

Distance Learning

Through its distance learning programs, Valencia offers its students the opportunity to take college credit courses through interactive telecourses, videoconferencing, and online (web-based) technologies. Videoconferencing courses are interactive courses held simultaneously at two or more of the campuses.

Students participating in distance learning course work may avail themselves of all on-campus services.

Online Courses (Web-Based)

Online (web-based) courses are offered through technologies that include Internet discussion forums, e-mail, online conferences, and other web-based instructional strategies. Students are responsible for providing their own hardware, software, e-mail accounts, and Internet service providers.

Requirements to be on campus vary among the online courses; some courses require a minimal number of visits to a Valencia campus for orientation and/or testing.

Online courses are delivered in a primarily text-based environment; therefore, reasonably good reading and writing skills are critical factors in adequate course participation. Additionally, research has shown that students who are highly self-directed and manage their time well are more likely to succeed using this delivery model. Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting online courses.

Telecourses

Students have the option of taking courses through the Valencia Television college credit program. Telecourses are equivalent in content and skills to traditional courses taught on campus. Telecourses are offered through cable broadcasts on Valencia Television. Televisions connected to a cable-TV system that originates in Orange or Osceola County may be able to receive course broadcasts. (The Valencia Telecourse Office can provide viewing times.) A student also may view a

telecourse in the Learning Resources Center or the Instructional Media Center on any of the Valencia campuses.

Each telecourse requires some on-campus class meetings. Students who enroll in a telecourse must attend the course orientation and all scheduled class meetings and exams. Telecourses require self discipline and a commitment to study time equal to or greater than that required for classroom-based instruction. Students need to weigh personal obligations carefully prior to selecting this delivery system.



Valencia Institute and Related Services

VALENCIA *Institute* corporate & continuing education

The Valencia Institute combines continuing education with corporate training and workforce development programs through one comprehensive system. The mission of the Valencia Institute is to provide customer-driven workforce education and training.

Continuing Education

Continuing Education consists of non-credit courses and programs designed to meet training and professional development needs of the workforce. Courses and programs vary in length, nature and cost. Valencia annually provides over 1000 continuing education courses and programs to individual students and businesses and to organizations in business management, regulated industries, health professions, information technology and career enhancement. Continuing Education courses provide nationally-recognized continuing education units (CEUs) to satisfy various professional requirements.

The Valencia Institute courses are administered through the Winter Park Campus and are offered at each of our campus locations as announced in course schedule publications. Programs also are offered at a variety of locations throughout Orange and Osceola Counties at flexible times—days, evenings and weekends—to meet the needs of the community. Corporate Education courses may be delivered at the client's site or on one of our campuses.

Any person may enroll in Valencia's continuing education courses, as long as the person is 16 years of age or older and provides his/her Social Security number to be used by the College as a student identification number.

Course categories include but are not limited to:

- Advanced Information Technology
 - Oracle
 - JAVA
 - CISCO
- Computer User's Applications
 - Microsoft Office Products
 - Microsoft Office Users Specialist (MOUS)
- Leadership
- Supervision and Management
- Human Resources
- Quality
- Training and Development
- Career Assessment and Employability Skills
- Foreign Language
- Financial Management
- Small Business Development
- Office Systems Technology
- Licensure and Renewal Programs
 - Health Professions
 - Mental Health Counseling, Addictions, Dental, HIV/AIDS
 - Emergency Medical Services
- Real Estate
- Tax Preparation

Specialized training programs for any continuing professional education need are available at business sites or on campus through Corporate Education.

Corporate Education

Corporate Education is an integral component of the Valencia Institute. Through dedicated account management, the Valencia Institute provides assistance to businesses, industry, government agencies, and other organizations by

determining their educational and training needs. Based on a learning-centered approach, courses are designed to meet unique needs of the Institute's customers.

Services include the following:

- On-site training and education
- Customized course development
- Flexible course delivery
- Continuing education programs and credit courses
- Workplace assessment

Conference Management

Through the Conference Management Department, Valencia offers a wide variety of services to assist faculty, staff and education associations plan and manage local, regional, state, and national conferences. The conference management team is prepared to provide all or part of the arrangements required for a successful meeting. Services include the following:

- Concept development
- Site selection and facility contract negotiation
- Food and beverage coordination
- Marketing strategies including brochure design and mail list management
- Registration services including online registration
- On-site management
- Program evaluation
- Fiscal management