</td>
</tr>
<tr>
<td></td>
<td>245 or more</td>
<td>ENC 1101</td>
</tr>
<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>
</tr>
<tr>
<td>PERT Reading (R)</td>
<td>50 - 83</td>
<td>ENC 0017 if you also score a 50-83 on PERT Writing</td>
</tr>
<tr>
<td></td>
<td>84 - 105</td>
<td>ENC 0027</td>
</tr>
<tr>
<td></td>
<td>106 - 150</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>SAT Reading Test (R)</td>
<td>23 or less</td>
<td>Take PERT Reading if you also have a writing score that places you into ENC 1101</td>
</tr>
<tr>
<td></td>
<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 scores in both English and reading. Students may be considered exempt from developmental education and can enroll in ENC 1101 if they meet the exemption under Florida Statute 1008.30 (http://www.leg.state.fl.us/statutes/?App_mode=Display_Statute&URL=1000-1099/1008/Sections/1008.30.html).

### Mathematics

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Mathematics (M)</td>
<td>18 or less</td>
<td>Take PERT Mathematics</td>
</tr>
<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 AAF for possible higher placement.)</td>
</tr>
<tr>
<td>ACCUPLACER (CPT)</td>
<td>41 or less</td>
<td>MAT 0018C or MAT 0022C</td>
</tr>
<tr>
<td>Elementary Algebra (A)</td>
<td>42 - 71</td>
<td>MAT 0022C or MAT 0028C</td>
</tr>
<tr>
<td></td>
<td>42 or more</td>
<td>MGF 1106 or STA 1001C</td>
</tr>
<tr>
<td></td>
<td>72 - 89</td>
<td>MAT 1033C</td>
</tr>
<tr>
<td></td>
<td>90 or more</td>
<td>MAC 1105 or STA 2023 (Take AAF for possible higher placement.)</td>
</tr>
<tr>
<td>ACCUPLACER (CPT-I)</td>
<td>64 or less</td>
<td>MAC 1105 or STA 2023</td>
</tr>
<tr>
<td>Advanced Algebra and Functions (AAF)</td>
<td>65 or more</td>
<td>MAC 1114 or MAC 1140 or MAC 2233 or MAE 2801 or MGF 2300</td>
</tr>
<tr>
<td></td>
<td>89 or more</td>
<td>MAC 2311</td>
</tr>
<tr>
<td></td>
<td>239 or less</td>
<td>MAC 1105</td>
</tr>
<tr>
<td>ACCUPLACER Next Generation Math (M)</td>
<td>240 or more</td>
<td>MAC 1114 or MAC 1140 or MAC 2233 or MAE 2801 or MGF 2300</td>
</tr>
<tr>
<td></td>
<td>265 or more</td>
<td>MAC 2311</td>
</tr>
<tr>
<td></td>
<td>230 or less</td>
<td>MAT 0018C or MAT 0022C</td>
</tr>
<tr>
<td></td>
<td>231 - 241</td>
<td>MAT 0022C or 0028C</td>
</tr>
<tr>
<td></td>
<td>231 or more</td>
<td>MGF 1106 or STA 1001C</td>
</tr>
<tr>
<td>Assessment</td>
<td>Score</td>
<td>Level Placement</td>
</tr>
<tr>
<td>---------------</td>
<td>-------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.0 or less</td>
<td>Take ACCUPLACER ESL (LOEP) for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>Level 4 EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Internet Based</td>
<td>Computer Version Paper Version/Delivered</td>
</tr>
<tr>
<td></td>
<td>44 or less</td>
<td>132 or less 449 or less/33 or less Take ACCUPLACER ESL for placement</td>
</tr>
</tbody>
</table>

**English for Academic Purposes (EAP)**

**Immigrants, refugees and U.S. citizens** who do not speak English as a native language may provide college-level scores from the PERT, ACT or SAT for entry placement or may be required to take a language test to determine placement into EAP courses.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>5.0 or less</td>
<td>Take ACCUPLACER ESL (LOEP) for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>Level 4 EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Internet Based</td>
<td>Computer Version Paper Version/Delivered</td>
</tr>
<tr>
<td></td>
<td>44 or less</td>
<td>132 or less 449 or less/33 or less Take ACCUPLACER ESL for 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/?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.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score Range</th>
<th>Level Placement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>5.0 or less</td>
<td>Take ACCUPLACER ESL for placement</td>
<td>Not eligible for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
<td>Level 4</td>
<td>EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
</tr>
<tr>
<td></td>
<td>6.0</td>
<td>Level 5</td>
<td>EAP 1500C and EAP 1520C and EAP 1540C and EAP 1560C or EAP 1585C and EAP 1586C</td>
</tr>
<tr>
<td></td>
<td>6.5</td>
<td>Level 6</td>
<td>EAP 1620C, EAP 1640C</td>
</tr>
<tr>
<td></td>
<td>7.0 or above</td>
<td>Level 7</td>
<td>Use PERT, ACT or SAT for placements (not EAP)</td>
</tr>
<tr>
<td>ACCUPLACER ESL (LOEP)</td>
<td>65 - 85</td>
<td>Levels 0, 2, 3</td>
<td>Not eligible for admission to Valencia</td>
</tr>
<tr>
<td></td>
<td>86 - 95</td>
<td>Level 4</td>
<td>EAP 0400C, EAP 0420C, EAP 0440C, EAP 0460C</td>
</tr>
<tr>
<td></td>
<td>96 - 105</td>
<td>Level 5</td>
<td>EAP 1500C and EAP 1520C and EAP 1540C and EAP 1560C or EAP 1585C and EAP 1586C</td>
</tr>
<tr>
<td></td>
<td>106 - 115</td>
<td>Level 6</td>
<td>EAP 1620C, EAP 1640C</td>
</tr>
<tr>
<td></td>
<td>116 or more</td>
<td>Level 7</td>
<td>Use PERT, ACT or SAT for English and reading placements (not EAP)</td>
</tr>
<tr>
<td></td>
<td>17 or more</td>
<td>(E) and 19 or more (R)</td>
<td>ENC 1101*</td>
</tr>
<tr>
<td>TOEFL</td>
<td>44 or less</td>
<td>132 or less</td>
<td>449 or less/33 or less</td>
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<td></td>
<td>45 - 53</td>
<td>133 - 156</td>
<td>450 - 479/34 - 40</td>
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<tr>
<td></td>
<td>54 - 63</td>
<td>157 - 179</td>
<td>480 - 509/41 - 47</td>
</tr>
<tr>
<td></td>
<td>64 - 70</td>
<td>180 - 196</td>
<td>510 - 529/48 - 52</td>
</tr>
<tr>
<td></td>
<td>71 or more</td>
<td>197 or more</td>
<td>530 or more/53 or more</td>
</tr>
</tbody>
</table>

**Non-Immigrants (international students)** who do not speak English as a native language must submit official ACCUPLACER ESL (LOEP), TOEFL, IELTS, SAT or ACT scores to determine language proficiency.
**Intensive English Program (IEP) to English for Academic Purposes (EAP) Bridge Agreement**

**Immigrants, Non-Immigrants (international students), refugees and U.S. citizens** who do not speak English as a native language may qualify for placement in EAP classes after fulfilling IEP requirements as stated in the Valencia College Intensive English Program (IEP) to English for Academic Purposes (EAP) Bridge Agreement. Upon completion of 4 sessions in the Intensive English Program, students who meet the requirements below can be placed in EAP courses as specified below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Level Placement</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of four sessions in the IEP and IEP Level 6B</td>
<td>B or higher</td>
<td>Level 5</td>
<td>EAP 1500C, EAP 1520C, EAP 1540C, EAP 1560C or EAP 1585C and EAP 1586C</td>
</tr>
<tr>
<td>Successful completion of four sessions in the IEP and IEP Level 8B</td>
<td>B or higher</td>
<td>Level 6</td>
<td>EAP 1620C and EAP 1640C</td>
</tr>
</tbody>
</table>

**Developmental Credit**

<table>
<thead>
<tr>
<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 ENGLISH LANGUAGE LEARNERS</td>
<td>6</td>
</tr>
<tr>
<td>EAP 0300C</td>
<td>LOW INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0320C</td>
<td>LOW INTERMEDIATE READING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0340C</td>
<td>LOW INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0360C</td>
<td>LOW INTERMEDIATE GRAMMAR FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0381C</td>
<td>LOW INTERMEDIATE COMBINED SKILLS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>6</td>
</tr>
<tr>
<td>EAP 0400C</td>
<td>INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0420C</td>
<td>INTERMEDIATE READING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0440C</td>
<td>INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0460C</td>
<td>INTERMEDIATE STRUCTURE FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1500C</td>
<td>HIGH INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1520C</td>
<td>HIGH INTERMEDIATE READING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1540C</td>
<td>HIGH INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1560C</td>
<td>HIGH INTERMEDIATE GRAMMAR FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1585C</td>
<td>HIGH INTERMEDIATE INTEGRATED WRITING AND GRAMMAR FOR ENGLISH LANGUAGE LEARNERS</td>
<td>6</td>
</tr>
<tr>
<td>EAP 1586C</td>
<td>HIGH INTERMEDIATE INTEGRATED READING, SPEAKING, &amp; LISTENING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>6</td>
</tr>
<tr>
<td>EAP 1620C</td>
<td>ADVANCED READING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1640C</td>
<td>ADVANCED COMPOSITION FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 1650C</td>
<td>ADVANCED STRUCTURE FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</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), an approved entry test ACCUPLACER ESL (LOEP, IELTS, TOEFL, SAT or ACT), or qualify for placement in English for Academic Purposes courses as specified in the Valencia College Intensive English Program (IEP) to English for Academic Purposes (EAP) Bridge Agreement.

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 have 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.

**ACCUPLACER ESL, IELTS, TOEFL, SAT and ACT**

The ACCUPLACER ESL (LOEP), IELTS, TOEFL, and SAT and ACT 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 four tests. ACCUPLACER ESL (LOEP) must have been taken at
Valencia to be accepted. Scores from any of the tests listed above must be less than two years old at the time of term registration.

The ACCUPLACER ESL (LOEP) test includes a typed essay in English and three additional sections—reading skills, sentence meaning, and language usage. 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 ACCUPLACER ESL (LOEP). No additional fee is required for the first attempt. The ACCUPLACER ESL (LOEP) may be taken on any Valencia campus; allow approximately two hours for completion. To take the ACCUPLACER ESL (LOEP), 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 ACCUPLACER ESL (LOEP) 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 ACCUPLACER ESL (LOEP).

The TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), and SAT (Scholastic Aptitude Test) exams are offered in test centers throughout the world. To use a TOEFL, IELTS, or SAT scores at Valencia, you must submit an official score report to International Student Services.

Intensive English Program (IEP) to English for Academic Purposes (EAP) Bridge Agreement

Immigrants, Non-Immigrants (international students), refugees and U.S. citizens who do not speak English as a native language can qualify for placement in EAP courses after fulfilling IEP requirements as stated in the Valencia College Intensive English Program (IEP) to English for Academic Purposes (EAP) Bridge Agreement. If you complete a minimum of 4 sessions in the Intensive English Program and receive a grade of “B” or higher in IEP Level 6B, you will be eligible for placement in EAP Level 5. If you complete a minimum of 4 sessions in the Intensive English Program and receive a grade of “B” or higher in IEP Level 8B, you will be eligible for placement in EAP Level 6.

If you place in EAP courses, you may take the Math portion of the PERT for math course placement once you have begun EAP Level 5 or placed into Level 6 courses. You may enroll in a math course along with your EAP Level 6 courses.

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 ACCUPLACER ESL (LOEP).

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 ACCUPLACER ESL (LOEP); however you will still be required to take the PERT reading and writing sections.

If your test scores placed you beyond EAP courses, the PERT in English, reading and mathematics will be used to place you in appropriate courses.

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 have begun EAP Level 5 or placed into Level 6 courses. In addition, if you place into EAP Levels 2, 3 or 4, you will be required to complete an online 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), your test scores must place you at level 4 or higher.

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 have begun 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. There is no additional charge for the Mini LASSI and 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, and 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, you must have a Valencia application on file and you must achieve a minimum score on the test. The Criminal Justice Basic Abilities Test (CJBAT) is offered at select Assessment Offices and includes an examination fee. (See Estimated Expenses (p. 240).)
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.

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 II 4
- MAT 0028C DEVELOPMENTAL MATHEMATICS II COMBINED 3

A developmental sequence consists of the two developmental courses in the same area such as Developmental Reading I and Developmental Reading II. Your test 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. 292).)

English for Academic Purposes

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, LOEL, or ACCUPLACER ESL (LOEP) scores will determine your sequence of courses.

Developmental EAP

Level 2
- EAP 0281C HIGH BEGINNING COMBINED SKILLS FOR ENGLISH LANGUAGE LEARNERS 6

Level 3
- EAP 0300C LOW INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS 3
- EAP 0320C LOW INTERMEDIATE READING FOR ENGLISH LANGUAGE LEARNERS 3
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. 286). 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 (http://catalog.valenciacollege.edu/search/?P=SLS%201122) NEW STUDENT EXPERIENCE within their first 18 credits or two terms of enrollment. Students who have not completed SLS 1122 (or the equivalent) course for their degree program within their first 18 credits or two terms at Valencia will be required to enroll in the course, or will be placed on hold which will prevent course registration.

The following are mandatory courses:

Developmental

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0300C</td>
<td>LOW INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0320C</td>
<td>LOW INTERMEDIATE READING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0340C</td>
<td>LOW INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0360C</td>
<td>LOW INTERMEDIATE GRAMMAR FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0381C</td>
<td>LOW INTERMEDIATE COMBINED SKILLS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>6</td>
</tr>
<tr>
<td>EAP 0400C</td>
<td>INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0420C</td>
<td>INTERMEDIATE READING FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0440C</td>
<td>INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
</tr>
<tr>
<td>EAP 0460C</td>
<td>INTERMEDIATE STRUCTURE FOR ENGLISH LANGUAGE LEARNERS</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>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>
</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 ACCUPLACER ESL (LOEP), IELTS, or TOEFL, you place in English as a Second Language for Academic Purposes (EAP) courses, you will be required to enroll in these 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. 273.).)

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

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>Mandatory Courses</th>
<th>Math and English Must enroll in math or SLS 1122.</th>
<th>Must enroll in math and SLS 1122, or math and English.</th>
<th>Must enroll in math and English. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading, SLS 1122, Math, and English Must enroll in combined English and reading course</td>
<td>Must enroll in combined English and reading course and SLS 1122.</td>
<td>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).</td>
<td></td>
</tr>
</tbody>
</table>
DISTANCE LEARNING

Taking classes with Valencia Online

Valencia provides students the opportunity to take college-credit courses through several modes of instructional delivery including online, real-time virtual, mixed-mode, and face-to-face. Students participating in coursework 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 email account, which should be checked daily. For more information, visit Valencia Student Support (https://valenciacollege.edu/about/support/how-to.php) for tutorials and guides.

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 email in Canvas, the college learning management system. This email should be checked daily to stay on top of course communications and assignments.

Students new to Canvas should participate in Canvas 101 (https://online.valenciacollege.edu/enroll/BHPJKF/), a self-paced course, where they can learn more about important features in Canvas, such as how to communicate with instructors, how to view and submit assignments, and how to check grades. For additional support or resources, students can visit the Canvas Resources for Students (https://valenciacollege.edu/faculty/canvas-resources/students.php) webpage or Canvas Student Frequently Asked Questions (https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php) page.

Valencia College has been approved to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA) (https://www.nc-sara.org/about-nc-sara/). However, NC-SARA has no effect on state professional licensing or requirements for any courses or programs leading to professional licensure. If you are an out-of-state student seeking professional licensure in a state other than Florida, and are not registered in at least one face-to-face or online course, you will be dropped from the online courses in which enrolled.

Instructional Delivery Modes

Students should be advised that any course may require use of a computer, computer labs, email, Internet, or other digital resources and support software, and these requirements are not necessarily in the course schedule.

Below are the principal instructional delivery modes at Valencia and their respective class schedule descriptions.

Principal instructional delivery modes at Valencia

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face</td>
<td>A course with face-to-face instruction which may be enhanced with technology.</td>
</tr>
<tr>
<td>Real-Time Virtual*</td>
<td>A course that requires students and instructors to meet online, in a virtual space, during designated days and times.</td>
</tr>
<tr>
<td>Mixed-Mode*</td>
<td>A course that blends the delivery of instruction between online and face-to-face (some hours are spent in the classroom with the rest being completed online). A minimum of 30% of the instruction of the course is delivered using some form of technology where the student and instructor are separated by time, space, or both.</td>
</tr>
<tr>
<td>Online*</td>
<td>All class meetings and coursework occur online using the college-approved course management system.</td>
</tr>
</tbody>
</table>

* Proctored testing or online, remote proctored testing may be required.

Technology Requirements

Valencia uses Canvas as our learning management system (LMS). Students are responsible for providing their own hardware, software, and Internet service provider or for accessing the Internet using the technology available in any Valencia open computer lab.

Visit the Minimum Technology Requirements (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Ffaculty%2Fcanvas-resources%2Fplugins-and-software.php&data=02%7C01%7Cgwwright31%40valenciacollege.edu%7C%7Ca664765c2fb4a94934308d809585b5c7%7C0e866953d1741a8845135b0a92e%7C1%7C0%7C637269623900364387%7C1%7C0%7C637269623900364387&data=PolbbX5iXyCq1k1YGzwJyEzhgA5kDgD2%3D&reserved=0) webpage for information on technology requirements such as supported operating systems, supported browsers, system requirements, and software.

The Canvas Help and Atlas Help Desk will provide assistance to troubleshoot technical problems.

- For assistance with Canvas
  - Canvas Help is available within the Canvas navigation menu with 24/7 assistance through chat, email, and the Canvas Support Hotline at 407-582-5600
- For assistance with Atlas
  - Tutorials and videos regarding Atlas are available on the Student How To (https://valenciacollege.edu/about/support/how-to.php) website. Atlas Help Desk is available at 407-582-5444 and by email at askatlas@valenciacollege.edu.

Accessibility

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. To inquire about the range of support services offered, visit the Web site: valenciacollege.edu/osd (http://valenciacollege.edu/osd/).

**Resources for Online Courses**

**Bookstore**

Course materials may be purchased from the Valencia College Campus Store. Information about online campus store services can be found at valenciacollege.edu/bookstore (http://valenciacollege.edu/bookstore/) or by calling 407-582-5310.

**Library Services and Learning Support**

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 distance learning students.

- Remotely accessible Web-based resources for student research including articles, eBooks and streaming video
- Research guides and tutorials specific to Valencia collections
- Research help via text and email

A complete list of Library Services can be found at https://valenciacollege.edu/students/library/ (http://valenciacollege.edu/library/).

Through the Learning Support division of the college, Valencia also provides access to online tutoring. Online tutoring is accessible in the Courses tab of Atlas and offers support in a variety of subjects including: math, writing, science, business, computers and technology, and nursing and allied health. Students can connect on demand with a live tutor for a drop-in session 24 hours a day, search available resources, or submit writing for detailed review. Online tutoring is a great option for students who take classes solely online and rarely visit a campus, or for times when campus centers are at capacity or closed due to business hours.

**Student Services**

Student Affairs offers a wide range of services for online students. Applications for Admission must be submitted online. All degree-seeking students must complete a Valencia New Student Orientation prior to registering for classes.

Students seeking financial aid can complete many processes online including 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.
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. and A.S. degrees.

Here is a complete list of the Florida Department of Education Articulation Coordinating Committee approved Credit-By-Exam Equivalencies. (http://www.fldoe.org/core/fileparse.php/5421/urlt/0078391-acc-cbe.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 (http://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.

Career Pathways

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 assessments given during high school or by completing industry certification exams. The Career Pathways consortium partnership helps prepare students for college and employment in selected programs developed around twelve 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 workforce. Career Pathways programs link high school studies to certificate and A.S. degree programs at Valencia. Credits earned through Career Pathways can lead to a two-year certificate, an associate's degree, or a bachelor's degree.

High school graduates with eligible Career Pathways credits may request these college credits at request these college credits (http://net4.valenciacollege.edu/forms/careerpathways/get-my-credits.cfm) on the Career Pathways website upon enrollment at Valencia. Students are eligible to receive Career Pathways credits after high school graduation and upon completion of one Valencia course. Students may enroll at Valencia as early as Summer Term B, which begins following high school graduation. Students may claim Career Pathways credits at Valencia up to 24 months after high school graduation. For more information, visit valenciacollege.edu/careerpathways (http://valenciacollege.edu/careerpathways/).

The 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
- Engineering & Technology Education
- Health Science
- Hospitality and Tourism
- Information Technology
- Law, Public Safety, and Security
- Manufacturing
- Marketing, Sales and Service

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 (http://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 (http://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. (Transferrability 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. 240).)

DANTES

Defense Activity Non-Traditional Education Support (DANTES)

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

You may use DANTES credit under the repeat course policy only in select courses and only for D or F grades. Within the guidelines of the repeat policy, all attempts for a course will be counted in your GPA until you earn a grade of C or better when only the last attempt will be counted. If you earn an acceptable DANTES score in a course in which you previously earned a D or F, the DANTES credit will be recorded and the D or F 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 (http://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 is a teaching and learning strategy that 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 (http://catalog.valenciacollege.edu/search/?P=SLS%202940) SERVICE LEARNING or SLS 2940H (http://catalog.valenciacollege.edu/search/?P=SLS%202940H) SERVICE LEARNING HONORS (with approval from the Director, Strategic Learning Initiatives).

With support from a faculty mentor, students engage in hands-on learning through the development and implementation of a service project in partnership with an organization in the community. In addition to these requirements, SLS 2940H (http://catalog.valenciacollege.edu/search/?P=SLS%202940H) SERVICE LEARNING HONORS course content will satisfy one Honors Program learning outcome. SLS 2940 (http://catalog.valenciacollege.edu/search/?P=SLS%202940) 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 (http://catalog.valenciacollege.edu/search/?P=SLS%202940) SERVICE LEARNING and SLS 2940H (http://catalog.valenciacollege.edu/search/?P=SLS%202940H) 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 (http://catalog.valenciacollege.edu/search/?P=SLS%202940H) SERVICE LEARNING), and
- Honors Program permission for registration in SLS 2940H (http://catalog.valenciacollege.edu/search/?P=SLS%202940H) SERVICE LEARNING

The Office of Strategic Learning 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 (http://valenciacollege.edu/servicelearning/).

Tech Express

To promote career and technical education programs, Valencia College may award college credit for programs completed at Orange Technical College and/or Osceola Technical College. Information about eligible programs at technical colleges and the award of credit is included in this catalog in the descriptions of eligible programs and on the Valencia website at https://valenciacollege.edu/academics/programs/as-degree/alternative-award-of-credit-agreements.php
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 (http://valenciacollege.edu/generalcounsel/policy/). The links in this section are included as a quick reference to frequently referenced policies.

Governing Catalog

The college catalog is the official document that describes the policies, academic programs and requirements for students attending Valencia College that is published each May. (In this catalog “you” means “the student.”) You are held responsible for knowing and adhering to the policies and requirements of your catalog 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 as defined in the glossary of this catalog. If you do not complete your program degree requirements during the five academic years your catalog is valid, your degree may be changed to non-degree seeking (Personal Interest) and your new governing catalog year will be the catalog in effect during your next term of enrollment.

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 catalog degree and certificate program offerings and follow those graduation requirements.

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 to discuss education plan options.

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 maximum of 19 credit hours. To request an exception of the academic course load maximum contact your advisor.

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.

Section 1009.286, Florida Statutes, (http://www.leg.state.fl.us/statutes/?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 baccalaureate 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 120% of the hours required for a baccalaureate 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 144 credit hours (120% x 120).

All students whose educational plan may include earning a baccalaureate 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 program" 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 nonessential 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

(70-REC: 5Hx208: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals (http://catalog.valenciacollege.edu/academicpolicies/procedures/classattendance/4-07-academic-progress-course-attendance-and-grades-and-withdrawals.pdf))

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/mixed-mode 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/mixed-mode 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/mixed-mode 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. 286)). 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 (http://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, WN, R20, or U. 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 (http://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
(see Course Attempts & Course Withdrawal (p. 286).)

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 (http://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. 286).)

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

<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>S+* ‡</td>
<td>Satisfactory (A,B,C)</td>
<td>0</td>
</tr>
<tr>
<td>S* ‡</td>
<td>Satisfactory (D)</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>R20* ‡</td>
<td>No Credit (Retake Course - Pandemic 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 Recall</td>
<td>0</td>
</tr>
<tr>
<td>M*</td>
<td>No Grade Submitted</td>
<td>0</td>
</tr>
<tr>
<td>U*</td>
<td>Unsatisfactory</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.
** These grades generate a refund and do not count as an attempt.
† Covid-19 Pandemic Specific Grading Option - Limited to Spring 2020 semester

### Spring 2020 Grade Options

Valencia College introduced new optional grades to limit COVID-19’s disruption to academic plan.

**Satisfactory/ Unsatisfactory**: Does not affect GPA.

- Students opting in will receive one of the following grades:
  - Satisfactory + (S+), representing a grade of C or better
  - Satisfactory - (S-), representing a grade of D
  - Unsatisfactory (U), representing a grade of F

**Retake- R20**: Does not affect spring 2020 GPA, No course credit awarded for spring 2020

- Student is unenrolled from a course and retakes it online in the summer 2020 term at no cost.

If you believe you have been assigned an incorrect grade, please see the Academic Grievance Process section of this catalog (http://catalog.valenciacollege.edu/academicpoliciesprocedures/academicgrievanceprocess/).

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.

## Grade Point Average (GPA)

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 2012</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>19</td>
<td>13</td>
<td>10</td>
<td>29</td>
<td></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.

**Satisfactory/Unsatisfactory Grade Option**

Students can take coursework and earn grades of S (satisfactory) or U (unsatisfactory). A grade of S+ is equal to a C (2.0) or better. A grade of S- is equated to a D (1.0). A grade of U is equal to an F (0.0). Grades earned under the S/U are not computed the grade point average.

Courses with a grade of S+ will count as credits earned in a degree program. Such grades are included in the student’s permanent academic record and are reflected on the transcript.

After the S/U option is approved, the grade cannot revert to a letter grade.
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 Altas.

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 affiliated with the National Association of Credential Evaluation Services (NACES (http://www.naces.org/)).

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 (http://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 at the Associates Level

For information regarding course attempts and course withdrawals at the bachelors level, please see the Bachelor Degrees section of this catalog.

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 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.

A student who has documented major extenuating circumstances may petition to be dropped or withdrawn after the published deadlines. Major extenuating circumstances are defined as, and limited to, the following:

• Death of an immediate family member (spouse, mother, father, sister, brother, son, daughter, or legal equivalent thereof),
• Documented medical emergencies resulting in medical confinement or incapacitation of a defined length,
• Military Recall to active duty.

Students wishing more information about the petition process should review the procedure published with the “Late Withdrawal Without Refund/Late Drop With Refund” form, available via Atlas.

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 attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be submitted by the Fourth Attempt Appeal Deadline.
established by Valencia and listed in the Important Dates & Deadlines calendar. All conditions applicable to a third attempt also will apply to the fourth attempt for which you receive approval through the academic appeals process. The Fourth Attempt Appeal form can be found in Atlas under Student Forms. Further information about this appeal process is available through 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.
- For grade forgiveness, 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, C, or S+.*
- 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.
- 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.
- 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.

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. 288)
- Academic Warning (p. 288)
- Academic Probation (p. 288)
- Academic Suspension (p. 288)


### 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, D, S, +, or S-, 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 term and cumulative overall GPA of 2.0. When you are placed on academic warning, it is strongly recommended that you talk with an advisor or counselor 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 and 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 and Atlas e-mail informing you about your academic probation status.

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 an advisor or counselor to discuss your education plan and Valencia's academic support services. In addition, you must obtain an advisor or counselor'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 only register 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.
- are required to review the Suspension tutorial and complete a series of questions through an online course. Once you have completed these assignments, you are required to meet with your assigned advisor or counselor face-to-face to discuss your re-admission status. You are to complete all portions of this process by the established deadline in order to be eligible 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. Students who have multiple suspensions may be prohibited for longer than one term. Withdrawal from a course(s) may adversely affect your academic status. You are advised to meet with an advisor or counselor 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.

### 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 (http://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.

Student Academic Dispute Resolution

(College Policy: 6Hx28: 8-10 Student Academic Dispute and Administrative Complaint Resolution (http://catalog.valenciacollege.edu/academicpoliciesprocedures/academicgrievanceprocess/8-10-student-academic-dispute-and-administrative-complaint-resolution.pdf))

Final Grades

If a student thinks that a final course grade was assigned in an arbitrary or capricious manner, in violation of college policy, or was not calculated in accordance with the grading system as defined by the faculty member, the student shall have recourse through the Student Academic Dispute Resolution process to seek a fair determination of the grievance.

Here are the steps you must take in the dispute resolution process with respect to final course grades (excluding W and I grades):

1. The first step in the conflict resolution process shall be an informal conference between the student and the faculty member about the assigned final grade.

2. If the differences have not been resolved at the first level, the second step in the resolution process shall be an informal conference between the student and the academic dean or other immediate supervisor of the faculty member, and subsequently, if deemed necessary by the academic dean or other supervisor, joined by the faculty member.

3. If the differences have not been resolved at the second level, then within sixty (60) days after the final course grades are distributed to students from the Office of Admissions and Records via Atlas the student may then request a conference between the student and the appropriate Campus President, and subsequently, if deemed necessary by the appropriate Campus President, joined by the academic dean or other immediate supervisor of the faculty member and the faculty member. A student who chooses this alternative may not also choose to request the review of the campus Student Final Grade Resolution Committee. In the case of a denial of a grade change, the decision of the Campus President shall be final. If a final course grade change is recommended by the Campus President, then the Campus President may recommend to the faculty member that the grade be changed, or in the absence of faculty concurrence, shall forward a recommendation to the chief learning officer, who in concurrence may inform the Assistant Vice President of Admissions and Records to make the grade change. No further appeal shall be provided.

4. In the alternative, if the student’s concerns remain unresolved following the conference with the dean, rather than request a conference between the student and the appropriate Campus President, the student may request the review of the campus Student Final Grade Resolution Committee by obtaining the appropriate forms on Atlas and submitting them to the Campus Presidents office. This alternative is not available for the review of final grades of “W” and “I” based upon the failure of the student to take the final examination, excessive absences, or other administrative reasons.

The process may be found at https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-10-student-academic-dispute-and-administrative-complaint-resolution.pdf.

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.

Non-Final Grades and Matters Involving Academic Progress towards Graduation

1. Each Campus President has designated a person(s) to serve in the role of student Ombudsperson, who in that role is accountable to the president, to assist students who wish a review of decisions that are related to access to courses and credit granted toward the degree (excluding final grades).

2. The Ombudsperson listens to student complaints, investigates the facts surrounding the complaints, and attempts to objectively make recommendations on how best to resolve the issue. The Ombudsperson is impartial, private, and informal. The Ombudsperson will not be an advocate or critic but considers the rights and interests of all parties concerned and advocates for a fair resolution. The Ombudsperson will consider the rights and obligations of the student and Valencia College. Also, the issues presented remain in confidence upon request unless otherwise required by Valencia’s policies and procedures. Speaking with the Ombudsperson may help students clarify their thoughts or feelings about a situation and increase awareness of their alternatives. The Ombudsperson works with students to explore options and assists them in establishing communication with appropriate campus departments and offices.

3. Retaliation against a student by a faculty or staff member for participating in this process is prohibited.

4. The Ombudsperson(s) for each campus and their contact information is as follows:
East Campus
Keith Malmos, Professor of Biology (https://valenciacollege.edu/about/contact-information/user-information.php?username=kalmamos.)
Kurt Overhiser, Professor of Mathematics (https://valenciacollege.edu/about/contact-information/user-information.php?username=koverhiser)
Zachary Hawk, Mgr, Campus (Evening/Weekend) (https://valenciacollege.edu/about/contact-information/user-information.php?username=zhawk1)

Lake Nona Campus
Jackie Starren, Professor of Humanities (https://valenciacollege.edu/about/contact-information/user-information.php?username=jstarren)
Lavonda Walker, Professor of New Student Experience (https://valenciacollege.edu/about/contact-information/user-information.php?username=lwalker24)

Osceola Campus
Denise Ross, Professor of Computer Programming (https://valenciacollege.edu/about/contact-information/user-information.php?username=deross)
Oscar Cuan, Professor of Speech (https://valenciacollege.edu/about/contact-information/user-information.php?username=ocuan)
Samira Chater, Professor of French & Spanish (https://valenciacollege.edu/about/contact-information/user-information.php?username=schater)

Poinciana Campus
Sam Murugan, Professor of Mathematics (https://valenciacollege.edu/about/contact-information/user-information.php?username=smurugan1)

West Campus
Joan Alexander, Professor of Computer Programming and Analytics (https://valenciacollege.edu/about/contact-information/user-information.php?username=jalexander)
Beverly Bond, Professor of Radiography (https://valenciacollege.edu/about/contact-information/user-information.php?username=bbond)
Lynn Howard, Professor of Mathematics (https://valenciacollege.edu/about/contact-information/user-information.php?username=lhoward13)
Graeme Lindbeck, Professor of Biology (https://valenciacollege.edu/about/contact-information/user-information.php?username=glindbeck)

Winter Park Campus
Chris Borglum, Professor of English (https://valenciacollege.edu/about/contact-information/user-information.php?username=cborglum)
John Niss, Professor of Mathematics (https://valenciacollege.edu/about/contact-information/user-information.php?username=jniss)

6Hx28:5-09.2: Copyright and Trademark Ownership (http://catalog.valenciacollege.edu/intellectualproperty/5-09_2-copyright-and-trademark-ownership.pdf)
6Hx28:5-09.1: Educational Work Products (http://catalog.valenciacollege.edu/intellectualproperty/5-09_1-educational-work-products.pdf)
6Hx28:7A-02: Acceptable Use of Information Technology Resources (http://catalog.valenciacollege.edu/intellectualproperty/7a-02-acceptable-use-of-information-technology-resources.pdf)

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://catalog.valenciacollege.edu/academicfreedom/4-02-academic-freedom.pdf) 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/), 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/pdf/studenthandbook.pdf) that all students receive at New Student Orientation. The Student LifeMap Handbook/Planner (http://valenciacollege.edu/pdf/studenthandbook.pdf) is also available year-round at any campus Information Station and any campus Student Development office (http://valenciacollege.edu/studentdev/campusInformationServices/services.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://catalog.valenciacollege.edu/academicfreedom/3e-02-award-of-tenure-and-evaluation-of-tenured-and-tenured-track-faculty.pdf)) 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://catalog.valenciacollege.edu/academicfreedom/8-10-student-academic-dispute-and-administrative-complaint-resolution.pdf)). 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 Intellectual Property
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:
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. 286).)

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)

With more than 100 countries represented on our campuses, Valencia welcomes students from all over the world. Our dedicated International Student Services team supports the educational and personal development of international students and facilitates cultural connections between students, staff, and the local community in order to promote global citizenship. In addition to ensuring compliance with federal regulations, the ISS staff members provide a wide range of services for international students and their families including academic, immigration, and personal advising as well as cultural and educational programs and events.

The ISS invites international students as well as American students, faculty, staff and community members to access its services by visiting our website: International Student Services (http://international.valenciacollege.edu/?_ga=2.18556329.1138738104.1520356033-79329596.1399660638).

Additional Educational Opportunities

- Bridges to Success Program (p. 293)
- Dual Enrollment (p. 293)
- Flex Start Scheduling (p. 293)
- Intensive Foreign Language Classes (p. 293)
- International/Intercultural Education (p. 294)
- Student Abroad and Global Experiences (SAGE) (p. 294)
- Global Distinction (p. 294)
- English for Academic Purposes (EAP) (p. 294)
- Learning in Community (LinC) (p. 294)
• ROTC (p. 294)
• Service Learning (p. 294)
• Military Active Duty Members, Reservists and Veterans (p. 294)

**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 may be viewed at the Dual Enrollment website (http://valenciacollege.edu/dual/) (http://valenciacollege.edu/dual).

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 they attend; Textbooks for home education students will be provided by Valencia College. Students enrolled in private schools must pay for their own textbook 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 re-classification, which usually takes place in February, allows students to register for Valencia College classes in advance of high school graduation, as long as the actual class start date occurs after the high school graduation date. The Personal Interest designation also 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. Note, however, that 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 (4) FAFSA must also be completed if applicable. Also, international dual enrollment students must meet the admission requirements and procedures for international students outlined in the Admissions section of this catalog. If a Dual Enrolled student intends to graduate from Valencia simultaneously with high school graduation, the college will determine the student’s graduation requirements based on the student’s earliest date of enrollment as a Dual Enrolled student.

**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 (http://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 (http://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 (http://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 https://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 (http://valenciacollege.edu/servicelearning/).

**Military Active Duty Members, Reservists and Veterans**

You may benefit from Valencia’s special efforts to aid service members in securing a postsecondary education. Aside from stated and traditional means of obtaining credit toward most 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. 279).)
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 articulated 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.

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:

• Indicate your intention to complete a bachelor’s degree at UCF on the Valencia Application for Admission, or submit a Student Record Information Form to any campus’ Answer Center.
• Go to [http://facts.org/floridashines.org](http://facts.org/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 a UCF Success Coach 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 once you have earned 45 college credits toward your degree requirements from Valencia.

**UCF Connect Locations**

For additional information and to sign up for DirectConnect™ to UCF, visit: [www.connect.ucf.edu](http://www.connect.ucf.edu).

To review the Bachelor’s degree programs available at the UCF Regional Campuses, visit: [http://catalog.ucf.edu/programs/degree-programs/](http://catalog.ucf.edu/programs/degree-programs/).

To review the Bachelor’s degree programs available totally online, visit UCF Online at: [https://www.ucf.edu/online/majors](https://www.ucf.edu/online/majors).

* Consistent with university policy
TEACHER PREPARATION & RECERTIFICATION

- Teacher Certification (p. 296)
- Educator Preparation Institute (EPI) (p. 296)
- Teacher Recertification (p. 296)

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

Associate in Arts Early Childhood Education Degree Pathway, Elementary Education Degree Pathway, Physical Education Degree Pathway and Secondary Education Degree Pathway

These degree pathways are designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year Bachelor's degree in education. If the degree pathway 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 degree pathway does not guarantee admission to an upper division limited-access program. If you are planning to attend a college other than UCF, and need 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.

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 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 or higher degree from an accredited institution, have a 2.5 overall grade point average in the individual’s major field of study, 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 (http://valenciacollege.edu/epi/).

EPI Curriculum

Module I

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<thead>
<tr>
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<th>Credit Hours</th>
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<tr>
<td>EPI 0001</td>
<td>CLASSROOM MANAGEMENT</td>
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<td>EPI 0002</td>
<td>INSTRUCTIONAL STRATEGIES</td>
<td>3</td>
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<td>EPI 0003</td>
<td>TECHNOLOGY</td>
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<td>TEACHING AND LEARNING PROCESS</td>
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Module II

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<td>FOUNDATIONS OF RESEARCH-BASED PRACTICES IN</td>
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Module III

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<td>EPI 0030</td>
<td>DIVERSITY</td>
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Module IV

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</thead>
<tbody>
<tr>
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<td>TEACHING METHODS FIELD EXPERIENCE</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours 26

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, mixed-mode, etc.) on each Valencia campus. Please visit https://valenciacollege.edu/academics/programs/educator-preparation-institute/teacher-recertification.php for general information or email epi@valenciacollege.edu to receive 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 (http://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 (http://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 https://valenciacollege.edu/academic/programs/educator-preparation-institute/teacher-recertification.php, for more details and contact information.
The Seneff Honors College is for people with a passion for learning. Honors students are invested in their personal growth and development, are committed to making a difference in their local community, and are looking to get more out of their college experience. This comprehensive approach to learning includes specialized courses and unique out of class experiences. Students admitted to the Seneff Honors College have the opportunity to earn an Honors graduation distinction.

Students enrolled in the Seneff Honors College have access to:

- Honors-specific, smaller classes
- Dedicated Honors advisor
- Engagement opportunities in Service Learning, Study Abroad, Valencia Global Distinction, and Undergraduate Research initiatives
- Recognition at graduation
- Honors-only scholarship opportunities
- Professional development opportunities, including conference travel
- Transfer opportunities to university honors programs, including the Burnett Honors College at UCF

Co-curricular
Each fall and spring semester, honors students engage in a robust schedule of activities that promotes learning outside of the classroom through academic enrichment, community service, exposure to the arts, career development, and social networking. The co-curricular experience is an integral part of the honors experience and is required as part of our graduation distinction criteria.

Honors Co-curricular Principles

- The activity must provide a unique engagement opportunity
- The activity has a substantive learning component that supports an Honors class or program outcome
- The activity adheres to Valencia’s Policies and Procedures and the Seneff Honors College Honor Code

Participation
We encourage participation in any activity that sparks a student’s interest. However, our graduation distinction criteria requires students to attend pre-approved events in their entirety and submit Co-curricular Reflection Forms by the deadline.

Honors courses include:

**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 including Dual Enrollment and International students. 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 the current prompt, visit valenciacollege.edu/honors/prospective-students/admission.cfm (http://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 if the coursework has not yet been officially evaluated by Valencia (for transfer students).
5. Submit an unofficial copy of all college transcripts to the Honors Office if the coursework has not yet been officially evaluated by Valencia (for transfer students).
6. Submit a degree audit for your intended major. You can generate a degree audit in Atlas under the Students tab in the Path to Graduation area.
7. Submit one of the following to the Honors Office:
   a. Letter of recommendation from a teacher, school official, supervisor or community leader.
   b. Letter of recommendation from a Valencia College faculty member. In lieu of providing a letter, a Valencia College faculty member can complete the online recommendation form.

**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:

<table>
<thead>
<tr>
<th>Communications</th>
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<tbody>
<tr>
<td>ENC 1101H</td>
<td>Freshman Comp I Honors</td>
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<tr>
<td>or ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
</tr>
<tr>
<td>ENC 1102H</td>
<td>Freshman Comp II-Honors</td>
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<tr>
<td>or ENC 1102</td>
<td>Freshman Comp II</td>
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<tr>
<td>SPC 1608H</td>
<td>Fundamentals of Speech- Honors</td>
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<tr>
<td>or SPC 1608</td>
<td>FUNDAMENTALS OF SPEECH</td>
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<tr>
<td>or SPC 1017H</td>
<td>Interpersonal Comm - Honors</td>
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<td>or 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>or SLS 1122</td>
<td>New Student Experience</td>
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<th>Humanities</th>
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<td>Students must take one Core and one Institutional course, and they should select at least one that is an Honors course</td>
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<tr>
<td>Humanities</td>
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<table>
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<td></td>
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<tr>
<td>See Gen. Ed. Institutional Requirement</td>
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</table>
Undergraduate Research Track

Math
See Gen. Ed. Core Requirement
Math
See Gen. Ed. Core or Institutional Requirement

Social Sciences 6
Students must take one Core and one Institutional course, and they should select at least one as an Honors course
Core
Select One
AMH 2020H US Hist 1877 to Pres Honors ~
or AMH 2020 U.S. History 1877 to Present
POS 2041H US Government Honors ~
or POS 2041 U.S. Government
PSY 2012H General Psychology-Honors ~
or PSY 2012 General Psychology
SYG 2000H Introductory Sociology-Honors ~
or SYG 2000 Introductory Sociology
Institutional
Select One
EUH 2001H MODERN WESTERN CIVILIZATION-HONORS (GR) ~*
or EUH 2001 Modern Western Civ
INR 2002H International Politics Honors (GR) ~*
or INR 2002 International Politics

Science 6
Science
See Gen. Ed. Core Requirement
Science
See Gen. Ed. Core or Institutional Requirement

Additional Leadership Work Required
SLS 2940H Service Learning-Honors 2
SLS 2261H Leadership Development-Honors (only offered in Spring) 3

Additional Honors Coursework 9
Electives 10
Total Credit Hours 60

Note: At least 23 credits as outlined above are needed to earn the Seneff Honors College Scholars diploma.

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 three 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 Comp I Honors
HUM 1020H  Intro to Humanities - Honors  ~  3
SLS 1501H  HONORS SEMINAR  1
Math  See Gen. Ed. Core Requirements  *~  3
SPC 1017H  Interpersonal Comm - Honors  ~  3

Intermediate Courses
HUM 2250H  20TH AND 21ST CENTURY HUMANITIES - HONORS  *~(GR)  3
ENC 1102H  Freshman Comp II-Honors  *~(GR)  3
ANT 2000H  Introductory Anthropology Hon  ~  3
SLS 2940H  Service Learning-Honors  1
INR 2002H  International Politics Honors  *~(GR)  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 three 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

Graduation Options
Honors students are offered two tiers of graduation distinction:

Tier 1: Honors Diploma
Option A: The SENEFF HONORS COLLEGE SCHOLAR diploma is reserved for those students...
1. who successfully complete all of the curricular requirements of one of the program tracks (i.e. the track checklist of classes)
2. who earn no less than a "C" in each honors class
3. who graduate with a cumulative overall GPA of at least 3.5, and
4. who complete three approved co-curricular activities each term of enrollment (fall and spring).

Option B: The VALENCIA HONORS SCHOLAR diploma is reserved for those students...
1. who successfully complete at least 18 hours of honors coursework (track checklist or other courses as needed for their major)
2. who earn no less than a "C" in each honors class
3. who graduate with a cumulative overall GPA of at least 3.33, and
4. who complete three approved co-curricular activities each term of enrollment (fall and spring).

Tier 2: Honors Certificate
The HONORS CERTIFICATE is reserved for those students...
1. who successfully complete at least 12 hours of honors coursework (track checklist or other courses as needed for their major)
2. who earn no less than a "C" in each honors class, and
3. who maintain a cumulative overall GPA of at least 3.25.

Regalia
Honors graduates receive special regalia to recognize their academic achievements at graduation.
Regalia varies by distinction:

  • Seneff Honors College Scholar:
    • Medallion
    • Stole
    • Tassel
  • Valencia Honors Scholar:
    • Cord
    • Stole
    • Tassel
  • Honors Certificate:
    • Stole
    • Tassel

Honors Student Advisory Committee officers also receive an officers' cord.

Honors Courses

Honors courses include*:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>AMH 2020H</td>
<td>UNITED STATES HISTORY 1877 TO PRESENT - HONORS</td>
<td>3</td>
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<tr>
<td>ANT 2000H</td>
<td>INTRODUCTORY ANTHROPOLOGY HON</td>
<td>3</td>
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<tr>
<td>AST 1002H</td>
<td>ASTRONOMY - HONORS</td>
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<tr>
<td>BSC 1010H</td>
<td>GENERAL BIOLOGY I HONORS</td>
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<tr>
<td>BSC 1011H</td>
<td>GENERAL BIOLOGY II - HONORS</td>
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<tr>
<td>BSC 1026H</td>
<td>BIOLOGY OF HUMAN SEXUALITY - HONORS</td>
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<tr>
<td>CHM 1045H</td>
<td>GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I - HONORS</td>
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<tr>
<td>CHM 1046H</td>
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<td>DEP 2004H</td>
<td>DEVELOPMENTAL PSYCHOLOGY HONORS</td>
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<td>Course Code</td>
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<tr>
<td>ECO 2013H</td>
<td>PRINCIPLES OF ECONOMICS-MACRO-HONORS</td>
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<td>ECO 2023H</td>
<td>PRINCIPLES OF ECONOMICS-MICRO HONORS</td>
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<tr>
<td>ENC 1101H</td>
<td>FRESHMAN COMPOSITION I - HONORS (GR)</td>
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<tr>
<td>ENC 1102H</td>
<td>FRESHMAN COMPOSITION II - HONORS (GR)</td>
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<tr>
<td>EVR 1001H</td>
<td>INTRODUCTION TO ENVIRONMENTAL SCIENCE HONORS</td>
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<tr>
<td>HUM 1020H</td>
<td>INTRODUCTION TO HUMANITIES - HONORS</td>
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<td>HUM 2220H</td>
<td>HUMANITIES- GREEK AND ROMAN-HONORS (GR)</td>
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<td>HUM 2223H</td>
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<td>HUM 2232H</td>
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<tr>
<td>HUM 2234H</td>
<td>18TH AND 19TH CENTURY HUMANITIES - HONORS (GR)</td>
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<tr>
<td>HUM 2250H</td>
<td>20TH AND 21ST CENTURY HUMANITIES - HONORS (GR)</td>
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<td>HUM 2310H</td>
<td>MYTHOLOGY - HONORS (GR)</td>
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<tr>
<td>IDH 2911</td>
<td>HONORS RESEARCH PROCESS</td>
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<tr>
<td>IDH 2912</td>
<td>HONORS PROJECT</td>
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<tr>
<td>IDH 2955</td>
<td>HONORS STUDY ABROAD</td>
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<tr>
<td>INR 2002H</td>
<td>INTERNATIONAL POLITICS HONORS (GR)</td>
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<tr>
<td>MAC 1105H</td>
<td>COLLEGE ALGEBRA - HONORS (GR)</td>
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<tr>
<td>MAC 2311H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY I - HONORS (GR)</td>
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<tr>
<td>MAC 2312H</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY II - HONORS (GR)</td>
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<td>OCE 1001H</td>
<td>INTRODUCTION TO OCEANOGRAPHY-HONORS</td>
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<td>PHI 2600</td>
<td>ETHICS AND CRITICAL THINKING (GR)</td>
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<tr>
<td>PHY 2048H</td>
<td>GENERAL PHYSICS WITH CALCULUS I - HONORS</td>
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<tr>
<td>PHY 2049H</td>
<td>GENERAL PHYSICS WITH CALCULUS II HONORS</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>POS 2112H</td>
<td>STATE AND LOCAL GOVERNMENT - HONORS</td>
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<tr>
<td>POS 2041H</td>
<td>U.S. GOVERNMENT - HONORS</td>
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<tr>
<td>PSY 2012H</td>
<td>GENERAL PSYCHOLOGY - 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>SPC 1017H</td>
<td>INTERPERSONAL COMMUNICATION HONORS</td>
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<td>SPC 1608H</td>
<td>FUNDAMENTALS OF SPEECH - HONORS</td>
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<tr>
<td>STA 2023H</td>
<td>STATISTICAL METHODS - HONORS (GR)</td>
<td>3</td>
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</tr>
<tr>
<td>SYG 2000H</td>
<td>INTRODUCTORY SOCIOLOGY- HONORS.</td>
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</tr>
</tbody>
</table>

*Courses are offered on a rotating basis among campuses and terms. Summer offerings are limited. Courses are not offered every term on every campus.*
RESOLUTION OF STUDENT ISSUES

(College Policy 6Hx28: 8-10: Student Academic Dispute and Administrative Complaint Resolution (http://catalog.valenciacollege.edu/resolutionofstudentissues/8-10-student-academic-dispute-and-administrative-complaint-resolution.pdf))

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 (http://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.

CONTINUING EDUCATION

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 Accelerated Skills Training programs 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 program and registration information, contact Continuing Education Student Services.
DRUG FREE SCHOOLS & COMMUNITIES ACT

Valencia's Drug Free Schools and Communities Act can be found at

https://catalog.valenciacollege.edu/drugfreeschoolscommunitiesact/
drugfreecommunitiesschoolact.pdf.
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 – Contact Ask Atlas at askatlas@valenciacollege.edu for technical assistance with 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 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:

- Ask Atlas
- Atlas
- Atlas E-mail
- Degree Audit
- My Atlas
- My Career Planner
- My Courses
- My Education Plan
- My Financial Planner
- My Job Prospects
- My LifeMap
- My Portfolio

Atlas Lab – The Atlas 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.

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. Students in Career Pathways and Tech Express articulated programs may also earn credit based on assessment. 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.

Canvas – See Course Management System.
Career Program Advisors – Staff with specialized training to answer specific questions about requirements and program completion of A.S. degrees, technical certificate and diploma programs

Career Programs – Applied Technology Diploma, and Associate in Science Degrees, Technical and Career Certificate programs with courses designed to prepare students for specialized occupations

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

Common Program Prerequisites (CPPs) – 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

Concentration - Unique to baccalaureate programs. They are comprised of a focused set of courses within a discipline area. (e.g. The Radiological and Imaging Sciences program contains 18 hours of Gen Ed which all students complete, 27 hours of RAD core which all students complete, and one of five bundled “packets” of 15 hours of courses focused on the student’s particular area of interest within the field. This bundle of courses comprises the concentration.)

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 at least two of the three terms in each academic year

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 Canvas 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

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.

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,Compass ESL, 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

Face-to-Face - Course with face-to-face instruction which may be enhanced with technology
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 also are required in 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

Governing Catalog – The Valencia Catalog in effect at the time of a student's initial enrollment in associate or bachelor’s degree credit courses as a degree-seeking student at Valencia. A governing catalog is valid for five years provided the student maintains continuous enrollment. Any program of study added to the student’s record will be governed by the catalog in effect at the time of the change

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/Mixed-Mode Course – Course that blends the delivery of instruction between online and face-to-face (some hours are spent in the classroom with the rest being completed online). A minimum of 30% of the instruction of the course is delivered using some form of technology where the student and instructor are separated by time, space, or both

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. Inactive students who would like to enroll in credit courses at Valencia must submit a completed Valencia Application for Admission as a Readmit Student by the Application Priority Deadline listed in the Important Calendar Dates online and pay the readmission application fee. If applicable, you will also need to re-establish your Florida residency classification by providing the necessary documentation. Please see the Florida Residency section of the catalog for more information on required documents. You can also visit the link below in order to obtain more information on documents you can use to re-establish your residency http://valenciacollege.edu/admissions-records/florida-residency (http://valenciacollege.edu/admissions-records/florida-residency/)

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

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 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 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, 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.

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 (http://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 – All class meetings and coursework occur online using the college-approved course management system.

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. Students will register for classes at the end of their on campus orientation session

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 – Pre-majors are pathways that have been developed in tight partnership with our DirectConnect partner to assure that students
experience a seamless transition to that specific institution. Pre-majors have program outcomes and assessments.

**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.

**Restricted Access** – 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.

**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.

**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.

**Specialization** – Related to associate degree programs. They are courses within the associate of science degree that align toward transfer into a baccalaureate program. In general, an associate degree will have 30 credit hours of foundation and intermediate courses related to the program of study. The remaining 30 credits will be prescribed courses to comprise an emphasis within a particular area of the program of study. (E.g. The Business Administration A.S. includes 6 foundation courses and 4 intermediate courses (total of 30 credits) which all students complete. Students then select a Specialization "bundle" of courses to focus on a particular area of interest.)

**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.

**Statewide Common Program Prerequisites** – Courses that are required prerequisites for upper division coursework for each major at every Florida public institution. 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.

**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 Development Security 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.

**Tech Express to Valencia** – Agreements with Orange and Osceola Technical Colleges in which technical college students completing approved technical programs will receive college credit in the articulated A.S. degree program at Valencia.

**Tech Express Advisor** – Valencia staff located on technical college campuses with specialized training to assist students completing technical college programs with transitioning and transferring earned college credits to approved A.S. degree programs at Valencia.

**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.

Tracks – Applies to A.S. degrees and describe a specific pathway through the regularly prescribed set of course within a program. Typically tracks are used in order to capture academic credit from embedded certificate programs or alternative credit-earning mechanisms. (E.g. Students pursuing the A.S. in Fire Science via the Fire Science Technology Academy Track will earn the Fire Fighter I and Fire Fighter II licenses as part of earning credits toward the degree.)

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 – Transfer plans provide a set of defined courses that include common prerequisites for students who plan to transfer to a Florida public institution for completion of a bachelor degree.

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 [http://facts.org/floridashines.org](http://facts.org/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.

Upper Division Coursework – Coursework at the 3000 and 4000 level - often referred to as junior and senior level - that are specific to your major.

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.

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 except in certain specific circumstances. (See entry on Withdrawal in this catalog.)
CATALOG ARCHIVES

2019-20

- HTML (https://catalog.valenciacollege.edu/catalogarchives/2019-20/) (link coming soon)
- PDF (http://catalog.valenciacollege.edu/catalogarchives/2019-20_College_Catalog.pdf)

2018-19

- HTML (https://catalog.valenciacollege.edu/catalogarchives/2018-19/)

2017-18

- PDF (http://catalog.valenciacollege.edu/catalogarchives/2017-18_Catalog_PDF.pdf)
- HTML (http://catalog.valenciacollege.edu/catalogarchives/2017-18/)

2016-17

- PDF (http://catalog.valenciacollege.edu/catalogarchives/2016-17_Valencia_College_Catalog.pdf)
- HTML (http://catalog.valenciacollege.edu/catalogarchives/2016-17/)

2015-16

- PDF (http://catalog.valenciacollege.edu/catalogarchives/VC2015-16Catalog.pdf)
- HTML (http://catalog.valenciacollege.edu/catalogarchives/2015-16/)

2014-15

- PDF (http://catalog.valenciacollege.edu/catalogarchives/2014-15_catalog.pdf)
- HTML (http://catalog.valenciacollege.edu/catalogarchives/2014-15/)

2013-14

- PDF (http://catalog.valenciacollege.edu/pdf/2013-14.pdf)
- HTML (http://catalog.valenciacollege.edu/catalogarchives/2013-14/)
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