

**CHIPOLA
JUNIOR
COLLEGE**

**MARIANNA
FLORIDA**

**GENERAL
CATALOG**

**ANNOUNCEMENTS
1959-1960**

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Marianna, Florida

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CALENDAR — 1959-60

Summer Session, 1959

- June 10—Wednesday—Registration for the first term of Summer Session, 8:00 A. M. to 4:00 P. M.
- June 11—Thursday—Classes begin on regular schedule; late registration fee required for all late registrants.
- June 12—Friday—Last day for first term registration; last day for changing class schedules or dropping courses without loss of credit.
- June 30—Tuesday—First term of Summer Session ends.
- July 1—Wednesday—Second term of Summer Session begins; registration for new or entering students; classes begin on regular schedule.
- July 3—Friday—Last day for second term registration; last day for changing class schedules or dropping courses without loss of credit.
- July 21—Tuesday—Second term of Summer Session ends.
- July 22—Wednesday—Third term of Summer Session begins; registration for new or entering students; classes begin on regular schedule.
- July 22—Wednesday—Third term of Summer Session begins; registration for new or entering students; classes begin on regular schedule.
- July 24—Friday—Last day for third term registration; last day for changing class schedules or dropping courses without loss of credit.
- August 11—Tuesday—Third term of Summer Session ends.

Fall Semester, 1959-60

- August 17—Monday—First faculty meeting, 9:00 A.M.
- August 31—Monday—First year or entering students report at 8:30 A.M. for orientation, testing and counseling.
- Sept. 1—Tuesday—Orientation, testing and counseling for new students.
- Sept. 2—Wednesday—Orientation, testing and counseling for new students.
- Sept. 3—Thursday—Registration for all students, 8:30 A.M. to 4:00 P.M.
- Sept. 4—Friday—Registration for all students, 8:30 A. M. to 4:00 P.M.
- Sept. 7—Monday—Holiday (Labor Day).
- Sept. 8—Tuesday—Classes begin on regular schedule; late registration fee required for all late registrants.
- Sept. 18—Friday—Last day for Fall Semester registration; last day for changing class schedules or dropping courses without loss of credit.
- Oct. 9—Friday—Student holiday; District F.E.A. Meeting for faculty.
- Nov. 25—Wednesday—Thanksgiving holidays begin at 12:00 noon.
- Nov. 30—Monday—Classes resume on regular schedule.
- Dec. 18—Friday—Christmas holidays begin 12:00 noon.
- Jan. 4—Monday—Classes resume on regular schedule.
- Jan. 21—Thursday—Final examinations begin.
- Jan. 28—Thursday—Fall Semester ends; final grades due in Dean's Office at 4:30 P.M.

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Spring Semester, 1960

Jan. 29—Friday—Registration for all students; new or entering students report at 8:30 A.M.

Feb. 1—Monday—Classes begin on regular schedule; late registration fee required for all late registrants.

Feb. 12—Friday—Last day for Spring Semester registration; last day for changing class schedules or dropping courses without loss of credit.

.....(Three days to be announced) —SPRING HOLIDAYS

June 1—Wednesday—Final examinations begin.

June 5—Sunday—Baccalaureate services.

June 8—Wednesday—Spring Semester ends; final grades due in Dean's Office at 4:30 P.M.; Commencement exercises.

Summer Session, 1960

June 13—Monday—Registration for the first term of Summer Session, 8:00 A.M. to 4:00 P.M.

June 14—Tuesday—Classes begin on regular schedule; late registration fee required for all late registrants.

June 15—Wednesday—Last day for first term registration; last day for changing class schedules or dropping courses without loss of credit.

July 1—Friday—First term of Summer Session ends.

July 4—Monday—Holiday.

July 5—Tuesday—Second term of Summer Session begins; registration for new or entering students; classes begin on regular schedule.

July 7—Thursday—Last day for second term registration; last day for changing class schedules or dropping courses without loss of credit.

July 22—Friday—Second term of Summer Session ends.

July 25—Monday—Third term of Summer Session begins; registration for new or entering students; classes begin on regular schedules.

July 27—Wednesday—Last day for third term registration; last day for changing schedules or dropping courses without loss of credit.

August 12—Friday—Third term of Summer Session ends.

COUNTY ADMINISTRATION

1959-60

J. D. Milton, Superintendent, Jackson County, Marianna, Florida.

George Atkins, Superintendent, Calhoun County, Blountstown, Florida.

W. T. McFatter, Jr., Superintendent, Washington County, Chipley, Florida.

BOARD OF PUBLIC INSTRUCTION, JACKSON COUNTY

J. M. Cooper, Jr., Chairman, Graceville, Florida

R. B. Beall, Sr., Marianna, Florida

Raymond Bruner, Bascom, Florida

Hubert Brock, Cottondale, Florida

B. E. Charles, Sneads, Florida

COLLEGE ADVISORY COMMITTEE

Jackson County: R. B. Beall, Sr., Chairman, Marianna, Florida

W. O. Wells, Alford, Florida

T. K. Snipes, Malone, Florida

Calhoun County: Dr. L. E. Porter, Blountstown, Florida

Preston Nichols, Altha, Florida

Gus Baldwin, Jr., Altha, Florida

Washington County: J. A. Douglas, Chipley, Florida

Walker Hughen, Chipley, Florida

D. J. Cook, Chipley, Florida

COLLEGE ADMINISTRATION

K. G. Skaggs, A. B., M. A., President
 G. W. Allen, Jr., B. S., M. A., Dean and Admissions Officer
 W. C. Burdeshaw, B. S., M. S., Director of Adult Division
 Eva J. Dixon, A. B. E., M. A., Director of Library Services
 Ned L. Haven, A. B., M. A. E., D. Ed., Director of Public Relations
 Leo H. Howell, Jr., A. B., M. A., Coordinator, Chipola Area Educational Project.
 James H. McGill, B. S., M. S., Director of Campus Services
 Grady E. Moates, Th. B., M. S., Director of Counseling & Guidance
 James S. Pavy, B. S., M. S. Director of Athletics
 Chester H. Pelt, B. A., M. A., Director of Student Activities and Welfare
 Frederick B. Peters, B. S., Business Manager

Mattie Lou Brogdon Secretary to the Dean and Admissions Officer
 Rebecca S. McGill Secretary to the President
 Ruby Nell Young Assistant to the Librarian

FACULTY 1959-60

Dates following names indicate initial employment by Chipola Junior College.

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) Dean and Admissions Officer
 B. S., Troy State College
 M. A., University of Alabama
 *Terrell Wayne Bailey (1955) Social Science
 B. A., University of Florida
 M. A., George Peabody College for Teachers
 W. C. Burdeshaw (1954) Director of Adult Division
 B. S., Troy State College
 M. S., Florida State University
 Robert J. Bush (1959) English
 Ph. B., Loyola University
 M. Ed., University of Florida
 James H. Clinton (1956) Natural Science
 B. S., M. S., University of Illinois
 Henry L. Copps, Jr. (1950-52, 1958) English and Humanities
 A. B., M. A., University of Florida
 Advanced Post Graduate Study, University of Florida
 * E. T. Denmark, Jr. (1954) Mathematics
 B. S., University of Florida
 M. S., Florida State University
 Eva J. Dixon (1955) Director of Library Services & Librarian
 A. B. E., M. A., University of Florida
 Advanced Post Graduate Study, University of Florida
 Lewis E. Fenn, Jr. (1958) Reading Clinic
 B. S., M. A., Florida State University
 John H. Finlayson (1959) Physical Education
 B. S., M. S., Alabama Polytechnic Institute
 Francis B. Gaines (1958) English
 A. B., M. Ed., University of Florida

Jack E. Green (1957) Physical Education
 B. S., East Tennessee State College
 M. E., University of Mississippi
 Earl E. Hamilton (1952) Social Science
 A. B., M. A. E., University of Florida
 Advanced Post Graduate Study, University of Florida
 Ned L. Haven (1955) English and Humanities
 A. B., M. A. E., D. Ed., University of Florida
 Bonnie Holt (1956) Physical Education
 B. S., Mississippi Southern College
 Leo H. Howell, Jr. (1959) Coordinator, Chipola Area Educational Project
 A. B., M. A., University of Florida
 Joseph F. Hull, Jr. (1956) Social Science
 A. B., M. A., University of Alabama
 Advanced Post Graduate Study, University of North Carolina
 Albert S. Johnson (1950) Natural Science
 B. S., Indiana State Teachers College
 M. S., University of Illinois
 Advanced Post Graduate Study, University of Illinois
 James A. Lewis (1957) Business
 B. S., M. S., Florida State University
 James H. McGill (1952) Natural Science
 B. S., M. S., Alabama Polytechnic Institute
 Grady E. Motes (1957) Director of Counseling and Guidance
 Th. B., New Orleans Baptist Theological Seminary
 M. S., Florida State University
 Advanced Post Graduate Study, Florida State University
 E. Don Murray (1958) Art and Mechanical Drawing
 B. F. A., University of Tennessee
 M. F. A., M. A. E., University of Florida
 Melvin C. Neeley (1956) Psychology
 B. S., M. S., Alabama Polytechnic Institute
 James S. Pavy (1956) Physical Education
 B. S., M. S., Florida State University
 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
 Frederick B. Peters (1957) Business
 B. S., Troy State College
 Graduate Study, University of Alabama
 James T. Sims (1959) Mathematics
 B. S., Troy State College
 M. S., Florida State University
 Rollin R. Stevens (1955) Natural Science
 B. S., Utah State University
 M. S., Florida State University
 Josephine Story (1955) Mathematics
 B. S., M. S., Florida State University
 Mary Frances Stuart (1957) Social Science
 B. S., Purdue University
 M. A., Florida State University
 Earle C. Taylor (1955) Humanities
 A. B., Oglethorpe University
 M. A., Florida State University
 W. I. Throssell (1954) English and Spanish
 A. B., University of Washington
 M. A. E., D. Ed., University of Florida
 (To be Appointed) Natural Science
 (To be Appointed) Social Science
 * On leave of absence, 1959-60.

GENERAL INFORMATION

HISTORY

Chipola Junior College was founded in 1947 and operated for one year as a private educational institution.

Florida's Minimum Foundation Law, passed in 1947, included provisions for public support of junior colleges. Under the provisions of this law, a junior college district consisting of Jackson, Calhoun, and Washington Counties was organized. The junior college district applied for approval of the College to operate as a public institution with financial support from the three counties and the State of Florida. This approval was granted by the State Board of Education, and Chipola Junior College became a public institution effective September 1, 1948.

President K. G. Skaggs is the third administrative head of the College. He assumed his duties on July 1, 1949. A reorganization of curricula was immediately instituted, and terminal and adult programs were instituted. These programs, along with the already existing university parallel program of study, have been greatly expanded. All phases of the curricula have shown continued growth and development.

A milestone in the history of Chipola Junior College was the move, in 1953, from its original location at the former Marianna Army Air Base to a new campus located on the northern city limits of Marianna. The College was opened on its new site in temporary buildings. College officials planned immediately for new facilities and a new physical plant. The first permanent structure, used as a combination administration, library, and classroom building, was completed and occupied in 1954. Four additional permanent buildings were completed and occupied in 1957; two more were completed and ready for occupancy in 1958.

Chipola's physical growth has been matched by a steady growth in student enrollment and faculty. Evidence of growth with regard to official recognition by other institutions of higher learning came in 1957 when Chipola Junior College was accepted into membership and fully accredited by the Southern Association of Colleges and Secondary Schools.

PHYSICAL PLANT

The campus is a beautifully wooded and landscaped tract, a gift from the City of Marianna. Administrative, instructional, and recreational facilities consist of seven permanent buildings of brick and masonry construction.

The Administration Building, completed in 1957, houses all administrative offices, a faculty lounge, faculty offices and four class rooms.

The Library Building houses 8000 volumes (excluding general reference books and periodicals), librarians' offices, work and storage rooms and two general reading rooms. This building was completed and occupied in 1958.

The oldest structure on the campus is the Social Science Building, first occupied in 1954. Prior to 1957 this building housed administrative offices, the library and class rooms. It is now used solely for classrooms and faculty offices.

Laboratories for Biological Sciences, Chemistry and Physics are in the Science Building, completed in 1957. Here are also located classrooms for all mathematics and natural science classes, a teaching auditorium, and faculty offices.

Construction of the Field House was started in 1954 and completed in 1957. Complete facilities for physical education for both men and women are included. The Field House is also utilized for both intramural and intercollegiate sports. All home basketball games are played here.

Included in the Student Center Building are the Cafeteria, Snack Bar, Student Lounge, and an office and conference room for student government activities. This building was first occupied during the 1957-58 school year.

Adjoining the Student Center is Chipola's newest building, the Auditorium, completed in 1958. This modern building is used for all convocations and other student-faculty assemblies, and dramatic and musical presentations.

The Men's Dormitories plus housing facilities for married students and faculty are located at Chipola Circle, six miles north of the main campus.

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 such colleges exhibit, 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, 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 make the junior college especially inviting.

Not any less important is the fact that 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 programs, 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 imbedded 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 of Jackson, Calhoun and Washington 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 or 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 and business, to serve the entire West Florida area and to do everything it can to foster opportunities for employment in and development of these 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 may 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 terminal programs that will fit them for employment in industry and 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 counseling and guidance 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 STANDING

Chipola Junior College is a member of and is fully accredited by the Southern Association of Colleges and Secondary Schools, the regional accrediting agency for institutions of higher learning in this geographical area. This means that credits earned at Chipola are recognized and accepted by other colleges and universities throughout the United States.

Students planning to earn advanced degrees at four-year colleges and universities anywhere in the United States may transfer work completed at Chipola with no loss of credit.

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. Institutional membership is also maintained in several other professional organizations open to institutions of higher learning.

VETERAN'S EDUCATION

Chipola Junior College is approved for training veterans under the provisions of Public Law 550 (Korean G. I. Bill of Rights) and Public Law 894 (Vocational Rehabilitation Act). The College is also approved by the Veterans Administration for training under Public Law 634 (War Orphans Assistance Act).

Prospective veteran students or the eligible children of deceased veterans who plan to attend under any of the Veterans Administration programs should secure a valid certificate of eligibility and present same to the Dean on or before the registration date. It is suggested that prospective students contact the nearest Veterans Administration office to make sure that all of the necessary papers are in order. Also, those desiring further information are urged to contact the Dean regarding the procedure and selection of a vocational objective.

GUIDANCE PROGRAM

Under the direction of Director of Counseling and Guidance 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 or her 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 semester all entering or first-year students are required to attend orientation programs, participate in small group meetings 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.

Freshman Orientation is a required course for all entering students. Certain students are required to take remedial courses in order to improve reading ability.

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

SCHOLARSHIPS AND SELF-HELP

1. State Scholarships. Chipola Junior College is one of the approved Florida institutions for 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 school year for a maximum of four years. The recipient is obligated to teach one year in Florida's public schools 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 Superin-

endent of Public Instruction concerning competitive examinations for these scholarships.

2. Gift Scholarships. Several gift scholarships, administered by the College, have been established by individuals, civic clubs, and business organizations of Northwest Florida.

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

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

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 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 cents per hour. Working students may collect the amounts 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.

5. Student Loans. The W. H. Nobles Fund for Education and the J. C. Corcoran Fund for Education have been established by groups of Marianna business and professional men for the purpose of making loans to worthy Chipola Junior College students. Both funds are administered by the President, Chipola Junior College.

FACILITIES FOR ROOM AND BOARD

A limited number of male students will be housed in dormitories at Chipola Circle and will be furnished free transportation to and from the main campus for classes and meals.

No dormitory facilities are available for women students. Women students may secure rooms in approved private homes in Marianna. Housing in private homes in Marianna is also available for male students.

Although the college will assist any student in obtaining suitable living quarters off campus, no responsibility for these students can be assumed. The college wants all parents to know that students living off campus are under the supervision and jurisdiction of college officials only while actually on the campus.

The Cafeteria is located in the Student Center Building on the main campus. Students living both off and on the campus may use this facility for meals. Three meals are served each day except Sunday.

Neither the dormitories nor the cafeteria will be open for the summer session.

MEDICAL SERVICE

Although first aid treatment is available on the campus for minor injuries, student fees do not include any medical service. The college has no medical clinic or hospital. In case of serious illness or accident on the campus the parents and or the family physician are notified immediately.

Emergency treatment by private physicians or hospitalization are at the student's or parents' expense.

SPORTS AND RECREATION

A distinct contribution to the recreational facilities of the college is the Student Center. In this building, open for all students, is located the student lounge, snack bar, and Student Government Association facilities. Also, in this building, dances, parties and receptions will be held.

Chipola Junior College participates in interscholastic basketball. Its teams

in former years have provided successful seasons in this sport, and a good schedule of games with colleges in Florida and nearby states has been arranged. Students are urged to participate in this varsity sport, and it is the insistent wish of the administration that a high level of sportsmanship be maintained at all times.

The college also offers a program of intramural sports in which all students may participate. Both women and men are urged to participate in one or more intramural sports activities.

Physical education is required of all students as a part of the academic curriculum. Students with physical disabilities may be relieved of this requirement upon the recommendation of a practicing physician. Veterans and other students over twenty-five years of age may be excused from physical education upon written application to the Dean.

STUDENT PUBLICATIONS AND ACTIVITIES

Through the cooperation of the administration and the faculty, two student publications represent the school.

The Papoose, the college 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 extra-curricular activity of students.

The Dramatics 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 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 Korean War Veterans.

The Circle K Club is a student civic club sponsored by the local Kiwanis Club.

ADMISSION

The following qualifications, requirements and conditions for admission of students to Chipola Junior College are in effect for students entering on or after 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 a 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 psychological examination administered as a part of the Florida Statewide Twelfth Grade Testing Program.

2. An applicant who is a graduate of an accredited high school or who possesses the equivalent of a high school education 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 Admissions Committee of Chipola Junior College for a personal interview and take a psychological examination under the direction of the Admissions Committee. After reviewing the evidence obtained from such interview and examination the Admissions 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 disease.

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 and requirements, 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 Dean, and the student may be subject to the loss of quality points or credit, or dismissal from the college. Absences 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 or 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 disciplinary rules will be final.

4. **Grading System.** The following system of grading is used:

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 per credit hour.

F—Failure—No quality points.

I—Incomplete.

W—Officially withdrawn.

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

5. **Scholastic Suspension.** Students who fail more than fifty percent of the semester hours attempted or pursued during any semester or session are subject to scholastic suspension for one semester. However, this regulation does not apply to the special student who is pursuing a single course.

First-time or entering Freshmen students, although subject to scholastic suspension if they fail more than fifty percent of the work attempted, may, on request, be placed on probation in lieu of suspension.

All suspension cases will be referred to the faculty Administrative Council for final decision.

6. **Probation.** Scholastic probation refers to certain minimum scholastic standards which must be maintained as a condition for remaining in college. In general, a student placed on scholastic probation must maintain a scholastic average of 2.00 (C) or better. However, the exact terms of the probation are given in writing to the student concerned.

Disciplinary probation refers to certain individually prescribed conditions concerning personal behavior which must be maintained if the student is to remain in college.

A student may be admitted on scholastic probation by the Admissions Committee. All other cases of both scholastic and disciplinary probation are handled by the faculty; Administrative Council whose decision is final.

7. **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 or re-examinations will be given only with the approval of the President.

8. **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 Dean. The student should consult the college calendar for the last date for making such changes.

9. Requirements for Graduation. To be awarded the Associate in Arts Degree by Chipola Junior College, a student must have maintained a scholastic average of "C" (2.00) or better and must have successfully completed a total of not less than 64 semester hours of college work, the last 24 semester hours being taken in residence at Chipola Junior College. Effective for students entering on or after June 9, 1959, the semester hours offered for graduation must include those listed elsewhere in this catalogue as one of the prescribed curricula, or the following:*

Oriantation 100	1 sem. hr.
English 100 or 101 and 102	8 sem. hrs.
Mathematics (any course)	3 sem. hrs.
Humanities 201 - 202	8 sem. hrs.
Any six or more semester hours from among Biological Science, Physical Science, Chemistry, or Physics courses	6 sem. hrs.
Any six or more semester hours from among: History, Geography, Sociology, Political Science.	

Economics, or Social Science (Survey) courses..... 6 sem. hrs.
PE 101-102 and 201-202 or similiar PE activity courses 4 sem. hrs.

The remaining 28 semester hours may be selected by the student if he or she elects to meet the requirements listed above instead of following one of the prescribed curricula listed under Courses of Study in this catalog. However, it is recommended that one of the prescribed curricula be followed.

The Physical Education requirement may be waived if the student has requested same due to physical disability, age, or prior military service.

A certificate may be issued to those students who complete all of the requirements for graduation except the maintenance of the "C" or 2.00 scholastic average.

*Comparable courses completed at other colleges and universities may be substituted subject to limitations named elsewhere in this catalogue.

10. Transfer Students. Any student who has previously attended any other college or university is classified as a transfer student. Such students must meet regular admission requirements plus presenting proof of honorable dismissal and eligibility to return to the last institution attended.

An evaluation of credit earned elsewhere is made by the Dean for each transfer student. No work completed elsewhere with a grade below "C" is accepted as semester hours toward graduation by Chipola Junior College.

Credits earned at other institutions accredited by regional accrediting agencies are, subject to the provision noted above, accepted unprovisionally by Chipola Junior College. Credits earned at unaccredited institutions are handled on an individual basis; in general, such credits are accepted on a provisional basis.

11. Student Load.

A. The minimum load for full-time students in so far as classification is concerned, is 10 semester hours per semester or 6 semester hours per summer session. All other college level students are classified as special or part-time students.

For veterans enrolled under the provisions of Public Law 550 or 894, the Veterans Administration considers a load of 14 or more semester hours per semester as full-time; a load of 11-13 semester hours as 3/4 time; a load of 7-10 semester hours as 1/2 time; and a load of 6 or less semester hours as less than 1/2 time. This applies to semesters only. Special provisions apply to the summer session.

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

1. The maximum load for an entering or first-time student is 18 semester hours per semester.
2. No student will be allowed to pursue a load of over 18 semester hours per semester unless he or she maintained a scholastic average of "B" (3.00) or above for the preceeding semester or session.
3. The maximum load in any case is 21 semester hours per semester or 10 semester hours per summer session.

12. Part-time and Special Students. Part-time students will be accepted for college work upon the approval of the President or Dean. 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 or Dean and after payment of the proper fees. However, students pursuing work for credit must meet college entrance requirements listed elsewhere in this catalog.

EXPENSES

Expenses listed below apply to all except Adult Division Students. Full information concerning these charges may be secured by contacting the Dean and Admissions Officer.

All charges for fees and room rent (if desired) are due and payable at the time of registration.

I. Matriculation Fee:

- A. For the Fall and Spring semesters:
 1. For all full-time students: \$40.00 per semester.
 2. For all part-time students: \$5.00 per semester hour.
- B. For the Summer Session: None

II. Student Activity Fee:

- A. For the fall and spring semesters:
 1. For full-time students: \$10.00 per semester
 2. For part-time students: NONE
- B. For the summer session: NONE

III. Tuition:

- A. For the fall and spring semesters:
 1. For full-time students:
 - a. Florida district residents: None
 - b. Florida non-district residents: \$10.00 per semester.
 - c. Non-Florida residents: \$50.00 per semester.
 2. For part-time students:
 - a. Florida district residents: None
 - b. Florida non-district residents: \$1.00 per semester hour.
 - c. Non-Florida residents: \$5.00 per semester hour.
- B. For the summer session (all students): \$7.00 per semester hour.

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

V. Laboratory Fees (Applicable only to students registering for these courses):

- A. Art 131 and 132: \$5.00 per course.
- B. Biological Science 111, 112, 215, 216, 225 and 226: \$3.00 per course.
- C. Chemistry 111, 112, 220, 221, and 222: \$3.00 per course.
- D. Physics 201 and 202: \$3.00 per course.
- E. Photography 150: \$3.00 per course.
- F. Business 101, 102, and 230: \$3.00 per course.
- G. Physical Education 101, 102, 201, and 202: \$1.00 per course.

VI. Transcript Fee (Applicable only to those students who request more than one transcript; the first transcript is furnished free of charge): \$1.00 per transcript.

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

VIII. Dormitory; Rent (For students living in the college dormitories): \$42.50 per semester; a breakage deposit of \$5.00 is also required.

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

X. Cafeteria Charges:

Students may purchase meal tickets or pay their meals each time they go to the cafeteria. The current cost is approximately \$1.65 per day. Prices are subject to change with the fluctuation in the cost of food.

RECAPITULATION OF EXPENSES FOR FULL-TIME FLORIDA STUDENTS WHO RESIDE IN THE COLLEGE DISTRICT

(for a school year of two semesters)

1. For the day student who commutes each day from home:

Matriculation and Student Activity Fees	\$100.00
Books, school supplies and laboratory fees (estimated) ...	45.00

TOTAL \$145.00*

*This does not include any meals or transportation expenses. If the student desires to eat the noon meal at the college cafeteria, the cost per school year would be approximately \$100.00.

2. For the boarding student who lives on the campus five days per week and spends his week-ends at home:

Matriculation and Student Activity Fees	\$100.00
Room Rent	85.00
Books, school supplies and laboratory fees (estimated) ...	45.00
Meals (estimated)	300.00

TOTAL \$530.00**

**This does not include any allowance for transportation, laundry or incidental expenses.

3. For the full-time boarding student who lives on the campus the full seven days per week:

Matriculation and Student Activity Fees	\$100.00
Room Rent	85.00
Books, school supplies and laboratory fees (estimated) ...	45.00
Meals (estimated)	425.00
Incidental expenses, including laundry (estimated)	75.00

TOTAL \$730.00

Note: For other Florida students (non-district residents), add \$20.00 per year to the above totals; for non-Florida students, add \$100.00 per year to the above totals.

REFUND POLICY

1. The Student Activity Fee and all laboratory fees are non-refundable.

2. The Graduation Fee will be refunded in the event a student fails to meet the requirements for graduation.

3. For the Matriculation Fee charges the refund schedule is as follows:

A. For semester charges:

Attendance for four weeks or longer	None
Attendance for between three and four weeks	25%
Attendance for between two and three weeks	50%
Attendance for two weeks or less	75%

B. For summer session charges (per three week term):

Attendance for more than one week	None
Attendance for one week or less	50%

4. For Dormitory Rent the refund schedule below applies to students who withdraw from school or voluntarily vacate the dormitory room during the semester:

Occupancy for four weeks or longer	None
Occupancy for between three and four weeks	25%
Occupancy for between two and three weeks	50%
Occupancy for two weeks or less	75%

COURSES OF STUDY

COURSES OF STUDY LEADING TO ADVANCED DEGREES AT FOUR-YEAR COLLEGES AND UNIVERSITIES

General Information

Any student who plans to transfer to a four-year college or university after graduation from Chipola Junior College should consult the Dean concerning an approved course of study that will fulfill the requirements of the school to which he expects to transfer. Also, the student may write to the Registrar or Dean of the school he expects to attend after graduation from Chipola 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.

1. THE GENERAL COLLEGE COURSE.

This curriculum should be followed by students who expect to transfer to a four-year college, but have not yet decided upon a definite objective. Also, this curriculum is designed to fulfill the general college or general education requirements of most four-year colleges.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
Or 100	1	Hu 201-202	8
BioSc 111-112* or		PhySc 111-112** or	
PhySc 111-112**	6	BioSc 111-112*	6
Mathematics***	3-4	En 205	3
Social Science****	6	Social Science****	6
PE 101-102	2	PE 201-202	2
En 100 or 101 & 102	8	Electives*****	6-9
Electives*****	6-3		
	32-30		31-34

*BioSc 215-216 or 225-226 may be substituted.

**Chem 111-112 may be substituted.

***Any one course; student may elect Ma 115, 140, or 155.

****Any six semester hours in History, Economics, Political Science, Geography, Sociology or Social Science (Survey); SocSc 111-112 is recommended for the Freshman year. Students planning to transfer to Florida State University should take SocSc 111-112 during the Freshman year and either Hist 121-122 or 201-202 during the Sophomore year.

*****The Dean or other faculty counselor should be consulted concerning elective subjects. In general, they should be in the area or field of the student's major interest. Students planning to transfer to the University of Florida should include Phil 185.

2. PRE-AGRICULTURE COURSE.

This curriculum includes the first two years of work for students who plan to earn a degree in Agricultural Education, Agricultural Science, or Agricultural Engineering. It is designed primarily for students who expect to transfer to the University of Florida. Students who plan to transfer to Alabama Polytechnic Institute (Auburn) or other schools should consult the Dean for a planned program.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
Or 100	1	Hu 201-202	8
En 100 or 101 & 102	8	Chem 111-112***	8
BioSc 215-216*	6	BioSc 225-226*	6
Math** and Phil 185****	6-7	Electives*****	8-10
SocSc 111-112	6		
PE 101-102	2		30-32
Electives*****	3-4		
	32-34		

*Student may elect to take BioSc 111-112 and BioSc 215-216. However, 215-216 and 225-226 are recommended.

**Ma 115 meets the minimum requirement. However, Ma 155-156 (9 semester hours) should be taken if student plans to enter Agricultural Engineering; also, either Ma 140 and 150 or 155-156 are recommended for all students. At least Ma 140 should be pursued as either a prerequisite or corequisite for Chemistry.

***PhySc 111-112 should be pursued during the Freshman year if student's record and test scores indicate a weakness in Chemistry or Mathematics. In this case, some of the work listed for the Freshman year will have to be postponed until the Sophomore year.

****Phil 185 is not needed if the student earns credit in six or more semester hours of Mathematics.

*****The Dean or other faculty counselor should be consulted concerning elective subjects. Me Dr 121 should be scheduled for either the first or second years if the student desires to enter Agricultural Engineering. Physics is a highly desirable elective if the student has the necessary prerequisites. En 205 is recommended as an elective for all students.

3. PRE-BUSINESS ADMINISTRATION COURSE.

The program of study outlined below is recommended 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.
Or 100	1	Hu 201-202	8
En 100 or 101 & 102	8	PhySc 111-112 or BioSc 111-112	6
BioSc 111-112 or PhySc 111-112	6	Acct 201-202	6
Ma 115 or 140*	3	Ec 205-206	6
Social Science**	6	Ma 210-220*	6
PE 101-102	2	PE 201-202	2
Electives**	6-9		
			34

32-35

*Ma 115 will satisfy the minimum requirements if the student plans to transfer to Florida State University. However, the University of Florida requires Ma 210-220, and, in general, Ma 140 is needed as preparation for these courses. Also, Ma 210 and/or 220 is recommended for several major areas at Florida State University. Ma 140 is recommended as a minimum for all students.

**Students planning to transfer to Florida State University need SocSc 111-112 and either Hist 121-122 or 201-202. These students should take SocSc 111-112 and History during the Freshman year, or take History during the Sophomore year instead of Ma 210-220. Psychology 205 should be scheduled if possible.

4. PRE-EDUCATION COURSE.

This is the recommended curriculum for students planning to work toward a degree in Elementary or Secondary Education. Curricula for Agricultural Education and Home Economics Education are listed elsewhere in this section.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Hu 201-202	8
BioSc 111-112 or PhySc 111-112*	6	PhySc 111-112 or BioSc 111-112*	6
Or 100 & Ed 105**	4	Ed 205**	3
Psy 205***	3	Psy 206 or 207***	3
Ma 115 or 140*	3	SocSc****	6
SocSc****	6	PE 201-202	2
PE 101-102	2	Electives*****	3-6
Electives*****	0-3		
			31-34

32-35

*Chemistry should be pursued instead of PhySc 111-112 if student plans to teach Science in the secondary school; in this case, PhySc 111-112 should be pursued only if necessary as a prerequisite for Chemistry. Either BioSc 215-216 or 225-226, or both, should be pursued instead of BioSc 111-112 if the student expects to have Science as a major field. Student should take Ma 155-156 instead of 115 or 140 if he expects to teach Mathematics; this would necessitate taking Ma 255-256 during the Sophomore year instead of other work shown above.

**Students planning to transfer to Troy State College should not take Ed 105 and 205 at Chipola. These subjects are scheduled for the third and fourth years at Troy State. Elective subjects should be scheduled instead.

***Psy 205 is required for all students who intend to teach. It should be scheduled for either the second semester of the Freshman year or the first semester of the Sophomore year. Students planning to transfer to Florida State University or the University of Florida should take either Psy 206 or 207. In general, Psy 206 is recommended for elementary majors and Psy 207 for secondary majors. Neither Psy 206 nor 207 are scheduled for the first two years at Troy State College; students planning to transfer there should take other subjects in the social science area or electives instead of Psy 206 or 207.

****Students planning to transfer to Florida State University need SocSc 111 and either Hist 121-122 or 201-202, plus SocSc 112 or one course in Sociology, Political Science, Economics, or Geography. Students planning to transfer to Troy State College need Hist 201-202, Soc 150, and Geog 205-206. Elective subjects should be in the social science area if the student plans to teach in that area of the secondary school.

*****Students should consult the Dean or other faculty counselor concerning electives. Phil 185 should be included if the student plans to transfer to the University of Florida.

5. PRE-ENGINEERING COURSE.

The program outlined below is designed primarily for students who plan to transfer to the University of Florida and earn a degree in some field of Engineering. Footnotes give necessary variations for students who plan to transfer to Alabama Polytechnic Institute (Auburn). Students planning to transfer to any other college should consult the Dean for a planned program.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Hu 201-202****	8
Ma 155-156*	9	Ma 255-256	8
Social Science**	6	Phys 201-202**	10
Chem 111-112**	8	MeDr 121-122*****	6
PE 101-102	2	PE 201-202	2
Or 100	1		
			34

34

*Students not qualified to take Ma 155 during the first semester will be required to take Ma 100 as a prerequisite. Such students will take Ma 100 during the first semester, Ma 155 during the second semester, and Ma 156 during the summer session. They will then be ready to take Ma 255-256 during 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 on entrance will be required to take PhySc 111-112 as a prerequisite. This will necessitate shifting Chemistry to the Sophomore year, and Physics will have to be postponed until the Junior year unless some work is taken during the summer session. Chem 220 should be scheduled, if possible, during either the Freshman or Sophomore year.

***SocSc 111-112 is recommended for students planning to transfer to the University of Florida; other subjects such as Political Science and Economics are acceptable. Students planning to transfer to Alabama Polytechnic Institute should schedule Ec 205 and either Hist 201 or 202.

****Students planning to transfer to Alabama Polytechnic Institute should take Geog 205 and En 205 instead of Hu 201-202.

*****MeDr 121-122 may be pursued during the Freshman year, but the Sophomore year is recommended. If it is taken during the Freshman year, Social Science should be pursued during the Sophomore year.

6. PRE-FORESTRY COURSE.

The curriculum outlined below is designed primarily for those students who plan to transfer to the University of Florida and earn a degree in Forestry. Students who plan to earn a degree in Forestry at Alabama Polytechnic Institute or other schools should consult the Dean for a planned program of study.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Hu 201-202	8
Ma 155-156 or 140-150*	9-6	Chem 111-112	8
BioSc 215-216	6	For 255-256	4
Social Science**	6	Social Science**	3
For 150 and Or 100	3	PE 201-202	2
PE 101-102	2	Physics 201-202***	2
Electives***	0-3	or Electives	10
	<u>34</u>		<u>35</u>

*Either Ma 155-156 or 140-150 will meet the minimum requirements; Ma 155-156 is recommended for students well qualified in Mathematics. However, the student may be required to take Ma 100 as a prerequisite course if he is not qualified to take Ma 140 or 155 on entering college. This would necessitate attending a summer session or shifting some of the mathematics course to the second year. The Student must take Ma 155-150 if he takes Physics during the Sophomore year.

**The student needs a minimum of 6 semester hours in the Social Science field, but nine semester hours are recommended. Economics 205-206 and PolSc 211 or 212 are recommended; SocSc 111-112 will meet the minimum requirements at the University of Florida.

***BioSc 225-226 (General Zoology) is recommended if the student elects to major in Wildlife Management. Physics is required for Forestry majors but will likely have to be postponed until the junior year for some students. If Physics is not scheduled, student should take En 205.

7. PRE-HOME ECONOMICS COURSE.

The course of study listed below is recommended 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 100 or 101 & 102	8	See* (Below).	
BioSc 111-112	6		
Chem 111-112**	8		
Ma 115 or 140***	3		
Psy 205	3		
Soc Sc 111 or Soc 150	3		
PE 101-102	2		
Or 100	1		
	<u>34</u>		

*Since Chipola does not presently offer professional courses in Home Economics it is recommended that the student transfer to a college offering such courses after two or three semesters. Additional work applicable toward a degree in this field is offered at Chipola, but the student will be handicapped by not being able to take Freshman and Sophomore level professional courses until the Junior year. If the student takes more than two semesters of work at Chipola, Humanities 201-202, History 121-122 or 201-202, Economics 205, Social Science 112 or Sociology 150, and English 205 should be scheduled.

**If the student is not eligible to take Chemistry on entering college, PhySc 111-112 should be scheduled as a prerequisite. This would necessitate the postponement of Chemistry to the Sophomore year.

***Ma 115 meets the minimum requirement at Florida State University. However, Ma 140 is recommended for all students.

8. PRE-LAW COURSE.

This is the recommended course of study for all students who expect to earn the bachelor's degree and subsequently enter any school of law.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 101-102	8	Hu 201-202	8
BioSc 111-112 or PhySc 111-112	6	PhySc 111-112 or BioSc 111-112	6
Ma 115 or 140	3	Ec 205-206	6
Hist 201-202 or PolSc 211-212	6	PolSc 211-212 or Hist 201-202	6
Span 101-102 or Elective*	6	Span 201-202 or Elective*	6
PE 101-102 and Or 100	3	PE 201-202	2
	<u>32</u>		<u>34</u>

*Foreign language is required if the student elects to earn the B. A. or A.B. degree prior to entering law school; also, some law schools require foreign language for entrance. The University of Florida does not require foreign language for entrance to law school. If the student elects to take other subjects instead of Spanish, the 12 or more semester hours should be selected from Acct 201-202, En 205-206, Hist 155-156, and Psy 205. Phil 185 should be scheduled if the student plans to transfer to the University of Florida.

9. ART COURSE.

The curriculum outlined below is recommended for all students who plan to earn a degree in any phase of Art. It is designed primarily for those students who expect to transfer to Florida State University.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Art*	8
Art 111-112 & 121-122	8	PhySc 111-112 or BioSc 111-112	6
BioSc 111-112 or PhySc 111-112	6	Hist 121-122	6
Span 101-102	6	Span 201-202	6
SocSc 111 or Ma 115	3	Ma 115 or SocSc 111	3
Or 100	1	Soc 150**	3
PE 101-102	2	PE 201-202	2
	<u>34</u>		<u>34</u>

*Art courses to be pursued depend on interest and previous training

**Soc 150 or any one three semester hour course in Economics, Political Science or Geography.

10. PRE-MEDICAL COURSE.

All students planning to study Medicine, Dentistry, Pharmacy or Veterinary Medicine should consult the Dean concerning a planned program. The amount of work to be completed at Chipola and the time spent here prior to transfer will vary with individual students and their plans. In general, these students should complete two or three semesters at Chipola; in some cases, four semesters. Chipola offers no professional courses in Pharmacy, and professional schools presently require three years in residence for a degree. Pre-Pharmacy is therefore limited to one year at this time.

11. PRE-MINISTERIAL COURSE.

Students planning to become ministers should consult the Dean concerning a course of study to follow. In general, these students should follow the General College Course, and take elective subjects in History, Sociology, English, Philosophy, or Psychology. However, a program will vary considerably for individual students and their plans for the future.

12. MEDICAL OR LABORATORY TECHNICIAN COURSE.

Most four-year colleges and technical schools and hospitals offering degrees or certificates in Medical or Laboratory Technology require two years of college for admission to the professional phase of the curriculum. At present we recommend that the student who desires to earn a degree or certificate in this field spend from two to four semesters at Chipola, depending upon his or her specific plans. These students should consult the Dean for a planned program to fit their needs.

13. NURSING COURSE.

Chipola Junior College now offers most of the courses required during the first two years for those students who desire to earn a degree in Nursing. Most of the general college work required for a degree in Nursing Education (for persons who have already completed the Registered Nurses' course) is offered. Also, the college offers work recommended for those students who desire some college training prior to entering a hospital school for the Registered Nurses' course. We recommend that the student spend from two to four semesters at Chipola, depending upon her specific objective in the field and plans for the future training. All students interested in Nursing should contact the Dean for a course of study to follow while at Chipola.

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 the requirements for a four-year or professional degree. However, it is felt that a student can definitely profit from two years of college education. The aim of the planned programs of study listed below 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 these courses of study list many of the same subjects contained in the programs planned for those students who plan to earn four-year degrees. There are no separate classes for terminal students; also, there are no specific courses or subjects open only to terminal or university parallel students. The courses or subjects themselves are, in general, neither specifically for the terminal or the university parallel student. The arrangement of courses or subjects in the curricula below is specifically for the terminal student.

1. THE GENERAL OR LIBERAL ARTS COURSE.

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

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Hu 201-202	8
Natural Science*	6	Mathematics***	3
Social Science**	6	En 205	3
PE 101-102 and Or 100	3	PE 201-202	2
Electives	9	Electives	16
	32		32

*Any six or more semester hours in Biological Science, Physical Science, Chemistry, or Physics.

**Any six or more semester hours in History, Economics, Geography, Political Science, Sociology, or Social Science (Survey).

***Any Mathematics course except Ma 100, depending upon the student's background and interest.

2. ENGINEERING OR MATHEMATICS AID COURSE.

This course of study is designed for students who desire to obtain employment in industry or government service as Engineering or Mathematics Aids after two years of college.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Phys 201-202	10
Mathematics*	7-10	Mathematics*	9-11
PhySc 111-112 or Chem 111-112**	6-8	MeDr 121-122	6
SocSc 111-112***	6	En 205	3
PE 101-102 and Or 100	3	PE 201-202	2
Electives****	3-0	Electives****	3-0
	33-35		33-32

*Mathematics courses to be pursued during both the Freshman and the Sophomore years depend upon the student's secondary school background. For those who have the necessary prerequisites, Ma 155-156 (9 semester hours) plus Ma 200 (1 semester hour) during the Freshman year are recommended. These students would then take Ma 255-256 (Calculus) and Ma 220 (Elementary Statistics) during the Sophomore year.

Some students not eligible to take Ma 155 on entering college will have to take Ma 100 as prerequisite. Such students would take Ma 155 during the second semester. If Calculus is to be pursued during the Sophomore year, these students would have to take Ma 156 (the second half of the course 155-156) during the summer session. Otherwise, they would not meet the prerequisites for Calculus and would have to forego scheduling same.

Other students may elect to pursue Ma 140 (College Algebra), Ma 150 (Trigonometry), Ma 210 (Mathematics of Finance), and Ma 220 (Elementary Statistics), and omit Calculus. These students would likely need either Ma 100 or 115 as a prerequisite for Ma 140.

All students pursuing this curriculum should take as many Mathematics courses as possible. The minimum number of semester hours acceptable (but not recommended) is 15; the maximum is 24 semester hours.

**PhySc 111-112 is recommended unless the student has special interest in Chemistry.

***Economics or Political Science may be substituted.

****The Dean or other faculty counselor should be consulted concerning electives, if any. The student pursuing the maximum load in Mathematics will have no electives.

3. GENERAL BUSINESS COURSE.

The curriculum outlined below is designed for the student who plans to enter general business occupations after two years of college.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Hu 201-202	8
Mathematics**	6	Acct 201-202	6
Bus. 121-122 or Ec 205-206***	6	Ec 205-206 or Bus 251-252***	6
Social Science****	6	Bus 225	3
Bus 101-102 or Elective*	5	Electives****	6-9
PE 101-102 and Or 100	3	PE 201-202	2
	34		31-34

*Although this curriculum is not designed for clerks or typists, certain typewriting skills are essential. One or two semesters of typewriting, depending upon student's previous training, are required.

**Ma 115 and 118 will meet the minimum requirements. However, if the student has the necessary aptitude, such courses as Ma 140 (College Algebra), Ma 210 (Mathematics of Finance) and Ma 220 (Elementary Statistics) are recommended for either the Freshman or Sophomore year.

***Student may elect to take Bus 121-122, Ec 205-206, and Bus 251-252. At least 12 semester hours from this group are required.

****SocSc 111-112 (Survey), Political Science 211-212, or Sociology 150 are recommended.

*****En 205 is recommended; also, additional work in Social Science and/or Mathematics.

4. LIBERAL ARTS - SECRETARIAL COURSE.

This curriculum is designed for those students who desire to enter employment as a secretary after two years of college work.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
En 100 or 101 & 102	8	Hu 201-202	8
Ma 115 and 118	6	Acct 201-202	6
Bus 101-102 or Electives*	4-6	Ec 205-206 or Bus 251-252	6
Bus 111-112 or Electives*	6	Bus 215 and 230*	5
PE 101-102 and Or 100	3	Bus 225 and 240	6
Elective	3	PE 201-202	2
	30-32		33

*Exemption examinations are provided in typewriting and shorthand so that elementary typewriting and shorthand will not be repeated and more advanced courses may be scheduled. Students with two years of both typewriting and shorthand in secondary school may be eligible to begin with Bus 215 and Bus 230; if so, electives should be scheduled instead of beginning and intermediate courses.

5. ONE-YEAR STENOGRAPHIC COURSE.

This curriculum is designed for those students who plan to seek clerical or stenographic employment after only one year of college.

FRESHMAN YEAH	Sem. Hrs.
En 100 or 101 and 102	8
Bus 101-102 or Elective**	4-5
Bus 111-112 or Elective**	6
Acct 201**	3
Ma 118***	3
PE 101,102 and Or 100	3
Bus 230 and 240	5

32-33

**Exemption examinations will determine courses in typewriting and shorthand to be pursued. Those students qualified to begin with intermediate or advanced courses should take electives instead. Acct 202 should be included if possible.

***Ma 115 may be substituted if student cannot schedule Ma 118.

DIVISIONS OF INSTRUCTION AND COURSE OFFERINGS

General Information

The following are the official catalog course abbreviations used by Chipola Junior College:

Acct (Accounting)	MeDr (Mechanical Drawing)
Art (Art)	Mu (Music)
BioSc (Biological Science)	Or (Orientation)
Bus (Business)	PE (Physical Education)
Chem (Chemistry)	Phil (Philosophy)
Ed (Education)	Phot (Photography)
En (English)	Phys (Physics)
For (Forestry)	PhySc (Physical Science)
Geog (Geography)	PolSc (Political Science)
He (Health)	Psy (Psychology)
Hist (History)	RC (Reading Clinic)
Hu (Humanities)	Soc (Sociology)
Ma (Mathematics)	SocSc (Social Science)
	Span (Spanish)

Catalog 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 catalog 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 regardless of the catalogue number.

The figures 1, 2, 3, or D, in parentheses, following the descriptive title of the course indicate when the course is to be offered. (1) denotes offered during the 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 demand seems insufficient. Also, the figures designating when a course is to be offered are not to be construed as a guarantee on the part of the College.

The grouping of certain courses or subjects into divisions as shown in this catalog is an arbitrary grouping by the College for administrative purposes. Divisions of instruction are divided into departments for catalog listing, not for administrative purposes.

DIVISION OF BUSINESS

Mr. Lewis, Mr. Peters

Accounting

Acct 201. Elementary Accounting. (1)

Accounting 201-202 is an introductory course designed to provide basic practice 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 the department; either Ma 115 or 140 will ordinarily be required. 3 semester hours credit.

Acct. 202. Elementary Accounting. (2)

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

Business

Bus 101. Elementary Typewriting. (1)

An introductory course for students with no previous instruction in typewriting who desire a knowledge of basic keyboard skills and fundamental applications. Five hours laboratory per week. 2 semester hours credit.

Bus. 102. Advanced Typewriting (2)

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

Bus 111. Gregg Shorthand (1)

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

Bus 112. Shorthand Dictation and Transcription. (2)

A continuation of Bus 111 with increased practice in dictation and transcription. Dictation at 100 words per minute; transcription at 30 words per minute. Prerequisite: Bus 111 or one year of high school shorthand. 3 semester hours credit.

Bus 121. Introduction to Business. (D)

A survey course designed to acquaint the student with American business as a dynamic process. The first semester covers such topics as the private enterprise system, forms of business ownership, financial institutions, and the factors of production. 3 semester hours credit.

Bus 122. Introduction to Business. (D)

A continuation of Bus 121. Emphasis is placed on retailing, wholesaling, jobbing and manufacturing as types of business enterprises to be found in our economy; selling, advertising, transportation and other activities of business are investigated. 3 semester hours credit.

Bus 215. Advanced Shorthand Dictation and Transcription. (1)

An advanced course with emphasis on proficiency and mallable transcripts. Minimum goals: dictation at 120 words per minute; transcription at 40 words per minute. Prerequisite: Bus 112 and Bus 102, or equivalent. 3 semester hours credit.

Bus 225. Business Correspondence. (2)

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

Bus 230. Secretarial Machines. (1)

Practice in use of duplicating, voice recording, adding and modern com-

puting machines. Prerequisite: Bus 102 or equivalent. Five hours laboratory per week. 2 semester hours credit.

Bus 240. Office Practice. (2)

A course designed to intergrate the typewriting, transcription, and English skills essential to the secretary. A setting will be provided for studying the secretary's personality and duties, such as: filing, telephone techniques, meeting callers, locating information, mail handling, and actual office experience. Prerequisites: Bus 215, Bus 230, or consent of department. 3 semester hours credit.

Bus 251. Principles of Business Law. (D)

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.

Bus 252. Principles of Business Law. (D)

The legal relations of the surety and guarantor, sales, mortgages, insurance, property, landlord and tenant, deeds of conveyance, partnership, corporations, and bankruptcy. Prerequisite: Bus 251. 3 semester hours credit.

DIVISION OF COMMUNICATIONS AND HUMANITIES

Dr. Throssell (Chmn.), Dr. Haven, Mr. Copps, Mr. Gaines,
Mr. Bush, Mr. Taylor, Mr. Murray

Art

Art 111. Introductory Drawing. (1)

Graphic study of the structure, movement, and rhythm of the human figure as it relates to drawing and graphic expression. Four hours lecture and studio per week. 2 semester hours credit.

Art 112. Introductory Drawing. (2)

A continuation of Art 111 with emphasis placed upon spatial description through perspective and other means with greater exploration of the drawing processes through mixed technique. Prerequisite: Art 111 or consent of instructor. Four hours lecture and studio per week. 2 semester hours credit.

Art 121. Introduction to Color and Pictorial Composition. (1, 3)

Training in the problems of spatial organization through line, planes, color, light, motion, and volume. Oil or casien is the principal media. Four hours studio per week. 2 semester hours credit.

Art 122. Introduction to Color and Pictorial Composition. (2)

Problems of pictorial composition are more thoroughly studied with greater emphasis upon individual creativity and invention. Prerequisite: Art 121 or consent of instructor. Four hours studio per week. 2 semester hours credit.

Art 131. Introduction to Ceramics. (1)

Study of the nature of clays and glazes. Design and construction of pieces through hand, mold, and wheel methods; study; of the elementary processes involved in firing and glazing. Laboratory fee covers all materials needed during the course. Four hours studio per week. 2 semester hours credit.

Art 132. Introduction to Ceramics. (2)

A continuation of Art 131 with further study and practice in designing and constructing ceramic wares and greater emphasis upon the chemistry of glazes and various clay bodies. Laboratory fee covers all materials needed during the course. Prerequisite Art 131 or consent of instructor. Four hours studio per week. 2 semester hours credit.

Art 201. Introduction to Design. (1)

A course concerned with the fundamental principles of visual organization; line, color, form, space, motion, and texture. Emphasis upon two dimensional design in black and white and in color. Prerequisite: Art 112 and 122 or consent of instructor. Four hours studio per week. 2 semester hours credit.

Art 202. Introduction to Design. (2)

Emphasis is placed upon the application of the principles of design in the third dimension; constructions, modeling, carving, and fabrications of varied materials in conjunction with specific projects. Prerequisite: Art 201 or equivalent, or consent of instructor. Four hours studio per week. 2 semester hours credit.

Art 250. Introduction to Art Education. (3)

Exploration of various art media for personal expression. Emphasis is placed upon the role of art experiences in developing the emotional, intellectual, and creative growth of children. Laboratory, lecture, visual aids and class discussion are used. This is not a methods course, but is highly recommended for all teachers and for parents as well. 3 semester hours credit.

English

En 100. Communication Skills. (1)

This course is designed for those entering students whose test scores and secondary school records indicate a need for supplementary training in communication skills. The course content is the same as for En 101, but the class will meet five times per week, plus additional individual remedial assignments and tutoring. Upon successful completion of this course, 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 communication skills. The first semester integrates skills promotion with educational and vocational orientation. 4 semester hours credit.

En 102. Communication Skills. (1, 2, 3)

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 technical 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 En 105 with emphasis on class productions. Prerequisite: En 105 or consent of department. 2 semester hours credit.

En 151. College Publications. (1)

The principles of journalism integrated with work on college publications. 1 semester hour credit.

En 152. College Publications. (2)

The second half of the course En 151-152, Prerequisite: En 151 or consent of the department. 1 semester hour credit.

En 205. Effective Speaking. (1, 2)

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: En 101. 3 semester hours credit.

En. 206. Argumentation and Debate. (D)

The study of debate and its function in a democratic society. The course includes discovery and use of evidence, reflective thinking and logical reasoning; organization and adaptation of evidence and reasoning to public speaking; discussion and debate situations; methods of argumentation, including case preparation, briefing and logical elements of persuasion. 3 semester hours credit.

En 210. Survey of English Literature. (1, 3)

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 230. Specialized Writing. (1, 2).

A Sophomore course designed to provide specialized opportunities. Assignments will be individualized to accommodate interests in advanced types of writing. Conference hours are arranged with the instructor. Prerequisite: En 102. 2 semester hours credit.

Humanities

Hu 201. The Humanities. (1, 3)

This is an integrated course designed to increase the student's understanding and appreciation of great and vital ideas in western culture through the study of representative materials in art, music, literature, and philosophy. Hu 201 deals primarily with our ancient and medieval cultural heritage. No prerequisite, but the course is designed for Sophomore level students. 4 semester hours credit.

Hu 202. The Humanities. (2, 3)

A continuation of Hu 201. This course deals primarily with representative materials in art, music, literature, and philosophy of the modern period. Hu 201 is not a prerequisite, but the sequence is recommended. 4 semester hours credit.

Music

Mu 105-106-205-206. Glee Club. (1, 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 and church music. Prerequisite: Consent of the department. 2 semester hours credit.

Spanish

Span 101. Elementary Spanish. (1)

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

Span 102. Elementary Spanish. (2)

A continuation of Span 101 with emphasis on both oral and written expression. Prerequisite: Span 101 or equivalent. 3 semester hours credit.

Span 201. Intermediate Spanish. (D)

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: Span 102 or two years of high school Spanish. 3 semester hours credit.

Span 202. Intermediate Spanish. (D)

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

DIVISION OF NATURAL SCIENCE AND MATHEMATICS

Mr. Johnson (Chmn.), Mr. Clinton, Mr. Denmark, Mr. Stevens,
Mr. Murray, Miss Story, Mr. Sims, Mr. McGill

Biological Science

BioSc 111. General Biology. (1, 2, 3)

Biological Science 111-112 is a two semester course covering the fundamental principles of living organisms, both plant and animal; and man's place in the biological world. Special emphasis is given to such topics as entomology, parasitology, and heredity. Open to all students except those who have previously received credit for Botany, Zoology, or Physiology. Two hours lecture and two hour laboratory per week. 3 semester hours credit.

BioSc 112. General Biology. (1, 2, 3)

The second half of the course 111-112. Prerequisite: BioSc 111. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

BioSc 205. Human Physiology. (D)

This course deals with the structure and function of human organs, the function of the endocrines, and the interrelationship of the organs. Prerequisite: BioSc 111-112 or consent of the department. 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 halves of the course. 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. Prerequisite: BioSc 215 or consent of the department. Two hours lecture and two hours laboratory or field work per week. 3 semester hours credit.

BioSc 225. General Zoology. (1)

The classification, ecology, anatomy and physiology of invertebrate animals. No prerequisite, but BioSc 111-112 is recommended for all students who do not have a good secondary school background in biological science. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

BioSc 226. General Zoology. (2)

The comparative anatomy and physiology of representative vertebrate animals. Fish, frogs, reptiles, birds, and cats are representative animals studied. Prerequisite: BioSc 225 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

Chemistry

Chem. 111. General Chemistry. (1)

Chemistry 111-112 is designed to fulfill requirements in General Chemistry for the first year in science, pre-medical, engineering, forestry, and home economics curricula. The course includes the fundamental principles of chemistry; and non-metallic elements and their compounds and uses. Prerequisite: Consent of the department; in general, a course is high school chemistry or PhySc 112 will be required; Ma 140 or 155 is a corequisite unless student has previously completed three or more semester hours of college level mathematics. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

Chem 112. General Chemistry. (2)

The second half of the course 111-112. Prerequisite: Chem 111. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

Chem 220. Qualitative Analysis. (2)

Descriptive and structural views of selected ions; separation and identification of positive ions and selected negative ions. Prerequisite: Chem 112 or consent of department; Chem 112 is a corequisite if not a prerequisite. One hour lecture and four hours laboratory per week. 3 semester hours credit.

Chem 221. Organic Chemistry. (1)

Preparation and properties of various aliphatic and aromatic compounds. Prerequisite: Chem. 112. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

Chem 222. Organic Chemistry. (2)

The second half of the course 221-222. Prerequisite: Chem. 221. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

Forestry

For 150. Introduction to Forestry. (2)

This course is designed to orient the student to Forestry as a profession. The fundamental underlying principles of the field are stressed. Included are the qualifications, opportunities, and responsibilities of a Forester. 2 semester hours credit.

For 255. Dendrology. (D)

Forestry 255-256 is a two semester course dealing with the classification and distinguishing characteristics of commercially important forest tree species of the United States, including their size, form, habitat, and range. Prerequisite: BioSc 215. One hour lecture and three hours laboratory and field work per week. 2 semester hours credit.

For 256. Dendrology. (D)

The second half of the course 255-256. Prerequisite: For 255. One hour lecture and three hours laboratory and field work per week. 2 semester hours credit.

Mathematics

Ma 100. Intermediate Algebra. (1)

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 lineal and quadratic equations. This is a remedial course and it is not designed to satisfy the minimum general education mathematics requirement. Not open to any student who has completed any college level mathematics course other than Ma 115. 3 semester hours credit.

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 education 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 completed any college mathematics course other than Ma 100. 3 semester hours credit.

Ma 118. Business Mathematics. (D)

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, budget, taxes, installment buying, stocks and bonds, and check writing. This course is designed primarily for the terminal student and is not recommended for university parallel students to satisfy the general education or professional mathematics requirements. Also, it is not recommended for students who expect to earn a degree in business administration. 3 semester hours credit.

Ma 140. College Algebra. (1, 2)

This is the foundation course in algebra, and it is the prerequisite for more advanced mathematics courses. Scope of the course includes quadratic equations, progressions, binomial theorem, theory of equations, partial fractions, and determinants. This course should not be pursued if student intends to take Ma 155-156. Prerequisite: One or more years of high school algebra or Ma 100 or 115. 3 semester hours credit.

Ma 150. Plane Trigonometry. (D)

This course deals with the solution of triangles, 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 a two semester integrated course concerning college algebra, trigonometry, and analytical geometry. The material covered is unified by concepts of function and the correspondence between geometrical and numerical relations. Prerequisite: consent of the department; in general, an adequate rating on an algebra achievement test or Ma 100 will be required. 4 semester hours credit.

Ma 156. Basic Mathematics. (2, 3)

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

Ma 200. Slide Rule. (1)

Instruction and practice in the use of the slide rule. Recommended for all pre-engineering students 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: Ma 115; either Ma 140 or 155 is recommended. 3 semester hours credit.

Ma 220. Elementary Statistics. (2)

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: Ma 115; either Ma 140 or 155 is recommended. 3 semester hours credit.

Ma 255. Calculus. (1)

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

Ma 256. Calculus. (2)

This course includes intergration 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 student how to make and read engineering drawings. One hour lecture and four hours laboratory per week. Prerequisite: High school plane geometry or equivalent plus consent of department; either Ma 140 or Ma 155 should be a prerequisite or corequisite. 3 semester hours credit.

MeDr. 122. Descriptive Geometry. (2)

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

Photography

Photo 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 Science

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

Physical Science 111-112 are courses designed primarily for the non-science major. The aim of these courses is to give the student an elementary knowledge and appreciation of his physical environment. 111 is devoted primarily to elementary 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 completion of any course in physics. 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 course is taken after completion of any course in Chemistry. 3 semester hours credit.

Physics

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 consent of department. Ma 255 or consent of department is a corequisite. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

Phys 202. General Physics. (2)

The second half of the course deals with electricity, magnetism, and light. Prerequisite: Phys 201 or consent of department. Ma 256 or consent of department is a corequisite. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

DIVISION OF HEALTH AND PHYSICAL EDUCATION

Mr. Pavy (Chmn.), Mr. Green, Mr. Finlayson, Mrs. Holt

Health

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

This is a brief course designed to prepare the student for solving his or her personal health problems through an understanding of health rules and 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. (1, 2, 3)

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

Required Physical Education

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, and instruction in individual 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 PE 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 is 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. See PE 201 for description. Two hours laboratory per week. 1 semester hour credit.

Professional Physical Education

PE 105. Introduction to Recreation. (3)

This course is designed to acquaint the student with the field of recreation. Included is an examination of recreation positions in industries and other commercial outlets, municipalities, public institutions, churches, hospitals, and and private agencies. 1 semester hour credit.

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 205. Coaching of 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. Coaching of Baseball. (D)

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

PE 220. Introduction to Physical Education. (2, 3)

This course is designed primarily for physical education majors who plan to teach. It includes the historical background, fundamental concepts, program content, qualifications, training, and professional opportunities in the field. 2 semester hours credit.

PE 240. Sports Officiating. (D)

Lecture and discussion of rules along with practice in techniques of officiating various sports through laboratory experience. Student must be available for off-campus officiating after school hours. Three lecture-laboratory per week. 2 semester hours credit.

PE 260. Care and Treatment of Athletic Injuries. (D)

This course is designed to acquaint the student with the types of massage, techniques of taping, and their practical application. Three hours lecture-laboratory per week. 2 semester hours credit.

DIVISION OF THE SOCIAL SCIENCES

Mr. Hamilton (Chmn.), Mr. Bailey, Mr. Hull, Mr. Neeley,
Mr. Pelt, Mrs. Stuart, Mr. Lewis

Economics

Ec 205. Principles of Economics. (1)

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, 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 credit.

Education

Ed 105. Orientation to Education. (1)

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. 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. Prerequisite: Psychology 205. 3 semester hours credit.

Geography

Geog 205. World Geography. (1)

This 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. Credit will be granted without taking 206 but the sequence is recommended. 3 semester hours credit.

Geog 206. World Geography. (2)

The second half of the course 205-206. 205 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

History

Hist 105-106-205-206. Current Affairs. (1, 2)

A study of the events of the world today based on current periodicals, radio and television. Emphasis is placed on the development of informal judgments about public affairs by the student. Open to all students for a maximum of four semesters. 1 semester hour credit per course.

Hist 121. Western Civilization. (1)

A survey intended as a basic course to give perspective and to trace the development of political, economic, religious, and other cultural institutions and ideas. These phases of man's accomplishments are related to his history from the earliest beginnings to the close of the 17th century. 3 semester hours credit.

Hist 122. Western Civilization. (2)

A continuation of the story of man's development from 1700 to the present. Emphasis is given to showing how modern civilization with its present day problems and conditions has evolved. 3 semester hours credit.

Hist 201. American History to 1865. (1, 3)

A general survey of the development of the United States from the period of discovery and exploration through the Civil War. 3 semester hours credit.

Hist 202. American History Since 1865. (2, 3)

A survey course on the development of the United States from the Reconstruction period to the present. History 201 is not a prerequisite, but is recommended. 3 semester hours credit.

Philosophy

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. (2, 3)

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 a moral philosophy which will serve as the basis for meeting present day problems. 3 semester hours credit.

Political Science

PoiSc 211. American Federal Government. (1, 3)

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.

PoiSc 212. State and Local Government. (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.

Psychology

Psy 115. 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 previously completed 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, 3)

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, 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

SocSc 111. Survey of the Social Sciences (1, 2, 3)

The primary objective of the integrated social science course 111-112 is to give students a clear concept of our society and its major problems. The greater portion of the course deals with the various social institutions. It is intended that this course will enable the student to gain some insight into the stubborn character of major social issues and to nourish and motivate their critical thinking rather than to supply them with a tailor-made philosophy. 3 semester hours credit.

SocSc 112. Survey of the Social Sciences. (1, 2, 3)

The second half of the course 111-112. See above description. 3 semester hours credit.

Sociology

Soc 110. Preparation for Marriage (1, 2)

A historical and comparative study of courtship, mate selection, engagement, marriage and child rearing with the view of contribution 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 to 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.

NON-DIVISIONAL OR DEPARTMENTAL COURSES

Mr. Moates, Mr. Fenn

Or 100. Freshman Orientation. (1, 2)

The purpose of this course is to provide the entering student with the information necessary for successful adjustment to college life, work, and activities. Attention is given to study habits, vocational choice, social usage, courtship and marriage, and the development of a well-rounded philosophy of life. Required of all entering students. 1 semester hour credit.

Or 200. Sophomore Orientation. (2)

A non-credit course meeting once per week for six or more weeks. This course is designed to aid the student with problems concerning transfer to four-year colleges and/or entry into employment.

RC I. Reading Clinic. (1, 2)

A non-credit course designed to develop the reading proficiency of the entering students whose test scores reveal a lack of the reading skills necessary for successful college study in all areas. The course is required of all entering students whose test scores reveal an inadequacy, and is recommended for all students who desire to improve reading skills.

RC II. Reading Clinic. (2)

A continuation of RC I designed for those students who failed to remedy deficiencies in reading in one semester.

ADULT DIVISION

The Adult Division offers non-college level work. For full details the prospective student should contact Mr. W. C. Burdeshaw, Director.

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 other papers will be forwarded by return mail.

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

Dean
Chipola Junior College
Marianna, Florida

Dear Sir:

Please send the necessary admission papers to:

Name _____
(First) (Middle) (Last)

Mailing Address _____

I was graduated from _____ High School in 19_____

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

I expect to enroll for the _____ Semester or Session, 19_____.

Date _____ Signed _____

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