VALENCIA
COMMUNITY COLLEGE

A Community College Publicly Supported
by the State of Florida.

MAILING ADDRESS
P.O. BOX 3028
ORLANDO, FLORIDA 32802

PRESENT LOCATION
2908 W. OAK RIDGE ROAD
ORLANDO, FLORIDA 32809
TELEPHONE 851-1780

LOCATION AFTER SEPTEMBER 1971
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811
TELEPHONE 299-5000
Valencia Community 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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| I       | September 7 - 15  | September 16 (Evening classes)  
September 18 (Saturday classes)  
September 20 (Day classes) | December 18 |
| II      | January 4 - 7     | January 10 (Day and evening classes) | April 22 |
| III A   | April 27 - May 2  | May 3 (Day and evening classes) | June 21 |
| III B   | June 26 - 27      | June 29 (Day and evening classes) | August 18 |

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

**Orlando, Florida**  
**Calendar for Session I**  
**1971 - 1972**  
*(Subject to Change)*

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 6 (Tuesday)</td>
<td>Students begin making appointments for program counseling for Session I, 1971 - 72.</td>
</tr>
<tr>
<td>August 30 (Monday)</td>
<td>All faculty report for duty at 9:00 A.M.</td>
</tr>
<tr>
<td>September 3 (Friday)</td>
<td>By this date, admission requirements should have been met and final registration appointments made for Session I, 1971 - 72. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>September 6 (Monday)</td>
<td>Labor Day holiday. Administrative offices will be closed.</td>
</tr>
<tr>
<td>September 7 (Tuesday)</td>
<td>Evening registration for Session I, 1971 - 72, for students taking only evening classes, 4:30 - 8:30 P.M.</td>
</tr>
<tr>
<td>September 8 (Wednesday) through September 14 (Tuesday)</td>
<td>Day registration for Session I, 1971 - 72, by appointment only.</td>
</tr>
<tr>
<td>September 15 (Wednesday)</td>
<td>Evening registration for Session I, 1971 - 72, for students taking only evening classes, 4:30 - 8:30 P.M.</td>
</tr>
<tr>
<td>September 16 (Thursday)</td>
<td>Evening classes begin for Session I, 1971 - 72.</td>
</tr>
<tr>
<td>September 18 (Saturday)</td>
<td>Saturday classes begin for Session I, 1971 - 72.</td>
</tr>
<tr>
<td>October 8 (Friday)</td>
<td>4:00 P.M. is deadline for refund requests for Session I, 1971 - 72.</td>
</tr>
<tr>
<td>October 11 (Monday)</td>
<td>Students begin making appointments for program counseling for Session II, 1971 - 72.</td>
</tr>
<tr>
<td>November 3 (Wednesday)</td>
<td>End of progress report period.</td>
</tr>
<tr>
<td>November 5 (Friday)</td>
<td>Progress grades due in the registrar's office by 4:00 P.M.</td>
</tr>
<tr>
<td>November 25 (Thursday)</td>
<td>Thanksgiving holiday for faculty, staff and students.</td>
</tr>
<tr>
<td>through November 27 (Saturday)</td>
<td></td>
</tr>
<tr>
<td>December 1 (Wednesday)</td>
<td>Last day to make application for graduation at the end of Session I, 1971 - 72.</td>
</tr>
<tr>
<td>December 1 (Wednesday)</td>
<td>Field Day (Matador Week). Day classes dismissed between 11:00 A.M. and 5:00 P.M. Evening classes will meet as usual.</td>
</tr>
<tr>
<td>December 1 (Wednesday) through December 10 (Friday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session II, 1971 - 72.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>December 2 (Thursday) and December 7 (Tuesday)</td>
<td>Advanced registration for Session II, 1971 - 72 for students taking only evening classes, 4:30 - 8:30 P.M.</td>
</tr>
<tr>
<td>December 18 (Saturday)</td>
<td>End of Session I, 1971 - 72. (Final examinations for all classes are held during the last week of the session.) Grades due in the registrar's office by 12:00 noon.</td>
</tr>
<tr>
<td>December 20 (Monday) and December 24 (Friday) and December 25 (Saturday)</td>
<td>Christmas. Administrative offices will be closed.</td>
</tr>
<tr>
<td>December 31 (Friday) and January 1 (Saturday)</td>
<td>New Year. Administrative offices will be closed.</td>
</tr>
</tbody>
</table>

**Calendar for Session II**

**1971 - 1972**

**(Subject to Change)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11 (Monday)</td>
<td>Students begin making appointments for program counseling for Session II, 1971 - 72.</td>
</tr>
<tr>
<td>December 1 (Wednesday) through December 10 (Friday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session II, 1971 - 72.</td>
</tr>
<tr>
<td>December 2 (Thursday) and December 7 (Tuesday)</td>
<td>Advanced registration for Session II, 1971 - 72 for students taking only evening classes, 4:30 - 8:30 P.M.</td>
</tr>
<tr>
<td>January 3 (Monday)</td>
<td>By this date, admission requirements should have been met and final registration appointment made for Session II, 1971 - 72. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>January 3 (Monday)</td>
<td>All faculty report for duty at 9:00 A.M.</td>
</tr>
<tr>
<td>January 4 (Tuesday and January 6 (Thursday))</td>
<td>Evening registration for Session II, 1971 - 72, for students taking only evening classes, 4:30 - 8:30 P.M.</td>
</tr>
<tr>
<td>January 5 (Wednesday) through January 7 (Friday)</td>
<td>Day registration for Session II, 1971 - 72, by appointment only.</td>
</tr>
<tr>
<td>January 10 (Monday)</td>
<td>Day and evening classes begin for Session II, 1971 - 72.</td>
</tr>
<tr>
<td>February 1 (Tuesday)</td>
<td>4:00 P.M. is deadline for refund requests for Session II, 1971 - 72.</td>
</tr>
<tr>
<td>February 7 (Monday)</td>
<td>Students begin making appointments for program counseling for Session IIIA, 1972.</td>
</tr>
<tr>
<td>February 29 (Tuesday) March 1 (Wednesday)</td>
<td>End of progress report period. Progress grades due in registrar’s office by 4:00 P.M.</td>
</tr>
</tbody>
</table>
March 1 (Wednesday)  Last day to make application for graduation at end of Session II, 1971 - 72.

March 27 (Monday through April 6 (Thursday))

March 29 (Wednesday) and

April 3 (Monday)

April 22 (Saturday)

April 24 (Monday)

April 25 (Tuesday)

April 26 (Wednesday)

March 31 (Friday through April 3 (Monday))

Easter holiday for faculty, staff and students.

April 22 (Saturday)  End of Session II, 1971 - 72. (Final examination for all classes are held during the last week of class.)

April 24 (Monday)  Grades due in the registrar’s office by 12:00 noon.

April 25 (Tuesday)  By this date, admission requirements should have been met and final registration appointment made for Session IIIA, 1972. Students applying for admission after this date will be considered on an individual basis.

Graduation.

Calendar for Session IIIA

1971 - 1972

(Subject to Change)

February 7 (Monday)  Students begin making appointments for program counseling for Session IIIA, 1972.

February 21 (Monday)  Program counseling for Session IIIA, 1972, begins.

March 7 (Monday) through April 7 (Friday)  Students may begin making registration appointments for Session IIIA, 1972.

March 29 (Wednesday) and April 6 (Thursday)  Advanced registration by appointment only for Session IIIA, 1972, for currently enrolled students.

April 25 (Tuesday)  Advanced registration for Session IIIA, 1972, for students taking only evening classes, 4:30 - 8:30 P.M.

April 27 (Thursday)  By this date admission requirements should have been met and final registration appointment made for Session IIIA, 1972. Students applying for admission after this date will be considered on an individual basis.

April 27 (Thursday)  All faculty report for duty at 9:00 A.M.

April 27 (Thursday)  Evening registration for Session IIIA, 1972, for students taking only evening classes, 4:30 - 8:30 P.M.

April 28 (Friday) through May 2 (Tuesday)  Day registration for Session IIIA, 1972, by appointment only.

May 3 (Wednesday)  Day and evening classes begin for Session IIIA, 1972.

May 8 (Monday)  Students begin making appointments for program counseling for Session IIIB, 1972.


May 16 (Tuesday)  4:00 P.M. is deadline for refund requests for Session IIIA, 1972.
June 14 (Wednesday) through June 16 (Friday)  
Advanced registration by appointment only for currently enrolled students for Session IIB, 1972.

June 15 (Thursday)  
Advanced registration for Session IIB, 1972, for students taking only evening classes, 4:30 - 8:30 P.M.

June 16 (Friday)  
Last day to make application for graduation at the end of Session IIIA, 1972.

June 20 (Tuesday)  
By this date, admission requirements should have been met and final registration appointment made for Session IIB, 1972. Students applying for admission after this date will be considered on an individual basis.

June 21 (Wednesday)  
End of Session IIIA, 1972. Final examinations for all classes are held on the last class meeting.

June 22 (Thursday)  
Grades due in registrar’s office by 4:00 P.M.

Calendar for Session IIB  
1971 - 1972  
(Subject to Change)

May 8 (Monday)  
Students begin making appointments for program counseling for Session IIB, 1972.

May 15 (Monday)  
Program counseling for Session IIB, 1972 begins. Students may begin making registration appointments for Session IIB, 1972.

June 14 (Wednesday) through June 16 (Friday)  
Advanced registration by appointment only for currently enrolled students for Session IIB, 1972.

June 15 (Thursday)  
Advanced registration for Session IIB, 1972, for students taking only evening classes, 4:30 - 8:30 P.M.

June 20 (Tuesday)  
By this date, admission requirements should have been met and final registration appointment made for Session IIB, 1972. Students applying for admission after this date will be considered on an individual basis.

June 23 (Friday)  
All faculty report for duty at 9:00 A.M.

June 26 (Monday) and June 27 (Tuesday)  
Day registration for Session IIB, 1972, by appointment only.

June 26 (Monday) and June 27 (Tuesday)  
Evening registration for Session IIB, 1972, for students taking only evening classes, 4:30 - 8:30 P.M.

June 29 (Thursday)  
Day and evening classes begin for Session IIB, 1972.

July 4 (Tuesday)  
Independence Day holiday for faculty, staff, and students.

July 13 (Thursday)  
4:00 P.M. is deadline for refund requests for Session IIB, 1972.

August 4 (Friday)  
Last day to make application for graduation at the end of Session IIB, 1972.

August 18 (Friday)  
End of Session IIB, 1972. Final examinations for all classes are held on the last class meeting.

August 21 (Monday)  
Grades due in registrar’s office by 12:00 noon.
ADMINISTRATION

DISTRICT BOARD OF TRUSTEES

RAYMER F. MAGUIRE, JR., Chairman
DEAN C. ENGSTROM, Vice Chairman
WILLIAM C. KING
ALBERT H. CHUBB
JOHN E. FLORENCE

COLLEGE ADMINISTRATION

James F. Gollattscheck .............................................. President
David L. Evans .................................................. Dean of Academic Affairs
James S. Kellerman .............................................. Dean of Student Affairs
John M. Lockman ................................................. Dean of Financial Affairs
Charles W. Sample ................................................ Dean of Career and Community Programs
Robert W. Gilbert ................................................ Assistant to the President for Planning and Development of Educational Facilities
Allison N. Horton ................................................ Director of Evening Services
Dalton D. Howard ................................................ Director of Admissions and Registrar
Jerry W. Odom ..................................................... Director of Student Services
Claudia Pennington ............................................... Director of Library Services
Alma E. Brown .................................................... 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

ADAMS, MARY W. ....................... Speech
     B. S., Indiana State College; M. A., Indiana State University

ANDERSON, GLYND A B. ................. Counselor and
     Foreign Student Advisor
     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.

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

BEAN, BARBARA ................. Audio Visual Technician

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

BOARDMAN, WILLIAM M. .......... Superintendent of Physical Plant
     B. S., University of Alabama

BRADBURY, JACK E. ................. Psychology and 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

BURROWS, LILLIAN LOIS ........ Nursing
     B. S., George Peabody College for Teachers

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

CULLOM, CELIA R. . . . . . . Chairman of English Department
B. S., University of Missouri; M. A., George Peabody College

CURTIS, HIRAM . . . . . . . . . Procurement

DECKER, RALPH G. . . . . . . Law Enforcement
B. A., University of Florida; J. D., University of Florida

DOLAN, DOLORES N. . . . . . . Counselor
B. A., University of Florida; M. Ed., University of Florida

DRAGON, ARTHUR L. . . . . . . Security Supervisor

DUDLEY, THELMA J. . . Chairman of Basic Studies Department
B. A., Albany State College; M. A., Rollins College

EDWARDS, DAVID W. . . . . . . . Psychology
B. S., Ohio University; M. S., Indiana University

EDWARDS, LOUIS M. . . . . . . Chairman of Mathematics Department
B. S., University of Florida; M. Ed., University of Florida

EVANS, DAVID L. . . . . . . . Dean of Academic Affairs
B. S., University of Tennessee; M. M., University of Michigan;
Ph. D., University of Kentucky

EVERETT, HELEN S. . . . . . . English
B. A., Concord College; M. A., Stetson University

FEAR, DAVID E. . . . . . . . . English
B. S. Ed., Southern Illinois University; M. S. Ed., Southern
Illinois University

FRANCISCUS, ROBERT L. . . . Maintenance Supervisor

GARCIA, THOMAS A. . . . Chairman of Athletic Department
B. S., Florida State University; M. S., Florida State University

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

GENTILE, LIBORIA . . . . . . . Humanities
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GILBERT, ROBERT W. ........ Assistant to the President for Planning and Development of Educational Facilities
B. A. E., University of Florida; M. P. H., University of Florida

GRAHAM, LARRY N. ................. Music
B. M., Samford University; M. M., University of Florida

HABURTON, ELEANOR C. ............. Reading
B. S., Missouri State Teachers College; M. A. T., Rollins College

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

HAWKINS, JULIA S. ........... Counselor and Student Activities
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. ............... Chairman 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

HOLLAND, WALLACE D. ............. Comptroller
B. B. A., University of Georgia; M. B. A., Rollins College

HOOKS, WILLIAM M. .............. Psychology
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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

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

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

KAHN, WILLIAM R. Hotel-Motel-Restaurant Management
B. A., University of South Florida; M. A., University of South Florida

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. Longe Range Curriculum Planning
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
LEWIS, JOSEPH W. Mathematics
B. S., University of Florida; M.Ed., University of Florida

LOCKMAN, JOHN M. Dean of Financial Affairs

LYND, BENJAMIN H. Chairman of Science Department
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

MARTINEZ, ROSARIO Chairman of Foreign Language Department
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

McDONALD, ROBERT C. Physics
B. S., Florida State University; M. A., Appalachian State University

McLAUGHLIN, CHARLES P. Public Information
B. S., Villanova University

McLAUGHLIN, GEORGE C. Humanities
M. B., Boston University; Ed.M., University of Pittsburg; Ed.D., University of Kentucky

McMULLIAN, LOUISE Coordinator of Personnel Services
B. S., Berry College; M. S., University of Tennessee

MEADE, DON E. Journalism
B. A., Florida Southern College; M. A., Stetson University

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

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

MILLER, CHARLES E. Basketball Coach and Intramurals
B. S., Indiana State Teachers 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. ..................... Director of Student Services
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. .......... Chairman 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 Peabody 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. Chairman 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.  Coordinator of Federal Programs
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

ROWE, JAMES F.  ..................... Political Science
B. A., San Francisco State College; J. D., University of Baltimore

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

RUTLEDGE, DONALD E.  ................. Financial Aids Advisor
B. S. P. E., University of Florida; M. P. H., University of Florida

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

SAMPLE, CHARLES W.  .................. Dean of Career and Community Programs
B. S., Davidson College; M. Ed., Florida Atlantic University

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

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

SCROGGS, JANE B.  .......................... Administrative Assistant to the President and Board Recorder

SETERFITT, 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  Chairman of Counseling Department  
B. A., Rollins College; M. S., Florida State University; Ph.D.,  
Florida State University  

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

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

SORENSEN, PAULETTE P. ............... Librarian  
B. A., University of Iowa; M. L. S., University of Iowa  

STRAUB, JOSEPH T. ................. Business  
B. S., Florida State University; M. A., Rollins College  

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

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

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

WEISS, KEITH E. ..................... Coordinator of Research  
B. A., Jacksonville University; M. S., Florida 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 by the 1961 session of the Florida Legislature.

In the fall of 1967, the Charter Class, limited to freshman students, began classes in temporary facilities at the Mid-Florida Technical Institute, 2908 West Oak Ridge Road. College enrollment reached a peak of 3217 students during the second semester of 1970-71.

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.

On July 1, 1971, the name of the college will change to Valencia Community College. In September, 1971, the college will move to its permanent site at 1800 South Kirkman Road, Orlando.

PURPOSES

Valencia Community College is committed to serving both the higher educational needs of the youth and adults of the area and the needs of business, industry, and government of the community. Such a commitment requires it to be a comprehensive, multi-purpose 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 career programs which will prepare the individual for employment in industries and businesses appropriate to meet the needs of the area.

3. 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.
4. To provide developmental, remedial and compensatory programs in order to meet the needs of all students.

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

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

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

ACCREDITATION

As part of the state-wide system of higher education, Valencia Community College is accredited by the Florida State Department of Education. It is a fully accredited member of the Southern Association of Colleges and Schools, and is thereby 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 AND REGISTRATION

REQUIREMENTS FOR 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 Community 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 provi-
sional status. In such a case, a letter will inform the applicant of the conditions of his admission and the means by which he 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 Community 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 upon request when all the admission requirements for regular students have been met.
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 Community 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. Transfer students must be eligible to return to the last college attended. A transfer student who expects to graduate from Valencia Community 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 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 Valencia Community College.

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 recommenda-
tion of the transfer institution.

E. A student who has been suspended for disciplinary rea-
sons from another institution is not eligible for admission, except by approval of the Committee on Student Appeals.

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. He
does not need special permission but must register during the regu-
larly scheduled registration period.

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
make regular class preparation. They will not be required
to take examinations but may participate in all class-
room activities. No grades will be given nor will college
credit be earned.

E. Audit students may not change to credit status once the
registration period has expired. A credit student may
change to audit status anytime prior to the final examina-
tion.
Foreign Students

The credentials of and applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. Inquiries for admission should be submitted four months prior to the term or session for which the applicant seeks admission.

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

B. Foreign students are admitted on academic probation.

C. Valencia Community 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. As proof of sufficient knowledge of the English language, the college will accept a minimum score of 485 on the Test of English as a Foreign Language (TOEFL).

D. All foreign students whose native tongue is not English must present their scores on TOEFL when making application for admission. This test should be taken before the student leaves his country. For information about the test, write TOEFL, Box 899, Princeton, New Jersey, U.S.A. 08540. Final consideration of applications for admission CANNOT be granted a foreign student until his scores on this test are received by the college.

Early Admission Students

Academically outstanding high school seniors may be recommended by their high school principal for enrollment in certain courses at the college while still enrolled in high school. These students pay regular fees and attend classes the same as any other students. Credits are validated after successful graduation from high school. Details of the early admission procedures are available through the office of the Director of Admissions and Registrar.

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 Community 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 Community College is transferable among Florida institutions of higher education participating in a statewide advanced placement agreement.

**Procedures For Admission As A Regular Student**

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

1. A completed application for admission, residency affidavit, social security number, photograft, and $10.00. A $10.00 non-refundable application service fee MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION. All other fees and tuition must be paid at the time the student appears for the final registration appointment.

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

    AND

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.

**Guidance Test Information**

Students who are enrolled in day classes and who are entering Valencia Community 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. Students who do not submit scores on these tests will be required to take the School and College Ability Test and a reading test, 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 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 0 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.

**Procedures For Admission As A Special, Transient, Or Audit Student**

In order to be considered for admission to Valencia Community College as a special student (enrolling for credit, but not working toward a degree) or as an audit student (enrolling for no credit) the following items must have been filed in the office of the Director of Admissions and Registrar on or before the first day of registration.

1. A completed application for admission, residency affidavit, social security number, and photograph. Special, transient, and audit students are not required to submit a $10.00 application service fee. All fees and tuition must be paid at the time the student appears for the final registration appointment.

2. A signed statement attesting to high school graduation. 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.

Admission as a transient student (visiting from another school) is good for one session only. You must reapply as a transi-
ent student for any subsequent session. Transient students must satisfy the application requirements and submit a transient form. Transient forms are available in the office of the Director of Admissions and Registrar.

Registration

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.

Regular Students

1. Application for admission, including social security number, residency affidavit, photograph, and the $10.00 application fee.

2. Completed high school and college transcripts. 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.

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

4. Florida Twelfth Grade Placement Test scores.

5. After the above items have been filed and a program counseling appointment has been completed—, the counselor's clearance form is submitted to the office of the Director of Admissions and Registrar and an appointment is made for registration.

Special, Transient, or Audit Students

1. Application for admission, including social security number, residency affidavit, and photograph. Special, transient and audit students are not required to submit a $10.00 application service fee.
2. A signed statement attesting to high school graduation. 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.

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

4. After the above items have been submitted to the office of the Director of Admissions and Registrar an appointment is made for registration.

NO REGISTRATION APPOINTMENT IS NECESSARY FOR STUDENTS ENROLLING IN EVENING CLASSES ONLY.

ALL REGISTRATIONS MUST BE COMPLETED IN PERSON. PROXY REGISTRATION WILL BE PERMITTED ONLY UNDER THE MOST UNUSUAL CIRCUMSTANCES.
FINANCIAL INFORMATION

1971 - 1972
Fees and Tuition

APPLICATION FEE

Students planning to enter Valencia Community College for the first time as a regular student are required to pay a $10.00 application fee. This fee is neither refundable nor transferable. It is a one-time fee and covers all subsequent enrollments even though a student may have his college career at Valencia Community College interrupted and return later. This applies to all regular students, whether full-time, part-time, day or evening. All fees other than the application fee must be paid at time of registration. The college is not permitted to grant deferred payments.

PAYMENT OF FEES

FEE AND TUITION SCHEDULE

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

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

SESSIONS I AND II

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Part-Time Enrollment (Less than 12 credit hours)</th>
<th>Full-Time Enrollment (12 through 19 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA STUDENTS</td>
<td>Per Semester Hour</td>
<td>Total</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$10.00</td>
<td>$115.00</td>
</tr>
<tr>
<td>OUT-OF-STATE STUDENTS</td>
<td>Registration Fee</td>
<td>Total</td>
</tr>
<tr>
<td>Tuition</td>
<td>$10.00</td>
<td>$115.00</td>
</tr>
<tr>
<td></td>
<td>$15.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Total...</td>
<td>$25.00</td>
<td>Total...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$290.00</td>
</tr>
</tbody>
</table>
SESSIONS IIIA and IIIB

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Part-Time Enrollment</th>
<th>Full-Time Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Less than 6 credit hours</td>
<td>(6 through 7 credit hours)</td>
</tr>
<tr>
<td><strong>FLORIDA STUDENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$10.00</td>
<td>$57.50</td>
</tr>
<tr>
<td><strong>OUT-OF-STATE STUDENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$10.00</td>
<td>$57.50</td>
</tr>
<tr>
<td>Tuition</td>
<td>$15.00</td>
<td>$87.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$25.00</td>
<td>$145.00</td>
</tr>
</tbody>
</table>

OVERLOAD FEE

Each credit hour beyond nineteen in Sessions I and II, and each credit hour beyond seven in Sessions IIIA and IIIB will be charged at the rate of $10.00 per credit hour.

MUSIC FEES

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>Fee per Course</th>
<th>Session Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 173-174</td>
<td>Primary Instrument</td>
<td>$50.00</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>MC 273-274</td>
<td>Primary Instrument</td>
<td>per course</td>
<td></td>
</tr>
<tr>
<td>MC 171-172</td>
<td>Secondary Instrument</td>
<td>per course</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>MC 271-272</td>
<td>Secondary Instrument</td>
<td>per course</td>
<td></td>
</tr>
<tr>
<td>MC 180</td>
<td>Brass Techniques</td>
<td>per course</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>MC 181</td>
<td>Woodwind Techniques</td>
<td>per course</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>MC 182</td>
<td>Percussion Techniques</td>
<td>per course</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>MC 183</td>
<td>String Techniques</td>
<td>per course</td>
<td>$5.00 each</td>
</tr>
</tbody>
</table>

CONTINUING EDUCATION FEES

Fees for non-credit continuing education courses vary with the length and nature of the individual course. Specific fees and additional information may be found in the course description section of the catalog.

SPECIAL SERVICE FEES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Examination Fee (per examination)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Duplicate Student Identification Card Fee</td>
<td>.50</td>
</tr>
<tr>
<td>Duplicate Transcript Fee</td>
<td>1.00</td>
</tr>
<tr>
<td>Graduation Fee (non-refundable),</td>
<td></td>
</tr>
<tr>
<td>includes cap &amp; gown when required</td>
<td>10.00</td>
</tr>
</tbody>
</table>
Although no activity fee is charged, a portion of student fees amounting to $10.00 per full-time equivalent student for Sessions I and II and $5.00 per full-time equivalent student for Sessions IIIA and IIIB is allocated to a special fund. From this fund a yearly allocation is appropriated for a Student Activities Budget. The expenditures from this budget will support, but are not limited to, such activities as cheerleading; social, athletic and cultural events; student identification cards; automobile registration decals; and other special improvements for the student body. The Budget Review Committee for this budget will have student representatives as members.

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 the 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 Community College. Applicants who are not Florida residents may attend Valencia Community 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 Community 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 residents 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.
Valencia Community 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 concerning his legal residence or his intention as to legal residence in connection with, or supplemental to, his application for admission.

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 establishing Florida residency for purposes of assessing this fee, the burden of proof rests with 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, shall have filed a declaration of intent to become a resident of the state, and 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 community college that the student then qualifies as a Florida student, his classification will be changed for future registrations.
STUDENT SERVICES

COUNSELING SERVICES

Because the college is concerned with the student's academic, career and personal-social development, counseling services are provided for students. Full time professional counselors are available to assist students with personal, academic, and career guidance.

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, academic and career planning, and college adjustment may attend on a voluntary basis. Laboratories are designed with flexible content to meet the realistic needs of individual students.

HEALTH SERVICES

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

STUDENT ACCIDENT INSURANCE

Information concerning student insurance may be secured in the Office of the Dean of Student Affairs at the time of registration.

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 or 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.
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 Financial Aids Office. 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 15 semester hours per session).

VETERANS

The college is approved for education and training under the various Veterans Administration programs.

Veterans and dependents of deceased veterans, who plan to attend under any of these programs should contact their area Veterans Administration office. The Certificate of Eligibility should be turned into the Financial Aids Office as soon as it is received. Veterans and veterans' dependents are required to pay all regular fees and charges at time of registration. Educational allowances are paid by the Veterans Administration directly to the student.

STUDENT FINANCIAL AID

PURPOSE

Valencia Community 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.

CONDITIONS UNDER WHICH AID IS GRANTED

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

All financial aid is dependent upon the availability of Valencia Community College resources.

PROCEDURE

Applications for financial aid at Valencia Community 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. Applications are available through the college office of Financial Aid.

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 available 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 Community College Office of Financial Aid. NOTE: Marriage does not exempt a student from this requirement.

Aid may 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 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 college Financial Aids Office will have information and application forms regarding the time and place of the examination. 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. Requirements are as follows:

1. Grade-point average of 1.5 or better for the previous session.
2. Repayment must be made within the session the loan is taken out.

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

*Educational Opportunity Grants* – The purpose of this program is to provide Educational Opportunity Grants to students who because of exceptional financial need, would be unable to enter or remain in institutions of higher education without such assistance.

*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 need; 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. Students may acquire applications at the Office of Financial Aid.

JOB OPPORTUNITIES

Many students at Valencia Community College find it necessary to hold part or full-time jobs while attending college. Specific information on job requirements and opportunities may be obtained by contacting the Office of Financial Aid.
STUDENT ACTIVITIES

The community 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 the 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.

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 utilize 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 IIIA and IIIB. Nineteen semester hours is the maximum full-time load during Sessions I and II, and seven hours in Sessions IIIA and IIIB. 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 Community 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 charges 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 grounds 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 Community College is 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 Community 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 Director of Student Services, 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.
STUDENT RIGHTS OF APPEAL
OF ADMINISTRATIVE DECISIONS

Students have the right, individually, to appeal any administrative decision under existing policies which adversely affect them. Such appeals should be directed to the Committee on Student Appeals.

The Committee on Student Appeals may consider appeals for many types of administrative actions, some of which are:

Reinstatement from academic suspension.
Waiver of certain admission requirements.
Reinstatement of credit status.

CLASSIFICATION OF STUDENTS

Regular
A student enrolled in college credit courses who has provided the office of the Director of Admissions and Registrar with all the required admission credentials and is officially working toward a degree. This student is classified as follows:

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-two (62) semester hours of college work at the time of registration.

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 the 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 IIIA or IIIB.

**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 IIIA or IIIB.

**GRADING SYSTEM**

Letters are used to indicate the quality of work achieved by the student at Valencia Community 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.
- **W** Withdrawn ............... Earns 0 quality points.
- **N** Audit or non credit courses ........ Earns 0 quality points.
- **S** Satisfactory (basic studies) ........ Earns 0 quality points.
- **U** Unsatisfactory (basic studies) ........ Earns 0 quality points.

**GRADE-POINT AVERAGE**

The grade-point average is determined by dividing total quality points earned, by total academic hours attempted. Only the last attempt of a repeated course will be used in computing the grade-point average. 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>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td>0</td>
<td>30</td>
</tr>
</tbody>
</table>
ACADEMIC AVERAGE AND REPEATED COURSES

A student's academic average will include grades on all work attempted with the exception of a repeated course; only the last attempt of a repeated course will be used in computing 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. In no case will multiple credit be granted for the same course.

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 IIIA and IIIB.

PRESIDENT'S HONOR LIST

In recognition of scholastic achievement, students who complete twelve hours of course work at the 100 or 200 level and who earn a 3.5 grade-point average or above 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 twelve hours of course work at the 100 or 200 level and who earn a 3.0 grade-point average or above 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 Community 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 Community College after being placed on probation.

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

If a student is placed on academic suspension from Valencia Community College, he may avail himself of one of the following alternatives:

A. He may appeal to the Committee on Student Appeals 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 Community College after one session.

If a student chooses the first alternative, he should write a letter of appeal to the chairman of the Committee on Student Appeals, 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, Dean of Student Affairs, and the Financial Aid Advisor.

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 Community 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 the 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 Community 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 Community 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 Community College on a transient basis from their “home” college must fill out the Valencia Community College application for admission plus a transient form. The VCC 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 Community 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 Community 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 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 specified Associate in Arts degree courses through proficiency on approved standardized tests and other departmentally determined measurements of proficiency. These courses are so designated in the college catalog.

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.

PROCEDURE

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.

FEES

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.

VALIDATION OF CREDIT

Credit earned by examination will not be validated and will not become part of a student's permanent record at Valencia Community College and will not be considered transferable credit until the student has earned at least twelve (12) hours of credit at Valencia Community College through regular course enrollment. His credit will be indicated by "CE" on the official student records and transcripts. The credit earned will satisfy graduation requirements, prerequisites, and general education requirements.
GRADES

Only "A" and "B" grades will be recorded for credit by examination.

MAXIMUM CREDITS

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 this method.

TRANSFER OF CREDITS

Students planning to transfer to a senior institution should contact that institution to determine its policies regarding transfer of credits earned by examination. This information for most Florida institutions is available in the Valencia Community College Counseling Office.

TIME OF EXAMINATIONS

Examinations for credit will be given only one time during a session. Students planning to take credit by examination must apply during the first week of classes of any season. All students will then be notified by mail of the test administration date.

CREDIT BY EXAMINATION FOR CAREER COURSES

Credit by Examination in courses which are designated as career courses may be given to students who have had a substantial background, including experience and training in a specified field. The examination normally includes a combination of written and oral materials as well as demonstration of specific skills. The procedures as outlined above apply also to Credit by Examination for career courses.

Students are reminded that this type of credit is applicable to an Associate in Science Degree only and may or may not be acceptable for transfer to other institutions.

The administration of this examination is the same as outlined above for the non-career courses.
GRADUATION REQUIREMENTS FOR ALL DEGREES

General requirements for graduation from Valencia Community 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 overall 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 Community College.

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

NOTE: Career courses, designated by a "+" in the Course Descriptions section of the catalog, are not applicable toward an Associate in Arts degree at Valencia Community College.

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 career 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.

A student who graduates within five years of his first admission to Valencia Community 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 the 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 Community 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 be indicated on a student's record when the prescribed general education program is satisfied. The general education program embraces a minimum of 41 semester hours of academic credit and serves as the core of the curriculum. Only students who have followed the program outlined for music majors will be permitted to modify the General Education requirements. These modifications are described in the suggested course of study for music majors on page 55. Of the 41 semester hours required for general education, the student must satisfy minimum requirements in each of the following areas:

Area 1. 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>
</tr>
</thead>
<tbody>
<tr>
<td>EH 250</td>
<td>Introduction to Literature – 3 semester hours</td>
</tr>
<tr>
<td>EH 251-252</td>
<td>English Literature – 3 semester hours each</td>
</tr>
<tr>
<td>EH 253-254</td>
<td>American Literature – 3 semester hours each</td>
</tr>
<tr>
<td>EH 268-269</td>
<td>World Literature – 3 semester hours each</td>
</tr>
<tr>
<td>FH 151-152</td>
<td>Elementary French – 3 semester hours each</td>
</tr>
<tr>
<td>FH 251-252</td>
<td>Intermediate French – 3 semester hours each</td>
</tr>
<tr>
<td>GN 151-152</td>
<td>Elementary German – 3 semester hours each</td>
</tr>
<tr>
<td>GN 251-252</td>
<td>Intermediate German – 3 semester hours each</td>
</tr>
<tr>
<td>SH 151-152</td>
<td>Elementary Spanish – 3 semester hours each</td>
</tr>
<tr>
<td>SH 251-252</td>
<td>Intermediate Spanish – 3 semester hours each</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech – 3 semester hours</td>
</tr>
</tbody>
</table>

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

In meeting this requirement the student may:

1. Complete all three of the following Humanities courses:
   HS 251-252-253 3 semester hours each, 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. or

3. Complete two of the Humanities courses listed in (1) above and select one course from the following:

   **Art**
   - AT 175
   - AT 271-272  
   Introduction to Art History I and II – 3 semester hours each

   **English**
   - EH 250
   - EH 251-252
   - EH 253-254
   - EH 268-269  
   Introduction to Literature – 3 semester hours
   English Literature – 3 semester hours each
   American Literature – 3 semester hours each
   World Literature – 3 semester hours each

   **Humanities**
   - HS 261  
   Comparative Religions – 3 semester hours

   **Music**
   - MC 191
   - MC 250
   - MC 251  
   Music Appreciation – 3 semester hours
   Music History I – 3 semester hours
   Music History II – 3 semester hours

   **Philosophy**
   - P1 251  
   Philosophy – 3 semester hours

   **Spanish**
   - SH 268-269  
   Introduction to Spanish Literature – 3 semester hours each
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 251-252-253 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 285-286-289 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 Principles of Economics I & II – 3 semester hours each
GY 151 World Geography – 3 semester hours
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 252 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</td>
</tr>
<tr>
<td>EN 150</td>
<td>Orientation to Education</td>
<td>3 semester</td>
</tr>
<tr>
<td>HH 150</td>
<td>Personal and Community Health</td>
<td>3 semester</td>
</tr>
<tr>
<td>LC 151</td>
<td>Practical Logic</td>
<td>3 semester</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>3 semester</td>
</tr>
<tr>
<td>*PE 151</td>
<td>Beginning Bowling</td>
<td>1 semester</td>
</tr>
<tr>
<td>*PE 152</td>
<td>Beginning Golf</td>
<td>1 semester</td>
</tr>
<tr>
<td>*PE 153</td>
<td>Beginning Archery</td>
<td>1 semester</td>
</tr>
<tr>
<td>*PE 154</td>
<td>Beginning Tennis</td>
<td>1 semester</td>
</tr>
<tr>
<td>*PE 155</td>
<td>Individual Conditioning for Men</td>
<td>1 semester</td>
</tr>
<tr>
<td>*PE 156</td>
<td>Slimnastics and Individual Conditioning for Women</td>
<td>1 semester</td>
</tr>
<tr>
<td>*PE 157</td>
<td>Tumbling and Gymnastics</td>
<td>1 semester</td>
</tr>
<tr>
<td>SP 166</td>
<td>Public Speaking</td>
<td>3 semester</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

Courses of Study Leading to Advanced Degrees

In keeping with one of its stated purposes, Valencia Community College offers courses of study which are equivalent to those provided freshman and sophomores in the lower divisions in Florida state universities. The student who receives the Associate in Arts Degree from Valencia Community 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 in the Graduation Requirements section 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 suggested courses of study for students planning to pursue a Bachelor’s Degree meet the requirements for the Associate in Arts Degree and include the electives generally recommended for certain majors at most of the state universities. The suggested programs may be obtained from the Counseling Office. 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 Community 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 found in the Counseling Office 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 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 that 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></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>
</tr>
<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>
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</tr>
</tbody>
</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></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 286</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><strong>36</strong></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.
CAREER PROGRAMS

ASSOCIATE IN SCIENCE DEGREE

General Information

The Associate in Science Degree is offered for students who wish to complete a two-year college program in preparation for careers requiring specialized study beyond the high school level. All career 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 Community College.

The General Education courses that are included in all Associate in Science Degree programs are designed to contribute to the overall growth and development of the individual student. The student, in addition to becoming a technician or specialist on one area, is required to include broad areas of study for full development as a mature, educated and enlightened citizen which will enhance his employment potential. It is important that the student fully understand this concept of the two year college degree career programs as being quite different and much broader in scope than the type of training experienced in a vocational school.

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

One year certificates are also available in many career programs.
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 career and desire advancement. Instruction in this program provides a balanced curriculum of general education and business related subjects.

<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>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 81 or 170</td>
<td>Algebra</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>FY 161</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Minimum credit hours required</td>
<td>30</td>
</tr>
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</table>

**Freshman Year**

**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>BA 251 &amp; 252</td>
<td>Principles of Accounting</td>
<td>6</td>
</tr>
<tr>
<td>BA 275 &amp; 276</td>
<td>Business Law</td>
<td>6</td>
</tr>
<tr>
<td>BA 280</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 282</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ES 151</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BA 283</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BA 284</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Minimum credit hours required</td>
<td>30</td>
</tr>
</tbody>
</table>

*Students electing MS 81 or 170 and MS 255, may treat BA 283 and 284 as electives.*

**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 1971-72.
# 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>3</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>* MS 51 or</td>
<td>Business Arithmetic</td>
<td>(3)</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>(3)</td>
</tr>
<tr>
<td>** PL 51-151 or**</td>
<td>American Government I with Laboratory</td>
<td>3 (3)</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>(3)</td>
</tr>
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</table>

** Session I 15 **

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BA 55</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BA-172</td>
<td>Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BA-201</td>
<td>Business Machines</td>
<td>3</td>
</tr>
<tr>
<td>* HS 95</td>
<td>Cultural Studies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

** Session II 14 **

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BA 85</td>
<td>Office Practices</td>
<td>3</td>
</tr>
<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
</tbody>
</table>

** Session III 6 **

* Capable students may substitute a higher level course for any of the above with permission of the department involved.

** Students are required to satisfactorily complete PL 51 or PL 151. If both are completed satisfactorily, the student may apply 3 credit hours against the elective.

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 1971-72.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN EXECUTIVE SECRETARIAL SCIENCE

Valencia Community College offers a two-year Executive Secretarial program 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>3</td>
</tr>
<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<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>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
</tr>
</tbody>
</table>

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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>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BS 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>9</td>
</tr>
</tbody>
</table>

30

*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><em>Mathematics Elective</em></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>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
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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>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>BA 275</td>
<td>Business Law I</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>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* See course description section of 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 1971-72.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE
IN SCIENCE DEGREE IN
DRAFTING AND DESIGN TECHNOLOGY

Beginning in September, 1971, Valencia Community College
will offer a program leading to the Associate in Science Degree in
Drafting and Design Technology.

Details of this program will be available in later editions of
the catalog and through the Counseling Office.
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 two-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>3</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>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>PY 161</td>
<td>Human Relations in Business &amp; Ind</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32</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 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 Community College offers a two-year Medical Secretarial Program 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 doctors' 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>3</td>
</tr>
<tr>
<td>*BA 172</td>
<td>Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>BY 110</td>
<td>Anatomy, Physiology and Medical Terminology</td>
<td></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>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
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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>
<td>4</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 1971-72.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN FIRE TECHNOLOGY

At Valencia Community 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>Freshman 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>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>*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 Protection Systems &amp; Extinguishing Agents</td>
<td>3</td>
</tr>
<tr>
<td>FT 222</td>
<td>Building Construction and Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

|          |                                          | 31                     |

*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 Community 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 persons 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.

<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>
</tr>
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<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>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>
</tr>
<tr>
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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 Community 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 students who desire preparation for employment as Inhalation Therapists. Graduates are eligible for registry.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
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</thead>
<tbody>
<tr>
<td>BY 172</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>MS 81, 152</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or 170</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 130</td>
<td>Medical Chemistry &amp; Physics</td>
<td>4</td>
</tr>
<tr>
<td>*EH 151-152</td>
<td>Freshman Composition</td>
<td>6</td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>IT 131</td>
<td>Intro. to Respiratory Equip.</td>
<td>4</td>
</tr>
<tr>
<td>IT 132</td>
<td>Respiratory Equipment &amp; Functions</td>
<td>4</td>
</tr>
<tr>
<td>IT 133</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>IT 134</td>
<td>Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></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>
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</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></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>
<tr>
<td></td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

* EH 157 - Technical Writing may be substituted for EH 152 in meeting this requirement.

**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.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN LAW ENFORCEMENT

Valencia Community 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 persons 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>Freshman 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 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
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<tr>
<td></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>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>
<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 Community 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.
Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Humanities (area elective)</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>MT 148</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MT 240</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MT 242</td>
<td>Hospital Practicum</td>
<td>16</td>
</tr>
<tr>
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<td>33</td>
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</tbody>
</table>

* 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. Revised 1971-72.

REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN MEDICAL LABORATORY TECHNOLOGY

Valencia Community 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 persons who desire preparation for employment as Medical Laboratory Technicians. Graduates are eligible to take the Medical Laboratory Technician examination for licensure. A personal interview with the medical laboratory instructor is required before enrollment.

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 English Composition</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>
</tr>
<tr>
<td>MT 140</td>
<td>Introduction to Medical Lab</td>
<td>3</td>
</tr>
<tr>
<td>MT 142</td>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MT 144</td>
<td>Basic Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>MT 146</td>
<td>Serology &amp; Immunology</td>
<td>2</td>
</tr>
<tr>
<td>BY 280</td>
<td>Micro Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>36</td>
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</table>
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN MEDICAL LABORATORY TECHNOLOGY

Valencia Community 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 persons who desire preparation for employment as Medical Laboratory Technicians. Graduates are eligible to take the Medical Laboratory Technician examination for licensure. A personal interview with the medical laboratory instructor is required before enrollment.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
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<tbody>
<tr>
<td>EH 151, 152</td>
<td>Fundamentals of English</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Composition</td>
<td></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>
</tr>
<tr>
<td>MT 140</td>
<td>Introduction to Medical Lab</td>
<td>3</td>
</tr>
<tr>
<td>MT 142</td>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MT 144</td>
<td>Basic Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>MT 146</td>
<td>Serology &amp; Immunology</td>
<td>2</td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>4</td>
</tr>
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<td></td>
<td></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>*</td>
<td>Humanities (area elective)</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>MT 148</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MT 240</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MT 242</td>
<td>Hospital Practicum</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

* 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. Revised 1971-72.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN NURSING

Beginning in September, 1971, Valencia Community College will offer a program leading to an Associate in Science Degree in Nursing. Graduates of this program are prepared to administer nursing care as general staff duty nurses and are eligible to take the Florida examination for licensure as a Registered Nurse.

Details of this program will be made available in later editions of the catalog and through the Counseling Office.
COMMUNITY SERVICES
(Adult Education)

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

HONORS AND DIRECTED STUDIES COURSES

Valencia Community 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 are offered through the specific departments and are designated and described below:

A. HONORS COURSES – Valencia Community College offers honors courses to provide talented students with a college environment designed to help them achieve their greatest potential. The various honors courses offer 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 COURSES – Valencia Community 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 courses consist of both special courses and voluntary 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 Community College. Directed Studies courses are numbered below 100 and are not applicable 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 courses consist of the following:

- **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 laboratories which the student may attend voluntarily. A Reading and Writing Laboratory, and a Mathematics Laboratory are open on a scheduled basis for individual and small group help. The Reading and Writing Laboratory offers assistance to the student with average or above skills as well as the student with a deficiency in reading ability.

**BASIC STUDIES PROGRAM**

The Valencia Community 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. The 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 courses hyphenated in sequence under a single classification, the first is considered to be a prerequisite of the second.

Courses numbered between 0 and 49 are not designed for transfer and will not be applicable toward a degree at Valencia Community College. 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 Community 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 Community College. These courses are not applicable toward an Associate in Arts degree at Valencia Community College and 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. Credit by examination is explained in another section of the catalog.

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. 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 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 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
Four class periods. The basic principles of Gregg (Diamond Jubilee) shorthand with emphasis on theory and development of reading and writing skills. For students with less than one year of high school shorthand.

BA 152 – Intermediate Shorthand, 3 credits
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 Communication, 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 use of modern filing methods, (terminal digit and soundex) modern business machines, and modern medical office routine.

BA 171 – Beginning Typewriting, 3 credits
Five 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
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 201 — Business Machines, 3 credits
Three class periods. This course is designed to acquaint the student with the fundamental operations of present day business machines, including electronic calculators, duplicating equipment, and modern adding machines.

+ 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 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, employers and patients.

+ 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: Physician’s office, public health facility, and 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, note 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 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. Prerequisite: 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, government regulation of business and labor.

+ BA 280 – Principles of Marketing, 3 credits
Three class periods. Prerequisite: BA 175. The functions, institutions, methods and problems of marketing goods and services.

+ 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.

BA 283 – Retailing, 3 credits
Three class periods. Prerequisite: BA 175 or experience. This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure. Emphasis is given to the many functions of a retail establishment including employee services and consumer relationships.

BA 284 – Salesmanship, 3 credits
Three class periods. Prerequisite: BA 175 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on person to person situations, consumer motivations, persuasion, and problems dealing with the psychology of sales situations.
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 system. Content of the course is directed toward the human anatomy as an integral 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. The course will deal principally with ecology and man’s effect on his environment. Basic biological principles which relate to the total ecological picture will be stressed such as organic evolution, genetics, and behavior. A greater understanding and appreciation of the ecological problems and complexities existing between organisms and their environments will be developed. (Revised 1971-72.)
BY 152 — Biological Science, 3 credits
Three class periods. This general, non-laboratory course is designed for the student not majoring in biology and is not a prerequisite for any other biology course. This course includes a study of the human body, human evolution, genetics, reproduction, development, and diseases of man. The emphasis is placed on the human organism as the central figure in the biosphere and concepts are covered concerning his interaction with the environment. (Revised 1971-72.)

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 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 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 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 172 and prerequisite or co-requisite CY 155 or CY 171. A study of bacteria, protozoa, yeasts, molds and viruses, with emphasis on pathogenic micro organisms. Basic principles of destruction, removal, and inhibition of microorganisms are presented as well as problems or 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 and permission of the 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.

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 the use of key words, and to organize oral and written communications with clarity and intelligence. Offered on demand. (Registration fee - $5.00.)
CN 12 — Landscape Horticulture, Non-Credit
Two class periods per week for twelve weeks. No prerequisite. A practical approach to horticulture science involving utilization and care of plants, grass, flowers and trees of the Central Florida area. (Registration fee - $15.00.)

CN 21 — Introduction to Real Estate Principles
and Practices I, Non-Credit and Practices I, Non-Credit
One class period per week, for 10 weeks. No prerequisite. An introductory course in Real Estate for adults 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. (Registration fee - $35.00.)

CN 22 — Your Federal Income Tax, Non-Credit
One class period per week, for eight weeks. No prerequisite. This course is designed to help interested persons in gaining a more complete understanding of Federal Income Tax Laws and Regulations. Emphasis is placed on proper preparation of individual tax returns. Offered on demand. (Registration fee - $5.00.)

CN 23 — Word Processing, Non-Credit
Three class periods per week for four weeks. This short course is a laboratory-lecture training course designed to develop student skills and techniques in the proper operation and use of the magnetic tape selective typewriter and computer (MTST). (Registration fee - $20.00.)

CN 24 — Introduction to the Bank Teller’s Position, Non-Credit
Three class periods per week for six weeks. This is a concentrated course designed especially for adults currently employed as bank tellers and those desiring training in this area. (Registration fee - $20.00.)
CN 31 – Teaching Wives to be Widows, Non-Credit
Two class periods per week, for six 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. (Registration fee - $5.00.)

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 Qualitative 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 the 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 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, com-
puter 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 organiza-
tion, data manipulation, and input-output operations.

+DP 201-202 – Commerical 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 resi-
dent operating system. Material covered will include the
use of system, control and system service programs and
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 applica-
tions. Students learn to apply through lecture and practical
case studies, the equipment and programming techniques
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 multimedia. Six credits earned in this course satisfy 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 the use of multimedia. Six credits earned in this course satisfy 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 multimedia 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 multimedia approach.

* (Three of the six credits earned are institutional credit.
See Institutional Credit section of catalog.)
EH 157 – Technical Writing, 3 credits
Three class periods. Prerequisite: EH 151. Specialized training in effective presentation of technical and semi-technical information emphasizing research techniques, graphic presentations and technical report writing. Stress on industrial writing demands rather than theory, rules and rhetoric.

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 the 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 selections that make reading stimulating and pleasurable.

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 or 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 (CE)
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.

EH 262 – Principles of Economics II, 3 credits (CE)
Three class periods. Continuation of ES 261. Prerequisite: ES 261, or one other course in economics and permission of the instructor. Microeconomic, 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 chemistry and physics of fire; a detailed study of the effects of fire on national economy, as well as a review of the fire experience of the United States; a detailed examination of basic fire classifications, fire causes and leading fire problems. The student will also conduct a detailed examination of fire, its control and extinguishment, and how fire relates to municipal, industrial and national backgrounds.

+FT 131 – Fire Protection Administration I, 3 credits
Three class periods. Principles and functions of municipal fire departments; the relationship between insurance organizations and municipal fire organizations; a study of water supply requirements, fire department apparatus, buildings and equipment, as well as systems of distribution of such resources; communications and fire alarm systems; organization and legal aspects of fire prevention and inspection on the municipal, state and national level; fire investigation and incendiarism as a fire protection problem.

+FT 132 – Fire Protection Administration II, 3 credits
Three class periods. Prerequisite FT 131. A study of fire department organization emphasizing the evaluation of supervision, personnel planning and administration, and training, a study and evaluation of fire department public relations programs; budget planning and administration; fire department reporting and records requirements.

+FT 201 – Fundamentals of Fire Prevention, 3 credits
Three class periods. Structure and organization of fire prevention organizations; conducting inspections; interpreting and applying code regulations; a study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards; fire risk analysis as applied to municipal and industrial occupancies.
+FT 202 – Fire Fighting Tactics and Strategy, 3 credits
Three class periods. Basic concepts of fire fighting, including fire behavior, size-up, fire attack principles, utilization of available manpower and equipment, and preplanning fire problems. Emphasis will be on developing thinking skills in relation to crises.

+FT 221 – Fire Protection Systems and Extinguishing Agents, 3 credits
Three class periods. The functions and general design principles of gaseous and solid particle suppression systems. A review of standards and principles for installation of detection, signaling and communication systems. A review of the principles, characteristics and limitations of extinguishing agents.

+FT 222 – Building Construction and Fundamentals, 3 credits
Three class periods. State and federal laws applicable to fire protection and construction, building codes and their application to fire protection and fire prevention, building construction and design with emphasis on fire prevention features.

+FT 224 – Special Fire Hazards and Problems, 3 credits
Three class periods. Special emphasis on hazardous materials and the fire problems associated with storage, handling and fire control; examination of special fire problems in specific problem occupancies; examination of special fire problems of expanding urban areas and industries; and fire investigation, problems and principles.

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.
GEOGRAPHY

GY 151 – World Geography, 3 credits
Three class periods. An introductory study of the basic geographic concepts and terms, the problems of conservation of natural resources, and the human and natural resources of the major regions of the world with an in-depth study of one or more countries in each region.

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 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 155 – Contemporary Drug Problems, 3 credits
Three class periods. This course is designed to provide information concerning drug problems. The topics will include the use, abuse, and prevention of drug use and rehabilitation of drug users.

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 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 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.

HS 261 – Comparative Religions, 3 credits
Three class periods. A comparative study of the world religions which have emanated from the various major cultures and civilizations of recorded history and which still have a dominant influence over the sociological, economic, and spiritual lives of the vast majority of the world’s inhabitants. The course will include Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, Shintoism and Taoism.
HISTORY

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

HY 182 – Western Civilization 1750 to Present, 3 credits (CE)
Three class periods. A continuation of HY 181 with emphasis on the modern world.

HY 251 – United States History to 1865, 3 credits (CE)
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 (CE)
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.

HY 270 – Recent and Contemporary History, 3 credits
Three class periods. Designed to create an understanding of the political, social, economic, intellectual and ideological forces rampant in recent years through study and analysis of recent and contemporary national and international problems.

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 medically 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 regulations concerning 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 direction of a registered Inhalation Therapist.

+IT 231 – Pulmonary Physiology, 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: IT 130, BY 172. This course includes the following pulmonary functions: normal ventilation and regulation of respiration; response to gases and ions; lung reflexes; and ventilatory and mechanical factors. Also included are pulmonary circulation, gas diffusion, manifestations of disease and pulmonary function testing.

+IT 232-235-237-238 Clinical Practice, 1 credit each
Two four-hour laboratories. More advanced clinical tasks under 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 the instructor. This course includes, but is not necessarily limited to, resuscitative procedures in respiratory and cardiac emergencies and airway maintenance.

+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 entail activity outside the regular class.

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.
LOGIC

LC 151 – Practical Logic, 3 credits
Three class periods. A study of effective thinking based on procedures of logic. To assist in decision making, there will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability.

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 111 – Patrol Procedures & Field Operations, 3 credits
Three class periods. Theories, history and development of police patrol. Examines the methods and techniques of the various types of patrol and their importance to the police function. Focuses on the responsibilities of patrol officers and supervisors in identifying police hazards, crime prevention and repression and establishing public relations. Emphasis is placed on field notetaking, interrogation, conducting the preliminary investigation and performing the duties related to crime scene evidence technicians.

+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 line auxiliary and 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. Principles of organization and administration as applied to operational functions. Patrol, criminal investigation, vice, juvenile, and traffic. (Formerly offered as Police Administration II.)
+LE 200 – Traffic Control, 3 credits
Three class periods. History and growth of the traffic problem; development of specialized police units to control; concepts of engineering, education, and enforcement; regulation; special events and problems; parking; theory and purpose of accident investigations; Florida Motor Vehicle Laws.

+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 and 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. The law and procedures from incident through arrest. This course also covers the structure, definitions and most frequently used sections of the Florida Statutes dealing with crimes against persons and property.

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

+LE 231 – Police Personnel Supervision, 3 credits
Three class periods. A consideration of supervisory problems peculiar to a police organization, equating sound principles of human relations and supervisory techniques with effective police performance.
MUSIC

Valencia Community College offers music courses for all students in the college and strives to bring the performing arts to the community. The college seeks to provide musical performances such as concerts, opera or opera vignettes, programs, clinics, and workshops which will contribute to the community cultural life. 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 and private lessons in voice or musical 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 minoring 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.

MC 86 – Basic Musicianship, 3 credits
Three class periods. Designed for non-music majors and those students majoring in music who have deficiencies in basic music theory. Introduction to the piano keyboard, singing, music notation, and the construction of scales, intervals and triads.

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 – Concert Choir, 1 credit
Three class periods. Basically a training group established for people who love to sing. The Concert Choir does not require auditions or music reading. Solos, duets and small ensemble experience is provided for the more advanced students. The Choir sings a variety of music in performance throughout the area. Tone, vocal production and diction are stressed.

MC 171-172 – Applied Music (Private Instruction – Secondary Instrument) 1-1 credit ($25.00 Music Fee)
One one-half hour lesson per week. Freshman music major level. May be used for secondary instrument credit.

MC 173-174 – Applied Music (Private Instruction – Primary Instrument) 2-2 credits ($50.00 Music Fee)
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 – Brass Techniques, 1 credit ($5.00 Music Fee)
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 – Woodwind Techniques, 1 credit ($5.00 Music Fee)
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 ($5.00 Music Fee)
Two class periods. Basic instruction in percussion techniques. Designed for music education majors, but open to any student by consent of the instructor.

MC 183 – String Techniques, 1 credit ($5.00 Music Fee)
Two class periods. Basic instruction on the orchestral string instruments. Designed for music education majors, but open to any student by consent of 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; sight-singing, 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 a 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. The chorale, known as the “Chalamars,” performs throughout the area and studies all types of literature from contemporary and classical through folk and pop music of today with guitar accompaniment. A training group for women who love to sing, music reading and auditions are not required. Solos, duets and small ensemble experiences are provided for more advanced students.

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 registration. Valencia Singers stress a high degree of competition 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 Western music from the ancient Greeks to the Rococo 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. A survey of the development of Western music from the Rococo Period to the present. Emphasis upon the stylistic forms of each period. An in-depth course required of all music majors.

MC 271-272 – Applied Music (Private Instruction – Secondary Instrument) 1-1 credit ($25.00 Music Fee)
Prerequisite: MC 172. One one-half hour lesson per week.

MC 273-274 – Applied Music (Private Instruction – Primary Instrument) 2-2 credits ($50.00 Music Fee)
Prerequisite: MC 174 or equivalent. One one-hour lesson per week.

MC 286 – Music Theory III, 4 credits
Three lecture periods and two one-hour laboratories. Prerequisite: MC 187. Analytical approach to harmonic techniques 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 thirteenth chords. Introduction to counterpoint and basic imitative contrapuntal forms through analysis and writing. Aural skills laboratory; sight-singing; melodic, harmonic and rhythmic dictation.

MC 287 – Music Theory IV, 4 credits
Three lecture periods and two one-hour laboratories. Prerequisite: MC 286. Continuation of harmonic analysis to include the style of the Twentieth Century. Partwriting 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 materials studied in Music Theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.

MATHEMATICS

Each student enrolling in mathematics courses at Valencia Community 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 recommended that he have at least a “C” grade in any course which is a 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, percentage, 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, factors 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. The 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 161 – Modern Computational Methods, 2 credits
One class period and two hours of laboratory. This course is open to every student and is designed to enable the student to use the slide rule, adding machine, calculators, and programmable calculators to solve problems. Each student will be expected to complete an individual project in which he uses modern computational methods to solve problems in his field of study. This course is recommended for pre-engineering, pre-science and pre-business students.
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 “C” or better 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 and 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, indeterminant 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.

MEDICAL LABORATORY TECHNOLOGY

+MT 140 – Introduction to Medical Laboratory Technology, 3 credits
Two lecture sessions and one two-hour laboratory. Prerequisite: Instructor permission. An orientation to the field of laboratory medicine introducing basic equipment and techniques in all phases of the medical laboratory. (Formerly offered as CT 140 for 5 credits.)

+MT 142 – Hematology, 4 credits
Three lecture sessions and one three-hour laboratory. Prerequisite: MT 140. Basic hematology is presented with emphasis on blood counts, hemoglobin determinations, coagulation studies, etc. (Formerly offered as part of CT 141.)

+MT 144 – Basic Urinalysis, 2 credits
Two lecture sessions and one two-hour laboratory. Prerequisite: MT 140. Principles of renal function and routine analysis of the urine are studied. (Formerly offered as part of CT 141.)

+MT 146 – Serology and Immunology, 2 credits
Two lecture sessions and one two-hour laboratory. Prerequisite: MT 140. Principles of antigen antibody reactions both in the body and in the laboratory are studied. (Formerly offered as part of CT 142.)
+MT 148 – Medical Microbiology, 4 credits
Three lecture sessions and two two-hour laboratories. Prerequisite: MT 140 and BY 280. This course includes expanded principles of bacteriology, parasitology and mycology with emphasis on aseptic technique and organism identification. (Formerly offered as part of CT 142.)

+MT 240 – Clinical Chemistry, 4 credits
Three lecture sessions and one three-hour laboratory session. Prerequisite: MT 140 and CY 171. (Formerly offered as CT 240 for 5 credits.)

+MT 242 – Hospital Practicum, 16 credits
Seminars and hospital laboratory. 40 hours per week. Prerequisite: Instructor permission. The student technician is placed in a functioning hospital laboratory where he performs tests under supervision in real situations. (Formerly offered as CT 241.)
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 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 requirement for PL 151 in all programs.

PL 151 – American Government I, 3 credits (CE)
Three class periods. Theory, organization, principles, and functions of the national government, stressing the relationships of the individual to his government in the political system. (Formerly offered as National Government.)

PL 52-152 – American Government II with Directed Studies Laboratory, 6 credits*
Six class periods. Prerequisite: PL 51-151 or PL 151. 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. Prerequisite: PL 151 or PL 153. Course content same as PL 152. Course activities and enrollment procedures same as PL 153.

* (Three of the six credits earned are institutional credit. See Institutional Credit section of catalog.)
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 on 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)

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, meterology and descriptive astronomy.

PSYCHOLOGY

PY 151 – General Psychology, 3 credits (CE)
Three class periods. A life-oriented course in psychology, designed to give the student a factual foundation in the techniques and vocabulary of psychology. This 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 relations, 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 survey theory and research on growth and behavior from conception through adolescence. The course will emphasize the biological, psychological, and social variables which influence behavior. Research literature in the area will be emphasized.

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 on 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.

SP 267 – Forensics Laboratory, 1 credit
Three class periods. A study of advanced techniques of debate and other forensics, keyed primarily to those interested in intercollegiate forensic competition. This course may be taken for one hour credit each semester for a total of three semester hours of credit.

SOCIOLoGY

SY 261 – Introductory Sociology, 3 credits (CE)
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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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 Community College, Orlando, Florida.

Director of Admissions and Registrar
Valencia Community 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 Community College for the first time.

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

I last attended Valencia Community College ........................................

(Session and Year)

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

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

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<th>June (Sess. IIIB)</th>
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Year: 19 ...............

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

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