Valencia Community College subscribes to and endorses the non-discrimination clause 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. This statement includes compliance with 41 CFR Chapter 60, Part I (Job and Recruitment Policies Related to Sex).
TABLE OF CONTENTS

Calendar ................................................. 1
District Board of Trustees .............................. 6
College Administration ................................. 7
Faculty and Staff ....................................... 9
Advisory Committees for Career &
    Community Programs ............................... 20
General Information ................................... 29
Admissions and Registration .......................... 31
Financial Information .................................. 41
Student Services ....................................... 47
College Regulations .................................... 57
University Parallel Programs ........................ 74
Career Programs ........................................ 76
Course Descriptions ................................... 106
Index ................................................... 171
Request for Admission Papers ........................ 175
### 1972

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calender Page 1972 January to April" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calender Page 1972 May to August" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calender Page 1972 September to December" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Registration Dates

<table>
<thead>
<tr>
<th>SESSION</th>
<th>REGISTRATION DATES</th>
<th>CLASSES BEGIN</th>
<th>CLASSES END</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Aug. 28-Sept. 1</td>
<td>September 5</td>
<td>December 20</td>
</tr>
<tr>
<td>II</td>
<td>January 3-5</td>
<td>January 8</td>
<td>April 19</td>
</tr>
<tr>
<td>IIIA</td>
<td>April 26 &amp; 27</td>
<td>April 30</td>
<td>June 20</td>
</tr>
<tr>
<td>IIIB</td>
<td>June 21-25</td>
<td>June 26</td>
<td>August 16</td>
</tr>
</tbody>
</table>

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

### 1973

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calender Page 1973 January to April" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calender Page 1973 May to August" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calender Page 1973 September to December" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Rev. 6/7/72)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5 (Wednesday)</td>
<td>Students begin making appointments for program counseling for Session I, 1972-73.</td>
</tr>
<tr>
<td>July 10 (Monday)</td>
<td>Program counseling for Session I, 1972-73 begins.</td>
</tr>
<tr>
<td>July 10 (Monday) through July 31 (Monday)</td>
<td>Mail registration for Session I, 1972-73, for students taking only supper hour, evening and Saturday courses. Mail registrations must be postmarked by July 31, 1972.</td>
</tr>
<tr>
<td>July 31 (Monday)</td>
<td>Students begin making registration appointments for Session I, 1972-73.</td>
</tr>
<tr>
<td>July 31 (Monday)</td>
<td>Last day to make application for financial aid for the 1972-73 academic year.</td>
</tr>
<tr>
<td>August 25 (Friday)</td>
<td>By this date, admission requirements should have been met and final registration appointments made for Session I, 1972-73. Students applying for admission after this date will be considered on an individual basis. All faculty report for duty at 8:00 A.M.</td>
</tr>
<tr>
<td>August 28 (Monday)</td>
<td>Evening registration for Session I, 1972-73, for students taking only evening classes, 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>August 28 (Monday) and August 31 (Thursday)</td>
<td>Day registration for Session I, 1972-73, by appointment only.</td>
</tr>
<tr>
<td>August 29 (Tuesday) through September 1 (Friday)</td>
<td>Labor Day Holiday. Administrative offices will be closed.</td>
</tr>
<tr>
<td>September 4 (Monday)</td>
<td>Day and evening classes begin for Session I, 1972-73. Late registration. No registrations for Session I will be permitted after 8:00 P.M. on Monday, September 11, 1972.</td>
</tr>
<tr>
<td>September 5 (Tuesday)</td>
<td>DROP-ADD PERIOD. Schedule changes and adjustments on these dates only (9:00 A.M. to 12:00 Noon, 1:30 P.M. to 3:00 P.M., and 6:00 P.M. to 8:00 P.M.) 8:00 P.M. is deadline for refund requests for Session I, 1972-73.</td>
</tr>
<tr>
<td>September 5 (Tuesday) through September 8 (Friday)</td>
<td>Students begin making appointments for program counseling for Session II, 1972-73.</td>
</tr>
<tr>
<td>September 27 (Wednesday)</td>
<td>End of progress report period. Progress grades due in the registrar's office by 7:00 P.M.</td>
</tr>
<tr>
<td>October 23 (Monday)</td>
<td>Students begin making appointments for program counseling for Session II, 1972-73.</td>
</tr>
<tr>
<td>October 24 (Tuesday)</td>
<td>Program counseling for Session II, 1972-73, begins.</td>
</tr>
<tr>
<td>October 25 (Wednesday)</td>
<td>Students begin making registration appointments for Session II, 1972-73.</td>
</tr>
<tr>
<td>October 30 (Monday)</td>
<td></td>
</tr>
<tr>
<td>November 13 (Monday)</td>
<td></td>
</tr>
</tbody>
</table>

(Rev. 6/7/72)
Calendar for Session II
1972 – 1973
(Subject to Change)

Students begin making appointments for program counseling for Session II, 1972-73.

Program counseling for Session II, 1972-73 begins.

Students begin making registration appointments for Session II, 1972-73.

Mail registration for Session II, 1972-73, for students taking only supper hour, evening and Saturday courses. Mail registration must be postmarked by December 6, 1972.

Advanced registration by appointment only for currently enrolled students for Session II, 1972-73.

Advanced registration for Session II, 1972-73, for currently enrolled students taking only evening classes, 4:30 – 8:30 P.M.

Advanced registration for Session II, 1972-73, for currently enrolled students taking only evening classes, 4:30 – 8:30 P.M.

(Rev. 6/7/72)
December 29 (Friday)

January 3 (Wednesday)
January 3 (Wednesday) and January 4 (Thursday)
January 3 (Wednesday) through January 5 (Friday)

January 8 (Monday)
January 8 (Monday) through January 12 (Friday)

January 8 (Monday) through January 11 (Thursday)
January 30 (Tuesday)

March 2 (Friday)
March 2 (Friday)
March 5 (Monday)

March 6 (Tuesday)
March 13 (Tuesday)
March 27 (Tuesday)

March 28 (Wednesday) through April 13 (Friday)

April 5 (Thursday) and April 11 (Wednesday)
April 6 (Friday) through April 12 (Thursday)
April 13, (Friday) through April 19 (Thursday)

April 19 (Thursday)
April 20 (Friday) through April 23 (Monday)
April 24 (Tuesday)
April 25 (Wednesday)
April 25 (Wednesday)

By this date, admission requirements should have been met and final registration appointments made for Session II, 1972-73. Students applying for admission after this date will be considered on an individual basis.

All faculty report for duty at 8:00 A.M.

Evening registration for Session II, 1972-73, for students taking only evening classes, 4:30 – 8:30 P.M.

Day registration for Session II, 1972-73, by appointment only.

Day and evening classes begin for Session II, 1972-73.

Late registration. No registrations for Session II will be permitted after 8:00 P.M. on Friday, January 12, 1973.

DROP-ADD PERIOD. Schedule changes and adjustments on these dates only (9:00 A.M. to 12:00 Noon, 1:30 P.M. to 3:00 P.M., and 6:00 P.M. to 8:00 P.M.).

8:00 P.M. is deadline for refund requests for Session II, 1972-73.

End of Progress report period.

Last day to make application for graduation at the end of Session II, 1972-73.

Progress grades due in the registrar’s office by 7:00 P.M.

Students begin making appointments for program counseling for Session IIIA, 1972-73.

Program counseling for Session IIIA, 1972-73, begins.
Students begin making registration appointments for Session IIIA, 1972-73.

Mail registration for Session IIIA, 1972-73, for students taking only supper hour and evening courses. Mail registrations must be postmarked by April 13, 1973.

Advanced registration for Session IIIA, 1972-73, for currently enrolled students taking only evening classes, 4:30 – 8:30 P.M.

Advanced registration by appointment only for currently enrolled students for Session IIIA, 1972-73.

Final examination period for Session II day classes.
(Final examinations for evening classes are held on the last class meeting.)

End of Session II, 1972-73.

Easter holiday for faculty, staff and students.

Grades due in the registrar’s office by 9:00 A.M.

GRADUATION.

By this date, admission requirements should have been met and final registration appointment made for Session IIIA, 1972-73. Students applying for admission after this date will be considered on an individual basis.

(Rev. 6/7/72)
Calendar for Session IIIA
1972 – 1973
(Subject to Change)

March 6 (Tuesday)
Students begin making appointments for program counseling for Session IIIA, 1972-73.

March 13 (Tuesday)
Program counseling for Session IIIA, 1972-73, begins.

March 27 (Tuesday)
Students begin making registration appointments for Session IIIA, 1972-73.

March 28 (Wednesday)
Mail registration for Session IIIA, 1972-73, for students taking only supper hour and evening courses.

through April 13
Mail registrations must be postmarked by April 13, 1973.

(Friday)

April 5 (Thursday)
Advanced registration for Session IIIA, 1972-73, for currently enrolled students taking only supper hour

and April 11
and evening courses.

(Wednesday)
Advanced registration by appointment only for currently enrolled students for Session IIIA, 1972-73.

April 6 (Friday)

through April 12

(Thursday)

April 25 (Wednesday)
By this date admission requirements should have been met and final registration appointments made for Session IIIA, 1972-73. Students applying for admission after this date will be considered on an individual basis.

April 26 (Thursday)
All faculty report for duty at 8:00 A.M.

April 26 (Thursday)
Evening registration for Session IIIA, 1972-73, for students taking only supper hour and evening courses,

April 27 (Friday)
4:30 – 8:30 P.M.

April 30 (Monday)
Day registration for Session IIIA, 1972-73, by appointment only.

May 7 (Monday)
Day and evening classes begin for Session IIIA, 1972-73.

May 11 (Friday)
Students begin making appointments for program counseling for Session IIB, 1972-73.

May 14 (Monday)
4:00 P.M. is deadline for refund requests for Session IIIA, 1972–73.

May 22 (Tuesday)
Program counseling for Session IIB, 1972-73, begins.

through June 12
Mail registration for Session IIB, 1972-73, for students taking only supper hour and evening courses.

(Tuesday)
Mail registrations must be postmarked by June 12, 1973.

May 28 (Monday)
Memorial Day, holiday for faculty, staff and students.

May 29 (Tuesday)
Students begin making registration appointments for Session IIB, 1972-73.

June 7 (Thursday)
Advanced registration for Session IIB, 1972-73, for currently enrolled students taking only supper hour

and June 12
and evening courses.

(Tuesday)
Advanced registration by appointment only for currently enrolled students for Session IIB, 1972-73.

June 8 (Friday)
Last day to make application for graduation at the end of Session IIA, 1972-73.

through June 13 (Wednesday)

June 13 (Wednesday)

(Rev. 6/7/72)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 19 (Tuesday) and June 20 (Wednesday)</td>
<td>Final examination period for Session IIIA day classes. (Final examinations for evening classes are held on the last class meeting.)</td>
</tr>
<tr>
<td>June 20 (Wednesday)</td>
<td>End of Session IIIA, 1972–73.</td>
</tr>
<tr>
<td>June 21 (Thursday)</td>
<td>Grades due in registrar’s office by 12:00 noon.</td>
</tr>
</tbody>
</table>

**Calendar for Session IIIB**

1972 – 1973

*(Subject to Change)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7 (Monday)</td>
<td>Students begin making appointments for program counseling for Session IIIB, 1972-73.</td>
</tr>
<tr>
<td>May 14 (Monday)</td>
<td>Program counseling for Session IIIB, 1972-73, begins.</td>
</tr>
<tr>
<td>May 22 (Tuesday) through June 12 (Tuesday)</td>
<td>Mail registration for Session IIIB, 1972-73 for students taking only supper hour and evening courses. Mail registrations must be postmarked by June 12, 1973.</td>
</tr>
<tr>
<td>May 29 (Tuesday)</td>
<td>Students begin making registration appointments for Session IIIB, 1972-73.</td>
</tr>
<tr>
<td>June 7 (Thursday) and June 12 (Tuesday)</td>
<td>Advanced registration for Session IIIB, 1972-73, for currently enrolled students taking only supper hour and evening courses.</td>
</tr>
<tr>
<td>June 8 (Friday) through June 13 (Wednesday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session IIIB, 1972-73. By this date all admission requirements should have been met and final registration appointments made for Session IIIB, 1972-73. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>June 21 (Thursday)</td>
<td>Evening registration for Session IIIB, 1972-73, for students taking only supper hour and evening courses. 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>June 21 (Thursday) through June 25 (Monday)</td>
<td>Day registration for Session IIIB, 1972-73, by appointment only. All faculty report for duty at 8:00 A.M. Day and evening classes begin for Session IIIB, 1972-73.</td>
</tr>
<tr>
<td>June 22 (Friday)</td>
<td>Independence Day holiday for faculty, staff and students.</td>
</tr>
<tr>
<td>June 26 (Tuesday)</td>
<td>Students begin making appointments for program counseling for Session I, 1973-74.</td>
</tr>
<tr>
<td>July 4 (Wednesday)</td>
<td>8:00 P.M. is deadline for refund requests for Session IIIB, 1972-73.</td>
</tr>
<tr>
<td>July 5 (Thursday)</td>
<td>Last day to make application for financial aid for the 1973-74 academic year.</td>
</tr>
<tr>
<td>July 10 (Tuesday)</td>
<td>Last day to make application for graduation at the end of Session IIIB, 1972-73.</td>
</tr>
<tr>
<td>July 31 (Tuesday)</td>
<td>Final examination period for Session IIIB day classes. (Final examinations for evening classes are held on the last class meeting.)</td>
</tr>
<tr>
<td>August 8 (Wednesday)</td>
<td>End of Session IIIB, 1972-73.</td>
</tr>
<tr>
<td>August 15 (Wednesday) and August 16 (Thursday)</td>
<td>Grades due in registrar’s office by 12:00 noon.</td>
</tr>
</tbody>
</table>

*(Rev. 6/7/72)*
DISTRICT BOARD OF TRUSTEES

ALBERT H. CHUBB
Chairman

JOHN E. FLORENCE
Vice Chairman

RAYMER F. MAGUIRE, JR.

DR. WILLIAM C. KING

MRS. DAN L. McKINNON
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
Lawrence W. Cunningham .......................... Associate Dean of Career and Community Programs
Robert W. Gilbert ................................................ Assistant to the President for Planning and Development
Roy E. Kinnick .................................................. Assistant to the President
Wallace D. Holland ............................................. Director of Accounting and Controller
Allison N. Horton ............................................... Director of Evening Services
Dalton D. Howard .............................................. Director of Admissions and Registrar
Louise McMullan ............................................... Director of Personnel Services
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, GLYNYDA B. ................. Education
B.S., Texas College of A & I; M.Ed., The University of Texas

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

BARFIELD, ONA M. ....................... English
A.B., Stetson University; M.A. Stetson University

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

BLACKWELL, E. FRANCES ................. Nursing
B.S.N., University of North Carolina; M.N., University of Florida

BLAKELY, JEFFREY D. ..................... Art
B.F.A., Florida Atlantic University; M.S., Florida State University

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 L. ................. Nursing
R.N. Mound Park Hospital; B.S.N., George Peabody College
for Teachers; M.P.H., University of North Carolina.

BUTLER, FANNIE B. ..................... History
B.S., Bluefield State College; M.A., West Virginia University
CARDALL, MARGARET ........... Health Services Advisor
   Maryland General Hospital, RN
CARMODY, ROBERT L. .......... Drafting and Design
   B.A., Michigan State University; M.A., Rollins College
CARTER, ROSA C. ............. Business
   B.S., Alabama State College
CARY, DEBORAH ANNE .......... Nursing
   B.S., Salve Regina College; M.S., Boston University
CASTELLANO, WILLIAM R. .... Assistant to the Director of
   Student Services
   B.A., Florida Technological University
CHEATHAM, BEN H. ............ Mathematics
   B.A., University of Florida; M. Ed., University of Florida; Ed.
   D., University of Florida
CHITTENDEN, GEORGE E. ...... Architectural and Building
   Construction Technology
   B.I.E., University of Florida; M.B.A., Rollins College
COTO, FLORENCE .............. Program Planner
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 Communications Department
   B.S., University of Missouri; M.A., George Peabody College
CUNNINGHAM, LAWRENCE W. ... Associate Dean of Career Programs
   B.A., University of Chattanooga; M.Ed., University of Chattanooga
CURTIS, HIRAM ............... Procurement
DARROW, SUSAN H. ............ Counselor and Testing
   A.B. Wheaton College; M.S. Northern Illinois University
DECKER, RALPH G. .......... Law Enforcement
   B.A., University of Florida; J. D., University of Florida
DOLAN, DOLORES N.  Counselor and Career Programs Advisor  
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

DURING, RUDOLPH D.  . Program Director, Fire Technology  
B.A., University of Maryland

EDWARDS, DAVID W.  . . . . Area Coordinator in 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

FANSLER, SHARON . . . . . . . . . . . . Program Planner

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

FENNELL, DELMER F.  . . . . . . . . Librarian  
B.A., University of Georgia; M.L.S., Florida State University

FISCHER, OLIN RICHARD, JR.  . . . . Political Science  
B.S., Concordia Teachers College; M.A., Northern Illinois  
University

FOLGUERAS, LUIS E.  . . . . Chairman of Nursing Department  
R.N., Rockland State Hospital; B.S., New York University;  
M.A., New York University

FRANCISCUS, ROBERT L.  Transportation and Mail 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
GASTINEAU, GILBERT A. ....... Distribution and Marketing
B.S., Bethany Nazarene; M.G.S., Rollins College

GENTILE, LIBORIA ................. Humanities
B. A., Trinity College; M. A. T., Rollins College

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

GRAHAM, LARRY N. ............... Area Coordinator in 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 Foreign
Student Advisor
B.A., Birmingham Southern College; M.S., Florida State Uni-
versity

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

HESS. LANA L. ................. Business
B.B.A., Stetson University; M.B.A., Stetson University

HIERS, SUE N. .................. Nursing
B.S., University of South Carolina; M.S., University of Mary-
land

HIGGINS, SCOTT E. ............... Program Director,
Respiratory Therapy
B.S., Florida Technological University

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. ......................... Director of Accounting and Controller
   B.B.A., University of Georgia; M.B.A., Rollins College

Hooks, William M. .......................... Psychology
   B.S., Indiana State University; M.S., Indiana State University

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

Hosman, David K. .......................... Counselor and High School Articulation
   B.A., Gordon College; M.A., Ball State University

Howard, Dalton D. .......................... Director of Admissions and Registrar
   B.S., Florida State University; M.S., Florida State University

Hunt, William S. ............................ Private and Industrial Security
   B.S., Florida State University; M.S., Michigan 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

JeppeSen, 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. ............................ Program Director, Hotel-Motel-Restaurant Management
   B.A., University of South Florida; M.A., University of South Florida; Ph. D., Florida State University

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. . . . . . . . . . . . . . . Assistant to the President
B.S., University of Tennessee; M.S., University of Tennessee

KINSER, PAUL A. . . . . . . . . . . . . . . Economics
B.A., Indiana State University; M.S., Indiana State University

LACEY, ROBERT W. . . . . . . . . . . . . . . Data Processing
B.S., Boston University; M.C.S., Rollins College

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

LEONARD, L. GAIL . . . . . . . . . . . . . Medical Laboratory Technology
B.S., East Tennessee State University

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

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

LYND, BENJAMIN H. . . . . . . . . . . . . Chairman of Science Department
B. A., Marshall University; M. A., Marshall University

MACK, HOWARD W., JR. Area Coordinator in 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

MANGUM, THOMAS E., III . . . . . . . . . Science
B.A., Northwest Nazarene College; M.A. Ball State University

MARKS, FRANCES F. . . . . . . . . . . . . Assistant to the Coordinator
of Financial Aids

MARTINEZ, ROSARIO . . . . . . . . . . . . Chairman of Foreign Language
Department

Degrees from Normal School for Teachers, Mantanzas, Cuba
and the University of Havana; M. A., Middlebury College
MASTERSON, JEANNE C. .......................... Music
B. G. S., Rollins College; M. A. T., Rollins College

McCORD, WILLIAM M. .......................... Science
B.A., Vanderbilt University; M.A., Peabody College; M.B.S.,
University of Colorado

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

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

McLOUGHLIN, GEORGE G.  Area Coordinator in Humanities
M.B., Boston University; Ed. M., University of Pittsburgh;
Ed. D., University of Kentucky

McMULLIAN, LOUISE ... Director 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; M. Ed., Stetson University

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

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

NIBLACK, ERNEST ............................ Counselor and Basic Studies Advisor
B. S., Florida A & M University; M.Ed., Florida A & M
University

NOBEL, LINDA J. ............................... Librarian
B.A., Florida Technological University; M.L.S., Florida State
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

OSBORNE, WILLIAM G. .................... Speech  
B.A., University of South Florida; M.A., University of South Florida

PAGE, SARA L. ...................... Nursing  
B.A., Sacramento State College; M.A., Rollins College

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. ...................... Program Director, Data Processing  
C.D.P.; B.G.S., Rollins College; M.B.A., Rollins College

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

PIERCE, LOUISE E. ..................... Medical Transcription  
A.B., Trevecca Nazarene College

POTTORFF, ARTHUR CLAYTON, JR. ...... Music  
B.M., University of Miami; M.M., University of Miami

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

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

RIBLEY, THOMAS J.  .............  Mathematics
    B.S., Otterbein College; M.M., University of South Carolina

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

ROSCH, GISELA  .................  Mathematics
    B.S., Barry College; M.A., University of Miami

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

RUTLEDGE, DONALD E.  ........  Coordinator of Financial Aids
    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

SALTER, CHARLIE JEAN  ...........  Biology
    B.S., Alabama State College; M. Ed., Florida A & M; M.A.
    Southern 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

SENFERTFITT, 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

SHUMAN, GERRY F. ...................... Chemistry and Biology
B.S., University of Tampa; M.N.S., University of Oklahoma

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

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

SKINNER, KENNETH DAVID ............. Psychology
B.A., University of West Florida; M.A., University of West
Florida

SKJERSAA, HAZEL ....................... Nursing
B.A., Texas Christian University; B.S.N., Cornell University;
M.A., Columbia University

SMITH, DAVID L. ....................... Biology
B.S., Ball State University; M.S. Purdue University; Ed.D.,
Ball State University

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

STAKEMILLER, CAMILLE N. ............. Child Development
B.S., University of Miami

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

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

WEBB, RUTH Y.  . . . . . . . . . . . . . . . . . . Nursing  
B.S.N., University of Florida; M.A.T., Rollins College

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

WEISS, KEITH E.  . . . . . . . . Coordinator of Research  
B.A., Jacksonville University; M.A., Florida State University

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

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

WILLIAMS, AUDREY M.  . . . . . . . . English  
B.A., Talladega College; M.A.T., Rollins College

WILSON, DAVID L.  . . . . . . . . Chemistry  
B.S., University of Florida; M.S., Wayne State University

WILSON, DORWIN C.  . . . . . . . . Business  
B.S., University of South Dakota; M.B.A., USAF Institute of Technology

WRIGHT, RICHARD J.  . . . . . . . . Area Coordinator in Biology  
B.S., Eastern Kentucky University; M.A., University of Kentucky
ADVISORY COMMITTEES FOR CAREER & COMMUNITY PROGRAMS

Valencia Community College recognizes the need for utilizing the resources of individuals within the community to help develop realistic and practical career and community programs. It is essential that career programs be cooperatively planned and that a close working relationship exist among career educators, industry, business and labor in order to create a marketable product (the student). To this end Advisory Committees are established to assist in the development and evaluation of new curricula and for constant reevaluation and updating of those curricula presently offered. In general, the duties of the Advisory Committees are to advise the professional staff of Valencia on such matters as current and projected employment needs, curricula content, equipment and facilities.

The Advisory Committees serving Valencia Community College have contributed tremendous aid and assistance in the development of career programs which is reflected in the strength and effectiveness of the curricula offered.

General Business

Mr. Arnold Albert
Owner
Albert Drugs

Mr. Fredrick Britton
Vice President of Operations
First National Bank

Mr. Julian Dominick
Attorney at Law
Fishback, Davis, Dominick & Simonet

Mr. Richard Frazee
Owner-Manager
Mt. Vernon Motor Lodge

Miss Fredricka Hazlett
Representative
National Secretaries Association

Mr. Curtis Meeks
Group Controller
Sears, Roebuck & Company

Mr. Andrew N. Serros
Representative
New York Life Insurance Co.

Mr. T. E. Tripplett
Certified Public Accountant
Ernst & Ernst
Certified Public Accountants

Mr. Nathaniel Vereen
Manager
Vereen Packing Co., Inc.

Mr. David Williams, Jr.
Vice President
Orange County Holiday Inns

Mr. Joseph McNamara
President
Farm & Home Machinery Company
Health Related Programs

Miss Virginia Albaugh
Director of Nursing
Orange Memorial Hospital

Mrs. Virginia Ariko
Board Member
Mental Health Association of Florida

Dr. James A. Doyle
Director
Orange County Health Department

Mr. Victor King
Sanitarium Supervisor
Public Health Department

Mr. Leslie Lee
Assistant Laboratory Director
Orange Memorial Hospital

Mr. Miller Phillips
Administrator
Barrington Terrace Nursing Home

Mr. John H. Rauch
Chief Administrator
Holiday Hospital

Mr. Easton R. Smith
Assistant Clinical Professor
Department of Allied Health Science
Orange Memorial Hospital

Dr. James R. Smith
Physician

Dr. Gordon T. Talton
Dentist

Mrs. Jean Tucker
Director of Medical Records
Orange Memorial Hospital

Dr. Benjamin C. Willard
Chief Pathologist
Orange Memorial Hospital

Mrs. Andrew Witengier
Coordinator, Exceptional Child
Educational Program
Seminole County

General Technical Education

Mr. Robert Chewning
Chief, Orlando Police Department

Mr. William Colburn
President
Cypress Creek Nursery

Mrs. Leon Ettinger
President
Council for Continuing Education
for Women in Central Florida

Mr. Joe Gentry
Chief, Computer Hardware Technology
Martin Marietta Corporation

Mr. Bert Roper
Roper Brothers Growers Citrus
Co-Op

Mr. Chalmers Strombert
Chief Engineer
WDBO Radio & Television

Mr. Pat Vaughn
Manager, Employee Relations
Walt Disney World

Mr. William H. Warne
Education Officer
McCoy Air Force Base
Mr. Ray Love  
Management & Organizational Specialist

Mr. Robert Murphy  
Senior Partner
Murphy, Hunton, and Shivers

Mr. Robert B. Worland  
Group Engineer
Martin Marietta Corporation

Mr. Harold Wilhite  
Senior Vice President
Florida Gas Company

Mr. Scott Witherell  
General Service Manager
Winter Park Telephone Company

PROGRAM ADVISORY COMMITTEES

Architectural and Building Construction Technology

Mr. Edwin R. Brown, Contractor  
Associated General Contractors

Mr. Bert T. Foster, AIA  
Bert T. Foster Associates

Mr. Donald R. Hampton, AIA

Mr. Loys Johnson, Chairman  
Department of Building Const.
University of Florida

Mr. Lewis J. Young  
Plantation Apartments

Child Development

Mrs. Patsy Agee  
Home Economics Supervisor
Florida Department of Education

Mr. William Alexander  
Director, Child Care Center
Park Lake Presbyterian Church

Mr. Dillard Carneal  
Social Services
Community Coordinated Child Care

Mrs. Phoebe Carpenter  
Administrator
Community Coordinated Child Care

Mr. James Chesnutt  
Director, Orlando Day Nursery

Mrs. Mary Cox  
Orlando, Florida

Mrs. Mary Derr  
Educational Specialist
Welbourne Avenue Child Care Center

Mrs. Betty Duda  
Oviedo, Florida

Mrs. Mary Jackson  
Our Savior Lutheran Day Care Center
Civil Technology

Mr. Harry D. Bertossa, PE
Howard, Needles, Tammen & Bergendoff

Mr. August A. Berkes, PE
Reynolds, Smith & Hills

Mr. Roland M. Lee, PE
Watson and Company

Dr. Waldron McLellon, Chairman
Civil Eng. & Environmental Sciences
Florida Technological University

Mr. A. Ray Miller, Contractor
Hubbard Construction Company

Mr. William Palm, PE
Glace and Radcliff, Inc.

Mr. Bert Rees, Resident Engineer
Department of Transportation

Mr. Claude Shivers, AIA
Murphy, Hunton & Shivers
Data Processing Technology

Mr. B. L. Cording, CDP
Asst. Manager, Financial Operations
Orlando Utilities Commission

Mr. Erman Evans, Director
Data Processing
Orange County

Mr. William Stratman, Manager
Data Processing
Florida Gas Company

Mr. Joe Gentry, Chief of
Computer Hardware Technology
Martin Marietta Corporation

Distribution & Marketing

Mr. Troy Breedlove
Manager, Multi-Peril Division
Shelby Mutual Insurance Company

Mr. Don Christopher
Manager
Food World

Mr. Ralph Kiphuth
Manager
Raybro Electric Company

Mr. John E. Olive
Vice President
Palmer Electric Company

Mr. Lauren Pittman
Personnel Manager
Montgomery Ward & Co.

Mr. Kenneth Leland
Vice President
George Stuart, Inc.

Mrs. Constance Mustard
Personnel Manager
J. C. Penney Company

Mr. David Schuster
Manager, Marketing & Research
Orlando Sentinel–Star

Drafting and Design Technology

Mr. Harry Bertossa, PE
Howard, Needles, Tammen & Bergendoff

Mr. W. C. Denson, PE
Tilden, Denson & Associates

Mr. Gene Brown, Draftsman
Repco, Inc.

Mr. Paul Milleson, Program Manager
Design and Support Systems
Martin Marietta Corporation

Mr. Robert B. Murphy, AIA
Murphy, Hunton & Shivers

Mr. R. J. Reynolds, Chief Draftsman
Florida Gas Transmission Company
Electro-Mechanical Technology

Mr. Denys O. Akhurst, Dean
College of Engineering
Florida Atlantic University

Mr. George Frye
Vice President of Eng.
Educa. Computer Corporation

Mr. Elwyn Rasco
Dir., Administrative Serv.
Repco Inc.

Mr. Edward Rinderle, Manager
Static and Rotating Components
Scott Electronics

Mr. J. C. Sparks
Field Engineer Branch Manager
IBM Corporation

Mr. John Wilburn
Chief of Quality Laboratories
Martin-Marietta Corporation

Fire Technology

Chief Robert S. Bair
Winter Park Fire Department

Chief George C. Bookhardt
Orlando Fire Department

Chief L. F. Gilliam
Apopka Fire Department

Chief Paul Pennington
Buena Vista Fire Department

Chief Melvin Rivenbark
Orlando Fire Department

Chief O. R. Strickland
McCoy AFB Fire Department

Hotel—Motel—Restaurant Management

Mr. Duane Chapin
International Motels, Inc.

Miss Edythe Floyd, Manager
Jamaica Inn

Mr. Richard Frazee, Manager
Mount Vernon Motor Lodge

Mr. Wayne Hackler
Winter Garden Inn

Mr. Walter Jensen
President, Chapter IV
Florida Restaurant Assoc.

Mr. William King
Jordan Marsh

Mr. Larry Leckart
Ronnie's Restaurant

Mr. Keith W. Osmand, Manager
Howard Johnsons Motor Lodge

Mr. Don Redford
Hilton Inn South

Mr. Howard Roland
Purchasing Manager
Walt Disney World

Mr. David Williams, Jr.
Holiday Inns
Insurance Secretarial Science

Mr. Bruce Arrow  
Senior Underwriter Personal Lines  
The Travelers Insurance Companies

Mrs. Laura C. Grant  
Office Manager  
Hall Brothers Insurance Agency, Inc.

Mr. George Edwards  
Office Manager  
O'Neil, Lee & West, Inc.

Mr. Monty McBryde  
Office Manager  
J. Rolfe Davis Insurance Agency, Inc.

Mr. Ralph Enlow  
Vice President & Treasurer  
Don Mott Insurance Agency, Inc.

Mr. Lyle Nelson  
Director of Personnel  
The Travelers Insurance Companies

Mrs. Claudine Fleming  
Vice President  
Kuykendall Insurance Agency, Inc.

Mr. Richard Wallace  
Manager of Personal Lines  
The Travelers Insurance Companies

Mr. Gary B. Fleming  
Treasurer & Office Manager  
Kuykendall Insurance Agency, Inc.

Law Enforcement

Mr. Don Adams  
Chief, Kissimmee Police Department

Mr. Ralph Jones  
Chief, Maitland Police Department

Mr. Robert Chewning  
Chief, Orlando Police Department

Mr. Richard G. Overmen, Sr.  
Lieutenant, Orange County Sheriff's Department

Mr. Melvin Colman  
Sheriff, Orange County

Mr. Don Van Scyoc  
Captain, Orlando Police Department

Medical Laboratory Technology

Mr. Edward Carr  
Medical Technologist  
Central Florida Blood Bank

Mr. Archie Weems  
Chief Technologist  
Florida Hospital

Mr. Leslie Lee  
Assistant Laboratory Director  
Orange Memorial Hospital

Dr. Benjamin C. Willard  
Chief Pathologist  
Orange Memorial Hospital

Mr. Donald Welch  
Chief Administrator  
Florida Hospital
Nursing

Dr. Nancy J. Small
Physician

Mr. Harvey Meagher
Administrator
Winter Park Memorial Hospital

Sister Carol Ann Tight, R.N.
Supervisor
Mercy Hospital

Miss Virginia Albaugh, R.N.
Director of Nursing
Orange Memorial Hospital

Mrs. Margaret Sumner, R.N.
Assistant Administrator, Nursing Services
Florida Hospital

Mrs. Bert (Barbara) Roper
Winter Garden, Florida

Private & Industrial Security

Mr. Hans Boehm
Law Enforcement Planning Council

Mr. Larry Graham
Martin Marietta Corp.

Mr. James B. Hafley
Richmond E. Barge Associates

Mr. William E. Hall
Security Specialist
Naval Training Center

Mr. L. Bryant Helmer
Associated Security, Inc.

Mr. M. R. Jones
Security Director
First National Bank in Orlando

Ornamental Horticulture Technology

Mr. Glenn G. Blalock
John's Inc.

Mr. Jay Blanchard, Director
Winter Park Parks Department

Dr. Oswald Brown
United Horticulture, Inc.

Mr. George Busby, Supervisor
Agricultural Education

Mr. Jack Christmas
Oakdell, Inc.

Mr. William Colbur, President
Cypress Creek Nursery

Mr. Harold P. Danforth
Orlando Parks Department

Mr. Morgan Evans
Landscape Architect

Mr. Bert Foster, AILA
Foster & Associates

Mr. James F. Griffin, Jr.
Florida Nurserymen & Growers Assoc.

Mr. Alan Poole
Apopka Growers Supply

Mr. Jack Siebenthaler
Seminole Nurseries

Mr. Jim Thomas, Consultant
Environmental Design Groupe, Inc.
The following individuals are listed on several committees and serve in an ex officio capacity:

Mr. Kenneth Girard  
Florida State Employment Service  
Winter Park, Florida

Mr. Donald Mapel, Assistant Superintendent  
Vocational, Technical and Adult Education  
Orange County Public Schools  
Orlando, Florida

Mr. Charles E. May  
District Director  
Division of Vocational Rehabilitation  
Orlando, Florida

Mr. James Picone  
Orlando/Orange County Industrial Board  
Orlando, Florida

Mr. Stanley Simpson, Consultant  
Technical Education  
State Department of Education  
Orlando, Florida
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 Road. College enrollment reached a peak of 3912 students during the first semester of 1971-72.

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.

In line with the expanding role of the college in community education, the name of the college changed to Valencia Community College on July 1, 1971. In September, 1971, the college moved to its first permanent campus 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 stu-
dent 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 (USAIF) 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 from provisional status.

**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 recommendation of the transfer institution.

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

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. Application for admission should be submitted three 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 unless he plans to enroll in an English Language Institute in the United States. 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, photograph. $10.00 and health form. The $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

3. 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, photograph, and health form. 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. A student must reapply as
transient 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, $10.00 application fee, and the health form.

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. Florida Twelfth Grade Placement Test scores.

4. 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, photograph, and the health form. 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. 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
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Rent or Mortgage Including Utilities</td>
<td>$1000</td>
</tr>
<tr>
<td>20</td>
<td>Food and Household Supplies</td>
<td>$500</td>
</tr>
<tr>
<td>21</td>
<td>Clothing, Laundry, and Cleaning</td>
<td>$200</td>
</tr>
<tr>
<td>22</td>
<td>Transportation</td>
<td>$100</td>
</tr>
<tr>
<td>23</td>
<td>Medical and Dental</td>
<td>$300</td>
</tr>
<tr>
<td>24</td>
<td>Child Care</td>
<td>$150</td>
</tr>
<tr>
<td>25</td>
<td>Total</td>
<td>$2150</td>
</tr>
<tr>
<td>26</td>
<td>Total</td>
<td>$2150</td>
</tr>
<tr>
<td>27</td>
<td>Unsecured Loan</td>
<td>$500</td>
</tr>
<tr>
<td>28</td>
<td>Secured Loan</td>
<td>$300</td>
</tr>
<tr>
<td>29</td>
<td>Other Liabilities</td>
<td>$100</td>
</tr>
<tr>
<td>30</td>
<td>Total Liabilities</td>
<td>$900</td>
</tr>
</tbody>
</table>
FINANCIAL INFORMATION

1972-73
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) for all sessions:

<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></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$11.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Scholarship Fee*</td>
<td>None</td>
<td>$4.50</td>
</tr>
<tr>
<td>Total</td>
<td>$11.00</td>
<td>Total... $129.50</td>
</tr>
<tr>
<td>OUT-OF-STATE STUDENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$11.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Scholarship Fee*</td>
<td>None</td>
<td>$4.50</td>
</tr>
<tr>
<td>Tuition</td>
<td>$17.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Total</td>
<td>$28.00</td>
<td>Total... $329.50</td>
</tr>
</tbody>
</table>

* Recent legislation and subsequent amendments to the Regulations of the State Board of Education requires that four
dollars and fifty cents ($4.50) per semester shall be collected from each full-time student and shall be remitted to the Department of Education student financial aid trust fund pursuant to section 239.78 (8), Florida Statutes. A full-time student for purposes of determining collection and remittance for the student financial aid trust fund shall be defined as a student who takes twelve (12) credit hours or more of course work per term.

OVERLOAD FEE

Each credit hour beyond nineteen will be charged at the rate of $11.00 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</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 173-174</td>
<td>Primary Instrument</td>
<td>$50.00 each Session</td>
</tr>
<tr>
<td>MC 273-274</td>
<td>Primary Instrument</td>
<td>$50.00 each Session</td>
</tr>
<tr>
<td>MC 165-166</td>
<td>Applied Music</td>
<td>$25.00 each Session</td>
</tr>
<tr>
<td>MC 171-172</td>
<td>Secondary Instrument</td>
<td>$25.00 each Session</td>
</tr>
<tr>
<td>MC 271-272</td>
<td>Secondary Instrument</td>
<td>$25.00 each Session</td>
</tr>
<tr>
<td>MC 180</td>
<td>Brass Techniques</td>
<td>$5.00 each Session</td>
</tr>
<tr>
<td>MC 181</td>
<td>Woodwind Techniques</td>
<td>$5.00 each Session</td>
</tr>
<tr>
<td>MC 182</td>
<td>Percussion Techniques</td>
<td>$5.00 each Session</td>
</tr>
<tr>
<td>MC 183</td>
<td>String Techniques</td>
<td>$5.00 each Session</td>
</tr>
</tbody>
</table>

NURSING STUDENTS

Students enrolled in the Nursing program will accrue the following additional costs during their course of study:

- Uniforms, caps and shoes .................. $60.00
- Achievement Tests ......................... $10.00
- Name Pins & Uniform Patches .............. $2.00
- Insurance .................................... $8.00

The students will be responsible for furnishing his/her transportation to the community and/or hospital facilities used by the college for nursing student clinical practice.

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**

Credit by Examination Fee (per examination) ............... $15.00
Edwards Personal Preference Schedule .................... 1.50
Strong Vocational Interest Blank .......................... 1.50
Other Tests as approved by the Board of Trustees
Fees are not refunded after examination application has
been accepted.
Duplicate Student Identification Fee ...................... .50
Duplicate Transcript Fee .................................. 1.00
Graduation Fee (non-refundable)
  includes cap and gown when required .................... 10.00
Rental of band and orchestral instruments
  (per session) ........................................ 5.00

Although no activity fee is charged, a portion of student fees
not to exceed $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 the student government association,
athletic and cultural events; student identification cards; auto-
mobile 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 with-
drawal. 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 retire-
ment 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

The college is concerned with the student’s personal-social, academic and career development. Full time professional counselors are available to assist students in making decisions in personal matters, academic majors, or career choices.

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 Test, the College Entrance Examination Board or the American College Testing Program.

The counseling office also makes available the Edwards Personal Preference Schedule and the Strong Vocational Interest Blank for students who wish to take advantage of these services.

The college grants credit by examination for selected courses. These are designated by CE in the catalog. Credit is granted through use of the CLEP.

Valencia Community College also serves as an area test center for the ACT testing program.

STUDENT DEVELOPMENTAL LABORATORIES

Student developmental laboratories conducted by the various academic departments are scheduled in each session. Students needing help in study skills and learning techniques may attend on a voluntary basis. Laboratories are designed with flexible content to meet the realistic needs of individual students. These laboratories are described on page

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 food service facility is operated for benefit of students. The system will provide quick, efficient service to a large number of people. A short order service will provide snacks for those desiring these items. A vending room is available for those desiring immediate service from machines. Food service is available from 6:30 A.M. until 10:00 P.M.

**HEALTH SERVICES**

The College provides minimum health services for students who become ill or injured while at school. Emergency hospital treatment is arranged through the Director of Student Services.

**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.

**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 in this classification if they continue to pursue a full-time course of study and
make satisfactory progress leading to a degree. Satisfactory progress is generally considered to be completion of 15 semester hours per session.

STUDENT INSURANCE

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

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 which enhance 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.

TRANSCRIPTS

Students wishing to have transcripts of their 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.

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 in to 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 talent or are in financial need. The Office of Financial Aid administers monies available from federal, state and local sources in the form of loans, grants or scholarships, and part-time employment. Assistance may be provided singly or as a package combining a loan, grant, scholarship or work opportunity to those who qualify.

BASIS ON WHICH AID IS GRANTED

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

(1) be accepted for admission to the college.
(2) prove financial need except for direct academic scholarship grants
(3) show academic achievement,
(4) be of good character and citizenship.

A personal interview with the financial aids officer is desirable.

HOW TO APPLY

Applications for financial aid at Valencia Community College should be filed before July 1 for the following academic year. One application serves for all of the sources including Educational Opportunity Grant, college scholarships, Florida Student Loans, and the College Work-Study Programs, and should be submitted as soon after November 1 as possible.

The following steps are necessary for application:

(1) *File the Valencia Community College Financial Aid Application* with the Office of Financial Aid. Application forms are available through the Office of Financial Aid. Note: The application for admission and the application for financial aid are not the same.

(2) Have parents *complete a Parents' Confidential State-
ment (obtained from high school counselor or the Office of Financial Aid) and mail directly to College Scholarship Service by July 31 as directed on the form.

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

Aid may be renewed only within the limits of available resources. It is necessary for recipients to reapply annually before July 31 in order to be considered for continued assistance.

TYPES OF AID

LOANS

Federally Insured Loan Program – A program to provide a federal guarantee of a loan personally arranged by a student with a bank, credit union, or other lending agency up to $1500 per academic year. The Federal Government pays the interest while the student is in school.

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. Loans up to $1800 per academic year are available.

Florida Student Loan – A student who has been a legal resident of Florida for the past two 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 $1200. Repayment begins six months after graduation with Bachelor’s degree or termination of full-time college attendance whichever comes first. Loan notes bear interest at 4% per year beginning 6 months following graduation or termination of full-time attendance.

College Short-Term Loans – These loans are available up to the maximum amount of $150 and applicable only to
tuition, fees and books. Residents of Orange County will be given first consideration. Requirements are as follows:

(1) grade-point average of 1.5 or better for the previous session

(2) repayment within 4 months from date of loan

(3) a co-signer is required if the loan is for more than $50.

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

Scholarships are made available to qualified students from funds received from many area organizations, firms and individuals. The college selects recipients for scholarship and has complete administrative responsibility. In some instances scholarships are made available to specific students by donors. In these instances the Office of Financial Aid acts as the administering agency. The Financial Aid Office maintains a register of non-institutional scholarships and private loan programs to which students apply directly.

A tuition waiver is a special type of scholarship for Valencia Community College students who have demonstrated ability in academic, athletic, forensic, or student government work.

To be considered for an academic tuition waiver a student must have displayed academic achievement in high school and scored well on the Florida 12th Grade Placement Test. Enrolled applicants must have a minimum 3.0 overall grade point average and a 3.0 from the previous semester.

Athletic, forensic, and student government tuition waivers are awarded to qualified students who have been recommended by the appropriate faculty member and approved by the Scholarship Committee.

GRANTS

Law Enforcement Education Program Grant – The Law Enforcement Education Program Grant is designed to assist the full-time law enforcement officer continue his education in law enforcement or a directly related field. Grants currently cover the cost of tuition, fees and books.
Educational Opportunity Grants are available to a limited number of undergraduate students with exceptional financial need who require grants to attend college. To be eligible the student must also show academic or creative promise.

Eligible students who are accepted for enrollment on a full-time basis or who are currently enrolled in good standing may receive Educational Opportunity Grants for each year of their higher education, although the maximum duration of a grant is 4 years.

Grants will range from $200 to $1000 a year and can be no more than one-half of the total assistance given the student.

PART-TIME EMPLOYMENT

Federal College-Work Study Program – Students who need a job to help pay for college expenses are eligible for employment by the college under federally supported Work-Study Programs.

Students may work up to 15 hours weekly while attending classes full-time. During the summer or other vacation periods when they do not have classes, students may work full-time (40 hours per week) under this program. The basic pay rate will be $1.75 an hour paid in accordance with board approved pay scale.

On-campus jobs can include work in offices, laboratories, libraries, and maintenance. Off-campus jobs in a variety of governmental and non-profit agencies are also available.

To be eligible for this program a student must:

(1) be enrolled or accepted for enrollment as a full-time student

(2) show evidence of financial needs, and

(3) be capable of maintaining good academic standing while employed under the program.

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

Institutional Work-Study – Each year a number of students are employed on campus in administrative and departmental offices, library and laboratories. The number of hours students are permitted to work range from ten to fifteen hours per week. Applicants may qualify on the basis of need,
satisfactory academic standing and the possession of a particular skill needed for the job assignment.

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

**TUTORIAL ASSISTANCE**

Tutorial assistance is available from four sources:

1. Phi Theta Kappa, Valencia honor fraternity, offers tutorial service to any student who has the need for such service. A student may obtain further information about Phi Theta Kappa tutoring from the organization president or from Financial Aids Office.

2. Each academic department chairman at Valencia Community College has submitted a list of student tutors who have been approved for tutoring in his department. The maximum fee for these services has been set at $2.50 per hour. Students should contact the Financial Aids Office.

3. Under Chapter 31, Veterans Administration Tutorial Service Benefits, a veteran is entitled to 9 months of tutorial assistance at $50.00 per month throughout his normal college career. Application for this program must be made through the Financial Aids Office. Tutors for this will be faculty members or other qualified educators. The rate of pay will be $10.00 per hour.

4. Students under Chapter 34 of the Veterans Administration Rehabilitation Program can acquire tutorial assistance by obtaining approval from their Veterans Administration Counselor working with the Valencia Financial Aids Office. Tutors for this program will be faculty members or other qualified educators. The rate of pay will be $10.00 per hour.
ACKNOWLEDGEMENTS

Valencia Community College is grateful to all persons and organizations who have generously contributed to the various loan and scholarship funds.

Valencia Community College Short-Term Loan Funds

Alpha Delta Kappa Honorary Educational Sorority, Kappa Chapter, Orlando
Apopka Woman’s Club
Black Student Union, Valencia Community College
Delta Beta Pi Fraternity, Delta Chapter
Dr. P. Phillips Foundation, Orlando
Roy E. Kinnick Fund, Valencia Community College
S Club, Valencia Community College
United Student Aid Fund, Valencia Community College
University Club of Orlando
Theodore H. Van Deventer, Sr., Fund of the Grace Covenant Presbyterian Church, Orlando
West Orlando Rotary Club

Valencia Community College Scholarships

Army Relief Society
Baptist Memorial Hospital, Jacksonville, Fla.
Beneficial Management Corporation Foundation, Morris-town, N.J.
Boise Cascade Corporation Foundation, Inc., Boise, Idaho
Citizens Scholarship Foundation of Central Florida, Inc.
Delta Kappa Gamma Society
Elks National Foundation
Farrons Tree Surgeons, Jacksonville, Fla.
Florida Chiropractic Association — Woman’s Auxiliary
Florida Restaurant Education Foundation
Ford Foundation
John Harland Company Foundation, Atlanta, Ga.
Indian River Memorial Hospital Auxiliary
Junior Achievement — Orange County
Kiwanis Club of Winter Park
National Secretaries Association, Orlando Chapter
Navy Relief Society
NCO Wives Club, Patrick AFB
Ocoee Lions Club
OPTI-Mrs. of the Florida District
Orange County Association of Educational Secretaries
Orange County Association of Legal Secretaries
Orange County East Rotary Club
Rollins Inc., Atlanta, Ga.
Sigma Alpha Iota, Orlando Alumnae Chapter
Smokehouse, Inc., Apopka
Sorosis of Orlando
South Orlando Kiwanis Education Foundation
Southern Scholarship and Research Foundation
United Daughters of Confederacy, Jefferson Davis Chapter
West Orange Junior Service League, Winter Garden
West Orange Scholarship Foundation, Inc., Winter Garden
Winn-Dixie Stores
Woman's Auxiliary to The Orange County Medical Society
Woman's Society of Christian Service, Wesleyan Service
Guild, U. M. Church
Zeta Pi Omega Sorority, Valencia Community College
Bessie Ziegler Educational Opportunity Fund
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 a privilege; therefore, the conduct of students is expected to be honorable and dignified at all times. By registration, the student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct as stated in the Valencia 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.

(Automatically changed to "W" if not made up in the ensuing session)

- **W** Withdrawn or dropped course . . . Earns 0 quality points
- **X** Audit . . . . . . . . . . . . . . Earns 0 quality points
- **N** No grade or non credit course . . . 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</td>
<td>151</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>PL</td>
<td>152</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AT</td>
<td>175</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>HY</td>
<td>181</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BY</td>
<td>151</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>BA</td>
<td>171</td>
<td>3</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, full time students who complete a minimum of twelve (12) hours of course work at the 100 or 200 level and who earn a 3.5 grade-point average or above on all courses attempted during Session I or II are named to the President's Honor List. Part-time students who earn a 3.5 grade-point average or above on all courses attempted with a minimum of twelve (12) hours of course work at the 100 or 200 level will be recognized when they have completed requirements for sophomore status and again at graduation.

DEAN'S HONOR LIST

In recognition of scholastic achievement, full time students who complete a minimum of twelve (12) hours of course work at the 100 or 200 level and who earn a 3.0 grade-point average or above on all courses attempted during Session I or II are named to the Dean’s Honor List. Part-time students who earn a 3.0 grade-point average or above on all courses attempted a minimum of (12) hours of course work at the 100 or 200 level will be recognized when they have completed requirements for sophomore status and again at graduation.

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 Director of Admissions and Registrar. 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 withdraw 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 Director of Admissions and Registrar.

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 Director of Admissions and Registrar.

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.

TRANIENT 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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit may be earned in certain specified courses through examinations of the College Level Examination Program (CLEP) as provided by the Educational Testing Service. These courses are so designated in the college catalog. In certain courses, testing may be required in addition to the CLEP test.

ADVANCED PLACEMENT EXAMINATIONS (CEEB)

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.

CAREER PROGRAMS EXAMINATIONS

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 as determined by the department concerned.

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 for the non-career courses.

OTHER EXAMINATIONS

Students desiring to take credit by examination in a subject area not included above should consult the department concerned to explore other test possibilities.
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 $15.00 for each examination requested must be paid at the time the application is filed and is not refundable.

CREDIT

Credit will be recorded for individuals who earn acceptable scores on the College Level Examination Program tests. No letter grades or quality points will be assigned.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

1. Complete 62 semester hours of acceptable college credits of which 2 semester hours credit may be from the following Physical Education courses: PE-151, 152, 153, 154, 155, 156, 157, 160, 161, 162, 163 and 175.

NOTE: Career courses designated by a “+” in the Course Description section of the catalog, or courses whose number is less than 100 are not applicable toward an Associate in Arts degree at Valencia Community College.

2. Satisfactory completion of the general education program.

3. Earn an overall grade-point average of 2.0 (C) on applicable college credit courses. 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 applicable work attempted at Valencia Community College.
4. Complete the last 15 college credit hours in residence at Valencia Community College.

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

Final responsibility for meeting the requirements for graduation for the Associate in Arts degree rests with the student.

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 in an Associate in Arts Degree Program must satisfy the provisions of the statewide Articulation Agreement adopted by the State Board of Education on April 13, 1971. However it is recognized that there are students in progress toward an Associate in Arts Degree and that the requirements at the time of their entry may not meet the requirements of the Articulation Agreement. Therefore, Valencia Community College is authorized to issue Associate in Arts Degrees based on previous catalog commitments through August 31, 1972. (See a synopsis of the Articulation Agreement on pages 64 and 65).

ARTICULATION AGREEMENT BETWEEN THE STATE UNIVERSITIES AND PUBLIC COMMUNITY JUNIOR COLLEGES OF FLORIDA

Valencia Community College subscribes to the Articulation Agreement adopted in April 1971 by the State Universities and Public Community Junior Colleges. Under the auspices of this agreement certain requirements must be met. A synopsis of this agreement follows:

1. The provisions of the general education agreement of 1959 are reaffirmed. This agreement provides that: Each public institution of higher education in Florida, i.e., each State University and each Community Junior
College, is encouraged to foster and promulgate a program of general education. This basic program for students working toward a baccalaureate degree should involve not fewer than 36 semester hours of academic credit.

2. The Associate in Arts degree shall be awarded upon:
   a. Completion of 62 semester hours of academic work exclusive of occupational courses and courses whose numbers are less than 100.
   b. Completion of an approved general education program of not fewer than 36 semester hours.
   c. Achievement of a grade point average of not less than 2.0 in all courses attempted, and in all courses taken at the junior college awarding the degree, provided that only the final grade received in courses repeated by the student shall be used in computing this average. The grade of “D” will be accepted for transfer (provided the overall grade average does not drop below the prescribed 2.0 level), and will count towards the baccalaureate in the same way as “D” grades obtained by students enrolled in the lower division of state universities, i.e., credits in courses transferred with “D” grades will count towards the credits required for the baccalaureate; however, it is at the discretion of the department or college of the university offering the major as to whether courses with “D” grades in the major may satisfy requirements in the major field.

3. The baccalaureate degree in all state universities shall be awarded in recognition of lower division (freshman-sophomore) combined with upper division (junior and senior) work. The general education requirement of the baccalaureate degree shall be the sole responsibility of the institution awarding the Associate in Arts degree in accordance with the general education agreement of 1959. If, for any reason, a student has not completed an approved general education program in a junior college prior to his transfer to a state university, the general education requirement shall become the responsibility of the university.
4. Lower division programs in all state institutions enrolling freshmen and sophomores may offer introductory courses which permit the student to explore the principle professional specializations that can be pursued at the baccalaureate level. These introductory courses shall be adequate in content to be fully counted toward the baccalaureate degree for students continuing in such a professional field of specialization. However, the determination of the major course requirements for a baccalaureate degree, including courses in the major taken in the lower division, shall be the responsibility of the state university awarding the degree.

5. Students receiving the Associate in Arts degree will be admitted to junior standing within the University System. The specific university that accepts the student will be determined by the preference of the student, by the program of major concentration, and by space available within the specific institution. If, because of space or fiscal limitations, any state university must select from among qualified junior college graduates, its criteria for selection shall be reported to the articulation coordinating committee.

6. Other associate degrees and certificates may be awarded by a junior college for programs which have requirements different from the Associate in Arts, or a primary objective other than transfer. Acceptance of course credits for transfers from such degree or certificate programs will be evaluated by the senior level institution on the basis of applicability of the courses to the baccalaureate program in the major field of the student. Each state university is encouraged to develop admission policies that will consider all factors indicating the possibility of success in its upper division of transfer students who have not earned the Associate in Arts degree.

7. Each university department shall list and update the requirements for each program leading to the baccalaureate degree and shall publicize these requirements for use by all other institutions in the state.

8. Each state university shall include in its official catalog of undergraduate courses a section stating all lower division prerequisite requirements for each upper division specialization or major program.
9. A junior college-university coordinating committee has been established to review and evaluate current articulation policies and formulate additional policies as needed. The coordinating committee is composed of seven members, three of whom are appointed by the Director of the Division of Community Colleges, three by the Chancellor of the State University System and one by the Commissioner of Education. The activities of this committee shall include:

a. Authorize professional committees or task forces consisting of representatives from both levels of higher education to facilitate articulation in subject areas.

b. Conduct a continuing review of the provisions of this agreement.

c. Review individual cases or appeals from students who have encountered difficulties in transferring from a community college to a university. Decisions reached by the coordinating committee will be advisory to the institutions concerned. Students wishing to make an appeal to the coordinating committee should contact the Director of Admissions at Valencia.

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 36 semester hours of academic credit and serves as the core of the curriculum. Of the 36 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 EN 151 Freshman Composition, EN 152 Freshman Composition, and/or EN 260 Advanced Composition.
Elective Courses:

- EH 250 Introduction to Literature – 3 semester hours
- EH 251-252 English Literature – 3 semester hours each
- EH 253-254 American Literature – 3 semester hours each
- EH 268-269 World Literature – 3 semester hours each
- FH 151-152 Elementary French – 3 semester hours each
- FH 251-252 Intermediate French – 3 semester hours each
- GN 151-152 Elementary German – 3 semester hours each
- GN 251-252 Intermediate German – 3 semester hours each
- SH 151-152 Elementary Spanish – 3 semester hours each
- SH 251-252 Intermediate Spanish – 3 semester hours each
- SP 165 Fundamentals of Speech – 3 semester hours

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

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

Humanities
- HS 261 Comparative Religions – 3 semester hours

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

Philosophy
- PI 251 Philosophy – 3 semester hours

Spanish
- SH 268-269 Introduction to Spanish Literature – 3 semester hours each
- SH 261 Introduction to Spanish Civilization – 3 semester hours
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  Calculus with Analytic Geometry - 4 semester hours each
252-253
MS 255  Elementary Statistics - 3 semester hours
MS 261  Linear Algebra - 3 semester hours

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

BY 151-152  Biological Sciences - 3 semester hours each
BY 172  Fundamentals of Biology - 4 semester hours
BY 251  Human Anatomy and Physiology - 4 semester hours
BY 261  Zoology - 4 semester hours
BY 262  Botany - 4 semester hours
BY 280  Microbiology - 4 semester hours
BY 285-286
287-288-289  Seminars in Selected Biological Topics - 1 semester hour each
CY 155  Introductory Chemistry - 4 semester hours
CY 156  Chemical Calculations - 3 semester hours
CY 161  Introduction to Inorganic and Biochemistry - 4 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
PS 194  Elementary Astronomy - 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
GV 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
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 6 hours from a combination of at least two separate areas listed on preceding pages or from the course offerings listed below):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</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>SP 151-152</td>
<td>Introduction to the Theatre</td>
<td>3 semester</td>
</tr>
<tr>
<td>SP 166</td>
<td>Public Speaking</td>
<td>3 semester</td>
</tr>
</tbody>
</table>
UNIVERSITY PARALLEL PROGRAMS

Associate in Arts Degree

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 freshmen 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.

Listed below are some of the University Parallel Programs offered at Valencia Community College. Others may also be available.

**University Parallel Programs**

Accounting  
Agriculture  
Allied Health Sciences  
Architecture  
Art  
Astronomy  
Biology (Botany, Zoology, Microbiology)  
Building Construction  
Business Administration  
Chemistry  
Computer Science  
Criminology  
Dental  
Drama  
Economics  
Education  
Engineering  
Engineering Design Technology  
Engineering Technology  
English  
Forestry  
French  
Geology  
German  
Health & Physical Education  
History  
Home Economics  
Humanities  
Journalism  
Landscape Architecture  
Law  
Library Science  
Mathematics  
Medicine  
Meteorology  
Music  
Nursing  
Oceanography  
Optometry  
Pharmacy  
Physics  
Political Science  
Psychology  
Sociology & Social Work  
Spanish  
Speech  
Statistics  
Veterinary Medicine

**NOTE:** The above list is not intended to be exhaustive. The first two years of most parallel programs are available at Valencia. Complete suggested programs may be obtained from the Counseling Office.
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. In addition to becoming a technician or specialist in one area, the student 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.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

1. Satisfactory completion of a prescribed course of study in one of the career programs.

2. Earn an overall grade-point average of 2.0 (C) on all college credit courses. 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 col-
lege 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 granted a degree who has less than a "C" average on all applicable work attempted at Valencia Community College.

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

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

Final responsibility for meeting the requirements for graduation for the Associate in Science degree rests with the student.

A student in an Associate in Science Degree Program 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.

Certificates are available in the Clerical Certificate, Fire Technology and Law Enforcement programs. These certificates are available for those students who complete the required courses as outlined in the specific program listed in the catalog.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN ARCHITECTURAL AND BUILDING CONSTRUCTION TECHNOLOGY

Valencia Community College offers a two year program leading to the Associate in Science Degree in Architectural and Building Construction Technology. This program is designed to train technicians capable of working with architects, engineers, scientists, contractors and others in the total occupational cluster. Instruction in this program provides a balanced curriculum in theory and practical laboratory situations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 137/170</td>
<td>Technical Mathematics I/College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>AL 191</td>
<td>Building Materials &amp; Construction Methods</td>
<td>3</td>
</tr>
<tr>
<td>EG 151</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MS 138/171</td>
<td>Tech. Mathematics II/College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communications</td>
<td>5</td>
</tr>
<tr>
<td>PH 161</td>
<td>Mechanics, Heat and Sound</td>
<td>4</td>
</tr>
<tr>
<td>AL 192</td>
<td>Construction Planning &amp; Control</td>
<td>3</td>
</tr>
<tr>
<td>AL 102</td>
<td>Architectural Drawing &amp; Model Building (Wood-Frame)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 31**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL 291</td>
<td>Statics &amp; Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>PH 162</td>
<td>Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AL 292</td>
<td>Building Service Systems</td>
<td>4</td>
</tr>
<tr>
<td>(Mechanical &amp; Electrical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AL 201</td>
<td>Architectural Drawing (Steel)</td>
<td>3</td>
</tr>
<tr>
<td>AL 293</td>
<td>Elementary Surveying</td>
<td>3</td>
</tr>
<tr>
<td>DP 105</td>
<td>Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>AL 294</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td>2</td>
</tr>
<tr>
<td>AL 295</td>
<td>Building Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>AL 202</td>
<td>Architectural Drawing (Concrete)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours: 29**

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

### 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>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>FL 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>Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 33

### 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 Communication</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>
</tbody>
</table>

**Total:** 27

*Students may take either the Math sequence, MS 81 or 170 and MS 255, or the business sequence, BA 283 and 284. A minimum of sixty (60) semester hours is required for graduation.

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 CHILD DEVELOPMENT

This program is designed for students who seek employment in pre-school child centers and for those persons currently employed in child care centers who desire to upgrade their skills. The program is so designed that all students will gain practical experience in a child care center, either on or off campus, as part of their regular curriculum.

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>PY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CT 111</td>
<td>Teaching of Elementary Games</td>
<td>3</td>
</tr>
<tr>
<td>PY 260</td>
<td>Psychology of Childhood &amp; Youth</td>
<td>3</td>
</tr>
<tr>
<td>IH 165</td>
<td>First Aid and Safety</td>
<td>2</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>UN 150</td>
<td>Orientation to Education</td>
<td>3</td>
</tr>
<tr>
<td>CT 101</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>CT 110</td>
<td>Principles of Pre-school Education</td>
<td>3</td>
</tr>
<tr>
<td>CT 205-206</td>
<td>Supervised Student Participation</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total    |                                      | 30                     |

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>IH 150</td>
<td>Personal &amp; Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HE 151</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>CT 201</td>
<td>Advanced Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>CT 207-208</td>
<td>Supervised Student Participation</td>
<td>4</td>
</tr>
<tr>
<td>CT 105</td>
<td>Art for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CT 107</td>
<td>Literature for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CT 109</td>
<td>Music for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total    |                                      | 31                     |

*Suggested electives: Humanities, BA 175, SY 265 or EH 157.

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
CIVIL TECHNOLOGY—HIGHWAY OPTION

Valencia Community College offers a two year program leading to the Associate in Science Degree in Civil Technology. This program provides theoretical and classroom experience which closely parallels on-the-job situations found in a civil engineer’s office and applies to the design of bridges, causeways, highways, airports, water control systems, and numerous other areas within the total occupational cluster.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester</th>
<th>Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 137/170</td>
<td>Technical Mathematics I/College Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PH 161</td>
<td>Physics Mechanics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CV 191</td>
<td>Materials (Chemistry &amp; Properties)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EG 151</td>
<td>Engineering Drawing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MS 138/171</td>
<td>Tech. Math II/College Trigonometry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PH 162</td>
<td>Physics Electricity &amp; Optics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CV 192</td>
<td>Surveying &amp; Measurements</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 193</td>
<td>Mechanics (Statics &amp; Dynamics)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CV 102</td>
<td>Construction Methods &amp; Equipment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester</th>
<th>Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 157</td>
<td>Technical Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 291</td>
<td>Strength of Materials</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DP 105</td>
<td>Fortran Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 292</td>
<td>Photogrammetry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CV 293</td>
<td>Soils and Foundations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 201</td>
<td>Advanced Drafting for Highway Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 294</td>
<td>Estimating &amp; Office Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 295</td>
<td>Route Design &amp; Survey</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 296</td>
<td>Road Design &amp; Construction</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 297</td>
<td>Reinforced Concrete Construction &amp; Pile Driving</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 298</td>
<td>Hydraulics &amp; Drainage, Sewage &amp; Sewers</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
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>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Session II**

<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>
<tr>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

**Session III**

<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>
<tr>
<td></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

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

**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 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 Communications</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></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ES 151</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>DP 210</td>
<td>Data Systems and Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 252</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>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><strong>30</strong></td>
</tr>
</tbody>
</table>

* See course description section of catalog for Statistics prerequisite. Students wishing to work with FORTRAN and COBOL 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 DISTRIBUTION AND MARKETING

This program includes a cooperation plan in which classroom
instruction is supplemented with on-the-job training in an ap-
proved distribution or marketing occupation. The college ap-
pointed coordinator for this program will give assistance where possible;
however, the responsibility for securing an acceptable business
position rests with the student.

Freshman 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>BA 180</td>
<td>Business Mathematics</td>
<td>3</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>BA 284</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BA 110-111</td>
<td>Work Experience &amp; Seminar I, II</td>
<td>6</td>
</tr>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BA 283</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BA 285</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BA 210-211</td>
<td>Work Experience &amp; Seminar III, IV</td>
<td>6</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ES 151</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Students wishing to transfer any credits from this
program to another institution must accept the responsibility for
securing approval in advance from the transfer institution.
REQUIRED PROGRAM LEADING TO AN ASSOCIATE IN SCIENCE DEGREE IN DRAFTING AND DESIGN TECHNOLOGY

Valencia Community College offers a two year program leading to an Associate in Science Degree in Drafting and Design Technology. This program is designed to train technicians who can be assistants to engineers and architects by transplanting ideas, rough sketches, specifications and calculations into complete and accurate working drawings.

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>MS 137/170</td>
<td>Technical Mathematics I/College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>EG 157</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>EG 151</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MS 138/171</td>
<td>Tech. Mathematics II/College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PH 161</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>EG 152</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>DG 111</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS 161</td>
<td>Modern Computational Methods</td>
<td>3</td>
</tr>
<tr>
<td>PH 162</td>
<td>Introductory Physics II</td>
<td>2</td>
</tr>
<tr>
<td>DG 201</td>
<td>Electromechanical Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>DG 211</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>ES 151</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DG 202</td>
<td>Electromechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>DG 212</td>
<td>Mechanical Drafting III</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Revised 1972-73.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN ELECTRO-MECHANICAL TECHNOLOGY

Valencia Community College offers a two year program leading to the Associate in Science Degree in Electromechanical Technology. This program will produce a technician not only competent in areas that require combined or overlapping skills in electronics, mechanics, fluids, optics, acoustics and thermodynamics, but also capable of entering several technical occupations.

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>MS 137/170</td>
<td>Technical Mathematics I/College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>LG 151</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>PH 161</td>
<td>Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>EM 101</td>
<td>Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>MS 138/171</td>
<td>Tech. Mathematics II/College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PH 162</td>
<td>Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>EM 150</td>
<td>Mechanisms</td>
<td>4</td>
</tr>
<tr>
<td>EM 102</td>
<td>Electricity &amp; Electronics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>35</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>EM 215</td>
<td>Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>EM 220</td>
<td>Electromechanical Components</td>
<td>4</td>
</tr>
<tr>
<td>EM 201</td>
<td>Digital Computer Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>EM 230</td>
<td>Storage Principles &amp; Devices</td>
<td>4</td>
</tr>
<tr>
<td>EM 240</td>
<td>Input/Output Devices</td>
<td>4</td>
</tr>
<tr>
<td>EM 202</td>
<td>Digital Computing Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
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>
<tr>
<td></td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

### Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 253</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 255</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 260</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BA 263</td>
<td>Executive Secretarial Seminar and Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>9</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 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 Communications</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>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BA 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>3</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>** Humanities Area Elective</td>
<td>3</td>
<td></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>
<tr>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

*NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1972-73.

**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.
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.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>HM 101</td>
<td>Introduction to the Hospitality Ind.</td>
<td>3</td>
</tr>
<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HM 105</td>
<td>Hotel-Motel-Restaurant Organization</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 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>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

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

The Private or Industrial Security program is designed to impart skills, knowledge and attitudes necessary to enter into this specialized field at the mid-management level in private, industrial, governmental and retail security. The interest of industry in the academically trained security professional is demonstrated by active recruitment of graduates. The program is designed to recognize the increasing complexity of the role and function of security in our society.

A student wishing to earn a certificate rather than the Associate in Science Degree may do so by completing only the courses preceded by asterisks (*). The certificate student is encouraged to continue his studies for the Associate Degree. He may apply the credits earned in the certificate program toward the Associate Degree requirements.

**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>PY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*IS 101</td>
<td>Introduction to Industrial Security</td>
<td>3</td>
</tr>
<tr>
<td>*IT 101</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>*IS 131</td>
<td>Security and Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>*IS 111</td>
<td>Physical Systems or Elective</td>
<td>3</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*LE 201</td>
<td>Criminal Investigation</td>
<td>3</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 121</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>*IS 231</td>
<td>Labor &amp; Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>*IS 211</td>
<td>Principles of Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>
REQUIRED PROGRAM LEADING TO THE ASSOCIATE  
IN SCIENCE DEGREE IN  
INSURANCE SECRETARIAL SCIENCE

This two-year college degree program is designed to meet the needs of students desiring college level training to be usefully employed as insurance secretaries. Included in this program is a work experience in an insurance office.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 104</td>
<td>Principles of Insurance</td>
<td>3</td>
</tr>
<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 159</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>*BA 171</td>
<td>Beginning Typing</td>
<td>3</td>
</tr>
<tr>
<td>BA 172</td>
<td>Intermediate Typing</td>
<td>2</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

32

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 201</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>BA 203</td>
<td>Insurance Office Practices I</td>
<td>3</td>
</tr>
<tr>
<td>BA 204</td>
<td>Insurance Office Practices II</td>
<td>3</td>
</tr>
<tr>
<td>BA 209</td>
<td>Work Experience &amp; Seminar</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 Typing</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

30

*Students who have had prior instruction in shorthand and/or typing should enroll in the next higher shorthand or typing course. Such students should select elective courses in the Humanities area.

NOTE: Students wishing to transfer any credits from this program to another institution must accept 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 Communication</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>
</tr>
</tbody>
</table>

30

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 201-202</td>
<td>Criminal Investigation I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>LE 221</td>
<td>Criminal Law &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LE 222</td>
<td>Criminal Evidence &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>*LE 231</td>
<td>Police Personnel Supervision or Elective</td>
<td>3</td>
</tr>
<tr>
<td>*SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SY 265</td>
<td>Contemporary American Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>LC 151</td>
<td>Practical Logic</td>
<td>3</td>
</tr>
</tbody>
</table>

30
Law Enforcement student who wishes to transfer into a four-year degree program in criminology and/or law enforcement should see a counselor at Valencia for help in planning his program. Students desiring to transfer should replace the starred courses with EH 152 and nine (9) hours of humanities. In addition, he should take six (6) hours of science for a total of 66 hours for graduation.
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>EIL 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>FY 161</td>
<td>Human Relations in Business &amp; Ind</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Basic 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><strong>10</strong></td>
</tr>
</tbody>
</table>

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

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1972-73.
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, and the national registry examination entitling successful graduates to use the initials MLT (ASCP) after their names.

Admission to the college does not infer acceptance into the Medical Laboratory Technology program. Selection is made on an individual basis by the Admissions Committee.

Admission requirements are:

1. The student must be a citizen of the United States.
2. The student must be a graduate of an accredited high school or its equivalent, and have one unit each of biology and chemistry, and two years of algebra. (Deficiencies in these areas must be made up in advance of final acceptance into the program).
3. The student must submit the Florida Senior Placement Test score or its equivalent.
4. The student must be in good physical and mental health.
5. The student must have a physical examination each year, including a chest x-ray.
6. The student must have a pre-admission interview with a member of the Counseling staff.
7. The student must submit application before April 15 for the following school year.
## 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>LH 157</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MS 170</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</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 144</td>
<td>Basic Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>MT 146</td>
<td>Serology &amp; Immunology</td>
<td>4</td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>32</td>
</tr>
</tbody>
</table>

## Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MT 142</td>
<td>Hematology</td>
<td>4</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>
</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 1972-73.
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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical Terminology</td>
<td>4</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>
<td></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

### Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 101</td>
<td>Basic 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>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>31</strong></td>
</tr>
</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 1972-73.
REQUIRED PROGRAM LEADING TO THE
ASSOCIATE IN SCIENCE DEGREE
IN NURSING

Valencia Community College offers a two year Associate in Science Degree in Nursing. This program has been coordinated with local medical representatives, the State Department of Education and the State Board of Nursing. It is accredited by the State Board of 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 registered nurses.

Admission to the college does not infer acceptance into the nursing program. Selection is made on an individual basis by the Admission Committee. Applications for the Nursing Program must be filed before March 1 for the following academic year.

Admission requirements are:

1. The student must be at least 17 years of age.
2. The student must be a citizen of the United States or of declared intent.
3. The student must be a graduate of an accredited high school, or its equivalent, and have one unit of each in biology and chemistry.
4. The student must submit the Florida Senior Placement Test Score or its equivalent.
5. The student must be in good physical and mental health and of good moral character.
6. The student must have a physical examination each year.
7. The student must have a pre-admission interview with a member of the counseling staff, and when indicated, a member of the nursing faculty.
8. The student must submit an application before March 1 for the following school year.

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 1972-73.
### Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>NG 101</td>
<td>Fundamentals of Nursing, Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CY 160</td>
<td>Introduction &amp; Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>PY 260</td>
<td>Psychology of Childhood &amp; Youth</td>
<td>3</td>
</tr>
<tr>
<td>NG 102</td>
<td>Maternal-Child Health, Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>NG 103</td>
<td>Nursing the Mentally Ill, Nursing III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

### Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NG 201</td>
<td>Nursing the Physically Ill, Nursing IV</td>
<td>8</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>NG 202</td>
<td>Nursing the Physically Ill, Nursing V</td>
<td>8</td>
</tr>
<tr>
<td>NG 203</td>
<td>Seminar in Nursing, Nursing VI</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN RESPIRATORY THERAPY

An Associate in Science Degree in Respiratory 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. Formerly offered as the Inhalation Therapy program.

The Respiratory Therapy program is designed for students who desire preparation for employment as Inhalation Therapists. Graduates are eligible for registry.

A personal interview with a counselor and the respiratory therapy 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>MS 81, 152</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or 170</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>BY 172</td>
<td>Fundamentals of Biology</td>
<td>4</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>RT 131</td>
<td>Intro. to Respiratory Equip.</td>
<td>4</td>
</tr>
<tr>
<td>RT 132</td>
<td>Respiratory Equipment &amp; Functions</td>
<td>4</td>
</tr>
<tr>
<td>RT 133</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RT 134</td>
<td>Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>RT 232</td>
<td>Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>CY 155</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PH 121</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>RT 240</td>
<td>Hospital Organization &amp; Management</td>
<td>2</td>
</tr>
</tbody>
</table>

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours’ Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>RT 231</td>
<td>Pulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>RT 233</td>
<td>Respiratory Pathology</td>
<td>4</td>
</tr>
<tr>
<td>RT 234</td>
<td>Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RT 235</td>
<td>Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>RT 236</td>
<td>Advanced Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RT 237</td>
<td>Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>RT 238</td>
<td>Clinical Practice</td>
<td>1</td>
</tr>
</tbody>
</table>

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1972-73.
COMMUNITY SERVICES

(Adult Education)

One of the main functions of the college is to provide a variety of educational services for the community under its Community Services Program. These programs or courses may include adult education, counseling services, short courses, cultural activities, seminars, refresher courses, conferences or guest speakers. The entire community is encouraged to take advantage of these activities which are given wide publicity as they are developed.

HONORS,

INDEPENDENT AND DIRECTED STUDIES COURSES

Valencia Community College offers a variety of specialized 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 designed 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. INDEPENDENT STUDY COURSES - Valencia Community College offers Independent Study (IS) in various courses to provide capable students an opportunity to complete courses at their own rate. Independent Study is designed to meet course requirements through individual student-faculty interaction in a non-classroom situation.

This is an attempt to provide an alternative to the regular fixed schedule by recognizing special abilities of each student. Courses offered through Independent Study are designated in the course description section of the catalog. Students should recognize that Independent Study arrangements are dependent on the availability of an instructor. Regardless of the date of enrollment in an Independent Study course the student must complete the course prior to the end of the following session or receive a grade of "W".
Students interested in Independent Study should make preliminary arrangements with instructors and/or department chairmen. Formal applications are available from the registrar, counselors and department chairmen. A non-refundable fee of $25.00 (twenty-five dollars) is charged in addition to the regular registration fee for each Independent Study course in which the student enrolls.

C. DIRECTED STUDIES COURSES – Valencia Community College offers some specialized courses 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 courses 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
Student Developmental Laboratories

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

Valencia Community College Basic Studies Program is designed primarily for entering freshmen who need a totally designed program to increase their future success in college experiences and to improve their chances for succeeding academically. This program may lead to a university-parallel program, a career program, to gainful employment in the world of work or to other academic pursuits.

Students are counseled into the total Basic Studies Program on the recommendation of the department chairman, an evaluation of the scores on the Florida Twelfth Grade Tests, high school transcript, and/or scores on tests administered at Valencia Community College.

Students are given the opportunity to assess the goals which reflect a total look at themselves in terms of abilities, personality and necessary future training. Academic success means the students have achieved proficiency in whatever skills are employed in the field of their choice. The Basic Studies Program stresses skills in writing, speaking, reading, comprehension, grammatical structure and usage. Further attention is focused on cultural growth and enrichment opportunities.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 40</td>
<td>Basic Studies Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EH 51</td>
<td>Freshman Composition and</td>
<td></td>
</tr>
<tr>
<td>151</td>
<td>Directed Studies Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>SP 100</td>
<td>Speech Improvement</td>
<td>3</td>
</tr>
<tr>
<td>RG 90</td>
<td>Reading</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 40</td>
<td>Basic Studies Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EH 52</td>
<td>Freshman Composition and</td>
<td></td>
</tr>
<tr>
<td>152</td>
<td>Directed Studies Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>RG 91</td>
<td>Reading</td>
<td>3</td>
</tr>
<tr>
<td>Elective(s)</td>
<td></td>
<td>3 (3)</td>
</tr>
</tbody>
</table>

Suggested Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours' Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 151</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>AT 152</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>AT 155</td>
<td>Introduction to Drawing and Painting</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>AT 175</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>AT 202</td>
<td>Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>AT 203</td>
<td>Printmaking</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>JM 103</td>
<td>College Newspaper</td>
<td>1</td>
</tr>
<tr>
<td>JM 113</td>
<td>College Magazine</td>
<td>1</td>
</tr>
<tr>
<td>PE 151</td>
<td>Beginning Bowling</td>
<td>1</td>
</tr>
<tr>
<td>PE 152</td>
<td>Beginning Golf</td>
<td>1</td>
</tr>
<tr>
<td>PE 153</td>
<td>Beginning Archery</td>
<td>1</td>
</tr>
<tr>
<td>PE 154</td>
<td>Beginning Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PE 155</td>
<td>Individual Conditioning for Men</td>
<td>1</td>
</tr>
<tr>
<td>PE 156</td>
<td>Slimnastics and Individual Conditioning</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>for Women</td>
<td></td>
</tr>
<tr>
<td>PE 157</td>
<td>Tumbling and Gymnastics</td>
<td>1</td>
</tr>
<tr>
<td>PE 175</td>
<td>Senior Life Saving</td>
<td>1</td>
</tr>
<tr>
<td>PL 51-151</td>
<td>American Government</td>
<td>6</td>
</tr>
<tr>
<td>PL 52-152</td>
<td>American Government</td>
<td>6</td>
</tr>
<tr>
<td>MC 155</td>
<td>Class Voice I</td>
<td>1</td>
</tr>
<tr>
<td>MC 156</td>
<td>Class Voice II</td>
<td>1</td>
</tr>
<tr>
<td>MC 165</td>
<td>Applied Music (Private Instruction)</td>
<td>1</td>
</tr>
<tr>
<td>MC 166</td>
<td>Applied Music (Private Instruction)</td>
<td>1</td>
</tr>
<tr>
<td>MC 170</td>
<td>College Choir</td>
<td>1</td>
</tr>
<tr>
<td>MC 184</td>
<td>Brass Choir</td>
<td>1</td>
</tr>
<tr>
<td>MC 185</td>
<td>College Band</td>
<td>1</td>
</tr>
<tr>
<td>MC 190</td>
<td>Men's Chorale</td>
<td>1</td>
</tr>
<tr>
<td>MC 191</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MC 195</td>
<td>Women's Chorale</td>
<td>1</td>
</tr>
<tr>
<td>MC 200</td>
<td>Valencia Singers</td>
<td>1</td>
</tr>
</tbody>
</table>
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.

Courses designated by "IS" are available for Independent Study. Independent Study is explained in another section of the catalog.

A course may be withdrawn from the schedules if insufficient enrollment or other factors warrant such action.
ARCHITECTURAL AND BUILDING

+AL 102 — Architectural Drawing and Model Building (Wood-Frame Structures), 3 credits
Two class periods and one four-hour laboratory. Prerequisite: EG 151. The second of four drawing courses. Covers residential design and wood-frame construction with additional study in aspects of housing, aesthetics, and working drawings. Attention given to local building codes. Students will construct models of chosen residential design.

+AL 191 — Building Materials and Construction Methods, 3 credits
Two class periods and one four-hour laboratory. Survey of materials used in construction, buildings made from these materials and manner materials and structures are utilized. Covers broad areas of wood, concrete, masonry, metal, finishes and preservatives, and other materials.

+AL 192 — Construction Planning and Control, 3 credits
Three class periods. Prerequisite: AL 191. Survey of points considered in a construction project. Covers methods of quantity, cost of materials, labor, equipment required, scheduling of construction operations and introduction to the Critical Path Method (CPM) of scheduling.

+AL 201 — Architectural Drawing (Steel Structure), 3 credits
Two class periods and one four-hour laboratory. Prerequisite: AL 102. Course offers introduction to steel frame buildings, commercial or institutional, and the problems involved in their representation. Steel frame terminology, fundamentals of design elements, typical details, framing plans, shop drawings and architectural design drawings are covered.

+AL 202 — Architectural Drawing (Concrete Structures), 3 credits
Two class periods and one four-hour laboratory. Prerequisite: AL 201. Course provides experiences in preparing working drawings of commercial structures with specific application to reinforced concrete. Major areas of coverage include: symbols, conventions, standards of reinforced concrete drawings; typical details; precast and prestressed concrete, shop drawings of plumbing and electrical equipment; and preparation of the working drawings of a single reinforced concrete building.
+AL 291 – Statics and Strength of Materials, 4 credits
Three class periods and one three-hour laboratory.
Prerequisite: PH 161. Course covers principles of statics, structural mechanics, and the effects of loads and loading on building elements and frames. Some of the major areas covered include: materials, stress and deformation; properties of sections; gravity loads, shear and bending in beams, stresses in columns.

+AL 292 – Building Service Systems (Mechanical and Electrical), 4 credits
Three class periods and one three-hour laboratory.
Prerequisite: PH 161. Course involves study of materials and equipment used in mechanical and electrical service systems of buildings and methods of designing parts of various systems. Major areas covered include: illumination; heat loss and heat gain; heating and heating systems; air conditioning and climate control; plumbing and sewage disposal; and building acoustics.

+AL 293 – Elementary Surveying, 3 credits
Two class periods and one four-hour laboratory. Fundamentals of plane surveying and use of surveying equipment covered. Architectural aspects of surveying and development of skills in using field information emphasized. Coordinated class and laboratory concerned with measuring of distance, theory and practice of leveling, angles and bearing principles, and use of transit, stadia, contour and topographic surveying and construction surveying.

+AL 294 – Contracts, Codes, Specifications and Office Practices, 2 credits
Two class periods. Course covers organization and operation of architect’s, engineer’s, or contractor’s office and includes study of office practices, accounting methods, codes, restrictions, standards, and legal documents governing the construction of buildings.

+AL 295 – Building Construction Estimating, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: AL 201. Course covers basic methods of estimating and develops a system for doing quantity surveys. Prepares students to make some of the kinds of estimates that are commonly used in architectural and building construction.
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 (IS)
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
Eight class periods. An introductory course in printmaking techniques: woodcut, lino-cut, and silk screen.

AT 271 – Introduction to Art History I, 3 credits (IS)
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 (IS)
Three class periods. A survey of art and architecture from the Renaissance to the present day.

ANTHROPOLOGY

AY 201 – Introductory Anthropology, 3 credits (IS)
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 101 -- Basic Accounting, 3 credits (IS)
Three class periods. The course provides instruction and practice in the fundamentals of financial record keeping and reporting for professional offices, and for small, individually-owned service or product enterprises. The techniques, procedures, and concepts covered are appropriate for the needs of students training to be secretaries and for students who require additional background instruction prior to enrolling in BA-251.

+BA 104 -- Principles of Insurance, 3 credits
Three class periods. Introduction to the basic principles of insurance. Emphasis is given to the several kinds of insurance, the purposes served by each and details of insurance regulations and administration.

+BA 110-111 -- Work Experience and Seminar, I and II, 3-3 credits.
Prerequisite: instructor approval. Maximum of 15 hours per week on-the-job experience. Seminar to be arranged by instructor in coordination with student and employer.

+ BA 118 -- Medical Transcription I, 3 credits
Three class periods. Prerequisite or co-requisite: BY 110. Stressing fundamentals of transcribing medical correspondence and simple dictation from medical recording devices.

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

BA 152 -- Intermediate Shorthand, 3 credits (CE)
Four class periods. Prerequisite: BA 151 or one year of high school shorthand. A continuation of Gregg (Diamond Jubilee) shorthand with continued emphasis on theory and the development of dictation skills.
+BA 159 – Business Communications, 3 credits (CE)
Three class periods. Prerequisite: EH 151. Instruction in communication skills in order to respond effectively, both in oral and written communications, to business situations. Emphasis will be given to the preparation of business correspondence relevant to modern business procedures.

+BA 165 – Medical Office Procedures, 3 credits
Three class periods. Emphasis is given to receptionist duties, modern filing methods, (terminal digit and soudex), bookkeeping, and proper completion of insurance billing forms, workman’s compensation forms, governmental and medicare forms, and requests from third party payers and outside agencies.

BA 171 – Beginning Typewriting, 3 credits (CE)
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 (CE)
Four class periods. Prerequisite: BA 171 or one year of high school typewriting. A continuation of the skills of typewriting, including their application to more advanced styles of correspondence, statistical typing and manuscripts.

BA 175 – Introduction to Business, 3 credits (CE) (IS)
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 (CE) (IS)
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 203-204 – Insurance Office Practices, I, II, 3-3 credits
   Three class periods each during first and second sessions of sophomore year. Prerequisite: BA-203 for entry to BA-204. Intensive practice in the handling of insurance forms and policies, records, filing, insurance vocabulary and terminology and insurance office routines.

+BA 209 – Work Experience and Seminar, 3 credits
   Prerequisite: approval by instructor. The student will work in selected offices in the community a maximum of 15 hours each week during the final session. Seminar will be held weekly to evaluate personal experiences and different aspects of the secretarial work.

+BA 210-211 – Work Experience and Seminar, III and IV, 3-3 credits
   Prerequisite: BA 110-111 and instructor approval. Maximum of 15 hours on-the-job experience per week. Seminar to be arranged by instructor in coordination with student and employer.

+BA 215 – Real Estate Principles and Practices I, 3 credits
   Three class periods. A study of the legal and economic aspects of real estate with emphasis on ownership, realty market, instruments of record, mortgages, taxes, and government regulations. A standardized final examination given. Successful students may apply to State Real Estate Commission for examination as licensed salesmen.

+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. Instruction is given in the office procedures dealing with physical examinations, medical research, and an understanding of the care and sterilization of surgical instruments. Basic instruction is given in pharmacology, immunology, diagnostic laboratory procedures as well as orientation in the administration of extended health care facilities.

+ 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. Prerequisites: BA 152, BA 172, or their equivalents. Intensive practice in the handling of legal forms, filing and records, legal vocabulary and terminology and legal office routines.

BA 271 — Advanced Typewriting, 3 credits
Three class periods. Prerequisite: BA 172, or equivalent. Intensive work with business letters, forms, papers and duplication materials. Continuing effort will be made to raise speed and accuracy on both straight copy and production work.

BA 275 — Business Law I, 3 credits
Three class periods. An introduction to law: its social forces, classes, agencies, for enforcement, court procedure, contracts, agency and employment, commercial paper, personal property and bailments.
BA 276 – Business Law II, 3 credits
Three class periods. Prerequisite: BA 275. Laws applicable to sales of goods, security devices, partnerships, corporations, real property, estates and bankruptcy, government regulation of business and labor.

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

BA 282 – Principles of Management, 3 credits (IS)
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 (IS)
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 (IS)
Three class periods. Prerequisite: BA 175 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on personal to person situations, consumer motivations, persuasion, and problems dealing with the psychology of sales situations.

BA 285 – Advertising, 3 credits
Three class periods. Prerequisite: BA 175 or experience. Study of modern advertising from the marketing, communications, consumer, and legal viewpoints. Emphasis given to media selection, sales promotion, and creative development of advertising.

BASIC STUDIES

BS 35 – Basic College Experiences, 3 credits
Two class periods per day, for seven weeks. A course designed to give fundamentals in college experiences. An overview of techniques in vocabulary, composition, grammatical structures, use of the library, and effective study
methods will help students bridge the transition period between high school and college.

**BS 40, 41 — Basic Studies Seminar I and II, 3-3 credits**
Five class periods. Discussions and explorations in reading, writing, and speaking, with particular emphasis on problems associated with speech patterns and writing. Other general topics to be included are: Career Planning, Self Concept Evaluation and educational goals.

**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 (IS)**
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 (IS)**
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 (CE)
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 or admission to the nursing program. 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. Not recommended for biology majors.

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 2-hour laboratories. Prerequisite: BY 172 or admission to the nursing program. Pre- or co-requisite: one of the following: CY 155, CY 160, 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 of infection, immunization and allergies.

BY 285 – Seminar: Ecology; BY 286-Seminar: Development;
BY 287-Seminar: Genetics; BY 288-Seminar: Evolution;
BY 289-Seminar: Cellular Biology, 1 credit for each
One class period. Prerequisite: BY 172 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
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 - $45.00.)
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 - $10.00.)

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 25 – Certified Data Processing Review (CDP), Non-Credit
One class period per week, for 14 weeks. Data processing experience is required. This course is designed to help the student to successfully complete the DPMA examination and become recipient of the coveted CDP. (Registration fee - $50.00)

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.)

CN 32 – Beginning Painting, Non-credit
An introductory course in painting, using oil or acrylic. The emphasis of study will be still life and the figure. (Registration fee - $25.00)
CN 33 — Beginning Ceramics, Non-credit
An introductory course in hand building techniques and using the potter’s wheel. Instruction will also include glazing and firing procedures. (Registration fee – $25.00)

CN 34 — Conversational Spanish, Non-credit
Four class periods per week for six weeks. A practical approach to the conversational knowledge of the Spanish language. This course is designed to offer the student some fluency in Spanish to converse with Spanish-speaking persons on an everyday basis. (Registration fee – $25.00)

CN 35 — Volunteer Administration, Non-credit
Two class periods per week for four weeks. No prerequisite. This course is designed to upgrade the skills of individuals in social agencies who are responsible for coordination of volunteer workers and activities. (Registration fee – by organizational contract)

CN 36 — Speed Reading, Non-credit
Designed to increase reading speed and efficiency. Student proceeds at his or her own rate of advancement to strengthen reading skills under supervision of reading clinicians. The class is designed to increase rate of reading for the average or better than average reader. (Registration fee – $18.00)

CHILD DEVELOPMENT

+CT 101 — Child Growth and Development, 3 credits
Three class periods. An introductory study of the physical, social, emotional and mental development of the preschool child. The influence of cultural environment or development as well as individual development is considered.

+CT 201 — Advanced Child Growth and Development, 3 credits
Three class periods. Prerequisite: CT 101. A continuation of CT 101 studying the child’s development up to the pre-adolescence age. Included also are child guidance and behavior problems including emotions, attitudes, and values.
+CT 105 – Art for Young Children, 3 credits
Three class periods. An introductory course designed to acquaint the student with the wide variety of arts suitable for use with young children. The course is designed to assist the student in understanding the importance of art media in enriching opportunities for children. A combination of lectures and demonstrations are used.

+CT 107 – Literature for Young Children, 3 credits
Three class periods. A course designed to acquaint the student with the various forms of children’s literature, to know the literature available for the young child, and to be able to select quality literature appropriate for various age groups.

+CT 109 – Music for Young Children, 3 credits
Three class periods. The course is designed to teach the basic skills necessary to involve children in simple music activities. The student is acquainted with simple music instruments and other equipment used in teaching young children.

+CT 110 – Principles of Pre-School Education, 3 credits
Three class periods. An introductory course intended to familiarize the student with basic principles involved with teaching the younger child. Included with this course are working with parents, and the role of the kindergarten and day care center.

+CT 111 – Teaching of Elementary Games, 3 credits
Two class periods and one two-hour laboratory. An introduction to the variety of games and activities within the physical capabilities of the young child with emphasis placed on the understanding of the coordination needed by individual children for these games.

+CT 205, 206, 207, 208 – Supervised Student Participation, 2 credits each
One class period, one three-hour laboratory. This course is designed for the student to participate in the child care laboratory under qualified supervision. Special attention
will be given to developing a "helping-relationship" between the student and the child. Also studies of various curricula structure or models of pre-school education will be made.

CIVIL TECHNOLOGY

+CV 102 – Construction Methods and Equipment, 3 credits
Three class periods. Prerequisite: EG 151. An introductory study of methods to determine quantities of materials, equipment, labor, and money required for construction projects. Covers characteristics and capabilities of work equipment; methods of obtaining unit costs of in-place construction; and field reporting practices and responsibilities of field inspection.

+CV 191 – Materials (Chemistry and Properties), 3 credits
Two class hours and one four-hour laboratory. Co-requisite PH 161. Introductory course in the fundamental nature of matter and how chemical reactions take place to form compounds. Origin and use of construction materials and characteristics and use of soils, aggregates, and bitumens as construction materials are presented in detail. Description of chemical nature, reactivity, and properties as well as physical properties presented for each material studied.

+CV 192 – Surveying and Measurements, 3 credits
Two class periods and one four-hour laboratory. Elementary surveying course including fundamentals of plane surveying and use and care of equipment. Accurate measuring of distance; theory and practice of leveling; angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying studied in coordinated class, laboratory and field assignment.

+CV 193 – Mechanics (Statics and Dynamics), 4 credits
Three class periods and one three-hour laboratory. Co-requisite: PH 162. Course introduces basic concepts of mechanics, with emphasis on the action of force systems on rigid bodies and the response of those bodies to the applied forces. The first portion of the session is devoted to the study of statics, or stationary bodies, while the second portion is devoted to dynamics, or bodies in action.
+CV 201 — Advanced Drafting for Highway Technology, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 102. Course covers drafting room procedures and methods used in map drawing and in graphical presentation of steel and concrete structures. Emphasis placed on drawing topographic maps, plans and profiles, and cross-sections. The detailing of steel and reinforced concrete members of bridges, piers, trestles, retaining walls, and culverts is stressed. The student becomes familiar with materials and nomenclature associated with design and drafting operations.

+CV 291 — Strength of Materials, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 193. Course provides introduction to the strength of materials method of determining the internal stresses and deflections of basic local carrying members. The laboratory supplements the classroom presentation by giving students clearer understanding of the response of components and structures to external loads.

+CV 292 — Photogrammetry, 2 credits
One class period and one three-hour laboratory. Prerequisite: MS 138. Course provides introduction to the principles, equipment, techniques, and applications of photogrammetry as used in highway design and construction. Covers principles of photogrammetry and aerial photography; photointerpretation, displacement calculations and stereoscopic measurements; and applications in radial line plotting, tax map preparation, and mosaic construction.

+CV 293 — Soils and Foundations, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 102. Course covers criteria used in selection, design and construction of the elements of a structure that transfers its total load to the underlying formations. Theoretical aspects considered and treated are: analysis of subsoil conditions; bearing capacity and settlement analysis; character of natural soil deposits; earth pressure and retaining wall theory; and stability of slopes and subgrades. Foundation design and behavioral characteristics are also covered.
+CV 294 — Estimating and Office Practice, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 201. Introduction to estimating and construction office practice to familiarize student with the construction process as a whole; ways contractors organize offices to accomplish a job of construction; the generation of plans and specifications and their use; systems of accounting; and how material quantity "take-off" forms the basis for accounting. Critical-path method of planning and scheduling is studied intensively to teach this increasingly important technique.

+CV 295 — Route Design and Survey, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 292. Course concerned with effects of traffic and vehicular characteristics on road design, length of highway, curvature and elevation of roadbeds as they affect costs and location; geometric design; field and office practice in route and curve layout; earthwork computations; and principles of aerial photography applied in highway route design.

+CV 296 — Roadway Design and Construction, 3 credits
Two class periods and one four-hour laboratory. Prerequisites: CV 102, CV 292. Course concerned with the elements of a transportation roadway and their functions; roadway foundations; pavement types, characteristics, composition, and structural design; construction procedures; and characteristics of railroad tracks and beds.

+CV 297 — Reinforced Concrete Construction and Pile Driving, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 291. Course includes study of properties of concrete, elementary stress calculations, and the specifications for columns, beams, and slabs. Construction considerations include forming, shoring, reinforcing, and the relationship between construction cost and design. Special study units will be devoted to problems of pile driving.
CV 298 – Hydraulics, Drainage, Sewage and Sewers, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: CV 293. A study of the basic theory of the hydraulics of flow in pipes and in open channels including also the hydrology of drainage areas, storm water runoff, and streamflow analysis. Design concepts and techniques cover subsurface drainage and storm drainage structures such as ditch checks, conduit systems and bridges, with major emphasis on culverts.

CHEMISTRY

CY 155 – Introduction to General Chemistry, 4 credits
Three class periods and one three-hour laboratory. Prerequisites: One year of high school algebra or MS 80. Designed to prepare students without high school chemistry or those with an inadequate background, for CY 171. The Atomic and Kinetic Theories are used to develop an understanding of the fundamentals of modern inorganic chemistry.
Quantitative relationships based on the mole concept are emphasized throughout the course, using dimensional analysis to solve all problems. Laboratory experiences are an integral part of the course. The course may also serve as a General Education requirement in the Sciences.

CY 156 – Chemical Calculations, 2 credits
One two-hour class period. Prerequisite: CY 155 or one year of high school chemistry and one year high school algebra or MS 80. Designed to be taken concurrently with CY 171 in order to provide special instruction for the student who needs additional work in the quantitative aspects of chemistry. Students are instructed in the use of the slide rule, logarithms and dimensional analysis. Topics include weight relationships in chemical reactions, gas laws, solutions, and electrochemistry. This course may not be taken for credit subsequent to a grade of “C” or better in CY 171-172.
CY 160 — Introduction and Biochemistry, 4 credits
Three class periods and one three-hour laboratory. Prerequisite: High School Chemistry or CY 155. The course is designed to introduce the fundamentals of a study of biochemistry. Laboratory experience will include experiments -- inorganic, organic and biochemistry. This course provides the necessary background in chemistry for further studies in the health related fields as well as counting toward General Education requirements. It is not designed for students majoring in chemistry or for those whose curriculum requires a full year of college chemistry.

CY 171 — General Chemistry With Qualitative Analysis I, 4 credits (CE)
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, or two years of high school algebra or CY 156 taken concurrently. A study of the basic principles of chemistry, emphasizing the formation of a unifying model from a collection of observations and measurements. The laboratory illustrates 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.
DRAFTING & DESIGN

+DG 111 – Mechanical Drafting I, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: EG 151. Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of an assembly and details from pictorial drawings and sectional views of assemblies.

+DG 201 – Electromechanical Drafting I, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: DG 111. Emphasis placed on drawing to specifications: Chassis, panels, terminal boards, resistors, capacitors, inductors, transformers, tubes, diodes, transistors, etc. Basic electronic package design will be developed through complete multiple drawing series suitable for manufacturing purposes by utilization of the Design Team Concept.

+DG 202 – Electromechanical Drafting II, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: DG 201. A continuation of DG 201 with emphasis on printed circuit drafting, microcircuit, and integrated circuit drafting techniques.

+DG 211 – Mechanical Drafting II, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: DG 111. A continuation of DG 111 which includes basic instruction in piping and structural drawing as related to mechanical drafting; integrates knowledge previously acquired in mechanical mechanisms and introduces charts, graphs, diagrams and various pictorial presentations of engineering information. Additional emphasis on jigs, tools, and fixtures.
**DG 212 – Mechanical Drafting III, 3 credits**
Two class periods and one four-hour laboratory. Prerequisite: DG 211. A continuation of DG 211 which includes advanced assembly and detailed drawings of small machines, mechanical mechanisms or electromechanical devices with consideration given to application of principles covered in EG 157. Attention given to designating specifications on shafting gears, belts, clutches, brakes, and miscellaneous machine elements.

### DATA PROCESSING

**DP 101 – Introduction to Data Processing, 3 credits (IS)**
Three class periods. An overview of the entire field for data processing. It will cover such topics as manual and automatic record keeping, types of computers, a brief history of computing devices, data representation, computer arithmetic, computer components and stored program concepts.

**DP 105 – Fortran Programming, 3 credits (IS)**
Three class periods. An extensive study of FORTRAN statements and their use in the solution of appropriate problems. Emphasis will be placed on problem organization, data manipulation, and input-output operations.

**+DP 201-202 – Commercial Programming, 3-3 credits (IS)**
Three class periods. Prerequisite: DP 101 or permission of instructor. 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 (IS)**
Three class periods. Prerequisite: DP 101, DP 201 and DP 202 or permission of instructor. A survey of other programming languages available and a continuation of DP 202, providing for wider and more extensive application of COBOL to business data processing applications and problems. Major emphasis will be on program writing, testing, debugging, and complete documentation.
+DP 210 — Data Systems and Management, 3 credits (IS)
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 (IS)
Three class periods. The concepts and facilities of a resident 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 applications. Students learn to apply through lecture and practical case studies, the equipment and programming techniques in previous semesters.
ENGINEERING

EG 151 — Engineering Drawing, 3 credits
Two class periods and one four-hour laboratory. A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering and industrial symbolism.

EG 152 — Descriptive Geometry, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: EG 151. This course includes the theory and practice in solving graphic problems involving point, line, and space relationships.

EG 157 — Engineering Materials and Processes, 3 credits
Three class periods and one two-hour laboratory. This is a survey of the basic materials used in industry, metallic and non-metallic, and the processes used to form, fabricate, and finish these materials.

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, with the student concentrating 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

*(Three of the six credits earned are institutional credit. See Institutional Credit section of catalog.)
laboratory course designed to develop basic skills and teach the technique of effective writing. Reading of varied selections to provide models, direction and practical patterns as guides combined with multi-media. Six credits earned in this course satisfy requirements for EH 152 in all programs.

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

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

EH 157 – Technical Communication, 3 credits (IS)
Three class periods. Prerequisite: EH 151. Emphasis on clear, simple and precise English. Writing of business letters, office memos, technical reports, proposals and recommendations. Practice in collecting and organizing data and preparing report formats. Oral reports and interview techniques included. (Offered as Technical Writing prior to 1972-73).

EH 250 – Introduction to Literature, 3 credits (IS)
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 (IS)
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
1700 to Present, 3 credits (IS)

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 (IS)

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. Includes unit in Afro-American Literature.

EH 254 – Survey in American Literature, Civil War to Present, 3 credits (IS)

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, including Afro-American authors. New direction of modern poetry, rise in realism and naturalism in short stories and approach to symbolic drama.

EH 260 – Advanced Composition and Creative Writing, 3 credits (IS)

Three class periods. Prerequisite: EH 152 or permission of the English Department. Instruction in advanced techniques of composition leading to development of writing style and form compatible with individual interests. Also offered for students desiring experience in writing short stories, poems, plays, novels, personal essays and magazine articles with students free to develop writing skills in chosen genre. Group reading and analysis of student writing. (Offered as Advanced Composition prior to 1972-73.)
EH 268 – Survey in the World Literature, 900 B.C. to 1700, 3 credits (IS)
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.

ELECTROMECHANICAL

+EM 101 – Electricity & Electronics I, 4 credits
One lecture session and six hours laboratory. Corequisites: MS 137 and PH 161. The first basic lab course covering the concepts of voltage, current and resistance, measuring devices, circuits, network theorems, magnetostatics, inductance, capacitance, voltage generators, complex algebra notation, AC circuits, oscilloscopes, and transformers.

+EM 102 – Electricity & Electronics II, 4 credits
One lecture session and six hours laboratory. Prerequisite: EM 101. A continuation of EM 101 covering the concepts of balanced polyphase circuits, power supplies, semiconductor devices, electron tube characteristics, amplifiers, feedback, oscillators, and pulse, digital and switching circuits.

+EM 150 – Mechanisms, 4 credits
Three class periods and one three-hour laboratory. Prerequisites: MS 137 and PH 161. The study of fundamental concepts as found in basic mechanical and electromechanical mechanisms, studies in terms of their function, specifications and operating characteristics with emphasis on the use of these mechanisms in integrated electromechanical systems as found in business machines and data processing equipment; to include study of levers and linkages, gears, transmission components and electric controls.
+EM 201 — Digital Computer Fundamentals, 4 credits
One lecture session and six hours laboratory. Prerequisite: EM 102. Study of the fundamentals of digital computers from a non-mathematical approach; the major areas of study will be computer programming, computer software, peripheral equipment, number systems and boolean algebra, computer components, computer units and computer applications.

+EM 202 — Digital Computing Systems, 4 credits
One lecture session and six hours laboratory. Prerequisite: EM 201. Study of the computer as a system: its external data forms and functions; data input, program flow charts, instructions, programs; use of the digital computer and its peripheral equipment as a total system.

+EM 215 — Control Systems, 4 credits
Three class periods and one three-hour laboratory. Prerequisites: EM 102, EM 150, MS 137, and PH 162. This course is designed to develop an understanding of basic systems and the devices used in these systems; in class the system and devices will be analyzed and in the laboratory the student will connect, operate, adjust, and test the various devices individually and in simple systems.

+EM 220 — Electromechanical Components, 4 credits
Three class periods and one three-hour laboratory. Prerequisites: EM 102 and EM 150. An in-depth study of mechanisms as they are specifically related to use in business machines and data processing machines applying the principles and concepts learned in the course in mechanisms.

+EM 230 — Storage Principles and Devices, 4 credits
Three class periods and one three-hour laboratory. Prerequisite: EM 201. Study of storage as a basic need in computer systems including temporary, permanent, partial, and final; fundamental information pertaining to addressing, access, synchronization and characteristics of the various media; major areas of study to include magnetic fundamentals, core storage, thin-film memory, magnetic drum storage, magnetic disk storage, magnetic tape storage, card
random access memory, read only memories, tunnel-diode memory, electronic storage, mechanical and electromechanical storage, electrostatic storage devices.

**EH 240 – Input/Output Devices, 4 credits**
Three class periods and one three-hour laboratory. Prerequisites: EM 201 and EM 215. Includes discussion of input and output requirements of a computing system introducing the student to types of devices in typical systems; individual equipment presented with the object of stressing mechanical, electrical and logical principles of operation.

**EDUCATION**

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

**ECONOMICS**

**ES 151 – Basic Economics, 3 credits**
Three class periods. A general survey course of basic economic concepts and institutions to prepare the student for intelligent citizenship. Emphasis is on the principles of production, the determination of prices, the distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours of “Principles of Economics.” No credit will be granted if ES 261 has been satisfactorily completed. (Offered as ES 251 prior to 1968-69).

**ES 261 – Principles of Economics I, 3 credits (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.
ES 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) (IS)
Three class periods. Beginning course in fundamental French grammar and communication skills.

FH 251-252 – Intermediate French, 3-3 credits (CE) (IS)
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 (IS)
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 (IS)
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 incendiaryism as a fire protection problem.
+FT 132 – Fire Protection Administration II, 3 credits (IS)
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. Prerequisite: FT 101. 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. Prerequisite: FT 101. 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) (IS)

Three class periods. Beginning course in fundamental German grammar and communication skills.

GN 251-252 – Intermediate German, 3-3 credits (CE) (IS)

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 (IS)

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 indepth study of one or more countries in each region.

HOME ECONOMICS

HE 151 – Fundamentals of Nutrition, 3 credits (IS)

Three class periods per week. 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 (IS)

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. This course includes a study of the history, scope, and innovations in the industry as well as orientation visits to local establishments.

**+HM 105 – Hotel-Motel-Restaurant Organization, 3 credits**
Three class periods. A study of the practical applications of organizational theory to the hospitality industries. This course is designed to provide a thorough understanding of the many administrative techniques required to manage today's motel. Emphasis will be placed on four (4) areas of activity: customers, employees, building and equipment, and finances.

**+HM 110 – Hotel-Motel Front Office Management, 3 credits (IS)**
Three class periods. A study of front desk procedures with emphasis on responsibilities of front desk personnel for sales, guest accounts, and guest relations.

**+HM 201 – Hotel-Motel-Restaurant Management, 3 credits**
Three class periods. Emphasis on management theory and scientific management principles along with their relation-
ship to the hospitality industry. Introduction to market and feasibility studies. Also stresses the importance of human relations.

+HM 210 – Hotel-Motel-Restaurant Food Management, 3 credits
Three class periods. Application of principles in menu planning, kitchen layout, and equipment selection. Also trains students how to design restaurants for ease in operation as well as promoting safety and health standards.

+HM 212 – Hotel-Motel-Restaurant Accounting, 3 credits
Three class periods. Instructions in the use of accounting machines used in hotels and motels for front desk procedures and night audits.

+HM 230 – Hotel-Motel-Restaurant Food Control, 3 credits
Three class periods. 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.

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 (IS)
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 (IS)
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 (IS)
Three class periods. An examination of ideas and forms in the process of change during the twentieth century.

HS 261 – Comparative Religions, 3 credits (IS)
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) (IS)
Three class periods. The major social, political, economic and cultural characteristics of western society.

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

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

PRIVATE AND INDUSTRIAL SECURITY

+IS 101 – Introduction to Security, 3 credits
The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administrative, personnel, and physical aspects of the security field.

+IS 111 – Physical Systems, 3 credits
The concept of physical security integrated with management systems; physical security requirements and standards; study of alarm and surveillance devices; study of various aspects of protection; costing, planning and engineering.

+IS 131 – Security and Personnel Administration, 3 credits
Organization, administration and management of security personnel and plant protection units. Policy and decision making. Personnel selection including hiring, management, and budgeting. Programs in business, industry and government, including retailing, transportation, and public and private institutions. Private guard and alarm services.

+IS 211 – Principles of Loss Prevention, 3 credits
An overview of the functional operations of various specialized areas of security such as theft and risk control, security surveys and loss prevention management in proprietary and governmental institutions.
+IS 231 – Labor and Management Relations, 3 credits
The problem of management’s relations with employees. The broader aspects of work relationships. The changing nature of the manager’s job. Topics include: the changing judicial principles and statutory standards of employment, essentials of personnel policy, organizing work teams, and the economic and political impact of bargaining power on labor markets, employment, wages, and income.

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 (IS)
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 (IS)
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. 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 ($25.00 Music Fee)**

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 the instructor.

MC 184 — Brass Choir, 1 credit
Two class periods. Open to all students who play brass instruments. May be repeated for credit. Maximum of four credits. Admission by audition with instructor.

MC 185 — College Band, 1 credit
Three class periods. Open to all students of the college who play appropriate instruments. May be repeated for credit. Maximum of four credits. (Formerly offered as Instrumental Ensemble.)

MC 186 — Music Theory I, 4 credits (CE) (IS)
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: spectsing; melodic, rhythmic and harmonic dictation.
MC 187 – Music Theory II, 4 credits (IS)
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 “Chalamar,” 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 (IS)
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 (IS)
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 (IS)
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: sightsinging; melodic, harmonic and rhythmic dictation.

MC 287 – Music Theory IV, 4 credits (IS)
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 (IS)
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 137 — Technical Mathematics I, 3 credits
Prerequisite: one year of high school algebra and one year of geometry, or MS 80. Applied mathematics involving the principles and laws of basic algebra, solution of linear equations and basic analytical geometry are studied. In each presentation the work is supplemented with solutions to problems of technical nature. 3 class hours. (Formerly offered as TE 157.)

MS 151 — College Mathematics, 3 credits (IS)
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 (IS)
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 (IS)
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 (IS)
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) (IS)
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. The first course of an integrated sequence in differential and integral calculus with analytic geometry. This course emphasizes the line, inequalities, limits and continuity,
derivatives, applications, the differential and conic sections.

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

**MS 253 – Calculus with Analytic Geometry III, 4 credits (IS)**
Four class periods. Prerequisite: MS 252. Topics include: Application of integrals, indeterminant forms, infinite series, vectors, three dimensional analytic geometry, and an introduction to partial differentiation and multiple integration. (Offered Session II only.)

**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 three-hour laboratory. Prerequisites: CY 171 and BY 251. 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. Prerequisites: MT 140 and CY 172. Advanced clinical chemistry with emphasis on quality control, automation, organization of workload, and performance of all routine procedures. (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.)
NURSING

+NG 101 - Fundamentals of Nursing, Nursing I, 8 credits
Four class periods and 12 clinical laboratory hours per week. Prerequisite or taken concurrently: BY 251. Fundamentals of Nursing is designed to introduce the student to basic health concepts, health agencies and health maintenance measures in physiological and psychological functioning of the individual. Selected principles from the physical, biological and social sciences applicable to the development of basic nursing skills are utilized. Observations, reporting and beginning nursing care planning skills are an integral part of this course.

+NG 102 - Maternal-Child Health, Nursing II, 6 credits
Three class periods and 9 clinical laboratory hours per week. Prerequisite: NG 101. Maternal and child nursing is based upon the concept that optimum health care of mother and child are basic to the health of the individual, the family, and the nation. The student is provided with an opportunity to study and participates in the nursing care of the mother throughout the maternity cycle and in health guidance of the well child. Theory and clinical experience will follow a concurrent pattern so the student may gain skills in the understanding and meeting patients' nursing care needs.

+NG 103 Nursing the Mentally Ill, Nursing III, 4 credits
Three class periods and three clinical laboratory hours per week. Prerequisite: NG 102. The experience in this course assists the student to identify the overt and abnormal behavior patterns of withdrawal, aggression and projective techniques. Readings, discussions and clinical observations include the neurotic disorders, the affective psychoses and schizophrenic reactions. The personality disorders and psychophysiological problems are discussed and included are the various somatic therapies and the milieu and activity therapies.
+NG 201 — Nursing the Physically Ill, Nursing IV, 8 credits
Four class periods and twelve clinical laboratory hours per week. Prerequisite: NG 103. The experiences in this course will be multi-faceted; all aspects of illness as they affect nursing care of all age groups are studied along with the principles of rehabilitation, nutrition, pharmacology, psycho-social and the economic impact. The student is expected to use prior learning experiences as foundation to the achievement of more complex skills.

+NG 202 — Nursing the Physically Ill, Nursing V, 8 credits
Four class periods, and 12 clinical laboratory hours. Prerequisite: NG 201. Continuation of NG 201 with greater emphasis on the development of competency in the nursing care of patients with complex problems.

+NG 203 — Seminar in Nursing, Nursing VI, 4 credits
Three class periods and three clinical laboratory hours. Prerequisite: NG 103. Will provide the opportunity for students to raise questions of problems in nursing practice, consider ways of solution, and to understand the modifications necessary as indicated by society’s health needs. An attempt is made to facilitate the transition from the nursing student to graduate nurse.

PHYSICAL EDUCATION

PE 151 — Beginning Bowling, 1 credit
Two class periods. Designed to introduce the individual to the sport of bowling. Stress is placed on correctness of performance as well as the competitive nature of the game. Physical demands in this course are low, and skills learned have value for use in leisure hours.

PE 152 — Beginning Golf, 1 credit
Two class periods. Designed for the beginning golfer. The basic fundamentals are stressed. Exposure to all phases of the game. Discussions are held on the rules of etiquette, play, and purchase and care of equipment. All equipment is furnished. The recreational and carryover values of the sport are emphasized.
PE 153 – Beginning Archery, 1 credit
Two class periods. The basic fundamentals of shooting are stressed. Emphasis is on target archery. Experiences in barebow and sight shooting are provided. The recreational and carryover values of the sport are stressed. All equipment is furnished.

PE 154 – Beginning Tennis, 1 credit
Two class periods. Fundamental tennis skills are introduced to the student with emphasis placed on body positioning, footwork and stroke techniques. Practical experience as well as discussions on the rules of the game, singles and doubles strategy, and court etiquette are stressed. All equipment is furnished.

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 160-161 – Varsity Baseball, 1-1 credit.
Student must participate as a member of the college varsity baseball team for a full season for each credit earned. Permission of head coach required.

PE 162-163 – Varsity Basketball, 1-1 credit
Student must participate as a member of the college varsity basketball team for a full season for each credit earned. Permission of head coach required.
PE 175 — Senior Life Saving, 1 credit
One class period and one two-hour laboratory. Prerequisite: Advanced swimming skills and good physical condition. 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 life-saving certificate.

PE 252 — Intermediate Golf, 1 credit
Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with consent of the instructor.

PE 254 — Intermediate Tennis, 1 credit
Specialized instruction with emphasis on technique and strategy used in competitive play. Open to any student with consent of the instructor.

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 121 — Applied Physics, 4 credits
A one semester course for health related majors. Prerequisite: MS 81 or 2 years high school algebra. A survey of those topics in physics as related to the health field. Applications of physics to principles of mechanics, heat, light, sound, electricity and magnetism, and radioactivity as they apply to the health field.

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 de-
signed 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 (IS)
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) (IS)
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) (IS)
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 (IS)
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

* (Three of the six credits earned are institutional credit. See Institutional Credit section of catalog.)
include interest, motivation, and demonstrated academic ability.

**PL 154 – Honors Course in American Government II, 3 credits (IS)**
Three class periods. Prerequisite: PL 151 or PL 153. Course content same as PL 152. Course activities and enrollment procedures same as PL 153.

**PL 252 – State and Local Government, 3 credits (IS)**
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 (IS)**
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 – The Ecology of Physical Science, 3 credits (IS)**
Three class periods. An ecological approach to the physical sciences. The elementary aspects of physics and chemistry pertaining to air, water and land environments. This course is designed to help fulfill the general education requirement and would compliment BY 151. (Formerly offered as Physical Science prior to 1972-73).

**PS 192 – Earth Sciences, 3 credits (IS)**
Three class periods. A survey of the earth sciences, including geology, meteorology and descriptive astronomy.

**PS 194 – Elementary Astronomy, 3 credits (IS)**
An elementary survey of the astronomical universe including latest developments in astronomy. Includes a study of the earth and its relationship to the solar system. A study of the stars, star structures, and star groups.
PSYCHOLOGY

PY 151 — General Psychology, 3 credits (CE) (IS)
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 (IS)
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 (IS)
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 credit (IS)
Three class periods. Designed to improve reading skills which facilitate performance of acceptable college work.

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

RG 155 — Reading Techniques, 3 credits (IS)
Three class periods. A college level course stressing increased efficiency and flexibility, proficiency in compre-
hension, 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 (IS)
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.

RESPIRATORY THERAPY

+RT 131 – Introduction to Respiratory Equipment, 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: CY 155 (may be taken concurrently), PH 121, BY 172. Fundamental functions of basic respiratory therapy equipment. Historical information. System of Oxygen storage. Safety precautions. Preparation for clinical practice.

+RT 132 – Advanced Respiratory Equipment and Functions, 4 credits

+RT 133 – Introduction to Pharmacology, 2 credits
Two one-hour lectures. Prerequisites: PH 121, CY 155, BY 251. History of Pharmacology. Regulatory agencies and regulations concerning the use of drugs. Drug action, absorption, distribution and use in the human body. Emphasis on respiratory drugs, cardiac drugs and related drugs the Therapist is exposed to in the hospital.
+RT 134 – Clinical Practice I, 1 credit
Two four-hour laboratories (200 hospital clock hours for each semester hour). Prerequisite: RT 131, RT 132 (may be taken concurrently). Each student assigned clinical tasks (on a level with RT 131, RT 132) in patient floor care under the direction of a registered Respiratory Therapist or Clinical Instructor.

+RT 231 – Pulmonary Physiology, 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: CY 155, PH 121, BY 251, RT 132. 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.

+RT 232 – Clinical Practice II, 1 credit
Two four-hour laboratories. Prerequisite: RT 134. Each student assigned clinical practice in the Intensive and Cardiac Care Units under the direction of a registered Respiratory Therapist or Clinical Instructor. Emphasis on volume ventilators and advanced patient care.

+RT 233 – Respiratory Pathology, 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: BY 251, BY 280, RT 132. Cellular pathology with emphasis on pathology of respiratory and cardiovascular systems.

+RT 234 – Cardiopulmonary Therapy, 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: RT 132, RT 232, concurrent with RT 231. This course includes resuscitative procedures in respiratory and cardiac emergencies and airway maintenance, gas analysis, pulmonary function, spirometry and pulmonary rehabilitation.

+RT 235 – Clinical Practice III, 1 credit
Two four-hour laboratories. Prerequisite: RT 232, concurrently with RT 234. Each student assigned clinical tasks and orientation in Pulmonary Function Lab, Cardiac Catherization, and Open Heart Surgery under the direction of a registered Respiratory Therapist or Clinical Instructor.
+RT 236 – Advanced Cardiopulmonary Therapy, 4 credits
Three one-hour lectures and one three-hour laboratory.
Prerequisite: RT 234. Surgical treatment of cardiopulmonary disorders and possible associated complications.
Respiratory aspects of infancy and childhood. A unit on medicine will be presented.

+RT 237 – Clinical Practice, IV, 1 credit
Two four-hour laboratories. Prerequisites: RT 234, RT 235. Each student assigned clinical tasks in Pediatrics, Pulmonary Rehabilitation, and Medicine, under the supervision of a physician, and Clinical Instructor.

+RT 238 – Clinical Practice V, 1 credit
Two four-hour laboratories. Prerequisites: RT 236, RT 237. Each student assigned clinical tasks in the areas of General, Thoracic, and Neuro Surgery. The student may be assigned other areas under the direction of the Clinical Instructor.

+RT 240 – Hospital Organization and Management, 2 credits
One two-hour lecture. Prerequisite: Permission of instructor. Organization patterns in hospitals, clinics, and community health agencies, medical staff organization, principles and practices of management.

(All offered as IT prior to 1972-73)

SPANISH

SH 151-152 – Elementary Spanish, 3-3 credits (CE) (IS)
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) (IS)
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 (IS)
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 (IS)
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 151-152 – Introduction to the Theatre, 3-3 credits
Three class periods. (Theatre Arts and Speech 101-102 at Rollins College.) A survey of the organization and economic structure of Broadway, educational, and amateur theatre; survey of theatre architecture; study of contemporary play forms; analysis of play structure. Open to all students. This course held on the Rollins College campus.

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, parliamentary procedure, panel and symposium techniques.

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) (IS)
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 (IS)
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 (IS)
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.
INDEX

Academic Average .................................................. 60
Academic Probation .................................................. 61
Academic Suspension ............................................... 62
Accreditation .......................................................... 30
Activities, Student .................................................. 47
Administration ....................................................... 7
Admissions ............................................................. 31
  Procedure ................................................................ 36
  Request Form ......................................................... 175
  Requirement .......................................................... 31
Adult Education ....................................................... 101
Advanced Placement Credit ...................................... 35
Advisory Committees for Career & Community Programs 20
Anthropology Courses .............................................. 110
Art Classes ............................................................. 109
Articulation Agreement ............................................ 67
Associate in Science Degree ..................................... 76
  General Information ................................................. 76
Career Programs
  Architectural and Building Technology .................. 78
  Business and Management ....................................... 79
  Child Development ................................................ 80
  Civil Technology ................................................... 81
  Clerical Certificate ............................................... 82
  Data Processing .................................................... 83
  Distribution and Marketing ................................... 84
  Drafting and Design Technology ......................... 85
  Electro-Mechanical Technology ............................ 86
  Executive Secretarial Science ............................... 87
  Fire Technology .................................................... 88
  Hotel-Motel-Restaurant Management ..................... 89
  Industrial Security (Private & Industrial) ............... 90
  Insurance Secretarial Science .............................. 91
  Law Enforcement ................................................ 92
  Legal Secretarial Science ..................................... 94
  Medical Laboratory Technology ............................ 95
  Medical Secretarial Science .................................. 97
  Nursing ............................................................... 98
  Respiratory Therapy ............................................. 100
Astronomy Courses ................................................ 164
Attendance, Class .................................................. 57
Audit Students ....................................................... 34
<table>
<thead>
<tr>
<th>Course Type</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Studies Courses</td>
<td>116</td>
</tr>
<tr>
<td>Basic Studies Program</td>
<td>104</td>
</tr>
<tr>
<td>Biology Courses</td>
<td>117</td>
</tr>
<tr>
<td>Bookstore</td>
<td>47</td>
</tr>
<tr>
<td>Business Courses</td>
<td>110</td>
</tr>
<tr>
<td>Calendar</td>
<td>1</td>
</tr>
<tr>
<td>Career Programs</td>
<td>76</td>
</tr>
<tr>
<td>Certificate Programs, Clerical</td>
<td>82</td>
</tr>
<tr>
<td>Chemistry Courses</td>
<td>127</td>
</tr>
<tr>
<td>Classification, Students</td>
<td>59</td>
</tr>
<tr>
<td>Clerical Certificate, Required Program</td>
<td>82</td>
</tr>
<tr>
<td>College Regulations</td>
<td>57</td>
</tr>
<tr>
<td>Community Services (Adult Education)</td>
<td>101</td>
</tr>
<tr>
<td>Conduct, Student</td>
<td>58</td>
</tr>
<tr>
<td>Continuing Education Courses</td>
<td>120</td>
</tr>
<tr>
<td>Correspondence Course Credit</td>
<td>63</td>
</tr>
<tr>
<td>Counseling Appointments (Program Planning)</td>
<td>37</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>47</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>106</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>65</td>
</tr>
<tr>
<td>Data Processing Courses</td>
<td>130</td>
</tr>
<tr>
<td>Directed Studies Courses</td>
<td>102</td>
</tr>
<tr>
<td>Discipline</td>
<td>57</td>
</tr>
<tr>
<td>District Board of Trustees</td>
<td>6</td>
</tr>
<tr>
<td>Drafting Courses</td>
<td>129</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>64</td>
</tr>
<tr>
<td>Early Admission Students</td>
<td>35</td>
</tr>
<tr>
<td>Earth Science Courses</td>
<td>164</td>
</tr>
<tr>
<td>Economics Courses</td>
<td>137</td>
</tr>
<tr>
<td>Education Courses</td>
<td>137</td>
</tr>
<tr>
<td>Employment, Part Time</td>
<td>53</td>
</tr>
<tr>
<td>English Courses</td>
<td>132</td>
</tr>
<tr>
<td>Examinations</td>
<td>65</td>
</tr>
<tr>
<td>Extension Course Credit</td>
<td>63</td>
</tr>
<tr>
<td>Fees</td>
<td>9</td>
</tr>
<tr>
<td>Application</td>
<td>41</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>42</td>
</tr>
<tr>
<td>Fee and Tuition Schedule</td>
<td>41</td>
</tr>
<tr>
<td>Music</td>
<td>42</td>
</tr>
<tr>
<td>Nursing Students</td>
<td>42</td>
</tr>
<tr>
<td>Overload</td>
<td>42</td>
</tr>
<tr>
<td>Special</td>
<td>43</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>50</td>
</tr>
<tr>
<td>Financial Information</td>
<td>41</td>
</tr>
<tr>
<td>Fire Technology Courses</td>
<td>138</td>
</tr>
<tr>
<td>Food Service</td>
<td>48</td>
</tr>
<tr>
<td>Foreign Students</td>
<td>35</td>
</tr>
<tr>
<td>French Courses</td>
<td>138</td>
</tr>
<tr>
<td>General Education</td>
<td>70</td>
</tr>
<tr>
<td>General Information</td>
<td>29</td>
</tr>
<tr>
<td>Geography Courses</td>
<td>140</td>
</tr>
<tr>
<td>German Courses</td>
<td>140</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>60</td>
</tr>
<tr>
<td>Grading System</td>
<td>60</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Associate in Arts Degree</td>
<td>66</td>
</tr>
<tr>
<td>Associate in Science Degree</td>
<td>76</td>
</tr>
<tr>
<td>Grants</td>
<td>52</td>
</tr>
<tr>
<td>Guidance Test Information</td>
<td>36</td>
</tr>
<tr>
<td>Health Courses</td>
<td>140</td>
</tr>
<tr>
<td>Health Form</td>
<td>38</td>
</tr>
<tr>
<td>Health Services</td>
<td>48</td>
</tr>
<tr>
<td>History Courses</td>
<td>143</td>
</tr>
<tr>
<td>History, V.C.C.</td>
<td>29</td>
</tr>
<tr>
<td>Home Economics Courses</td>
<td>140</td>
</tr>
<tr>
<td>Honor Lists (President’s, Dean’s)</td>
<td>61</td>
</tr>
<tr>
<td>Honors Courses</td>
<td>101</td>
</tr>
<tr>
<td>Hotel-Motel-Restaurant Management Courses</td>
<td>141</td>
</tr>
<tr>
<td>Humanities Courses</td>
<td>142</td>
</tr>
<tr>
<td>Independent Study Courses</td>
<td>101</td>
</tr>
<tr>
<td>Insurance, Student Accident</td>
<td>49</td>
</tr>
<tr>
<td>Job Opportunities</td>
<td>54</td>
</tr>
<tr>
<td>Journalism Courses</td>
<td>145</td>
</tr>
<tr>
<td>Law Enforcement Courses</td>
<td>146</td>
</tr>
<tr>
<td>Library</td>
<td>30</td>
</tr>
<tr>
<td>Loans</td>
<td>51</td>
</tr>
<tr>
<td>Logic Courses</td>
<td>146</td>
</tr>
<tr>
<td>Mathematics Courses</td>
<td>153</td>
</tr>
<tr>
<td>Medical Laboratory Technology Courses</td>
<td>156</td>
</tr>
<tr>
<td>Music Courses</td>
<td>148</td>
</tr>
<tr>
<td>Nursing Courses</td>
<td>158</td>
</tr>
<tr>
<td>Part Time Employment</td>
<td>53</td>
</tr>
<tr>
<td>Philosophy Courses</td>
<td>163</td>
</tr>
<tr>
<td>Physical Science Courses</td>
<td>164</td>
</tr>
<tr>
<td>Physical Education Courses</td>
<td>159</td>
</tr>
</tbody>
</table>
Physics Courses ............................................ 161
Political Science Courses .............................. 163
Probation, Academic .................................. 61
Program Counseling Appointment ................... 37
Progress Grades ....................................... 61
Psychology Courses .................................... 165
Purposes, V.C.C. ........................................ 29
Reading Courses ...................................... 165
Reading Service ........................................ 48
Refund Policy .......................................... 43
Registration ............................................ 38
Regular Students ....................................... 32
Repeated Courses ..................................... 60
Request for Admission Papers ....................... 175
Residency Information ................................ 44
Respiratory Therapy Courses ......................... 166
Scholarships .......................................... 52
Selective Service ...................................... 48
Sociology Courses ...................................... 170
Spanish Courses ....................................... 168
Special Students ....................................... 32
Speech Courses ........................................ 169
Staff ..................................................... 9
Student Accident Insurance ......................... 49
Student Activities ..................................... 49
Student Classification ................................ 59
Student Conduct ....................................... 58
Student Development Laboratories ................. 47
Student “Load” ........................................ 57
Student Services ...................................... 47
Student Rights of Appeal of Administrative Decisions 59
Student Rights of Appeal of Disciplinary Actions 58
Suspension, Academic ................................ 61
Testing .................................................. 47
Transcripts ............................................. 49
Transfer Students ...................................... 33
Transient Students .................................... 64
Tuition .................................................. 41
Tutorial Assistance ..................................... 54
University Parallel Programs ......................... 74
Veterans .............................................. 49
Withdrawal
   From a College ..................................... 63
   From a Course ...................................... 62
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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept.</td>
<td>(Sess. I)</td>
</tr>
<tr>
<td>Jan.</td>
<td>(Sess. II)</td>
</tr>
<tr>
<td>Apr.</td>
<td>(Sess. IIIA)</td>
</tr>
<tr>
<td>June</td>
<td>(Sess. IIIB)</td>
</tr>
</tbody>
</table>

Year: 19 ................

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

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