VALENCIA
JUNIOR COLLEGE

A Community Junior College Publicly supported by The State of Florida and The Residents of Orange County

P. O. BOX 3028
2908 WEST OAK RIDGE RD.
ORLANDO, FLORIDA 32802
PHONE 851-1780
Valencia Junior College subscribes to and endorses the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.
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### 1970

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### September
- Session I
- Registration Date: September 1-4
- Classes Begin: September 8
- End of Session: December 18

### October
- Session II
- Registration Date: December 28-31
- Classes Begin: January 4
- End of Session: April 16

### November
- Session IIIA
- Registration Date: April 21-22
- Classes Begin: April 27
- End of Session: June 16

### December
- Session IIIB
- Registration Date: June 21-22
- Classes Begin: June 23
- End of Session: August 13

An advanced registration period for currently enrolled students will be announced prior to each new session.

### 1971

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<th>JANUARY</th>
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VALENCIA JUNIOR COLLEGE

Orlando, Florida

CALENDAR FOR SESSION I
1970–1971
(SUBJECT TO CHANGE)

July 6 (Monday)
Students begin making appointments for program counseling for Session I, 1970-71.

July 13 (Monday)

August 26 (Wednesday)
All faculty report for duty at 9:00 A.M.

August 28 (Friday)
By this date admission requirements should have been met and final registration appointments made for Session I, 1970-71. Students applying for admission after this date will be considered on an individual basis.

September 1 (Tuesday)
Evening registration for Session I, 1970-71, for students taking only evening classes, 4:30 – 8:30 P.M.

September 2 (Wednesday)
through Sept. 4 (Friday)
Day registration for Session I, 1970-71, by appointment only.

September 3 (Thursday)
Evening registration for Session I, 1970-71, for students taking only evening classes, 4:30 – 8:30 P.M.

September 7 (Monday)
Labor Day holiday. Administrative offices will be closed.

September 8 (Tuesday)

October 1 (Thursday)
Students begin making appointments for program counseling for Session II, 1970-71.

October 5 (Monday)
4:00 P.M. is deadline for refund requests for Session I, 1970-71.

October 15 (Thursday)

End of progress report period.

October 23 (Friday)
Progress grades due in the registrar's office by 4:00 P.M.

October 26 (Monday)
Thanksgiving holiday for faculty, staff and students.

November 26 (Thursday)
and November 27 (Friday)
Last day to make application for graduation at the end of Session I, 1970-71.

December 1 (Tuesday)
Advanced registration by appointment only for currently enrolled students for Session II, 1970-71.

December 2 (Wednesday)
Advanced registration for Session II, 1970-71 for students taking only evening classes 4:30 – 8:30 P.M.
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<th>Date</th>
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<tbody>
<tr>
<td>December 2 (Wednesday)</td>
<td>Field Day (Matador Week). Day classes dismissed at 12 noon. Evening classes will meet as usual.</td>
</tr>
<tr>
<td>December 18 (Friday)</td>
<td>End of Session I, 1970-71. (Final examinations for all classes are held on the last class meeting)</td>
</tr>
<tr>
<td>December 18 (Friday)</td>
<td>Christmas holidays begin at 4:00 P.M. for students and 10 month faculty.</td>
</tr>
<tr>
<td>December 19 (Saturday)</td>
<td>Grades due in the registrar’s office by 12:00 noon.</td>
</tr>
<tr>
<td>December 25 (Friday)</td>
<td>Christmas. Administrative offices will be closed.</td>
</tr>
<tr>
<td>January 1 (Friday)</td>
<td>New Year. Administrative offices will be closed.</td>
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**CALENDAR FOR SESSION II**  
1970-71  
(SUBJECT TO CHANGE)

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<tr>
<th>Date</th>
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<tr>
<td>October 1 (Thursday)</td>
<td>Students begin making appointments for program counseling for Session II, 1970-71.</td>
</tr>
<tr>
<td>December 1 (Tuesday) through Dec. 4 (Friday) and Dec. 7 (Monday) through Dec. 11 (Friday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session II, 1970-71.</td>
</tr>
<tr>
<td>December 2 (Wednesday)</td>
<td>Advanced registration for Session II, 1970-71, for students taking only evening classes, 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>December 24 (Thursday)</td>
<td>By this date admission requirements should have been met and final registration appointment made for Session II, 1970-71. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>December 25 (Friday)</td>
<td>Christmas. Administrative offices will be closed.</td>
</tr>
<tr>
<td>December 28 (Monday)</td>
<td>Evening registration for Session II, 1970-71, for students taking only evening classes, 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>December 29 (Tuesday) through Dec. 31 (Thurs.)</td>
<td>Day registration for Session II, 1970-71, by appointment only.</td>
</tr>
<tr>
<td>December 30 (Wednesday)</td>
<td>Evening registration for Session II, 1970-71, for students taking only evening classes, 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>January 1 (Friday)</td>
<td>New Year. Administrative offices will be closed.</td>
</tr>
<tr>
<td>January 4 (Monday)</td>
<td>All faculty report for duty.</td>
</tr>
</tbody>
</table>
January 28 (Thursday)  Students begin making appointments for program counseling for Sessions IIIA, 1971.
February 1 (Monday)  4:00 P.M. is deadline for refund requests for Session II, 1970-71.
February 19 (Friday)  End of progress report period.
February 22 (Monday)  Last day to make application for graduation at the end of Session II, 1970-71.
February 22 (Monday)  Progress grades due in registrar's office by 4:00 P.M.
March 29 (Monday) through April 2 (Friday)  Advanced registration by appointment only for Session IIIA, 1971 for currently enrolled students.
March 31 (Wednesday)  Advanced registration for Session IIIA, 1971, for students taking only evening classes, 4:30 – 8:30 P.M.
April 9 (Friday) and April 12 (Monday)  Easter holiday for faculty, staff and students.
April 16 (Friday)  End of Session II, 1970-71. (Final examinations for all classes are held on the last class meetings)
April 19 (Monday)  Grades due in the registrar’s office by 12:00 noon.
April 20 (Tuesday)  By this date admission requirements should have been met and final registration appointment made for Session IIIA, 1971. Students applying for admission after this date will be considered on an individual basis.
April 20 (Tuesday)  Graduation.

CALENDAR FOR SESSION IIIA
1970-1971
(SUBJECT TO CHANGE)

January 28 (Thursday)  Students begin making appointments for program planning counseling for Session IIIA, 1971.
March 29 (Monday) through April 2 (Friday)  Advanced registration by appointment only for Session IIIA, 1971 for currently enrolled students.
March 31 (Wednesday) Advanced registration for Session IIIA, 1971, 
for students taking only evening classes, 
4:30 – 8:30 P.M.

April 20 (Tuesday) By this date admission requirements should 
have been met and final registration appointment 
made for Session IIIA, 1971. Students 
applying for admission after this date will be 
considered on an individual basis.

April 21 (Wednesday) Evening registration for Session IIIA, 1971, 
for students taking only evening classes 
4:30 – 8:30 P.M.

April 22 (Thursday) Day registration for Session IIIA, 1971, by 
appointment only.

April 27 (Tuesday) Day and evening classes begin for Session 
IIIA, 1971.

May 10 (Monday) 4:00 P.M. is deadline for refund requests for 
Session IIIA, 1971.

June 2 (Wednesday) and 
June 3 (Thursday) Advanced registration by appointment only 
for currently enrolled students for Session 
IIIB, 1971.

June 3 (Thursday) Advanced registration for Session IIIB, 1971, 
for students taking only evening classes, 
4:30 – 8:30 P.M.

June 4 (Friday) Last day to make application for graduation 
at the end of Session IIIA, 1971.

June 10 (Thursday) By this date, admission requirements should 
have been met and final registration appointment 
made for Session IIIB, 1971. Students 
applying for admission after this date will be 
considered on an individual basis.

June 16 (Wednesday) End of Session IIIA, 1971. Final examinations 
for all classes are held on the last class 
meeting.

June 17 (Thursday) Grades due in registrar’s office by 4:00 P.M.

CALANDER FOR SESSION III B
1970-1971
(SUBJECT TO CHANGE)

June 2 (Wednesday) and 
June 3 (Thursday) Advanced registration by appointment only 
for currently enrolled students for Session 
IIIB, 1971.

June 3 (Thursday) Advanced registration for Session IIIB, 1971, 
for students taking only evening classes, 
4:30 – 8:30 P.M.

June 10 (Thursday) By this date, admission requirements should 
have been met and final registration appointment 
made for Session IIIB, 1971. Students 
applying for admission after this date will be 
considered on an individual basis.

June 21 (Monday) All faculty report for duty at 9:00 A.M.

June 21 (Monday) Evening registration for Session IIIB, 1971, 
for students taking only evening classes 
4:30 – 8:30 P.M.
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<tr>
<td>June 22 (Tuesday)</td>
<td>Day registration for Session III-B, 1971, by appointment only.</td>
</tr>
<tr>
<td>June 23 (Wednesday)</td>
<td>Classes for Session III-B, 1971 begin.</td>
</tr>
<tr>
<td>July 5 (Monday)</td>
<td>Holiday for faculty, staff, and students.</td>
</tr>
<tr>
<td>July 7 (Wednesday)</td>
<td>4:00 P.M. is deadline for refund requests for Session III-B, 1971.</td>
</tr>
<tr>
<td>July 28 (Wednesday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session I, 1971-72.</td>
</tr>
<tr>
<td>July 29 (Thursday)</td>
<td>Advanced registration for Session I, 1971-72, for students taking only evening classes, 4:30 – 8:30 P.M.</td>
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<tr>
<td>August 4 (Wednesday)</td>
<td>Last day to make application for graduation at the end of Session III-B, 1971.</td>
</tr>
<tr>
<td>August 13 (Friday)</td>
<td>End of Session III-B, 1971. Final examinations for all classes are held on the last class meeting.</td>
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<tr>
<td>August 14 (Saturday)</td>
<td>Grades due in registrar's office by 12:00 noon.</td>
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ADMINISTRATION

DISTRICT BOARD OF TRUSTEES

RAYMER MAGUIRE, Chairman
DEAN C. ENGSTROM, Vice Chairman
EDWARD J. FALLON, Member
ALBERT H. CHUBB, Member
JOHN E. FLORENCE, Member

COLLEGE ADMINISTRATION

James F. Gollattscheck, Ph.D. ....................... President
David L. Evans, Ph.D. ................................ Dean of Academic Affairs
James S. Kellerman, M.S. ............................ Dean of Student Affairs
John M. Lockman, M.A. .............................. Dean of Financial Affairs
Charles W. Sample, M.Ed. ............................ Dean of Occupational and Technical Programs
Robert W. Gilbert, M.P.H. ......................... Assistant to the President for Planning and Development of Educational Facilities
Allison N. Horton, Ed.D. ............................ Director of Evening Services
Dalton D. Howard, M.S. ............................. Director of Admissions and Registrar
Claudia Pennington, M.A. ........................... Director of Library Services
Alma E. Brown, M.S.L.S. ............................ Assistant Director of Library Services
FACULTY and STAFF

GOLLATTSCHECK, JAMES F. .................. President
B.A., University of Florida; M.Ed., University of Florida;
Ph.D., Florida State University

ANDERSON, GLYNDIA B. .................. Counselor
B.S., Texas College of A & I; M.Ed., The University of Texas

ATES, JAMES G. .................. Psychology
B.S., Eastern New Mexico University; M.A., Eastern New
Mexico University (On Leave 1970-71)

BAKER, MARION H. .................. Chemistry
B.A., Swarthmore College; M.S., University of Michigan

BASTEN, ELIZABETH F. .................. Mathematics
B.A., University of Florida; M.Ed., Florida Atlantic University

BENNETT, LULA B. .................. Political Science
A.B., Valdosta State College; M.A.T., Rollins College

BRADBURY, JACK E. .................. Psychology-Sociology
B.S., Indiana State University; M.S., Indiana State University;
Ed.D., Indiana State University

BROWN, ALMA E. .................. Assistant Director of Library Services
B.A., Talladega College; M.S.L.S., University of Kentucky

BUTLER, FANNIE B. .................. History
B.S., Bluefield State College; M.A., West Virginia University

CARTER, ROSA C. .................. Business
B.S., Alabama State College

COMINS, SANDRA A. .................. English
B.A.E., University of Florida; M.A., University of Florida

CRAWFORD, SHIRLEY E. .................. Biology and Chemistry
B.S., Pennsylvania State University; M.A.T., Rollins College

CROFT, CHRISTINE W. .................. Business
B.S., Delta College; M.B.E., University of Mississippi

CULLON, CELIA R. .................. Head of English Department
B.S., Unviersity of Missouri; M.A., George Peabody College
CURTIS, HIRAM

DECKER, RALPH G.

DRAGON, ARTHUR L.

DUDLEY, THELMA V.

EDWARDS, DAVID W.

EDWARDS, LOUIS M.

EVANS, DAVID L.

EVERETT, HELEN S.

FEAR, DAVID E.

FRANCISCUS, ROBERT L.

GAILEY, WILLIAM E.

GARCIA, THOMAS A.

GARRETSON, WILLIAM B.

GENTILE, LIBORIA

GILBERT, ROBERT W.

GRAHAM, LARRY N.

................. Procurement

................. Law Enforcement

................. Security Supervisor

................. English

................. Psychology

................. Head of Mathematics-Science Department

................. Dean of Academic Affairs

................. English

................. Accountant

................. Coordinator of Athletics

................. Biology

................. Humanities

................. Assistant to the President for Planning and Development of Educational Facilities

................. Music

B.A., University of Florida; J.D., University of Florida

B.A., Albany State College

B.S., Ohio University; M.S., Indiana University

B.S., University of Florida; M.Ed., University of Florida

B.S., University of Tennessee; M.M., University of Michigan; Ph.D., University of Kentucky

B.A., Concord College; M.A., Stetson University

B.S. Ed., Southern Illinois University; M.S. Ed., Southern Illinois University

B.S., The Citadel

B.S., Florida State University; M.S., Florida State University

B.S., Concord College; M.A., West Virginia University

B.A., Trinity College; M.A.T., Rollins College

B.A.E., University of Florida; M.P.H., University of Florida

B.M., Samford University; M.M., University of Florida
HARDY, GEORGE W. ........................ Mathematics  
B.S., University of Florida; M.E., University of Florida

HAWKINS, JULIA S. .......................... Counselor  
B.A., Birmingham Southern College; M.S., Florida State University

HENKEL, THOMAS M. ............................ Business  
B.A., University of Florida; J.D. University of Florida

HERBERT, SONJA L. ............................. Biology  
B.S., University of New Mexico; M.S., University of New Mexico

HILD, FRED E. .............................. Head of Business Department  
B.A., Coe College; M.B.A., George Washington University

HISE, KENNETH W. ............................. Economics  
B.S., University of Maryland; M.S., Florida State University

HOFF, MARY J. ................................. English  
B.A., Marymount College; M.A., University of Tulsa

HOOKS, WILLIAM M. ............................ Psychology  
B.S., Indiana State University; M.S., Indiana State University

HORTON, ALLISON N. .......................... Director of Evening Services  
B.A., University of Southern California; M.A., George Peabody College for Teachers; Ed.D., George Peabody College for Teachers

HOWARD, DALTON D. .................. Director of Admissions and Registrar  
B.S., Florida State University; M.S., Florida State University

HUGHEN, LEWIS D. ............................. English  
B.A., Florida State University; M.A., Florida State University

JACKSON, L. MARJORIE .................. Health and Physical Education  
B.S., Women's College of Georgia; M.A., Florida State University

JACOBS, WAYNE R. ............................. Mathematics  
B.S.E., University of Florida; M.Ed., University of Florida

JAY, NANCY E. ................................. Art  
B.A., Georgia College at Milledgeville; M.F.A., Florida State University
JEFFERS, DENNIS W. .......................... Journalism  
B.S.J., Ohio University; M.A., University of Florida

JEFFESEN, WINONA S. .......................... Mathematics  
B.G.S., Rollins College; M.A.T., Rollins College

JOHNSON, BOYD L. ............................. Head of Physical Education Department  
B.A., University of Kentucky; M.A., University of Kentucky

KELLERMAN, JAMES S. .......................... Dean of Student Affairs  
B.S., Florida State University; M.S., Florida State University

KILLINGER, CHARLES L. III ..................... Political Science  
B.A., Southwestern at Memphis; M.A., College of William and Mary

KIMBLE, DANIEL J. ............................. Librarian  
B.A.E., University of Florida; M.E., University of Florida

KINNICK, ROY E. ............................. Education  
B.S., University of Tennessee; M.S., University of Tennessee

LAYTON, SARAH F. ............................ Medical Laboratory Technology  
B.S., Florida Southern College; M.T. (ASCP), Lakeland General Hospital; M.S., University of Tennessee Medical School

LEEB, DAVID ................................. Head of Directed Studies Department  
B.A., New York University; M.A., New York University

LEWIS, JOSEPH W. ............................. Mathematics  
B.S., University of Florida; M.Ed., University of Florida

LOCKMAN, JOHN M. ............................ Dean of Financial Affairs  

LYND, BENJAMIN H. ........................... Physics  
B.A., Marshall University; M.A., Marshall University

MACK, HOWARD W., JR. ......................... Political Science  
B.A., University of Florida; M.A.T., University of Florida

MacMANUS, SUSAN A. ........................ Political Science  
B.A., Florida State University; M.A., University of Michigan

MALTERER, GARY E. ........................... Business  
B.A., Rollins College; M.B.A., Rollins College
MARTINEZ, ROSARIO .......................... Spanish
Degrees from Normal School for Teachers, Mantanzas, Cuba
and The University of Havana; M.A., Middlebury College

MASTERTON, JEANNE C. .......................... Music
B.G.S., Rollins College; M.A.T., Rollins College

McLOUGHLIN, GEORGE G. ....................... Humanities
M.B., Boston University; Ed.M., University of Pittsburg; Ed.D.,
University of Kentucky

McMULLIAN, LOUISE .......................... Counselor
B.S., Berry College; M.S., University of Tennessee

MELNICK, STANLEY .......................... Political Science
B.S., Florida State University; M.S., Florida State University

MILKE, ROBERT L. ........................ Head of Law Enforcement Department
B.S., Marquette University

MOODY, JAMES A. .......................... Music
B.M.E., Stetson University; M.S., Ithaca College

MORALL, MARY A. .......................... Biology
B.A., Talladega College; M.S., Montana State University

NEELEY, CHARLES V. .......................... Bookstore and Property

NELSON, RONALD B. .......................... English
B.A., Florida State University; M.A., Florida State University

NIBLACK, ERNEST .......................... Counselor
B.S., Florida A & M University; M.Ed., Florida A & M University

ODOM, JERRY W. .......................... Coordinator of Student Activities
B.S., Wake Forest College; M.Ed., University of North Carolina

O'NEILL, M. MELINDA .......................... English
B.A., Duke University; M.A., Georgetown University

PARTRIDGE, ROBERT P.L. ................ Head of Humanities Department
B.M., Lawrence University Conservatory; M.A., Columbia
Teachers College

PENNINGTON, CLAUDIA E. ................ Director of Library Services
B.S.E., Henderson State Teachers College; M.A., George Pea-
body College
PERRY, ANNIE C. ..............................  
*Reading*
B.A., University of North Carolina; M.A.T., Rollins College

PEW, ROBERT W. ..............................  
*Data Processing*
B.G.S., Rollins College; M.B.A., Rollins College

PHILLIPS, PEGGY H. ..............................  
*English*
B.A., Lenoir Rhyne; M.Ed., University of Florida

PRENTISS, WILLIAM C.  
*Head of Social Science Department*
B.A., University of the South; M.A., University of Virginia;
Ed.D., University of Florida

PURKEY, WILLIAM F. ..............................  
*Humanities*
B.A., Olivet College; M.A., Stetson University

REDIEHS, GLEN H. ..............................  
*Psychology*
B.A., Concordia College; M.Ed., University of Florida

REICHERTS, C. WILLIAM ..............................  
*English*
B.G.S., Rollins College; M.A.T., Rollins College

REINIGHAUS, RONALD W.  
*Financial Aids Advisor*
B.A., University of Alabama; M.A., University of Alabama

RHAMSTINE, ERNEST L. ..............................  
*Biology*
B.A., University of South Florida; M.A., University of South Florida

ROACH, EUGENE W. ..............................  
*Political Science and History*
B.A., West Virginia Wesleyan; M.A., West Virginia University

RUSSELL, JOHN T. ..............................  
*Physical Education*
B.A., Marshall University; M.S., Marshall University

SALSBERRY, RUTH B. ..............................  
*English and Speech*
B.A., Texas Women's University; M.A., Texas Women's University

SAMPLE, CHARLES W.  
*Dean of Occupational and Technical Programs*
B.S., Davidson College; M.Ed., Florida Atlantic University

SATHRE, LEROY ..............................  
*Mathematics*
B.A., DePauw University; M.S., University of Florida

SCHLECKEL, J. LOUIS III ..............................  
*Humanities*
B.M., Stetson University; M.A., Florida State University

SCROGGS, JANE B.  
*Administrative Assistant to the President and Board Recorder*
SENTERFITT, RUTH ................................. English
B.S.E., University of Florida; M.Ed., University of Florida

SHEMELYA, PHYLLIS K. ........................... Physical Education
B.A., University of Kentucky; M.A., New York University

SIMMONS, H. EUGENE ............................ Coordinator of Counseling
B.A., Rollins College; M.S., Florida State University; Ph.D., Florida State University

SKEATH, ELBUR J. ................................. Business
B.S., University of Maryland; M.S., Butler University

SNELLINGS, GERALDINE H. ........................ Librarian
B.S., Florida State University; M.A., Florida State University

SMITH, DONALD ................................. Manager Data Processing System

STUMP, WILLIAM C. .............................. Accountant
B.S., The Citadel

TAYLOR, MARY LORENE .......................... Sociology
B.A., Mercer University; M.S., Florida State University

THOMPSON, NANCY SUE ............................ French and German
B.A., Transylvania; M.A., Indiana University

THROM, A. QURENTIA ............................. Art
B.A., Shorter College; M.A., Florida State University

TROTTER, ROWENA A. ............................ Biology
B.S., Randolph-Macon College; M.S., University of Alabama

VANDERMAST, ROBERTA J. ........................ Humanities
B.A., Florida State University; M.A., Florida State University

WEILER, JOHN H. ................................. Assistant to the Registrar

WEISS, KEITH E. ................................. Research Advisor
B.A., Jacksonville University; M.S., Florida State University

WELLING, MARTHA E. ............................. Business
B.S., Murray State University; M.A., Murray State University

WHELCHEL, DONALD C. ........................... Mathematics
B.S., Clemson University; M.A.T., Rollins College

WRIGHT, RICHARD J. ............................. Biology
B.S., Eastern Kentucky University; M.A., University of Kentucky
GENERAL INFORMATION

HISTORY

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

In the fall of 1967, the Charter Class, limited to freshman students, began classes in adequate but temporary facilities at the Mid-Florida Technical Institute, 2908 W. Oak Ridge Road. College enrollment reached a peak of 2567 students during the second semester of 1969-70.

By April 1969, the College Advisory Committee and the Board of Public Instruction had acquired a permanent site, developed a long-range master plan for the campus, and had prepared educational specifications for facilities approximating ten million dollars.

In accordance with state law the College Advisory Committee became the Valencia Junior College District Board of Trustees and replaced the Orange County Board of Public Instruction as the governing body of the college on July 1, 1969.

PURPOSES

Valencia Junior College is committed to serving the higher educational needs of the youth and adults of the area on the one hand, and the needs of business, industry, and government on the other. Such a commitment requires it to be a comprehensive, multipurpose institution. Specifically, the purposes are as follows:

1. To provide a two-year college parallel program, which will prepare students to transfer to senior colleges and universities upon completion of an Associate in Arts Degree.

2. To provide occupational programs that will prepare the individual for employment in industries and businesses of the area.

3. To provide such vocational and technical programs as are most appropriate to meet the needs of the area and of the state.
4. To provide guidance and counseling services for youth and adults. These services shall be available to day and evening students and shall be aimed at assisting the student in self-evaluation and in making appropriate decisions dealing with academic and career planning.

5. To provide developmental, remedial and compensatory programs in order to meet the needs of all students.

6. To provide as a community service, cultural, recreational and personal improvement programs designed to meet individual needs and interests.

7. To provide educational leadership especially in the improvement of instruction and in research related to characteristics of students and evaluation of their success.

8. To provide an additional cultural center for the county.

ACCREDITATION

As part of the state-wide system of higher education, Valencia is accredited by the Florida State Department of Education. It is a fully accredited member of the Southern Association of Colleges and Schools, and thereby is accredited for the Southern region and, reciprocally, for the country.

LIBRARY

The College Library is the center of the academic program. It provides a wide variety of books, pamphlets, periodicals and audio-visual materials particularly suited to the curriculum. With emphasis upon independent work, the library is the primary instrument in the educational process. Students are urged to become familiar with and take advantage of these resources for research, enrichment, and recreational reading.

The library service is under the direction of professionally trained librarians and clerks, whose primary aim is to serve the faculty and student body.
ADMISSIONS

REQUIREMENTS OF ADMISSION

Students entering college for the first time

Students who are taking college work for the first time are considered for acceptance under the following classifications:

A. Graduates of high schools accredited by Florida State Department of Education are automatically eligible for admission.

B. Graduates of regionally accredited out-of-state high schools are automatically eligible for admission.

C. Graduates of out-of-state high schools which are not accredited by their regional accrediting agency are eligible for admission on academic probation.

D. Students who have completed the General Education Development Tests through a State Department of Education and as a result have been issued a high school equivalency certificate (or diploma) are eligible for admission.

United States Armed Forces Institute (USAFI) self-study or group-study courses, USAFI high school or college level General Education Development Tests, military service, military schools attended, and army extension courses are not recognized and credit will not be granted. Credits and diplomas from correspondence schools will not be accepted.

Graduation from an accredited high school or its equivalent, as described in the preceding paragraphs, is the basic qualification for admission to Valencia Junior College. When limited facilities or programs restrict the size of enrollments, admission to the college will be granted in the order in which applications are received by the office of the Director of Admissions.

This policy does not preclude the Admissions Committee from denying admission to an applicant when examination of the applicant’s secondary school record provides evidence that he would be unlikely to make satisfactory progress in the educational program or programs provided by the college. The Committee may further determine that an applicant should be admitted on a provisional status. In such a case, a letter will inform the applicant of the conditions of his admission and the means by which they may be removed.
Regular Students

A regular student is one who has provided the office of the Director of Admissions and Registrar with all of the required admission credentials and is officially working toward a degree. He is eligible to register as a full-time or part-time student in any session.

Special Students

A special student is one who does not have on file in the office of the Director of Admissions and Registrar all necessary requirements for admission as a regular student, or one who does not wish to qualify as a regular student at the time he presents himself for registration. He may desire to be enrolled in course work for personal enrichment, job improvement, etc., and not wish to seek a degree from the college. The special student is classified as neither a freshman nor a sophomore, but is registered in at least one course for credit. Transcripts from Valencia Junior College will indicate this status.

A. If an applicant is a high school graduate, he must sign a statement attesting to high school graduation in order to register.

B. If an applicant is not a high school graduate, he will not be admitted prior to the date he would normally have graduated had he remained with his high school class.

C. If an applicant has attended another college or university, he must sign a statement certifying that he is eligible to return to the last college attended and that he is not now under any suspension for any reason.

D. If a student is categorized as a special student, it will not be necessary to furnish transcripts and scores on the Florida Twelfth Grade Placement Test in order to enroll for credit.

E. A special student may change his status to that of a regular student by petitioning the Admissions Committee in writing and by meeting all the admission requirements.

F. Credits earned by a special student may be applied toward a degree only after the student has met all admission requirements.
G. A student who seeks admission to Valencia Junior College and who intends to apply for a visa and/or admission to the United States under the Immigration and Nationality Act must satisfy all requirements for admission as a regular student.

Transfer Students

A student is classified as a transfer student if he has registered previously at any college or university, regardless of the amount of time spent in attendance or the amount of credit earned. A transfer student who expects to graduate from Valencia Junior College is required to furnish complete information regarding all former enrollments. It is the student’s responsibility to request that each college or university he has previously attended send a transcript of his record to the Director of Admissions and Registrar on or before the first day of registration. It is also the student’s responsibility to answer all items on the appropriate application forms completely and accurately. Failure to do so may result in cancellation of registration and loss of all credits earned at this college.

A. Credits earned at fully accredited colleges or universities will be accepted, provided the work was in an area and on a level normally included within the first two years of college, and provided a grade of “D” or better was earned.

B. Credits earned from non-regionally accredited colleges may be accepted provisionally and validated by the student’s earning a “C” average during the first 12 semester hours of work at this institution.

C. Transfer students whose cumulative grade point average for all course work previously attempted is less than 1.50, will be accepted on academic probation only.

D. Students on current academic suspension from another institution are eligible for enrollment for credit courses only after a lapse of one session or upon written recommendation of the transfer institution.

E. A student who has been suspended for disciplinary reasons from another institution is not eligible for admission, except by approval of the Committee of Review.

F. Transfer quality point deficiencies will be included in the computation of grade point requirements for graduation.
Final determination of the number of transfer credits to be granted rests with the Director of Admissions and Registrar.

Audit Students

A student registered for a college credit course for which he does not wish college credit is considered an audit student.

A. If an applicant is a high school graduate, he must sign a statement attesting to high school graduation in order to register as an audit student.

B. If an applicant is not a high school graduate, he will not be admitted prior to the date he would normally have graduated had he remained with his high school class.

C. The fee for auditing is the same as the registration fee for credit.

D. Audit students must be regular in attendance and must complete class assignments. They will not be required to take examinations but may participate in all classroom activities.

E. At no time may a student auditing a course change his status and receive credit. No grades will be given nor will college credit be given.

Foreign Students

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. An application, passport-size photograph, official certificates, and detailed transcripts of records translated into English should be submitted to the Director of Admissions and Registrar two months prior to the opening of the term for which the applicant seeks admittance. This will allow time for exchange of necessary correspondence relative to entrance, and, if the applicant is admitted, for assistance to him in obtaining the necessary passport visa.

A. Foreign students must satisfy all requirements for admission as a regular student.

B. Foreign students are admitted on academic probation.
C. Valencia Junior College does not provide facilities to teach the English language to foreign students; therefore, each foreign student must have sufficient knowledge of the English language to enable him to pursue a full course of study for credit.

Advanced Placement Credit

Under a statewide Advanced Placement Program agreement, it is possible for a student to earn college credits prior to enrollment at Valencia Junior College. To be eligible for credit, a student must present a score of 5, 4 or 3 on the examination administered by the College Entrance Examination Board. Credit thus granted by Valencia Junior College is transferable among Florida institutions of higher education participating in a state-wide advanced placement agreement.
ADMISSION PROCEDURE

To Be Considered For Admission

In order to be considered for admission to Valencia Junior College, a student must have the following items filed in the office of the Director of Admissions and Registrar on or before the first day of registration.

DAY STUDENTS

1. A completed application for admission, residency affidavit, social security number, photograph, and $25.00—a deposit of $25.00 MUST ACCOMPANY THE APPLICATION FOR ADMISSION and is not refundable unless admission to the college is denied. The deposit is credited toward the total fees and tuition due for that session. The entire balance of fees and tuition is payable at the time the student appears for final registration appointment.

2. A completed high school transcript indicating the date of graduation.

OR

If the student has attended college, transcripts from all colleges attended. Transcripts must be sent directly from each school to the office of the Director of Admissions and Registrar.

EVENING STUDENTS

1. A completed application for admission, residency affidavit, social security number, and photograph.

2. A completed high school transcript indicating the date of graduation.

OR

If the student has attended college, transcripts from all colleges attended. Transcripts must be sent directly from each school to the office of the Director of Admissions and Registrar.
Medical Appraisal Card

Students wishing to take physical education are required to submit the Valencia Junior College medical appraisal card completed by a practicing medical doctor.

Guidance Test Information

Students who are enrolled in day classes and who are entering Valencia Junior College for the first time are required to submit scores on the Florida Twelfth Grade Placement Test. Out-of-state students may provide the college with scores on other nationally recognized entrance exams such as those given by American College Testing or the College Entrance Examination Board, provided the test has been taken recently. Students who do not submit scores on these tests will be required to take the School and College Ability Test and a reading test, which are administered free of charge at the college.

Students who have attained sophomore status are not required to submit test scores. Although evening students are not required to provide test scores, they are encouraged to do so for counseling purposes, especially if they are working toward a degree.

Other tests are available for individuals who need them for guidance purposes.

Program Counseling Appointment

Program counseling is required of all new day students before appointments can be made for registration. Appointments may be made in the counseling office. These appointments will be given only when completed transcripts and test scores are on file. Returning students, knowing the specific requirements for their major programs, are not required to have a program counseling appointment. However, it is suggested that returning students desiring professional assistance contact the counseling office before registration. Students currently enrolled in courses numbered between 50 and 99 are required to see a counselor for program planning. For those students taking only evening courses, an appointment with a counselor is not required. However, evening students are encouraged to contact the counselors to discuss their academic goals and objectives.
Registration

DAY STUDENTS

Registration will be by appointment only. In order for a day student to receive a Registration Appointment, the following items must be completed and filed in the office of the Director of Admissions and Registrar on or before the first day of registration.

1. Application for admission, including social security number, residency affidavit, photograph, and the $25.00 deposit.
2. Completed high school or college transcripts.
3. Medical appraisal card (completed by a practicing physician) if enrolling in Physical Education.
4. Florida Twelfth Grade Placement Test scores.

After the above items have been filed and a program counseling appointment has been completed —

5. The counselor’s clearance form is submitted to the office of the Director of Admissions and Registrar and an appointment is made for registration.

EVENING STUDENTS

No appointment is necessary for evening registration.

All registrations must be completed in person. Proxy registration will be permitted only under the most unusual circumstances.

All fees and tuition must be paid at the time of registration.
FINANCIAL INFORMATION

1970-1971
Fees and Tuition

DAY STUDENTS

A deposit of $25.00 must accompany the admission application which is required each session of all students. The deposit is not refundable nor transferable but is credited towards the total fees and tuition due for that session. The entire balance of fees and tuition is payable at the time students appear for final registration appointments. A student’s registration is not complete until all fees have been paid in full.

EVENING STUDENTS

All fees and tuition must be paid at the time of registration. The college is not legally authorized to grant deferred payments.

FEE AND TUITION SCHEDULE

The following schedule of tuition and fees applies to all Valencia Junior College students — credit or audit:

SESSIONS I and II

<table>
<thead>
<tr>
<th>FLORIDA STUDENTS</th>
<th>Registration Fee Per Credit Hour</th>
<th>Tuition Per Credit Hour</th>
<th>Maximum (12 or more credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents of Orange County</td>
<td>$8.50</td>
<td>NONE</td>
<td>$100.00</td>
</tr>
<tr>
<td>Residents of Participating Counties (students who are not residents of Orange County but are residents of counties participating in the support of the Junior College program of Florida)</td>
<td>$8.50</td>
<td>$1.00 (not to exceed $10.00)</td>
<td>$110.00</td>
</tr>
<tr>
<td>*Residents of Non-Participating Counties</td>
<td>$8.50</td>
<td>$5.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

OUT-OF-STATE STUDENTS

<table>
<thead>
<tr>
<th>FLORIDA STUDENTS</th>
<th>Registration Fee Per Credit Hour</th>
<th>Tuition Per Credit Hour</th>
<th>Maximum (12 or more credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents of Orange County</td>
<td>$8.50</td>
<td>NONE</td>
<td>$100.00</td>
</tr>
<tr>
<td>Residents of Participating Counties (students who are not residents of Orange County but are residents of counties participating in the support of the Junior College program of Florida)</td>
<td>$8.50</td>
<td>$1.00 (not to exceed $10.00)</td>
<td>$110.00</td>
</tr>
<tr>
<td>*Residents of Non-Participating Counties</td>
<td>$8.50</td>
<td>$15.00</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

*Non-participating counties are: DeSoto, Franklin, Glades, Hendry, Liberty, Osceola, Sarasota, and Suwanee.
SECTIONS IIIA and IIIB

FLORIDA STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Registration Fee Per Credit Hour</th>
<th>Tuition Per Credit Hour</th>
<th>Maximum (6 or more credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents of Orange County</td>
<td>$8.50</td>
<td>NONE</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Residents of Participating Counties (students who are not residents of Orange County but are residents of counties participating in the support of the Junior College program of Florida)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Residents of Non-Participating Counties</td>
<td>$8.50</td>
<td>$ 1.00</td>
<td>$ 55.00</td>
</tr>
<tr>
<td>OUT-OF-STATE STUDENTS</td>
<td>$8.50</td>
<td>$ 5.00</td>
<td>$ 75.00</td>
</tr>
</tbody>
</table>

* Non-participating counties are: DeSoto, Franklin, Glades, Hendry, Liberty, Osceola, Sarasota and Suwanee.

OVERLOAD FEE

Each credit hour beyond nineteen in Sessions I and II, and each credit hour beyond seven in Sessions IIIA and IIIB . . . . . . $ 8.50

MUSIC FEES

In addition to the regular Registration Fee per credit hour, the following schedule applies to music courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Instrument</th>
<th>Fee per course</th>
<th>Fee per session</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC173-174</td>
<td>Primary Instrument</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>MC273-274</td>
<td>Primary Instrument</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>MC165-166</td>
<td>Applied Music (Private Instruction)</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>MC171-172</td>
<td>Secondary Instrument</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>MC271-272</td>
<td>Secondary Instrument</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>MC180</td>
<td>Brass Techniques</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>MC181</td>
<td>Woodwind Techniques</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>MC182</td>
<td>Percussion Techniques</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>MC183</td>
<td>String Techniques</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

CONTINUING EDUCATION FEES

Fees for continuing education courses vary with the length and nature of the individual course. Fees will be announced as courses are offered.
SPECIAL SERVICE FEES

Credit by Examination Fee (per examination) . . $10.00
Duplicate Student Identification Card Fee ...... .50
Duplicate Transcript Fee ....................... 1.00
Graduation Fee (non-refundable)
August .............................................. 5.00
December ........................................... 5.00
April (includes cap and gown) ................. 10.00
June ................................................. 5.00

Although no Special Activity fee is charged, $10.00 per full-
time student for Session I and II and $5.00 per Sessions IIIA and
IIIB, included in the Registration fee, is allocated for this purpose.

These funds constitute the Student Activities Budget, and
while not limited to such programs as Student Government, Cheer-
leaders, Social Activities, Athletics and Cultural Activities, etc. do
finance them.

Required fees and tuition are established by the Valencia
Junior College Governing Board and the Florida State Legislature.
They are subject to change without notice.

Refund Policy

If a student finds it necessary to withdraw from the college, the
Dean of Student Affairs must be notified immediately. The amount
of refund will be based on the date of official withdrawal. Then,
upon a written request, fees will be refunded as follows:

A. Sessions I & II

Within 10 school days of the beginning of
the session ........................................... 75%
Within 20 school days of the beginning of
the session ........................................... 40%
Withdrawal after the deadline date as stated
in the current calendar and catalog .......... NONE
B. Sessions IIIA & IIIB
Within 5 school days of the beginning of
the session ........................................ 75%
Within 10 school days of the beginning of
the session ........................................ 40%
Withdrawal after the deadline date as stated
in the current calendar and catalog ............ NONE

C. Full refunds will be made for courses cancelled by the
college.

D. Refunds for part-time students will be on a basis commensurate with those listed for full-time students.

Residency Information

All applicants who are bona fide residents of Florida are
required to execute a notarized residency affidavit and to submit it
with their application to Valencia Junior College. Applicants who
are not Florida residents may attend Valencia Junior College, and
they are not required to submit a residency affidavit. College fees
and tuition assessments are based on the applicant's legal residence
or the legal residence of his parents or legal guardian if the applicant
is less than twenty-one (21) years of age.

A bona fide Florida resident, for purposes of admission and
payment of fees to Valencia Junior College, is defined as a person
who is a citizen of the United States or a resident alien and who has
resided and had his habitation, domicile, home, and permanent
abode in the State of Florida for at least twelve (12) months
immediately preceding his current registration.

The following categories shall also be treated as Florida resi-
dents for tuition purposes:

1. Military personnel of the United States of America on
   active duty and stationed in Florida, including dependent
   members of their immediate families.
2. Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families, who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.

3. Elementary, secondary, and junior college faculty members under current teaching contracts in the State of Florida.

4. Full-time faculty and career employees of the junior college system of Florida and members of their immediate families. It is not the intent of this regulation to waive tuition for a student whose spouse is employed by the college.

Residency classifications are defined as follows:

Orange and participating counties – Florida counties which contribute to the local support of Florida public junior colleges.

Non-participating counties – Florida counties which do not participate in the local support of Florida public junior colleges.

Out-of-state – All students not classified in either of the above Florida resident classifications are classified as out-of-state students.

Valencia Junior College may deny college credits for work done by the student at the institution, if it finds that the applicant has made false or fraudulent statements in connection with, or supplemental to, his application for admission, concerning applicant’s legal residence or applicant’s intention as to legal residence.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students.

In the determining of a Florida resident for purposes of assessing this fee, the burden of proof is on the applicant. Under the law,
an applicant can change his place of residence from another state to the State of Florida only by actually and physically coming into the state and establishing his residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband and the legal residence of a minor is that of his parents, parent, or legal guardian.

A non-Florida student may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida student, a person (or if a minor, his parents or legal guardian) shall have resided in Florida for twelve (12) months, or shall have filed a declaration of intent to become a resident of the state, or shall be registered to vote in the state. An alien shall have resided in Florida for twelve (12) months and must present United States immigration and naturalization certification that he is a resident alien. If the application is supported by evidence satisfactory to the junior college that the student then qualifies as a Florida student, his classification will be changed for future registrations.
STUDENT PERSONNEL SERVICES

COUNSELING SERVICES

The college is concerned with the student's academic vocational, and personal-social development. Every effort is made by members of the counseling staff to assist students in making adjustments to those problems which stand in the way of success. The counselors are professionally trained to assist all students in the selection of a curriculum which will be in harmony with their interests and abilities.

STUDENT DEVELOPMENTAL LABORATORIES

Student Developmental Laboratories conducted by the Counseling Staff are scheduled throughout the college calendar year. Students needing help in study skills, learning techniques, adjusting to college, and academic and vocational planning may attend on a voluntary basis or upon recommendation by counselors and faculty. Laboratories are designed with flexible content to meet the realistic needs of individual students.

HEALTH SERVICES

Valencia Junior College provides minimum health services to students who become ill or injured while at school. Emergency hospital treatment is arranged for through the Dean of Student Affairs.

STUDENT ACCIDENT INSURANCE

An accident insurance program is available for students on a voluntary basis. Information and application forms may be secured in the Office of the Dean of Student Affairs at the time of registration.

SELECTIVE SERVICE

The college will send a Selective Service Enrollment Certificate to the student's local board for the student who requests it. Request forms are available at registration and in the
office of the Financial Aids Advisor. Upon receipt of this certificate, the local draft board will consider the classification of the student. Students who are classified 2S (deferred because of study) will remain such if they continue to pursue a full-time course of study and make satisfactory progress leading to a degree (such progress is generally considered to be completion of 12 semester hours per session and a total of 30 semester hours at the end of a calendar year.)

VETERANS

The college is approved for training under the various veteran’s training laws.

Veterans who plan to attend under any of the various veteran’s training laws, and dependents of deceased veterans, should contact their area Veterans Administration office. The Certificate of Eligibility should be returned into the Office of the Financial Aids Advisor as soon as it is received. Veterans and veterans’ dependents are required to pay all regular fees and charges just as other students. Educational allowances are paid monthly to the student.

TESTING

The School and College Ability Test (SCAT) and the Nelson-Denny Reading Test will be administered to new day students who have not taken the Florida Twelfth Grade Placement, the College Entrance Examination Board of the American College Testing Program tests. As a service to students who request additional testing or when referred by counselors for testing, the following types of tests may be administered and interpreted: vocational interest, vocational aptitude and personality.

STUDENT FINANCIAL AID

PURPOSE

Valencia Junior College subscribes to the principle that the primary purpose of a financial assistance program is to provide aid to students who show academic or special area talent or are in financial need. The Office of Financial Aid administers monies available from federal, state and college sources in the form of loans, grants or scholarships, and part-time employment. Assistance may be provided as a package combining a loan, grant or scholarship to those who qualify, and a work opportunity.
BASIS ON WHICH AID IS GRANTED

All financial aid is dependent upon the availability of Valencia Junior College resources. To be awarded financial aid applicants must:

1. Be accepted for admission at Valencia Junior College;
2. Prove financial need except for direct academic scholarship grants;
3. Show academic achievement; and
4. Be of good character and citizenship.

PROCEDURE

Applications for financial aid at Valencia Junior College should be filed before July 31 for the following academic year. One application serves for all of the sources including College Scholarships, State of Florida Student Loans, and the College Work-Study Program, and should be submitted as soon after November 1 as possible.

The following two steps are necessary for application:

2. Have parents complete a Parents' Confidential Statement (obtained from high school counselor or Valencia Junior College Office of Financial Aid) and mail it to College Scholarship Service by July 31.

If applicant’s parents have neither claimed him for income tax nor supported him for the previous academic year, he may have his parents complete a Parents Release Statement which may be obtained at the Office of Financial Aid. The applicant himself must then file a Student Confidential Statement with the College Scholarship Service. Student Confidential Statement forms are available from the Valencia Junior College Office of Financial Aid. NOTE: Marriage does not exempt a student from requirement 2.

Any aid can be renewed only within the limits of available resources, and it is necessary for recipients to reapply annually before July 31 in order to be considered for continued assistance.
PROGRAMS

Loans

Federally Insured Loan Program — A program to provide a federal guarantee of a loan personally arranged by a student with a bank, credit union, or other lending agency. The Federal Government pays the interest while the student is in school.

Florida Student Loan — Any student who has been a legal resident of Florida for the past three years, is taking 12 academic hours or more for credit, and has at least a 2.0 average for the previous session, is eligible for consideration. This loan is issued in amounts up to $1,000.

State of Florida Teaching Scholarship Loan — Florida students interested in teaching at the elementary or secondary level and who wish to apply should take the competitive examination in October for the General Scholarship for the preparation of Teachers. The school principal or the Financial Aids Officer will have information as to the time and place of the examination and will provide application forms. This scholarship is in effect a loan which may be repaid by teaching.

Nursing Loan Program — Students interested in nursing should acquire an application at the Office of Financial Aid for the State Loan Scholarship for Nurses. The Office of Financial Aid will also have information concerning the competitive examination in October for the State Loan Scholarship for Nurses.

Law Enforcement Education Program Loan — A program to provide assistance to individuals who are in Law Enforcement or plan to enter the field of Law Enforcement or a field directly related to Law Enforcement. Preference will be given to state and local in-service personnel enrolled full-time.

College Short-Term Loans — These loans are available up to the maximum amount of $150.00 and applicable only to tuition, fees and books. Residents of Orange County will be given first consideration. Requirements are as follows:

1. Grade-point average of 1.5 or better for the previous session.
2. Repayment within 4 months from date of loan.
3. A co-signer is required if the loan is for more than $50.00.

Application may be made at the Office of Financial Aid at any time during the school year. One week is usually required to process College loans.
SCHOLARSHIPS

To be considered for Scholarship Aid, entering freshmen must have displayed academic achievement in high school and scored well on the Florida Twelfth Grade Test. Enrolled applicants must have a minimum 3.0 overall grade average and a 3.0 average for the previous session.

GRANTS

*Law Enforcement Education Program Grant* — The Law Enforcement education Program Grant is designed to assist the full time law enforcement officer continue his education in law enforcement or a directly related field. Grants currently cover the cost of tuition and fees.

PART TIME EMPLOYMENT

*College Work-Study Program* — The College Work-Study Program is a federal program designed to provide a student the chance to pay part of his educational expenses by working at a part time job. To be eligible for this program a student must:

1. Be enrolled or accepted for enrollment as a full time student;
2. Show evidence of financial needs; and
3. Be capable of maintaining good academic standing while employed under the program.

Application may be made at any time during the school year at the Office of Financial Aid.

*Regular Part-Time Employment* — Some regular part time employment opportunities are coordinated through the Office of Financial Aid and the National Alliance of Businessmen. Students may acquire applications at the Office of Financial Aid.

STUDENT ACTIVITIES

The community junior college offers an excellent opportunity for a sound activity program contributing to the educational experiences of the student. The opportunity to participate in activities stimulating moral, physical, social, political and intellectual life of students will be provided through clubs, forensics, student publications, athletics, cultural events, and scheduled social affairs. Students are encouraged to become involved in this aspect of college life.
BOOKSTORE

The College Bookstore has general school supplies and textbooks available for sale to students. New hardback and paperback textbooks are sold at publisher’s list price, and secondhand books are sold at 75 per cent of the list price.

FOOD SERVICE

A vending food service is available in the Student Center to supply a variety of foods and beverages on week days from 7:00 A.M. to 9:00 P.M.

TRANSCRIPTS

Students wishing to have transcripts of their credits and academic records sent to other institutions may do so by completing a transcript request form in the office of the Director of Admissions and Registrar.

The first transcript requested will be sent free of charge; additional transcripts will cost one dollar ($1.00) each.

OCCUPATIONAL INFORMATION

Today more job opportunities are open to young people than ever before. However, unless a student has a systematic way of finding out about these opportunities, his career choice is often unsatisfactory. Specific information on job requirements and opportunities may be obtained by contacting a counselor in the Office of Student Affairs.

READING SERVICE

Students who want to improve skills in any area of reading are encouraged to visit the reading laboratory. A student may use the reading laboratory facilities without additional charge on a voluntary basis during the hours posted each session outside the reading lab and in the counseling office. Modern reading devices and materials are available under the supervision of a reading specialist. Students come to the reading laboratory to improve reading speed, vocabulary, comprehension, study-reading techniques, and pronunciation. Students may also enroll in several different reading courses for credit.
COLLEGE REGULATIONS

STUDENT LOAD

Fifteen or sixteen semester hours is the normal full-time load during Sessions I and II, and six hours in Sessions III A and III B. Nineteen semester hours is the maximum full-time load during Sessions I and II, and seven hours in Sessions III A and III B. In very unusual cases, a student may register for additional course hours with the permission of the Dean of Student Affairs. The College reserves the right to limit the number of semester hours for a student whose academic record indicates need for further preparation for college-level work.

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered, except in cases of illness or other emergencies, since regular attendance and regular application constitute the two most significant factors which promote success in college work. If a student accumulates so many absences that further enrollment in the class appears to be of little value, it shall be the duty of the instructor to warn the student in writing that additional absences may cause him to be withdrawn from the course. This warning, when possible, will be delivered personally; otherwise, it will be mailed to the student. A copy of this warning will be given to the Dean of Student Affairs. If the matter is not cleared satisfactorily, the student may be withdrawn from the course.

DISCIPLINE

The president of Valencia Junior College shall have the authority to suspend or expel a student who shall be found to have committed an act which disrupts or interferes with the educational or orderly processes or operation of the college after notice to the student of the changes and a hearing thereon. Hearings shall be conducted by the president or an officer or committee appointed by him. The determination of the student's guilt or innocence in the commission of the act may be made by the president of the college after such a hearing. The conviction of a student for a criminal offense involving personal misconduct of a kind which, if condoned by the college, would reflect dishonor or discredit on the college, shall be sufficient ground for suspension or expulsion of such student. The president is granted discretionary power, in any case
contemplated by this section. Hearings contemplated by this section shall begin as promptly as possible without prejudicing the rights of the accused. All college-administered financial support of a student so suspended or so expelled shall be terminated as of the date of the suspension or expulsion.

STUDENT CONDUCT

Attendance at Valencia Junior College is a privilege; therefore, the conduct of students is expected to be honorable and dignified at all times. By registration, the student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct as stated in the Valencia Junior College Student Handbook.

STUDENT RIGHTS OF APPEAL
OF DISCIPLINARY ACTIONS

Violations of college regulations or other forms of student misconduct will be investigated by the Dean of Student Affairs. He shall have original jurisdiction in such matters.

A student may appeal to the Committee of Student Review. This committee is chaired by a representative of the teaching faculty and includes the Coordinator of Student Activities, Director of Admissions and Registrar, a representative of the counseling staff, and two students. The students sit as members only if the student making the appeal requests student representation.

The Committee of Student Review shall make a determination on the case by a majority vote on one of the following:

- Dismissal from college.
- Suspension for a specified period of time.
- Disciplinary probation.
- Administrative reprimand.
- Removal of charges.

A decision of the Committee of Student Review may be appealed to the President. A copy of all proceedings recommending suspension or dismissal shall be sent to the President.

Nothing in this procedure shall be construed as preventing the President or his authorized representative from taking any immediate action which may be deemed necessary, but final action shall be in accord with the procedure outlined.
CLASSIFICATION OF STUDENTS

Regular — Freshman — A student regularly enrolled in college credit courses who has completed less than twenty-four (24) semester hours of college work at the time of registration.

Sophomore — A student regularly enrolled in college credit courses who has completed twenty-four (24) semester hours but not more than sixty-four (64) semester hours of college work at the time of registration.

Unclassified — A student enrolled in college credit courses who has previously earned sixty-four (64) or more hours of college credit. This student is not classified as either freshman or sophomore.

Special — A student enrolled in college credit courses who does not have on file in the office of the Director of Admissions and Registrar all necessary requirements for admission as a regular student, or one who does not wish to qualify as a regular student. This student is not classified as either freshman or sophomore.

Audit — A student enrolled for a college credit course but not seeking college credit.

Full-time — A student enrolled for twelve (12) or more semester hours in Sessions I or II and six (6) or more semester hours in Sessions III A or III B.

Part-time — A student enrolled for less than twelve (12) semester hours in Sessions I or II and less than six (6) semester hours in Sessions III A or III B.

GRADING SYSTEM

Letters are used to indicate the quality of work acheived by the student at Valencia Junior College.
A  Excellent  .................  Earns 4 quality points.
B  Good  ......................  Earns 3 quality points.
C  Average  ...................  Earns 2 quality points.
D  Below average ..............  Earns 1 quality point.
F  Failure  .....................  Earns 0 quality points.
I  Incomplete ..................  Earns 0 quality points.
     (Automatically changed to “W” if not
     made up in the ensuing session)
W  Withdrawn ..................  Earns 0 quality points.
N  Audit or non credit courses.

GRADE-POINT AVERAGE

The grade-point average is determined by dividing total quality points earned, by total academic hours attempted. The following example illustrates a grade-point average of 2.0, obtained by dividing 30 quality points by 15 academic hours attempted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
<th>Grade</th>
<th>Academic Hrs. Attempted</th>
<th>Hours Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>PL 152</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AT 175</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>HY 181</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BY 151</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>BA 171</td>
<td>2</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

ACADEMIC AVERAGE AND REPEATED COURSES

A student's academic average will include grades on all work attempted. When a course is repeated, both the original grade and the repeat grade will be used in determining the student's average. When a course is repeated, or when two courses are taken in which credit cannot be received in both, (for example, Mathematics 171 and 173) credit will be allowed only in the most recent course taken, even if the latest grade is lower than a previous grade.

No student may repeat a course in which he has previously earned a grade of "B" or "A", except on an audit basis.
PROGRESS GRADES

A progress report in all subjects for all students will be mailed by the Admissions Office during the ninth week of Sessions I and II. This will be the only academic progress report made until the end of the session. There will be no progress report made in Sessions III A and III B.

PRESIDENT'S HONOR LIST

In recognition of scholastic achievement, students who complete fifteen hours of course work at the 100 or 200 level, and who earn a 3.5 grade-point average during Session I or II are named to the President’s Honor List. These honor lists are announced at the end of Sessions I and II of each college year.

DEAN’S HONOR LIST

In recognition of scholastic achievement, students who complete fifteen hours of course work at the 100 or 200 level, and who earn a 3.0 grade-point average during Session I or II are named to the Dean’s Honor List. These honor lists are announced at the end of Sessions I and II of each college year.

ACADEMIC PROBATION AND SUSPENSION

I  Probation:

A student who fails to maintain a 1.0 (D) grade-point average during any session will be placed on academic probation beginning with his next session in attendance. The student is then required to meet the following conditions in order to satisfy the probation requirement:

A. The period of probation shall extend until grades have been received in a total of at least twelve (12) semester hours of academic work.

B. A student must have a cumulative Valencia Junior College average of 1.5 at the end of the probation period.

Students admitted to the college on academic probation must also satisfy the conditions stated above in order to be removed from probation.
II. Suspension:

A student on academic probation will not be subject to suspension until he has attempted a minimum of twelve (12) academic hours at Valencia Junior College after being placed on probation.

When a student has been placed on academic probation and then fails to attain a cumulative Valencia Junior College 1.5 average at the end of the probation period, he will be academically suspended for one session. If the student re-enters at a later date, he will be placed on probation automatically.

If a student is academically suspended from Valencia Junior College, he may avail himself of one of the following alternatives:

A. He may appeal to the Committee of Student Review for possible reinstatement.

B. He may contact the Registrar’s office and be admitted on an audit basis only.

C. He may re-enter Valencia Junior College after one session.

If a student chooses the first alternative, he should write a letter of appeal to the chairman of the Committee of Student Review, stating his petition and citing any extenuating circumstances which he feels may be significant in the committee’s consideration of his case.

WITHDRAWAL POLICY

WITHDRAWAL FROM A COURSE — A student may withdraw from a course prior to the scheduled final examination. If a special exam is approved for a course withdrawal must be prior to the administration of the special examination. Students wishing to withdraw from a course must complete the proper forms in the Office of the Dean of Student Affairs. Students withdrawing properly from a course prior to the deadline will receive a grade of "W".

WITHDRAWAL FROM COLLEGE — If a student wishes to terminate all of his studies at the college and officially withdraws prior to scheduled final examinations, he will receive a grade of "W" in all courses. The official withdrawal procedure is as follows:
A. Complete the withdrawal from college forms in the Office of the Dean of Student Affairs.

B. Obtain signatures of the Director of Library Services, Dean of Financial Affairs, and the Dean of Student Affairs.

C. Turn in I.D. card to Dean of Student Affairs.

A student who does not withdraw officially as indicated in the above procedures and does not complete the course work for which he is registered will automatically receive a grade of “W” in all courses unless assigned a grade of “I” by the instructor.

CORRESPONDENCE AND EXTENSION COURSE CREDIT

No more than fifteen semester hours of credit earned through extension and/or correspondence courses are creditable toward a degree. A student must have permission of the Director of Admissions and Registrar prior to registering for such courses. Extension and/or correspondence courses shall be included in a student’s load, provided:

A. The course is offered by a regionally accredited institution.

B. The minimum grade earned is at least the equivalent of a Valencia Junior College “D”.

C. The credit is acceptable toward one of its own degrees by the institution conducting the correspondence and/or extension course.

D. None of the final 15 semester hours before graduation may be earned through correspondence and/or extension courses.

Students expecting to transfer correspondence and/or extension credit to another institution should become familiar with that institution’s policy on the acceptance of such courses.

TRANSIENT STUDENTS

A student may wish to take a course or courses away from his “home” college and still be able to apply the credit toward a degree. Students qualifying to do this will be considered transient students.
A. Transient students from Valencia Junior College:
Permission to attend another institution on a transient basis may be granted only to students who have a cumulative 2.0 (C) average on all work attempted prior to the session in which the student intends to be transient. Eligibility for transient status is determined by the Director of Admissions and Registrar. The regulations pertaining to acceptance of transfer credit from other institutions apply to transient students.

B. Transient students from another college:
A transient student is one who attends Valencia Junior College to take particular courses with permission of his “home” college. This procedure does not constitute a transfer and transcripts of previous college attendance are not required. Students who intend to register at Valencia Junior College on a transient basis from their “home” college must fill out the Valencia Junior College application for admission plus a transient form. The VJC transient form must be submitted to the proper authority from the student’s “home” college for approval. Transient forms are available in the office of the Director of Admissions and Registrar.

DUAL ENROLLMENT

A student enrolled at Valencia Junior College may not earn college credit at another institution during the same session, except with transient permission from the office of the Director of Admissions and Registrar of Valencia Junior College.

EXAMINATIONS

All students, except those enrolled for audit, must take the final examination. An absence from a final examination must be approved by the Dean of Student Affairs. Any deviation from the scheduled final examination must be approved by the Dean of Student Affairs and the instructor. It is the responsibility of the student to know when the examination is scheduled and be present and on time.
CREDIT BY EXAMINATION

Credit may be earned in certain courses through demonstrated proficiency on approved standardized tests and other departmentally determined measurements of proficiency. Courses for which credit may be earned by examination are so indicated in the course descriptions.

Students wishing to apply for credit by examination must make application on a form provided in the counseling office. The signature of the Chairman of the Department must be secured before the application may be accepted. An examination fee of $10.00 for each examination requested must be paid at the time the application is filed. This fee is not refundable unless the student withdraws the application prior to taking the requested examination.

Credit earned by examination will not become part of a student’s permanent record at Valencia Junior College and will not be considered transferable credit until the student has earned at least twelve (12) hours of credit at Valencia Junior College through regular course enrollment.

Credit earned by examination will be indicated by CE on the official student records and transcripts. The credit earned will satisfy graduation requirements, prerequisites, and general education requirements. Only “A” and “B” grades will be recorded for credit by examination.

Results of CEEB Advanced Placement Examinations will be considered for credit on the same basis as the procedures listed above. Each department will establish achievement levels which will be accepted for credit and advanced placement in each area.

No more than fifteen (15) semester hours may be earned through credit by examination. In very unusual cases a student may petition the Dean of Academic Affairs for permission to earn additional credits by examination.

Students planning to transfer to a senior institution should contact that institution to determine its policies regarding transfer of credits earned by examination. In most cases concerning Florida institutions this information is available in the Valencia Junior College counseling office.
GRADUATION REQUIREMENTS FOR ALL DEGREES

General requirements for graduation from Valencia Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

1. Earn an over-all grade-point average of 2.0 (C) on college credit courses including physical education. Regardless of the receipt of a degree, a "D" grade used to satisfy degree requirements may or may not transfer, subject to the regulations of the college or university which the student plans to enter. Transferred quality point deficiencies will be included in the computation of grade-point requirements for graduation. No student will be graduated who has less than a "C" average on all work attempted at Valencia Junior College.

2. Complete the last 15 college credit hours in residence at Valencia Junior College.

3. File application for graduation in the Admission Office by the deadline date as listed in the college calendar and catalog.

4. Attend the graduation rehearsals and ceremony.

SPECIAL REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

1. Complete 62 semester hours of acceptable college credit of which 2 semester hours credit may be from the following physical education courses: PE 151, 152, 153, 154, 155, 156, 157, 161, 162, and 175.

2. Satisfactory completion of the general education program.

3. Satisfactory completion of items 1 through 4 of the requirements for all degrees listed above.

SPECIAL REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

1. Satisfactory completion of a prescribed course of study in one of the occupational programs.
2. Satisfactory completion of items 1 through 4 of the requirements for all degrees listed above.

Students who qualify for both the Associate in Arts and the Associate in Science degrees will be awarded the Associate in Arts Degree.

Students awarded the Associate in Science degree may receive the Associate in Arts degree when all general education requirements have been satisfied.

A student who graduates within five years of his first admission to Valencia Junior College has the right to graduate under the rules, regulations, and requirements stated in the catalog in effect at the time of such admission or of the catalog in effect for the year in which graduation occurs. Students graduating more than five years after the date of first admission to the college must meet the requirements stated in the catalog in effect for the year in which graduation occurs.

GENERAL EDUCATION

The general education program at Valencia Junior College, designed to contribute to the growth and development of the individual student by providing a basic liberal education, is an integral part of the Associate in Arts degree program. Completion of general education requirements will not be indicated on a student's record unless an Associate in Arts degree is earned. The general education program embraces a minimum of 41 semester hours of academic credit and serves as the core of the curriculum. For music majors modifications within the General Education program are permitted. These modifications are described in the suggested course of study for music majors on page . Only students who have followed the program outlined for music majors will be permitted to modify the General Education requirements. Of the 41 semester hours required for general education, the student must satisfy minimum requirements in each of the following areas:

Area I. Communications (a minimum of 6 semester hours)

Required Courses

Six semester hours including EH 151 Freshman Composition, EH 152 Freshman Composition, and/or EH 260 Advanced Composition.
Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 250</td>
<td>Introduction to Literature</td>
<td>3 semester</td>
</tr>
<tr>
<td>EH 251-252</td>
<td>English Literature</td>
<td>3 each</td>
</tr>
<tr>
<td>EH 253-254</td>
<td>American Literature</td>
<td>3 each</td>
</tr>
<tr>
<td>EH 268-269</td>
<td>World Literature</td>
<td>3 each</td>
</tr>
<tr>
<td>FH 151-152</td>
<td>Elementary French</td>
<td>3 each</td>
</tr>
<tr>
<td>FH 251-252</td>
<td>Intermediate French</td>
<td>3 each</td>
</tr>
<tr>
<td>GN 151-152</td>
<td>Elementary German</td>
<td>3 each</td>
</tr>
<tr>
<td>GN 251-252</td>
<td>Intermediate German</td>
<td>3 each</td>
</tr>
<tr>
<td>SH 151-152</td>
<td>Elementary Spanish</td>
<td>3 each</td>
</tr>
<tr>
<td>SH 251-252</td>
<td>Intermediate Spanish</td>
<td>3 each</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3 each</td>
</tr>
</tbody>
</table>

Area 2. Humanities (a minimum of 9 semester hours)

HS 251-252-253 Humanities – 3 semester hours each

In meeting this requirement a student may:

1. Complete all three of the Humanities courses listed above
   or
2. Complete one of the Humanities courses listed above and two courses representing any two areas listed below: for example, English and Music, Art and Music, Philosophy and Art, etc.
3. Complete two of the Humanities courses listed above and select one course from the following:

Art Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 175</td>
<td>Art Appreciation</td>
<td>3 each</td>
</tr>
<tr>
<td>AT 271-272</td>
<td>Introduction to Art History I and II</td>
<td>3 each</td>
</tr>
</tbody>
</table>

English Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 250</td>
<td>Introduction to Literature</td>
<td>3 each</td>
</tr>
<tr>
<td>EH 251-252</td>
<td>English Literature</td>
<td>3 each</td>
</tr>
<tr>
<td>EH 253-254</td>
<td>American Literature</td>
<td>3 each</td>
</tr>
<tr>
<td>EH 268-269</td>
<td>World Literature</td>
<td>3 each</td>
</tr>
</tbody>
</table>

Music Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 191</td>
<td>Music Appreciation</td>
<td>3 each</td>
</tr>
<tr>
<td>MC 250</td>
<td>Music History I</td>
<td>3 each</td>
</tr>
<tr>
<td>MC 251</td>
<td>Music History II</td>
<td>3 each</td>
</tr>
</tbody>
</table>

Philosophy

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI 251</td>
<td>Philosophy</td>
<td>3 each</td>
</tr>
</tbody>
</table>

Spanish

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH 268-269</td>
<td>Introduction to Spanish Literature</td>
<td>3 each</td>
</tr>
</tbody>
</table>
Area 3. Mathematics (a minimum of 3 semester hours)

MS 151 College Mathematics – 3 semester hours
MS 152 Advanced College Mathematics – 3 semester hours
MS 170 College Algebra – 3 semester hours
MS 171 College Trigonometry – 3 semester hours
MS 173 College Algebra and Trigonometry – 4 semester hours
MS 251-252 Calculus with Analytic Geometry – 4 semester hours each
MS 261 Linear Algebra – 3 semester hours

Area 4. Natural and Physical Sciences (a minimum of 6 semester hours)

BY 151-152 Biological Sciences – 3 semester hours each
BY 172 Fundamentals of Biology – 4 semester hours
BY 251 Human Anatomy and Physiology – 4 semester hours
BY 261 Zoology – 4 semester hours
BY 262 Botany – 4 semester hours
BY 280 Microbiology – 4 semester hours
BY 285-286
287-288-289 Seminars in Selected Biological Topics – 1 semester hour each
CY 155 Introductory Chemistry – 4 semester hours
CY 156 Chemical Calculations – 3 semester hours
CY 171-172 General Chemistry and Qualitative Analysis – 4 semester hours each
CY 265-266 Organic Chemistry – 4 semester hours each
PS 191 Physical Sciences – 3 semester hours
PS 192 Earth Sciences – 3 semester hours
PH 161-162 Introductory Physics – 4 semester hours each
PH 261-262 General Physics with Calculus – 4 semester hours each
PH 270 Modern Physics – 3 semester hours

Area 5. Social Sciences (a minimum of 6 semester hours)

Required Courses

PL 151 or 153 American Government I – 3 semester hours
PL 152 or 154 American Government II – 3 semester hours

Elective Courses

AY 201 Introduction to Anthropology – 3 semester hours
ES 151 Basic Economics – 3 semester hours
ES 261-262 Principle of Economics I and II – 3 semester hours each
HY 181-182 Western Civilization – 3 semester hours each
HY 251-252 United States History – 3 semester hours each

HY 261 Afro-American History and Culture – 3 semester hours
PL 251 State and Local Government – 3 semester hours
PL 255 International Politics – 3 semester hours
PY 151 General Psychology – 3 semester hours
PY 260 Psychology of Childhood and Youth – 3 semester hours
SH 261 Introduction to Spanish Civilization – 3 semester hours
SY 261 Introductory Sociology – 3 semester hours
SY 265 Contemporary American Problems – 3 semester hours
SY 271 Marriage and the Family – 3 semester hours
Area 6. Electives (a minimum of 11 hours from a combination of at least two separate areas listed above or from the course offerings listed below):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>EN 150</td>
<td>Orientation to Education</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>HH 150</td>
<td>Personal and Community Health</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>*PE 151</td>
<td>Beginning Bowling</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>*PE 152</td>
<td>Beginning Golf</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>*PE 153</td>
<td>Beginning Archery</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>*PE 154</td>
<td>Beginning Tennis</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>*PE 155</td>
<td>Individual Conditioning for Men</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>*PE 156</td>
<td>Swimnastics and Individual Conditioning for Women</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>*PE 157</td>
<td>Tumbling and Gymnastics</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>SP 166</td>
<td>Public Speaking</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

*No more than 2 semester hours of physical education may be used to satisfy this general education requirement.
UNIVERSITY PARALLEL PROGRAMS

Suggested Courses of Study For Students Planning to Pursue Bachelors Degrees

In keeping with one of its stated purposes Valencia Junior College offers courses of study which are equivalent to those provided freshmen and sophomores in the lower divisions in Florida state universities. The student who receives the Associate in Arts Degree from Valencia Junior College has met the lower division requirements and is admissible to the upper division of a state university.

Requirements for the Associate in Arts Degree are described on page 49 of this catalog. The student should note that these requirements consist of general education requirements and electives. It is in the area of electives and to some extent in those portions of the general education program where choice is allowed, that the student must select courses which will best prepare him for transfer in a particular major field at a specific college or university. The courses of study listed below meet the requirements for the Associate in Arts Degree and include the electives generally recommended for certain majors at most of the state universities. Since listing all recommendations and requirements for all majors at all universities is impossible, it is imperative that a student who expects to transfer to a senior college write to the Registrar of that college for information concerning work to be taken at Valencia Junior College.

Counselors are available in the Office of Student Affairs to assist students in planning courses of study. Final responsibility for choice of program and courses selected rests with the student.

Students should be aware that courses numbered lower than 100 ordinarily do not transfer. Courses designated as Associate in Science Degree courses may or may not transfer, depending upon the major field and the institution selected. “D” grades may or may not transfer depending on the policies of the receiving institution.

While the programs listed below show courses recommended by year, it is not required that courses be taken in any order except where prerequisites are involved. In some cases, courses are not offered every semester and the student should plan ahead to enroll in courses when they are offered.
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN A COLLEGE OF ARTS AND SCIENCES

Also recommended for Divinity Majors, Liberal Arts, Pre-Law, Psychology or Social Work. More specific programs have been developed for English, Chemistry, Biology, and Pre-Professional.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>* Mathematics</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PL 152</td>
<td>American Government II</td>
<td>3</td>
</tr>
<tr>
<td>* Natural or Physical Science</td>
<td></td>
<td>6 or 8</td>
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<tr>
<td>** Physical Education or Elective</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 or 34</td>
</tr>
</tbody>
</table>

Sophomore Year

General Education Humanities Requirement ........................................... .9
Foreign Language ................................................................................. .6
**Electives ..................................................................................... 15
30

*The student should be aware of specific mathematics and science requirements of the senior college to which he expects to transfer.

** The student should be aware of major requirements of the college to which he expects to transfer and should meet these requirements with elective courses.
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>.6</td>
</tr>
<tr>
<td>Mathematics (including MS 170-College Algebra)</td>
<td></td>
<td>.6</td>
</tr>
<tr>
<td>Natural or Physical Sciences</td>
<td></td>
<td>6–8</td>
</tr>
<tr>
<td>PL 151-152</td>
<td>American Government I &amp; II</td>
<td>.6</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>.3</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 or 32</td>
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Sophomore Year

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 251 and/or HS 252 plus Humanities Elective</td>
<td></td>
<td>.9</td>
</tr>
<tr>
<td>ES 261-262</td>
<td>Principles of Economics</td>
<td>.6</td>
</tr>
<tr>
<td>BA 251-252</td>
<td>Principles of Accounting</td>
<td>.6</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>.3</td>
</tr>
<tr>
<td>*Electives</td>
<td></td>
<td>.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

* Suggested Electives: PY 151 General Psychology; HY 181 – 182 Western Civilizations; HY 251 – 252 United States History; and SY 261 Introductory Sociology.
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN BIOLOGY, PRE-VETERINARY, PRE-PHARMACY, PRE-MEDICAL AND PRE-DENTISTRY

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning transfer to learn specific requirements for admission thereto.

The student should consult course descriptions for prerequisite requirements as it may be necessary to take lower level courses before taking courses listed in this course of study.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY 172</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>BY 262</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>CY 171-172</td>
<td>Gen. Chem. &amp; Qual. Analysis</td>
<td>8</td>
</tr>
<tr>
<td>MS 170</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MS 171</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education or Elective</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>HS 251, HS 252</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or HS 253</td>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY 261</td>
<td>Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CY 265-266</td>
<td>Organic Chemistry</td>
<td>8</td>
</tr>
<tr>
<td>*PS 161-162</td>
<td>General Physics</td>
<td>8</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PL 152</td>
<td>American Government II</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Requirement</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

*Some senior institutions do not require physics for pre-pharmacy majors. In such cases, BA 251 – 252 Principles of Accounting are suggested.
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN CHEMISTRY

The student should consult course descriptions in this catalog for prerequisite requirements as it may be necessary to take lower level courses before taking courses listed in this course of study.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY 171-172</td>
<td>Gen. Chem. &amp; Qual. Analysis</td>
<td>8</td>
</tr>
<tr>
<td>MS 173</td>
<td>College Algebra &amp; Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MS 251</td>
<td>Calculus with Analytic Geom. I</td>
<td>4</td>
</tr>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PL 152</td>
<td>American Government II</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education or Elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>*General Education Humanities Requirements</td>
<td></td>
<td>6</td>
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</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY 265-266</td>
<td>Organic Chemistry</td>
<td>8</td>
</tr>
<tr>
<td>MS 252-253</td>
<td>Calc. with Analytic Geom. II &amp; III</td>
<td>8</td>
</tr>
<tr>
<td>PH 261-262</td>
<td>Gen. Physics with Calc. I &amp; II</td>
<td>8</td>
</tr>
<tr>
<td><strong>French or German</strong></td>
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<td>6</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>*General Education Humanities Requirement</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

*Consult Area 2 General Education Requirements, Page 51

**A student who has studied German or French in high school may be able to start with a 200 level language course. A total of four semesters of German or French will probably be needed for a BS Degree.*
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN COMPUTER SCIENCE

This program is designed to meet the minimum requirements for admission to upper division work at a university or four-year college. Completion of this program entitles the student to an ASSOCIATE OF ARTS DEGREE.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>*PL 151-152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>HS 251, HS 252</td>
<td>and/or Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td>*Natural or Physical Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MS 173</td>
<td>College Algebra &amp; Trig.</td>
<td>4</td>
</tr>
<tr>
<td>MS 251</td>
<td>Calculus with Analyt. Geom. I</td>
<td>4</td>
</tr>
<tr>
<td>DP 105</td>
<td>Fortran</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33</td>
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</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 157</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ES 151</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>HS 251, HS 252</td>
<td>and/or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>MS 255</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MS 252</td>
<td>Calc. with Analyt. Geom. II</td>
<td>4</td>
</tr>
<tr>
<td>MS 253</td>
<td>Calc. with Analyt. Geom III</td>
<td>4</td>
</tr>
<tr>
<td>*Natural or Physical Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>DP 201</td>
<td>Commercial Programming</td>
<td>3</td>
</tr>
<tr>
<td>DP 205</td>
<td>Advanced Programming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

*Natural or physical Science courses should be in the same discipline. (such as all chemistry or all biology)
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN EDUCATION

This program is designed to meet the requirements for either Secondary or Elementary Education. Those students who have determined the university which they will subsequently attend should consult the catalog of that university. Adjustments in specific general education requirements and electives must be made to fit the interest area of each individual student (i.e.) Secondary Education students should elect courses that will apply to their major field and some university programs suggest that elementary education majors use their electives to identify a related academic area of study of at least 9 semester hours.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 150</td>
<td>Orientation to Education</td>
<td>3</td>
</tr>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Natural or Physical Science Electives</td>
<td>6 or 8</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PL 152</td>
<td>American Government II</td>
<td>3</td>
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<tr>
<td>PY 151</td>
<td>General Psychology</td>
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<td>Physical Education or Elective</td>
<td></td>
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</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 or 34</td>
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</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Humanities Requirement</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>EH 250</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PY 260</td>
<td>Psy. of Childhood &amp; Youth</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
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<tr>
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</table>
SUGGESTED PROGRAM LEADING TO A BACHELOR'S DEGREE IN ENGLISH AND ENGLISH EDUCATION

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PL 152</td>
<td>American Government II</td>
<td>3</td>
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<tr>
<td>Foreign Language</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>3 or 4</td>
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<tr>
<td>*Electives</td>
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<td>6</td>
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<td>Physical Education or Elective</td>
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<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 or 33</td>
</tr>
</tbody>
</table>

**Sophomore Year**

| EH 251-252 | English Literature           | 6                      |
| HS 251, 252 |                              |                        |
| and/or 253 | Humanities                   | 6                      |
| Natural or Physical Science |                | 6 or 8                 |
| Foreign Language |                        | 6                      |
| *Electives |                              | 6                      |
|          |                              | 30 or 32               |

*Suggested Electives: EH 250 Introduction to Literature; EH 260 Advanced Composition or JM 250 Writing for Mass Communications; SP 167 Oral Interpretation; HY 181 – 182 Western Civilization; PY 151 General Psychology; MC 191 Music Appreciation; AT 175 Art Appreciation; PI 251 Philosophy; and EN 150 Orientation to Education (for English Education majors).*
SUGGESTED PROGRAM LEADING TO A BACHELOR’S DEGREE IN MUSIC OR MUSIC EDUCATION

Students enrolled in this program should understand that since it is a specialized course, all the General Education requirements cannot be met in this two year program. General Education requirements can be completed in the remaining two years of the student’s program or if carefully planned, during summer sessions. Completion of this program, however, entitles the student to an Associate in Arts Degree.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*MC 173-174</td>
<td>Primary Instrument</td>
<td>4</td>
</tr>
<tr>
<td>MC 171-172</td>
<td>Secondary Instr. or *** Class Lesson</td>
<td>2</td>
</tr>
<tr>
<td>**Music Organization</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>MC 181</td>
<td>Woodwind Techniques</td>
<td>1</td>
</tr>
<tr>
<td>MC 180</td>
<td>Brass Techniques</td>
<td>1</td>
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<tr>
<td>MC 186-187</td>
<td>Music Theory I and II</td>
<td>8</td>
</tr>
<tr>
<td>MC 250</td>
<td>Music History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33</td>
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</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 251-252</td>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>or 253</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural or physical Science elective</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>MC 286-287</td>
<td>Music Theory III &amp; IV</td>
<td>8</td>
</tr>
<tr>
<td>**Music Organization</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>MC 251</td>
<td>Music History</td>
<td>3</td>
</tr>
<tr>
<td>*MC 273-274</td>
<td>Primary Instrument</td>
<td>4</td>
</tr>
<tr>
<td>MC 288</td>
<td>Keyboard Harmony</td>
<td>2</td>
</tr>
<tr>
<td>MC 183</td>
<td>String Techniques</td>
<td>1</td>
</tr>
<tr>
<td>MC 182</td>
<td>Percussion Techniques</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

*See statements regarding Applied Music under MUSIC courses.

** Music organizations (MC 170, 184, 185, 190, 195, and MC 200) earn both credit and grades for the student. A maximum of four credits will be allowed in these courses. They are computed as academic credit.

*** MC 155 – 156 or MC 197 – 198
OCCUPATIONAL PROGRAMS

ASSOCIATE IN SCIENCE DEGREE
General Information

The Associate in Science degree is offered for high school graduates and adults who wish to complete a two-year college program in preparation for careers requiring specialized study beyond the high school level. Courses are conducted at the college level.

It is important to note that students who choose the Associate in Science degree programs are NOT necessarily preparing themselves for transfer to a state university. However, many of the programs contain courses which carry credits that could be transferred to a senior institution. Students who wish to pursue the possibility of transfer into a four-year degree program should contact the university regarding transferability of the courses. Students should also confer with the Counseling Office at Valencia Junior College.

Any deviation from the prescribed program in which the student is enrolled must be approved by the department involved.

One-year certificate programs are also available.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN BUSINESS AND MANAGEMENT

This program is designed for students who seek immediate employment in the field of business and for those presently employed in some business occupation and desire advancement.

Instruction in this program provides a balanced curriculum of general education and business related subjects.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MS 170 or 81</td>
<td>Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 261-262</td>
<td>Principles of Economics</td>
<td>6</td>
</tr>
<tr>
<td>BA 251-252</td>
<td>Principles of Accounting</td>
<td>6</td>
</tr>
<tr>
<td>BA 275-276</td>
<td>Business Law</td>
<td>6</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BA 282</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 280</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td><strong>30</strong></td>
</tr>
</tbody>
</table>

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED PROGRAM LEADING TO A
CLERICAL CERTIFICATE

This is a one-year terminal course. It is intended to provide the student with the basic fundamentals in typing and record keeping, as well as a basic general education background that will be valuable to the student working in a clerical position.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 81</td>
<td>English Review</td>
<td>3</td>
</tr>
<tr>
<td>BA 171</td>
<td>Beginning Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BA 71</td>
<td>Typing Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>BA 51</td>
<td>Clerical Record Keeping</td>
<td>3</td>
</tr>
<tr>
<td>MS 51</td>
<td>Business Arithmetic</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
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</thead>
<tbody>
<tr>
<td>BA 82</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 55</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>HS 95</td>
<td>Cultural Studies</td>
<td>3</td>
</tr>
<tr>
<td>PL 50</td>
<td>Introduction to American Gov’t.</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>14</td>
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</tbody>
</table>

  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 85</td>
<td>Office Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Capable students may substitute a higher level course for any of the above with permission of the department involved. Revised 1970-71.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN EXECUTIVE SECRETARIAL SCIENCE

Valencia Junior College offers a two-year Executive Secretarial program which is designed to meet the needs of students desiring college level training in Secretarial Science. Included in this program is a seminar and work experience in executive offices.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BA 151</td>
<td>Beginning Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 152</td>
<td>Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>*BA 171</td>
<td>Beginning Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EH 151</td>
<td>Fundamentals of English Comp.</td>
<td>3</td>
</tr>
<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business and Ind.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 253</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 255</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 260</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BA 263</td>
<td>Executive Secretarial Seminar and Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

*Students who have had prior instruction in shorthand and/or typewriting should enroll in the intermediate shorthand and/or typewriting courses. Such students should select elective courses in lieu of BA 151 and/or BA 171.*

**NOTE:** Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN DATA PROCESSING

This program is designed for the student who wishes to be usefully employed in one of several business data processing fields. With training beyond basic skills, the student may progress to managerial positions.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>DP 201</td>
<td>Commercial Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ES 151</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>DP 210</td>
<td>Data Systems and Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 252</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>DP 202</td>
<td>Commercial Programming</td>
<td>3</td>
</tr>
<tr>
<td>DP 230</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

*See catalog for Statistics prerequisite. Students wishing to work with FORTRAN and COBAL should also consider electing College Algebra and Trigonometry.

**NOTE:** Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE
IN SCIENCE DEGREE IN
LEGAL SECRETARIAL SCIENCE

Students desiring employment in offices dealing primarily with law would elect the Legal Secretarial 2-year degree program.

This program includes a seminar and work experience in local law offices, as well as legal terminology.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BA 151</td>
<td>Beginning Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 152</td>
<td>Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>*BA 171</td>
<td>Beginning Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EH 151</td>
<td>Fundamentals of Eng. Comp.</td>
<td>3</td>
</tr>
<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 253</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 255</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 260</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BA 265</td>
<td>Legal Secretarial Seminar and Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>BA 267-268</td>
<td>Legal Secretarial Practices</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

*Students who have had prior instruction in shorthand and/or typewriting should enroll in the intermediate shorthand and/or typewriting courses. Such students should select elective courses in lieu of BA 151 and/or BA 171.

**NOTE:** Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE
IN SCIENCE DEGREE IN
MEDICAL SECRETARIAL SCIENCE

Valencia Junior College offers a two-year Medical Secretarial Program which is designed to meet the needs of students desiring employment as medical secretaries in medical offices and hospitals.

This program includes work experience in local hospitals and doctor's offices.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>*BA 171</td>
<td>Beginning Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>*BA 172</td>
<td>Intermediate Typewriting</td>
<td>2</td>
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<tr>
<td>BY 110</td>
<td>Anatomy, Physiology and</td>
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<td></td>
<td>Medical Terminology</td>
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<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BA 118</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>BA 165</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 152</td>
<td>American Government II</td>
<td>3</td>
</tr>
<tr>
<td>HS 251-252</td>
<td>Humanities I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 218</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>BA 219</td>
<td>Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>BA 230</td>
<td>Medical Secretary Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BA 240</td>
<td>Medical Secretary Internship</td>
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</tbody>
</table>

*Students who have had prior instruction in typewriting should enroll in the intermediate typewriting courses. Such students should select elective courses in lieu of BA 171 or BA 172.*

**NOTE:** Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN FIRE TECHNOLOGY

At Valencia Junior College a two-year degree program is provided in Fire Technology. This program is designed to provide a comprehensive education for potential firemen as well as those firemen already working in the area. Fire Technology management and administration is combined with General Education courses.

A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Technology courses.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Fundamentals of English Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>FT 101</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FT 131-132</td>
<td>Fire Protection Administration I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PL 151-152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>*PY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
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</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>*SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>*SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CY 155</td>
<td>Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>FT 201</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FT 202</td>
<td>Fire Fighting Tactics &amp; Strategy</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities Area Elective</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>FT 221</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FT 222</td>
<td>Fire Codes &amp; Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>
*The Fire Technology Student who wishes to investigate the possibility of transfer into a four-year degree program should confer with the Counseling Office, Valencia Junior College. For transfer purposes it is probable that the starred courses should be replaced by courses which will enable the student to meet the General Education requirements in Area 1 (Communications), Area 2 (Humanities), and Area 4 (Natural and Physical Science). General Education requirements are outlined in the college catalog.

**The Fire Technology student is required to take one course from Area 2 (Humanities). The Humanities Area courses are outlined and described in the college catalog.

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN HOTEL-MOTEL-RESTAURANT MANAGEMENT

This program is designed for students desiring employment in the field of hotel-motel-restaurant management areas as well as for those currently employed who desire advancement.

This program includes work experience in local hotel-motel-restaurant organizations.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>HM 101</td>
<td>Introduction to the Hospitality Ind.</td>
<td>3</td>
</tr>
<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HM 105</td>
<td>Hotel-Motel-Restaurant Organization</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
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</thead>
<tbody>
<tr>
<td>BA 275</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HM 110</td>
<td>Hotel-Motel Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>HM 201</td>
<td>Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HM 210</td>
<td>Hotel-Motel-Restaurant Food Management</td>
<td>3</td>
</tr>
<tr>
<td>HM 212</td>
<td>Hotel-Motel-Restaurant Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HM 230</td>
<td>Hotel-Motel-Restaurant Food Control</td>
<td>3</td>
</tr>
<tr>
<td>HM 240</td>
<td>Internship in Hotel-Motel-Restaurant</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
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<td>30</td>
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</tbody>
</table>

**NOTE:** Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1970-71.
REQUIRED, PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN INHALATION THERAPY

An Associate in Science Degree in Inhalation Therapy is offered at Valencia Junior College. This program has been planned with local hospital officials and representatives of the Medical Related Programs in the State Department of Education.

The Inhalation Therapy program is designed for high school graduates who desire preparation for employment as an Inhalation Therapist. Graduates are eligible for registry.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Session I &amp; II</th>
<th>Session IIIA &amp; IIIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY 172</td>
<td>Fundamentals of Biology</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>* Mathematics Elective</td>
<td></td>
<td>.3</td>
<td></td>
</tr>
<tr>
<td>IT 130</td>
<td>Medical Chemistry &amp; Physics</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>EH 151-152</td>
<td>Freshman Composition</td>
<td>.6</td>
<td></td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>IT 131</td>
<td>Introduction to Respiratory Equipment</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>IT 132</td>
<td>Respiratory Equipment and Functions</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>IT 133</td>
<td>Introduction to Pharmacology</td>
<td>.2</td>
<td></td>
</tr>
<tr>
<td>IT 134</td>
<td>Clinical Practice</td>
<td>.1</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
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<td>.3</td>
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<td>29</td>
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</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Session I &amp; II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>.3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>.3</td>
</tr>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>.3</td>
</tr>
<tr>
<td>IT 231</td>
<td>Pulmonary Physiology</td>
<td>.4</td>
</tr>
<tr>
<td>IT 232</td>
<td>Clinical Practice</td>
<td>.1</td>
</tr>
<tr>
<td>IT 233</td>
<td>Respiratory Pathology</td>
<td>.4</td>
</tr>
<tr>
<td>IT 234</td>
<td>Cardiopulmonary Therapy</td>
<td>.4</td>
</tr>
<tr>
<td>IT 235</td>
<td>Clinical Practice</td>
<td>.1</td>
</tr>
<tr>
<td>IT 236</td>
<td>Advanced Cardiopulmonary Therapy</td>
<td>.4</td>
</tr>
<tr>
<td>IT 237</td>
<td>Clinical Practice</td>
<td>.1</td>
</tr>
<tr>
<td>IT 238</td>
<td>Clinical Practice</td>
<td>.1</td>
</tr>
</tbody>
</table>

|           |                                       | 29             |

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

*See Prerequisites for IT 130.*
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN LAW ENFORCEMENT

Valencia Junior College provides a two-year program in Law Enforcement. This program has been planned in cooperation with local law enforcement officials and representatives of the International Association of Chiefs of Police.

The Law Enforcement Program is designed for high school graduates who desire preparation for employment in law enforcement positions and for persons currently employed in various law enforcement categories.

A student wishing to earn a certificate rather than the Associate in Science Degree may do so by completing only the law enforcement courses.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Fundamentals of English Composition</td>
<td>3</td>
</tr>
<tr>
<td>*EH 157</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>LE 101</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LE 121</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>LE 131</td>
<td>Police Administration &amp; Organization</td>
<td>3</td>
</tr>
<tr>
<td>LE 132</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PL 151-152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
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Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 201-202</td>
<td>Criminal Investigation I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>LE 221</td>
<td>Criminal Law &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LE 222</td>
<td>Criminal Evidence &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LE 231</td>
<td>Police Personnel Supervision or Elective</td>
<td>3</td>
</tr>
<tr>
<td>*SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SY 265</td>
<td>Contemporary American Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>*SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PY 260</td>
<td>Psychology of Childhood &amp; Youth</td>
<td>3</td>
</tr>
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</tbody>
</table>
*The Law Enforcement student who wishes to investigate the possibility of transfer into a four-year degree program in criminology and/or law enforcement should confer with the Counseling Office, Valencia Junior College. For transfer purposes it is probable that the starred courses should be replaced by courses which will enable the student to meet the General Education requirements in Area 1 (Communications), Area 2 (Humanities), and Area 4 (Natural and Physical Science). General Education requirements are outlined in the college catalog.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN MEDICAL LABORATORY TECHNOLOGY

Valencia Junior College provides a two-year program in Medical Laboratory Technology. This program has been planned with local hospital officials and representatives of the Medical Related Programs in the State Department of Education.

The Medical Laboratory Technology program is designed for high school graduates who desire preparation for employment as a Medical Laboratory Technician. Graduates are eligible to take the Medical Laboratory Technician examination for licensure. A personal interview with the medical laboratory instructor is required before enrollment.

Students should consult the current college catalog for fees and tuition schedule.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151-152</td>
<td>Fundamentals of Eng. Comp.</td>
<td>6</td>
</tr>
<tr>
<td>MS 170</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BY 172</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>CY 171-172</td>
<td>Chemistry</td>
<td>8</td>
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<tr>
<td>CT 140</td>
<td>Introduction to Medical Lab.</td>
<td>5</td>
</tr>
<tr>
<td>CT 141</td>
<td>Medical Lab. Techniques</td>
<td>5</td>
</tr>
<tr>
<td>CT 142</td>
<td>Medical Lab. Techniques (IIIA)</td>
<td>3</td>
</tr>
<tr>
<td>BY 280</td>
<td>Micro Biology (IIIA)</td>
<td>4</td>
</tr>
</tbody>
</table>

Sophomore Year

*Humanities (area elective) 3
PL 151 American Government I 3
**General Education Elective 3
CT 240 Medical Lab. Techniques 5
CT 241 Hospital Practicum 16

*May take HS 251 or one of the courses listed under Part II (Humanities) in the General Education section of the catalog, i.e. music, art, etc.

**Any course listed under the General Education section in the catalog.

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
COMMUNITY SERVICES
(Adult Education)

Adults are encouraged to take advantage of any of the course offerings at Valencia Junior College. Responsible individuals, service clubs or organizations, professional groups, and businesses and industries are encouraged to call upon the junior college if special educational needs exist.

SELECTIVE EDUCATION PROGRAMS

Valencia Junior College offers a variety of specialized programs and courses designed to meet the wide variety of talents, abilities, and needs of its students. These courses and programs are designated and described below:

A. Honors Courses – Valencia Junior College offers honors courses to provide talented students with a college environment designed to help them achieve their greatest potential. The Honors curriculum offers additional stimulation and higher cultural rewards in a program whose objective is enrichment, not acceleration, and whose focus is on the individual student and his unique interests and abilities. The courses are of sufficient breadth to make the student conscious of the interrelatedness of systems of knowledge and of the complexity of relationships between disciplines.

B. Directed Studies – Valencia Junior College offers a specialized program of studies for students who have one or more weaknesses in their preparation for college level academic work. The Directed Studies Program consists of both special courses and voluntary clinics and laboratories.

Directed Studies courses are designed to develop skills in various academic areas and are considered prerequisites for students whose academic record indicates that they have not met prerequisite requirements for basic freshman level courses. Students are counseled into all or part of the Directed Studies Program on the basis of an evaluation of former school work, scores on the Florida Twelfth Grade Tests, and/or the results of guidance tests administered at Valencia Junior College. Directed Studies courses are numbered below 100 and do not count toward an Associate in Arts degree. In some instances a Directed Studies course may be combined with a freshman
level course in a six hour block. In such cases the Directed Studies course is considered a co-requisite and the student may earn three institutional and three transfer credits.

The Directed Studies Program consists of the following courses:

- **RG 90-91** Reading
- **MS 61** Introductory Mathematics
- **EH 51-151** Freshman Composition and Directed Studies Laboratory
- **PL 51-151** American Government I and Directed Studies Laboratory
- **EH 52-152** Freshman Composition and Directed Studies Laboratory
- **PL 52-152** American Government II and Directed Studies Laboratory

In addition to the above courses the college offers clinics and laboratories which the student may attend voluntarily. A Reading Clinic, a Writing Laboratory, and a Mathematics Laboratory are open on a scheduled basis for individual and small group help. The Reading Clinic and Writing Laboratory offer assistance to the student with average or above skill as well as the student with a deficiency in reading ability.

C. **Basic Studies** — The Valencia Junior College Basic Studies Program is designed to increase the duration of the student's involvement in college experiences and to improve his chances of succeeding academically. Academic success at Valencia takes many forms. It may mean transferring to a senior institution, terminating education upon the completion of a degree, or earning a certificate through a vocational program.

Academic success means the student has achieved proficiency in whatever skills are employed in the field of his choice. Basic Studies Program will familiarize the student with the many forms of academic success so that he will be able to select one of the forms which best fits his concept of self. The program will assist the student in realistically assessing his objectives so they are commensurate with his interests, abilities and achievements.
COURSE DESCRIPTIONS

In the case of courses which are hyphenated in sequence under a single classification, the first is considered to be a prerequisite of the second.

Courses numbered between 50 and 99 carry institutional credit which may or may not be accepted by senior institutions and which does not apply toward an Associate in Arts degree at Valencia Junior College. Courses marked 100 – 199 are open to freshmen and sophomores. Courses marked 200 – 299 are primarily for sophomores.

Courses designated by a “+” are primarily designed for Associate in Science Degree Programs at Valencia Junior College. These courses may or may not be transferable to another college or university depending upon the student’s major field and the policies of the receiving institution.

Courses designated by “CE” are approved for credit by examination. Certain senior institutions do not allow credit by examination. It is the responsibility of the student to contact the senior institution to which he expects to transfer and determine the acceptability of such credit. See page 48 for information about credit by examination.

A course may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

ART

AT 150 – Fundamentals of Applied Art, 2 credits
Four class periods. An introductory studio art course for non-art majors. The course will place emphasis on creative expression and critical evaluation, using a variety of two and three dimensional media.

AT 151 – Drawing I, 3 credits.
Six class periods. Basic problems in drawing the figure and still life are studied. Exploration and practice in the use of various drawing media.
AT 152 — Drawing II, 3 credits.
Six class periods. Prerequisite: AT 151. A continuation of AT 151 with emphasis on the figure and composition.

AT 155 — Introduction to Drawing and Painting, 3 credits.
Three class periods. A laboratory course designed for non-art majors, introducing elementary drawing and painting techniques and media.

AT 161 — Design I, 3 credits.
Six class periods. A study of the principles of visual organization with emphasis upon design in two dimensions.

AT 162 — Design II, 3 credits.
Six class periods. A study of the principles and elements of design as applied to three dimensional forms. Projects in construction, modeling, and carving in a variety of materials.

AT 175 — Art Appreciation, 3 credits.
Three class periods. The history and development of art forms. The course is designed to supply the non-art major with a foundation for understanding the visual arts.

AT 202 — Ceramics, 3 credits.
Six class periods. An introductory course in pottery design: forming, decorating, glazing, and firing.

AT 203 — Printmaking, 3 credits.
Six class periods. An introductory course in printmaking techniques: woodcut, lino-cut, and silk screen.

AT 271 — Introduction to Art History I, 3 credits.
Three class periods. A survey of the development of visual art forms from prehistory through the Middle Ages.

AT 272 — Introduction to Art History II, 3 credits.
Three class periods. A survey of art and architecture from the Renaissance to the present day.
ANTHROPOLOGY

AY 201 – Introductory Anthropology, 3 credits.
Three class periods. An introduction to the study of man and his culture with special attention given to physical anthropology, archaeology, and linguistics. The main emphasis of this course will be on the social, political, religious, and economic institutions in selected preliterate societies.

BUSINESS

BA 51 – Clerical Record Keeping, 3 credits.
Three class periods. Recommended for students in the one-year Clerical Certificate Program. Students receive instruction and practice in the following areas: keeping simple cash receipts and cash disbursements records, handling payroll records, and reconciling bank statements. (Offered as Secretarial Accounting prior to 1969-70)

BA 55 – Machine Transcription, 3 credits.
Three class periods. Prerequisite: ability to type accurately at 40 words per minute. This course is designed to give prospective office workers practice in the art of transcribing from machine dictation. Special emphasis is given to spelling, punctuation, correct English usage, and letter set-up.

BA 71 – Typewriting Laboratory, 3 credits.
Four class periods. A laboratory course designed to develop keyboard control with speed and accuracy, proofreading, letters and business forms.

BA 82 – Business Correspondence, 3 credits.
Three class periods. Application of basic sentence structure and composition of simple business correspondence. Skills developed in composing, making of oral reports, and listening.

BA 85 – Office Practices, 3 credits.
Three class periods. Includes instruction in general office practices dealing with telephone techniques, basic filing systems, handling of mail, handling of administrative supplies, and instruction and training in usage of common office machines and periphery equipment.
+BA 118 — Medical Transcription I, 3 credits
   Three class periods. Prerequisite or co-requisite: BY 110. Stressing fundamentals of transcribing medical correspondence and simple dictation from medical recording devices.

BA 151 — Beginning Shorthand, 3 credits. (CE)
   Four class periods. The basic principles of Gregg (Diamond Jubilee) shorthand with emphasis on theory and the development of reading and writing skills. For students with less than one year of high school shorthand.

BA 152 — Intermediate Shorthand, 3 credits. (CE)
   Four class periods. Prerequisite: BA 151 or one year of high school shorthand. A continuation of Gregg (Diamond Jubilee) shorthand with continued emphasis on theory and the development of dictation skills.

+BA 159 — Business Communications, 3 credits
   Three class periods. Prerequisite: EH 151. A review of basic principles of composition. Emphasis upon use of essential language structures in clear, simple, and precise communications. (Offered as BA 159, Business English, prior to 1970-71)

+BA 165 — Medical Office Procedures, 3 credits.
   Three class periods. Emphasis is given to study and practice in the use of modern filing methods, (terminal digit and soundex), modern business machines, and modern medical office routine.

BA 171 — Beginning Typewriting, 2 credits. (CE)
   Four class periods. The basic skills of typewriting, including their application to correspondence and statistical typing. For students with less than one year of high school typewriting.

BA 172 — Intermediate Typewriting, 2 credits. (CE)
   Four class periods. Prerequisite: BA 171 or one year of high school typewriting. A continuation of the skills of typewriting, including their application to more advanced styles of correspondence, statistical typing, and manuscripts.
**BA 175 — Introduction to Business, 3 credits.**

Three class periods. The fundamentals of business organization and procedures to acquaint the student with management, terms, organization, and control of large and small business.

**BA 180 — Business Mathematics, 3 credits**

Three class periods. The practical application of mathematics to the computational problems in business. Includes percentage, simple and compound interest, taxes, ratios and analyses. Designed for students in the terminal business programs and not for majors in science or mathematics.

**BA 218 — Medical Transcription II, 3 credits.**

Three class periods. Prerequisite: BA 118. An advanced course in transcription of medical documents using more difficult medical terminology.

**BA 219 — Medical Transcription III, 3 credits.**

Three class periods. Prerequisite: BA 218. This course uses most sophisticated medical terminology such as employed in pathology, cardiovascular, and neurosurgery.

**BA 230 — Medical Secretary Procedures, 3 credits.**

Three class periods. Prerequisite: BA 165. Study of techniques employed in proper completion of insurance billing forms, workman's compensation forms, governmental and medicare forms, and requests from third party payers and outside agencies. A critical analysis of relationships with physicians, employer and patient.

**BA 240 — Internship as Medical Secretary, 4 credits.**

Prerequisite: Approval by the instructor. A rotating internship where student spends minimum of 2 weeks working in each setting: Physicians office, public health facility, an extended care facility, and a hospital. Course culmination in evaluation seminars with various instructors and on-the-job trainers.

**BA 251 — Principles of Accounting I, 3 credits.**

Three class periods. The concepts, principles, and techniques applicable to the accounting cycle, notes, deferrals, accruals, receivables, inventory evaluation, depreciation, and payrolls.
BA 252 – Principles of Accounting II, 3 credits.
Three class periods. Prerequisite: BA 251. The principles and techniques of accounting applicable to partnerships and corporations, and in controlling enterprises and managerial decision-making.

BA 253 – Advanced Shorthand, 3 credits.
Four class periods. Prerequisite: BA 152 or equivalent. Dictation and transcription from new material at measured rates of speed. Spelling, punctuation, and vocabulary will be emphasized in transcription.

BA 255 – Shorthand Transcription, 3 credits.
Four class periods. Prerequisite: BA 253 or equivalent. New material dictation at measured and unmeasured speed, and transcription of that dictation into mailable copy free of errors in spelling, grammar, and punctuation.

+ BA 260 – Office Procedures, 3 credits.
Three class periods. Prerequisite or co-requisite: BA 152 and BA 172. Development of secretarial concepts, instruction and practice in various office duties such as records, handling mail, arranging itineraries, and telephone techniques.

+ BA 263 – Executive Secretarial Seminar and Work Experience, 3 credits.
The student will work in selected offices in the community 15 hours each week. There will be a seminar each week to answer questions, share experiences, and gain further knowledge of the varying aspects of secretarial work.

+ BA 265 – Legal Secretarial Seminar and Work Experience, 3 credits.
The student will work in selected legal offices in the community 15 hours a week. There will be a seminar each week to answer questions, share experiences, and gain further knowledge of the varying aspects of legal secretarial work.

+ BA 267-268 – Legal Secretarial Practices and Procedures, 3-3 credits.
Three class periods each during the first and second semester of the sophomore year. Prerequisites: BA 152, BA 172, or their equivalents. Intensive practice in the handling of legal forms; filing, and records; legal vocabulary and terminology, and legal office routines.
BA 271 — Advanced Typewriting, 3 credits.
Three class periods. Prerequisite: BA 172, or equivalent. Intensive work with business letters, forms, papers, and duplication materials. Continuing effort will be made to raise speed and accuracy on both straight copy and production work.

BA 275 — Business Law I, 3 credits.
Three class periods. An introduction to law: its social forces, classes, agencies for enforcement, court procedure, contracts, agency and employment, commercial paper, personal property and bailments.

BA 276 — Business Law II, 3 credits.
Three class periods. Prerequisite: BA 275. Laws applicable to sales of goods, security devices, partnerships, corporations, real property, estates and bankruptcy, and government regulation of business and labor.

+ BA 280 — Principles of Marketing, 3 credits.
Three class periods. Prerequisite: BA 175. The principles encompassed in the managerial functions of planning, organizing, staffing, coordinating and controlling and their application to the operation of a business enterprise.

+ BA 282 — Principles of Management, 3 credits.
Three class periods. Prerequisite: BA 175. The principles encompassed in the managerial functions of planning, organizing, staffing, coordinating and controlling and their application to the operation of a business enterprise.

BIOLOGY

For 200-level biology courses it is recommended that at least a "C" grade be earned in the prerequisite course or courses.

+ BY 110 — Anatomy, Physiology and Terminology, 4 credits.
Three class periods and three one-hour laboratory periods. This course deals with the structure of the human body and the normal functions of the systems. Content of course directed toward the human anatomy as an integrated whole with extensive work in related diagnostic, systematic, and operative terminology.
BY 151 – Biological Science, 3 credits.

Three class periods. A general, non-laboratory course designed to fulfill general education requirements for students who do not plan to major in biology. Biological concepts covered by this course are: origin of life, survey of plant and animal kingdoms, behavior patterns in animals, population genetics, evolution and ecology. This course may not be taken for credit subsequent to receiving a grade of “C” or better in any other college biology course.

BY 152 – Biological Sciences, 3 credits.

Three class periods. Prerequisite: BY 151. A continuation of BY 151 in which many of the general concepts previously presented are covered in greater depth and additional biological topics are explored such as: chemistry of life, anatomy and physiology of the cell, DNA, RNA and protein synthesis, cellular respiration, photosynthesis, embryology, and development. This course may not be taken for credit subsequent to receiving a grade of “C” or better in any course in Biology other than BY 151.

BY 172 – Fundamentals of Biology, 4 credits.

Three class periods and one three-hour laboratory per week. An introduction to basic biological principles emphasizing the common attributes of all living organisms. These unifying concepts of biology include the chemical structure of living matter, the structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution, and ecology. This course is intended for those planning to take more advanced biology courses.

BY 251 – Human Anatomy and Physiology, 4 credits.

Three class periods and one three-hour laboratory. Prerequisite: BY 152 or BY 172. This course deals with the structure of the human body and the normal functions of its systems: the cell, tissues, organs, systems, and the body as an integrated whole.

BY 261 – Zoology, 4 credits.

Three class periods and one three-hour laboratory. Prerequisite: BY 152 or BY 172. A lecture and laboratory study of animals, from the simple to the complex: their structure, function, and classification.
BY 262 — Botany, 4 credits.
Three class periods and one three-hour laboratory. Prerequisite: BY 152 or BY 172. A study of the structural organization, classification, physiology, reproduction, heredity and evolution of plants.

BY 280 — Microbiology, 4 credits.
Three class periods and two two-hour laboratories. Prerequisite: BY 152 or BY 172 and prerequisite or co-requisite CY 155 or CY 171. A study of bacteria, protozoa, yeasts, molds and viruses, with emphasis on pathogenic microorganisms. Basic principles of destruction, removal, and inhibition of microorganisms are presented as well as problems of infection, immunization and allergies.

BY 285 — Seminar: Ecology; BY 286 Seminar: Development; BY 287 Seminar: Genetics; BY 288 Seminar: Evolution; BY 289 Seminar: Cellular Biology, 1 credit for each.
One class period. Prerequisite: BY 172 or BY 152 and permission of Department. These courses are for the honor student in Biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information, and to lead discussions with other students and faculty members.

BY 295 — Comparative Vertebrate Anatomy, 4 credits.
Three class periods and one three-hour laboratory. Prerequisite: BY 261. An evolutionary approach to a comparative study of organ systems of several representative chordates. Dissection of these organisms will be performed in sequence in the laboratory to gain an understanding of similarities. (May not be offered prior to 1971-72)

CONTINUING EDUCATION

CN 11 — Effective Listening. Non-credit.
Two class periods for the course. No prerequisite. Open to all persons. The course is designed to assist the applicant in improving his listening accuracy, comprehension, and recognition; to remember by use of key words; to organize oral and written communications with clarity and intelligence. Offered on demand.
CN 21 – Introduction to Real Estate Principles and Practices I. Non-credit.
One class period per week, for 10-weeks. No prerequisite. An introductory course in Real Estate for adult persons interested in Real Estate Salesmanship. The course embraces the areas of property rights, contracts, instruments of title, financing, mortgages, and legal descriptions. The course is approved by the State Real Estate Commission as one of the requirements to be satisfied in preparation for the State Examination. (Contact State Real Estate Commission on all matters concerning Examination, licensing, etc.) Offered on demand.

CN 31 – Teaching Wives to be Widows. Non-credit.
Two class periods per week, for 6-weeks. No prerequisite. This short-course is designed especially to assist women to learn about estates, taxes, trusts, insurance, social security, financial arrangements, and educational opportunities available. The course is open to all interested persons. Offered on demand.

MEDICAL LABORATORY TECHNOLOGY

+ CT 140 – Introduction to Medical Laboratory Technology, 5 credits.
Three three-hour laboratory and lecture sessions each week. An orientation to the field of laboratory medicine introducing the basic equipment and techniques in all phases of the medical laboratory.

+ CT 141 – Medical Laboratory Techniques, 5 credits.
Three three-hour laboratory and lecture sessions each week. Prerequisite: CT 140. Expanded Hematology and Urinalysis.

+ CT 142 – Medical Laboratory Techniques, 3 credits.
Three three-hour laboratory and lecture sessions each week. Prerequisite: CT 140 and BY 280. Principles of medical bacteriology and serology.
+ CT 240 — Medical Laboratory Techniques, 5 credits.
Three three-hour laboratory and lecture sessions each week. Prerequisite: CT 140, 141, and 142. Expended clinical chemistry and review of skills learned in CT 140, 141, and 142.

+ CT 241 — Hospital Practicum, 16 credits.
Seminars and hospital laboratory — Faculty supervised.
Prerequisite: CT 140, 141, 142 and 240. One semester rotation through the hospital laboratory to include all phases of laboratory work. Seminar sessions to be arranged with faculty members.

CHEMISTRY

CY 155 — Introductory Chemistry, 4 credits.
Three class periods and one three-hour laboratory. Prerequisite: One year of high school algebra or MS 81. An introductory course in the fundamentals, concepts and principles of modern inorganic chemical theory. Quantitative relationships based on the mole concept are emphasized using dimensional analysis to solve problems. Laboratory experiences are an integral part of the course. Designed to prepare students without high school chemistry, or those with an inadequate background, for CY 171. Serves as General Education requirement in Sciences.

CY 156 — Chemical Calculations, 3 credits.
Three class periods. Prerequisite: CY 155 or one year of high school chemistry. For the student who needs additional work in the quantitative aspects of chemistry. Dimensional analysis and the mole method serve to simplify and unify many calculations. The slide rule is used. Topics include weight relationships in chemical reactions, formula determinations by various methods, gas laws, solution concentrations, pH and oxidation-reduction. This course is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to a grade of “C” or better in CY 171-172.
CY 171 – General Chemistry with Quantitative Analysis I, 4 credits.
Three class periods and one three-hour laboratory. Prerequisites: CY 155 or one year of high school chemistry completed with a grade of “C” or better; and MS 170, CY 156 or two years of high school algebra. A study of the basic principles of chemistry, emphasizing the formation of a unifying model from a collection of observations and measurements. The laboratory is designed to illustrate some of the principles discussed in the classroom.

CY 172 – General Chemistry with Qualitative Analysis II, 4 credits.
Three class periods and one three-hour laboratory. Prerequisite: satisfactory completion of CY 171. A continuation of CY 171 dealing mainly with equilibrium theory and thermodynamics. The laboratory is designed to illustrate the principles of ionic equilibria within the framework of qualitative analysis.

CY 265 – Organic Chemistry I, 4 credits.
Three class periods and one three-hour laboratory. Prerequisite: CY 172 or a comparable college level general chemistry course. A basic course dealing with aliphatic and aromatic compounds, their properties, reactions and synthesis, emphasizing the dependence of properties and reaction mechanisms upon structure. The laboratory illustrates techniques of separation, identification and purification.

CY 266 – Organic Chemistry II, 4 credits.
Three class periods and one three-hour laboratory. Prerequisite: satisfactory completion of CY 265. A continuation of CY 265 with the laboratory devoted to multistep synthesis.

DATA PROCESSING

DP 101 – Introduction to Data Processing, 3 credits.
Three class periods. An overview of the entire field for data processing. It will cover such topics as manual and automatic record keeping, types of computers, a brief history of computing devices, data representation, computer arithmetic, computer components and stored program concepts.
+ DP 105 — Fortran Programming, 3 credits.
Three class periods. An extensive study of FORTRAN statements and their use in the solution of appropriate problems. Emphasis will be placed on problem organization, data manipulation and input-output operations.

+ DP 201-202 — Commercial Programming, 3 — 3 credits.
Three class periods. The study of a high level business oriented programming language in sufficient detail to enable students to effectively solve problems normally encountered in the business area.

+ DP 205 — Advanced Programming, 3 credits.
Three class periods. The study of a high level programming language which combines its own unique facilities with features of both FORTRAN and COBOL.

+ DP 210 — Data Systems and Management, 3 credits.
Three class periods. This course will cover the analysis, design, and control of data systems. Methods in information storage and retrieval, magnetic tape and disk file organization will be stressed.

+ DP 230 — Computer Operating Systems, 3 credits.
Three class periods. The concepts and facilities of a resident operating system. Material covered will include the use of the system, control and system service programs, and the preparation and use of control cards.

+ DP 240 — Scientific Program Applications, 3 credits.
Three class periods. This course is designed to acquaint the student with typical scientific Data Processing applications. Students learn to apply through lecture and practical case studies, the equipment and programming techniques learned in previous semesters.
ENGLISH

EH 81 – English Review, 3 credits.
Three class periods. A comprehensive review of grammar, usage, spelling, vocabulary and style, conducted as an individualized program whereby the student concentrates on specific weaknesses. Satisfactory completion of this course should enable the student to proceed without difficulty through a regular college program.

EH 51-151 – Freshman Composition and Directed Studies Laboratory, 6 credits.*
Six class periods. A laboratory course designed to develop basic skills and teach the techniques of effective writing. Reading of modern essays combined with use of multi-media. Six credits earned in this course satisfies requirements for EH 151 in all programs.

EH 52-152 – Freshman Composition and Directed Studies Laboratory, 6 credits.*
Six class periods. Prerequisite: EH 151 or equivalent. A laboratory course designed to develop basic skills and teach the technique of effective writing. Reading of drama and poetry combined with use of multi-media. Six credits earned in this course satisfies requirements for EH 152 in all programs.

EH 151 – Freshman Composition, 3 credits. (CE)
Three class periods. Instruction and practice in effective writing. Reading of modern essays combined with multi-media approach.

EH 152 – Freshman Composition, 3 credits. (CE)
Three class periods. Prerequisite: EH 151 or permission of the English Department. Instruction and practice in effective writing. Reading of drama and poetry combined with multi-media approach.

EH 157 – Technical Writing, 3 credits.
Three class periods. Prerequisite: EH 151. Specialized training in the effective presentation of technical and semi-technical information.

*(Three of the six credits earned are institutional credit. See page 79 for definition of institutional credit.)
EH 250 — Introduction to Literature, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. An introduction to the following genres: short story, novel, drama, and poetry, with emphasis on contemporary literary works.

EH 251 — Survey in English Literature 1300-1700, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. A humanistic study of British Literature from Anglo Saxon times through the eighteenth century. Representative selections from each period are studied for interpretation, background, artistic qualities and ethical meaning, with emphasis on human values and application to life.

EH 252 — Survey in English Literature, 1700 to present, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. A study of British literature of the nineteenth and twentieth centuries from the same approach as that of EH 251.

EH 253 — Survey in American Literature, Colonial Period to Civil War, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. A survey of literary trends from the Colonial period to the Civil War. Emphasis will be placed on the romantic rediscovery—nature, man, society—in the works of Irving, Cooper, Bryant. Study of the symbolic novels of Hawthorne and Melville and the short stories of Poe.

EH 254 — Survey in American Literature, Civil War to present, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. An introduction to the main themes and personalities of the American literary scene from the Civil War to the present. New direction of modern poetry, rise in realism and naturalism in short stories and approach to symbolic drama.

EH 260 — Advanced Composition, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. Instruction in advanced techniques of exposition leading to development of writing style and form compatible with individual interests.
EH 268 – Survey in World Literature, 900 B.C. to 1700, 3 credits
Three class periods. Prerequisite: EH 152 or permission of the English Department. A study of the major poetry, fiction, drama and essays of world literature from the Ancients to and including the Renaissance. Emphasis on the universal intellectual and moral issues in literature that unite mankind despite differences in time, place and language.

EH 269 – Survey in World Literature, 1700 to Present, 3 credits.
Three class periods. Prerequisite: EH 152 or permission of the English Department. A study of world literature from the Renaissance to the Moderns from the same approach as that of EH 268.

EDUCATION

EN 150 – Orientation to Education, 3 credits.
Three class periods. A general overview of teaching, developed through a study of the processes of teaching and learning, the organization and structure of American education, and current issues and problems related to education.

ECONOMICS

ES 151 – Basic Economics, 3 credits.
Three class periods. A general survey course of basic economic concepts and institutions to prepare the student for intelligent citizenship. Emphasis is on the principles of production, the determination of prices, the distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours of “Principles of Economics.” No credit will be granted if ES 261 has been satisfactorily completed. (Offered as ES 251 prior to 1968-69)
ES 261 — Principles of Economics I, 3 credits.
Three class periods. Introduction to economic theory, fundamental problems of any economy and the market economy. Macroeconomics to include National Income accounting; consumption; saving and investment; the influence of government; money and banking and the problem of unemployment.

ES 262 — Principles of Economics II, 3 credits.
Three class periods. Continuation of ES 261. Prerequisite: ES 261; or one other course in economics and permission of the instructor. Microeconomics, the theory of the market, price determination, factors of production, distribution of income, the theory of the firm, monopoly and oligopoly in competition. International trade. The challenge of the future.

FRENCH

FH 151-152 — Elementary French, 3 — 3 credits. (CE)
Three class periods. Beginning course in fundamental French grammar and communication skills.

FH 251-252 — Intermediate French, 3 — 3 credits. (CE)
Three class periods. Prerequisite: FH 152 or equivalent or two years of high school French. Conversational approach with readings from modern and classic authors.

FIRE TECHNOLOGY

+ FT 101 — Introduction to Fire Protection, 3 credits.
Three class periods. A study of the philosophical and historical backgrounds of fire protection service; the role and responsibilities of the fire service; the organization and function of federal, state, county, and private fire protection agencies; review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances; problems of the fire administrator; survey of professional fire protection career opportunities.
Three class periods. Principles of organization and administration in fire protection service; the structure and function of battalion and company as components of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, fire equipment, communications, maintenance, budgeting, records and reports, insurance rating systems, and public relations.

+ FT 201 – Fundamentals of Fire Prevention, 3 credits.
Three class periods. Structure and function of the fire prevention organizations; interpreting and applying code regulations; a study of procedures and techniques of fire prevention, including inspection, surveying and mapping, recognition and elimination of fire hazards; problems of public relations; coordination with other governmental agencies.

+ FT 202 – Fire Fighting Tactics and Strategy, 3 credits.
Three class periods. Basic concepts involved in fire fighting, including fire behavior, size-up attack principles, and utilization of available manpower and equipment; preplanning fire problems. Emphasis will be on developing thinking skills in relation to crises.

+ FT 221 – Fire Investigation, 3 credits.
Three class periods. A study of the principles of fire investigation; methods of determining area of fire origin, fire cause, and fire spread; location and preservation of evidence; interrogation of witnesses; arson detection; arson laws; case preparation and court procedure; reports and records.

+ FT 222 – Fire Codes and Building Construction, 3 credits.
Three class periods. A study of federal, state and local laws applicable to the fire service; a survey of Fire Codes and Standards of the National Fire Protection Association and the Fire Prevention Code of the National Board of Fire Underwriters; role of the State Fire Marshall; principles and practices used in building construction.
GERMAN

GN 151-152 — Elementary German, 3 – 3 credits. (CE)
Three class periods. Beginning course in fundamental German grammar and communication skills.

GN 251-252 — Intermediate German, 3 – 3 credits. (CE)
Three class periods. Prerequisite: GN 152 or equivalent or two years of high school German. Conversational approach with reading from modern and classic authors.

HOME ECONOMICS

HE 151 — Fundamentals of Nutrition, 2 credits.
Two class periods. The basic fundamentals of nutrition including human nutritional requirements and the role of nutrition in the maintenance of good health.

HEALTH

HH 60 — Emergency Care and Disaster Control, 3 credits.
Three class periods. Intended to prepare individuals so that they can help alleviate suffering and sustain life during those critical personal periods during and following a disaster.

HH 150 — Personal and Community Health, 3 credits.
Three class periods. The aim of this course is to acquaint each individual with sound principles of healthful living. Emphasis will be placed upon helping the student meet the physical, mental and social stresses of daily life. Topics to be discussed include adjustment to college, nutrition, exercise, fatigue, circulatory system, mental health, reproduction and birth, alcohol, nicotine, and drug education. Modern practices of public health agencies are also considered.

HH 165 — First Aid and Safety, 2 credits.
Two class periods. Designed to acquaint the individual with the principles of safety and first aid in daily living. Approved practices and training essential for use in emergencies.
HOTEL-MOTEL-RESTAURANT MANAGEMENT

+ HM 101 — Introduction to Hospitality Industry, 3 credits.
Three class periods. Introduction to the many facets of the hotel-motel and food service industries, including history, scope, opportunities, and future trends.

+ HM 105 — Hotel-Motel-Restaurant Organization, 3 credits.
Three class periods. Prerequisite: HM 101, or permission of instructor. Departmental functions with special emphasis on hotel-motel housekeeping, application of personnel practices and procedures, and labor cost control.

+ HM 110 — Hotel-Motel Front Office Management, 3 credits.
Three class periods. Prerequisite: HM 101, or permission of instructor. A study of front office procedures with emphasis on responsibilities of personnel for sales, guest accounts, and guest relations.

+ HM 201 — Hotel-Motel-Restaurant Management, 3 credits.
Three class periods. Prerequisite: HM 101, or permission of instructor. Introduction to market and feasibility studies and the principles of hotel-motel-restaurant design. An overview of sales promotion and public relations in the hospitality industry.

+ HM 210 — Hotel-Motel-Restaurant Food Management, 3 credits.
Three class periods. Prerequisite: HM 101, or permission of instructor. Principles of menu planning, kitchen layout and equipment selection. Principles of quantity food production including quality control, sanitation and safety in operations.

+ HM 212 — Hotel-Motel-Restaurant Accounting, 3 credits.
Three class periods. Prerequisite: HM 110, or BA 251, or permission of instructor. Analysis of methods of hotel-motel-restaurant accounting and financial statements with emphasis on operating statement as a tool of management.

+ HM 230 — Hotel-Motel-Restaurant Food Control, 3 credits.
Three class periods. Prerequisite: HM 210. Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs, and methods for controlling sales income.
+ HM 240 – Internship in Hotel-Motel-Restaurant Management, 3 credits.
Prerequisite: permission of instructor. On-the-job training program of 240 hours of employment in a hotel-motel-restaurant under the supervision of an industry manager and college instructor. Evaluation by practice and seminars.

HUMANITIES

HS 95 – Cultural Studies, 3 credits.
Three class periods. A basic historical and conceptual approach to the art forms of western culture. Emphasis on the appreciation of the monuments of literature, art, music, philosophy, and religion from ancient times to the modern world.

→ HS 251 – Humanities, Prehistoric to 1600, 3 credits.
Three class periods. An integrated study of man and his contributions to western culture as reflected in the fields of literature, art, music, philosophy, and religion. Emphasis on the ideas and ideals which have influenced man throughout his development.

HS 252 – Humanities, 1600 to 1900, 3 credits.
Three class periods. Emphasis is on the changes leading to the modern world and the culmination of all the creative tendencies of man.

HS 253 – Humanities, Twentieth Century, 3 credits.
Three class periods. An examination of ideas and forms in the process of change during the twentieth century.

HISTORY

HY 181 – Western Civilization to 1750, 3 credits.
Three class periods. The major social, political, economic, and cultural characteristics of western society.

HY 182 – Western Civilization 1750 to present, 3 credits.
Three class periods. A continuation of HY 181 with emphasis on the modern world.
HY 251 — United States History to 1865, 3 credits.
Three class periods. The history of the United States, beginning with the European background and dealing with the evolution of the American nation until the end of the Civil War in 1865.

HY 252 — United States History 1865 to present, 3 credits.
Three class periods. The history of the United States from the Reconstruction Era until the present, with special emphasis on the rise of America to world power, and its position in the twentieth century.

HY 261 — Afro-American History and Culture, 3 credits.
Three class periods. Designed to acquaint students with and stimulate interest in the life and history of the Afro-American, with emphasis on his origins, enslavement, subculture and his struggle for civil rights and human dignity.

INHALATION THERAPY

+ IT 130 — Medical Chemistry and Physics, 4 credits.
Three one-hour lectures and one three-hour laboratory. Prerequisites: Two years high school algebra with grade of "C" or better. MS 81, MS 152 or MS 170. A unified approach to physical science as applied to medical related areas combining a survey of inorganic and organic chemistry, biochemistry and physics.

+ IT 131 — Introduction to Respiratory Equipment, 4 credits.

+ IT 132 — Respiratory Equipment Functions, 4 credits.
Three one-hour lectures and one three-hour laboratory. Prerequisite: IT 131. Functions of advanced respiratory equipment. Arterial blood gas equipment. Prolonged mechanical ventilation. Bedside respiratory volumetric monitoring. Evaluation prior to and during weaning from respirator.
+ IT 133 — Introduction to Pharmacology, 2 credits.
Three one-hour lectures and one three-hour laboratory. Regulatory agencies and the regulations concerning the use of drugs. Review of pharmacological mathematics. Drug absorption and distribution in the human body.

+ IT 134 — Clinical Practice I, 1 credit.
Two four-hour laboratories. Each student assigned clinical tasks (on a level with IT 131, 132) under the direction of a registered Inhalation Therapist.

+ IT 231 — Pulmonary Physiology, 4 credits.

+ IT 232-235-237-238 — Clinical Practice, 1 credit each.
Two four-hour laboratories. More advanced clinical tasks under the direction of a Registered Inhalation Therapist.

+ IT 233 — Respiratory Pathology, 4 credits.
Three one-hour lectures and one three-hour laboratory. Prerequisites: BY 172, BY 280. Cellular pathology with emphasis on pathology of respiratory and cardiovascular systems.

+ IT 234 — Cardiopulmonary Therapy, 4 credits.
Three one-hour lectures and one three-hour laboratory. Prerequisite: Permission of Instructor. Resuscitative procedures in respiratory and cardiac emergencies, air-way maintenance. Disease states treated medically in conjunction with one or more modes of respiratory therapy.

+ IT 236 — Advanced Cardiopulmonary Therapy, 4 credits.
Three one-hour lectures and one three-hour laboratory. Prerequisites: IT 231, BY 172. Surgical treatment of cardiopulmonary disorders and possible associated complications. Respiratory aspects of infancy and childhood. Therapeutic exercise, postural drainage and vibration techniques.
JOURNALISM

JM 101 — Survey of Mass Communications, 3 credits.
Three class periods. An introduction to the history, development and current practices of the media of mass communication—designed to present functions of newspapers, magazines, radio, television, and advertising in light of their responsibilities to the public.

JM 103-104-203-204 — College Newspaper, 1 credit each.
Three hours per week. A laboratory course for the production of the college newspaper. The staff will meet for three hours each week. Reporting, editing, business, make-up, and other phases of newspaper production will also be undertaken.

JM 113-114-213-214 — College Magazine, 1 credit each.
Three class periods. A laboratory course for the production of the college magazine. The staff will meet for three hours each week. Writing, editing, lay-out, and other phases of the magazine will also be done at other times.

JM 250 — Writing for Mass Communications, 3 credits.
Three class periods. Provides fundamental instruction and practice in writing for journalism, advertising, broadcasting, and public relations. Designed as a pre-professional course for students majoring in journalism and communications.

LAW ENFORCEMENT

+ LE 101 — Introduction to Law Enforcement, 3 credits.
Three class periods. Philosophical and historical background of police agencies; evaluation of purposes, functions, administrative and technical problems.

+ LE 121 — Introduction to Criminology, 3 credits.
Three class periods. Survey of delinquent and criminal behavior; including causation and referral of specific behavioral problems.

+ LE 131 — Police Administration and Organization, 3 credits.
Three class periods. Principles of organization and administration as applied to staff functions. Planning and research, personnel and training, inspection and control. (Formerly offered as Police Administration I.)
+ LE 132 — Police Operations, 3 credits.
Three class periods. Prerequisite: LE 131. Principles of organization and administration as applied to operational functions. Patrol; criminal investigation; vice, juvenile, and traffic. (Formerly offered as Police Administration II.)

+ LE 201 — Criminal Investigation I, 3 credits.
Three class periods. Recording the crime scene, collecting and preserving evidence. Familiarization with the police crime laboratory.

+ LE 202 — Criminal Investigation II, 3 credits.
Three class periods. Prerequisite: LE 201. Theory of investigation, case preparation, interviewing and interrogation.

+ LE 221 — Criminal Law and Legal Procedures, 3 credits.
Three class periods. Theory, history, and purpose of Criminal Law; role of the Supreme Court and the Constitution in law enforcement. Court systems are reviewed, including procedures from incident to final disposition. This course also covers the structure, definitions, and most frequently used sections of the State Criminal Code.

+ LE 222 — Criminal Evidence and Legal Procedures, 3 credits.
Three class periods. Prerequisite: LE 221. The student becomes familiar with the kinds and degrees of evidence and with the rules governing the acquisition and admissibility of evidence in court. Emphasis is placed on arrest, search, and seizure as related to Constitutional provisions.

MUSIC

Valencia Junior College offers music courses for all students in the college and strives to bring to the community the performing arts. The college seeks to provide musical performances such as concerts, opera or opera vignettes, programs, clinics, and workshops which will contribute to the cultural life of the community. A variety of music organizations and ensembles are fostered, and active student and community participation in these organizations is sought.

The completion of the suggested program in this catalog would normally prepare a student to enter a university as a third-year student in various programs leading to a degree in music. This program provides a broad foundation in music, i.e. music theory, applied music, ensembles, music history and music education.
Applied music courses — private lessons in voice or music instruments — are required of all music majors. Applied music courses are available also for students who do not intend to major in music. Only eight hours of Applied Music credit may be earned for any one instrument or Voice (See applied music course descriptions).

Every new student (freshman or transfer), majoring or minor ing in music, is required to take a placement audition in Applied Music. (The student should make an appointment for this audition by reporting to the office of the chairman of the music department at his initial registration). If achievement is below the freshman music-major level, the student must enroll in the MC 165-166 applied music series until prepared for the MC 171-172 series. (See course descriptions). Credit in the MC 165-166 series will not apply toward meeting the requirements in the student’s principal instrument.

Jury examinations are held at the end of each semester, and advancement is determined by the development and proficiency of the student. Students may be assigned the same course number on successive registrations but will not receive duplicate credit for a repeated course.

Applied Music majors and Music Education majors are required to appear in student recitals at least once each session. All music majors are required to attend regularly scheduled student recitals.

All music majors must register for one major music organization each semester, i.e. Vocal or instrumental organizations. These organizations are also open to qualified non-music majors. A maximum of 4 hours’ credit may be earned in music organizations.

**MS 86 — Basic Musicianship, 3 credits.**

Three class periods. Gives a general knowledge of the basic fundamentals of the piano keyboard, singing, music notation, and instrumental recognition.

**MC 155-156 — Class Voice I-II, 1-1 credit.**

Two class periods. For instrumental music majors and students with no previous vocal study. Emphasis on correct diction, tone production, and development of repertoire.

**MC 165-166 — Applied Music (Private Instruction), 1-1 credit.**

One one-half hour lesson per week. Private instruction for non-music majors or those students below Freshman music major level of accomplishment. Credit in these courses will not fulfill requirements for primary applied music for music majors.
MC 170 – College Choir, 1 credit.
Three class periods. Choral organization open to all college students. May be repeated for credit. Maximum of four credits.

One one-half hour lesson per week. Freshmen music major level. May be used for secondary instrument credit.

One one-hour lesson per week. For music majors and other students by audition.

MC 177-178 – Class Piano I-II, 1-1 credit.
Two class periods. Group instruction for beginning piano students. Emphasis on elementary piano techniques and music reading. Not recommended for music majors.

MC 180 – Class Brass, 1 credit.
Two class periods. Basic instruction on the brass instruments. Designed for music education majors, but open to any student by consent of the instructor.

MC 181 – Class Woodwinds, 1 credit.
Two class periods. Basic instruction on the woodwind instruments. Designed for music education majors, but open to any student by consent of the instructor.

MC 182 – Percussion Techniques, 1 credit.
Two class periods. Basic instruction in percussion techniques. Designed for music education major, but open to any student by consent of the instructor.

MC 183 – String Techniques, 1 credit.
Two class periods. Basic instruction on the orchestral string instruments. Designed for music education majors, but open to any student by consent of the instructor.

MC 184 – Brass Choir, 1 credit.
Two class periods. Open to all students who play brass instruments. May be repeated for credit. Maximum of four credits. Admission by audition with instructor.
MC 185 – College Band, 1 credit.
Three class periods. Open to all students of the college who play appropriate instruments. May be repeated for credit. Maximum of four credits. (Formerly offered as Instrumental Ensemble.)

MC 186 – Music Theory I, 4 credits. (CE)
Three lecture periods and two one-hour laboratories. Prerequisite: satisfactory score on Theory Aptitude Test, or completion of MC 86. A study of the elements of music through application of the principles of scale, interval and triad formation. Basic four-part writing, including triads in first inversion. Aural skills laboratory: sightsinging, melodic, rhythmic and harmonic dictation.

MC 187 – Music Theory II, 4 credits.
Three lecture periods and two one-hour laboratories. Prerequisite: MC 186. A continuation of the study of the elements of music through four-part writing, harmonization of given soprano and bass lines, and analysis of Bach Chorales. Non-harmonic tones; modulations to nearly related keys; harmonic rhythm. Aural skills laboratory: sightsinging, melodic, rhythmic and harmonic dictation.

MC 190 – Men’s Chorale, 1 credit.
Three class periods. A choral experience designed to assist men in learning to read music and exploring appropriate music literature written for male voices. Open to all men. Previous experience desirable but not prerequisite.

MC 191 – Music Appreciation, 3 credits.
Three class periods. A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world’s great music. This course is open to all students.

MC 195 – Women’s Chorale, 1 credit.
Three class periods. A choral experience designed to assist women in learning to read music and exploring appropriate music literature written for female voices. Open to all women. Previous experience desirable but not prerequisite.
MC 197-198 — Class Piano I and II (for music majors), 1-1 credit.
   Two class periods. An elementary course in piano designed to prepare
   non-keyboard students for minimum proficiency requirements in music
   major programs. Involves playing of major and minor scales, arpeggios,
   sight-reading, and transposition.

MC 200 — Valencia Singers, 1 credit.
   Three class periods. Open to all students of the college
   through auditions which are held before and during regis-
   tration. Valencia Singers stress a high degree of competi-
   tion in the selected literature as well as public performance.

MC 250 — Music History I, 3 credits.
   Three class periods. A survey of the development of music
   from the ancient Greeks to the Baroque Period. Emphasis
   upon the stylistic forms of each period. An in-depth course
   required of all music majors.

MC 251 — Music History II, 3 credits.
   Three class periods. Prerequisite: MC 250. The develop-
   ment of Western music from the Baroque Period to the
   present. An in-depth course, required of all music majors,
   with emphasis on periods and compositional styles.

MC 271-272 — Applied Music (Private Instruction — Secondary
   Instrument), 1-1 credit.
   One one-half hour lesson per week. Prerequisite: MC 172.

MC 273-274 — Applied Music (Private Instruction — Primary In-
   strument), 2-2 credits.

MC 286 — Music Theory III, 4 credits.
   Three lecture periods and two one-hour laboratories. Prere-
   quisite: MC 187. Analytical approach to harmonic tech-
   niques of composition in the period of common practice
   (Baroque, Classic, Romantic). Advanced techniques in
   partwriting, harmonization, and modulations involving
   secondary dominants, seventh, ninth, eleventh and thir-
   teenth chords. Introduction to counterpoint and basic
   imitative contrapuntal forms through analysis and writing.
   Aural skills laboratory: sightsinging; melodic, harmonic
   and rhythmic dictation.
MC 287 – Music Theory IV, 4 credits.
Three lecture periods and two one-hour laboratories. Pre-
requisite: MC 286. Continuation of harmonic analysis, to
include the style of the Twentieth Century. Part-writing
with altered chords and exercises involving the extension of
tonality. Modulation to foreign keys, in both diatonic and
chromatic contexts. Composition and analysis of basic
contrapuntal forms of two and three parts. Aural skills
laboratory: sight-singing; melodic, harmonic and rhythmic
dictation.

MC 288-289 – Keyboard Harmony, 1-1 credit.
Two class periods. Prerequisite: three semesters of piano or
permission of the instructor. The application of the mate-
rials studied in Music Theory, with particular attention to
improvisation and harmonization of melodies and elemen-
tary score reading.

MATHEMATICS

Each student enrolling in mathematics courses at Valencia
Junior College is encouraged to discuss his educational goals with a
counselor or a mathematics instructor prior to registration. When a
student is taking a sequence of mathematics courses, it is recom-
medned that he have at least a “C” grade in any course which is
prerequisite to another.

MS 51 – Business Arithmetic, 3 credits.
Three class periods. Designed for students pursuing the
one-year clerical certificate program. The course includes
the arithmetic of whole numbers, fractions, decimals, per-
centage, interest, sales records, payrolls, and taxes.

MS 61 – Introductory Mathematics, 3 credits.
Three class periods. This course is designed to increase the
student’s understanding of arithmetic and elementary
algebra and to improve his manipulative skills. Required for
those students not meeting admission standards for other
mathematics courses (Offered as MS 31 prior to 1968-69).
MS 80 – Elementary Algebra, 3 credits.
Three class periods. Designed for students who plan to take college algebra but have had no algebra or only one year of high school algebra. Includes introduction to language of algebra, properties of numbers, equations, inequalities, polynomials in one variable, graphs, linear equations, factoring, fractions, and quadratic equations.

MS 81 – Intermediate Algebra, 3 credits.
Three class periods. Prerequisite: one or two years of high school algebra or MS 80. Designed for the student who plans to take college algebra, but lacks two full years of algebra with satisfactory grades. Includes brief review of elementary algebra, functions and graphs, linear and quadratic equations, systems of equations, fractional and negative exponents, and inequalities.

MS 151 – College Mathematics, 3 credits.
Three class periods. Prerequisite: MS 61; two years of high school mathematics including one full year of algebra or equivalent. This course is designed to meet the General Education mathematics requirement. Emphasis is on concepts. The topics include mathematical logic, set symbolism and terminology, number bases, finite mathematical systems, introductory algebra and geometry, and an introduction to the real number system. (Credit is not given for both MS 151 and MS 170 if MS 170 is taken first.)

MS 152 – Advanced College Mathematics, 3 credits.
Three class periods. Prerequisite: MS 151 or equivalent. An extension of MS 151 stressing the structure of the real number system and including a study of polynomials, linear systems, inequalities, exponents and radicals, logarithms, functions and graphing, logic, binomial theorem, quadratics, complex numbers, and introductory probability. This course is recommended for elementary education majors and as background for business and science majors who plan to take statistics. This course is not designed for engineering or mathematics majors. (Credit is not given for both MS 152 and MS 170.)
MS 170 – College Algebra, 3 credits. (CE)
Three class periods. Prerequisite: two years of high school algebra and one year of high school geometry; MS 81 or equivalent. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, systems of equations, introduction to matrices, graphs, mathematical induction, theory of equations. (Credit is not given for both MS 170 and MS 173.)

MS 171 – College Trigonometry, 3 credits. (CE)
Three class periods. Prerequisite: MS 170 or two years of high school algebra and one year of high school geometry with a grade of at least a “C”. A study of angles and their measures, trigonometric functions of angles and of real numbers, solutions of plane triangles, trigonometric equations, and inverse functions. (Credit is not given for both MS 171 and MS 173.)

MS 173 – College Algebra and Trigonometry, 4 credits.
Four class periods. Prerequisite: two years of high school algebra, one year of geometry, one-half year of trigonometry with a grade of at least a “C” or permission of the Mathematics Department. An integrated study of college algebra and trigonometry. Intended for the above-average student planning to study analytic geometry and calculus.

MS 251 – Calculus with Analytic Geometry I, 4 credits.
Four class periods. Prerequisite: MS 170 and MS 171; MS 173 or permission of the Mathematics Department. An integrated course in differential and integral calculus with analytic geometry. This course emphasizes the line, inequalities, limits and continuity, derivatives, applications, the differential, and conic sections.

MS 252 – Calculus with Analytic Geometry II, 4 credits.
Four class periods. Prerequisite: MS 251. Includes the definite integral, applications, differentiation and integration of trigonometric and exponential functions, parametric equations, and polar coordinates.

MS 253 – Calculus with Analytic Geometry III, 4 credits.
Four class periods. Prerequisite: MS 252. Topics include: formal methods of integration, applications, indeterminate forms, vectors, infinite series, three dimensional analytic geometry, partial differentiation, and multiple integration.
MS 255 – Elementary Statistics, 3 credits.
Three class periods. Prerequisite: two years of high school algebra with a grade of “C” or better; MS 81; MS 152; or MS 170. An introductory course which includes such topics as probability, summarization of data, normal distributions, standard deviation, regression, correlation, and inference.

MS 261 – Introduction to Linear Algebra, 3 credits.
Three class periods. Prerequisite: MS 251. A course designed to prepare students majoring in engineering, mathematics, and physics for courses in mathematics which require techniques and methods of matrix algebra. Includes vector spaces, systems of equations, matrices, and linear transformations.

PHYSICAL EDUCATION

PE 151 – Beginning Bowling; PE 152 Beginning Golf; PE 153 Beginning Archery; PE 154 Beginning Tennis, 1 credit each.
Two class periods. Fundamental skills and experience in group and individual activities. Physical conditioning and self-expression through recreational and carryover sports.

PE 155 – Individual Conditioning for Men, 1 credit.
Two class periods. A basic program consisting of physical testing, self evaluation, and conditioning with an introduction to physiological principles of efficient movement.

PE 156 – Slimnastics and Individual Conditioning for Women, 1 credit.
Two class periods. A basic program of physical conditioning and testing. Stress is placed on personal inventory and attaining full use of physical inheritance.

PE 157 – Tumbling and Gymnastics, 1 credit.
Two class periods. A program of tumbling and gymnastics utilizing the trampoline and other apparatus. Emphasis is on personal enjoyment as well as development of self confidence and good body mechanics through coordination, rhythm and balance.
PE 161 — Varsity Baseball, 1 credit.
Student must participate as a member of the college varsity baseball team for one full season. Permission of head coach required. A student may receive only one credit for all varsity sports participation.

PE 162 — Varsity Basketball, 1 credit.
Student must participate as a member of the college varsity basketball team for one full season. Permission of head coach required. A student may receive only one credit for all varsity sports participation.

PE 175 — Senior Life Saving, 2 credits.
One class period and one two-hour laboratory. Prerequisite: ability to pass intermediate swimming test. Includes elements of personal and group water safety with development of ability to assist or rescue others in danger. Satisfactory completion of course qualifies student for lifesaving certificate.

PE 260 — Introduction to Physical Education, 3 credits.
Three class periods. Designed primarily for students planning to major in physical education. An examination of the place, function and contribution of physical education to the total educational program. Discussion of history, philosophy, and problems of physical education.

PHYSICS

PH 161-162 — Introductory Physics I-II, 4-4 credits.
Three class periods and one three-hour laboratory. Prerequisite: MS 170 or equivalent. Co-requisite: MS 171 or MS 173. The first semester emphasizes mechanics, heat and sound. The second semester covers electricity, optics, and elementary aspects of modern physics. This course is designed for students whose background indicates the need of a basic course in physics before attempting a more rigorous course, and for students whose requirements for the baccalaureate degree include a basic course in physics. This course may not be taken for credit subsequent to receiving a grade of “C” or better in any higher Physics course.
PH 261-262 — General Physics with Calculus I-II, 4-4 credits.
Three class periods and one three-hour laboratory. Co-requisite for 261: MS 251. Co-requisite for 262: MS 252. The first semester will cover mechanics, heat and sound with emphasis on the conservation laws. The second semester will emphasize electricity, optics, and elementary aspects of modern physics. Designed for physics, mathematics, and pre-engineering majors.

PH 270 — Modern Physics, 3 credits.
Three class periods with demonstrations. Prerequisites: General Physics with Calculus I-II; or Introductory Physics I-II and MS 251. This course deals with relativity, atomic theory, quantum mechanics, solid state, laser techniques, the nucleus and modern particles.

PHILOSOPHY

PI 251 — Philosophy, 3 credits.
Three class periods. An introduction to major philosophical themes in Western culture. (Offered as PI 151 prior to 1969-70.)

POLITICAL SCIENCE

PL 50 — Introduction to American Government, 3 credits.
Three class periods. This course is designed to improve the student’s knowledge and understanding of the ideas that form the foundations of American society. Emphasis is placed on understanding concepts involved in the historical background and structural form of national, state and local government, basic civil and political rights, political organization, and certain services and functions of government on all levels.

PL 51-151 — American Government I with Directed Studies Laboratory, 6 credits.*
Six class periods. A course designed to assist students develop skills required for study in the area of national government. The content is the same as PL 151. Six credits earned in this course satisfies requirements for PL 151 in all programs.

*(Three of the six credits earned are institutional credit. See Page 79 for definition of institutional credit.)
PL 151 – American Government I, 3 credits. (CE)

Three class periods. Theory, organization, principles and functions of the national government, stressing the relationship of the individual to his government in the political system. (Formerly offered as National Government.)

PL 51-152 – American Government II with Directed Studies Laboratory, 6 credits.*

Six class periods. A course designed to assist students develop skills required for study in the area of state and local government, international politics, and economics. The content is the same as PL 152. Six credits earned in this course satisfies requirements for PL 152 in all programs.

PL 152 – American Government II, 3 credits. (CE)

Three class periods. Prerequisite: PL 151. A survey course covering an introduction to international politics, state and local government, and fundamental economic concepts.

PL 153 – Honors Course in American Government I, 3 credits.

Three class periods. Course content same as PL 151. In addition, students will have opportunities to become highly involved in participatory activities and individual projects. Enrollment by application. Criteria for selection include interest, motivation, and demonstrated academic ability.

PL 154 – Honors Course in American Government II, 3 credits.

Three class periods. Course content same as PL 152. Course activities and enrollment procedures same as PL 153.

PL 252 – State and Local Government, 3 credits.

Three class periods. In-depth study of state, county, and municipal government with emphasis on contemporary problems. Recommended for students at the sophomore level who have completed PL 151-152.

PL 255 – International Politics, 3 credits.

Three class periods. The nature of international politics; nationalism, armaments, imperialism, militarism; the history of international politics; foreign policies; international law and organizations; the United Nations; the human factor in international politics.

(All except 255 offered as GT prior to 1969-70.)

*(Three of the six credits earned are institutional credit. See Page 79 for definition of institutional credit.)
PHYSICAL AND EARTH SCIENCES

PS 191 — Physical Sciences, 3 credits.
Two class periods and one two-hour laboratory per week. Emphasis on the concepts of elementary physics and chemistry, the interrelationships of the sciences, historical development, and modern scientific work. The course is designed for general education requirements and for students who plan to teach elementary school. (May not be taken for credit subsequent to receiving a grade of "C" or better in any course with a "PH" or "CY" prefix except CY 155 and CY 156.)

PS 192 — Earth Sciences, 3 credits.
Two class periods and one two-hour laboratory. A survey of the earth sciences, including geology, meteorology, and descriptive astronomy.

PSYCHOLOGY

PY 151 — General Psychology, 3 credits.
Three class periods. A life-oriented course in psychology, designed to give the student a factual foundation in the techniques and vocabulary of psychology. The course provides a biological basis for behavior and surveys the research and application of psychology in the areas of learning, intelligence, motivation, emotion, personality, behavior disorders, mental health, and therapy.

PY 161 — Human Relations in Business and Industry, 3 credits.
Three class periods. An introduction to the psychology of human behavior as applied to employee, management relations and public relations. A course designed to study the many factors involved in human relation, i.e. leadership, ethics, motivation, morale, organizations, personnel selection, advertising, selling, and work situation. (Not recommended for psychology majors.)

PY 260 — Psychology of Childhood and Youth, 3 credits.
Three class periods. Prerequisite: PY 151. A course planned to trace the process of development from conception through early adolescence. A study designed to bring together data relating to the many factors involved in human development. Designed for students who desire an understanding of children from the point of view of parents or professional workers concerned with children.
READING

RG 90 – Reading, 3 credits.
Three class periods. Designed to improve reading skills which facilitate performance of acceptable college work.

RG 91 – Reading, 3 credits.
Three class periods. Prerequisite: RG 90. A continuation of Reading 90 with emphasis on study-reading skills.

RG 155 – Reading Techniques, 3 credits.
Three class periods. A college level course stressing increased efficiency and flexibility, proficiency in comprehension, study and retention techniques in subject areas, test-taking competence, and vocabulary improvements. Practice with specialized equipment and materials is provided. Recommended for the average or above average reader who wishes to improve his reading potential.

RG 200 – Advanced Reading Techniques, 3 credits.
Three class periods. Designed to assist those students reading on college level to improve the skills of speed, skimming, scanning, advanced study techniques, and critical reading. Course requires 2 hours laboratory and 1 hour discussion or lecture per week.

SPANISH

SH 151-152 – Elementary Spanish, 3-3 credits. (CE)
Three class periods and one one-hour laboratory. Beginning course in fundamental Spanish grammar and communication skills.

SH 251-252 – Intermediate Spanish, 3-3 credits. (CE)
Three class periods and one one-hour laboratory. Prerequisite: SH 152; 2 years of high school Spanish, or equivalent. Conversation approach with reading from modern Spanish and Spanish-American authors.

SH 261 – Introduction to Spanish Civilization, 3 credits.
Three class periods. Prerequisite: SH 252 or equivalent. A basic study of the history, culture, and art of Spain. Emphasis will be given to the development of conversational skills in Spanish.
SH 268-269 — Introduction to Spanish Literature, 3-3 credits.
Three class periods. Prerequisite: SH 252 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the twelfth century to the golden age. The second semester is a continuation from 1800 to the twentieth century.

SPEECH

SP 100 — Speech Improvement, 3 credits.
Three class periods. Emphasis on the improvement of language skills by developing and understanding the effective articulation of American English through the use of the audio-lingual approach.

SP 165 — Fundamentals of Speech, 3 credits.
Three class periods. Principles of oral communication common to all speaking and listening. Emphasis on study, practice, and evaluation of preparation and delivery techniques for extemporaneous speaking.

SP 166 — Public Speaking, 3 credits.
Three class periods. Prerequisite: SP 165. Review of principles of speech preparation and delivery. Practice in most common types of public speaking and parliamentary procedure.

SP 167 — Oral Interpretation, 3 credits.
Three class periods. Prerequisite: SP 165. Principles of selection, analysis, preparation, and presentation of materials for oral reading. Experience in choral speaking and readers' theater.

SP 265 — Argumentation and Debate, 3 credits.
Three class periods. Prerequisite: SP 165 or permission of instructor. Principles of evidence, analysis, argument and refutation common to persuasive speaking and debate. Opportunity for competitive debate.
SOCIODEM

SY 261 – Introductory Sociology, 3 credits.
Three class periods. Nature and application of sociological concepts, theories, and methods; analysis of societies and groups; social processes and social change.

SY 265 – Contemporary American Social Problems, 3 credits.
Three class periods. Prerequisite: SY 261 or permission of instructor. An analysis of the major social problems confronting American society. Special emphasis is placed upon critical thinking abilities in evaluating causes, effects, and various approaches in dealing with social problems. Class discussion will include such topics as mental illness, crime, juvenile delinquency, race relations, pollution, population, urbanization, and influences detrimental to family stability (divorce, alcoholism, gambling, drug abuse).

SY 271 – Marriage and the Family, 3 credits.
Three class periods. A functional course designed to assist the student in developing perspective concerning the planning of courtship, marriage, and family life. Attention will be given to the problems of courtship, mate selection, engagement, marriage, child-rearing, and family crises.
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Notes
REQUEST FOR ADMISSION PAPERS

Students applying for admission should use the form shown below or a personal letter requesting the necessary admission papers. An official application blank and other papers will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to the Director of Admissions and Registrar, Valencia Junior College, Orlando, Florida.

Director of Admissions and Registrar
Valencia Junior College
P. O. Box 3028
Orlando, Florida 32802

Dear Sir:

Please send the necessary admission papers to:

Name: .................................................................(First) (Middle) (Last)

Mailing Address: ..............................................................

..............................................................

I was (or will be) graduated from ....................High School in 19____

I (have) (have not) previously attended another college or university.

☐ I am requesting the regular admission form.

☐ I am requesting the special student admission form. (See Catalog)

☐ I am applying for admission to Valencia Junior College for the first time.

☐ I am a former student of Valencia Junior College and am applying for readmission.

I last attended Valencia Junior College ...................................(Session and Year)

☐ I previously applied for admission to Valencia Junior College but did not register for courses.

☐ I plan to attend Valencia Junior College beginning with term and year indicated:

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<th>May ☐</th>
<th>June ☐</th>
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Year: 19 ............

Signed: ..............................................................

Date: ...............................................Soc. Sec. No. ........................................