Seq 228 BA 275 Bua LAW I
7-10 PM MW
BLDG. 3 / 153
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).
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### 1973

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### Session Registration Dates

<table>
<thead>
<tr>
<th>SESSION</th>
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<th>CLASSES BEGIN</th>
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<tr>
<td>I</td>
<td>August 28-31</td>
<td>September 4 (Supper hour and evening)</td>
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<td>January 2-4</td>
<td>September 5 (Day classes)</td>
<td>April 15</td>
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<tr>
<td>IIIA</td>
<td>April 25 and 26</td>
<td>January 7</td>
<td>June 19</td>
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<td>IIIB</td>
<td>June 21 and 24</td>
<td>April 29</td>
<td>August 15</td>
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An advanced registration period for currently enrolled students will be announced prior to each new session.

### 1974

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<tr>
<th>JANUARY</th>
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# VALENCIA COMMUNITY COLLEGE

**Orlando, Florida**  
**Calendar for Session I**  
**1973 – 1974**  
*(Subject to Change)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 18 (Wednesday) through August 3 (Friday)</td>
<td>Mail registration for Session I, 1973-74, for students taking only supper hour, evening and Saturday courses. Mail registrations must be postmarked by August 3, 1973.</td>
</tr>
<tr>
<td>July 31 (Tuesday)</td>
<td>Last day to make application for financial aid for the 1973-74 academic year.</td>
</tr>
<tr>
<td>August 27 (Monday)</td>
<td>By this date, admission requirements should have been met and final registration appointments made for Session I, 1973-74. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>August 28 (Tuesday) through August 30 (Thursday)</td>
<td>All faculty report for duty at 8:00 A.M.</td>
</tr>
<tr>
<td>August 29 (Wednesday) through August 31 (Friday)</td>
<td>Evening registration for Session I, 1973-74, for students taking only supper hour, evening and Saturday courses, 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>September 3 (Monday)</td>
<td>Day registration for Session I, 1973-74, by appointment only.</td>
</tr>
<tr>
<td>September 4 (Tuesday)</td>
<td>Labor Day Holiday. Administrative offices will be closed.</td>
</tr>
<tr>
<td>September 5 (Wednesday)</td>
<td>Supper hour and evening classes begin for Session I, 1973-74.</td>
</tr>
<tr>
<td>September 4 (Tuesday) through September 7 (Friday)</td>
<td>Sixth annual student convocation at 9:30 A.M. Day classes begin for Session I, 1973-74 at 12:00 noon.</td>
</tr>
<tr>
<td>September 4 (Tuesday) through September 7 (Friday)</td>
<td>Late registration. No registrations for Session I will be permitted after 8:00 P.M. on Friday, September 7, 1973.</td>
</tr>
<tr>
<td>September 26 (Wednesday)</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.).</td>
</tr>
<tr>
<td>September 26 (Wednesday)</td>
<td>8:00 P.M. is deadline for refund requests for Session I, 1973-74.</td>
</tr>
<tr>
<td>October 1 (Monday)</td>
<td>Students begin making appointments for program counseling for Session II, 1973-74.</td>
</tr>
<tr>
<td>October 24 (Wednesday)</td>
<td>End of progress report period.</td>
</tr>
<tr>
<td>October 25 (Thursday)</td>
<td>Progress grades due in the registrar's office by 7:00 P.M.</td>
</tr>
</tbody>
</table>
October 31 (Wednesday)  

Matador Field Day. Day classes dismissed between 11:00 A.M. and 5:00 P.M. Supper hour and evening classes will meet as usual.

November 12 (Monday)  

Students begin making registration appointments for Session II, 1973-74.

November 19 (Monday)  

through December 7 (Friday)

Mail registration for Session II, 1973-74, for students taking only supper hour, evening and Saturday courses. Mail registration must be postmarked by December 7, 1973. Supper hour and evening classes will not meet. Day classes will meet as usual.

November 21 (Wednesday)  

Thanksgiving Holiday for faculty, staff and students.

November 22 (Thursday)  

and November 23 (Friday)

Classes will not meet.

November 24 (Saturday)  

December 3 (Monday)

Last day to make application for graduation at the end of Session I, 1973-74.

December 10 (Monday)  

through December 12 (Wednesday)

Advanced registration by appointment only for currently enrolled students for Session II, 1973-74. Students taking only supper hour, evening and Saturday classes may advance register by mail.

December 14 (Friday)  

through December 20 (Thursday)

Final examination period for Session I classes. (A final examination schedule will be published.)

December 20 (Thursday)  

December 21 (Friday)


December 24 (Monday)  

through December 26 (Wednesday)

Final grades due in the registrar's office by 12:00 noon.

December 31 (Monday)  

and January 1 (Tuesday)

Christmas Holiday. Administrative offices will be closed.

New Year Holiday. Administrative offices will be closed.

Calendar for Session II  
1973 – 1974
(Subject to Change)

October 1 (Monday)  

Students begin making appointments for program counseling for Session II, 1973-74.

October 15 (Monday)  

Program counseling for Session II, 1973-74, begins.

November 12 (Monday)  

Students begin making registration appointments for Session II, 1973-74.

November 19 (Monday)  

through December 7 (Friday)

Mail registration for Session II, 1973-74, for students taking only supper hour, evening and Saturday courses. Mail registration must be postmarked by December 7, 1973.

December 10 (Monday)  

through December 12 (Wednesday)

Advanced registration by appointment only for currently enrolled students for Session II, 1973-74. Students taking only supper hour, evening and Saturday classes may advance register by mail.
December 28 (Friday)

January 2 (Wednesday)
and January 3
(Thursday)

January 2 (Wednesday)
through January 5
(Friday)

January 7 (Monday)

January 7 (Monday)
through January 10
(Thursday)

January 7 (Monday)
through January 10
(Thursday)

January 29 (Tuesday)

February 28 (Thursday)

March 1 (Friday)

March 1 (Friday)

March 4 (Monday)

March 11 (Monday)

March 20 (Wednesday)
through April 3
(Wednesday)

March 27 (Wednesday)

April 8 (Monday)
through April 10
(Wednesday)

April 12 (Friday)
and April 15 (Monday)

April 13 (Saturday)

April 16 (Tuesday)
through April 22
(Monday)

April 22 (Monday)

April 23 (Tuesday)

By this date, admission requirements should have been met and final registration appointments made for Session II, 1973-74. 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, 1973-74, for students taking only evening courses, 4:30 - 8:30 P.M.

Day registration for Session II, 1973-74, by appointment only.


Late registration. No registrations for Session II will be permitted after 8:00 P.M. on Thursday, January 10, 1974.

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, 1973-74.

End of progress report period.

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

Last day to make application for graduation at the end of Session II, 1973-74.

Students begin making appointments for program counseling for Session IIIA and IIIB, 1973-74, and Session I, 1974-75.

Program counseling for Session IIIA and IIIB, 1973-74, and Session I, 1974-75.

Mail registration for Session IIIA, 1973-74, for students taking only evening courses. Mail registrations must be postmarked by April 3, 1974.

Students begin making registration appointments for Session IIIA and IIIB, 1973-74 and Session I, 1974-75.

Advanced registration by appointment only for currently enrolled students for Session IIIA, 1973-74. Students taking only evening classes may advance register by mail.

Easter Holiday for faculty, staff and students.

Classes will not meet.

Final examination period for Session II classes. (A final examination schedule will be published).


Final grades due in the registrar's office by 12:00 noon.
April 24 (Wednesday)  GRADUATION
April 24 (Wednesday)  By this date, admission requirements should have been met and final registration appointments made for Session IIIA, 1973-74. Students applying for admission after this date will be considered on an individual basis.

Calendar for Session IIIA  
1973 – 1974  
(Subject to Change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 4 (Monday)</td>
<td>Students begin making appointments for program counseling for Session IIIA and IIIB, 1973-74, and Session I, 1974-75.</td>
</tr>
<tr>
<td>March 11 (Monday)</td>
<td>Program counseling for Session IIIA and IIIB, 1973-74 and Session I, 1974-75.</td>
</tr>
<tr>
<td>March 20 (Wednesday) through April 3 (Wednesday)</td>
<td>Mail registration for Session IIIA, 1973-74, for students taking only evening courses. Mail registrations must be postmarked by April 3, 1974.</td>
</tr>
<tr>
<td>March 27 (Wednesday)</td>
<td>Students begin making registration appointments for Session IIIA and IIIB, 1973-74, and Session I, 1974-75.</td>
</tr>
<tr>
<td>April 8 (Monday) through April 10 (Wednesday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session IIIA, 1973-74. Students taking only evening classes may advance register by mail.</td>
</tr>
<tr>
<td>April 24 (Wednesday)</td>
<td>By this date admission requirements should have been met and final registration appointments made for Session IIIA, 1973-74. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>April 25 (Thursday)</td>
<td>All faculty report for duty at 8:00 A.M.</td>
</tr>
<tr>
<td>April 25 (Thursday)</td>
<td>Evening registration for Session IIIA, 1973-74, for students taking only supper hour and evening courses, 4:30 – 8:30 P.M.</td>
</tr>
<tr>
<td>April 25 (Thursday) and April 26 (Friday)</td>
<td>Day registration for Session IIIA, 1973-74, by appointment only.</td>
</tr>
<tr>
<td>April 29 (Monday)</td>
<td>Classes begin for Session IIIA, 1973-74.</td>
</tr>
<tr>
<td>May 6 (Monday)</td>
<td>Students begin making appointments for program counseling for Session IIIB, 1973-74, and Session I, 1974-75.</td>
</tr>
<tr>
<td>May 10 (Friday)</td>
<td>4:00 P.M. is deadline for refund requests for Session IIIA, 1973-74.</td>
</tr>
<tr>
<td>May 22 (Wednesday) through June 5 (Wednesday)</td>
<td>Mail registration for Session IIIB, 1973-74, for students taking only evening courses. Mail registrations must be postmarked by June 5, 1974.</td>
</tr>
<tr>
<td>May 27 (Monday)</td>
<td>Memorial Day Holiday for faculty, staff and students.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>May 29 (Wednesday)</td>
<td>Students begin making registration appointments for Session III B, 1973-74, and Session 1, 1974-75.</td>
</tr>
<tr>
<td>June 7 (Friday)</td>
<td>Last day to make application for graduation at the end of Session III A, 1973-74.</td>
</tr>
<tr>
<td>June 10 (Monday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session III B, 1973-74. Students taking only evening classes may advance register by mail.</td>
</tr>
<tr>
<td>June 18 (Tuesday)</td>
<td>Final examination period for Session III A classes. (A final examination schedule will be published).</td>
</tr>
<tr>
<td>June 20 (Thursday)</td>
<td>Final grades due in registrar's office by 12:00 noon.</td>
</tr>
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### Calendar for Session III B 1973-74

(Subject to Change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>May 6 (Monday)</td>
<td>Students begin making appointments for program counseling for Session III B, 1973-74, and Session 1, 1974-75.</td>
</tr>
<tr>
<td>May 10 (Monday)</td>
<td>Program counseling for Session III B, 1973-74, and Session 1, 1974-75, begins.</td>
</tr>
<tr>
<td>May 22 (Wednesday)</td>
<td>Mail registration for Session III B, 1973-74, for students taking only evening courses, Mail registrations must be postmarked by June 5, 1974.</td>
</tr>
<tr>
<td>May 29 (Wednesday)</td>
<td>Students begin making registration appointments for Session III B, 1973-74, and Session 1, 1974-75.</td>
</tr>
<tr>
<td>June 10 (Monday)</td>
<td>Advanced registration by appointment only for currently enrolled students for Session III B, 1973-74. Students taking only evening classes may advance register by mail.</td>
</tr>
<tr>
<td>June 20 (Thursday)</td>
<td>By this date all admission requirements should have been met and final registration appointments made for Session III B, 1973-74. Students applying for admission after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>June 21 (Friday)</td>
<td>All faculty report for duty at 8:00 A.M.</td>
</tr>
<tr>
<td>June 21 (Friday)</td>
<td>Evening registration for Session III B, 1973-74, for students taking only supper hour and evening courses, 4:30 -- 8:30 P.M.</td>
</tr>
<tr>
<td>June 21 (Friday)</td>
<td>Day registration for Session III B, 1973-74, by appointment only.</td>
</tr>
<tr>
<td>July 4 (Thursday)</td>
<td>Independence Day Holiday for faculty, staff and students.</td>
</tr>
<tr>
<td>July 9 (Tuesday)</td>
<td>8:00 P.M. is deadline for refund requests for Session III B, 1973-74.</td>
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<tr>
<td>Date</td>
<td>Description</td>
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<tr>
<td>July 17 (Wednesday)</td>
<td>Mail registration for Session I, 1974-75, for students taking only supper</td>
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<tr>
<td>through August 2</td>
<td>hour, evening and Saturday courses. Mail registrations must be postmarked</td>
</tr>
<tr>
<td>(Friday)</td>
<td>by August 2, 1974.</td>
</tr>
<tr>
<td>July 31 (Wednesday)</td>
<td>Last day to make application for financial aid for the 1974-75 academic year.</td>
</tr>
<tr>
<td>August 5 (Monday)</td>
<td>Last day to make application for graduation at the end of Session III B, 1973-74.</td>
</tr>
<tr>
<td>August 7 (Wednesday)</td>
<td>Advanced registration by appointment only for currently enrolled students</td>
</tr>
<tr>
<td>through August 9</td>
<td>for Session I, 1974-75. Students taking only supper hour, evening and</td>
</tr>
<tr>
<td>(Friday)</td>
<td>Saturday classes may register by mail.</td>
</tr>
<tr>
<td>August 14 (Wednesday)</td>
<td>Final examination period for Session III B classes. (A final examination</td>
</tr>
<tr>
<td>and August 15</td>
<td>schedule will be published.)</td>
</tr>
<tr>
<td>August 15 (Thursday)</td>
<td>Final grades due in registrar's office by 12:00 noon.</td>
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<tr>
<td>August 16 (Friday)</td>
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</tbody>
</table>
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B.A., Florida Technological University
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Florida

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B.A., University of Kentucky; M.A., University of Kentucky

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MILKE, ROBERT L. .......................... Chairman of Law Enforcement Department
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B.S., University of Florida; M.S., Wayne State University; Ph.D., Wayne State University

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B.S., Eastern Kentucky University; M.A., University of Kentucky
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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.

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Orange Memorial Hospital

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Park Lake Presbyterian Church

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Young Women's Community Center

Miss Delilah Cotanche
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Youth Programs, Inc.

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Orange County, Inc.

Mr. Sam Hill
Division of Youth Services

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Florida Parole & Probation
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Orlando District Mental Health Unit

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Mr. Charles Brookfield
Orlando Detention Bureau

Mr. Louis Bowen, Jr.
Public Defender

Mr. Robert Chewning
Chief, Orlando Police Department
Mr. Mel Colman  
Sheriff, Orange County  
Sheriff's Department

Mr. Sam Hill  
Regional Director  
Division of Youth Services

Honorable Joseph W. DuRocher  
Judge of Circuit Court  
Orange County

Mr. Robert E. Lee  
Probation Officer

Mr. Robert Fagan  
State Attorney

Honorable Bernard C. Muszynski  
Judge of Circuit Court  
Orange County

Dr. Ralph Poe  
Orange County Commission  
Orange County Court House

Mr. Fred Shepherd  
Florida Probation & Parole Commission

Mr. Jim Shoultz  
Director, Orange County Jail

Honorable Walter Sims  
Senator, Florida State Senate

Data Processing Technology

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

Mr. James Reese, Manager  
Data Processing  
Orange Memorial Hospital

Mr. Erman Evans, Director  
Data Processing  
Orange County

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

Mr. William Stratman, Manager  
Data Processing  
Florida Gas Company

Distribution & Marketing

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

Mr. Kenneth Leland  
Vice President  
George Stuart, Inc.

Mr. Don Christopher  
Manager  
Food World

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

Mr. Ron Hanke  
Personnel Manager  
Montgomery Ward & Co.

Mr. John E. Olive  
Vice President  
Palmer Electric Company

Mr. Ralph Kiphuth  
Manager  
Raybro Electric Company

Mr. David Schuster  
Manager, Marketing & Research  
Orlando Sentinel—Star
Drafting and Design Technology

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

Mr. Gene Brown, Draftsman
Repeco, Inc.

Mr. Wilfred Bargan
Manager, Design Support
Martin Marietta Corporation

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

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

Mr. R. J. Reynolds
Chief Draftsman
Florida Gas Transmission Company

Electromechanical Technology

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

Mr. George Frye
Vice President of Engineering
Educational Computer Corporation

Mr. Ray T. Hyder
Field Engineer Branch Manager
IBM Corporation

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

Mr. John Wilburn
Chief of Quality Laboratories
Martin Marietta Corporation

Fire Technology

Mr. L. F. Gilliam
Chief, Apopka Fire Department

Mr. Paul Pennington
Chief, Buena Vista Fire Department

Mr. Melvin Rivenbark
Chief, Orlando Fire Department

Mr. O. R. Strickland
Chief, 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 Hucksler
Winter Garden Inn

Mr. Walter Jensen
President, Chapter IV
Florida Restaurant Association

Mr. William King
Jordan Marsh

Mr. Larry Leckart
Ronnie's Restaurant

Mr. Keith Wright-Osmond, 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

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

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

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

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

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

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

Mr. Lyle Nelson  
Director of Personnel  
The Travelers Insurance Companies

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

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 Coleman  
Sheriff, Orange County

Mr. Don Van Scoyoc  
Captain, Orlando Police Department

Medical Laboratory Technology

Mr. Edward Carr  
Medical Technologist  
Central Florida Blood Bank

Mr. Donald Welch  
Chief Administrator  
Florida Hospital

Mr. Leslie Lee  
Assistant Laboratory Director  
Orange Memorial Hospital

Mr. Archie Weems  
Chief Technologist  
Florida Hospital

Dr. Benjamin C. Willard  
Chief Pathologist  
Orange Memorial Hospital

Nursing

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

Mr. Harvey Meagher  
Administrator  
Winter Park Memorial Hospital
Mrs. Bert (Barbara) Roper  
Winter Garden, Florida

Dr. Nancy J. Small  
Physician

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

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

Private & Industrial Security

Mr. Gene Annan  
Operations Manager, Protector Security Center

Mr. James B. Halley  
Richmond E. Burge Associates

Mr. Hans Boehm  
Law Enforcement Planning Council

Mr. William E. Hall  
Security Specialist, Naval Training Center

Mr. Larry Graham  
Martin Marietta Corp.

Mr. L. Bryant Helmer  
Associated Security, Inc.

Ornamental Horticulture Technology

Mr. Glenn G. Blalock  
John's Inc.

Mr. Harold P. Danforth  
Orlando Parks Department

Mr. Jay Blanchard, Director  
Winter Park Parks Department

Mr. Morgan Evans  
Landscape Architect

Dr. Oswald Brown  
United Horticulture, Inc.

Mr. Bert Foster, A.I.A  
Foster & Associates

Mr. George Busby, Supervisor  
Agricultural Education

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

Mr. Jack Christmas  
Oakhell, Inc.

Mr. Alan Poole  
Apopka Growers Supply

Mr. William Colburn, President  
Cypress Creek Nursery

Mr. Jack Siebenthaler  
Seminole Nurseries

Mr. Jim Thomas, Consultant  
Environmental Design Group, Inc.

Real Estate

Mr. George Beachamp  
President Elect  
Osceola County Board of Realtors

Mr. Jack Gale  
President  
Gale Associates, Inc.

Mr. R. E. Duckworth, Jr.  
Vice President  
Duckworth, Duckworth & Pardue, Inc.

Mr. Wilson Green  
Atkins-Green-Stauffer & Co.
Respiratory Therapy

Mr. Lynn Capraun  
Chief Therapist  
Cardiopulmonary Department  
Orange Memorial Hospital

Dr. Clarence M. Gilbert  
Medical Advisor  
Respiratory Therapy Program

Mr. Easton Smith, A.R.I.T.  
Director, Cardiopulmonary Department  
Orange Memorial Hospital

The following individuals are listed on several committees and serve in an ex officio capacity:

Mr. Kenneth Girard  
Florida State Employment Service  
State Office Building  
Winter Park, Florida 32789  
644-1441

Mr. Charles E. May  
District Director  
Div. of Vocational Rehabilitation  
70 East South Street  
Orlando, Florida 32803  
422-7181

Mr. James Picone  
Director of Commercial and Industrial Dev.  
Florida Center  
P.O. Box 2508  
Orlando, Florida 32802  
843-3181

Mr. Stanley Simpson  
Consultant for Technical Education  
Department of Education  
6880 Lake Ellenor Drive  
Orlando, Florida 32809  
851-6270

Mr. William Ullstrom  
Orlando/Orange County Industrial Board  
Post Office Box 2144  
Orlando, Florida 32802  
422-7159
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 2908 West Oak Ridge Road.

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.

The Southern Association of Colleges and Schools granted full accreditation to the college in the fall of 1969.

In line with the expanding role of the college in community education, the name of the college was changed to Valencia Community College on July 1, 1971.

In September, 1971, the college moved to its permanent campus of 185 acres at 1800 South Kirkman Road, Orlando. The enrollment reached a peak of 4,312 credit students for the fall session 1972-73.

PURPOSE

GUIDING PRINCIPLES, OBJECTIVES, AND FUNCTIONS OF VALENCIA COMMUNITY COLLEGE

Guiding Principles — In accordance with the principles specified by the Florida State Legislature and outlined by the Community College Council, the following guiding principles have been adopted for Valencia Community College:

A. Every effort shall be made to remove the geographic, economic, and cultural barriers to higher education. All citizens should be encouraged to continue their education to the limits of their abilities and interests.

B. The college shall provide a diversity of programs to meet the needs of the community.

C. The college shall attempt to instill in all its students an understanding of the value and necessity of work. An appreciation of all workers and a respect for all types of work shall be cultivated.

D. The college shall attempt to emphasize the fact that the rights of citizens in a democracy are inseparably associated with their responsibilities.
E. The college shall attempt to instill in each student a desire for continued learning which will help him understand and adapt to the many rapid changes in contemporary American society.

Objectives – In conformity with the principles described in the previous paragraphs, Valencia Community College has developed the following specific objectives:

A. 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.

B. To provide career programs that will prepare the individuals for employment in the community.

C. To provide such continuing education programs as are most appropriate to meet the needs of the community.

D. To provide guidance and counseling services for all students. These services shall be available to day and evening students and shall be organized to assist the students in a self-evaluation and in making appropriate decisions dealing with academic and career planning.

E. To provide basic and developmental programs to give students needing academic assistance a greater chance for success.

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

G. To provide educational leadership, especially in the improvement of instruction, in research, and in curriculum.

H. To provide an additional cultural center for the community.

Functions – The functions of Valencia Community College are as varied as the students who seek admission. In fact, the effective role of any college can best be described by the services offered to its clientele. Thus, for Valencia Community College, the six major roles and functions include:

A. The Transfer Function – Valencia Community College provides the first two years of study leading to a baccalaureate degree. In addition to general education courses that are required, students may select courses needed as preparation for later specialization.

B. The Career Education Function – The college has a responsibility for meeting the post high school needs of the area in vocational and technical education. For many students, this means providing training for a satisfying career. For others, it means encouraging improvement in work habits and developing techniques to solve technical problems.

C. The Community Service Function – Valencia Community College has a responsibility to provide the variety and scope of educational services needed by the community. This may include adult education and counseling services, short courses, cultural activities, refresher courses, and conferences.
D. The General Education Function—This function provides a basic, liberal education through courses designed to prepare students for their responsibilities as citizens in a free society, for wholesome and creative participation in a wide range of life activities, for intelligent choices toward their goals, and for greater insight into and an improvement of their relationship with their environment.

E. The Counseling Function—This function is designed to assist every student in assessing and fulfilling his potential through academic, career, and personal counseling.

F. The Developmental Function—This function is designed to assist those students who need special help to develop self-confidence and to achieve academic success.

ACCREDITATION

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

LIBRARY

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

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

REQUIREMENTS FOR ADMISSION
Students entering college for the first time

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

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

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

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

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

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

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

This policy does not preclude the Admissions Committee from denying admission to an applicant when examination of the applicant's secondary school record provides evidence that he would be unlikely to make satisfactory progress in the educational program or programs provided by the college. The committee may further determine that an applicant should be admitted on a provisional 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 accu-
rately. 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 twelve (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 (3) 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

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.

**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.

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.
<table>
<thead>
<tr>
<th>If you want to enroll at VCC and work toward a degree and . . . . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>. . . you have never attended college . . .</td>
</tr>
<tr>
<td>. . . you have attended another college or university . . .</td>
</tr>
<tr>
<td>. . . you are still enrolled in high school . . .</td>
</tr>
</tbody>
</table>

You should submit the following materials before you register: A completed application for admission form • Residency Affidavit • Photograph • Health form • Social Security Number • A $10.00 non-refundable application service FEE MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION • A completed high school transcript indicating the date of graduation (ask your high school to forward the transcript directly to the office of the Director of Admissions and Registrar) • Florida Twelfth Grade Placement Test Scores or other nationally recognized entrance examinations.

**NOTE:** Persons 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.

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You should submit the following materials before you register: A completed application for admission form • Residency Affidavit • Photograph • Health form • Social Security Number • A $10.00 non-refundable application service FEE MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION • A completed high school transcript indicating the date of graduation (ask your high school to forward the transcript directly to the office of the Director of Admissions and Registrar) • Florida Twelfth Grade Placement Test Scores or other nationally recognized entrance examinations • Complete information regarding all former enrollments (request that each college or university previously attended send a transcript to the Director of Admissions and Registrar).

**NOTE:** Transfer students must be eligible to return to the last college attended.

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You should submit the following materials before you register: A completed application for admission form • Residency Affidavit • Photograph • Health form • Social Security Number • An early admission form (a permission form signed by your parents and your high school principal outlining the specific course or courses recommended by the high school counselors).

**NOTE:** You will be registered at the college while still enrolled in high school.
| **IF YOU WANT TO ENROLL AT VCC AS A NON-DEGREE SEEKING STUDENT AND . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . }
FINANCIAL INFORMATION

1973-1974
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></td>
<td>Per Semester Hour</td>
<td>Total</td>
</tr>
<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 require 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 (19) 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 Code</th>
<th>Course Title</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 167</td>
<td>Applied Music</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 student 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 ......................... $0.50
- 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
- Child Development Program, food fee per child (per month) .................................................. $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, automobile registration decals, and other special improvements for the student body. The Budget Review Committee for this budget will have student representatives as members.

REFUND POLICY

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

A. Sessions I & II
   Within ten (10) school days of the beginning of the session ........................................... 75%
   Within twenty (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 five (5) school days of the beginning of the session ........................................... 75%
   Within ten (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. 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 bonafide 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 has his habita-
tion, domicile, home, and permanent abode in the State of Florida for at least twelve (12) months immediately preceding his current registration.

The following categories shall also be treated as Florida residents for tuition purposes:

1. Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.

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

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

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

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

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

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 resident may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida resident, 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 resident, his classification will be changed for future registrations.
STUDENT SERVICES

BOOKSTORE

The college bookstore has general school supplies and textbooks available for sale to students. New hardback and paperback textbooks are sold at the publisher's list price and secondhand books are sold at 75% of the list price.

COUNSELING

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.

FOOD SERVICE

A food service facility is operated for the benefit of students and college personnel. 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 at least one of these areas from 7:00 a.m. to 10:00 p.m.

HEALTH SERVICES

The Valencia Community College Health Services Office is staffed by a registered nurse under the direction of a consulting physician. The major areas of concern are health education and counseling, first aid, and referrals to health agencies. A limited supply of oral medications are available. This medication is primarily available for a one-time dose to relieve minor symptoms, or until the student can be seen by his physician.

In case of a serious emergency, a student's local guardian will be contacted. If he is not available, the student will be seen at a local emergency room at the student's expense. The college is in no way responsible or legally obligated for the medical expenses of any student.

HOUSING

Valencia is a commuting institution and has no dormitory facilities. The college assumes no responsibility for the supervision of housing for students.

JOB PLACEMENT

The college Financial Aids Office frequently receives announcements of part-time employment opportunities from area businesses and organizations. These requests are handled by the Financial Aids Office.
LOST AND FOUND

A lost and found depository is maintained in the Student Services Office. All articles should be turned into this office and students should check this office frequently when seeking a lost article.

MAIL TO STUDENTS

Students should provide correspondents with correct mailing addresses. Mail addressed to students in care of Valencia Community College will be returned to the sender.

The college does not assume responsibility for delivery of student mail. Students should use their residence for all correspondence.

READING LABORATORY

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 upon the request of a student who holds a 2S classification. Request forms are available at registration and in the Financial Aids Office. 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 fifteen (15) semester hours per session.

STUDENT ACTIVITIES

The community college offers an excellent opportunity for an activity program contributing to the educational experience of the student. The opportunity to participate in activities which enhance the physical, social, political, moral and intellectual life of students is provided through organizations, forensics, student publications, athletics, cultural events and social affairs. Students are encouraged to participate in college sponsored extracurricular activities.

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.

**STUDENT INSURANCE**

A group accident and sickness insurance plan is available to students at the time of registration. At other times, the insurance plan may be purchased through the Health Services Office.

**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. (See CREDIT BY EXAMINATION section)

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

**TRANSCRIPTS**

Students wishing to have transcripts of their academic records sent to other institutions may do so by completing a transcript 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 the first of July 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 the first of November 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 Statement** (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 (2) years, is taking twelve (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 (6) 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 six (6) months following graduation or termination of full-time attendance. Only applications for renewal loans will be accepted.

Florida Insured Student Loan Program — A program to provide a federal guarantee of a loan arranged with the State of Florida up to $1500 per academic year. The federal government pays the interest while the student is in school.

College Short-Term Loans — These loans are available up to the maximum amount of $100 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 four (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 (1) 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 scholarships 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 admin-
istering 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 financial need or have demonstrated ability in academic, athletic, forensic, music, 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 Twelfth 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, music, 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.

Need tuition waivers are awarded to qualified students whose need has been 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 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 four (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.

**Basic Educational Opportunity Grants** — Each student is entitled to $1400 minus the expected family contribution, but not to exceed one-half of the cost of attendance.

Application should be made through the Financial Aid Office. This program will operate in the 1973-74 academic year only if funded by the federal government.

**Florida Student Assistance Grant** — Grants are awarded to qualified students who have exceptional need. To be eligible a student applicant must be a U.S. citizen, a resident of Florida for two (2) years, be enrolled as a full-time student, demonstrate financial need and have the recommendation of a college official.
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 fifteen (15) hours weekly while attending classes. During the summer or other vacation periods when they do not have classes, students may work full-time (forty (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 at least a half-time student
2. show evidence of financial need, and
3. be capable of maintaining good academic standing while employed under the program.

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

*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 (10) to fifteen (15) 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 Chapters 31 and 35, Veterans Administration Tutorial Service Benefits, a veteran or eligible dependent is entitled to nine (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.

VALENCE COMMUNITY COLLEGE SCHOLARSHIPS

American Business Womens Association
American Legion Post 80
Boise Cascade Corporation Foundation, Inc., Boise, Idaho
Boy Scouts of America
John Burrows Scholarship Fund
Campbell Foundation
Central Florida Chapter, Florida Engineering Society
Delta Kappa Gamma Society
Florida Restaurant Education Foundation
Harland Company Foundation, Atlanta, Georgia
Indian River Memorial Hospital Auxiliary
Junior Achievement of Orange County
Arno Kollmer Scholarship
Kiwanis Club of West Orange
National Secretaries Association, Orlando Chapter
Ocoee Lions Club
Orange County Association of Educational Secretaries
Orange County Association of Legal Secretaries
Orange County East Rotary Club
W. H. Payne Scholarship
Scotty's Home Builders
Seminole South Rotary
Seneca Nation Educational Foundation
Sigma Alpha Iota, Orlando Alumnae Chapter
Smokehouse, Inc., Apopka
Society of the First Division Foundation
South Orlando Kiwanis Education Foundation
St. Cloud Athletic Association, Inc.
West Orange Junior Service League, Winter Garden
Z. A. P. T. Scholarship
Zeta Pi Omega Sorority, Valencia Community College
Zonta International Scholarship
VALENCIA COMMUNITY COLLEGE SHORT-TERM 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
Kiwanis Club of Winter Park
S Club, Valencia Community College
Tupperware Home Parties
United Student Aid Fund, Valencia Community College
University Club of Orlando
Theodore H. Van Deventer, Sr., Fund of the Grace Covenant Presbyterian Church, Orlando
Valencia Faculty Wives
West Orlando Rotary Club
COLLEGE REGULATIONS

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.

ACADEMIC HONORS

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 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.

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 of 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.

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.

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. If the matter is not cleared satisfactorily, the student may be withdrawn from the course.
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.

CORRESPONDENCE AND EXTENSION COURSE CREDIT

No more than fifteen (15) 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 fifteen (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.
CREDIT BY EXAMINATION

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students enrolling at Valencia Community College may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP), administered by the Educational Testing Service (ETS) for the College Entrance Examination Board (CEEB). These courses are so designated in the course description section in the college catalog. CLEP General Examinations and CLEP Subject Examinations may be taken at Valencia upon application to the Counseling and Testing Specialist, or at any of the CLEP Test Centers. As a limited CLEP Test Center, Valencia Community College offers examinations several times a year, dates to be announced by the college.

Valencia Community College will accept a maximum of forty-five (45) semester hours of credit through CLEP, both General and Subject examinations combined. The maximum credit awarded through the General examinations is twenty-seven (27) semester hours.

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 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.

CROSS-ENROLLMENT AGREEMENT
(AIR FORCE R.O.T.C.)

Valencia Community College has a cross-enrollment agreement with Florida Technological University that male and female students enrolled at Valencia will be eligible to apply for the United States Air Force R.O.T.C. program at Florida Technological University. A maximum of four (4) semester hours (six (6) quarter hours) of R.O.T.C. credits earned at Florida Technological University through this agreement is transferable to Valencia and may be used as elective credit toward an Associate in Art or Associate in Science degree.

Further information regarding this program may be obtained from the Valencia Community College 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.

FINAL 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.
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 thirty (30) quality points by fifteen (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>C</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>PL</td>
<td>152</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AT</td>
<td>175</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>HY</td>
<td>181</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BY</td>
<td>151</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>BA</td>
<td>171</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td>30</td>
</tr>
</tbody>
</table>

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.)
- S: Satisfactory ............................................ Earns 0 quality points. ("S" grade used only in the following courses: RT 134, RT 232, RT 235, RT 237, RT 238)
- U: Unsatisfactory .......................................... Earns 0 quality points. ("U" grade used only in the following courses: RT 134, RT 232, RT 235, RT 237, RT 238)
- 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.

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.

**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.

**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, to summarily suspend a student pending a hearing. Hearings 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.

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.

**STUDENT LOAD**

Fifteen (15) or sixteen (16) semester hours is the normal full-time load during Sessions I and II, and six (6) hours in Sessions IIIA and IIIB. Nineteen (19) semester hours is the maximum full-time load during Sessions I and II, and seven (7) 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.

**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.

**STUDENT RIGHTS OF APPEAL OF DISCIPLINARY ACTION**

A student may appeal to the Committee of Student Review disciplinary actions taken against him. 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 (2) 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 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.

**TRANSIENT STUDENTS**

A student may wish to take a course or courses away from his “home” college and still be able to apply the credit toward a degree. Students qualifying to do this will be considered transient students.

A. **Transient students from Valencia Community College:**

Permission to attend another institution on a transient basis may be granted only to students who have a cumulative 2.0 (C) average on all work attempted prior to the session in which the student intends to be transient. Eligibility for transient status is determined by the Director of Admissions and Registrar. The
regulations pertaining to acceptance of transfer credit from other institutions apply to transient students.

B. Transient students from another college:

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

WITHDRAWAL POLICIES

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 Coordinator of Financial Aids.

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.
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 prepare him best 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 students 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

Health & Physical Education
History
Home Economics
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
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.

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. Inde-
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 (6) hour block. In such cases the Directed Studies course is considered a co-requisite and the student may earn three (3) institutional and three (3) 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 required to enroll in the Basic Studies Program when an evaluation of the scores on the Florida Twelfth Grade Tests, the high school transcript, and/or scores on tests administered at Valencia Community College reveals that these students have not met prerequisite requirements for basic freshman level courses. Such evaluation is done by the counselors and reviewed by the department chairman.

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. Students are also encouraged to use the Reading, Writing, and Mathematics laboratories for further help in achieving skills success. 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 51-151</td>
<td>Directed Studies Laboratory and Freshman Composition</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><strong>18</strong></td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 41</td>
<td>Basic Studies Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EH 52-152</td>
<td>Directed Studies Laboratory and Freshman Composition</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>
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<td></td>
<td></td>
<td><strong>15 (18)</strong></td>
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Approved Electives

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<th>Course</th>
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<tr>
<td>AT 151</td>
<td>Drawing I</td>
<td>3</td>
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<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>AT 175</td>
<td>The Visual Arts Today</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 Typing</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>1</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>
<tr>
<td>MS 61</td>
<td>Introductory Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

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 thirty-six (36) semester hours of academic credit.
2. The Associate in Arts degree shall be awarded upon:
   a. Completion of sixty-two (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 thirty-six (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 (7) members, three (3) of whom are appointed by the Director of the Division of Community Colleges, three (3) 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.
GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

1. Complete sixty-two (62) semester hours of acceptable college credits of which two (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 fifteen (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.

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 thirty-six (36) semester hours of academic credit and serves as the core of the curriculum. Of the thirty-six (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 EH 151 Freshman Composition, EH 152 Freshman Composition, and/or EH 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
- **GH 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 (3) of the following Humanities Courses; HS 251-252-253) 3 semester hours each, or

2. Complete one (1) of the Humanities courses listed above and two courses representing any two (2) areas listed below for example, English and Music, Art and Music, Philosophy and Art, etc, or

3. Complete two (2) of the Humanities courses listed in (1) above, or HS 270 and select one (1) course from the following:

   **Art**
   - **AT 175** The Visual Arts Today – 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 151** Humanities in a Technological Society – 3 semester hours
   - **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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI 251</td>
<td>Philosophy – 3 semester hours</td>
</tr>
</tbody>
</table>

### Spanish

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH 268-269</td>
<td>Introduction to Spanish Literature – 3 semester hours</td>
</tr>
<tr>
<td>SH 261</td>
<td>Introduction to Spanish Civilization – 3 semester hours</td>
</tr>
</tbody>
</table>

### Area 3. Mathematics (a minimum of 3 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 151</td>
<td>College Mathematics – 3 semester hours</td>
</tr>
<tr>
<td>MS 152</td>
<td>Advanced College Mathematics – 3 semester hours</td>
</tr>
<tr>
<td>MS 152</td>
<td>College Algebra – 3 semester hours</td>
</tr>
<tr>
<td>MS 171</td>
<td>College Trigonometry – 3 semester hours</td>
</tr>
<tr>
<td>MS 173</td>
<td>College Algebra and Trigonometry – 4 semester hours</td>
</tr>
<tr>
<td>MS 251-252</td>
<td>Calculus with Analytic Geometry – 4 semester hours each</td>
</tr>
<tr>
<td>MS 255</td>
<td>Elementary Statistics – 3 semester hours</td>
</tr>
<tr>
<td>MS 261</td>
<td>Linear Algebra – 3 semester hours</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY 151-152</td>
<td>Biological Sciences – 3 semester hours each</td>
</tr>
<tr>
<td>BY 172</td>
<td>Fundamentals of Biology – 4 semester hours</td>
</tr>
<tr>
<td>BY 251</td>
<td>Human Anatomy and Physiology – 4 semester hours</td>
</tr>
<tr>
<td>BY 261</td>
<td>Zoology – 4 semester hours</td>
</tr>
<tr>
<td>BY 262</td>
<td>Botany – 4 semester hours</td>
</tr>
<tr>
<td>BY 265</td>
<td>Aquatic Biology – 3 semester hours</td>
</tr>
<tr>
<td>BY 280</td>
<td>Microbiology – 4 semester hours</td>
</tr>
<tr>
<td>BY 285-286</td>
<td>Seminars in Selected Biological Topics – 1 semester hour each</td>
</tr>
<tr>
<td>CY 155</td>
<td>Introductory Chemistry – 4 semester hours</td>
</tr>
<tr>
<td>CY 156</td>
<td>Chemical Calculations – 3 semester hours</td>
</tr>
<tr>
<td>CY 160</td>
<td>Introduction to Inorganic and Biochemistry – 4 semester hours</td>
</tr>
<tr>
<td>CY 171-172</td>
<td>General Chemistry and Qualitative Analysis – 4 semester hours each</td>
</tr>
<tr>
<td>CY 265-266</td>
<td>Organic Chemistry – 4 semester hours each</td>
</tr>
<tr>
<td>CY 290</td>
<td>Seminar: Special Topics in Chemistry – 1 semester hour each</td>
</tr>
<tr>
<td>PS 191</td>
<td>Physical Sciences – 3 semester hours</td>
</tr>
<tr>
<td>PS 192</td>
<td>Earth Sciences – 3 semester hours</td>
</tr>
<tr>
<td>PS 194</td>
<td>Elementary Astronomy – 3 semester hours</td>
</tr>
<tr>
<td>PH 151-152</td>
<td>Basic Physics – 4 semester hours each</td>
</tr>
<tr>
<td>PH 156</td>
<td>Physics Calculations – 2 semester hours</td>
</tr>
<tr>
<td>PH 161-162</td>
<td>Introductory Physics – 4 semester hours each</td>
</tr>
<tr>
<td>PH 261-262</td>
<td>General Physics with Calculus – 4 semester hours each</td>
</tr>
<tr>
<td>PH 270</td>
<td>Modern Physics – 3 semester hours</td>
</tr>
<tr>
<td>PH 290</td>
<td>Seminar: Special Topics in Physics – 1 semester hour each</td>
</tr>
</tbody>
</table>

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

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 151 or 153</td>
<td>American Government I – 3 semester hours</td>
</tr>
<tr>
<td>PL 152 or 154</td>
<td>American Government II – 3 semester hours</td>
</tr>
</tbody>
</table>

#### Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY 201</td>
<td>Introduction to Anthropology – 3 semester hours</td>
</tr>
<tr>
<td>ES 151</td>
<td>Basic Economics – 3 semester hours</td>
</tr>
</tbody>
</table>
ES 261-262  Principles of Economics I & II — 3 semester hours each
GY 151    World Geography — 3 semester hours
HY 181-182 Western Civilization — 3 semester hours each
HY 251-252 United States History — 3 semester hours each
HY 261    Afro-American History and Culture — 3 semester hours
PL 252    State and Local Government — 3 semester hours
PL 255    International Politics — 3 semester hours
PY 151    General Psychology — 3 semester hours
PY 152    Honors Course in 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 area listed on preceding pages or from the course offerings listed below):

BA 175    Introduction to Business — 3 semester hours
EN 150    Orientation to Education — 3 semester hours
EN 290    Field Experience in Education — 1 semester hour each
HH 150    Personal and Community Health — 3 semester hours
LC 151    Practical Logic — 3 semester hours
PL 261    Ethics — 3 semester hours
PY 290    Seminar: Selected Topics in Psychology — 1 semester hour each
SP 151-152 Introduction to the Theatre — 3 semester hours
SP 166    Public Speaking — 3 semester hours
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 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 granted a degree who has less than a "C" average on all applicable work attempted at Valencia Community College.

3. Complete the last fifteen (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 (5) 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
AIR CONDITIONING TECHNOLOGY

(Beginning in September, 1973)

Details of this program will be available in later editions of the catalog and through the Counseling Office.
REQUIRED PROGRAM LEADING TO THE
ASSOCIATE IN SCIENCE DEGREE IN
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.

**Freshman Year**

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

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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester</th>
<th>Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL 291</td>
<td>Statics &amp; Strength of Materials</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PH 152/162</td>
<td>Basic Physics II/Introductory Physics II</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AL 292</td>
<td>Building Service Systems</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Mechanical &amp; Electrical)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AL 201</td>
<td>Architectural Drawing (Steel)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CV 192</td>
<td>Surveying &amp; Measurements</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DP 105</td>
<td>Fortran Programming</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AL 294</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AL 295</td>
<td>Building Construction Estimating</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AL 202</td>
<td>Architectural Drawing (Concrete)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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**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 AUTOMOTIVE SERVICE TECHNOLOGY

This program is designed for students who wish to prepare for responsible positions in the automotive industry. A selected balance of general education courses, industry-related courses and automotive courses are chosen which will give the graduate the necessary specific knowledge of the automotive service industry and supportive businesses. Human relations, communications, computational, and management skills.

Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 137/170</td>
<td>Technical Math I or College Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 150</td>
<td>Engines</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 160</td>
<td>Electricity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 180</td>
<td>Service Orientation &amp; Maintenance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MS 138/171</td>
<td>Technical Math II or College Trigonometry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 155</td>
<td>Engine Diagnosis &amp; Tune-up</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 165</td>
<td>Cranking and Charging Systems</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AS 170</td>
<td>Auto Accessories</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 185</td>
<td>Service Management I</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AS 190</td>
<td>Suspension and Brakes I</td>
<td>2</td>
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</tbody>
</table>

|                 |                                                   |                |        |
| Sessions III-A & III-B |                                             |                | 30     |
| AS 201 & 202   | Cooperative Placement in Industry                | 6              |        |

Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 161</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PH 151/161</td>
<td>Basic Physics I/Introductory Physics I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AS 275</td>
<td>Transmission and Drive Lines</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 285</td>
<td>Service Management II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AS 290</td>
<td>Suspension and Brakes II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PH 152/162</td>
<td>Basic Physics II/Introductory Physics II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>AS 260</td>
<td>Electrical Systems</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AS 280</td>
<td>Air Conditioning</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

|                 |                                                   |                | 30     |

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 desiring advancement.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td></td>
<td>EH 157</td>
</tr>
<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td></td>
<td>BA 251 &amp; 252</td>
</tr>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td></td>
<td>BA 275 &amp; 276</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td></td>
<td>BA 280</td>
</tr>
<tr>
<td>*MS 81 or 170</td>
<td>Algebra</td>
<td></td>
<td>BA 282</td>
</tr>
<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td></td>
<td>ES 151</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business and industry</td>
<td></td>
<td>*MS 255</td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td></td>
<td>*BA 283</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
<td>*BA 284</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>33</td>
<td></td>
</tr>
</tbody>
</table>

* 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 preschool 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>FY 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CT 115</td>
<td>Movement Exploration</td>
<td>3</td>
</tr>
<tr>
<td>HH 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>EN 150</td>
<td>Orientation to Education</td>
<td>3</td>
</tr>
<tr>
<td>CT 101</td>
<td>Child Development and Management</td>
<td>3</td>
</tr>
<tr>
<td>CT 110</td>
<td>Principles of Pre-school Education</td>
<td>3</td>
</tr>
<tr>
<td>CT 102</td>
<td>Observing and Recording Child Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CT 105</td>
<td>Art for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CT 106</td>
<td>Supervised Student Experience</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>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>HH 150</td>
<td>Personal &amp; Community Health</td>
<td>3</td>
</tr>
<tr>
<td>CT 103</td>
<td>Foods for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>SY 261</td>
<td>Introduction to Sociology</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>
<tr>
<td>CT 116</td>
<td>Curriculum for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CT 206</td>
<td>Supervised Student Participation</td>
<td>3</td>
</tr>
<tr>
<td>CT 210</td>
<td>Advanced Child Development and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

|          |                                      | **30**                |

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 1973-74.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN CIVIL TECHNOLOGY – HIGHWAY OPTION

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</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MS 137/170</td>
<td>Technical Mathematics I/ College Algebra</td>
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<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
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<td>3</td>
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<tr>
<td>PH 151/161</td>
<td>Basic Physics I/Introductory Physics I</td>
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<tr>
<td>CV 191</td>
<td>Materials (Chemistry &amp; Properties)</td>
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<td>3</td>
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<tr>
<td>EG 151</td>
<td>Engineering Drawing</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>MS 138/171</td>
<td>Tech. Math II/College Trigonometry</td>
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<tr>
<td>PH 152/162</td>
<td>Basic Physics II/Introductory Physics II</td>
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<td>CV 192</td>
<td>Surveying &amp; Measurements</td>
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<tr>
<td>CV 193</td>
<td>Mechanics (Statics &amp; Dynamics)</td>
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<tr>
<td>CV 102</td>
<td>Construction Methods &amp; Equipment</td>
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### Sophomore Year

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<th>Hours</th>
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<td>Technical Communications</td>
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<tr>
<td>CV 291</td>
<td>Strength of Materials</td>
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<td>DP 105</td>
<td>Fortran Programming</td>
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<td>CV 292</td>
<td>Photogrammetry</td>
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<td>CV 293</td>
<td>Soils and Foundations</td>
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<td>CV 201</td>
<td>Advanced Drafting for Highway Technology</td>
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<td>CV 294</td>
<td>Estimating &amp; Office Practice</td>
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<td>CV 295</td>
<td>Route Design &amp; Survey</td>
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<td>CV 296</td>
<td>Road Design &amp; Construction</td>
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<tr>
<td>CV 297</td>
<td>Reinforced Concrete Construction &amp; Pile Driving</td>
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<tr>
<td>CV 298</td>
<td>Hydraulics &amp; Drainage, Sewage &amp; Sewers</td>
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</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 1973-74.
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.

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<thead>
<tr>
<th>Course</th>
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<th>Semester Hours Credit</th>
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<tbody>
<tr>
<td>*EH 81</td>
<td>English Review</td>
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<td>BA 171</td>
<td>Beginning Typewriting</td>
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<td>BA 175</td>
<td>Introduction to Business</td>
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<tr>
<td>*MS 51 or</td>
<td>Business Arithmetic</td>
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<td>BA 180</td>
<td>Business Mathematics</td>
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<tr>
<td><strong>PL 51-151 or</strong></td>
<td>American Government I with Laboratory</td>
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<td>PL 151</td>
<td>American Government I</td>
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Session II

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<td>Machine Transcription</td>
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<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
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<tr>
<td>BA 201</td>
<td>Business Machines</td>
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<td>*HS 95</td>
<td>Cultural Studies</td>
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Session III

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<th>Semester Hours Credit</th>
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<tr>
<td>*BA 85</td>
<td>Office Practices</td>
<td>3</td>
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<tr>
<td>BA 271</td>
<td>Advanced Typewriting</td>
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6

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

**Students are required to satisfactorily complete PL 51 or PL 151. If both are completed satisfactorily, the student may apply three (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
CRIMINAL JUSTICE

(Beginning in September, 1973)

Details of this program will be available in later editions of the catalog and through the Counseling Office.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN 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</th>
<th>Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
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<td>EH 157</td>
<td>Technical Communications</td>
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<td>DP 103</td>
<td>Data Processing Mathematics</td>
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<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
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<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
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<td>DP 101</td>
<td>Introduction to Data Processing</td>
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<tr>
<td>BA 175</td>
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<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
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<tr>
<td>DP 201</td>
<td>Commercial Programming</td>
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**Sophomore Year**

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<th>Course</th>
<th>Description</th>
<th>Semester</th>
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<tbody>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
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<td>ES 151</td>
<td>Basic Econometrics</td>
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<tr>
<td>MS 255</td>
<td>Elementary Statistics</td>
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<td>DP 210</td>
<td>Data Systems and Management</td>
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<tr>
<td>BA 252</td>
<td>Principles of Accounting</td>
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<td>3</td>
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<tr>
<td>BA 275</td>
<td>Business Law I</td>
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<td>Humanities Elective</td>
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<td>DP 202</td>
<td>Commercial Programming</td>
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<td>DP 231</td>
<td>Data Processing Management</td>
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</tbody>
</table>

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1973-74.
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 approved distribution or marketing occupation. The college appointed 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>
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</thead>
<tbody>
<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
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<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>BA 280</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BA 282</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BA 284</td>
<td>Salesmanship</td>
<td>3</td>
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<tr>
<td>BA 110-111</td>
<td>Work Seminar I, II</td>
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<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
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</tr>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>PL 151</td>
<td>American Government I</td>
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### Sophomore Year

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<th>Course</th>
<th>Description</th>
<th>Semester Hours Credit</th>
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<tbody>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>BA 275</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>BA 283</td>
<td>Retailing</td>
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<tr>
<td>BA 285</td>
<td>Advertising</td>
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<tr>
<td>BA 210-211</td>
<td>Work Seminar III, IV</td>
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<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<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>
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**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 1973-74.
REQUIRED 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

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

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<td>MS 161</td>
<td>Modern Computational Methods</td>
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<td>DG 201</td>
<td>Electromechanical Drafting I</td>
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<td>DG 211</td>
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<td>DG 202</td>
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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 1973-74.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN ELECTRO-MECHANICAL 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>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EH 151</td>
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<tr>
<td>MS 137/170</td>
<td>Technical Mathematics I/College Algebra</td>
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<td>EG 151</td>
<td>Engineering Drawing</td>
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<tr>
<td>PH 151/161</td>
<td>Basic Physics I/Introductory Physics I</td>
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<td>EM 101</td>
<td>Electricity &amp; Electronics I</td>
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<td>MS 138/171</td>
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<td>Basic Physics II/Introductory Physics II</td>
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<td>EM 150</td>
<td>Mechanisms</td>
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<td>EM 102</td>
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**Sophomore Year**

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<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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<tbody>
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<td>EH 157</td>
<td>Technical Communication</td>
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<tr>
<td>EM 215</td>
<td>Control Systems</td>
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<td>EM 220</td>
<td>Electromechanical Components</td>
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<td>EM 201</td>
<td>Digital Computer Fundamentals</td>
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<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
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<tr>
<td>EM 230</td>
<td>Storage Principles &amp; Devices</td>
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<td>EM 240</td>
<td>Input/Output Devices</td>
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<tr>
<td>EM 202</td>
<td>Digital Computing Systems</td>
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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 1973-74.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE
IN SCIENCE DEGREE IN
EXECUTIVE SECRETARIAL SCIENCE

This program is designed to meet the needs of students desiring college
level training in Secretary 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>
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<tbody>
<tr>
<td>*BA 151</td>
<td>Beginning Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>BA 152</td>
<td>Intermediate Shorthand</td>
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<tr>
<td>*BA 171</td>
<td>Beginning Typewriting</td>
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<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
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<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
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<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
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<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
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*Sophomore Year*

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours Credit</th>
</tr>
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<tbody>
<tr>
<td>BA 159</td>
<td>Business Communications</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 175</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>**BA 201</td>
<td>Business Machines</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>Humanities Elective</td>
<td>3</td>
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*Students with prior instruction and/or experience in shorthand and/or type-
writing should enroll in next higher shorthand and/or typewriting course. Such students
should select elective courses in lieu of BA 151 or BA 171 or take credit by exam (CE)
for the course waived.

**Students with prior instruction and/or experience on modern business machines
may waive BA 201 and substitute an elective with English, humanities or social science
areas.

NOTE: Students wishing to transfer any credits from this program to another
institution must accept the responsibility for securing approval in advance from the
REQUIRED PROGRAM LEADING TO THE
ASSOCIATE IN SCIENCE DEGREE
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</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communications</td>
<td>3</td>
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</tr>
<tr>
<td>FT 101</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
<td></td>
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<tr>
<td>FT 131-132</td>
<td>Fire Protection Administration I &amp; II</td>
<td>6</td>
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</tr>
<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
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<tr>
<td>PL 151-152</td>
<td>American Government I &amp; II</td>
<td>6</td>
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</tr>
<tr>
<td>*PY 151</td>
<td>General Psychology</td>
<td>3</td>
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<td>*Elective</td>
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Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>*BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>*SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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</tr>
<tr>
<td>*SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
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<td>CY 155</td>
<td>Introductory Chemistry</td>
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<td>FT 201</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
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<tr>
<td>FT 202</td>
<td>Fire Fighting Tactics &amp; Strategy</td>
<td>3</td>
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<tr>
<td>**Humanities Area Elective</td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>FT 221</td>
<td>Fire Protection Systems &amp; Extinguishing Agents</td>
<td>3</td>
<td></td>
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<tr>
<td>FT 222</td>
<td>Building Construction and Fundamentals</td>
<td>3</td>
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<td>Elective</td>
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</table>

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

NOTE: Students wishing to transfer any credits from this program to another
institution must accept the responsibility for securing approval in advance from the
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</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
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<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
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<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>DP 101</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>HM 101</td>
<td>Introduction to the Hospitality Ind.</td>
<td>3</td>
<td></td>
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<tr>
<td>BA 251</td>
<td>Principles of Accounting</td>
<td>3</td>
<td></td>
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<tr>
<td>HM 105</td>
<td>Hotel-Motel-Restaurant Organization</td>
<td>3</td>
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<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
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### Sophomore Year

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<tbody>
<tr>
<td>BA 275</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>Humanites Elective</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td></td>
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<tr>
<td>HM 110</td>
<td>Hotel-Motel Front Office Management</td>
<td>3</td>
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<tr>
<td>HM 201</td>
<td>Hotel-Motel-Restaurant Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HM 210</td>
<td>Hotel-Motel-Restaurant Food Management</td>
<td>3</td>
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<tr>
<td>HM 212</td>
<td>Hotel-Motel-Restaurant Accounting</td>
<td>3</td>
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<tr>
<td>HM 230</td>
<td>Hotel-Motel-Restaurant Food Control</td>
<td>3</td>
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<td>HM 240</td>
<td>Internship in Hotel-Motel-Restaurant Management</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td></td>
<td>3</td>
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<td><strong>Total</strong></td>
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</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 1970-1971.
REQUIRED PROGRAM LEADING TO THE
ASSOCIATE IN SCIENCE DEGREE IN
INSURANCE CAREERS

(Beginning in September, 1973)

Details of this program will be available in later editions of the catalog
and through the Counseling Office.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN 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>
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<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>
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<tr>
<td>BA 172</td>
<td>Intermediate Typing</td>
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<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>DP 101</td>
<td>Introduction to 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>
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Sophomore Year

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours Credit</th>
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</thead>
<tbody>
<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Ind.</td>
<td>3</td>
</tr>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>**BA 201</td>
<td>Business 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></td>
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<td>30</td>
</tr>
</tbody>
</table>

*Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in next higher shorthand and/or typewriting course. Such students should select elective courses in lieu of BA 151 or BA 171 or take credit by exam (CE) for the course waived.

** Students with prior instruction and/or experience on modern business machines may waive BA 201 and substitute an elective with English, humanities or social science areas.

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 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</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
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</tr>
<tr>
<td>* EH 157</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>LE 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>LE 121</td>
<td>Crime &amp; Delinquency</td>
<td>3</td>
<td></td>
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<tr>
<td>LE 131</td>
<td>Police Administration &amp; Organization</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LE 132</td>
<td>Police Operations</td>
<td>3</td>
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<tr>
<td>MS 151</td>
<td>College Mathematics</td>
<td>3</td>
<td></td>
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<tr>
<td>PL 151 &amp; 152</td>
<td>American Government I &amp; II</td>
<td>6</td>
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<tr>
<td>* Elective</td>
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**Sophomore Year**

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

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

Students desiring employment 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>
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</thead>
<tbody>
<tr>
<td>*BA 151</td>
<td>Beginning Shorthand</td>
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<tr>
<td>BA 152</td>
<td>Intermediate Shorthand</td>
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<tr>
<td>*BA 171</td>
<td>Beginning Typewriting</td>
<td>3</td>
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<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>
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<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 180</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BA 275</td>
<td>Business Law I</td>
<td>3</td>
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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours Credit</th>
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</thead>
<tbody>
<tr>
<td>BA 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 276</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BA 260</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>BA 265</td>
<td>Legal Secretarial Seminar</td>
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<td></td>
<td>Work Experience</td>
<td>3</td>
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<td>BA 267/268</td>
<td>Legal Secretarial Practices</td>
<td>6</td>
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<tr>
<td>Humanities Elective</td>
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* Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the next higher shorthand and/or typewriting courses. Such students should select elective courses in lieu of BA 151 or BA 171 or take credit by exam (CE) for the course waived. BA 201, PY 161 or SP 165 are recommended as electives.

NOTE: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. Revised 1973-74.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE 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 (1) unit each of biology and chemistry, and two (2) 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</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EH 157</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>MS 170</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</td>
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<tr>
<td>CY 171-172</td>
<td>Chemistry</td>
<td>8</td>
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<tr>
<td>MT 140</td>
<td>Introduction to Medical Lab</td>
<td>3</td>
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<tr>
<td>MT 144</td>
<td>Basic Urinalysis</td>
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<td>MT 146</td>
<td>Serology &amp; Immunology</td>
<td>2</td>
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<td>BY 280</td>
<td>Microbiology</td>
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**Sophomore Year**

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<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>MT 142</td>
<td>Hematology</td>
<td>4</td>
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<td>MT 148</td>
<td>Medical Microbiology</td>
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<tr>
<td>MT 240</td>
<td>Clinical Chemistry</td>
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<td>MT 242</td>
<td>Hospital Practicum</td>
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</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

This program is designed to meet the needs of students desiring employment as medical secretaries in medical offices and hospitals. This program includes work experience in local hospitals and 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>
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<tr>
<td>BA 159</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>PL 151</td>
<td>American Government I</td>
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<tr>
<td>*BA 171</td>
<td>Beginning Typewriting</td>
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<tr>
<td>BA 172</td>
<td>Intermediate Typewriting</td>
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<tr>
<td>BY 110</td>
<td>Anatomy, Physiology and Medical Terminology</td>
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<tr>
<td>BA 118</td>
<td>Medical Transcription I</td>
<td>3</td>
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<tr>
<td>BA 165</td>
<td>Medical Office Procedures</td>
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<tr>
<td>BA 218</td>
<td>Medical Transcription II</td>
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<tr>
<td>BA 180</td>
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Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>PY 151</td>
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<tr>
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<tr>
<td>BA 275</td>
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<td>BA 271</td>
<td>Advanced Typewriting</td>
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<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
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<tr>
<td>BA 219</td>
<td>Medical Transcription III</td>
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<tr>
<td>BA 230</td>
<td>Medical Secretary Procedures</td>
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<tr>
<td>**BA 201</td>
<td>Business Machines</td>
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<tr>
<td>BA 240</td>
<td>Medical Secretary Internship</td>
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<td>Humanities Elective</td>
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<td></td>
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<tr>
<td></td>
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<td>31</td>
</tr>
</tbody>
</table>

*Students with prior instruction and/or experience in typewriting should enroll in next higher typewriting course. Such students should select elective courses in lieu of BA 171 or take credit by exam (CE) for the course waived.

**Students with prior instruction and/or experience on modern business machines may waive BA 201 and substitute an elective from data processing, English, social, natural or physical science areas.

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 1973-74.
REQUIRED PROGRAM LEADING TO THE
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 Admissions 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.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>NG 101</td>
<td>Fundamentals of Nursing, Nursing I</td>
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<tr>
<td>BY 280</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>CY 160</td>
<td>Introduction &amp; Biochemistry</td>
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<tr>
<td>PY 260</td>
<td>Psychology of Childhood &amp; Youth</td>
<td>3</td>
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<tr>
<td>NG 104</td>
<td>Maternity Nursing</td>
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<td>EH 151</td>
<td>Freshman Composition</td>
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<tr>
<td>NG 105</td>
<td>Psychiatric Nursing</td>
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<tr>
<td>NG 106</td>
<td>intro to Care of the Physically Ill Patient</td>
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**Sophomore Year**

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<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NG 201</td>
<td>Nursing the Physically Ill, Nursing IV</td>
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<tr>
<td>SY 261</td>
<td>Introductory Sociology</td>
<td>3</td>
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<tr>
<td>EH 157</td>
<td>Technical Communication</td>
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<tr>
<td>PL 151</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>NG 202</td>
<td>Nursing the Physically Ill, Nursing V</td>
<td>8</td>
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<tr>
<td>NG 203</td>
<td>Seminar in Nursing, Nursing VI</td>
<td>4</td>
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</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 1973-74.
REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN ORNAMENTAL HORTICULTURE TECHNOLOGY

This program is designed to produce competent technicians for entry into the ornamental horticulture field in one of several positions in the total occupational cluster. Instruction in this program provides a balanced curriculum in theory and practical laboratory situations.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours Credit</th>
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<tbody>
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<td>MS 137/170</td>
<td>Technical Mathematics I/ College Algebra</td>
<td>3</td>
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<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>HT 151</td>
<td>Introduction to Horticulture</td>
<td>2</td>
</tr>
<tr>
<td>HT 166</td>
<td>Plant Materials I</td>
<td>2</td>
</tr>
<tr>
<td>HT 173</td>
<td>Horticultural Botany I</td>
<td>3</td>
</tr>
<tr>
<td>HT 181</td>
<td>Plant Physiology and Pathology</td>
<td>2</td>
</tr>
<tr>
<td>PY 161</td>
<td>Human Relations in Business and Ind.</td>
<td>3</td>
</tr>
<tr>
<td>BA 284</td>
<td>Salesmanship</td>
<td>3</td>
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<tr>
<td>HT 167</td>
<td>Plant Materials II</td>
<td>2</td>
</tr>
<tr>
<td>HT 174</td>
<td>Horticultural Botany II</td>
<td>3</td>
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<tr>
<td>HT 191</td>
<td>Entomology</td>
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**Sessions III-A & III-B**

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<td>Cooperative Placement in Industry</td>
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**Sophomore Year**

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<th>Description</th>
<th>Semester Hours Credit</th>
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<tbody>
<tr>
<td>EH 157</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>ES 151</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>HT 205</td>
<td>Nursery Operation</td>
<td>3</td>
</tr>
<tr>
<td>HT 216</td>
<td>Introduction to Design</td>
<td>2</td>
</tr>
<tr>
<td>HT 268</td>
<td>Plant Materials III</td>
<td>2</td>
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<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>Elective</td>
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<tr>
<td>HT 260</td>
<td>Greenhouse Operation</td>
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<td>HT 269</td>
<td>Plant Materials IV</td>
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<tr>
<td>HT 292</td>
<td>Disease &amp; Weed Control</td>
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<td><strong>Total</strong> 30</td>
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</tbody>
</table>

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

This 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PY 151</td>
<td>General Psychology</td>
<td>3</td>
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</tr>
<tr>
<td>*IS 101</td>
<td>Introduction to Industrial Security</td>
<td>3</td>
<td></td>
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<td>*FT 101</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
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<tr>
<td>*IS 131</td>
<td>Security and Personnel Administration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*IS 111</td>
<td>Physical Systems or Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SY 261</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PL 151</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>SP 165</td>
<td>Fundamentals of Speech</td>
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**Freshman Year**

<table>
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<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>*LE 201</td>
<td>Criminal Investigation</td>
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<tr>
<td>*LE 221</td>
<td>Criminal Law &amp; Legal Procedures</td>
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<tr>
<td>*LE 222</td>
<td>Criminal Evidence &amp; Legal Procedures</td>
<td>3</td>
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<tr>
<td>*LE 121</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
<td>3</td>
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<tr>
<td>*IS 232</td>
<td>Safety Management</td>
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<tr>
<td>*IS 211</td>
<td>Principles of Loss Prevention</td>
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<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
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<td>EH 157</td>
<td>Technical Communication</td>
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<td>Elective</td>
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</tbody>
</table>

**Sophomore 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 1973-74.
**REQUIRED PROGRAM LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN REAL ESTATE**

This program is designed for the student who wishes to become gainfully employed in the Real Estate Profession.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FH 151</td>
<td>Freshman Composition</td>
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<td>BA 159</td>
<td>Business Communications</td>
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<tr>
<td>BA 175</td>
<td>Introduction to Business</td>
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<td>3</td>
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<tr>
<td>BA 180</td>
<td>Business Mathematics</td>
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<tr>
<td>PL 151</td>
<td>American Government</td>
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<tr>
<td>PY 161</td>
<td>Human Relations in Business &amp; Industry</td>
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<td>FS 151</td>
<td>Basic Economics</td>
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<tr>
<td>BA 115</td>
<td>Real Estate Principles &amp; Practices I</td>
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<tr>
<td>BA 116</td>
<td>Real Estate Law</td>
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<tr>
<td>BA 120</td>
<td>Housing &amp; Home Ownership</td>
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**Total: 30**

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BA 101</td>
<td>Basic Accounting</td>
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<td>BA 280</td>
<td>Principles of Marketing</td>
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<td>BA 284</td>
<td>Salesmanship</td>
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<tr>
<td>BA 231</td>
<td>Real Estate Finance I</td>
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<td>BA 222</td>
<td>Real Estate Finance II</td>
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<td>BA 223</td>
<td>Real Estate Appraising I</td>
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<td>BA 224</td>
<td>Real Estate Appraising II</td>
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<td>BA 225</td>
<td>Real Estate Consumption</td>
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<td>BA 226</td>
<td>Real Estate Management</td>
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<td>Humanities Elective</td>
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</table>

**Total: 30**

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
RESPIRATORY THERAPY

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 Respiratory Therapists. Graduates are eligible
for registry.

This program is approved by the American Medical Association and the
Joint Review Committee for Respiratory Therapy Education.

Admission to the college does not infer acceptance into the Respiratory
Therapy Program. Selection is made by the college Admissions Committee.

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester</th>
<th>Hours</th>
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<tr>
<td>EH 151</td>
<td>Freshman Composition</td>
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<tr>
<td>BY 172</td>
<td>Fundamentals of Biology</td>
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<tr>
<td>BY 280</td>
<td>Microbiology</td>
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<td>RT 131</td>
<td>Intro. to Respiratory Equip.</td>
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<tr>
<td>RT 132</td>
<td>Respiratory Equipment &amp; Functions</td>
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<td>RT 231</td>
<td>Pulmonary Physiology</td>
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<td>RT 232</td>
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<td>Introduction to General Chemistry</td>
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<td>Hospital Organization &amp; Management</td>
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**Sophomore Year**

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<th>Description</th>
<th>Semester</th>
<th>Hours</th>
<th>Credit</th>
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<tbody>
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<td>PL 151</td>
<td>American Government I</td>
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<tr>
<td>PY 151</td>
<td>General Psychology</td>
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<td></td>
</tr>
<tr>
<td>RT 133</td>
<td>Introduction to Pharmacology</td>
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<td>EH 157</td>
<td>Technical Communication</td>
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<tr>
<td>BY 251</td>
<td>Human Anatomy &amp; Physiology</td>
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<tr>
<td>RT 233</td>
<td>Respiratory Pathology</td>
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<td>RT 234</td>
<td>Cardiopulmonary Therapy</td>
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<tr>
<td>RT 235</td>
<td>Clinical Practice</td>
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<td>RT 236</td>
<td>Advanced Cardiopulmonary Therapy</td>
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NOTE: Students wishing to transfer any credits from this program to another
institution must accept the responsibility for securing approval in advance from the
REQUIRED PROGRAM LEADING TO THE
ASSOCIATE IN SCIENCE DEGREE IN
TECHNICAL ILLUSTRATION TECHNOLOGY

(Beginning in September, 1973)

Details of this program will be available in later editions of the catalog and through the Counseling Office.
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.
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: EC 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 151/161. 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 151/161. 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 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.
AUTOMOTIVE SERVICE TECHNOLOGY

+AS 150 – Engines, 3 credits
Two class periods and one four-hour laboratory. Major objective is to offer the student practical experience in engine maintenance and service with a foundation knowledge in engine theory and repair. Principles, design, construction, operation and service procedures are studied. Development of work skills and proficiency in engine rebuilding are emphasized. The student learns to disassemble, clean, inspect, service and assemble an engine.

+AS 155 – Engine Diagnosis and Tune-up, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: AS 150. Diagnosis and tune-up procedures as they pertain to the function and control of the engine are covered with emphasis on the fuel, ignition, starting and charging systems. The student is given a broad background in diesel, propane, butane and gasoline fuel applications. Types of carburetion are studied along with air cleaners, emission control and cooling systems, and diagnostic procedures for exhaust and fuel system malfunctions. Students perform tests with oscilloscopes, generator, regulator, alternator testers, battery starter testers and distributor testers. Operation principles of fluid couplings, torque converter planetary gears, servos, multiple disc clutches, hydraulic circuitry, disassembly and assembly procedure and diagnosis, adjustment and repair are covered. Laboratory time is spent working with necessary equipment in measurement, machining and replacement of worn parts and testing.

+AS 160 – Electricity, 3 credits
Two class periods and one four-hour laboratory. Fundamental theory, Ohm’s Law, circuit identification, electrical symbols, magnetism, induction, generators, alternators and motors are covered. Use of such test equipment as the voltmeter, ammeter, ohmmeter and other devices used in trouble-shooting and diagnosing automotive electrical problems will be stressed. Principles of automotive electrical systems are studied including: batteries, charging, cranking and ignition systems, electrical and electronic diagnostic equipment, transistor circuits and electronic control devices.

+AS 165 – Cranking and Charging Systems, 2 credits
One class period and one three-hour laboratory. Prerequisite: AS 150. Comprehensive instruction given on components and circuitry in cranking and charging systems. Function, design, operation, repair procedures, problem analysis and use of tools and instruments in cranking and charging systems are studied with emphasis placed on alternators and battery capacity.

+AS 170 – Auto Accessories, 3 credits
Two class periods and one four-hour laboratory. Service and repair of power-operated accessories are covered including: seats, windows, convertible tops, decks, headlights, doors, locks, antennas, windshield washers and wipers, testing units, gauges, signaling, warning and speed-control devices. Special emphasis is given to selection, care and maintenance of tires.

+AS 180 – Service Orientation and Maintenance, 3 credits
Two class periods and one four-hour laboratory. Students perform minor maintenance and service on working vehicles, such as lubrication, minor adjustments, replacing simple components, correcting malfunctions, appearance reconditioning on used cars and preparing new cars for delivery.

+AS 185 – Service Management 1, 2 credits
Two class periods. Various types of business organizations are studied in relation to the automotive industry, wholesale and retail, with final focus directed to the automotive service department. Service department management covered in depth, ranging from the large organization to the smaller shop. The conventional line method of management is stressed. Local service managers and dealers will be fully utilized as resource people to bring live problem solving situations to the classroom.
AS 190 – Suspension and Brakes I, 2 credits
One class period and one three-hour laboratory. Nomenclatures of suspensions
and brakes, theory of operation and service procedures on automotive suspension
systems, brake systems, wheels and tires, steering gears and related components
are studied with emphasis placed on self-adjusting brakes.

AS 201 – Cooperative Placement in Industry, 3 credits
Eight hours per day, five days per week, Session III-A only. Prerequisites: AS 150,
155, 160, 165, 170, 180, 185, 190. This cooperative arrangement places student
in industrial setting performing specific tasks of the automotive industry which
serves to reinforce and enhance his understanding of the curriculum to date;
experiences on the job to be coordinated with the curriculum by a cooperative
instructor who serves as a liaison between the school and the industry thereby
assuring the student relative and meaningful on-the-job experiences.

AS 202 – Cooperative Placement in Industry, 3 credits
Eight hours per day, five days per week, Session III-B only. Prerequisite: AS 201.
A continuation of AS 201.

AS 260 – Electrical Systems, 2 credits
One class period and one three-hour laboratory. Prerequisite: AS 160. Intensive
study is given to chassis and body wiring diagrams as basis for diagnosis of
malfunctions. Replacement (or repair) of lights, horn and accessory circuits,
gauges, signal and warning devices will be determined through use of testing
instruments and tools. Mockup circuits are built on test panels in the laboratory.
Experiments are conducted on generators and alternators with disassembly and
assembly of all electrical components.

AS 275 – Transmission and Drive Lines, 3 credits
Two class periods and one four-hour laboratory. Maintenance and servicing
techniques of driveline units, such as clutch assemblies, manual and automatic
transmissions, propeller shafts and joints, final drives and differentials are covered.
Practical experience in disassembly and reassembly of working units will provide
functional knowledge of systems.

AS 280 – Air Conditioning, 3 credits
Two class periods and one four-hour laboratory. Principles, design, construction,
installation, maintenance, removal, problems and service of automotive air
conditioners, including temperature controls and air distribution are studied.
Nomenclature, testing and troubleshooting are stressed. Safe service procedures
are taught through practice.

AS 285 – Service Management II, 3 credits
Three class periods. Prerequisite: AS 185. The human relations aspect of
management is applied to the service department in the areas of
employer-employee relationships, customer relations and interdepartmental
relations. Students are given an understanding of the role and function of an
automotive service manager, staff responsibilities and procedures for completing
the service of customer vehicles. Advisory committee members and other dealers
and service managers are utilized as resource people to relate this course to
current industrial practices.

AS 290 – Suspension and Brakes II, 2 credits
One class period and one three-hour laboratory. Prerequisite: AS 190. Power
systems, major components and suspension correction procedures for light frame
damage and advanced alignment techniques are covered. Emphasis will be placed
on power alignment, brakes, and shock absorbers.
ART

AT 150 — Fundamentals of Applied Art, 3 credits
Six 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-dimensional media, such as painting, sculpture, printmaking, and three-dimensional media, such as clay, wood, fibers.

AT 151 — Drawing I, 3 credits
Six class periods. Introduction to drawing through exploration of various drawing media. Emphasis will be placed upon developing basic skills and concepts.

AT 152 — Drawing II, 3 credits
Six class periods. Continuation of AT 151 based upon drawing the human form. Prerequisite: AT 151.

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. An introduction to studio art through the use of two-dimensional elements. An acquaintance with the basic elements of line, shape, color, texture, and value is established.

AT 162 — Design II, 3 credits
Six class periods. Prerequisite: AT 161. A continuation of Design I through the use of three-dimensional form in space, its negative and positive relationships and attention to plastic forms.

AT 175 — The Visual Arts Today, 3 credits
Three class periods. The course is designed to supply the non-art major with a foundation for understanding contemporary visual art. Class work will include field trips, guest speakers, and discussion relating to current trends in art. Formerly Art Appreciation.

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

AT 203 — Ceramics II, 3 credits
Six class periods. A continuation of Ceramics I, with emphasis on refinement of techniques and concepts. Wheel throwing, advanced glaze formulation, kiln loading and firing is required. Prerequisite: Ceramics I.

AT 204 — Printmaking, 3 credits
Six class periods. The course will consist of an experimental approach to relief printmaking. Emphasis will be on woodcut and linocut. The class will consist of studio work, demonstrations and study of other forms of creative printmaking.

AT 206 — Introduction to Fabrics and Textiles I, 3 credits
Six class periods. An introduction to textile processes including weaving, batik, tie and dye, and stitchery. Prerequisite: AT 161 or AT 151 or consent of the instructor.
AT 207 – Painting I, 3 credits
Six class periods. Studio problems with emphasis on investigation of basic techniques through the use of oils or acrylics. Prerequisite: AT 151 or AT 161 or consent of the instructor.

AT 208 – Painting II, 3 credits
Six class periods. Continuation of Painting I with emphasis on improving technical skills and moving toward development of individual expression. Prerequisite: Painting I.

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 forty (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 Seminar, I & 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 115 – 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 116 – Florida Real Estate Law, 3 credits
Three class periods. Prerequisite: BA 115. An introduction to Florida Real Estate License Law and Rules & Regulations of Florida Real Estate Commission. Legal and ethical principles covered are required knowledge for students entering the real estate field and for State Real Estate License Examinations.

+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 120 – Housing and Home Ownership, 3 credits
Three class periods. An introduction to the economic, physical, legal, and esthetic properties of home ownership, home construction, and design. Specific attention is given to those factors which should be considered in the purchase and maintenance of a home.

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

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

BA 159 – Business Communications, 3 credits
Three class periods. Prerequisite: EN 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 codelex), 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
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, 3 credits
Four class periods. Prerequisite: BA 171 or one year of high school typewriting. A continuation of the skills of typewriting, including their application to more advanced styles of correspondence, statistical typing and manuscripts.

BA 175 – Introduction to Business, 3 credits (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 (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 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 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 209 – Work Seminar, 3 credits
Prerequisite: approval by instructor. The student will work in selected offices in the community a maximum of fifteen (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 Seminar, III & IV, 3-3 credits
Prerequisite: BA 110-111 and instructor approval. Maximum of fifteen (15) hours on-the-job experience per week. Seminar to be arranged by instructor in coordination with student and employer.

+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 the surgical specialties of cardiovascular surgery, orthopedics, neurosurgery and plastic surgery.
+BA 221 - Real Estate Finance I, 3 credits
Three class periods. A detailed study of the basic concepts of financing real estate with emphasis given to legal aspects, sources of funds, and methodologies of major lenders for real estate transactions.

+BA 222 - Real Estate Finance II, 3 credits
Three class periods. Prerequisite: BA 221. A continuation of Real Estate Finance I. Emphasis is given to the application of the management approach to financing with special attention given to the use of funds, the many facets of mortgages, long-term leases, purchases, and lease-back arrangements.

+BA 223 - Real Estate Appraising I, 3 credits
Three class periods. An introduction to the basic theories and policies pertaining to the social, economic, and governmental forces influencing property values. Treatment is given to such factors as urban forces versus property values, site analysis, neighborhood characteristics, and building construction.

+BA 224 - Real Estate Appraising II, 3 credits
Three class periods. Prerequisite: BA 223. A continuation of Real Estate Appraising I. Emphasis is given to the application of theories studied in BA 223 as well as the study of the current methods of determining property valuation by use of the market, cost, and income approaches.

+BA 225 - Real Estate Consumption, 3 credits
Course is designed to develop an understanding of urban land economics, the legal and social factors influencing the usage and ownership of real property. Special attention is given to those commercial and financial transactions necessary to the conveyance of interests and ownership in real property.

+BA 226 - Real Estate Management, 3 credits
Three class periods. Prerequisite: BA 225. A study of the theories and techniques of professional management of real estate. Areas covered include residential, business, industrial, and investment properties.

BA 227 - Federal Income Tax, 3 credits
Three class periods. Fundamental regulations covering the Federal Income Tax applicable to individuals and business entities. Includes computation of tax, preparation of forms, and tax planning.

+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. An internship in which student spends a maximum of fifteen (15) hours a week either in a physician's office, public health facility, an extended care facility or 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 256 – Managerial Accounting, 3 credits
Three class periods. Emphasis is given to the use of accounting and other quantitative information in solving management problems. The course requires good reasoning ability and understanding of mathematics through algebra, for example MS 81, MS 170 or equivalent. Not recommended for accounting majors.

+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 fifteen (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 fifteen (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 increase 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 person 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 – Man and Environment, 3 credits (CE) (IS)
A general education course designed to provide students and the public with an understanding of man’s interdependence with his environment and his responsibility for it. Many aspects of our environmental crisis such as pollution, urbanization, population trends and changes in life styles will be investigated along with present and projected solutions to our problems. BY 151 is designed for either open-circuit television or for offering as a classroom course. When offered over open-circuit television, voluntary review sessions, computer managed instruction, and a variety of printed materials will be used to supplement the televised documentary.

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 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 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 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.
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BY 265 - Aquatic Biology, 3 credits
Three class periods. A general biological survey of lakes and streams including the physical and chemical factors of freshwater ecosystems such as the origin of lakes, evolution of streams, and biogeochemical cycles of fresh water.

BY 280 - Microbiology, 4 credits
Three class periods and two two-hour laboratories. Prerequisite: BY 172 or BY 251. Pre- or co-requisite: CY 155, CY 160 or CY 171. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology and genetic mechanisms.

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 (12) 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 three-hour class period per week for twelve (12) 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 (8) 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  
Two three-hour class periods per week for five (5) 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 electric typewriter and composer (MTST). (Registration fee – $20.00.)

CN 24 – Introduction to the Bank Teller’s Position, Non-Credit  
One three-hour class period 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 fourteen (14) weeks. Data processing experience is  
required. This course is designed to help the student to successfully complete the  
DFMA examination and become recipient of the coveted CDP. (Registration fee –  
$50.00.)

CN 31 – The Woman Alone, Non-Credit  
Two class periods per week for six (6) weeks. No prerequisite. This short-course is  
designed especially to assist women to learn about estates, taxes, trusts, insurance,  
social security, financial arrangements, and educational opportunities available.  
The course is open to all interested persons. Offered on demand. Formerly offered as “Teaching Wives To Be Widows”. (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  
One three-hour class period per week for eight (8) 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 (4) 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.)

CN 37 – Emergency Medical Technician  
One class period of 3 hours per week for twenty-five (25) weeks. The course  
emphasizes the development of student skill in recognition of symptoms of illness, injuries and proper procedures for emergency care, short of those rendered  
by a physician (Registration fee – $10.00.)

CN 38 – Occupational Safety, non-credit  
Two three-hour classes per week. This course will consist of a review of the Federal  
occupational and health standards under the OSH Act of 1970, the establishment of good safety programs and general safety practices to include protective clothing and equipment, preventive maintenance along with specific safety practices related to selected industries. Emphasis is placed on the construction trades. (Registration fee – $20.00.)
CHILD DEVELOPMENT

+CT 101 – Child Development & Management, 3 credits
Three class periods. An introductory study of the growth and development of the child from conception through the age of five, including physical, social, emotional and intellectual development, influences of environment, principles and theories of development in home and pre-school situations.

+CT 102 – Observing and Recording Child Behavior, 3 credits
One three-hour class period, two three-hour labs. Designed to increase objectivity and proficiency in observing, recording, interpreting children's behavior, and increasing awareness of normal patterns of behavior of children from birth through five years of age. Includes observation of infants, toddlers, case studies in off-campus child care centers. To be taken concurrently with CT 101.

+CT 103 – Foods For the Young Child, 3 credits
Three class periods. Prerequisite: CT 101. Designed to meet the nutritional needs of the pre-school child. Will include in-class preparation of snacks and light lunches suitable for the young child.

+CT 105 – Art for Young Children, 3 credits
Three class periods. Prerequisite: CT 101. An introductory course designed to acquaint students with the wide variety of arts suitable for use with young children. Designed to assist in understanding the importance of art media in enriching opportunities for children. A combination of lectures and demonstrations.

+CT 106 – Supervised Student Participation, 3 credits
Two four-hour laboratory periods. Prerequisite: CT 101. The student will participate in the child care laboratory on campus under a qualified supervisor.

+CT 107 – Literature for Young Children, 3 credits
Three class periods. Prerequisite: CT 101. Designed to acquaint the student with the various forms of children's literature, and develop ability to select quality literature appropriate for various age groups.

+CT 109 – Music for Young Children, 3 credits
Three class periods. Prerequisite: CT 101. Teaching of basic skills necessary to involve children in simple music activities. Familiarity with simple music instruments is stressed.

+CT 110 – Principles of Pre-School Education, 3 credits
Three class periods. Prerequisite: CT 101 and CT 102. A study of principles and practices of programs for young children. Current research in early childhood education, selection and use of equipment, materials for young children, identification of the role of staff and materials for the education of young children are included.

+CT 115 – Movement Exploration, 3 credits
Three class periods. Prerequisite: CT 101, CT 102. Study of techniques of using physical activities with young children. Active participation required.

+CT 116 – Curriculum for the Young Child, 3 credits
Three class periods. Prerequisite: CT 101. The study of basic concepts, methods and materials of social studies, mathematical concepts and science investigations appropriate to the education of the young child.
+CT 206 – Supervised Student Participation, 3 credits
Two four-hour labs. Prerequisite: CT 101, CT 102, CT 110, CT 105, CT 106, CT 115, CT 107, CT 109. Participation in the child care laboratory on campus. Mastery of the planning necessary for the operation of a child care center under supervision of the instructor. Decision on units to be taught, supply purchasing and general responsibility of the center once each month.

+CT 210 – Advanced Child Development and Management, 3 credits
Three class periods. Prerequisite: CT 101. A continuation of CT 101. Study of child’s development up to pre-adolescence. Included are child guidance and behavior problems such as emotions, attitudes, and values.

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 151/161. 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. Prerequisite: EG 151. 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 152/162. 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 load-carrying members. The laboratory supplements the classroom presentation by giving students a 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 138/171. 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 beams, columns, 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 analyses. 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. This course is designed to prepare students without high school chemistry or those with an inadequate background for CY 171. The course may also satisfy the general education requirements in the sciences. Modern chemical theories are used to develop an understanding of the fundamentals of inorganic chemistry and its applications. Quantitative relationships are emphasized throughout the course, using dimensional analysis to solve all problems. Laboratory experiences are an integral part of the course. The course may not be taken for credit subsequent to earning a grade of “C” or better in CY 171-172.

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. Students who need extra instruction in "pure" problem solving aspects of chemistry are urged to take CY 156 concurrently with this course.

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.
CY 290 – Seminar: Special Topics in Chemistry, 1 credit
One two-hour class period. Prerequisite: CY 171 and permission of the department. This seminar is for the honor student in chemistry who wishes to pursue certain topics in chemistry, as chosen by the class, in detail; to research topics; to present information and lead discussions with other students and faculty members. This course may be repeated for a maximum of three semester hours of credit.

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 and 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

DF 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 103 – Data Processing Mathematics, 3 credits (IS)
Three class periods. Corequisite: DP 101. A survey of the mathematics required in a dynamic data processing environment. Practical business applications are stressed. Course designed to meet the needs of student programmers, system analysts, and data processing managers. Covers basic math, math for computers, linear algebra, and optimization techniques.

+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 231 – Data Processing Management, 3 credits (IS)
Three class periods. Prerequisite: DP 210 or permission of instructor. A study of the critically important management principles concerned with the administration and control of the data processing function. The manager role in planning, evaluating, organizing and decision making functions is continually stressed.

+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 multi-media. Six credits earned in this course satisfy requirements for EH 151 in all programs.

EH 52-152 — Freshman Composition and Directed Studies Laboratory, 6 credits.*
Six class periods. Prerequisite: EH 151 or equivalent. A laboratory course designed to develop basic skills and teach the technique of effective writing. Reading of 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 (CE) (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 (CE) (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.

*(Three of the six credits earned are institutional credit. See Institutional Credit section of catalog.)
EH 253 – Survey in American Literature, Colonial Period to Civil War, 3 credits (CE) (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 (CE) (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 (IS)
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 – Electronics I, 4 credits
Three lecture sessions and one three-hour laboratory. Corequisites: MS 137/170 and PH 151/161. The first basic lab course covering the concepts of voltage, current, and resistance, network theorems, inductance, capacitance, AC signals, and AC circuits.

+EM 102 – Electronics II, 4 credits
Three lecture sessions and one three-hour laboratory. Prerequisite: EM 101. A continuation of EM 101 covering pulse and other non-sinusoidal wave forms, transistors and other semiconductor devices, and pulse, digital, and switching circuits.

+EM 150 – Mechanisms, 4 credits
Three class periods and one three-hour laboratory. Corequisites: MS 137/170 and PH 151/161. 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 one six-hour 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 one six-hour 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, and PH 152/162. This course is designed to develop an understanding of basic systems and peripheral 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.

+EM 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 (IS)
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.

EN 290 -- Field Experience in Education, 1 credit
One class period plus a minimum of three hours per week of appropriate field experience under professional supervision. Prerequisite: EN 150. This course is designed for students who wish to pursue particular interests in the field of education and to gain some actual experience in the field. The course may be repeated for a maximum of three semester hours of credit.
ECONOMICS

ES 151 – Basic Economics, 3 credits (IS)
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) (IS)
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) (IS)
Three class periods. Continuation of ES 261. Prerequisite: ES 261, or one other course in economics and permission of the instructor. Microeconomics, the theory of the market, price determination, factors of production, distribution of income, the theory of the firm, monopoly and oligopoly in competition, international trade. The challenge of the future.

FRENCH

FH 151-152 – Elementary French, 3-3 credits (CE) (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 pre-planning 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 in-depth 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) major areas of activity: customers, employees, buildings 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 relationship 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 151 – Humanities in a Technological Society, 3 credits
Three class periods. An examination of some of the great creative efforts of the past and their corresponding relationship to the individual in the world of today.

HS 251 – Humanities, Prehistoric to 1300, 3 credits (CE) (IS)
Three class periods. An introduction to the integrated study of the disciplines of western culture including art, literature, music, philosophy and religion. This course includes a foundation of vocabulary, and a critical examination of the evolution of ideas from Ancient Greece through the late Gothic era.

HS 252 – Humanities 1300 to 1900, 3 credits (CE) (IS)
Three class periods. This course completes the study of past cultures begun in HS 251 by critically analyzing the development of idea clusters which influence thought in the modern world—from the re-introduction of classical ideas in the Renaissance to the climax of German Romanticism.

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.

HS 270 – Overseas Study in Humanities, 6 Credits
Prerequisite: Permission of the Department Chairman. The Humanities travel course will consist of two phases: seminars and travel. In seminars preceding the travel a foundation will be established for critically examining art, philosophy, literature, and religion in relationship to the significant historical and philosophical currents of western civilization. The meetings of the seminars will be held at the discretion of the instructor relative to the material to be covered. During the travel phase, the students will be given the opportunity to apply their general knowledge by visiting cities which best exemplify the development of western culture. At the conclusion of the trip, seminars will synchronize the general cultural development with the students’ personal experience. Cost: Registration fee plus cost of tour. (Not offered prior to Session IIIA, 1974.)

ORNAMENTAL HORTICULTURE

HT 151 – Introduction to Horticulture, 2 credits
One class period and one three-hour laboratory. This course is designed to introduce the student to the many aspects of horticulture, plant culture in general, propagation and the edaphic and environmental factors affecting plant growth. Emphasis is on the home garden rather than commercial production and includes sections on fruit culture, the vegetable garden and lawn care, as well as the ornamental species grown in Florida.
HT 166 - Plant Materials I, 2 credits
One class period and one three-hour laboratory. A detailed study of the more common woody plants used outdoors in Florida. Trees, shrubs and vines, both evergreen and deciduous will be discussed along with methods for identification, growth characteristics, propagation, culture and uses. The student will be introduced to the use of taxonomic keys and literature for the identification of plant materials.

HT 167 - Plant Materials II, 2 credits
One class period and one three-hour laboratory. Prerequisite: HT 166. A continuation of the study of woody plants to include some of the less common species; also roses, palms, cycads, conifers, and ground covers.

HT 173 - Horticultural Botany I, 3 credits
Two class periods and two two-hour laboratories. Students will be introduced to the basic concepts of life and the composition of the plant kingdom. Emphasis will be on the higher flowering plants, their morphology, phases of growth and development, the cellular construction of the plants and basic tissues, modifications of form and specialized structures, seed germination, the inflorescence, flower, pollination and fertilization.

HT 174 - Horticultural Botany II, 3 credits
Two class periods and two two-hour laboratories. Prerequisite: HT 173. A continuation of the study of flowering plants; also other plants of horticultural interest such as ferns, cycads and conifers. The topics will include seeds, fruits and their dispersal, organs of perennation, vegetation types and plant communities, elementary genetics and plant breeding.

HT 181 - Plant Physiology and Pathology, 2 credits
One class period and one three-hour laboratory. General and inorganic chemistry will be reviewed as it pertains to an understanding of plant physiology. The major aspects of plant function will be discussed including photosynthesis, water relations, mineral nutrition, respiration, growth and development and abnormal physiology. The nature of plant disease will be explored and some common types of plant pathogen examined. Typical disease cycles will be studied.

HT 191 - Entomology, 3 credits
Two class periods and two two-hour laboratories. A survey of the major plant pests including insects, mites and nematodes, their characteristics, identification, life cycles and type of injury inflicted; control including cultural, biological and chemical methods; pesticides, their methods of application and precautions in handling.

HT 201 - Cooperative Placement in Industry, 3 credits
Eight hours per day, five days per week, Session III-A only. Prerequisites: HT 151, 167, 174, 181, 191. Cooperative arrangement with student placed in industrial setting performing specific tasks of the Ornamental Horticulture industry which serves to reinforce and enhance his understanding of the curriculum to date; experiences on the job to be coordinated with the curriculum by a cooperative instructor who serves as a liaison between the school and the industry thereby assuring the student relative and meaningful on-the-job experiences.

HT 202 - Cooperative Placement in Industry, 3 credits
Eight hours per day, five days per week, Session III-B only. Prerequisite: HT 201. A continuation of HT 201.

HT 205 - Nursery Operation, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: HT 102. Introduction to the techniques and practices used in the production of nursery stock; soil composition and function, pH, the use of lime, fertilizers, and organic soil amendments, soil testing and sterilization procedures; mass production techniques in the propagation; watering and feeding of field and container grown stock; design and organization of the nursery, shade structures and other special equipment.
HT 210 – Greenhouse Operation, 3 credits
Two class periods and one four-hour laboratory. Types of greenhouses, their design and construction; special equipment for environmental control and automation; synthetic media, their composition and handling; a study of selected cut flowers and flowering pot plants grown under glass.

HT 216 – Introduction to Design, 2 credits
One class period and one three-hour laboratory. A review of basic drawing and drafting procedures, plants and planning, principles of design and application to the landscaping of industrial and private gardens and parkways.

HT 260 – Greenhouse Operation II, 3 credits
Two class periods and one four-hour laboratory. Prerequisite: HT 210. Commercial production of foliage plants under glass, plastic, saran and lath; propagation, culture, pest and disease control and plant acclimatization.

HT 268 – Plant Materials III, 2 credits
One class period and one three-hour laboratory. Prerequisite: HT 167. A study of the major annuals, perennials, bulbs, corms and tubers grown in the state of Florida. Emphasis is on identification, culture and usage.

HT 269 – Plant Materials IV, 2 credits
One class period and one three-hour laboratory. Prerequisite: HT 268. A study of the foliage plants and other exotic species grown in Florida for use in indoor landscaping. Emphasis is on identification, use and maintenance.

HT 292 – Disease and Weed Control, 3 credits
Two class periods and two two-hour laboratories. Prerequisite: HT 181. A study of the major diseases and weeds encountered when working with ornamentals in the state of Florida; principles of disease and weed control; fungicides, weed killers and methods of application; spraying equipment and its maintenance.

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.
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 138 -- Technical Mathematics II, 3 credits**
Three class periods. Prerequisite: MS 137 or MS 170. Applied mathematics involving the trigonometry of the right triangle; graphing of algebraic and trigonometric relations; solving both algebraic and trigonometric equations; oblique triangle solutions; and logarithms. Emphasis will be placed on numerical computations. The course is designed for students in technical programs.

**MS 151 -- College Mathematics, 3 credits (CE) (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.)
MC 200 — Valencia Singers, 1 credit
Three class periods. Open to all students of the college through auditions held before and during registration. A select performing group established for music majors and/or students with a great deal of experience in choral singing. Literature and public performance stressed.

MC 210 — Choral Conducting, 2 credits.
Two class periods. Prerequisite: MC 086 or MC 186, or permission of the instructor. Elementary theory and practice in conducting choruses and choirs; study of choral literature.

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: sight-singing; 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.
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 (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: sightsinging; 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: sightsinging, melodic, rhythmic, and harmonic dictation.

MC 190 - Men's Chorale, 1 credit
Three class periods. Open to all students without audition; music reading not a pre-requisite. A wide range of literature, from classical to contemporary, folk, and popular music is performed on campus and throughout the community, many selections being accompanied by guitar and other popular instruments. A training group for men who enjoy singing. Solos, duets, and other groupings are provided for the more advanced students.

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 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.
Private instruction in voice, piano and principal band or orchestral instruments is also available for non-music majors. Interested students should arrange for auditions through the department chairman. In addition, class instruction in piano, voice, and guitar is offered, for which no audition is required.

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 145-146 – Class Guitar, I-II, 1-1 credit
Two class periods. Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar.

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 breath control, diction, tone production, and development of repertoire. May be used for secondary instrument requirements for music majors.

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.

MC 167 – Applied Music (Private Instruction), 1-1 credit ($50.00 Music Fee)
One one-hour lesson per week. For music major candidates below freshman performance level. Students should continue to register for this course until they have successfully auditioned for MC 173. Credit not applicable toward degree requirements for primary instrument. Also for non-music major desiring one-hour lessons.

MC 170 – Concert Choir, 1 credit
Three class periods. Established for people who love to sing and perform, the Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area. Solos, duets and small ensemble experience are provided for the more advanced students. Students may register for this course without prior approval of the instructor.

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. Also available to non-music majors by audition.

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 on electronic pianos for students with little or no experience in reading music or playing the piano. 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.
MUSIC

Valencia Community College offers courses in music for all students in the college and strives to bring the performing arts to the community. The college seeks to contribute to the cultural life of the community by sponsoring or providing concerts, ballets, operas, recitals, clinics and workshops. In addition, active student involvement in music ensembles is sought, with numerous opportunities for performance on the campus and in the community.

The department offers a broad foundation of instruction in the first two years of a typical four-year degree in Applied Music, Music Education, or various other related music programs. Completion of the program normally prepares a student to enter as a junior at a four-year institution.

Every new student (freshman or transfer) desiring to major or minor in music must audition in voice, piano or a principal band or orchestral instrument in order to provide the department with evidence as to the proper level of study indicated. If achievement is below freshman music major level, the student will be required to enroll in MC 167 until a subsequent audition reveals his ability to perform satisfactorily in MC 173. Credit earned in MC 167 will not apply toward meeting requirements in the student’s principal instrument.

A student pursuing a degree in music must register for private instruction in his principal instrument, and observe the following requirements:

1. Be examined in performance before a jury of music faculty at the end of each semester. Advancement to successive levels of study will be determined by the recommendations of the jury and the applicable instructor’s appraisal of the student’s development and proficiency during the semester.

2. Perform in at least one student recital each semester.

3. Attend all regularly scheduled student recitals each semester.

4. Register in at least one vocal or instrumental ensemble (other than techniques courses) each semester. A maximum of 4 credits is allowable for graduation requirements but students are encouraged to enroll in ensembles beyond this requirement for the benefit of further professional experience in their degree programs.

Non-keyboard majors should register for the MC 171–172 sequence in piano or MC 197–198 Class Piano until capable of demonstrating minimum proficiency on that instrument. Candidates for a Music Education degree, except voice majors, should register for the MC 171–172 sequence in voice, or MC 155–156 Class Voice, provided keyboard proficiency can be demonstrated.
+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 laws 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.

+LE 235 — Police-Community Relations, 3 credits
Three class periods. A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and individual liberties are evaluated. Sources of trouble, unrest and tension are identified. Demonstrations, protests, and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.
JM 210 – Editing and Makeup, 3 credits
Three class periods. Learning and application of copy-desk techniques, evaluation and copy editing, correction of faulty news stories, headline writing, page layout design, and work with wire copy.

JM 220-211-222-223 – Journalism Internship, 1 credit
Three hours per week. Qualified students will receive practical experience working with local or college communications media under supervision of professional media specialists and the journalism faculty. May be repeated for up to four credits. Prerequisites: JM 100 or special permission of the instructor.

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 Criminal Justice, 3 credits (IS)
Three class periods. History and philosophy of law enforcement and the development of modern police systems; jurisdiction of local, state and federal law enforcement agencies; philosophy and operations of correctional institutions and probation and parole; fundamentals of criminal behavior in the social order; and an introduction to social pathology, court structure, and current police 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 – Crime & Delinquency, 3 credits
Three class periods. A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control, and treatment.

+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.)
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 232 — Safety Management, 3 credits
Three class periods. An introduction to the regulations, principles, and methods pertaining to the field of occupational safety and health. Examines the development and current status of safety regulations promulgated by state and federal legislative bodies, reviews the responsibilities of safety personnel in the establishment and maintenance of safety programs, and emphasizes the importance of proper planning for safety.

JOURNALISM

JM 100 — Basic Reporting, 3 credits
Three class periods. A course in journalistic writing designed for mastery of in-depth reporting with an emphasis on the modern news and feature story. Elements of news, style, structure of news stories, news sources, and the mechanics of newspaper production are stressed.

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.
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. Forty (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 twelve (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.
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 (CE) (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 (CE)
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, indeterminate forms, infinite series, vectors, three dimensional analytic geometry, and an introduction to partial differentiation and multiple integration. (Offered Session II only.)
+NG 104 — Maternity Nursing, 3 credits
Three class periods and nine (9) clinical laboratory hours per week for seven and one-half weeks. Prerequisite: NG 101. Maternal and neonate nursing is based upon the concept that optimum health care of mother and infant are basic to the health of the individual, the family, and the nation. The student is provided an opportunity to study the nursing care of the mother throughout the maternity cycle and participates in selected nursing care experiences. Theory and clinical experience will follow a concurrent pattern so the student may gain skills in understanding and meeting patients' nursing care needs.

+NG 105 — Psychiatric Nursing, 3 credits
Three class periods and nine (9) clinical laboratory hours per week for seven and one-half weeks. Prerequisite: NG 101. The course is designed to assist the student in understanding the dynamics of human behavior and in developing attitudes and skills, and mental health concepts developed in NG 101 and related courses to include supervised nursing care of patients with specific emotional problems.

+NG 106 — Introduction to Care of the Physically Ill Patient, 4 credits
Two classes and six (6) clinical laboratory hours per week for seven and one-half weeks. This course is an introduction to medical-surgical nursing utilizes a basic conceptual and developmental approach to the nurse's role in the patient-side care of ill individuals. The course focuses upon the physical effects of illness on the individual at the beginning level of development.
NG 201 – Nursing the Physically Ill, Nursing IV, 8 credits
Four class periods and twelve (12) clinical laboratory hours per week. Prerequisite: NG 103. The experiences in the 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 twelve (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 (3) 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. Discussion is 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 attainment 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
Three class periods and one three-hour laboratory. A one semester course for health related majors. Prerequisite: MS 81 or two (2) years high school algebra. A survey of those topics in physics which are related to the health field will be presented. Applications of physics to principles of mechanics, heat, light, sound electricity and magnetism, and radioactivity as they apply to the health field. This course may be taken for credit subsequent to receiving a grade of “C” or better in any higher physics course.

PH 151-152 — Basic Physics, 4-4 credits
Three class periods and one two-hour laboratory. Co-requisite: MS 137 for PH 151, MS 138 for PH 152. This course is intended to present the physical principles of heat and mechanics, including rotary motion in the first semester. The second semester is intended to present the physical principles of wave motion, sound, light, and modern physics. Application of physics to technical fields will be emphasized in discussions and and problems. Laboratory work is designed to develop the theories presented in the course. This course may not be taken for credit subsequent to receiving a grade of “C” or better in any higher physics course.

PH 156 — Physics Calculations, 2 credits
One two-hour class period. Designed to be taken concurrently with PH 161 or PH 261 in order to provide special instruction for the student who needs additional work in solving physics problems. This course may not be taken for credit subsequent to a grade of “C” or better in PH 161, 162, or PH 261, 262.
**PH 161-162 – Introductory Physics I-II, 4-4 credits**
Three class periods and one three-hour laboratory. Prerequisite: MS 170 or equivalent. Co-requisite: MS 171 or MS 173. The first semester emphasizes mechanics, heat and sound. The second semester covers electricity, optics, and elementary aspects of modern physics. This course is designed for students whose background indicates the need of a basic course in physics before attempting a more rigorous course, and for students whose requirements for the baccalaureate degree include a basic course in physics. This course may not be taken for credit subsequent to receiving a grade of "C" or better in any higher physics course. Students who need extra instruction in the problem solving aspects of physics are urged to take PH 156 concurrently with this 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. Students who need extra instruction in the problem solving aspects of physics are urged to take PH 156 concurrently with this course.

**PH 270 – Modern Physics, 3 credits**
Three class periods with demonstrations. Prerequisites: MS 251 and PH 161 or PH 261. This course deals with relativity, atomic theory, quantum mechanics, solid state, laser techniques, the nucleus and modern particles.

**PH 290 – Seminar: Special Topics in Physics, 1 credit**
One two-hour class period per week. Prerequisites: PH 161 or PH 261 and departmental permission. For the student in science who desires some in-depth study of special topics in the areas of classical and modern physics. Also, experimental topics may be included upon demand.

**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.)

**PI 261 – Ethics, 3 credits (IS)**
Three class periods. A study of the major theoretical principles on which claims to the good life and moral action have been based, such as hedonism, utilitarianism and rationalism. Each theory will be illustrated by reading representative selections from the works of great philosophers from the classical period to 20th century.

**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.)

*(Three of the six credits earned are institutional credit. See Institutional Credit section of catalog.)*
PL 52-152 – American Government II with Directed Studies Laboratory, 6 credits*
Six class periods. A course designed to assist students develop skills required for study in the area of state and local government, international politics, and economics. The content is the same as PL 152. Six credits earned in this course requirements for PL 152 in all programs.

PL 152 – American Government II, 3 credits (CE) (IS)
Three class periods. 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 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 (CE) (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 complement 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.

* (Three of the six credits earned are institutional credit. See Institutional Credit section of catalog.)
PY 152 – Honors Course in General Psychology, 3 credits
Three class periods. 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. In addition emphasis will be given to the scientific and physiological aspects of psychology. Enrollment by interview with counselor or psychology instructor.

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.

PY 290 – Seminar: Selected Topics in Psychology, 1 credit
One class period. Pre- or Co-requisite: PY 260. These seminars are for students who are interested in special topics and desire to explore further the field of psychology through research, discussion and observation. This course may be repeated for a maximum of three semester hours of credit.

READING

RG 90 – Reading, 3 credits (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 comprehension, study and retention techniques in subject areas, test-taking competence, and vocabulary improvements. Practice with specialized equipment and materials is provided. Recommended for the average or above average reader who wishes to improve his reading potential.

RG 200 – Advanced Reading Techniques, 3 credits (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 two (2) hours laboratory and one (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. 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 Catheterization, 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. Business and administrative management at the Comptroller and Chief Therapist levels. (All Respiratory Therapy courses offered as Inhalation Therapy courses 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 and Writing 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.
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