

CHIPOLA  
JUNIOR  
COLLEGE

MARIANNA

FLORIDA

GENERAL  
CATALOGUE

MEMBER OF

Florida Ass'n of Colleges and Universities  
Florida Ass'n of Public Junior Colleges  
Southern Association of Junior Colleges  
American Association of Junior Colleges

FLA BOUNDCEMENTS

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Marianna, Florida

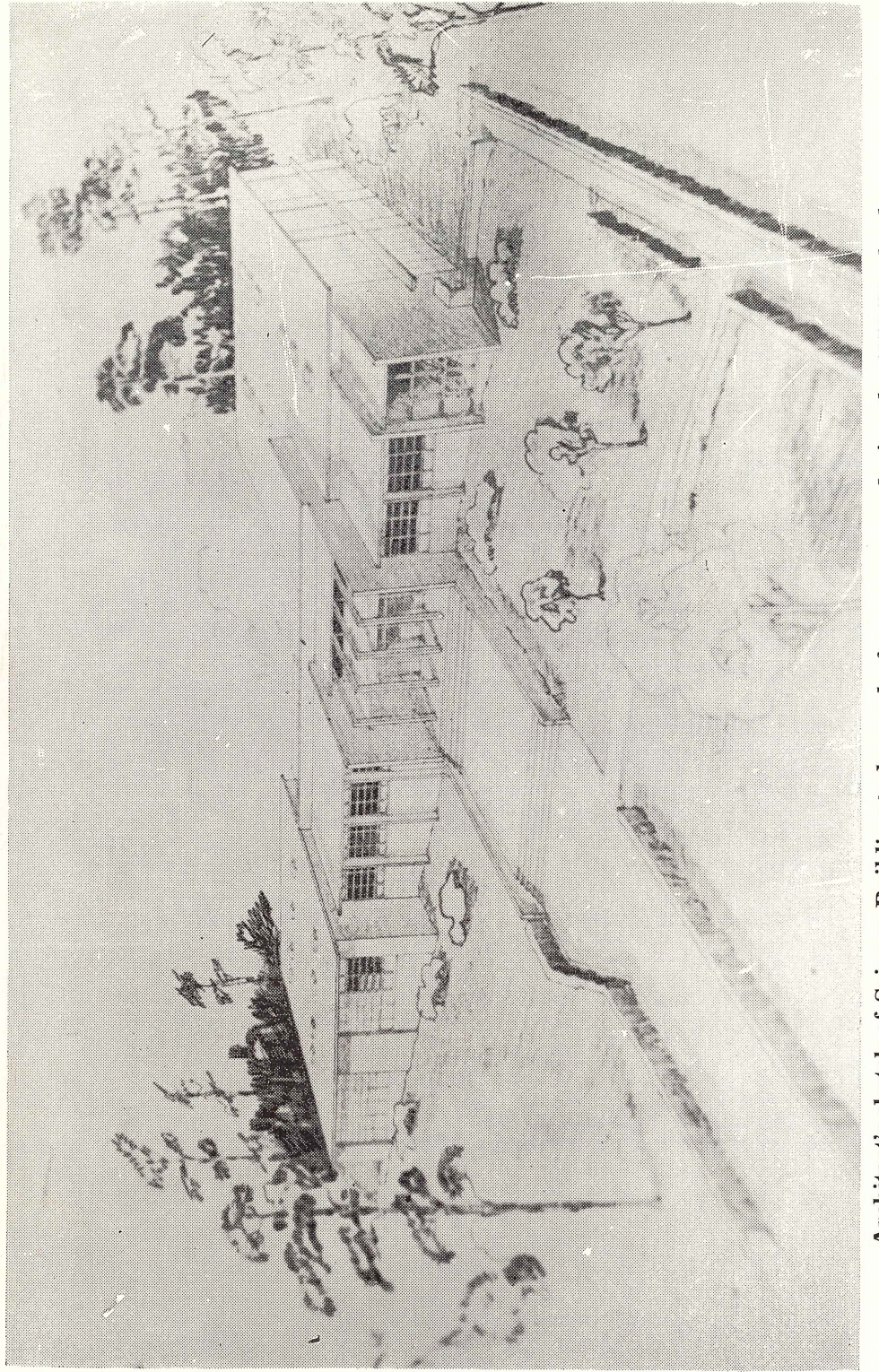
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Architect's sketch of Science Building to be ready for occupancy during the 1956-57 school year.



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**CALENDAR — 1956-57**

**Summer Session, 1956**

June 11—Monday—Registration for all students, 8:00 A. M.—4:00 P. M.  
June 12—Tuesday—Classes begin on regular schedule. Late registration fee required for all late registrants.  
June 15—Friday—Last day for Summer session registration; last day for changing class schedule or dropping courses without loss of credit.  
July 4—Wednesday—Holiday.  
August 10—Friday—Summer session ends.

**Fall Semester, 1956-57**

August 23—Thursday—First faculty meeting, 9:00 A. M.  
August 29—Wednesday—First year or entering students report at 9:00 A. M. for orientation, testing, and counseling.  
August 30—Thursday—Orientation, testing, and counseling for new students.  
August 31—Friday—Orientation, testing, and counseling for new students.  
September 3—Monday—Holiday.  
September 4—Tuesday—Registration for all students, 8:00 A. M.—4:00 P. M.  
September 5—Wednesday—Registration for all students, 8:00 A. M.—4:00 P. M.  
September 6—Thursday—Classes begin on regular schedule. Late registration fee required for all late registrants.  
September 18—Tuesday—Last day for Fall Semester registration; last day for changing class schedule or dropping courses without loss of credit.  
November 28—Wednesday—Thanksgiving holidays begin, 4:00 P. M.  
December 3—Monday—Classes resume on regular schedule.  
December 19—Wednesday—Christmas holidays begin 12:00 Noon.  
January 3—Wednesday—Classes resume on regular schedule.  
January 16—Wednesday—Final examinations begin.  
January 23—Wednesday—Fall semester ends.

**Spring Semester, 1957**

January 24—Thursday—Registration for all students. New or entering students report at 9:00 A. M.  
January 25—Friday—Classes begin on regular schedule. Late registration fee required for all late registrants.  
February 7—Thursday—Last day for Spring semester registration; last day for changing class schedule or dropping courses without loss of credit.  
April 18—Thursday—Spring holidays begin, 12:00 Noon.  
April 23—Tuesday—Classes resume on regular schedule.  
May 24—Friday—Final examinations begin.  
May 26—Sunday—Baccalaureate Services.  
May 31—Friday—Spring semester ends. Commencement exercises.

**COUNTY ADMINISTRATION**

1956-57

J. D. MILTON, Superintendent, Jackson County, Marianna, Florida  
LEWIS BAILEY, Superintendent, Calhoun County, Blountstown, Florida  
W. T. McFATTER, JR., Superintendent, Washington County, Chipley, Florida

**BOARD OF PUBLIC INSTRUCTION**

F. M. GOLSON, Marianna, Florida  
J. M. COOPER, JR., Graceville, Florida  
CHARLES OLIVE, Greenwood, Florida  
D. J. LANIER, Sneads, Florida  
H. D. WARD, Cottondale, Florida

**COLLEGE ADVISORY COMMITTEE**

Jackson County: R. B. BEALL, Chairman, Marianna, Florida  
W. O. WELLS, Alford, Florida  
T. K. SNIPES, Malone, Florida

Calhoun County: GEORGE WALDORFF, Blountstown, Florida  
E. F. McFARLAND, Blountstown, Florida  
WOODROW AULTMAN, Blountstown, Florida

Washington County: J. A. DOUGLAS, Chipley, Florida  
WALKER HUGHEN, Chipley, Florida  
D. J. COOK, Chipley, Florida

**COLLEGE ADMINISTRATION**

K. G. SKAGGS ..... President  
A. B., M. A., University of Florida  
Advanced Post Graduate Study, Northwestern University and Florida  
State University.

G. W. ALLEN, JR., ..... Registrar  
B.S. Troy State Teachers College.  
M.A., University of Alabama.

## FACULTY 1956-57

K. G. Skaggs (1949)	President
A.B., M.A., University of Florida Advanced Post Graduate Study, Northwestern University and Florida State University.	
G. W. Allen, Jr., (1948)	Registrar
B.S., Troy State Teachers College. M.A. University of Alabama.	
Terrell Wayne Bailey (1955)	Social Science, English
B.A., University of Florida. M.A., George Peabody College for Teachers.	
Arthur H. Bryan (1956)	Science, Health
B.S., Washington State College M.A., University of Maryland V.M.D. University of Pennsylvania	
W. C. Burdeshaw (1954)	Director, Adult Division
B.S., Troy State Teachers College M.S., Florida State University.	
W. E. Burger (1952)	Athletic Director, Physical Education
B.S., M.S., University of Illinois.	
James H. Clinton (1956)	Science
B.S., M.S., University of Illinois.	
Bertha C. Daniel. (1951)	Mathematics
A.B., M.A., Florida State University. Advanced Post Graduate Study, Florida State University and University of Wyoming.	
E. T. Denmark, Jr., (1954)	Mathematics, Science
B.S., University of Florida. M.S., Florida State University.	
*John F. Dial, Jr., (1952)	Mechanical Drawing
B.S., Florida State University.	
Eva J. Dixon (1955)	Librarian
A.B.E., M.A., University of Florida Advanced Post Graduate Study, University of Florida.	
Earl E. Hamilton (1952)	Social Science, Education
A.B. M.A.E., University of Florida Advanced Post Graduate Study, University of Florida.	
Ned Leroy Haven (1955)	English, Humanities
A.B., M.A.E., University of Florida. Advanced Post Graduate Study, University of Florida.	
Albert S. Johnson (1950)	Science
B.S., Indiana State University M.S., University of Illinois. Advanced Post Graduate Study, Purdue University and University of Illinois.	
Karl C. Keyes (1955)	Commerce, Secretarial Science
B. S. B. A., M. Ed., University of Florida.	
James H. McGill (1952)	Agriculture, Science
B.S., M.S., Alabama Polytechnic Institute.	
Melvin C. Neeley (1956)	Psychology and Philosophy
B.S., M.S., Alabama Polytechnic Institute.	
Chester H. Pelt (1948-50, 1954)	Social Science
B.A., Atlantic Christian College. M.A., Florida State University. Advanced Post Graduate Study, Florida State University.	
Rollin R. Stevens (1955)	Science
B.S., Utah State University. M.S., Florida State University.	
Josephine Story (1955)	Mathematics
B.S., M.S., Florida State University.	
Earl C. Taylor (1955)	Humanities
A.B., Oglethorpe University. M.A., Florida State University.	
David G. Temple (1955)	Social Science
B.A., M.A., University of Florida.	

W. I. Throssell (1954)	English, Spanish
A.B., University of Washington. M.A.E., D.E.D., University of Florida	
John B. Tokheim (1956)	English
A.B., M.A., Luther College Advanced Post Graduate Study, University of Florida and Florida State University.	
(To be appointed)	English and Humanities
(To be appointed)	English
(To be appointed)	Women's Physical Education
(To be appointed)	Music
*Part-time.	

## General Information

### HISTORY AND LOCATION

Chipola Junior College was founded in 1947 as a private educational institution. On September 1, 1948, the College became a part of the public education system of the State of Florida, with the support of three counties: Jackson, Washington, and Calhoun, and was approved by the State Board of Education for participation in the Foundation Program.

On July 1, 1949, K. G. Skaggs became administrative head of the College. A reorganization of curricula was immediately instituted, and plans were put under way for the inauguration of terminal and adult programs. The addition of these programs to the already existing university parallel program of study has now been accomplished. Also, the college has greatly expanded all phases of the curricula, and the faculty and student body has shown continued growth.

In 1953 circumstances required that the college be moved from its original location at the former Marianna Army Air Base. The gift of a new campus from the City of Marianna was gratefully accepted by the College. The college is now located on the northern city limits of Marianna. The campus is a beautifully wooded twenty-acre tract.

On moving to the new campus college officials planned immediately for new facilities and a new physical plant that would increase the effectiveness of the school and assure educational opportunity for the young people of West Florida. The process of moving the campus was undertaken, and in September, 1953, the college was opened on its new site. The first permanent structure, a combination administration, library, and classroom building, was occupied in the Spring of 1954. Construction of the second permanent structure, a gymnasium and physical education building was begun in 1954. Although temporary building are still being utilized, a building program calling for five additional permanent buildings is now under way and is scheduled for completion in 1957.

### THE JUNIOR COLLEGE

One of the most significant trends in American education of the past two decades has been the development and growth of the Junior College. Most junior colleges have retained their individuality as small colleges with all the advantages of instruction and school spirit that college exhibits, and at the same time they have been able to serve the immediate interests of the localities in which they are established.

Many high school students are not ready upon graduation from their high schools to enter a large university or college and successfully carry the work demanded of them at such institutions. The transition from high school to college is a difficult one to make, and much personal adjustment is necessary. To many students and their parents, the junior college provides the answer to this problem of transition. Proximity to home and home town environment, small classes, individual attention and interest on the part of administration and faculty, the friendly spirit of small campus life, emphasis upon good teaching, and the feeling that the student is an integral part of the school are all factors that meet the junior college especially inviting.

Not any less important is the fact that the junior college offers low cost



college education of high scholastic standard. Many boys and girls graduating from high school are eager to continue their education but find themselves thwarted from pursuing their ambition because of the high cost of living conditions and tuition costs of many four-year institutions. Serving the needs and interests of all the citizens in the communities it represents, the junior college has provided the opportunity longed for by many ambitious students and has opened the way for them, through its Terminal Education Program, to become more valuable workers and job-holders than they might have had the opportunity otherwise to become.

Finally, with its predominating Christian atmosphere and influence, and its roots deeply embedded in the American way of life, the junior college takes particular pride in the emphasis given to the development of character, to the training of its students in their duties as good citizens and to the awakening of their responsibilities as leaders in their respective communities.

### OBJECTIVES OF CHIPOLA JUNIOR COLLEGE

It will be the function of Chipola Junior College to encourage more high school graduates of the schools in Jackson, Washington and Calhoun counties and other communities of this area to continue their education beyond the high school course. In areas now served by junior colleges, great advantages have accrued to the business houses, industries, agricultural services, and offices because of the increasing group of highly trained and educated personnel available for employment. This in turn provides greater opportunities for the young people and keeps them from seeking employment in other areas of states where their income and contribution to the community economy is lost. Thus, in its own way, the junior college contributes to the general economy and prosperity of the counties it serves. Chipola Junior College has as its aim and purpose to serve not only the three counties which contribute to its support but through planned programs in the fields of industry, business and agriculture, to serve the entire West Florida area and to do everything it can to foster opportunities for employment in and development of these three fields of endeavor.

Specifically, Chipola Junior College has the following objectives:

1. To prepare students who expect to enter the professions for continuing their work in four-year colleges and universities. By satisfactorily completing here the prescribed university parallel course, a student can enroll as a junior in the college or university of his choice.
2. To train students whose formal education will end with the junior college by prescribing a terminal education program that will fit them for employment in agriculture, industry, or business.
3. To provide courses for adult members of the community who wish to further their education or enrich their cultural life through courses offered by the college.

The administration and faculty of Chipola Junior College are making a sincere effort to meet these objectives by:

1. An intelligent program of study in the field of liberal arts.
2. Well-planned terminal and adult education programs.
3. An adequate guidance and student counseling program.
4. A system of student government that trains for leadership and citizenship.
5. A well-rounded program of student activities.
6. A worth-while program of community activities.

### CREDITS AND OFFICIAL STANDINGS

Chipola Junior College is a publicly controlled school and is a part of the educational system of Jackson, Calhoun and Washington counties and the State of Florida.

The college is an active member of the American Association of Junior Colleges, the Southern Association of Junior Colleges, the Florida Association of Public Junior Colleges, and the Florida Association of Colleges and Universities.

Credit earned at Chipola are recognized and accepted by both of Florida's state universities and other colleges and universities of Florida and nearby states. Students completing work at Chipola may transfer to most any college

or university in the United States without loss of credit. The only requirements for transfer without loss of credit to Florida's state universities are a grade of "C" or better in each subject and the maintenance of a satisfactory scholastic record after transfer. Other colleges usually follow the same or a similar policy.

### VETERANS' EDUCATION

Chipola Junior College is approved for training veterans under the provisions of Public Law 894 (Vocational Rehabilitation Act), and Public Law 550 (Korean G. I. Bill).

Prospective veteran students should secure a valid certificate of eligibility from the Veterans Administration and present same to the Registrar on or before the registration date. It is suggested that prospective veteran students contact the nearest VA office to make sure that all necessary papers are in order. Also, those desiring further information are urged to contact the Registrar.

### GUIDANCE PROGRAM

Under the direction of the President every member of the faculty participates in the student guidance program in order that each student may have the benefit of an adult counselor in the solution of his problems. Counselors provide assistance in the wise selection of objectives and courses, in the best methods of study and use of the library, and in such personal and social problems as an individual student may have.

At the beginning of the fall semester all entering or first-year students are required to attend all orientation programs, participate in small group meeting, and take certain tests. The President and other officers will be available during this time for personal conferences and students are urged throughout the year to feel free to consult not only their own counselor but any of the administrative staff.

A placement bureau for part-time and full-time employment of students has been established. Students who wish employment should consult the Registrar for instructions.

### SCHOLARSHIPS AND SELF-HELP

1. Gift Scholarships. Several gift scholarships administered by the college have been established by civic clubs and business organizations of Northwest Florida. Gift scholarships established to date include:

- A. Marianna Kiwanis Club \$100.00 each year to two students residing in Marianna, Greenwood or vicinity.
- B. Marianna Pilot Club, \$100.00 each per year to three women students.
- C. Chipley Hardware Company, \$100.00 each per year to two students residing in Washington County.
- D. Jackson Packing Company, \$200.00 per year to any student.
- E. Marianna Woman's Club, \$100.00 per year to a woman student.
- F. Vernon Lions Club, \$100.00 per year to a student residing in Vernon or vicinity.

All of these scholarships are awarded on the basis of financial need, character and scholarship. Applications should be addressed to the President.

2. State Scholarships. Chipola Junior College is one of the approved Florida institutions for the state General Scholarships for the preparation of teachers. These scholarships, awarded by the State Department of Education on a competitive basis, are for \$400.00 per year. The recipient is obligated to teach one year in Florida for each year the scholarship is in effect. Otherwise, the recipient must repay the scholarship. Interested students should contact their high school principal or County Superintendent of Public Instruction concerning competitive examinations for these scholarships.

3. Work Scholarships. A revolving fund for work scholarships has been established by the civic clubs, individuals, and business organizations listed below:

- |                                                    |          |
|----------------------------------------------------|----------|
| A. Jackson Packing Company                         | \$200.00 |
| B. Marianna Business and Professional Women's Club | \$150.00 |
| C. Harrison Chevrolet Company                      | \$300.00 |
| D. Marianna Rotary Club                            | \$300.00 |



E. Mr. J. A. Ormond .....	\$150.00
F. John Burton Memorial Scholarship .....	\$100.00

The establishment of this revolving fund has made possible the awarding of work scholarships to worthy students. The recipient of a work scholarship repays funds advanced to the student by working for the college at the prevailing wage rate. No specific number of work scholarships are awarded. The number of students participating depends upon the amount of financial assistance needed by the recipients. Work scholarships are awarded on the basis of financial need, scholarship, character, and work skills. All applications should be addressed to the President.

4. Part-Time Employment. The College maintains a work-plan for students who wish to earn part of their expenses while attending school. Payment for work will be made at the rate of fifty (\$0.50) cents per hour. Working students may collect the amount due them at regular intervals. Also, effort will be made to secure part-time employment for worthy students from Marianna business firms. Interested students are advised they will be able to earn only a part of their college expenses by means of part-time employment. All inquiries should be addressed to the President.

### FACILITIES FOR ROOM AND BOARD

The problems arising from the moving of the college to a new site and the inability to erect all buildings necessary for a complete plant in the time available have again made it necessary for restricted housing facilities for students for the 1956-57 academic year.

Male students will be housed in the present dormitories at Chipola Circle and will be furnished transportation to and from the main campus. No dormitory facilities will be available for women students. Women students may secure room and board in private homes in Marianna. However, the College assumes no responsibility for students living off campus.

The school cafeteria is also located at the Circle. Lunch facilities are maintained on the main campus. Neither the cafeteria nor the dormitories will be open for the Summer Session.

It is sincerely hoped by the college authorities that satisfactory dormitory facilities for both men and women will be built in the very near future.

### SPORTS AND RECREATION

A distinct contribution to the recreational facilities of the college will be the student social center now under construction. In this building, open for all students, will be located the student lounge, the canteen, and Student Government Association facilities. Also, in this building, dances, parties and receptions will be held.

Chipola Junior College participates in inter-scholastic sports, including basketball and baseball. Its teams in former years have provided successful seasons in these sports, and a good schedule of games with colleges in Florida and nearby states has been arranged. Students are urged to take part in varsity sports, and it is the insistent wish of the Administration that a high level of sportsmanship be maintained at all times.

Most important, however, in the sports facilities of the College is the program of intramural athletics, in which all students may participate. A well-rounded intramural sports program begins with the Fall semester, and utilizes all the physical facilities of the College. Girls' teams are formed, and a full participation in the intramural program is available for the co-ed students.

Physical education is required of all students as a part of the academic curriculum, unless a student is excused by the President.

College facilities include a field house, tennis courts, baseball diamonds, basketball courts, and other playing fields.

### STUDENT PUBLICATIONS AND ACTIVITIES

Through the cooperation of the Administration and the Faculty, two student publications represent the school.

The Papoose, a monthly newspaper, is published by a student editorial

staff with the assistance of a faculty advisory committee. A student annual, the Chijuco, is published each year by the students, with the help and cooperation of a faculty committee.

Public speaking, debating, and dramatics are a part of the extracurricular activity of students.

The Dramatic Club regularly presents programs both off and on the campus.

The Glee Club is one of the outstanding organizations on the campus, and presents many programs to the public as well as to the student body.

The Photography Club is an active organization open to all students interested in photography as a hobby or as a profession.

The Golden Arrow is a society for the recognition of students with high academic averages.

The Veterans Club is a service organization composed of World War II and Korean veterans.

### ADMISSION

The following qualifications, requirements, and conditions for admission of students to Chipola Junior College are effective June 11, 1956:

1. An applicant must be a graduate of an accredited high school or possess the equivalent of a high school education as established by the issuance of a certificate or diploma of high school equivalency by the Florida State Department of Education or similar agency in other states; and, in addition, must have attained examination scores which place the applicant in the upper eighty-five percentile rank among Florida high school seniors as measured by the American Council on Education Psychological Examination administered by the University of Florida.

2. An applicant who is a graduate of an accredited high school or who possesses the equivalent of a high school education established as above set forth, but whose scores on the above mentioned examination place the applicant in the lower fifteen percentile rank among Florida high school seniors, or an applicant who has not taken said examination, shall be required to appear before the Admission Committee of Chipola Junior College for a personal interview and take a psychological examination administered under the direction of the Admission Committee. After reviewing the evidence obtained from such interview and examination, the Admission Committee may grant or deny admission.

3. An applicant shall furnish a health certificate from a practicing physician showing satisfactory physical condition and freedom from communicable diseases.

4. An applicant who has previously attended any other college or university shall be required to meet all of the qualifications, requirements and conditions as set forth above, and shall be required to furnish evidence of his or her eligibility to return to the college or university last attended.

5. No applicant shall be admitted as a student to Chipola Junior College who does not meet the above qualifications, requirements, and conditions, and whose application has not been received and approved on or before the last date for registration for any semester or session as set forth in the official College calendar shown in this catalogue.

### STUDENT AND SCHOLASTIC REGULATIONS

1. Registration. All students are required to register at the beginning of each semester or session for assignment to classes. New or entering students are required to report for pre-registration orientation, testing and counseling on the date announced in the calendar. Students completing registration after the date prescribed in the calendar will be charged a late registration fee of \$5.00.

2. Attendance. Regular attendance is required of all students. For emergency purposes only, one absence per semester hour of work will be allowed in each course. Absences in excess of this number must be answered in person to the President or the Registrar, and the student may be subject to loss of quality points or credit, or dismissal from the College. Absence from class on the day before or the day after a holiday count as double absences.



3. **Discipline.** The administration expects all students to conduct themselves as ladies and gentlemen at all times, both on and off the campus. Rules and regulations governing conduct have been set up by the Chipola Junior College Student Government Association and approved by the President and the faculty. Violation of these rules will subject the student to dismissal from the College. The decision of the President in all cases involving an infraction of discipline rules will be final.

4. **Graduating System.** The following system of grading will be used effective June 11, 1956:

- A—Excellent—4 quality points per credit hour.
- B—Good—3 quality points per credit hour.
- C—Average—2 quality points per credit hour.
- D—Poor, but passing—1 quality point.
- F—Failure—0 quality points.
- I—Incomplete.
- W—Officially withdrawn.
- WF—Withdrawn Failing.

To be eligible for graduation, a student must have at least twice as many quality points as he has semester hours of work attempted. This means that a student must maintain a "C" average in order to graduate.

5. **Scholastic Suspension.** Students who fail more than 50 per cent of the semester hours attempted during any semester or session are subject to scholastic suspension for one semester. All such cases will be referred to the faculty administration committee for final decision.

6. **Final Examinations and Tests.** Tests and quizzes, oral or written, may be given at any time at the discretion of the instructor. Regularly scheduled examinations will be given at the end of each semester or session. Special examinations of re-examinations will be given only with the approval of the President.

7. **Changing Class Schedules.** After a student has been duly registered, he may change a class or drop a course only with the permission of the President or the Registrar. The student should consult the calendar for the last date for making such changes.

8. **Requirements for Graduation.** To obtain the Associate of Arts Diploma from Chipola Junior College, a student must have maintained a "C" average and must have successfully completed a total of not less than 60 semester hours of college work, the last 20 hours being taken in residence at Chipola Junior College. Effective for students entering June 13, 1955 or later, the semester hours offered for graduation must include the following:

English 101-102 .....	8 Sem. Hrs.
Social Science (any two or more courses) .....	6 Sem. Hrs.
Mathematics (any course) .....	3 Sem. Hrs.
Humanities 201-202 .....	8 Sem. Hrs.
Science (Biological or Physical) .....	6 Sem. Hrs.
Physical Education (activity courses) .....	4 Sem. Hrs.

One course from among the following:

- General Psychology
- Personal Health Problems
- Practical Logic
- Preparation for Marriage
- Psychology of Personal Adjustment ..... 3 Sem. Hrs.

The remaining 22 semester hours may be selected by the student, but it is recommended that one of the curricula outlined elsewhere in the catalogue be followed.

The Physical Education requirements may be waived by the President or the Registrar for veterans and those excused because of illness or physical handicaps.

A certificate may be issued for those students who complete all of the requirements of graduation except the maintenance of the "C" average.

### 9. Student Load.

A. The minimum student load for full-time students is 12 semester hours per semester in the regular session, and 6 semester hours for the Summer session.

B. The following regulations will apply concerning the maximum student load:

1. The maximum load for an entering student is 17 semester hours per semester or 9 semester hours per Summer Session.
2. The maximum load for any student who failed to maintain a "C" average for the previous semester or session is 15 semester hours per semester or 8 semester hours per summer session.
3. No student will be allowed to pursue a load of over 18 semester hours per semester or 9 semester hours per summer session unless he or she maintained a scholastic average of "B" or above for the previous semester or session.
4. The maximum load in any case is 21 semester hours per semester or 10 semester hours per summer session.

10. **Part-time and Special Students.** Part-time students will be accepted for junior college work upon approval of the President or the Registrar. Students over 21 years of age who wish to take special courses at Chipola Junior College not for College credit may do so with the permission of the President and after payment of the proper fees.

## EXPENSES

Expenses listed below apply to all except Adult Education Division students. Expenses for Adult students are listed elsewhere in the catalogue.

All charges for fees and tuition, and for room rent (if desired) are payable in advance at the beginning of each semester.

### 1. Matriculation Fee:

A. For full-time students:

1. Florida Students residing in supporting counties: \$37.50 per semester; \$18.75 per Summer Session.
2. Other Florida Students: \$47.50 per semester; \$23.75 per Summer session.
3. Non-Florida Students: \$62.50 per semester; \$31.25 per Summer session.

B. For Part-time Students:

1. Florida students residing in supporting counties: \$3.25 per semester hour.
2. Other Florida Students: \$4.25 per semester hour.
3. Non-Florida students: \$5.25 per semester hour.

### 2. Student Activity Fee (Applicable to all students):

\$10.00 per semester; \$5.00 per Summer session.

### 3. Library Fee (Applicable to all Students):

\$2.50 per semester; \$1.25 per Summer session.

### 4. Late Registration Fee (Applicable only to those students registering after the prescribed date): \$5.00

### 5. Laboratory Fees (Applicable only to students enrolled in these courses):

- A. Biological Science, \$3.00 per course
- B. Chemistry, \$3.00 per course.
- C. Photography, \$3.00 per course.
- D. Physics, \$3.00 per course.
- E. Typewriting or Secretarial Machines, \$3.00 per course.

### 6. Graduation Fee (Applicable only to those students completing requirements for graduation): \$7.50 (includes cap and gown rental and diploma.)

### 7. Books and School Supplies (Estimated cost per school year): \$40.00.

### 8. Dormitory Rent (For students living at the college): \$42.50 per semester. A breakage deposit (refundable) of \$5.00 is also required. Dormitories will not be open for the Summer session.

### 9. Cafeteria Charges:

Students may purchase meal tickets or pay for their meals each time they go to the Cafeteria. The cost is approximately \$1.50 per day. Prices of meals are subject to change with the fluctuation in the costs of food. The Cafeteria will not be open for the Summer session.



## RECAPITULATION OF EXPENSES FOR FULL-TIME FLORIDA STUDENTS WHO RESIDE IN SUPPORTING COUNTIES

(For a school year of two semesters.)

<b>1. For the day students who commute each day from home:</b>	
Matriculation, Student Activity and Library Fees .....	\$100.00
Books, Supplies and Laboratory Fees (estimated) .....	45.00
<b>TOTAL</b> .....	<b>\$145.00*</b>

\*This does not include any meals or transportation. If the student desires to eat at the noon meal at the Cafeteria, the cost per school year would be approximately \$90.00.

<b>2. For the boarding student who lives on the campus for five days per week and spends his weekends at home:</b>	
Matriculation, Student Activity and Library Fees .....	\$100.00
Books, Supplies and Laboratory Fees (estimated) .....	45.00
Room Rent .....	85.00
Meals (estimated) .....	270.00
<b>TOTAL</b> .....	<b>\$500.00</b>

<b>3. For the full-time boarding student who lives on the campus the full seven days per week:</b>	
Matriculation, Student Activity and Library Fees .....	\$100.00
Books, Supplies and Laboratory Fees (estimated) .....	45.00
Room Rent .....	85.00
Meals (estimated) .....	405.00
Incidental Expenses, including Laundry (estimated) .....	60.00
<b>TOTAL</b> .....	<b>\$695.00</b>

Note: For other Florida Students, add \$20.00 per year to the above totals; for non-Florida students, add \$50.00 per year to the above totals.

### REFUND POLICY

1. The Student Activity Fee and the Library Fee are non-refundable.
2. All Laboratory Fees are non-refundable.
3. The Graduation Fee will be refunded in the event a student fails to meet the requirements for graduation.
4. For the Matriculation and Tuition charges, the refund schedule will be as follows:
  - A. For semester charges:
 

Attendance for five weeks or longer .....	None
Attendance between four and five weeks .....	20%
Attendance between three and four weeks .....	40%
Attendance between two and three weeks .....	60%
Attendance for one week or less .....	80%
  - B. For Summer Session charges:
 

Attendance for three weeks or longer .....	None
Attendance between two and three weeks .....	50%
Attendance for one week or less .....	75%

# COURSES OF STUDY

## COURSES OF STUDY LEADING TO ADVANCED DEGREES AT FOUR-YEAR COLLEGES GENERAL INFORMATION

Any student who plans to transfer to a senior college or university, after graduation from Chipola Junior College, should consult with the Registrar concerning an approved course of study which will fulfill the requirements of the school to which he expects to transfer. Also, the student may write to the Registrar of the college he expects to attend for instructions concerning his course of study while attending Chipola.

The courses of study listed below are the suggested courses of study to follow. It is felt that they will fulfill the requirements for the first two years of work at most four-year colleges or universities.

### 1. THE GENERAL COLLEGE COURSE.

This course should be followed by all students who expect to transfer to four-year colleges, but who have not yet decided what kind of course they will pursue. Also, this course is designed to fulfill the general or university college requirements of most four-year colleges.

FRESHMAN YEAR	Sem.	Hrs.	SOPHOMORE YEAR	Sem.	Hrs.
En 101-102 .....		8	Hu 201-202 .....		8
BioSc 101-102* or PhySc 111-112** .....		6	PhySc 111-112** or BioSc 101-102* .....		6
Mathematics*** .....		3	En 205 .....		3
Social Science**** .....		6	Social Science**** .....		6
PE 101-102 .....		2	PE 201-202 .....		2
One course from among the following .....		3	One course from among the following .....		3
He 105 .....			He 105 .....		
Soc 110 .....			Soc 110 .....		
Psy 115 or 205 .....			Psy 115 or 205 .....		
Phil 185 .....			Phil 185 .....		
Elective***** .....		3-6	Elective***** .....		3-6
<b>31-34</b>			<b>31-34</b>		

- \* BioSc 205 or 215-216 may be substituted.
- \*\* Chemistry or Physics may be substituted.
- \*\*\* At least one course; student may elect Ma 115, 120, 140, or 155-156.
- \*\*\*\* Any course listed under Social Science; SocSc 101-102 is recommended for the Freshmen unless student plans to major or minor in the field of Social Science.
- \*\*\*\*\* The Registrar or other faculty counsellor should be consulted concerning elective subjects.

### 2. PRE-AGRICULTURE COURSES.

This course includes the first two years of work for those students who plan to earn a degree in Agriculture Education, Agricultural Engineering, or Agricultural Science.

FRESHMAN YEAR	Sem.	Hrs.	SOPHOMORE YEAR	Sem.	Hrs.
En 101-102 .....		8	Hu 201-202 .....		8
BioSc 101-102* .....		6	Chem 201-202*** .....		8
Mathematics** .....		3	BioSc 215-216* .....		6
Phil 185*** .....		3	PE 201-202 .....		2
SocSc 101-102 .....		6	Electives **** .....		6-9
PE 101-102 .....		2			
Electives***** .....		3-6			
<b>31-34</b>			<b>30-33</b>		

\* Student may elect to take only BioSc 101-102 or 215-216. However, both 101-102 (Freshmen year) and 215-216 (Sophomore year) are recommended.

\*\* Any one course is the minimum requirement. However, Ma 155-156 (9 sem. hrs.) should be taken if the student plans to enter Ag. Engineering. Either Ma 140, or 155-156 are recommended for all students pursuing this curricula.

\*\*\* PhySc 111-112 should be included during the Freshman year as preparation for Chem 201-202 if student's record and test scores indicate weakness in science.

\*\*\*\* Phil 185 is not needed if the student takes 6 or more semester hours of Mathematics.

\*\*\*\*\* The Registrar or other faculty counsellor should be consulted. Physics 201-202 and MeDr 121 should be included if student desires to enter Ag. Engineering. Also, some subjects listed under Freshman year might need to be postponed until Sophomore year. If student takes Physics during Sophomore year, Chemistry should be taken during the Freshman year. PhySc 111-112 may be necessary as a prerequisite for both Chemistry and Physics. If so, student would have to take both Chemistry and Physics during the Sophomore year, or postpone one of them until the junior year.

### 3. PRE-BUSINESS ADMINISTRATION COURSE.

This is the recommended course of study for those students planning to work toward a degree in Business Administration, Business Administration-Law combination, or Public Administration.

FRESHMAN YEAR		Sem. Hrs.	SOPHOMORE YEAR		Sem. Hrs.
En 101-102		8	Hu 201-202		8
BioSc 101-102 or			Acct 201-202		6
PhySc 111-112		6	Ma 210-220*		6
PE 101-102		2	PhySc 111-112 or		
Ma 140 or 155**		3-4	BioSc 101-102		6
Social Science**		6	Ec 205-206**		2
One or two of the following***		3-6	PE 101-102		2
He 105					
Soc 110					****34
Psy 115 or 205					
Phil 185					

28-32

\* If the student takes Ma 140 during the first semester of the Freshman year, Ma 220 may be pursued during the second semester of the Freshman year. Also, the student may take Ma 155-156 during the Freshman year instead of Ma 140 or 155.

\*\* SocSc 101-102 or PolSc 211-212 are recommended for the Freshman year; other Social Science courses may be pursued. Ec 205-206 may be scheduled during the Freshman year, but same is not recommended.

\*\*\* If the student plans to transfer to the U. of Florida, take only Phil 185 (Logic); otherwise, take two courses.

\*\*\*\* If any courses listed under Sophomore year are pursued during the Freshman year, En 205 (Effective Speaking) should be scheduled.

### 4. PRE-EDUCATION COURSE\*

This is the recommended course of study for those students planning to work toward a degree in Elementary or Secondary Education\*.

FRESHMAN YEAR		Sem. Hrs.	SOPHOMORE YEAR		Sem. Hrs.
En 101-102		8	Hu 201-202		8
BioSc 101-102 or			PhySc 111-112 or		
PhySc 111-112**		6	BioSc 101-102**		6
Ed 105***		3	Ed 205***		3
Psy 205****		3	Psy 207****		3
PE 101-102		2	En 205		3
Social Science *****		6	PE 201-202		2
One of the following:		3	Social Science*****		6

-14-

He	105	Elective	3-0
Soc	110		
Phil	185		
Elective			34-31
		0-3	

31-34

\* Students planning to major in Industrial Arts Education or Health or Physical Education should consult the Registrar for a planned program. Agricultural Education and Home Economics Education courses of study are outlined elsewhere in this section of the catalogue.

\*\* Chemistry should be pursued if student plans to teach Science. PhySc 111-112 should be included for these students only if necessary as a prerequisite for Chemistry.

\*\*\* Ed 105 should be scheduled for the first semester of the Freshman year; Ed 205 should be scheduled concurrently with Psy 207 for the second semester of the Sophomore year.

\*\*\*\* Psy 205 should be scheduled not later than the first semester of the Sophomore year; Psy 207 should be scheduled concurrently with Ed 205. Psy 206 (Child Psychology) is recommended for those students majoring in Elementary Education. If Psy 206 is scheduled student should substitute same for 3 sem. hrs. in the Social Sciences.

\*\*\*\*\* Social Science courses to be pursued depend upon the student's interest and teaching field. For those who do not plan to teach in the Social Science field, SocSc 101-102 is recommended for the Freshman year. History, Political Science, Economics or Sociology are recommended for those who plan to teach in the field. Geog 205 or 205-206 should be taken during the Sophomore year if the schedule permits.

### 5. PRE-ENGINEERING COURSE.

This is the recommended course of study for all students planning to earn a degree in any field of engineering.

FRESHMAN YEAR		Sem. Hrs.	SOPHOMORE YEAR		Sem. Hrs.
En 101-102		8	Hu 201-202		8
Ma 155-156*		9	Ma 255-256		8
Chem 201-202**		8	Phys 201-202**		10
Social Science***		6	MeDr 121-122****		6
PE 101-102		2	PE 201-202		2
One of the following:		3			
He 105					34
Soc 110					
Psy 115					
Phil 185					

36

\* Students not qualified to take Ma 155-156 will be required to take Ma 120 as a prerequisite. Those students will take Ma 120 during the first semester, 155 during the second semester, and 156 during the Summer Session. They will then be ready for Ma 255 to be scheduled for the first semester of the Sophomore year. If the student does not complete Ma 155-156 prior to the beginning of the Sophomore year Ma 255-256 (Calculus) must be postponed until the Junior year.

\*\* Students not qualified to take Chemistry will be required to take PhySc 111-112 as a prerequisite. This will necessitate shifting Chem 201-202 to the Sophomore year and Physics 201-202 will have to be postponed until the Junior year.

\*\*\* Any Social Science courses are permissible; SocSc 101-102 is recommended.

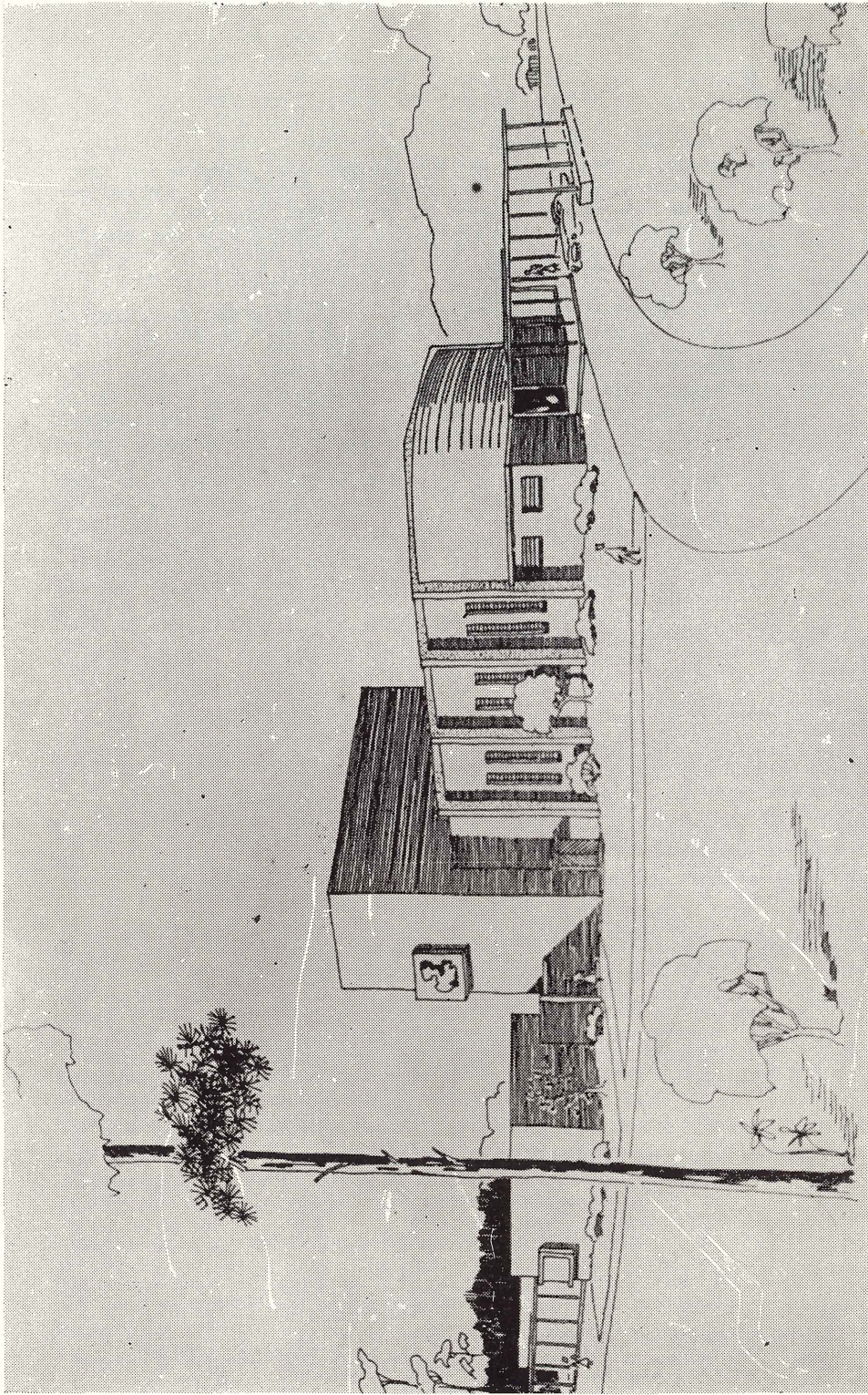
\*\*\*\* If MeDr 121-122 is taken during the Freshman year, the Social Science courses should be pursued during the Sophomore year.

### 6. PRE-FORESTRY COURSE.

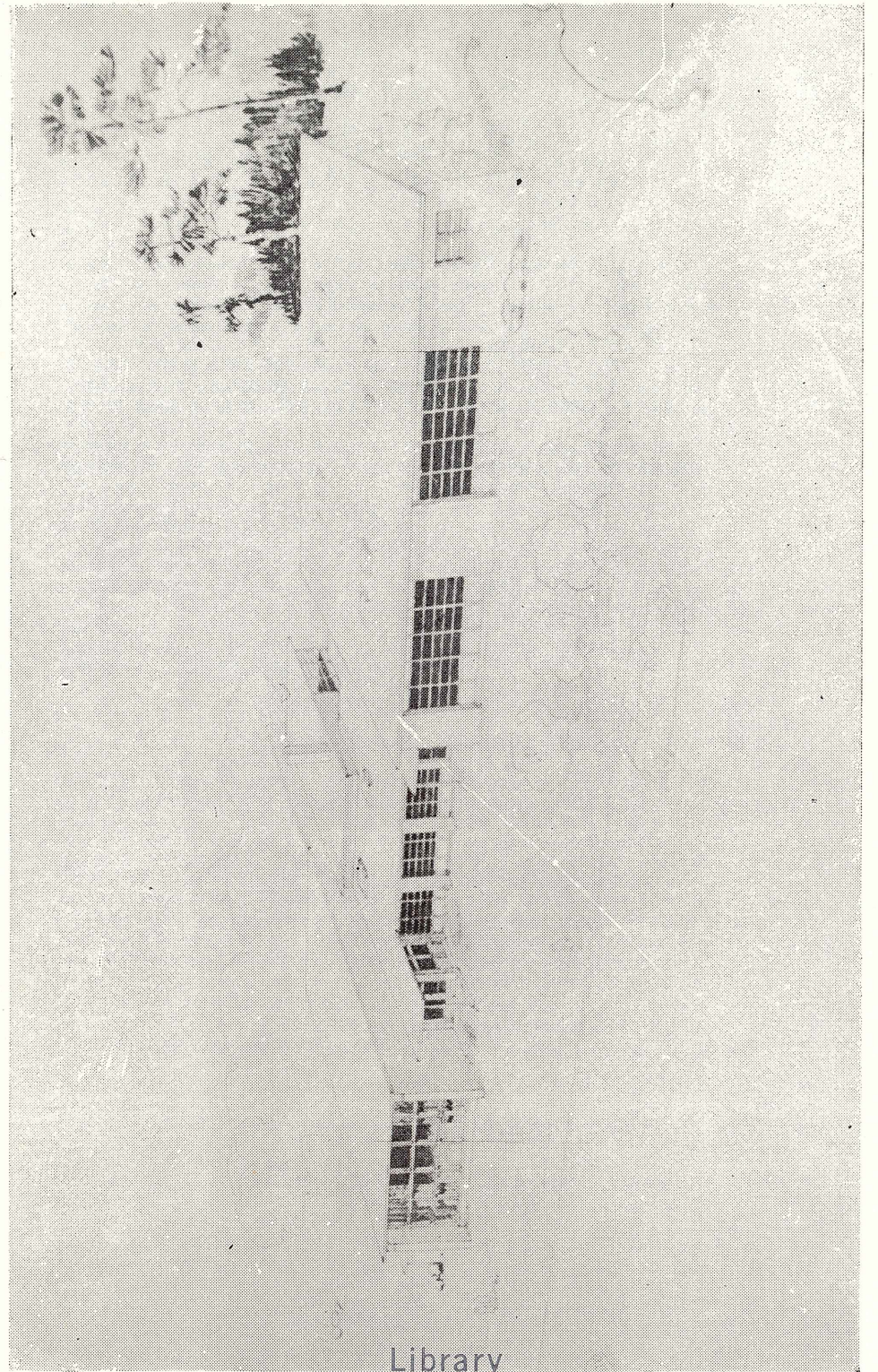
This is the recommended course of study for all students who expect to earn a

-15-





Architect's sketch of Student Center and Auditorium to be constructed during 1956-57 school year.



Library  
Chipola Jr. College  
Marlanna, Florida

Architect's sketch of new Administration Building to be constructed during 1956-57 school year.



degree in Forestry.

FRESHMAN YEAR		Sem. Hrs.	SOPHOMORE YEAR		Sem. Hrs.
En 101-102	.....	8	Hu 201-202	.....	8
Ma 155-156 or 140-150*	.....	9-6	BioSc 215-216 or	.....	
Chem 201-202 or	.....		Chem 201-202**	.....	6-8
BioSc 215-216**	.....	8-6	MeDr 121	.....	3
Ec 205-206***	.....	6	PolSc 211	.....	3
PE 101-102	.....	2	PE 201-202	.....	2
Elective****	.....	0-3	Electives****	.....	8-10
33-31			30-34		

\* Either Basic Mathematics (155-156) or College Algebra and Trigonometry (140-150) will meet the minimum requirements; 155-156 is recommended. However, the student may be required to take a prerequisite mathematics course if not qualified to take either Ma 155 or 140 on entering college.

\*\* Student should take Chemistry one year and Botany the next, or vice versa. If the student expects to major in Wildlife Management, he should take BioSc 101-102 (General Biology) instead of BioSc 215-216.

\*\*\* The student needs a minimum of 6 sem. hrs in the social science area. Ec 205-206 and PolSc 211 are recommended. SocSc 101-102 will meet the minimum requirements.

\*\*\*\* Physics 201-202 (10 sem. hrs.) is recommended but not required. Also, student will have to take one or more courses not listed above if he desires to meet Chipola graduation requirements.

#### 7. PRE-HOME ECONOMICS COURSE.

This is the recommended course of study for all students who plan to earn a degree in Home Economics or Home Economics Education\*.

FRESHMAN YEAR		Sem. Hrs.	SOPHOMORE YEAR		Sem. Hrs.
En 101-102	.....	8	See* (Below)	.....	
BioSc 101-102	.....	6			
Chem 201-202	.....	8			
Mathematics***	.....	3			
PE 101-102	.....	2			
Psy 205	.....	3			
Soc 110 or 150****	.....	3			
33*					

\* It is recommended that the student transfer to a college or university offering professional courses in Home Economics after two or three semesters. If the student takes work at Chipola beyond two semesters it should include En 205, Humanities 201-202, and six to ten semester hours in the Social Sciences. The Registrar should be consulted concerning additional work.

\*\* PhySc 111-112 may be required as a prerequisite for those students not qualified to take Chemistry.

\*\*\* Any one course meets the minimum requirements. Ma 140 is recommended.

#### 8. PRE-LAW COURSE.

This is the recommended course of study for all students who plan to enter any school of law.

FRESHMAN YEAR		Sem. Hrs.	SOPHOMORE YEAR		Sem. Hrs.
En 101-102	.....	8	Hu 201-202	.....	8
BioSc 101-102 or	.....		PhySc 111-112 or	.....	
PhySc 111-112	.....	6	BioSc 101-102	.....	6
Ma 115-120	.....	3	Ec 205-206	.....	6
Phil 185	.....	3	Pe 201-202	.....	2
PE 101-102	.....	2	PolSc 211-212 or	.....	
Hist 201-202 or	.....		Hist 201-202	.....	6

PolSc 211-212	.....	6	Span 201-202	.....	6
Span 101-102*	.....	6			

34

\* Foreign language is required by some law schools. If the student plans to attend a school where same is not required, elective subjects may be taken instead. Also, the student may defer foreign language until the Junior and Senior years. Elective subjects recommended include Psy 205, En 205, En 210, En 220 and Hist 150, 155, 156.

#### 9. PRE-MEDICINE AND PRE-DENTISTRY COURSE.

All students planning to study medicine or dentistry should consult with the Registrar concerning a planned course of study. This also applies to Pharmacy and Veterinary Medicine.

#### 10. PRE-MINISTREIAL OR THEOLOGY COURSE.

Those students planning to earn a degree in theology or any phase of religious training should follow the General College course, and take elective subjects in History, Sociology, Philosophy, and English.

#### 11. MEDICAL OR LABORATORY TECHNICIAN COURSE.

Most four-year colleges, hospitals and technical schools offering degrees or certificates in either the Medical Technician or the Laboratory Technician courses require two years of college for admission. Chipola now offers most of the required subjects and all of the elective subjects in both courses for the first two years work. Additional subjects in this area are planned for 1957-58. At present we recommend that the student spend from two or four semesters at Chipola depending upon the requirements of the school to which he expects to transfer. The student should contact the Registrar for a course of study.

#### 12. NURSING COURSE.

Chipola now offers most of the subjects required during the first two years for those students who desire to earn a degree in Nursing. Also, the college offers most of the courses recommended for those students who desire some college training prior to entering a hospital school for the Registered Nurse Course. We recommend that the student spend from two to four semesters at Chipola, depending upon the requirements of the school to which she expects to transfer. The student should contact the Registrar for a course of study.

### TERMINAL COURSES OF STUDY

#### GENERAL INFORMATION

The courses of study listed below are designed for those students who do not plan to do college work beyond the junior college level. The administration of the college has discovered that there are a large number of students who for various reasons will not complete a four-year professional degree. However, it is felt that a student can definitely profit from two years of college education. The aim of these courses of study is to help the student to become employable and to become a community leader in this geographical area.

Attention is called to the fact that courses of study below list many subjects contained in and described in the University Parallel Division. The college student may take courses in either division; there are no separate classes for the terminal student except those purely terminal education courses.

#### 1. THE GENERAL LIBERAL ARTS COURSE.

This is a course of study designed for the terminal student who does not desire any particular vocational training, and desires merely to improve his cultural development.

		SOPHOMORE YEAR	Sem. Hrs.
En 101-102	.....		8
BioSc or PhySc*	.....		6
Social Science**	.....		6
PE 101-102	.....		2
One course from among the	.....		
following	.....		3
He 105	.....		
Phil 185	.....		
Psy 115	.....		
Soc 110	.....		
Electives	.....		6-9

31-34



- \* Any six or more semester hours from the Natural Science field.
- \*\* Any two or more courses from the Social Science field.
- \*\*\* Any Mathematics course.

## 2. BUSINESS OR COMMERCIAL COURSE.

This is a course designed for those students who desire to enter clerical, secretarial or general business occupation after completion of two years of college work.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	
En 101-102 .....	8	Acct 201-202 .....	6
Mathematics* .....	6	Ec 205-206 .....	6
BioSc or PhySc** .....	6	Hu 201-202 .....	8
PE 101-102 .....	2	PE 201-202 .....	2
SecSc or Electives*** .....	3-6	SecSc or Electives*** .....	10-12
Two courses from among the following: .....	6		32-34
He 105			
Psy 115			
Soc 110			
Soc 150			

31-34

- \* Mathematics courses to be pursued depend upon student's Secondary School background. Either Ma 140 and 210, or Ma 115 and 118 may be pursued.
- \*\* Any six semester hours the Natural Science field.
- \*\*\* The Secretarial Science subjects is to be pursued will depend upon the student's previous training and experience. For example, those students who have had high school typing and shorthand would likely start with intermediate or advanced courses. Also, the student who feels that he is already proficient in these courses should take elective subjects. En 205 is a strongly recommended elective for all students. Also, BL 201-202 is highly desirable.

# ADULT EDUCATION DIVISION

## GENERAL INFORMATION

The purpose of the Adult Education Division is to provide additional educational opportunities for the adult population of the area served by the college. Regular college courses (both university parallel and terminal) will be offered on demand to any group of interested adults provided the minimum enrollment requirement is met. Also, informal short courses will be offered on demand.

Regular college courses may be taken either for college credit or non-credit. Informal short courses do not carry college credit. Any adult is eligible to enroll in these courses, but if he desires college credit, he must meet entrance requirements.

Enrollment for regular college courses will take place at the beginning of each semester. Short course classes may be organized at any time. Classes will meet at the time most convenient for a majority of those interested students; most classes meet one night per week. Classes will be organized both on and off the campus. Any community in Jackson, Washington or Calhoun Counties may be the meeting place of adult classes.

Those students who meet college entrance requirements may complete the first two years of college by means of enrolling in adult education classes. If these students meet the college's graduation requirements, they may receive a diploma.

## ENTRANCE REQUIREMENTS

If the student desires college credit for adult education classes, regular college entrance requirements listed elsewhere in this catalogue will apply. Others who have reached the age of twenty-one may be admitted to these classes for noncredit with the approval of the President or Registrar.

## MINIMUM ENROLLMENT

A minimum of five persons is required for the starting of any course which meets on the campus. A minimum of ten persons is required for the starting of any course which meets off the campus.

## EXPENSES

For regular college courses (for credit or non-credit) a tuition charge of \$6.00 per semester hour is made. The tuition for informal short courses (non-credit) will be determined by the length of the course. All tuition charges are due and payable at the time of registration.

Fees and tuition charges listed elsewhere in the catalogue do not apply to the Adult Division. However, Adult Division students are not entitled to all student activity privileges.

## GENERAL CONTINUATION CLASSES FOR ADULTS

In addition to the college level courses mentioned above, the Adult Education Division also offers general continuation secondary school work leading to a high school diploma. For further details, including expenses, consult the Director, Adult Division.

# DEPARTMENTS OF INSTRUCTION AND COURSE OFFERINGS

The following are the official catalogue course abbreviations used by Chopola Junior College:

Acct (Accounting)	MeDr (Mechanical Drawing)
Ag (Agriculture)	Mu (Music)
BL (Business Law)	OM (Office Management)
BioSc (Biological Science)	PE (Physical Education)
Chem (Chemistry)	Phil (Philosophy)
Ec (Economics)	Phot (Photography)
Ed (Education)	Phys (Physics)
En (English)	PhySc (Physical Science)
Geog (Geography)	PolSc (Political Science)
He (Health)	Psy (Psychology)
Hist (History)	SecSc (Secretarial Science)
Hu (Humanities)	SocSc (Social Science)
IA (Industrial Arts)	Span (Spanish)
Ma (Mathematics)	

Catalogue numbers ending with the numeral (1) indicate that the course is ordinarily to be considered as the first part of a continuation course consisting of two semesters work; the catalogue number of the second part of the course ends with the numeral (2). However, granting credit in these courses is not necessarily dependent upon completing the sequence.

Courses numbered 100 through 199 are primarily for Freshmen; courses numbered 200 through 299 are primarily for Sophomores. However, there are no restrictions concerning taking certain courses except the noted prerequisites. In general, courses requiring no prerequisites are open to all students.

The figures 1, 2, 3, or D, in parenthesis, following the descriptive title of the course indicate when the course is to be offered. 1 denotes Fall Semester, 2 denotes Spring Semester, 3 denotes Summer Session, and D denotes offered on demand. The College reserves the right to withdraw any course for which the demand deems insufficient. Courses not offered during 1956-57 will be so designated.

## AGRICULTURE

### Ag 205. Farm Management. (D)

The factors of production, system of farming, farm layout, and principles of management are topics of discussion. 3 semester hours.

### Ag 206. Farm Machinery. (D)

This course deals with the operation, care and maintenance of farm machinery used in Northwest Florida. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

### Ag 209. General Animal Husbandry. (D)

A study of types and breeds of farm animals; market classification; and principles of breeding, selection and management. 3 semester hours credit.

### Ag 214. Vegetable Gardening. (D)

This course deals with the principles and practices of growing a home garden with special emphasis on varieties and year round gardening. Two hours lecture and two hours laboratory or field practice per week. 3 semester hours credit.

### Ag 215. Poultry Production and Management. (D)

Principles of production and management; location and construction of buildings, breeding, hatching, brooding, raising of broilers and pullets, managing layers, feeding, marketing, and diseases are topics of discussion and practice. Two hours lecture and two hours laboratory or field practice per week. 3 semester hours credit.

### Ag 220. General Field Crops. (D)

The history, botanical characteristics, soil and climate adaptations, fertilizer and culture practices, growing processes, harvesting, uses, economic production, and cropping system are topics discussed. Two hours lecture and two hours field practice per week. 3 semester hours credit.

## COMMERCE AND SECRETARIAL SCIENCE

### Acct 201. Elementary Accounting. (1)

Accounting 201-202 is an introductory course designed to provide basic training in business practice and accounting. The course includes the theory of modern accounts, and the procedure of recording and reporting business transactions. Prerequisite: Consent of department; either Math 115 or Math 120 will ordinarily be required. 3 semester hours credit.

### Acct 202. Elementary Accounting. (2)

The second half of the course 201-202. Prerequisite: Accounting 201. 3 semester hours credit.

### BL 201. Principles of Business Law. (1, 3)

The definition of law and its administration; the law of contracts, negotiable instruments, principal and agent, employer and employee, bailments and carriers. 3 semester hours credit.

### BL 202. Principles of Business Law. (2)

The legal relations of the surety and guarantor, sales, mortgages, insurance, property, landlord and tenant deeds of conveyance partnership, corporations, and bankruptcy. Prerequisite: BL 201. 3 semester hours credit.

### OM 210. Office Management. (D)

A brief, introductory course dealing with the problems involved in planning and directing the functions of business and professional offices. Prerequisite: Secretarial Science 101-102 or equivalent. Secretarial Science 111-112 is recommended as either a prerequisite or a corequisite. 3 semester hours credit.

### SecSc 101. Elementary Typewriting. (1)

An introductory course in the touch system of typewriting. Five hours laboratory per week. 2 semester hours credit.

### SecSc 102. Advanced Typewriting. (2)

Letters, business papers, reports, and speed development. Prerequisite: Secretarial Science 101 or equivalent. Five hours laboratory per week. 2 semester hours credit.

### SecSc 111. Gregg Shorthand. (1, 3)

An introductory course in the principles of Gregg's simplified shorthand, including dictation and transcription. Dictation 60 words per minute. 3 semester hours credit.

### SecSc 112. Shorthand Dictation and Transcription. (2)

A continuation of 111 with increased practice in dictation and transcription. Prerequisite: Secretarial Science 111 or one year of high school shorthand. Dictation at 120 words per minute; transcription at 40 words per minute. Pre-completion of course. 3 semester hours credit.

### SecSc 215. Advanced Shorthand Dictation and Transcription. (D)

Emphasis on proficiency and mailable transcripts. Minimum goals: Dictation at 120 words per minute; transcription at 40 words per minute. Prerequisite: Secretarial Science 112 and Secretarial Science 102 or two years high school shorthand and typewriting. Five hours laboratory per week. 3 semester hours credit.

### SecSc 225. Business Correspondence. (2, 3)

Practice in writing business letters and elementary report writing. Prerequisite: English 101-102. 3 semester hours credit.

### SecSc 230. Secretarial Machines. (1)

Practice in use of duplicating, voice recording, adding and modern computing machines. Prerequisite: Secretarial Science 102 or equivalent. Five hours laboratory per week. 2 semester hours credit.



**SecSc 240. Secretarial Practice. (D)**

A course designed to integrate the typewriting, transcription, English, and periphery skills essential to the secretary. Prerequisite: Secretarial Science 102 and 112 or equivalent. Five hours laboratory per week, 2 semester hours credit.

**EDUCATION****Ed 105. Orientation to Education. (1, 3)**

This course is designed to orient the student to the teaching profession. The course is expected to develop an understanding of teaching opportunities, certificate requirements, and personal-professional qualifications for teaching. A required course for all Freshmen who expect to earn a degree in Education. 3 semester hours credit.

**Ed 205. Social Basis for Education. (2)**

This course is designed to develop an understanding of the relationship of social patterns of home, school and community living in individual growth and development in a democratic society. Required for all Sophomores who expect to earn a degree in Education. Prerequisite: Psychology 205. Corequisite: Psychology 207. 3 semester hours credit.

**ENGLISH****En 100. Communication Skills. (1)**

This course is designed for those entering Freshman students whose test scores and secondary school record indicate a need for supplementary training in communication skills. The course content is the same as En 101, but the class will meet five times per week, plus additional individual student assignments and tutoring. Upon successful completion of this course the student may enter En 102. 4 semester hours credit.

**En 101. Communication Skills. (1, 2, 3)**

A course concerned with improvement in the skills of reading, writing, speaking, and listening. Effort is made to analyze individual difficulties and to devise corrective practices, exercises and experiences leading to a more effective, confident and enjoyable use of the communication skills. The first semester integrates skills promotion with educational and vocational orientation. 4 semester hours credit.

**En 102. Communication Skills. (1, 2)**

A continuation of En 101. The second semester integrates skills promotion with orientation in literature. Prerequisite: En 100 or 101, or consent of the department. 4 semester hours credit.

**En 105. Acting and Stagecraft. (D)**

An introductory course which includes practical training in creating character and interpreting roles through play reading and class productions. Stagecraft training includes scenery, costuming, lighting, and the various areas of technician work. A brief historical survey of acting and stagecraft is also included. Prerequisite: Consent of department. 2 semester hours credit.

**En 106. Acting and Stagecraft. (D)**

This is a continuation of English 105, with emphasis on class productions. Prerequisite: English 105 or consent of department. 2 semester hours credit.

**En 205. Effective Speaking. (1, 2, 3)**

A fundamental course dealing with the preparation and presentation of speeches for business, social, and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of the speaking voice and pronunciation. Prerequisite: English 101-102. 3 semester hours credit.

**En 210. Survey of English Literature. (1)**

This course is a survey of English literature from Beowulf to the modern. Included are readings of the principal authors, study of the historical background, and critical papers at stated intervals. 3 semester hours credit.

**En 220. Survey of American Literature. (2, 3)**

An introductory course dealing with the chief American writers from the colonial period to the present. 3 semester hours credit.

**En 225. Specialized Writing. (D)**

A Sophomore course designed to provide specialized or remedial opportunities. Assignments will be individualized to accommodate interests in advanced types of writing, or to improve the competence of second year students remanded by their instructors for corrective training. Conference hours arranged with instructor instead of regularly scheduled classes. Prerequisite: En 102. 2 semester hours credit.

**HEALTH****He 105. Personal Health Problems. (1, 2, 3)**

This is a brief course designed to prepare the student to solve his personal health problems through an understanding of health rules and personal health habits. Emphasis is given to the principles of maintaining and improving individual health and organizing these factors for effective daily living. 3 semester hours credit.

**He 150. Community Health Problems. (2)**

This is a general survey of community health problems including consideration of the causes, prevention, and control of disease. 2 semester hours credit.

**HUMANITIES****Hu 201. The Humanities. (1)**

The course Humanities 201-202 is designed to acquaint the student with the great and vital ideas as they are expressed in philosophy, literature, music, and the fine arts. The dynamic presence of these ideas as they are found in modern life is brought out by lecture, class discussion, and analysis of the best that has been thought and written in the past. Humanities 201 deals primarily with contemporary life. Designed to fulfill the Humanities requirement for sophomores in the university or general college program. 4 semester hours credit.

**Hu 202. The Humanities. (2)**

The second half of the course 201-202. 202 deals primarily with our cultural heritage. 4 semester hours credit.

**MATHEMATICS****Ma 115. Fundamentals of Mathematics. (1, 2, 3)**

This course is designed for those students who do not plan to take more than one year of college mathematics. It fulfills the minimum general college mathematics requirement. The course covers such topics as charts and graphs, ratio and proportion, percentage, linear and quadratic equations, trigonometry, and an introduction to logic and modern mathematics. Not open to students who have satisfactorily completed any other college mathematics course. 3 semester hours credit.

**Ma 118. Business Mathematics. (1, 2)**

This course deals with mathematics used in business by the average person. Topics include short cuts in arithmetic, percentage, simple and compound interest, bank discount, inventory, budgets, taxes, installment buying, stocks and bonds, and check writing. This course is designed primarily for terminal students and is not recommended for university parallel students to satisfy the general education mathematics requirement. Also, it is not recommended for students who expect to earn a degree in business administration. 3 semester hours credit.

**Ma 120. General Algebra. (1, 3)**

This course is designed for those students who plan to take more than one year of college mathematics, but do not have an adequate background in Algebra. The course includes such topics as the fundamental operations, factoring, fractions, exponents, radicals, and linear and quadratic equations. Open to all students who have not completed a more advanced course in college mathematics. 3 semester hours credit.

**Ma 140. College Algebra. (D)**

This is the foundation course in algebra, and is the prerequisite for more advanced college mathematics courses. Scope of the course includes quadratic equations, progressions, binomial theorem, theory of equations, partial fractions and determinants. Prerequisite: One year of high school algebra, or Mathematics 115. 3 semester hours credit.

**Ma 150. Plane Trigonometry. (D)**

This course deals with the solution of triangles, fundamental trigonometric relations and functions of any angle, logarithms and complex numbers. Prerequisite: Ma 140 or consent of department. 3 semester hours credit.

**Ma 155. Basic Mathematics. (1, 2)**

Ma 155-156 is an integrated course concerning college Algebra, Trigonometry and Analytical Geometry. The material covered is unified by the concepts of function and the correspondence between geometrical and numerical relations. Prerequisite: Ma 120 or an adequate rating on the Mathematics achievement test and consent of the department. 4 semester hours credit.

**Ma 156. Basic Mathematics. (2, 3)**

The second half of the course 155-156. Prerequisite: Ma 155. 5 semester hours credit.

**Ma 200. Slide Rule. (1)**

Instruction and practice in the use of the slide rule. Recommended for all preengineering and mathematics or science majors. 1 semester hour credit.

**Ma 210. Mathematics of Finance. (1)**

Application of elementary algebra to commercial problems; simple interest, discount compound interest, annuities, amortization, depreciation, insurance, and valuation of bonds. Prerequisite: Math 120, 140, or 155. 3 semester hours credit.

**Ma 220. Elementary Statistics. (2)**

An introduction to elementary statistical principles. Emphasis is placed on techniques and interpretation of data. Prerequisite: Ma 120, 140 or 155. 3 semester hours credit.

**Ma 255. Calculus. (1)**

A study of the differentiation and integration of algebraic and transcendental functions of one variable, methods of integration, the definite integral, and the mean value theorem. Prerequisite: Ma 156. 4 semester hours credit.

**Ma 256. Calculus. (2)**

This course includes integration as a process of summation applied to area, volume, work and pressure; integration by partial fractions and reduction formulas, differentiation, and multiple integrals. Prerequisite: Ma 255. 4 semester hours credit.

**MECHANICAL DRAWING****MeDr 121. Engineering Drawing. (1)**

This is a basic introductory course designed to teach the students how to make and read engineering drawings. One hour lecture and five hours laboratory per week. Prerequisite: High school plane geometry or equivalent plus consent of department; Ma 155 should be either a prerequisite or a corequisite. 3 semester hours credit.

**MeDr 122. Descriptive Geometry. (2)**

The elementary principles of projection and the development of surfaces. One hour lecture and five hours laboratory per week. Prerequisite: MeDr 121. 3 semester hours credit.

**MUSIC****Mu 105. Glee Club. (1)**

Two or more hours of choral singing per week. Prerequisite: Consent of Department. 1 semester hour credit.

**Mu 106. Glee Club. (1)**

Two or more hours of choral singing per week. Prerequisite: Consent of department. 1 semester hour credit.

**Mu 205. Glee Club. (1)**

Two or more hours of choral singing per week. Prerequisite: Consent of department. 1 semester hour credit.

**Mu 206 Glee Club. (2)**

Two or more hours of choral singing per week. Prerequisite: Consent of department. 1 semester hour credit.

**Mu 210. Community Music. (D)**

Techniques, procedures, and materials used in building community and recreational music programs with special emphasis given to song leading, program building, and administration. Two hours lecture plus special laboratory assignments per week. 2 semester hours credit.

**NATURAL SCIENCE****BioSc 101. General Biology. (1, 2, 3)**

Biological Science 101-102 provides an introduction to the fundamentals of biology through a study of structure, functions and classifications of plants and animals. These courses will provide a background for more advanced courses and a knowledge useful to those students who do not plan to do further work in this field. The courses are arranged so that the student does not necessarily have to take them in sequence. 101 deals primarily with plant life; 102 deals primarily with animal life and heredity. Each course has two hours lecture and two hours laboratory per week. Each course carries 3 semester hours credit.

**BioSc 102. General Biology. (1, 2, 3) See above.****BioSc 205. Human Physiology. (D)**

This course deals with the structure and function of the human organs and systems, the function of the endocrines, and the interrelationship of the organs. Prerequisite: Biological Science 101-102 or consent of department. Three hours lecture per week with reports and demonstrations. 3 semester hours credit.

**BioSc 215. General Botany. (1)**

The course 215-216 is an introduction to botany dealing with the development, structure and function of plants. This course precedes all advanced courses in botany. Credit will be given for 215 without taking 216, but it is recommended that the student take both courses. Two hours lecture and two hours laboratory or field work per week. 3 semester hours credit.

**BioSc 216. General Botany. (2)**

The second half of the course 215-216. Two hours lecture and two hours laboratory or field work per week. 3 semester hours credit.

**Chem 201. General Chemistry. (1)**

Chemistry 201-202 is a general course designed to meet the requirements of both the science major and pre-engineering students. Credit will be granted for the complete sequence only. This includes the fundamental principles of chemistry; non-metallic elements and their compounds and uses. Prerequisite: Consent of the department. In general a course in high school chemistry or physical Science 111-112 will be required. Math 120 or 155 are recommended corequisites. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

**Chem 202. General Chemistry. (2)**

The second half of the course Chemistry 201-202. Prerequisite: Chemistry 201. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

**Chem 210. Qualitative Analysis (not offered 1956-57)**

The theoretical principles and laboratory techniques involved in the separation of common metals and acid radicals. Prerequisite: Chem 202. Two hours lecture and three hours laboratory per week. 3 semester hours credit.

**Chem 230. General Organic Chemistry (not offered 1956-57)**

A short course in Organic Chemistry. Prerequisite: Chem 202. Two hours lecture and six laboratory per week. 4 semester hours credit.

**Phys 201. General Physics. (1)**

The course Physics 201-202 is designed to meet the requirements for both science majors and pre-engineering students. The scope of the course is the theory of mechanics, heat sound, electricity, and light and practical laboratory application. 201 deals with mechanics, heat and sound. Prerequisite: Ma 156 or equivalent. Corequisite: Ma 255-256 or consent of department. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

**Phys 202. General Physics. (2)**

The second half of the course 201-202. The course deals with electricity, magnetism, and light. Prerequisite: Physics 201. Three hours lecture and four hours laboratory per week. 5 semester hours credit.



**PhySc 111. Survey of Physical Science. (1, 2, 3)**

Physical Science 111-112. are courses designed primarily for non-science majors. The aim of these courses is to give the student an elementary knowledge and appreciation of his physical environment. 111 is devoted primarily to physics and meteorology. Subject matter is handled by lecture class discussion and demonstration. Credit will be allowed for 111 without taking 112, but same is strongly recommended. Open to all students except that no credit will be allowed if course is taken after Physics 201 or 202. 3 semester hours credit.

**PhySc 112. Survey of Physical Science. (1, 2, 3)**

This course deals primarily with an elementary study of chemistry, geology, and astronomy. Open to all students except that no credit will be allowed if taken after Chemistry 201 or 202. 3 semester hours credit.

## PHILOSOPHY

**Phil 150. Introduction to Philosophy. (D)**

A course designed to acquaint the student with the nature, method and end of philosophy. By studying the more important philosophers in the ancient, medieval, and modern schools of philosophy, the science is traced from its origin in pre-Socratic thought, through the formative period of Plato and Aristotle down to the age of scholasticism and thence to modern times. In studying the work of the more important philosophers, emphasis is given to their solutions of the basic philosophic problems of their periods and the relationship to contemporary problems. 3 semester hours credit.

**Phil 185. Practical Logic. (1, 2)**

Reflective thinking with special attention to the detection of fallacies, semantic difficulties and propaganda techniques. The course is designed to develop the ability to think with greater accuracy and to evaluate the thinking of others; both the inductive and the deductive aspects of logic are included. 3 semester hours credit.

**Phil 205. Elementary Ethics. (D)**

This course deals with the origin and development of morals. Emphasis is given to an analysis of values and moral concepts, and the formation of moral concepts, and the formation of a moral philosophy which will serve as the basis for meeting present-day problems. 3 semester hours credit.

## PHOTOGRAPHY

**Phot 150. Elementary Photography. (D)**

This course is designed to provide a basic understanding of composition and photographic technique. Skills to be learned include how to handle a camera, select subjects, develop film, print pictures and make enlargements. Actual application of the principles involved is included. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

## PHYSICAL EDUCATION

### (Required Courses)

**PE 101. Physical Training and Development. (1)**

Separate classes for men and women. Physical Education 101-102 includes physical training, instruction in the fundamental skills, instruction in games, individual games and team games. Two hours laboratory per week. 1 semester hour credit.

**PE 102. Physical Training and Development. (2)**

Separate classes for men and women. See Physical Education 101 for description. Two hours laboratory per week. 1 semester hour credit.

**PE 201. Physical Training and Development. (1)**

Separate classes for men and women. Physical Education 201-202 are a continuation of 101-102, and stress a carry-over value. Two hours laboratory per week. 1 semester hour credit.

**PE 202. Physical Training and Development. (2)**

Separate classes for men and women. Two hours laboratory per week. 1 semester hour credit.

## (Professional Courses)

**PE 155. Folk and Social Dancing. (D)**

Basic skills in folk, square, and social dancing. One hour lecture and four hours laboratory per week. 2 semester hours credit.

**PE 201. Basketball. (1)**

Skills, rules coaching methods and team play in basketball. One hour lecture and four hours laboratory per week. 2 semester hours credit.

**PE 215. Baseball. (2)**

Skills, rules, coaching methods and team play in baseball. One hour lecture and four hours laboratory per week. 2 semester hours credit.

**PE 225. Principles of Physical Education. (1)**

The principles underlying theory and practice in physical education. 3 semester hours credit.

**PE 230. Community Recreation. (2)**

A practical study of the materials and methods for recreational leadership in schools and communities. 3 semester hours credit.

## PSYCHOLOGY

**PSY 111. Psychology of Personal Adjustment. (1, 2)**

This is an elementary course in Psychology designed to aid the individual in his personal adjustment through introspection. The course is designed primarily for the student who does not plan to do further work in the field of psychology. Also, it is not a prerequisite course for any advanced course in psychology. Not open to any student who has taken previously any course in psychology. 3 semester hours credit.

**Psy 205. General Psychology. (1, 2, 3)**

This course is designed to give the student an adequate foundation in the field of psychology; to provide an understanding of human behavior and to enable the student to adapt himself to his physical and social environment. This is the prerequisite course for all advanced courses in psychology. Not open to first semester Freshmen. 3 semester hours credit.

**Psy 206. Child Psychology. (1)**

The application of psychology to an objective study of the pre-adolescent child. The physical, psychological, and social development of the child, and the relationship of the child's environment to his development is studied. Special problems of child training in the family and of social adjustment at school are discussed. Prerequisite: Psychology 205. 3 semester hours credit.

**Psy 207. Educational Psychology. (2)**

The application of psychology to the problems of education. This is a study of the individual during the school years from the standpoint of physical growth and mental growth with special attention to the relationship of the school and the individual's concept of learning, attitude, personality, and mental health. Prerequisite: Psychology 205. 3 semester hours credit.

**Psy 208. Adolescent Psychology. (D)**

The application of psychology to an objective study of the adolescent. The course includes a detailed study of the physical, psychological, and social development of the adolescent, and the relationship of environment to the individual's adjustment. Also, special problems and adjustment mechanisms are studied. Prerequisite: Psychology 205. 3 semester hours credit.

## SOCIAL SCIENCE

**Ec 205. Principles of Economics. (1, 3)**

An introductory course beginning with a discussion of the nature, scope, and method of economics, economic concepts, and economic institutions. The course deals primarily with the theories or principles of production, consumption, determination of prices, and distribution of income. Credit will be given without taking Ec 206, but same is strongly recommended. 3 semester hours credit.

**Ec 206. Principles of Economics. (2)**

This, the second half of the course, 205-206, deals primarily with the economic

problems of everyday life. Emphasis is given to money and banking, international trade and finance, financial problems of government, labor-management relationship, business cycles and fluctuations in national income, economic security, agricultural problems, and the leading alternatives to capitalism. Prerequisite: Ec 205 or consent of the department. 3 semester hours.

**Geog 205. World Geography. (1)**

The course 205-206 is a study of the relationship between human activities and natural environment. A regional-cultural approach is used and effort is made to correlate the course content with the other social sciences. 205 deals primarily with the Americas and Europe. Credit will be granted without taking 205 but the sequence is recommended. 3 semester hours credit.

**Geog 206. World Geography. (2)**

The second half of the course 205-206, dealing primarily with Asia, Africa, and the Pacific areas. 205 is not a prerequisite, but the sequence is recommended 3 semester hours credit.

**Hist 110. Ancient and Medieval World History (1)**

A survey of world history from the earliest times to the age of discovery and exploration. Stress is placed upon the major contributions as they relate to modern civilization. The course is intended to give the student the necessary background for further study in the Social Science and the Humanities. 3 semester hours credit.

**Hist 155. Modern World History. (1)**

Survey of world history from the age of discovery and exploration through 1815. Stress is placed upon the major movements and institutions in order to give the student background for further study in the Social Sciences and the Humanities, and to provide an understanding of contemporary civilization and its foundation. 3 semester hours credit.

**Hist 156. Modern World History. (2)**

A survey of world history from 1815 to the present with emphasis on world powers, the World War I and World War II, and past war periods. 3 semester hours credit.

**PolSc 211. American Federal Government. (1, 2)**

This course is a study of our Federal Government designed to give the student an understanding of its organization, principles and actual workings. The relationship of the individual to government is emphasized. Credit will be given without taking Political Science 212 but same is recommended. 3 semester hours credit.

**PolSc 212. State and Local Government. (1, 2)**

This is a study of the form or organization, the functions and the operations of state and local governments in the United States. Particular attention is given to state, county and city government in Florida. This course is designed to be as practical as possible and includes actual participation of county and city officials. Political Science 211 is not a prerequisite, but is recommended. 3 semester hours credit.

**Soc Sc 101. Survey of American Institutions. (1, 2, 3)**

A course designed to introduce students to the social sciences and their contribution in understanding the American way of life. The duties and responsibilities of citizenship are stressed by making the student better acquainted with his economic, political and social environment. Special emphasis is placed upon the interacting institutional structures and the problems arising out of these structures. 3 semester hours credit.

**SocSc 102. Survey of American Institutions. (1, 2, 3)**

The second half of the course 101-102. See above description. 3 semester hours credit.

**Soc 110. Preparation for Marriage. (1, 3)**

A historical and comparative study of courtship, mate selection, engagement, marriage and child rearing with the view of contributing toward successful marriage and parenthood. Open to all students. 3 semester hours credit.

**Soc 150. Introductory Sociology. (1, 2)**

This is a general study of institutional development, social determinants, social processes, and cultural growth. The aim of the course is to help the student understand how our present society evolved, how it functions, and the trend of its

future development. Considerable time is devoted to the study of the social problems of today and the application of the sociological principles involved. The course is designed to serve both as an introduction to further courses in the field and as a practical course for terminal students. 3 semester hours credit.

**Soc 205. Marriage and the Family. (2)**

A study of the origin and development of the family; the role of marriage and the family in contemporary civilization; the family life cycle, and successful marriage and parenthood. Prerequisite: Soc 110 or 150 or consent of the department. 3 semester hours credit.

**Span 101. Elementary Spanish. (1)**

Open to those students who enter college without Spanish or with only one year of high school Spanish. The essentials of Spanish, with emphasis on oral expression. 3 semester hours credit.

**Span 102. Elementary Spanish. (2)**

A continuation of Spanish 101 with emphasis on both oral and written expression. Prerequisite: Spn 101. 3 semester hours credit.

**Span 201. Intermediate Spanish (1)**

The course 201-202 includes the reading of selections from modern prose authors; a review of grammatical principles, and further study of composition and conversation. Prerequisite: Spanish 101-102 or two years of high school Spanish. 3 semester hours credit.

**Span 202. Intermediate Spanish (2)**

The second half of the course 201-202. Prerequisite: Span 201. 3 semester hours credit.

## REQUEST FOR ADMISSION PAPERS

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the necessary admission papers. An official application blank and a transcript blank will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to The Registrar, Chipola Junior College, Marianna, Florida.

The Registrar  
Chipola Junior College  
Marianna, Florida

Dear Sir:

Please send the necessary admission papers to:

Name \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address \_\_\_\_\_

I expect to enroll for the \_\_\_\_\_ Semester or Session, 19\_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

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