

Mildred Keen

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# CHIPOLA JUNIOR COLLEGE

- A public junior college supported by the State of Florida and Calhoun, Holmes, Jackson, Liberty and Washington Counties.
- Accredited by Southern Association of Colleges and Schools.
- Member of American Association of Community and Junior Colleges, American Council on Education, Florida Association of Community Colleges, Southern Association of Junior Colleges, and Florida Association of Colleges and Universities.

**MARIANNA, FLORIDA 32446**



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# CALENDAR 1974-75\*

## SUMMER SESSION, 1974 FIRST TERM

- May 8 — Wednesday** — Dormitories open, 12:00 Noon.  
**May 9 — Thursday** — Pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.; cafeteria opens for breakfast meal.  
**May 10 — Friday** — Registration for all students, 8:00 A.M. to 4:00 P.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon.  
**May 13 — Monday** — First term classes begin on regular schedule; late registration fee required for all late registrants.  
**May 15 — Wednesday** — Last date for first term registration; last date for changing class schedules.  
**June 4 — Tuesday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.  
**June 11 — Tuesday** — Last date on which a student may resign without penalty for reason of personal health.  
**June 20 — Thursday** — First term of summer session ends.  
**June 21 — Friday** — Final grades due in Registrar's office, 9:00 A.M.

## SECOND TERM

- June 20 — Thursday** — Pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.  
**June 21 — Friday** — Registration for all students, 8:00 A.M. to 4:00 P.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon.  
**June 24 — Monday** — Second term classes begin on regular schedule; late registration fee required for all late registrants.  
**June 26 — Wednesday** — Last date for second term registration; last date for changing class schedule.  
**July 4 — Thursday** — Holiday.  
**July 17 — Wednesday** — Last date in which a student may receive permission to drop or withdraw from any course without penalty.  
**July 24 — Wednesday** — Last date on which a student may resign without penalty except for reason of personal health.  
**August 2 — Friday** — Second term of summer session ends; cafeteria closes after noon meal; dormitories close, 6:00 P.M.  
**August 3 — Saturday** — Final grades due in Registrar's office, 9:00 A.M.

## FALL SEMESTER, 1974

- July 12 — Friday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.  
**July 19 — Friday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.  
**July 26 — Friday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 2 — Friday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 12 — Monday** — First faculty meeting, 9:00 A.M.

**August 18 — Sunday** — Dormitories open, 12:00 Noon.

**August 19 — Monday** — Pre-registration orientation for late applicants (by appointment), 8:00 A.M. to 4:00 P.M.; cafeteria serves first meal (breakfast).

**August 20 — Tuesday** — Individual advising for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 21 — Wednesday** — Individual advising for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 22 — Thursday** — Registration (by appointment), 8:00 A.M. to 4:00 P.M.

**August 23 — Friday** — Registration (by appointment), 8:00 A.M. to 12:00 Noon.

**August 26 — Monday** — Classes begin on regular schedule; late registration fee required for all late registrants.

**August 30 — Friday** — Cafeteria closes after evening meal; dormitories close 6:00 P.M.; Labor Day holiday begins 6:00 P.M.

**September 2 — Monday** — Holiday; dormitories open, 6:00 P.M.

**September 3 — Tuesday** — Late date for fall semester registration; last date for changing class schedules; cafeteria opens for breakfast meal; classes resume on regular schedule.

**October 21 — Monday** — Mid-semester progress grades due in Registrar's office, 9:00 A.M.

**October 28 — Monday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**November 27 — Wednesday** — Thanksgiving holidays begin, 6:00 P.M.; cafeteria closes after noon meal; dormitories close, 6:00 P.M.

**December 1 — Sunday** — Dormitories open, 6:00 P.M.

**December 2 — Monday** — Classes resume on regular schedule; last date on which a student may resign without penalty except for reason of personal health; cafeteria opens for breakfast meal.

**December 16 — Monday** — Final examinations begin.

**December 20 — Friday** — Fall semester ends; cafeteria closes after noon meal; dormitories close 6:00 P.M.; final grades due in Registrar's office, 4:30 P.M.

**SPRING  
SEMESTER, 1975**

**January 5 — Sunday** — Dormitories open, 12:00 Noon.

**January 6 — Monday** — Faculty reports, 8:00 A.M.; pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.; cafeteria opens for breakfast meal.

**January 7 — Tuesday** — Individual advising for new or entering students (by appointment), 8:00 A.M. to 12:00 Noon; registration (by appointment), 8:00 A.M. to 4:00 P.M.

**January 8 — Wednesday** — Registration (by appointment), 8:00 A.M. to 12:00 Noon.

**January 9 — Thursday** — Classes begin on regular schedule; late registration fee required for all late registrants.

**January 17 — Friday** — Last date for spring semester registration; last date for changing class schedules.

**March 5 — Wednesday** — Mid-semester progress grades due in Registrar's office, 9:00 A.M.

**March 14 — Friday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**March 26 — Wednesday** — Spring holidays for students begin, 6:00 P.M.; cafeteria closes after evening meal; dormitories close, 9:30 P.M.

**March 27 — Thursday** — Spring holidays for faculty begin, 4:30 P.M.

**April 1 — Tuesday** — Faculty holidays end; faculty reports, 8:00 A.M.; dormitories open 6:00 P.M.

**April 2 — Wednesday** — Classes resume on regular schedule; cafeteria opens for breakfast meal.

**April 18 — Friday** — Last date on which a student may resign without penalty except for reason of personal health.

**May 2 — Friday** — Final examinations begin.

**May 8 — Thursday** — Spring Semester ends; final grades due in Registrar's office, 4:00 P.M.; cafeteria closes after noon meal.

**May 9 — Friday** — Dormitories close, 10:00 A.M.

**May 12 — Monday** — Dormitories open, 12:00 Noon.

**May 13 — Tuesday** — Pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.; cafeteria opens for breakfast meal.

**May 14 — Wednesday** — Registration, 8:00 A.M. to 4:00 P.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon.

**May 15 — Thursday** — First term classes begin on regular schedule; late registration fee required for all late registrants.

**May 19 — Monday** — Last date for first term registration; last date for changing class schedules.

**June 10 — Tuesday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**June 17 — Tuesday** — Last date on which a student may resign without penalty except for reason of personal health.

**June 24 — Tuesday** — First term of summer session ends.

**June 25 — Wednesday** — Final grades due in Registrar's office, 9:00 A.M.

**June 24 — Tuesday** — Pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.

**June 25 — Wednesday** — Registration, 8:00 A.M. to 4:00 P.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon.

**June 26 — Thursday** — Second term classes begin meeting on regular schedule; late registration fee required for all late registrants.

**June 30 — Monday** — Last day for second term registration; last date for changing class schedules.

**July 3 — Thursday** — Holiday begins, 4:30 P.M.; cafeteria closes after noon meal; dormitories close, 4:30 P.M.

**July 6 — Sunday** — Dormitories open, 6:00 P.M.

**July 7 — Monday** — Classes resume on regular schedule; cafeteria opens for breakfast meal.

**July 22 — Tuesday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**July 29 — Tuesday** — Last date on which a student may resign without penalty except for reason of personal health.

**August 6 — Wednesday** — Second term of summer session ends; cafeteria closes after noon meal; dormitories close, 6:00 P.M.

**August 7 — Thursday** — Final grades due in Registrar's office, 9:00 A.M.

\*The preceding calendar applies primarily to college-level programs and students. Variations for vocational programs and students are shown in Vocational Division Calendar.

**SUMMER  
SESSION, 1975  
FIRST TERM**

**SECOND  
TERM**

## VOCATIONAL DIVISION CALENDAR\*\*

### SUMMER SESSION, 1974 FIRST TERM

**May 10 — Friday** — Registration for vocational students; classes begin on regular schedule.\*\*\*

**May 20 — Monday** — Last date for first term registration for vocational programs.

**June 20 — Thursday** — First term of summer session ends.

### SECOND TERM

**June 21 — Friday** — Registration for vocational students; classes begin on regular schedule.\*\*\*

**July 1 — Monday** — Last date for second term registration for vocational programs

**August 2 — Friday** — Second term of summer session ends.

### FALL SEMESTER, 1974

**August 19 — Monday** — Registration for vocational students; classes begin on regular schedule.\*\*\*

**September 18 — Wednesday** — Last date for fall semester registration for vocational programs.

**December 20 — Friday** — Fall semester ends.

### SPRING SEMESTER, 1975

**January 6 — Monday** — Registration for vocational students; classes begin on regular schedule.\*\*\*

**February 4 — Tuesday** — Last date for spring semester registration for vocational programs.

**May 8 — Thursday** — Spring semester ends.

### SUMMER SESSION, 1975 FIRST TERM

**May 14 — Wednesday** — Registration for vocational students; classes begin on regular schedule.\*\*\*

**May 22 — Thursday** — Last date for first term registration for vocational programs.

**June 24 — Tuesday** — First term of summer session ends.

### SECOND TERM

**June 25 — Wednesday** — Registration for vocational students; classes begin on regular schedule.

**July 3 — Thursday** — Last date for second term registration for vocational programs.

**August 6 — Wednesday** — Second term of summer session ends.

\*\*Holidays for the Vocational Division are the same as for college level programs. There are some variations other than shown above for some vocational programs, especially Practical Nursing. Program offerings for the second terms of the summer session are limited.

\*\*\*The late registration fee does not apply to Vocational Division students. Although students are urged to register on the regular dates shown above, students will be accepted for any vocational program until the dates shown above provided the class is not already overcrowded and the enrollment is approved by the Dean of Vocational and Technical Education. Full fees will be charged for any part of a semester or summer term.



## Administration

**DISTRICT BOARD OF TRUSTEES**

Calhoun County

Rex Davis, Jr., Blountstown, (1974)  
Dr. Elga White, Blountstown, (1977)

Holmes County

C. H. Barton, Bonifay, (1975)  
Orren R. Smith, (1977)

Jackson County

James S. Sheffield, Marianna, (1974)  
T. K. Snipes, Chairman, Malone, (1975)  
Wilmer L. Williams, Graceville, (1977)

Liberty County

(Member to be appointed)

Washington County

Walker Hughen, Chipley, (1975)  
Roger Laney, Chipley, (1975)

**COLLEGE ADMINISTRATION**

Raymond M. Deming, Ed.D. .... President  
G. W. Allen, Jr., M. A. .... Dean of the College  
Frederic L. Howell, M. S. .... Dean of Vocational  
and Technical Education  
James A. Lewis, M. S. .... Director of Business Affairs  
Marlon W. Godsey, M.Ed. .... Director of Student Personnel Services  
Eva J. Dixon, M. A. .... Director of Library Services  
Milton H. Johnson, M. S. .... Director of Athletics  
James H. McGill, M. S. .... Director of Physical Plant  
and Development  
C. D. West, Jr., M. A. .... Registrar and Admissions Officer

Dates following names indicate initial employment by Chipola.

**FACULTY**

Charles L. Adams (1960-61, 1966) ..... Biological Science  
B. S., Troy State College  
M.A., George Peabody College  
Neil D. Adams (1972) ..... Physics and Mathematics  
B.S., Eastern Kentucky State College  
M.S., Ph.D., University of Kentucky  
Augustus M. Adkison (1965) ..... Music  
B.M.E., M.M.E., Florida State University  
Shirley F. Adkison (1964) ..... Director of Counseling  
B.A., Lawrence College  
M. A., Michigan State University  
Joseph L. Alford, Jr. (1969) ..... Speech and Drama  
B.A., University of West Florida  
M.A., Florida State University  
G. W. Allen, Jr. (1948) ..... Dean of the College  
B.S. Troy State College  
M.A., University of Alabama  
H. Warren Almand (1964) ..... English  
B.S., College of Charleston  
M.A., Florida State University  
Miriam S. Bailey (1972) ..... English  
B.S., M.A., Ph.D., Florida State University  
Hubert W. Balboni (1969)\* ..... Biological Science  
B.S., Florida State University  
M.Ed., Mississippi State University  
Elizabeth M. Barnes (1966) ..... Social Science  
B.S., University of Georgia  
M.S., Florida State University  
Walter F. Basford (1967) ..... Auto Mechanics

**FACULTY**

- Hiram F. Bennett** (1973) ..... Plumbing  
**Ernest Paul Braxton** (1968) ..... Electricity  
 B.S., University of West Florida  
**Charles E. Brown** (1970) ..... Small Gasoline Engines  
**Clifford L. Callis** (1970) ..... Manager, Computer Center  
 B.S., Livingston State University  
 M.S., Auburn University  
**Albert B. Caraway** (1966) ..... Asst. to Dean of Voc. and Tech. Ed.  
 B.S., M.S., Florida State University  
**R. Earl Carroll** (1957-58, 1960) ..... English; Chairman, Division  
 B.S., M.S., Florida State University of Literature and Language  
**Dorothy T. Clemmons** (1967) ..... Spanish and English  
 B.A., Florida State University  
 M.A., University of Florida  
**Gwendolyn B. Conner** (1972) ..... Licensed Practical Nursing  
 B.S.N., Florida State University  
**Ruth E. Davis** (1948-49, 1964) ..... English  
 A.B., M.A., Florida State University  
**Lawrence J. DeFilippi** (1973) ..... Biological Science  
 B.S., Georgia Southwestern College  
 M.A., Auburn University  
**Raymond M. Deming** ..... President  
 B.S., Union University  
 M.A., Ed.D., George Peabody College  
**Eva J. Dixon** (1955) ..... Director of Library Services  
 A.B., M.A., University of Florida  
**J. Daniel Driskell** (1961) ..... History and Social Science  
 A.B., Howard College  
 M.A., Florida State University  
**Ellis G. Dungan** (1966) ..... Physical Education  
 B.S., Huntingdon College  
 M.A., Middle Tennessee State University  
**Eulles Edenfield** (1969) ..... Auto Mechanics  
**Brenda W. Evans** (1972) ..... Cosmetology  
**Joseph N. Façan** (1967) ..... Coordinator of Testing; Counselor  
 B.S., M.Ed., Tuskegee Institute



- John E. Flynn** (1964) ..... Humanities **FACULTY**  
 B.S., Troy State College  
 M.Ed., Auburn University  
 M.A., Florida State University  
**Marlon W. Godsey** (1965) ..... Director of Student Personnel Services  
 B.S., Memphis State University  
 M.Ed., University of Mississippi  
**Peggy Golden** (1967) ..... Cosmetology  
**Donald G. Holley** (1970) ..... Appliance Repair  
**Bonnie Holt** (1956) ..... Physical Education  
 B.S., University of Southern Mississippi  
**Merle Z. Houston** (1963) ..... Circulation Librarian  
 B.S., Troy State College  
 M.Ed., Auburn University



**FACULTY**

**Frederic L. Howell** (1965) \_\_\_\_\_ Dean of Vocational and Technical  
B.S., M.S., Florida State University Education

**Chu Shyen Huang** (1966) \_\_\_\_\_ Biological Science  
B.S., National Taiwan University  
M.S., University of Southern Mississippi

**Joseph F. Hull, Jr.** (1956) \_\_\_\_\_ History and Political Science  
A.B., M.A., University of Alabama

**Franklin E. Johnson** (1970) \_\_\_\_\_ Agriculture  
B.S.A., University of Georgia  
M.Ed., Florida A&M University

**Milton H. Johnson** (1961) \_\_\_\_\_ Physical Education, Chairman,  
B.S., Livingston State College Division of Physical Education and  
M.S., Florida State University Health; Athletic Director

**Charlton D. Keen, Jr.** (1965) \_\_\_\_\_ History and Social Science  
B.A., Birmingham-Southern College  
M.S., Florida State University

**Mildred H. Keen** (1969) \_\_\_\_\_ Assistant Librarian  
B.A., Agnes Scott College  
B.A.L.S., Emory University

**Lonnie H. Keene** (1970) \_\_\_\_\_ Humanities  
B.S., M.A., Florida State University

**Elek J. Lehoczky** (1965) \_\_\_\_\_ Mathematics  
B.S. Equivalent, Szegedi (Hungary) State Teachers College  
M.S. Equivalent, Egri (Hungary) State Teachers College

**James A. Lewis** (1957) \_\_\_\_\_ Director of Business Affairs  
B.S., M.S., Florida State University

**Albert E. Lightfoot** (1963) \_\_\_\_\_ English and Speech  
A.B., Stetson University  
Th.M., Southern Baptist Seminary

**Gernon L. Lombard** (1973) \_\_\_\_\_ Drafting  
B.S., M.Ed., University of West Florida

**Arthur R. Manning** (1965) \_\_\_\_\_ Coordinator of Veteran Affairs  
B. S., U. S. Naval Academy  
M. S., Florida State University

**Fauline J. Mathis** (1965) \_\_\_\_\_ Mathematics  
B. S., Troy State College  
M. S., University of Mississippi

**Patricia B. Mathis** (1961) \_\_\_\_\_ Mathematics  
B. A., Judson College  
M.A., Louisiana State University

**James H. McGill** (1952) \_\_\_\_\_ Director of Physical Plant and  
B. S., M.S., Auburn University Campus Development

**Louise J. Miller** (1965) \_\_\_\_\_ Business  
B.A., Mississippi College  
M.A., University of Mississippi

**Mary Lou Milton** (1973) \_\_\_\_\_ Mental Retardation  
B.S., M.A., University of Florida

**Jay L. Mitchell** (1962) \_\_\_\_\_ Physical Science  
B.S., Troy State College  
M.S., Florida State University

**Margie G. Mixson** (1966) \_\_\_\_\_ English  
B.A., Florida State University  
M.Ed., University of Florida

**Faye F. Monahan** (1968) \_\_\_\_\_ Business  
B.S., Salem State Teachers College  
M.Ed., Fitchburg State Teachers College

**Sidney Mordes** (1959) \_\_\_\_\_ Geography and Social Science  
B.A., University of Miami  
M.S., Florida State University

**Darrell H. Morton** (1965) \_\_\_\_\_ Biological Science  
B.S., M.A., University of Alabama

**Lawrence R. Nelson** (1960) \_\_\_\_\_ Music; Chairman, Division  
A.B., Asbury College of Fine Arts and Humanities  
M.M.E., Florida State University

**FACULTY**



**FACULTY**

- David W. Nicholson** (1962) ..... History and Social Science  
 B.S., M.S., University of Southern Mississippi
- Henry Dale O'Daniel** (1967) ..... Economics and Business  
 B.S., M.B.A., Murray State University
- James S. Pavy** (1956) ..... Physical Education  
 B.S., M.S., Florida State University
- Gloria P. Peacock** (1966) ..... Physical Education  
 B.S., M.S., Florida State University
- Frederick B. Peters** (1957-65, 1968) ..... Accounting; Chairman,  
 B.S., Troy State College Division of Business  
 M.A., University of Alabama
- Mertice B. Ringer** (1961) ..... English  
 B.A., Blue Mountain College  
 M.Ed., Mississippi College
- Robert E. Ringer** (1960) ..... Chemistry; Chairman,  
 B.S., Jacksonville State College Division of Natural Science  
 M.Ed., Mississippi College and Math
- Jerome D. Robbins** (1968) ..... Electronics  
 B.S., M.S., Florida State University
- R. A. Rogers** (1970) ..... Carpentry
- Carolyn Wilson Sapp** (1968) ..... Music and Humanities  
 B.M., Shorter College  
 M.M., Northwestern University
- Agnes M. Schack** (1971) ..... Health Service Aide  
 R.N., Orange Memorial Hospital
- James T. Sims** (1959) ..... Mathematics  
 B.S., Troy State College  
 M.S., Florida State University
- Joyner Sims** (1967) ..... Chemistry  
 B.S., M.S., Florida State University  
 Ph.D., Louisiana State University
- William H. Stabler** (1961) ..... Director of Learning Resources, Education  
 B.S., Troy State College  
 M.A., Ed.S., George Peabody College
- Josephine Story** (1955) ..... Mathematics  
 B.S., M.S., Florida State University
- Mary Frances Stuart** (1957) ..... History; Chairman, Division  
 B.S., Purdue University of Social Science  
 M.A., Florida State University
- Mary Elizabeth Sweeney** (1969) ..... Director of Financial Aid,  
 B.S., Ed.M., St. Louis University Counselor
- Willie P. Taylor** (1970) ..... Brick and Blocklaying



- Tommy J. Tharp** (1965) ..... Physical Science **FACULTY**  
 B.S., Troy State College  
 M.A.T., University of North Carolina
- Cleatus C. Toole** (1967) ..... Welding  
 A.A., Chipola Junior College
- Carlton E. Treadwell** (1970) ..... Vocational Education  
 B.S., Florida State University
- Richard H. Vail** (1970) ..... Art  
 B.S., Western Carolina College  
 M.A., George Peabody College
- William P. Walker** (1974) ..... Computer Programmer
- Jeanette P. Watford** (1969) ..... English  
 B.A., University of Florida  
 M.S., Florida State University
- C. D. West, Jr.** (1960) ..... Registrar and Admissions Officer  
 B.S., Troy State College  
 M.A., George Peabody College
- ~~**Thelma D. Wood** (1970) ..... Speech  
 B.S., Florida A. & M. University  
 M.A., University of Minnesota~~

\* On leave, 1974-75

### FACULTY EMERITI

**Theodore H. Brittain** (1963-1974) \_\_\_\_\_ Mathematics  
B.S., U.S. Naval Academy  
M.S., Florida State University

**Earl E. Hamilton** (1952-1965) \_\_\_\_\_ Social Science  
A.B., M.A.E., University of Florida

**Albert S. Johnson** (1950-1971) \_\_\_\_\_ Natural Science  
B.S., Indiana State College  
M.S., University of Illinois

**Chester H. Pelt** (1948-1950, 1954-1973) \_\_\_\_\_ Philosophy and Sociology  
A.B., Atlantic Christian College  
M.A., Florida State University

**Margaret G. Rath** (1962-1972) \_\_\_\_\_ Drafting and Art  
B.A., M.S., Pennsylvania State University

**Rollin R. Stevens** (1955-1973) \_\_\_\_\_ Biological Science  
B.S., Utah State University  
M.S., Florida State University

**Earle C. Taylor** (1955-1970) \_\_\_\_\_ Humanities  
A.B., Oglethorpe University  
M.S., Florida State University

**Wilbur I. Throssell** (1954-1971) \_\_\_\_\_ English  
A.B., University of Washington  
M.A.E., Ed.D., University of Florida



## 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 colleges 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.

The original district of Calhoun, Jackson and Washington Counties was later changed to include Holmes County and in 1974 Liberty County was added.

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 and 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. A technical building was completed and occupied during the spring of 1962. Additions to the Administration, Library, and Technical Buildings were completed in 1963. A new Fine Arts Building, and an addition to the Student Center were completed and occupied during the 1965-66 school year. Outdoor physical education facilities, new dressing and shower facilities, and additions to science laboratories were constructed during 1966-67.

New programs in vocational education were instituted during the 1967-68 school year, and a building to house these facilities and additional general classrooms was completed in 1968.

Additional facilities for vocational education programs were completed in 1973. An addition to the Library Building to house the Learning Resources Center was completed in 1974, and a new health and physical education facility will be under construction during 1974-75.

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 Schools. This accreditation was reaffirmed in 1967.

From its earliest beginnings 25 years ago, Chipola Junior College has developed into a highly respected community junior college and is the source of the famed "Chipola Index" used by the U.S. Office of Education.

The campus is a beautifully wooded and landscaped tract of 105 acres located on the northern limits of the City of Marianna. Administrative, instructional, and recreational facilities consist of 14 permanent buildings of brick and masonry construction.

The Administration Building houses all administrative offices, a faculty lounge, faculty offices and classrooms.

The Library Building houses over 30,000 volumes (excluding general reference books and periodicals), librarians' offices, work and storage rooms, and general reading rooms. An addition to this building to house the Learning Resources Center facilities was completed in 1974.

The oldest structure on campus, the Social Science Building, is now used solely for classrooms and faculty offices.

## PHYSICAL PLANT



## THE JUNIOR COLLEGE

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

Construction of the Field House was completed in 1957. Facilities for physical education for both men and women are included. The Field House also is utilized for both intramural and intercollegiate sports. Construction of a new health and physical education building is planned for 1974-75.

Included in the Student Center Building are the Cafeteria, Snack Bar, Student Lounge, Bookstore, and offices and conference rooms for student government activities.

Adjoining the Student Center is the Auditorium. This modern building is used for all convocations and other student-faculty assemblies, and dramatic and musical presentations.

The Technical Building houses Electronics and Drafting laboratories, Business Education classrooms, and faculty offices.

A dormitory for 190 women students was constructed adjacent to the campus by the Chipola Dormitory Authority in 1964. A small dormitory for male students was completed in 1970.

The Fine Arts Building houses art studios, music rooms, general classrooms for the humanities, and offices.

A physical education building with shower and locker and storage rooms for outdoor physical education facilities is located on the northern part of the campus.

The Vocational Building houses all vocational classrooms and laboratories plus general classrooms used by the Literature and Language Division. A major addition to this building was completed in 1973.

The Forestry Building, occupied by the U. S. Forestry Service, and a storage and service building complete the physical plant.

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 of those 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.

With 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.

It is the function of Chipola Junior College to encourage more high school graduates of the schools of Jackson, Calhoun, Washington, Liberty, and Holmes 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 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 four 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.

The over-all goal of Chipola Junior College is to meet the educational needs of the people it serves.

Specifically, the College has the following goals:

1. To provide basic preparation for further college study for students planning to transfer to a senior college.
2. To provide students whose formal education will end with the junior college with programs that prepare them for employment.
3. To provide for individuals to continue their education when opportunities and interests present themselves.

## GOALS OF CHIPOLA JUNIOR COLLEGE

4. To provide for the extension of education needed to meet the changing requirements of life and work.

5. To provide a student personnel services program as an integral part of the total educational program.

### **CREDITS AND OFFICIAL STANDING**

Chipola Junior College is a member of and is fully accredited by the Southern Association of Colleges and 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.

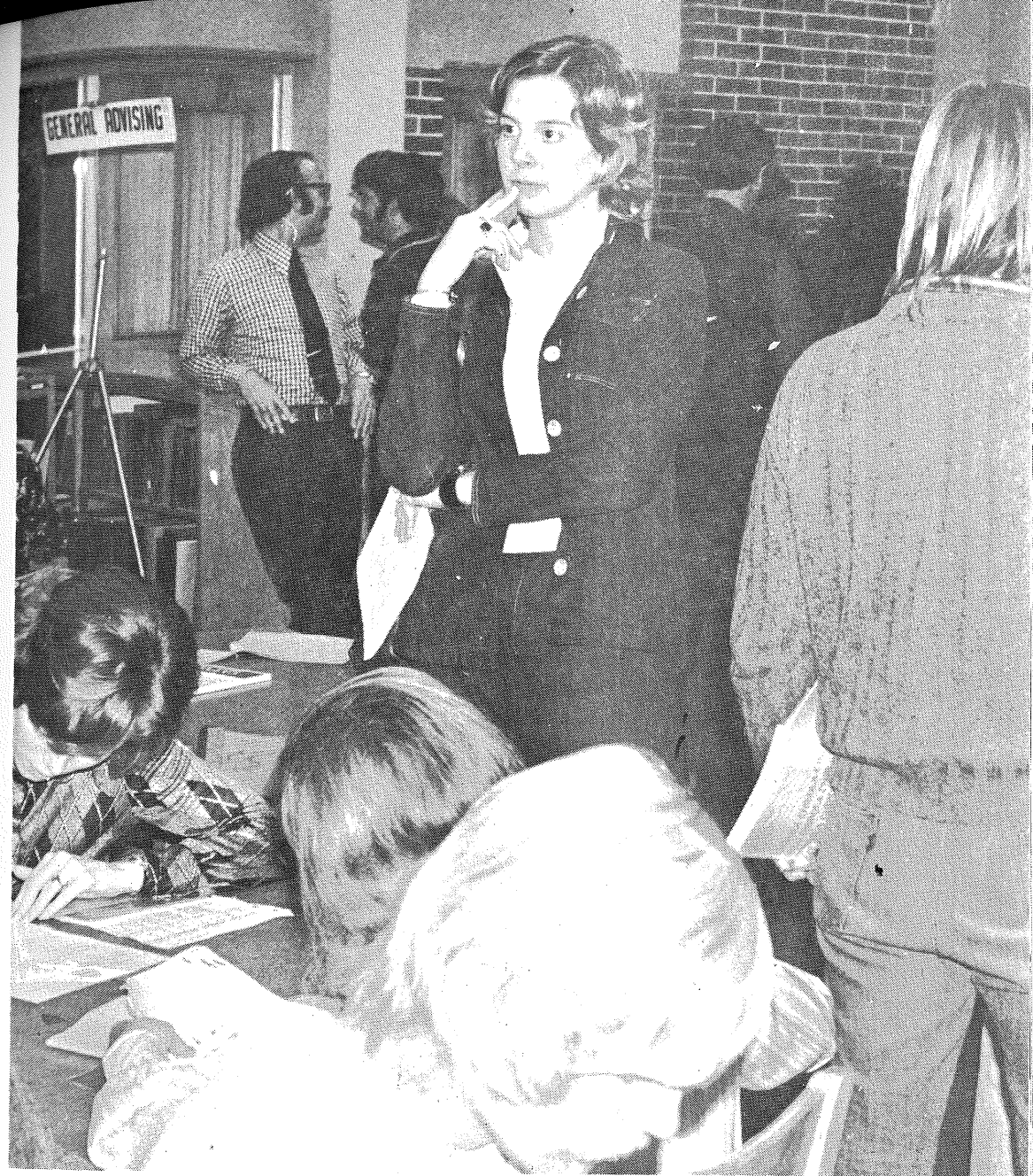
Students planning to earn advanced degrees at four-year colleges and universities anywhere in the United States may transfer work completed at Chipola with no loss of credit.

The College is an active member of the American Association of Community and Junior Colleges, the Southern Association of Junior Colleges, the Florida Association of Community 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.

Chipola Junior College is approved by the U. S. Veterans Administration for the training of veterans and children and widows of veterans under the provisions of the "Cold War G.I. Bill", The War Orphans Assistance Bill, and other legislation. Full information will be furnished any veteran or dependent upon request.

### **CIVIL RIGHTS COMPLIANCE**

Chipola Junior College subscribes fully to a policy of non-discrimination with regard to all employees, students, and services to the community. Specifically, the College has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246 as amended. All members of the College's faculty, staff and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.



## **Admission**

## ADMISSION PROCEDURE

The procedure for entering freshmen or transfer students seeking admission as college level students to Chipola Junior College is as follows:

(1) Apply to the Office of the Registrar for Application for Admission and Secondary School Record form. A form (Request for Admission Papers) found in this catalog may be used.

(2) Fill out the Application for Admission and sign it. The required affidavit must be completed and properly signed. The completed form should be mailed by the student to the Office of the Registrar.

(3) Entering freshmen should take the Secondary School Record form to the high school or preparatory school principal and request that it be completed, signed, and mailed DIRECTLY to the Office of the Registrar.

Transfer students should request the Registrar of all colleges or universities attended to forward an official transcript of their record directly to the Office of the Registrar.

Applicants for admission will be furnished complete instructions along with admissions papers. These instructions should be followed explicitly.

When all admission papers have been received in the office of the Registrar, the applicant will be advised by letter that he has been accepted for admission, or that further action is necessary in order to establish eligibility for admission. All applicants not clearly eligible for admission according to the requirements listed below, will be referred to the Chipola Junior College Admissions Committee.

Prospective students interested in enrolling for college level courses as auditors or on a non-credit basis should contact the Registrar for procedure.

Students interested in enrolling for vocational courses will, in general, follow the procedures outlined above for college-level students. However, a personal interview is required for admission to certain programs, and testing may be necessary to determine eligibility for some courses. Applications received by the Registrar's office will be referred to the Dean of Vocational and Technical Education who will give each applicant any needed additional instructions.

Those students desiring to enroll for non-college level academic work should contact the Registrar.

1. For entering freshmen (applicants who have never attended college).

a. Graduation from an accredited high school, or the equivalent as evidenced by the issuance of a certificate or diploma of high school equivalency by a recognized agency.

b. A health certificate from a practicing physician may be required if the student does not certify he or she is in good health and

- c. An affidavit concerning residency must be signed by the student's parents or the student (if 18 years of age) and notarized.
- d. To be admitted, all evidence and forms referred to above must have been received and approved on or before the last date for registration as set forth in the official college calendar shown in this catalog.
- e. All applications involving any question concerning eligibility for admission will be referred to the Admissions Committee. After reviewing all evidence, the Admissions Committee may grant or deny admission.

2. For transfer students:

- a. An applicant who has previously attended or enrolled in any other college or university is classified as a transfer student. The transfer student must meet the requirements outlined above for entering freshmen, and is required to furnish evidence of an honorable dismissal by the last college or university in which he was enrolled.
- b. The transfer student whose terminal status at the last institution attended was scholastic probation is eligible only for probationary admission to Chipola Junior College.
- c. The transfer student who has been suspended for poor scholarship by the last institution attended is not eligible for admission until the expiration of one or more semesters after suspension. The application of all transfer students in this category is subject to careful review, and probationary admission may be granted or admission denied.

3. For early admission:

- a. Selected students may be accepted for admission as college credit students prior to actual graduation from high school provided they comply with all of the admission requirements listed above for entering freshmen and meet the criteria listed below.
- b. Criteria for selection as early admission students are: Completion of the 11th grade and all high school graduation requirements except 3 or less units or credits; a cumulative grade point average of B (3.00) or higher for the 9th, 10th, and 11th grades; rank in the upper 10% of his or her 11th grade class; attainment of the age of 16 years at time of admission; and the written approval of the high school principal including certification of rank in class and grade point average.
- c. Students who qualify for and are admitted as early admission students will have all the rights and privileges of other entering freshmen. However, those who desire to substitute college credit work for their senior year in high school and graduate with their

## ADMISSION REQUIREMENTS College-Level Students

senior class should contact their high school principal concerning applicable state and local regulations.

4. For high school seniors (applicants for dual enrollment).
  - a. To be eligible for admission to a program whereby outstanding high school seniors may enroll for college-level courses during the summer session preceding their senior year and during the fall and spring semesters of their senior year, a student must have completed the 11th grade, rank in the upper 25% of his class, and have a cumulative grade point average of not less than B or 3.00 for the 9th, 10th, and 11th grades.
  - b. Seniors enrolled in this program will be allowed to pursue up to seven semester hours of college work during the summer session and three to six semester hours each during the fall and spring semesters while concurrently enrolled as a high school senior.
  - c. Provisional college credit will be granted for work satisfactorily completed. Final or unprovisional credit applicable toward a degree will be granted after the senior completes high school graduation and subsequently enrolls at Chipola.
  - d. Dual enrollment students must submit all admission papers as outlined above for entering freshmen.

**Vocational Students** The admission or entrance requirements for vocational students depends upon the program of study to be pursued. The minimum requirements include the following:

1. Minimum age of sixteen.
2. Permission of the high school principal if the student is concurrently enrolled in a high school program.
3. A satisfactory score on the General Aptitude Test battery.

Certain grade levels of achievement or equivalent are required for specific vocational curriculums. A personal interview is also required for admission to certain programs.

Full information concerning the requirements for each program will be furnished on request. Interested students are urged to contact the Dean of Vocational and Technical Education.

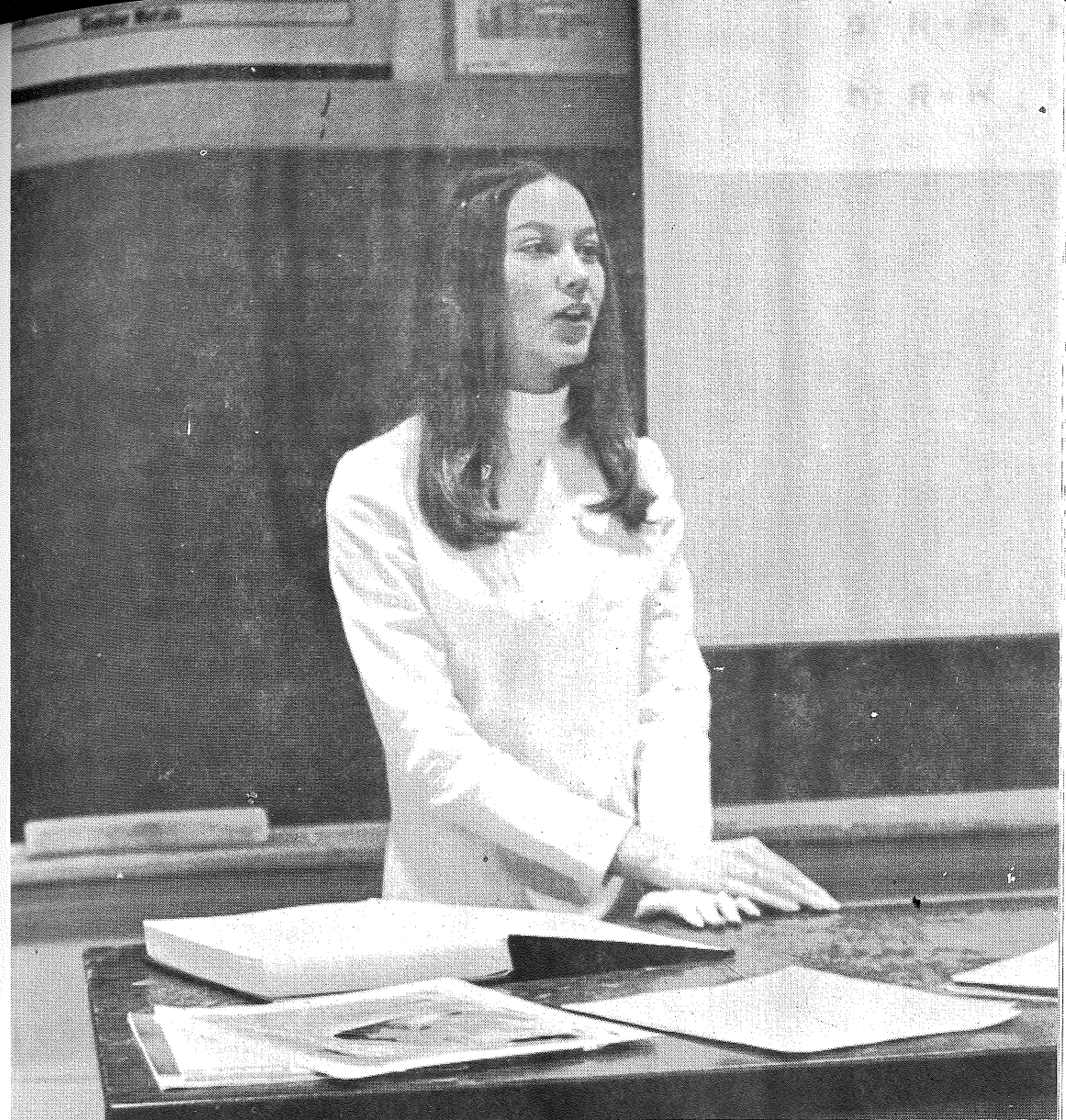
#### **Adult Students**

Adults who expect to enroll for college-level work must meet the same requirements as other college-level students if they expect to earn credit applicable toward a degree.

All adults and other persons 18 years of age or older are eligible to enroll for non-credit academic courses. This includes short, special interest, and community service courses that do not carry credit applicable toward a degree. Also included is enrollment on an audit or non-credit basis for college-level courses. The only requirement for such enrollment is the completion of an enrollment certification. Interested students should contact the Registrar's Office.

#### **Change of Regulations**

The College reserves the right to deny admission to any applicant except for reason of race, creed, color, national origin, sex, or age and to change admission requirements without notice.



## **Student Costs**



## FINANCIAL REGULATIONS

1. No registration will be complete until all fees and tuition have been paid in full. Students who are scholarship holders will be considered as having paid all fees and tuition, provided the amount of the scholarship covers all charges due. No faculty or staff member of the college, other than the President, has the authority to set aside this regulation.

2. For the purpose of assessing fees and tuition, students are classified as Florida residents or non-Florida residents.

A Florida resident, if under 18 years of age, is one whose legal parents or guardians have maintained legal residence in the State of Florida for the preceding twelve months. If the student is over 18 years of age, he must have maintained legal residence in the State of Florida for the preceding twelve months. The only exceptions are that military service personnel and their children may be classified as Florida residents without actually residing in the state for twelve months if they are stationed therein or if they were legal residents of the state prior to entering military service.

All students who do not qualify as Florida residents are classified as non-Florida residents.

The status of the classification of a student is determined at the time of his first registration in the college, and may not thereafter be changed by him unless, in the case of a minor, his parents move to and become legal residents of Florida by maintaining such residence for twelve consecutive months. In case of a student 18 years of age or older, residence classification may be changed only if the student is married and files an affidavit signifying permanent residence for twelve consecutive months.

### FEES, TUITION AND OTHER COSTS For College-Level Students

#### 1. Matriculation Fee:

For the Fall and Spring Semesters:

For all full-time\* students: \$125.00 (including Florida Financial Aid Trust Fund Fee of \$4.50)

For all part-time\* students: \$10.00 per semester hour

For the Summer Session:

For all full-time\* students: \$62.50 per term.

For all part-time\* students: \$10.00 per semester hour

#### 2. Tuition (applicable to non-Florida residents only):

For the Fall and Spring Semesters:

For full-time\* students: \$125.00 per semester.

For part-time\* students: \$10.00 per semester hour.

For the Summer Session:

For full-time\* students: \$62.50 per term.

For part-time\* students: \$10.00 per semester hour.

#### 3. Course Change Fee (applicable to any student who makes any class schedule change during the prescribed period at the beginning of each semester or term except those changes requested

for the convenience of the College): \$5.00 per change authorized at any one time. This applies to dropping or adding one or more courses when approval is authorized.

4. **Late Registration Fee:** \$10.00. This fee applies to all students who complete registration after the prescribed registration dates for each semester or term, to those students who fail to complete registration by paying fees on the prescribed dates, and to students whose checks for payment of fees are returned for non-payment.

5. **Applied Music Fee** (applicable only to students registered for Applied Music courses):

One lesson per week for semester or equivalent: \$ 22.50

Two lessons per week for semester or equivalent: \$ 45.00

6. **Transcript Fee:** \$1.00 per transcript after the first transcript furnished free of charge.

7. **Graduation Fee** (applicable only to graduating sophomores):

Spring semester (includes cap and gown rental): \$10.00

Fall semester and summer session (diploma only): \$ 5.00

\*For the Fall and Spring semesters students with loads of twelve (12) or more semester hours are classified as full-time; all others are classified as part-time. For the Summer session a load of six (6) or more semester hours per term is considered full-time; loads of less than six semester hours per term are considered part-time.

#### 1. Matriculation Fee:

For the Fall and Spring Semesters:

For full-time\* students: \$45.00 per semester

For half-time\* students: \$22.50 per semester

For the Summer Session:

For full-time\* students: \$22.50 per term

For half-time\* students: \$11.25 per term

#### 2. Tuition:

For the Fall and Spring Semesters:

For full-time\* students:

Florida residents: NONE

Non-Florida residents: \$75.00 per semester

For half-time\* students:

Florida residents: NONE

Non-Florida residents: \$37.50 per semester

For the Summer Session:

For full-time\* students:

Florida residents: NONE

Non-Florida residents: \$37.50 per term

For half-time\* students:

Florida residents: NONE

Non-Florida residents: \$18.75 per term

\*To be classified as full-time the vocational student is enrolled for six (6) hours or class periods per day, five days per week; half-time students are those who attend three (3) hours or class periods per day, five days per week.

### For Vocational Students

**For Short  
Course Students**

Fees for vocational courses or programs of study involving attendance for less than 15 hours per week and for short courses for a duration of less than a semester or a six-week term of the summer session will be prescribed by the District Board of Trustees.

**For All Students**

1. **Identification and/or Yearbook Photographs:** (Applicable to all except Short Course Students)  
Per semester: \$2.00 per student  
Per summer session term: \$1.00 per student  
Replacement or late ID cards: \$3.00
2. **Dormitory Room Rent:\***  
Women's dormitory:  
\$150.00 per semester per student and \$60.00 per summer session term for double occupancy for first floor rooms; \$200.00 per semester per student and \$80.00 per summer session term for single occupancy (subject to availability) for first floor rooms; \$125.00 per semester per student and \$50.00 per summer session term for double occupancy for basement rooms; \$165.00 per semester per student and \$66.00 per summer session term for single occupancy (subject to availability) for basement rooms.\*  
Men's dormitory:  
\$150.00 per semester per student and \$60.00 per summer session term for double occupancy only.

\*Students who live in college dormitories are also required to pay a reservation deposit of \$25.00. This fee is retained as a property breakage deposit as long as the student resides in the dormitory.

3. **Textbooks and Supplies:**

The estimated cost per school year for college-level students depends upon the program of study. For most students the total will not exceed \$100.00. For vocational students the costs vary with the program depending upon whether or not specialized clothing is required. Except for those programs requiring specialized clothing or uniforms, the total costs for textbooks and supplies should not exceed \$40.00 per school year.

4. **Cafeteria Charges:**

Students pay for their meals each time they eat at the cafeteria. The current cost for three meals is approximately \$3.00 per day plus sales tax. Meal prices are subject to change with the fluctuation in the cost of food.

**REFUND POLICY**

1. The Late Registration Fee, Course Change Fee, Graduation Fee, Identification Photograph Fee, and Short Course fees are non-refundable.
2. Dormitory rent, paid on a semester or term basis, is non-refundable.
3. The Dormitory Room Deposit fee is refundable if the student

has not damaged, destroyed or lost any dormitory property at the time he or she vacates the dormitory room. Partial refunds may be made provided property losses do not exceed \$25.00. It is non-refundable if the student does not enroll and actually occupy a room.

4. For Matriculation Fee, Tuition, and Applied Music Fee charges the refund schedule for students who officially resign or withdraw from college prior to the end of a semester or summer session term is as follows:

For semester charges:

Resignation within ten calendar days after official registration date: 75 per cent.

Resignation within eleven to twenty calendar days after official resignation date: 50 per cent.

Resignation within twenty-one to thirty calendar days after official registration date: 25 per cent.

Resignation more than thirty calendar days after official registration date: None.

For summer session charges (per term):

Resignation within twelve calendar days after official registration date: 50 per cent.

Resignation more than twelve calendar days after official registration date: None.

5. No refund of Matriculation Fee, Tuition, and Applied Music Fee charges will be made to students who reduce student loads due to officially dropping courses after completion of registration.



6. Full refund of all fees paid will be made in cases where the registration of a student is cancelled by the college administration prior to the beginning of classes for any semester or session.

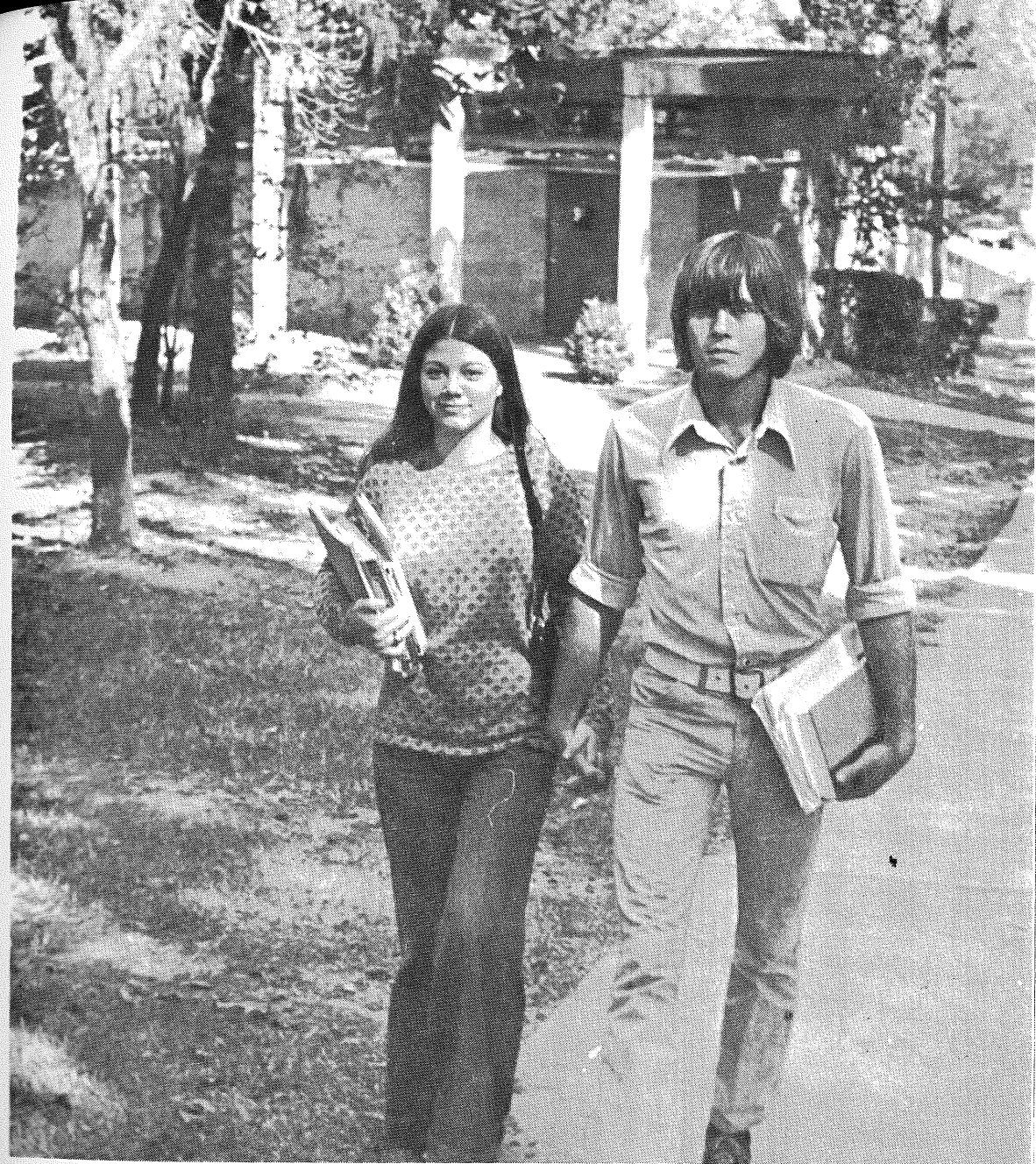
### **SUMMARY OF STUDENT COSTS**

Student costs shown in this catalog, including those estimated, are the minimum amounts necessary and are not to be construed as the total expenditure of a student attending Chipola Junior College.

For the day student who commutes each day from home and resides in the college district, the minimum estimated expenses exclusive of meals and transportation ranges from \$350.00 to \$400.00 per school year of two semesters. This does not include any allowance for clothing or incidental expenses.

The boarding students who live in the dormitory (women) or rent a room in Marianna (men) should add \$850.00 to \$900.00 to the amounts estimated above for a total estimated expense of \$1200.00 to \$1300.00 per school year of two semesters for fees, room and board, and textbooks and supplies. This does not include any allowance for clothing, transportation or incidental expenses.

Non-Florida residents should add \$250.00 for tuition to the estimates shown above.



## **Student Services**

## FINANCIAL AID

The financial aid program at Chipola Junior College is designed to provide scholarships, grants, loans and part-time employment to students who would be unable to attend college without such aid and to provide scholarships to outstanding students as a reward for achievement.

Assistance based on financial need takes into consideration the financial resources of the student and his family as well as any special problems. Such need is determined by analyzing the Family Financial Statement of the American College Testing Program. The A.C.T. does not itself award financial aid; it simply provides a uniform method of analyzing a family's ability to pay. This form may be obtained from a high school guidance counselor, the American College Testing Program, or the Chipola Junior College Office of Financial Aid. Assistance may consist of scholarships, grants, loans, and part-time employment, singly or in various combinations.

Scholarships based upon achievement are not limited to those students who prove financial need. However, all applicants for any type of financial aid must complete the A.C.T. Family Financial Statement.

All financial aid administered by the College is dependent upon the availability of resources. All applicants are expected to be full-time students. Final action cannot be taken until the applicant has a completed application for admission on file in the Office of the Registrar.

To receive full consideration for any type of financial aid, applications should be received by the Office of Financial Aid not later than April 1 for the following academic year. Requests received after April 1 will be considered subject to the availability of funds. In general, applications will be considered for the full academic year of two semesters. However, continuation of certain types of aid is dependent upon a satisfactory academic record.

For further information interested students should contact the Office of Financial Aid.

The following types of aid are administered by Chipola Junior College:

1. **Basic Educational Opportunity Grants.** BEOG is a federally sponsored aid program designed to provide assistance to those who need it to attend post-high school educational institutions. A separate application is required for this program, and the application may be obtained through high schools and colleges. These grants are non-repayable.

2. **Supplemental Educational Opportunity Grants.** The SEOG program is designed to provide assistance for qualified students who are of exceptional financial need. The amount of the grant will depend upon the degree of need and can be no more than one-half of the

total assistance given the student. SEOG grants are non-repayable.

3. **College Work-Study Program.** This program provides part-time employment for qualified needy students. Work is limited to 15 hours per week while classes are in session. Depending upon the availability of funds, students may work up to 40 hours per week during the summer and other vacation periods.

4. **National Direct Student Loan Program.** Low interest loans are provided for full-time students who are U.S. citizens or permanent residents. Loans are repayable within 10 years after the student leaves school, repayment beginning no later than 9 months after termination of studies. Interest accrues at 3% beginning 9 months after termination of studies.

5. **Florida Student Loan Program.** Any student who has been a legal resident of the State of Florida for the past three years, is enrolled full-time, and has at least a 2.0 overall average is eligible for consideration. Florida Student Loans bear interest at the rate of 4 per cent per year, which begins at graduation or termination as a full-time student.

6. **Law Enforcement Grants.** A grant in the amount of tuition and fees is available for full-time or part-time enrollment in an undergraduate program leading to a degree or certificate in an area related to law enforcement. Beneficiaries must be full-time employees of a law enforcement agency. Applications are available in the Office of Financial Aid.

7. **The Benjamin H. & Sally L. Hatton Scholarship,** in the amount of \$150 per year, is awarded by the college to a Jackson County farm girl or boy. They must indicate a financial need, be of good moral character, and if a boy, be interested in some phase of agricultural education, or a girl, be interested in home economics education. They should apply for financial aid through the college, and should mail to the Office of Financial Aid recommendations from their principal, counselor and teacher.

8. **Pilot Club Scholarship,** in the amount of tuition and fees is awarded by the college to a Jackson County student that shows evidence of need, has maintained a 'C' average or better in high school and shows evidence of the necessary aptitude for college study. In addition to applying for financial aid, three letters of reference must be submitted from community residents as well as a letter of recommendation from the principal of her high school.

9. **Achievement Scholarships.** The College offers scholarships covering tuition or fee waivers as follows:

a. Valedictorians of the graduating class of each high school in the junior college district (Calhoun, Holmes, Jackson, Liberty, and Washington Counties).

b. Seven students per year awarded District Board of Trustees Scholarships. Recipients must be residents of the junior college district.

c. **Music Scholarships.** Persons interested should contact the Chairman, Division of Fine Arts and Humanities in addition to making applications for aid.

d. **Athletic Scholarships** in basketball, baseball and golf. Interested students should contact the Director of Athletics.

e. Two students per year are awarded Science Fair Scholarships. Awards are made by the Natural Science and Mathematics Department.

f. One scholarship per year is awarded to an outstanding member of the Chijuco staff. Award is made by the Publications Board.

g. One scholarship per year is awarded to an outstanding member of the Papoose staff. Award is made by the Publications Board.

h. One scholarship is awarded each year to the President of the Student Government Association.

i. Three students per year are awarded Theatre Scholarships. The Theatre Department makes these awards.

9. **Incentive Award Scholarships.** The Bob Sikes Foundation offers two \$100.00 per semester incentive award scholarships. Recipients are selected by a faculty panel. Only currently enrolled students are eligible.

In addition to the above listed programs administered by the College other financial aid as follows is available:

1. **Federally Insured Loan Program.** This is designed for middle and upper income families for whom the costs of education may be a burden. The student borrows money directly from a bank, credit union, savings and loan association, State Department of Education, Department of Scholarships and Loans, or other eligible lenders. After a needs analysis has been computed by the College Financial Aid Director students may borrow up to \$2,500 per year. Repayment begins nine months after studies are completed at the rate of 7 per cent interest. Applications or information may be secured from any lending institution in the student's home town, or the College Office of Financial Aid.

2. **Vocational Rehabilitation Scholarships.** This financial assistance administered by the Florida Vocational Rehabilitation Service is for students who are disabled and in financial need as determined by state law. Interested students should contact the nearest office of the Vocational Rehabilitation Service.

3. **Veterans Administration Benefits.** The College is fully approved by the U. S. Veterans Administration for the training of veterans, war orphans, widows, and dependents under the Cold War G. I. Bill of Rights, War Orphans Assistance Act, and other laws. Eligible students should contact the Veterans Administration

for application for benefits. The College will assist any eligible person in making application.

4. **Florida Student Assistance Grants.** The Florida Student Assistance Grant Program was established by the 1972 Session of the Florida Legislature. Grants are awarded to qualified students who have exceptional financial need for attendance at accredited colleges, universities, and junior colleges.

Student Assistance Grants are awarded for one academic year. The awarding and amount of a grant is based on financial need. The maximum amount of a grant is \$1,200 per academic year, and no award is made for less than \$200.

Applications may be obtained from your high school counselor or from the College Director of Financial Aid.

4. **Other Scholarships.** Scholarships are available to Chipola Junior College students but are usually awarded by the granting organization or individual. The monetary value of the award is generally the cost of tuition and fees. Eligibility is limited to residents of certain counties or cities or graduates of certain high schools in some instances. Included are scholarships awarded by the Anchor Club of Marianna High School, Harshbarger Scholarship Fund, Holmes County High School, Jackson County Cattlemen Association, Grand Ridge High School, Bonifay Kiwanis Club, Marianna Kiwanis Club, Malone Lions Club, Marianna Lions Club, Marianna Pilot Club, Marianna Rotary Club, Senior Woman's Club of Marianna, Washington-Holmes County Cattlemen Association and many other civic organizations and individuals. New scholarships are awarded each year.

**Information concerning these scholarships is available from the Office of Financial Aid in Room 115 of the Administration Building.**

Dormitories for student housing are owned by the Chipola Dormitory Authority and leased to and operated by Chipola Junior College. Application for housing should be made at the time an application for admission is submitted.

Each student who expects to live in the college dormitory will be required to send a \$25.00 deposit with his application for college housing. This deposit will be retained as long as the student is residing in the dormitories.

The room deposit will be forfeited (non-refundable) if a student does not enroll and occupy the room reserved. In the event any dormitory property is damaged, destroyed, or lost the room deposit will be used to cover or partially cover the cost of repair or replacement. Partial refunds may be made if costs do not amount to \$25.00.

The housing agreement will be made for one semester or summer term. The agreement becomes effective when the room rent is paid. Room rent is due and payable on a semester or summer term

basis at the time a student completes registration. This payment is non-refundable.

Student rooms are equipped with the necessary articles of furniture. Personal items or furnishings such as linens, rugs, curtains and pillows are not supplied. Students are expected to furnish sheets (single), pillow cases, blankets or quilts, and towels. Other articles of personal furnishings may be supplied by the student according to his individual taste. Utility rooms are provided for such activities as ironing and hair drying. Washers and dryers and soft drink machines are located in the utility rooms.

All students living in the dormitory are expected to abide by rules and regulations for dormitory students as published in the student handbook or other publication. Copies of these rules and regulations will be supplied to each student and to their parents prior to actual occupancy. The students and parents will be required to acknowledge receipt of these rules and regulations before the rental agreement becomes effective.

Students should refer to the college calendar for the opening and closing dates for dormitories. Those students for whom dormitory space is reserved should check in to the dormitory and be sure a room assignment prior to registration.

#### FOOD SERVICES

The cafeteria and the snack bar are located in the Student Center Building. Students living both off and on the campus may use these facilities.

During the summer session the cafeteria will serve breakfast and lunch only Monday through Friday, and will be closed on Saturday and Sunday. For the fall and spring semesters, the cafeteria will serve breakfast, lunch and dinner Monday through Friday, and only breakfast and lunch on Saturday and Sunday.

The snack bar will be open for sandwiches and other food services except on Saturday and Sunday. During the summer session it will be open from 8:30 A.M. to 2:30 P.M. and 4:00 to 5:00 P.M. Monday through Thursday, and from 8:30 A.M. to 2:30 P.M. on Friday.

For the fall and spring semesters the snack bar will be open from 8:00 A.M. to 4:00 P.M. Monday through Friday. Monday through Thursday it will also be open from 6:30 to 8:00 P.M.

The college calendar should be consulted for the opening and closing dates for the cafeteria and snack bar for each semester or session and holiday period.

#### 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 students or parents' expense. However, the Student Personnel

Service Office should be notified.

The student has the responsibility to inform Student Personnel counselors or instructors of personal physical problems which may affect their performance in class.

Student accident and/or hospitalization insurance coverage may be purchased by the student at the time of registration.

The Student Center is located in the center of the campus. 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 are held.

Chipola Junior College participates in interscholastic basketball, golf, and baseball. Its teams in former years have had successful seasons in the sports, and a good schedule of games with colleges in Florida and nearby states has been arranged. Students are urged to participate in these varsity sports and it is the insistent wish of the administration that a high level of sportsmanship be maintained at all times.

The college 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.

**Publications:** Students, under the direction of the Board of Student Publications and faculty advisors, are responsible for producing three publications: the **Papoose**, the monthly student newspaper; **Inklings**, an annual literary magazine; and the **Chijuco**, the college annual. The major portion of the content of these publications is composed in two classes, College Publications and Advanced Composition; both are credit offerings of the Literature and Language Division.

**Drama Activities:** Students are encouraged to participate in the college dramatics program. The Theatre Department presents a season of three or four major productions each year. Interested students are invited to join the Village Players and enroll in Theatre Workshop for credit.

**Music Activities:** The College Chorus is a coeducational group and is also a credit course. One of the outstanding organizations on the campus, the Chorus presents many programs to the public as well as to the student body. Other vocal groups for exceptional men and women singers are open by invitation only. All music organization personnel cooperate in the production of musical programs. Students interested in any phase of music activities are urged to contact the faculty sponsor concerned.

#### SPORTS AND RECREATION

#### STUDENT ACTIVITIES

**Service and Honorary Organizations:** The Student Government Association represents, through its elected officers and representatives, the entire student body.

A chapter of Phi Theta Kappa, national junior college scholastic fraternity, was activated in 1965. Membership is restricted to those students demonstrating scholastic excellence.

Mu Alpha Theta is a scholastic honorary fraternity open to qualified mathematics students.

Phi Beta Lambda is an academic and service fraternity open to students interested in a career in business.

The Compass Club is a women's service club sponsored by Pilot International.

The Afro-American Student Union is an organization for students interested in Afro-American heritage.

**Religious Organizations:** Marianna churches sponsor religious organizations for college students. Although these are not college organizations they are open to Chipola students who desire to participate.

Under the direction of the Director of Student Personnel Services, professional counselors and every member of the faculty participate in the counseling and advisement program in order that each student may have the benefit of adult advisers in the solution of his or her problems. Assistance is provided concerning 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 each semester or term all entering or first year students are required to attend orientation programs, participate in small group meetings, and take certain tests for advisement purposes. The student is assigned to a faculty member for individual academic advisement. Professional counselors and all administrative officers are available for personal conferences, and students are urged to feel free to contact any of the administrative staff at any time.

The results of tests administered prior to registration are used to help students in the selection of objectives and courses and to determine the necessity for remedial work. Results are also used with regard to the placement of entering students in advanced courses.

The Director of Financial Aid should be contacted for part-time jobs and for full-time employment after graduation or during the summer.

### COUNSELING AND ADVISEMENT SERVICES



## General Regulations

## RESPONSIBILITY FOR REGULATIONS

Students will be held responsible for the observance of all regulations and information contained in this catalog. Students will also be held responsible for all official announcements posted on bulletin boards and contained in official weekly bulletins and other official publications of the college, including the student handbook, **Smoke Signals**.

## REGISTRATION

Students are required to register at the beginning of each semester or session for assignment to classes. Students completing registration after the registration date prescribed in the calendar will be charged a late registration fee of \$10.00. No registration will be accepted after the last day prescribed for each semester or session as shown in the college calendar.

New or entering students are required to report for pre-registration orientation on the date announced in the calendar.

After a student has been duly registered, he may change his schedule, drop or add a course, only with the permission of the Dean. The student should consult the college calendar for the last date for making such changes.

After the date prescribed in the calendar for changing class schedules, a student will be authorized to drop a course without penalty only in case of extenuating circumstances. Each case will be handled individually by the Dean. In general, authorization to drop a course will be given only if, in the judgment of the Dean, the student's college program and over-all progress will be benefitted by such action. Personal illness, financial hardships, and an over-loading of student capacity may be considered as extenuating circumstances. No student will be allowed to drop a course without penalty after the date shown in the calendar for such action.

## ADVANCED PLACEMENT

Chipola Junior College recognizes superior achievement in high school on the part of applicants, and has provided ways and means by which such students may be placed in courses appropriate to their level of achievement.

Credit is given in corresponding course areas for appropriate scores on the College Entrance Examination Board's Advanced Placement and College-Level Examination Program tests. Students who are administered any of these tests while enrolled in secondary school are urged to have results forwarded to the Registrar.

Students who score unusually high on the Florida State-wide Twelfth Grade Testing Program tests, or on the pre-registration achievement tests administered by Chipola, may be placed in the more advanced

courses of required sequences of the discipline(s). This applies especially to mathematics for which an entering student may qualify for placement in any of five courses more advanced than the most elementary college-level course. Such advanced placement does not involve the granting of credit for lower level courses exempted. It does, however, enable the student to greatly enrich his program of study and allows him to pursue more advanced courses throughout his college career.

Special or honors courses in Advanced Freshman English are provided for the superior student.

Programs whereby outstanding high school students may qualify for early admission or dual enrollment enable superior students to greatly accelerate their college programs.

High school seniors who qualify for the dual enrollment program may enroll as full-time college credit students during the summer term and as part-time students during the fall and spring semesters while concurrently enrolled in high school. Provisional college credit will be granted for work satisfactorily completed. Final or provisional credit will be awarded after the senior completes high school graduation and subsequently enrolls at Chipola.

The early admission program provides for the admission of highly selective students who have completed the 11th grade as college freshmen. Those accepted for early admission have all the rights and privileges of other freshmen.

Admission criteria for both the dual enrollment and early admission programs are shown elsewhere in the catalog (Admission).

## DUAL ENROLLMENT AND EARLY ADMISSION



## ATTENDANCE

Regular attendance is expected of all students. Each student is accountable to the instructor concerned for all class absences except those due to official college activities. Evaluation of absences is the responsibility of the instructor. Any questionable excuse shall be verified by the office of the Director of Student Personnel Services when requested by the instructor.

Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence(s) was due to illness or other clearly unavoidable reason(s). Otherwise, the student may suffer grade loss at the discretion of the instructor.

Student appeals concerning absences are referred to the Dean of the College.

Any student who flagrantly violates attendance regulations is subject to suspension or dismissal.

## DISCIPLINE

The administration expects all students to comply with the rules and regulations governing student conduct as set forth in the student handbook. Violation of these rules will subject the student to dismissal from the college.

Disciplinary probation refers to certain individually prescribed conditions concerning personal behavior which must be maintained if the student who has violated disciplinary rules is to remain in college. Disciplinary suspension refers to action whereby a student is suspended or "dropped" from college for an infraction of disciplinary rules or violation of disciplinary probation.

The decision of the President in all cases involving an infraction of disciplinary rules will be final.

## GRADING SYSTEM

Final grades are assigned each student by the instructor in each class or course at the end of each semester or session. Final grades assigned are, with the exception noted below permanent and are recorded on the student's permanent record.

The following system of grading and assignment of quality points is used for all college-level courses:

A grade of A denotes Excellent work; 4 quality points per semester hour are assigned.

A grade of B denotes Good work; 3 quality points per semester hour are assigned.

A grade of C denotes Average work; 2 quality points per semester hour are assigned.

A grade of D denotes Poor, but passing work; 1 quality point per semester hour is assigned.

A grade of F denotes failure; no quality points are assigned and no credit is granted.

A grade of I denotes incomplete work; no quality points are assigned and no credit is granted. This grade becomes an F if not re-

moved by completion of work within six weeks of the succeeding semester or summer session.

A grade of W denotes official withdrawal from the course without penalty; no credit or quality points are assigned, but the course does not count toward the student's scholastic average.

A student who unofficially discontinues class attendance will be assigned a grade of F for the course. The grade of W will be assigned only in a class where the student officially resigns as a student or receives permission to drop a course without penalty.

Although some colleges will not accept a transfer grade of D, work for which that grade is assigned applies toward the hours needed for graduation. D grades are transferrable to Florida's public colleges and universities.

Scholastic or grade point averages are based upon the number of semester hours attempted and the number of quality points earned. To be eligible for graduation, a student must earn at least twice as many quality points as he has semester hours of work officially attempted. A student may determine his scholastic or grade point average by dividing semester hours attempted into quality points earned. An average of 2.00 means that the student has earned twice as many quality points as he has attempted semester hours of work.

Although grades for vocational courses are assigned in the same manner as for college credit courses, the information above concerning quality points and grade point average does not apply to courses measured in clock hours only.

An official forgiveness policy regarding college credit courses repeated became effective the fall semester, 1971. The policy outlined below applies to all courses pursued during the fall semester, 1971 and thereafter and subsequently repeated. The policy does not apply to courses repeated during or prior to the fall of 1971; nor does it apply to courses pursued prior to the fall of 1971 and subsequently repeated.

1. Students who repeat courses will have the semester hours pursued counted toward computation of the cumulative grade point average only once. However, the final grade received will in all instances be the grade computed.

2. The policy applies only to courses for which grades other than W (official withdrawal) are recorded.

3. The forgiveness policy has no effect on the student's grade point average for the semester or session during which he repeats a course. Suspension and probation policies based on the semester or session grade point average are not affected by this policy.

4. Whenever a course is repeated and a final grade other than W is recorded, the student's permanent record for the semester or session when he originally (or last) pursued the course will be amended to change the hours pursued and quality points for the course

## FORGIVENESS POLICY

to 0; the credit entry will also be changed to 0 if the original grade for the repeated course was other than F or I. The cumulative totals for the semester or session when the course was last pursued will be changed to reflect these changes. The cumulative totals for each subsequent enrollment period will also be changed.

5. The net result of the forgiveness policy is to change the student's cumulative grade point average. This will enable the student who is deficient in quality or grade points to remove all or part of this deficiency by repeating courses provided he can earn grades of C or better on the course(s) repeated.

## GRADE REPORTS

Advisory grade reports indicating the progress or standing of students are mailed at the middle of each semester. Final grade reports are mailed at the end of each semester or session. Grade reports are mailed to the parents of all students.

## STUDENT LOAD

The minimum load for full-time college-level students is twelve semester hours per semester or six semester hours per term of the summer session. All other college level students are classified as part-time students.

The following regulations apply concerning the maximum student load:

1. The maximum student load for an entering or first-time student is eighteen semester hours per semester.
2. A student who has a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of nineteen semester hours per semester.
3. A student who has a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of twenty-one semester hours per semester.
4. Students on scholastic probation are limited to loads of sixteen semester hours per semester.
5. The maximum load during the summer session is seven semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean. Only in unusual or extenuating circumstances will a waiver to allow loads in excess of those shown be approved.

Vocational students will, in general, be classified as either full-time (30 clock hours or class periods per week) or half-time (15 hours per week). Any student who attends less than 30 hours per week will be considered part-time.

## STUDENT RETENTION

The regulations shown below concerning scholastic probation and suspension determine the retention policy for college credit students.

## SCHOLASTIC PROBATION

Scholastic probation refers to conditions or terms that must be met by a student in order to remain a college student.

"Admitted on probation" denotes that the student must maintain a certain grade point average for the first semester or session enrolled in order to remain a student or re-enroll for the next semester or session. A student admitted on probation is notified by letter of the terms of the probation. If, and when, he registers, he accepts the terms of probation.

A student who fails to maintain a 1.50 (D plus) scholastic average for any semester or session (but is not subject to scholastic suspension) will be placed on probation for the next semester or session enrolled. Should the student then re-enroll and fail to maintain a 1.50 scholastic average, he will be subject to scholastic suspension.

Students who re-enroll after scholastic suspension are on scholastic probation for their first semester or session.

Students on their first period of probation who earn scholastic averages of 1.50 to 1.99 will be continued on probation for the next period of enrollment. However, no student may be on a "Continued on Probation" status for more than two consecutive semesters or summer sessions. After being continued on probation for a second semester or session the student must earn a grade point average of 2.00 or be subject to suspension. The only exception concerns students who enroll for less than six semester hours per semester or session.

Probation will be removed if the student maintains a 2.00 scholastic average with a load of six or more semester hours.

Should a student enroll for both terms of a summer session, his record for the entire session will be used to determine his status as far as probation and suspension are concerned.

Neither probation nor suspension regulations apply to a student enrolled for less than six semester hours for a semester or summer session. In such cases the student's status will be continued for the next period of enrollment regardless of his record.

Scholastic suspension refers to action whereby a student is suspended or "dropped" from the college because of poor scholarship or violation of probation.

A student who is placed on scholastic probation and fails to meet the terms or conditions of probation is subject to scholastic suspension. This means that a student must first be on probation for one semester or session before being subject to suspension.

Suspension for violation of probation is normally for one semester excluding a summer session. However, if the student has previously been suspended, the suspension will be for one year or until the beginning of the semester or session following suspension for the next school year. This means that a student suspended for the second time at the end of the fall semester will not be eligible for re-admission until the spring semester of the next school year.

Scholastic suspension is handled by the Dean. Appeals may be made through the Admissions Committee whose decision is final.

## SCHOLASTIC SUSPENSION

If a student placed on scholastic suspension successfully appeals his suspension, he may be allowed to remain in college only on a probationary basis.

Should a student on scholastic suspension attend college elsewhere prior to the end of the suspension period, credit earned elsewhere will not be accepted by Chipola Junior College.

## **TRANSFER STUDENTS**

A student who has previously attended or been enrolled at any other college or university is classified as a transfer student on admission to Chipola Junior College. Such students must meet regular admission requirements, plus present proof of an honorable dismissal and eligibility to return to the last institution attended. Official transcripts from all colleges or universities previously attended are required.

An evaluation of credit earned elsewhere is made for each transfer student. In cases where work completed elsewhere is similar or comparable to Chipola courses the evaluation form will denote the Chipola course applicable.

All work completed at regionally accredited colleges and universities will be accepted toward graduation by Chipola Junior College. However, in such cases, the entire academic record will be accepted including a deficiency in grades or quality points if the student did not earn a 2.00 or better grade point average which takes into consideration all courses officially attempted or pursued.

College work completed at unaccredited institutions will be evaluated as per the recommendations of the major state university of the college or university's state of location. Such work may be wholly or partially accepted on a provisional basis, or it may not be accepted. The same provision as noted above applies to a grade or quality point deficiency.

## **PHYSICAL EDUCATION**

Physical education courses described elsewhere in this catalog are considered an important part of the student's curriculum. With the exceptions noted below, all college-level students will be required to take four semester hours of physical education activity courses (those listed under Required Physical Education) as a requirement for the Associate in Arts degree. Exceptions are noted below:

1. Students who are twenty-five or more years of age at the time of original enrollment are exempt of this requirement if they request an exemption by means of a written application to the Dean of the College.
2. Students who are physically unable to participate in regular activity courses as evidenced by a certificate or letter from a practicing physician are exempt the physical education requirement.

A student is entitled to an honorable dismissal if his financial and disciplinary records are clear. This, in effect, means that the student is not indebted to the college and is not on disciplinary probation or suspension. Honorable dismissal is not synonymous with eligibility to re-enroll because it does not take into consideration scholastic suspension.

The official transcript of the record of a Chipola Junior College student, furnished only at his request, will indicate the student's terminal status. In the absence of any entry to the contrary on his record, the student is entitled to an honorable dismissal and is eligible to re-enroll. If the student is on any type of probation or suspension, his status will be clearly indicated.

Chipola Junior College awards two degrees, the Associate in Arts and the Associate in Applied Science.

To be awarded the Associate in Arts degree, a student must be entitled to an honorable dismissal; must be eligible to re-enroll; must have maintained a scholastic average of 2.00 or better on all work attempted; and must have completed a total of not less than sixty-four semester hours of acceptable college work, the last twenty-four semester hours being taken in residence at Chipola Junior College. The semester hours offered for graduation must include the General Education requirements listed elsewhere in this catalog.

The Associate in Applied Science degree is designed for those students who pursue specialized technical and business courses of study as described in this catalog. The requirements for this degree are the same as for the Associate in Arts except with regard to the General Education requirements. Instead of the General Education requirements, the student must follow one of the curricula listed under Specialized Technical and Business Courses of Study in this catalog.

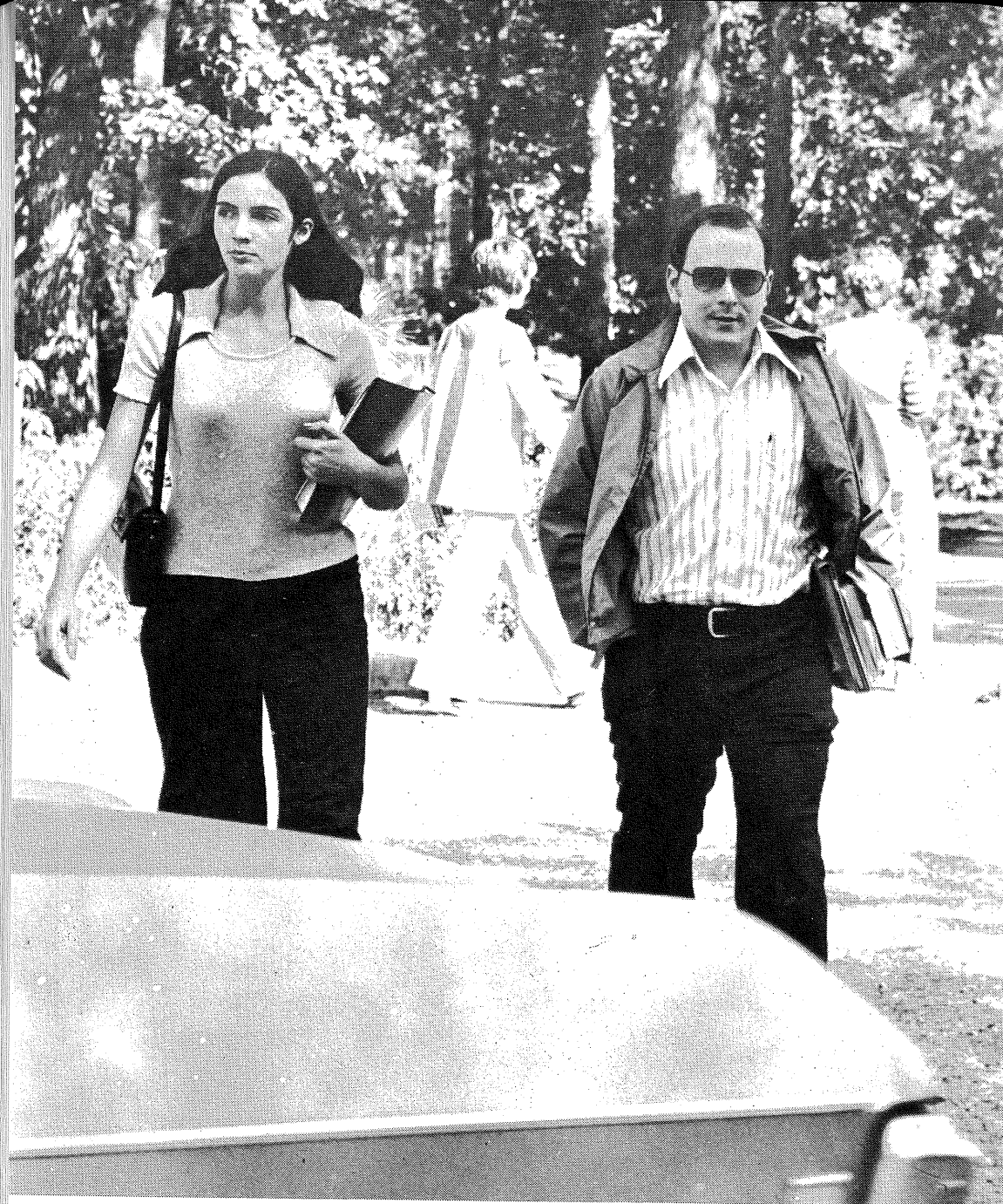
Students who meet all of the requirements for either the Associate in Arts or the Associate in Applied Science degrees except the maintenance of the 2.00 scholastic average may be issued a certificate signifying a specified number of semester hours.

The graduation requirements for vocational or certificate programs of study vary with each program. In general, completion of a specified minimum number of hours of instruction and satisfactory performance are required.

## **HONORABLE DISMISSAL AND TERMINAL STATUS**

## **REQUIREMENTS FOR GRADUATION**

Library  
Chipola Jr. College  
Marianna, Florida



## Curriculum

## General Education

Chipola Junior College conceives general education to be the non-specialized and non-vocational parts of a student's education that should be held in common by all well educated persons who are to become good citizens, parents and workers.

The general education program at Chipola Junior College is designed to improve intellectual skills and develop understandings in the broad areas of liberal education which will equip its students for effective personal living and responsible citizenship. This program is also designed to provide students an opportunity to become acquainted with broad areas of subject matter and thus aid them in discovering their own interests and abilities.

The program outlined below is designed to serve both the students whose formal education ends at the junior college level and those whose training will later become highly specialized. Both types of students need broad educational backgrounds; one type because they lack a high degree of specialization, and the other in order to understand and appreciate the relationship of their specialties to the society in which they will live.

In order to meet the general education requirements for the Associate in Arts degree, the student must complete 40 or more semester hours in six or seven areas. The student must complete not less than 33 semester hours from the various areas as listed under minimum requirements in Areas 1-6 inclusive. From among those courses listed as **Required**, the student must complete at least 6 semester hours from Area 1, at least 6 semester hours from Area 2, at least 3 semester hours from Area 3, at least 8 semester hours (or EN 141-142) from Area 4, at least 6 semester hours from Area 5, and 4 semester hours from Area 6. An additional 7 or more semester hours must be selected from any two or more areas 1-6 inclusive or from Area 7. Semester hours shown in the table below as maximum are the maximum number in that particular area that may be counted toward satisfying the general education requirement of 40 semester hours. Additional semester hours from any area may be counted toward graduation, but not toward meeting the general education requirement.

Although the student may specialize in one or more areas or departments, the degree to which he can do so and meet the general education requirement is limited. For example, a student may elect to take all of the courses listed below under Area 1 under (both **Required** and **Other** Columns). This would total 39 semester hours. Since only 12 hours from this area would count toward meeting the required total of 40 from 6 or 7 areas, the student would have to take not less than 28 additional semester hours from areas 2-7 inclusive. This would involve earning a total of 67 semester hours, 3 more than is required for graduation. Therefore, should a student earn credit for more than 34 semester hours from any one area shown below it



would necessitate earning more than 64 semester hours for graduation.

Should a student earn credit in courses totaling 18 semester hours in Area 2 (The Natural Sciences), only 12 semester hours would apply toward satisfying the general education requirement. The student would need 28 semester hours from among the other area. The same principle applies to all other areas.

The intent of the arrangement of the general education program is to insure a minimum of work in at least six areas, and at the same time allow considerable choice of subjects within the area. It limits but does not prohibit departmental specialization. Students may specialize in any department to the extent normally required of a major during the first two years. However, they must earn not less than 28 of the 64 semester hours from other areas.

The seven areas are:	Minimum	Maximum
Area 1: The Social Sciences	6 sem. hrs.	12 sem. hrs.
Area 2: The Natural Sciences	6 sem. hrs.	12 sem. hrs.
Area 3: Mathematics	3 sem. hrs.	12 sem. hrs.
Area 4: Communication Skills	8 sem. hrs.	14 sem. hrs.
Area 5: The Humanities	6 sem. hrs.	12 sem. hrs.
Area 6: Personal Development	4 sem. hrs.	11 sem. hrs.
Area 7: Foreign Language	0 (no minimum)	12 sem. hrs.

The required or minimum courses plus other courses allowable toward the maximum in each area are as follows:

**Required**

**Others**

**Area 1:**

- 6 semester hours from among the following:
- SSC 111-112, Survey of the Social Sciences (3,3)
- HIS 121-122, Western Civilization (3,3)
- HIS 123-124, History of Western Man (5,3)
- HIS 201-202, American History (3,3)
- POL 211, American Federal Govt. (3)
- POL 212, State and Local Govt. (3)
- GEO 205-206, World Geography (3,3)

- EC 205-206, Principles of Economics (3,3)
- GEO 105, Introd. to Geography (3)
- SOC 150, Introductory Sociology (3)
- NSC 150, Issues in Ecology (3)

**Area 2:**

- 6 semester hours from among the following:
- BSC 111-112, General Biology (3,3)
- BSC 210, General Botany (4)
- BSC 220, General Zoology (4)
- CHE 150, Introductory Chemistry (3)
- CHE 155-156, General Chemistry (4,4)
- PHY 121-122, General Physics (4,4)
- PSC 120, Introd. to Earth Science (3)
- PSC 130, Introd. Physical Science (3)

- BSC 240, Human Anatomy (3)
- BSC 245 Human Physiology (3)
- PHY 201-202, General Physics (5,5)
- NSC 150, Issues in Ecology (3)

**Area 3:**

- 3 semester hours from among the following:
- MA 115, Fundamental of Mathematics (3)
- MA 125, Intermediate Algebra (3)
- MA 140, College Algebra (3)
- MA 150, Plane Trigonometry (3)
- MA 165-166, Integrated Freshman Mathematics (4,4)
- MA 205, Plane Analytic Geometry (3)
- MA 265-266, Calculus (5,5)

- MA 170, Introductory Analysis (4)

**Area 4:**

- 8 semester hours from among the following:\*
- EN 121-122, Communication Skills (4,4)
- EN 141-142, Advanced Freshman English (3,3)

- EN 265, Advanced Composition (3)
- EN 270, Creative and Critical Writing (3)
- SPE 150, Fundamentals of Speech (3)
- SPE 205, Effective Speaking (3)
- SPE 206, Oral Interpretation (3)

**Area 5:**

6 semester hours from among the following:  
 HU 211-212, The Humanities (3,3)  
 HU 223-224, Culture of Western Man (3,3)

OR

Three courses (9 semester hours) from three departments from courses listed in *Others* column\*\*

- \*\*ART 150, The Purpose of Art (3)
- \*\*EN 211-212, Survey of English Literature (3,3)
- \*\*EN 221-222, Survey of American Literature (3,3)
- \*\*MU 225, Music Appreciation (3)
- \*\*MU 220, Music Skills (3)
- \*\*MU 193-194-293-294, Seminar in Music History, Styles and Forms (4)
- \*\*PHI 160, Introduction to Philosophy (3)

**Area 6:**

4 semester hours from among the following:  
 Required Physical Education (4)

- HEC 110, Elements of Nutrition (3)
- HE 125, Personal and Community Health Problems (3)
- PHI 185, Practical Logic (3)
- PHI 205, Elementary Ethics (3)
- PSY 205, General Psychology (3)
- SOC 110, Preparation for Marriage (3)
- SOC 205, Marriage and the Family (3)

**Area 7:**

(No minimum required)

- SPA 101-102, Elementary Spanish (3,3)
- SPA 201-202, Intermediate Spanish (3,3)

\* Only six semester hours will fulfill the requirements in Area 4 if EN 141 and 142 or 121M and 122M are completed.

\*\*At least three courses from at least three of the departments listed (Art, English, Music and Philosophy).

# Courses of Study

## UNIVERSITY PARALLEL

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

Any student who plans to transfer to a four-year college or university after graduation from Chipola Junior College should consult the Dean concerning a suggested course of study that will fulfill the requirements of the school to which he expects to transfer. Also, the student may write to the Dean of the College 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. These suggested curricula are subject to revision each year.

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.
PSC 120-130** or BSC 111-112*	6	HU 211-212 or 223-224	6
Mathematics***	3-4	BSC 111-112* or PSC 120-130**	6
Social Science****	6	SPE 205	3
PE (Required)	2	Social Science****	6
EN 121-122	8	PE (Required)	2
Electives*****	6-9	Electives*****	9
	31-35		32

- \*BSC 210 or 220 may be substituted.
- \*\*CHE 155-156 may be substituted.
- \*\*\*Any one course; student may select MA 115, 140, or 165.
- \*\*\*\*Any six semester hours in History, Political Science, or Social Science (Survey); SSC 111-112 is recommended for the freshman year.
- \*\*\*\*\*The Dean or other faculty counselor should be consulted concerning elective subjects. In general, they should be in the area of the student's major interest. French or Spanish should be included if the student expects to earn the B.A. or A.B. degree.

This curriculum includes the first two years of work for students who plan to earn a degree in Agriculture or Agriculture Education. It is designed primarily for students who expect to transfer to the University of Florida. Students who plan to transfer to Auburn University or other schools should consult the Dean for a planned program.

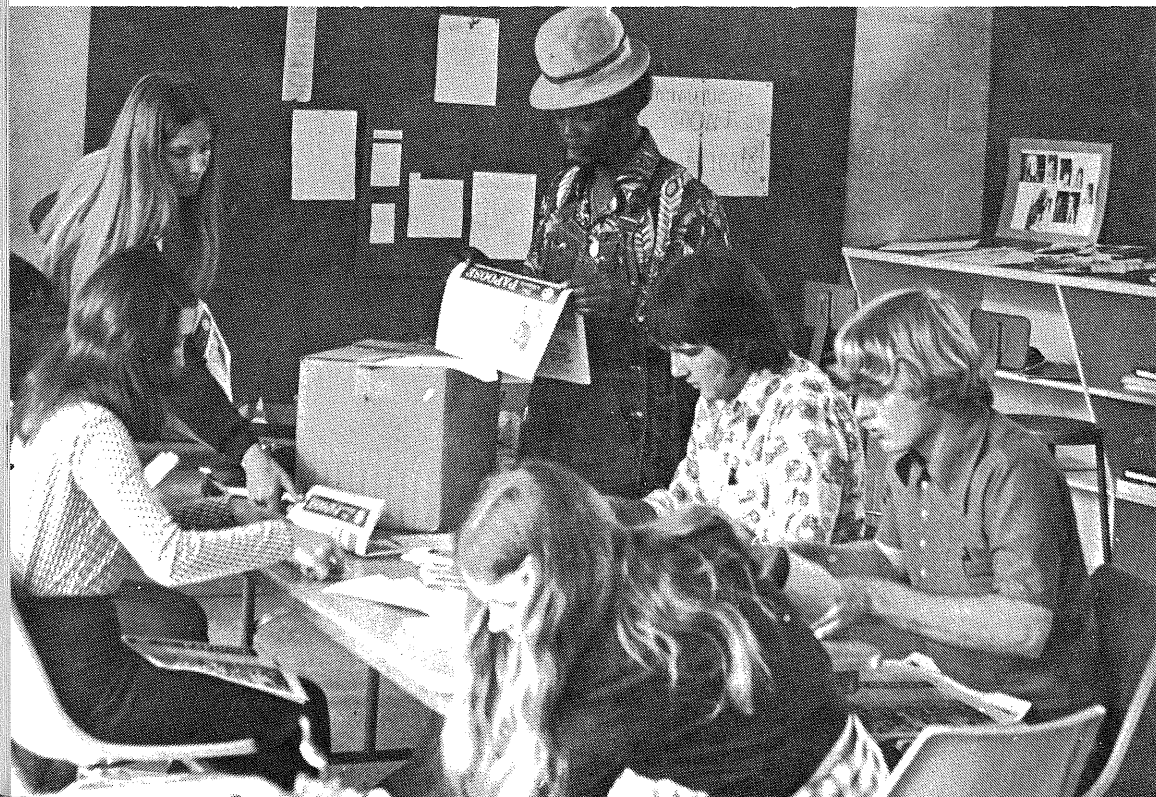
FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
BSC 111-112*	6	CHE 155-156***	8
Math and PHI 185**	7	BSC 210 and 220*	8
SSC 111-112	6	Electives****	3-4
PE (Required)	2	PE (Required)	2
Electives*****	3	EC 205-206	6
	32		33-34

\*Student may elect to take only BSC 210 and 220 if eligible to do so. However,

## GENERAL INFORMATION

## General College

## Pre-Agriculture



General Biology, General Botany and General Zoology are recommended.

\*\*MA 165 meets the minimum requirement. However, MA 140 and 150 may be substituted.

\*\*\*CHE 150 should be pursued during the Freshman year if student's record and test scores indicate a weakness in Chemistry or Mathematics.

\*\*\*\*Recommended electives include ACC 201, ENG 205, PHY 121-122, SPE 205, courses from the Humanities area, and BSC 225.

**Pre-Business Administration**

The program of study outlined 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.
EN 121-122	8	ACC 201-202	6
PSY 205 or SPE 205	3	EC 205-206	6
Mathematics 115 and 170**	7	HU 211-212 or 223-224	6
BSC 111-112 or PSC 120-130	6	MA 220	3
PE (Required)	2	BUS 225	3
Social Science*	6	PE (Required)	2
		DP or CSC***	3
		SPE 205 or PSY 205	3
	32		32

\*Students planning to transfer to Florida State University should schedule HIS 121-122; other courses including SSC 111-112 or POL 211-212 may be pursued.

\*\*Students transferring to U. of Florida should take MA 165, 166 and 265.

\*\*\*DP 110, CSC 215 or other DP courses.

**Pre-Education**

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. This curriculum does not apply to Art or Music Education.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212 or 223-224	6
PSC 120-130 or BSC 111-112*	6	BSC 111-112 or PSC 120-130*	6
PSY 205**	3	Social Science***	6
MA 115 or 140*	3	PE (Required)	2
Social Science***	6	SPE 205 or 150****	9
PE (Required)	2	Electives****	9
Electives****	3-6		
	31-34		32

\*Chemistry should be pursued instead of PSC 120-130 if student plans to teach Science in the secondary school. BSC 210 and 220 should be pursued instead of BSC 111-112 if the student expects to have Science as a major field. Student should take MA 165-166 instead of 115 or 140 if he expects to teach Mathematics; this necessitates taking MA 265-266 during the Sophomore year instead of other work shown above.

\*\*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 need HIS 121-122, plus two or more courses in Sociology, Political Science, Economics or Geography.

Students planning to transfer to Troy State University need HIS 201-202, SOC 150, and GEO 205. If the student plans to teach in the Social Science area, SSC 111-112 should be omitted, and he should take as much work as possible in History, Geography, Sociology, Political Science and Economics; at least one course in each subject should be scheduled, preferably two.

\*\*\*\*ED 150 during the Freshman year is recommended for all students except those planning to transfer to Troy State University. Any student who plans to teach in secondary school should schedule electives in his subject area. For example, English majors should schedule EN 211-212 and 221-222. All elementary teachers should schedule MU 220 unless they have had extensive musical training. MA 235 and 236 should be scheduled by all elementary education majors who plan to transfer to either Florida State or the University of Florida; these courses are recommended for all elementary education majors.

\*\*\*\*SPE 150 is recommended for all students planning to transfer to Troy State and for all special and elementary education majors.

Note: All students planning to become teachers should consult specific course schedule plans for the college or university to which they expect to transfer. Programs vary considerably depending upon the transfer institution for elementary major's and upon both the transfer institution and the subject major for secondary teachers.

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 Auburn University. Students planning to transfer to any other college should consult the Dean for a planned program.

**Pre-Engineering**

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
MA 165-166*	8	MA 265-266	10
Social Science***	6	PHY 201-202	10
CHE 155-156**	8	ENG 205****	2
PE (Required)	2	PE (Required)	2
		CSC 215	3
	32		33

\*Students qualified to take a course more advanced than MA 165 should do so. Therefore students who complete MA 266 prior to the third semester should take MA 295. Students' first math course may be MA 205 or MA 265, if qualified. MA 140, 150, and 205 may be substituted to MA 165-166.

\*\*Students not qualified to take Chemistry 155 on entrance will be required to take CHE 150 as a prerequisite.

\*\*\*SSC 111-112 is recommended for students planning to transfer to University of Florida; other subjects such as Political Science and Economics are acceptable. Students planning to transfer to Auburn University should schedule EC 205 and either HIS 201 or 202.

\*\*\*\*Students planning to transfer to Auburn University should take GEO 205 and SPE 205 instead of HU 211-212. However, HU 211-212 are required for graduation from Chipola.

\*\*\*\*ENG 205 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. CSC 215 may be substituted for ENG 206.

**Pre-Forestry**

The curriculum outlined below is 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 Auburn University or other schools should consult the Dean for a planned program of study.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
MA 165-166	8	CHE 155-156	8
SSC 111-112	6	EC 205-206	6
BSC 111***	3	Elective**	0-3
PE (Required)	2	BSC 210 and 220***	8
PHY 121-122***	8	PE (Required)	2
		FOR 205 or Elective	2
	<hr/>		<hr/>
	35		32-35

\*For general forestry and wild life management. Students planning to major in forest products technology should omit EC 205-206 and BSC 220; instead they should take Calculus (MA 265-266) and Engineering Graphics (ENG 205).

\*\*Suggested electives include ENG 205, SPE 205, MA 220, MA 265, JOU 150, and CSC 215.

\*\*\*BSC 111 is needed only as preparation for BSC 210 and 220; students with a good preparation in Biology should take only PHY 121-122 instead of BSC 111.

**Pre-Home Economics**

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		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212 or 223-224	6
BSC 111-112	6	EC 205-206	6
CHE 155-156*	8	HIS 121-122 or 123-124	6
MA 140	3	SPE 205	3
PSY 205	3	ART 141	3
HEC 110	3	BSC 225	4
PE (Required)	2	CHE 221* or Elective	4
		PE (Required)	2
	<hr/>		<hr/>
	33		34

\*If the student is not eligible to take Chemistry 155 on entering college, CHE 150 should be scheduled as a prerequisite. This might necessitate the postponement of Chemistry to the Sophomore year. Some Home Economics curricula require only 3 or 4 semester hours in Chemistry; some require 6 to 8 semester hours; and some require one or more courses in Organic Chemistry. CHE 155-156 is recommended for all students; CHE 221 and/or CHE 221-222 is recommended for home economics education and foods and nutrition majors.

**Pre-Law**

This is the recommended course of study for students who expect to earn the bachelor's degree and subsequently enter a school of law. However, those planning to combine business administration and law should follow the business administration curricula.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
PSC 120-130 or BSC 111-112**	6	BSC 111-112 or PSC 120-130**	6
MA 115 or 140	3	SPE 205 and PSY 205	6
HIS 201-202 or POL 211-212	6	POL 211-212 or HIS 201-202	6
SPA 101-102 or Electives	6-9	SPA 201-202 or Electives*	6
PE (Required)	2	PE (Required)	2
	<hr/>		<hr/>
	31-34		32

\*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. If the student elects to take other subjects instead of Spanish, the 12 or more semester hours should be selected from ACC 201-202, EC 205-206, and HIS 121-122. PHI 185 should be scheduled if the student plans to transfer to the University of Florida.

\*\*Student may elect to take only BSC 111-112 or PSC 120-130; if so, EC 205-206 for the Sophomore year is recommended.

The curriculum outlined below is recommended for all students who plan to earn a degree in Art or Art Education.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	ART 225-226	6
BSC 111-112 or PSC 120-130	6	HIS 121-122	6
ART 150	3	HU 211-212***	6
MA 115 or PSY 205	3	PE (Required)	2
PE (Required)	2	PSY 205 or MA 115	3
ART 115-116	6	ART 141-142**	6
Electives*	3-6	ART 240	3
	<hr/>		<hr/>
	31-34		32

**Art or Art Education**

\*Foreign language is sometimes required for the A.B. or B.A. Degree in Art.

\*\*Art 141-142 may be scheduled either Freshman or Sophomore year; it is not always required for Art Education. If the student expects to transfer to a college requiring a foreign language, SPA 101-102 and 201-202 should be scheduled instead of some of the courses listed above.

\*\*\*Six semester hours from two departments including MU 225, MU 220, EN 211, EN 212, EN 221, EN 222, and PHI 160 may be substituted.



**Music Or Music Education**

The curriculum outlined below is recommended for students who plan to major in Music or Music Education.\*

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	MU 201-202, 221-222, & 231-232	10
PE (Required)	2	Applied Music**	4-6
MU 101-102, 121-122, & 131-132	10	Music Organization***	2
Applied Music**	6-4	MU 293-294	2
Music Organization***	2	HIS 121-122	6
Restricted Electives****	3	Restricted Electives****	6
MU 193-194	2	PE (Required)	2
	<hr/> 33-31		<hr/> 32-34

\*Students following this curriculum will not meet Chipola's graduation requirements. However, those interested in doing so should consult requirements, plan to attend a summer session, and schedule required courses.

\*\*See MU 151-152-251-252 and 161-162-261-262.

\*\*\*See MU 105-106-205-206, and 107-108-207-208.

\*\*\*\*Courses to be pursued depend on whether student plans to earn a degree in Music or Music Education, and on whether major emphasis will be vocal or instrumental. All majors should include PSY 205 and either MA 115 or SPE 150. Additional work in General Education is recommended for all majors.

**Pre-Medical and Pre-Dental**

The first two years work for students who plan to enter schools of medicine or dentistry. Pre-medical students planning to enter schools requiring a foreign language must schedule French or German during the third and fourth years.

FRESHMAN YEAR		SOPHOMORE YEAR*	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
MA 165-166	8	CHE 221-222	9
CHE 155-156	8	PHY 121-122	8
Biological Science**	7-8	Social Science***	6
PE (Required)	2	Biological Science**	3-6
	<hr/> 33-34	PE (Required)	2
			<hr/> 34-37

\*Six or more hours during a summer session is often necessary in order to complete this curriculum. PSY 205 should be added if a summer session is included.

\*\*Some students may be required to take BSC 111 as preparation for BSC 210 and 220. If so, a total of 14 to 17 hours in this area would be scheduled. The minimum recommended is BSC 210, 220 and 225 plus BSC 111 if needed as a prerequisite.

\*\*\*HIS 121-122, HIS 201-202, POL 211-212, or SSC 111-112.

**Pre-Pharmacy**

The first two years of work for students who plan to enter a school of pharmacy.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
BSC*	7	CHE 221-222	9
CHE 155-156	8	PHY 121-122	8
MA 165-166	8	Social Science**	6
PE (Required)	2	PE (Required)	2
	<hr/> 33		<hr/> 31

\* BSC 111 and 220 are recommended; BSC 111-112 may be needed as a prerequisite for 220; if so BSC 220 could be pursued during the sophomore year.  
\*\*SSC 111-112, HIS 201-202, or POL 211-212 are recommended.

The first two years of work for students who plan to enter a school of optometry.

**Pre-Optometry**

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212 or 223-224	6
MA 140 and 150	6	CHE 221	4
BSC 111 and 220	7	PHY 121-122	8
CHE 155-156	8	BSC 240 and 225	7
PSY 205	3	PSY 206	3
PE (Required)	2	HIS 121-122 or 123-124	6
	<hr/> 34	PE (Required)	2
			<hr/> 36

The curriculum outlined below is recommended for all students who plan to become medical or laboratory technicians. It is designed for those students who plan to earn the bachelor's degree and for those who expect to enter a hospital or technical school for further training.

**Medical Technology**

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
SSC 111-112 or HIS 121-122	6	BSC 225 and 230	7
MA 140 or 165	3-4	CHE 221-222**	9
CHE 155-156	8	PHY 121	4
BSC 111 or 111-112*	3-6	PE (Required)	2
PE (Required)	2	Elective**	3-6
	<hr/> 30-34		<hr/> 31-34

\*BSC 111 or 220 is a prerequisite for BSC 225 and BSC 230; both BSC 111 and 112 or 111 and 220 recommended for some students.

\*\*Some schools require two semesters of organic chemistry. Recommended electives include MA 150 or 166, BSC 220, BSC 240, BSC 245, PSY 205 and SPE 205.

The first two years of work for students who expect to enter schools of journalism or journalism and communications.

**Pre-Journalism and Communications**

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
PSC 120-130 or BSC 111-112	6	BSC 111 or PSC 120 or 130	3
MA 115	3	POL 211-212	6
PHI 185 or PSY 205	3	HIS 201-202	6
JOU 171-172 and 181-182	4	JOU 271-272 or 281-282	4
PE (Required)	2	PE (Required)	2
SSC 111-112 or HIS 121-122	6	EC 205 and SPE 205	6
	<hr/> 32	JOU 150	3
			<hr/> 36

Chipola Junior College now offers most of the courses required during the first two years for those students who desire to earn a bachelor's degree in Nursing. 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

**Nursing**

recommend that the student spend from two to four semesters at Chipola, depending upon her specific objectives in the field and plans for future training. All students interested in Nursing should contact the Dean for a course of study to follow while at Chipola.

The Practical Nurses course is offered as a vocational or non-college level offering.

**Occupational or Physical Therapy**

Students interested in working toward a degree in Occupational or Physical Therapy should consult the Dean for a planned program. Chipola offers most of the required courses for the first two years of both curricula. Students may complete two years at Chipola and transfer to professional schools as juniors with only minor scheduling difficulties.

**Pre-Ministerial**

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.

**Pre-Social Welfare**

Students interested in working toward a degree in Social Welfare should consult the Dean for a planned program. Courses to be scheduled depend upon the four-year college to which the student expects to transfer. In general, students may schedule two full years at Chipola and transfer as juniors.

**Library Science**

Students interested in becoming librarians should consult the Dean for a planned program. In most instances the student who takes work at Chipola will transfer to a four-year college offering the professional courses required for certification as a school librarian. They will be enrolled in a school of arts and science or a school of education. The degree in library science is now, in most instances, a graduate degree. Chipola offers the first two years of work applicable toward the baccalaureate degree in either arts and science or education with librarian certification.

**Pre-Veterinary Medicine**

Students interested in Veterinary Medicine should consult the Dean. Chipola offers most all of the required first two years work except courses in Agriculture. one additional year at a senior institution will be required.

**Pre-Architecture**

Since the first two years of most Architecture curricula require professional courses not offered at Chipola, it is recommended that students working toward this degree spend only two semesters at Chipola. However, in some instances the student may profitably spend four semesters at Chipola. The Dean should be consulted for a planned program.

**Pre-Computer Science**

Students interested in earning the bachelor's degree in computer science, information science or systems science should consult the Dean. Chipola offers the first two years of work suitable for these majors who intend to transfer to Florida State University or the University of West Florida.

**Theatre or Drama**

Students interested in earning the bachelor's degree with a major in theatre or drama should consult their faculty advisor or the Dean for a planned program of study. Chipola offers all of the work necessary to transfer as a junior.

**Other Curricula**

The College offers all or part of many other pre-professional curricula suitable for transfer to the upper division of many colleges or universities. Students who plan to major in any area not outlined above should contact the Dean concerning suggested courses to schedule for specific colleges and/or majors.

**SPECIALIZED TECHNICAL AND BUSINESS COURSES OF STUDY**

The courses of study listed below are primarily for students who desire to earn the Associate in Applied Science degree.

Attention is called to the fact that these courses of study list many of the same courses required for university parallel programs leading to the Associate in Arts degree. There are no separate classes for Associate in Applied Science or Associate in Arts students. However, certain courses are designed primarily for the A.A.S. students and may not apply toward a baccalaureate degree at a senior college or university. Any student pursuing any of the curricula listed below who plans to transfer to a senior college should contact the college concerning the transferability of specific courses.

This course of study is designed for the students who desire employment as technicians in industry or government service after two years of college.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	MA 150 or 205*	3
MA 125 and 140 or 140 and 150*	6	EL 211-212-213-214-215	15
PSC 120-130	6	HIS 201-202 or POL 211-212	6
EL 111-112-113	9	ENG 205	2
ENG 100	1	Elective	1-3
PE (Required)	2	PSY 205	3
	<hr/>	PE (Required)	2
	32		<hr/>
			32-34

\*Mathematics courses to be scheduled depend upon the student's background and achievement. If qualified to do so, the student should take MA 140, MA150 and MA 205. If MA 125 is necessary as a prerequisite for MA 140, the student should schedule MA 125, MA 140, and MA 150.

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

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	PHY 201-202*	10
MA 165-166*	8	MA 265-266*	10
SSC 111-112**	6	ENG 205-206	4
PSC 120-130 or CHE 155-156***	6-8	MA* or Electives	3-6
PE (Required)	2	PSY 205	3
ENG 100	1	PE (Required)	2
	<hr/>		<hr/>
	31-33		32-35

\*Mathematics courses depend upon student's background. If the student is not qualified to take MA 165 on entrance, MA 125 must be scheduled as a prerequisite. Students who are unable to schedule the MA 165-166 courses may schedule MA 140, MA 150, and MA 205. A minimum of 15 semester hours is required, but 18 or more semester hours are recommended. Students who do not take Calculus (MA 265-266) must schedule MA 140, MA 150, MA 205, and MA 220. If Calculus is not scheduled, PHY 121-122 must be substituted for PHY 201-202.

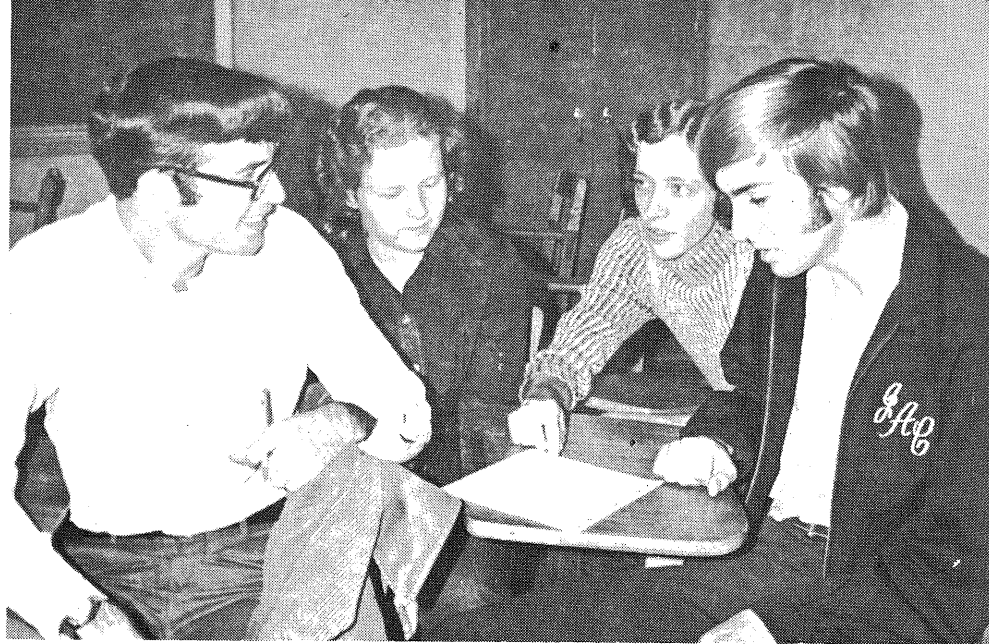
\*\*HIS 201-202 or POL 211-212 may be substituted.

\*\*\*PSC 120-130 is recommended unless student has special interest in Chemistry.

**GENERAL INFORMATION**

**Electronics Technology**

**Engineering or Mathematics Aide**



**General Business** This curriculum is designed for students who plan to enter general business occupations after two years of college.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
BUS 125*	3	ACC 201-202	6
Mathematics**	3	BUS 251-252	6
EC 205-206	6	BUS 270 and 280	6
BUS 101 or 102***	2	BUS 225	3
DP 110	3	SPE 205 or PSY 205	3
PSY 205 or SPE 205	3	PE(Required)	2
PE (Required)	2		
Elective	3		
	<u>32</u>		<u>32</u>
	33		

\*Student should schedule BUS 125 during first semester.  
 \*\*MA 115 will meet the minimum requirements; MA 140 or 165 is recommended if student is eligible.  
 \*\*\*BUS 101 for those who have had no typewriting in high school; BUS 102 for those who have had one or more years.

**Mental Retardation Professional Associate** This course of study is designed to prepare the student for employment as a Rehabilitation Technician at Florida Sunland Training Centers or for equivalent positions in other public or private agencies dealing with the mentally retarded.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 100-121 or 121-122	7-8	PSY 206	3
BSC 111-112	6	ED 250	3
MA 115	3	SPE 205	3
HE 125	3	MR 205 and 215	4
SOC 150 or SSC 111	3	MR 250	15
MR 101, 105, and 115	6	PE (Required) or Elective	2-3
PSY 205	3		
PE (Required) or Elective	2		
	<u>33-34</u>		<u>30-31</u>

The course of study listed below is designed for employed teacher aides and those seeking employment as aides or para-professionals in public schools.

**Teacher Aide**

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
MA 115	3	SPE 205 or 150	3
PC 120-130 or BSC 111-112	6	PSY 206	3
PSY 205	3	ED 250	3
ED 150	3	BSC 111-112 or PSC 120-130	6
BUS 101 or 102**	2	Elective***	3
SSC 111-112*	6	SOC 150	3
	<u>32</u>	ED 260	6
			<u>33</u>

\*Other courses in the Social Science area including HIS 121-122, HIS 201-202, and POL 211-212 may be substituted.  
 \*\*Elective may be substituted if student has typewriting skills.  
 \*\*\*Recommended elective includes ART 115, HE 125, and MA 235.

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

**Secretarial**

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
BUS 101-102 or Electives*	4-6	ACC 160	3
BUS 111-112 or Electives*	6	BUS 251-252 or EC 205-206	6
SSC 111-112	6	BUS 215 and 230	6
MA 115	3	BUS 225 and 240	6
PE (Required)	2	PE (Required)	2
DP 110	3	Electives*	3
	<u>32-34</u>		<u>32</u>

\*Exemption examinations are provided in typewriting and shorthand so that elementary subjects will not be repeated and more advanced subjects may be scheduled. Students with two years of both typewriting and shorthand in high school may be eligible to begin with BUS 215 and BUS 230; if so, electives should be scheduled instead of beginning and intermediate courses. Recommended electives include EC 205-206 or BUS 251-252; other recommended electives include HE 125 and PSY 205.

This curriculum is designed for the student who plans to enter employment in the data processing field as a programmer after two years of college.

**Data Processing Technology**

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
DP 110 and 205	6	DP 206 and 260	4
DP 111-112	5	DP 211-212 or 221-222	5
MA 125-140 or 140-150*	6	DP 230, 240 or 250	1
EN 121-122	8	MA 220	3
PE (Required)	2	PSY 205 and SPE 205	6
ACC 160 or 201-202	3-6	EC 205-206	6
	<u>30-33</u>	PE (Required)	2
		Electives**	6-9
			<u>33-35</u>

\*Mathematics courses to be pursued depend upon the student's secondary school background. If eligible to begin with MA 140, student should take MA 140 and 150; otherwise, MA 125 and 140 should be pursued. A minimum of six semester hours is required.  
 \*\*Additional courses in mathematics are recommended.

**Criminology and Corrections**

This curriculum leading to the Associate in Applied Science degree is designed for persons seeking employment in Florida's correctional institutions and for the in-service training of employed personnel.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	CRC 205-210-215	8
CRC 105-110	5	CRC 220-230-240	8
CRC 150-160	6	CRC 250-260	5
POL 211-212	6	SPE 205	3
SOC 150	3	SOC 205	3
PSY 205	3	PE (Required) or Elective*	2
PE or Elective*	2-3	Elective*	3
	33-34		32

\*Recommended electives include ACC 201, DP 110, and MA 115.



# Vocational Courses of Study

**GENERAL INFORMATION**

These courses of study consist chiefly of preparatory training for employment in trades or skilled occupations. Classes are scheduled during the day, five days each week for six hours or class periods per day. Students may enroll on a full-time or half-time basis. Currently enrolled high school students may enroll on a half-time basis provided proper arrangements are made with their high school principal concerning class schedule and transportation.

The length of the program is indicated by the hours of instruction. Instruction in most areas will be for two semesters plus one six week summer term, or 1200 hours per year. High school students will be able to complete 1080 hours of instruction during two regular school years. The Practical Nursing course extends year around for a total of 1420 hours of instruction.

The time necessary for completion of a prescribed course of study depends on the program. Certificates of completion will be awarded for one year (1200 hours) or two years (2400 hours) in some programs.



For initial enrollment for any program, the fall semester is preferable. Entering students may be accepted only in the fall for Practical Nursing. For other programs entering students may be accepted effective the spring semester. For some programs students may enter effective the first term of the summer session. Details concerning enrollment for any course, including admission requirements, will be furnished on request.

Descriptions of course offerings are found in the section of this catalog titled Vocational Course Offerings.

1. Agriculture (Cooperative on-the-farm training)
2. Appliance Service, 1200 hours or 2400 hours
3. Automotive Mechanics, 1200 or 2400 hours.
4. Brick and Blocklaying, 1200 hours.
5. Carpentry, 1200 or 2400 hours
6. Cosmetology, 1200 hours.
7. Distributive Education, 1200 or 2400 hours.
  - a. Advertising
  - b. Business Management
  - c. Cashing for Salespeople
  - d. Display
  - e. Merchandising and Buying
  - f. Principles of Retailing
  - g. Sales Promotion
  - h. Techniques of Selling
8. Engineering Drafting, 2400 hours.
9. Electric Wiring, 1200 hours.
10. Plumbing and Pipe Fitting, 1200 or 2400 hours.
11. Practical Nursing, 1420 hours.
12. Radio and Television Service, 2400 hours.
13. Small Gasoline Engine Mechanics, 1200 hours.
14. Welding, 1200 or 2400 hours.

### COMMUNITY SERVICE COURSES

Short, non-credit and special interest courses are offered on demand. Any adult is eligible for admission to non-credit courses and on an audit or non-credit basis to college credit courses. However, there are no continuing course offerings solely for adults, and adults enrolling for credit must meet the same admission standards as other students.

Special announcements are made concerning all short courses which are offered on a demand basis.

Anyone desiring the offering of any short or special interest course is urged to contact the Dean of the College or the Dean of Vocational and Technical Education.

## College Course Offerings

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

### GENERAL INFORMATION

ACC (Accounting)	HU (Humanities)
ART (Art)	JOU (Journalism)
BSC (Biological Science)	MA (Mathematics)
BUS (Business)	MR (Mental Retardation)
CHE (Chemistry)	MU (Music)
CRC (Criminology and Corrections)	NSC (Natural Science)
CSC (Computer Science)	PE (Physical Education)
DP (Data Processing)	PHI (Philosophy)
EC (Economics)	PSC (Physical Science)
ED (Education)	PHY (Physics)
EL (Electronics)	POL (Political Science)
EN (English)	PSY (Psychology)
ENG (Engineering)	SSC (Social Science)
FOR (Forestry)	SOC (Sociology)
GEO (Geography)	SPA (Spanish)
HE (Health)	SPE (Speech)
HIS (History)	

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 semester's 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 catalog number. Courses numbered below 100 are of a remedial nature and do not count toward graduation.

The letter M following the course number on the permanent record or transcript indicates a modification of the course as described in the catalog. This modification consists of a shortening of the course so far as semester hours credit is concerned. Thus, EN 121M

denotes a modification of that course for which less than 4 semester hours credit is allowed.

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.

## ACCOUNTING

### ACC 160. Introductory Accounting. (D).

An introductory course designed to provide a basic knowledge of elementary accounting and office records. This course is recommended for all secretarial students and others who desire a single course in accounting.

### ACC 201. Principles of Accounting. (1,2,3)

An introductory course designed to provide basic knowledge of business practices and accounting. The course includes the theory of modern accounts, the procedure of recording and reporting business transactions, and one or more practice sets. Prerequisite: Consent of department. 3 semester hours credit.

### ACC 202. Principles of Accounting. (2,3)

A continuation of the 201 course emphasizing more detailed or complex accounting systems. Included are partnership and corporation accounting systems and a study of stocks and dividends, bonds, cost, special reports and subsidiaries. Prerequisite: ACC 201. 3 semester hours credit.

## ART

### ART 115. Introductory Drawing. (1,2)

Graphic study of the structure, movement and rhythm of the human figure as it relates to drawing graphic expression. Six hours lecture and studio per week. 3 semester hours credit.

### ART 116. Introductory Drawing. (1,2)

A continuation of ART 115 with emphasis placed upon spatial description through perspective and other means with greater exploration of the drawing processes through mixed technique. Prerequisite: ART 115 or consent of instructor. Six hours lecture and studio per week. 3 semester hours credit.

The firing and glazing of clay pieces built by hand or formed on the Potter's wheel, with consideration given to the role of ceramics in the history of mankind and the modern world. Four hours studio per week. 2 semester hours credit.

### ART 131. Introduction to Ceramics (1)

A continuation of ART 131, but with more opportunity for the student to perfect the techniques found most interesting, and to work on individual projects of own choosing. Prerequisite: ART 131 or consent of instructor. Four hours studio per week. 2 semester hours credit.

### ART 132. Introduction to Ceramics (2)

The elements and principles of design as applied to the two dimensional plane. Applied problems to the solution of two dimensional design through various media. Six hours laboratory per week. 3 semester hours credit.

### ART 141. Introduction to Two Dimensional Design. (1)

The elements and principles of design as applied to the third dimension. Applied problems to the solution of three dimensional design through various media. Prerequisite: ART 141 or consent of the department. Six hours laboratory per week. 3 semester hours credit.

### ART 142. Introduction to Three Dimensional Design (2).

An investigation into the origin and development of the visual arts as an integral expressive mode of man, individually and collectively. Particular emphasis is placed upon uses of art in expression, communication, and exploration of human ideas and values. 3 semester hours credit.

### ART 150. The Purpose of Art. (1)

Training in the problems of spatial organization through line, planes, color, light, motion, and volume. Oil or acrylic is the principal media. Prerequisite: consent of the instructor. Six hours studio per week. 3 semester hours credit.

### ART 225. Color and Pictorial Composition. (1)

Problems of pictorial composition are more thoroughly studied with greater emphasis upon individual creativity and invention. Prerequisite: ART 225 or consent of instructor. Six hours studio per week. 3 semester hours credit.

### ART 226. Color and Pictorial Composition. (2)

A beginning course designed to introduce the student to the materials and methods of creating sculpture. Primary media include clay, plaster, wood, and cement. Prerequisite: ART 115 or 116, or consent of instructor. Six hours lecture and laboratory per week. 3 semester hours credit.

### ART 240. Introduction to Sculpture. (D).

An introductory course in the use of semi-precious stones and a variety of metals in the design and creation of jewelry and other art objects. Emphasis is placed on casting by the lost way method. Four hours laboratory per week. 2 semester hours credit.

### ART 245. Jewelry and Art Metal. (D)

**BIOLOGICAL  
SCIENCE**

**BSC 111. General  
Biology. (1,2,3)**

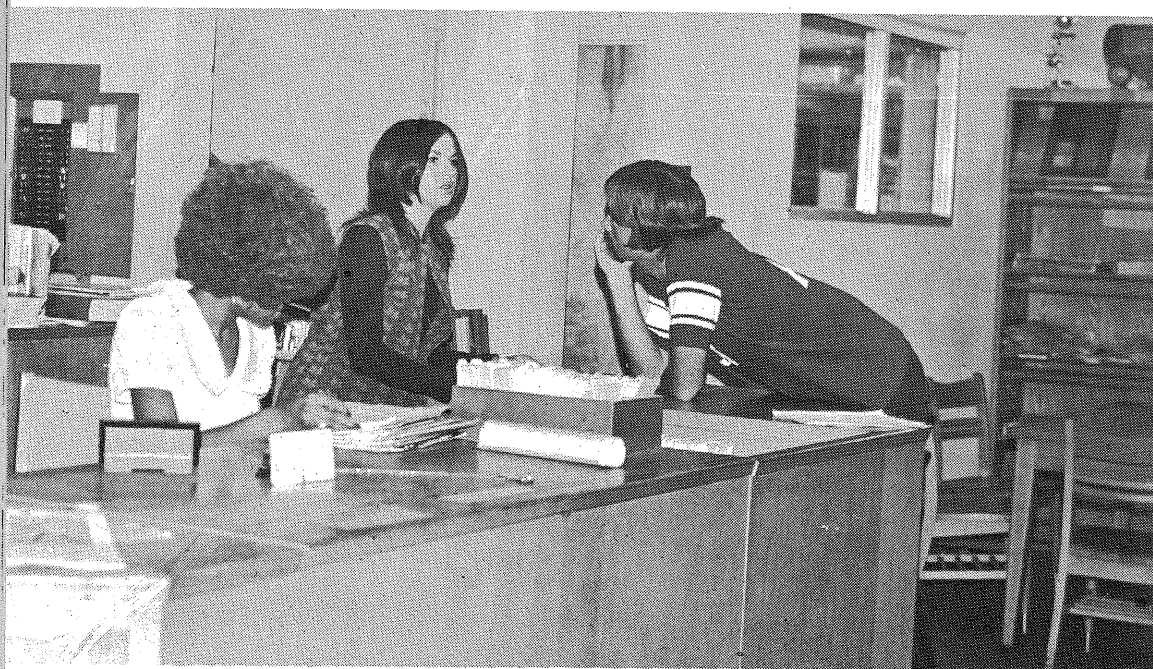
General Biology is a two semester introductory course. BSC 111 emphasizes the origin of life; the structure of protoplasm; the nature of cells; the general organization of plants and animals; and the physiology of and structure associated with respiration and photosynthesis. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**BSC 112. General  
Biology. (1,2,3)**

The second semester of General Biology emphasizes the regulation of the internal environment; reproduction and development; heredity; ecology and evolution, its mechanism and results. Prerequisite: BSC 111 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**BSC 210. General  
Botany. (1,2)**

This course is designed primarily for majors in biological or related sciences. It is an introductory course dealing with the nature of plants and classification with study of representative life cycles. Special emphasis is placed on the structure and physiology of flowering plants. Two hours lecture and four hours laboratory per week. 4 semester hours credit.



This course is designed primarily for majors in the biological or related sciences. It is an introductory course dealing with general principles of animal biology including basic structures of the body and their organization into special systems, classifications, and evolutionary relationships of representatives of the major phyla. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

**BSC 220. General  
Zoology. (1,2)**

An introductory programming course designed for biology, pre-medical, medical technology, and nursing majors. The fundamentals of microbiology including history, morphology, metabolism, classification, identification, cultivation, and distribution of bacteria and molds; also including physical, chemical control of microorganisms, and the description of pathogenic bacteria. Prerequisite: BSC 111 or 220 and CHE 150 or 155. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

**BSC 225.  
Microbiology. (2)**



**BSC 230. Laboratory Methods. (D)**

This course is designed for biology majors, pre-medical technology, pre-pharmacy, and pre-veterinary medical students. Emphasis is placed on the histological aspect of animal tissues and introductory biochemical laboratory methods. Pre-requisite: BSC 111 or BSC 220. One hour lecture and four hours laboratory per week. 3 semester hours credit.

**BSC 240. Human Anatomy. (1)**

An introduction to the study of human anatomy. Prerequisite: BSC 111 or equivalent. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**BSC 245. Human Physiology. (2)**

An introduction to the study of the functions of the human body. Prerequisite: BSC 240 or consent of the department. Two hours lecture and two hours laboratory per week. 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 application. Four 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. Four hours laboratory per week. 2 semester hours credit.

**BUS 111. Gregg Shorthand. (1)**

An introductory course in the principles of Gregg's Diamond Jubilee Series shorthand, including dictation and transcription. Three hours classroom and two hours laboratory per week. 3 semester hours credit.

**BUS 112. Shorthand Dictation and Transcription. (1, 2)**

A continuation of BUS 111 with increased practice in dictation and transcription. Prerequisite: BUS 111 or one year of high school shorthand. Three hours classroom and two hours laboratory per week. 3 semester hours credit.

**BUS 125. Introduction to Business. (2,3)**

A survey course designed to acquaint the student with the terminology, organization, and function of the American business system. Topics covered in this course include economic orders or systems, types of business ownership and control, consumer finance, financial institutions, advertising, wholesaling, retailing, insurance, and employee selection and training. This course is primarily for freshmen, and is not open to students who have previously completed EC 205 or 206. 3 semester hours credit.

**BUS 215. Advanced Shorthand Dictation and Transcription. (D).**

An advanced course with emphasis on the secretarial specialist. Introduction to the vocabulary, dictation, and transcription used in the fields of medicine, law, business, and industry is included. Prerequisite: BUS 112 or equivalent. 3 semester hours credit.

Practice in writing business letters and elementary report writing. Prerequisite: English 121. 3 semester hours credit.

**BUS 225. Business Correspondence. (2,3)**

Practice in the use of duplicating machine, transcription, and recording, adding and modern computing machines. Prerequisite: BUS 102 or equivalent. Four hours laboratory per week. 3 semester hours credit.

**BUS. 230. Office Machines. (1,2)**

A course designed to integrate the typewriting 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, handling mail, and finding and applying for a job. Prerequisites: BUS 102, or consent of department. 3 semester hours credit.

**BUS 240. Office Practice. (2)**

A course covering the definition of law and its administration; the law of contracts, negotiable instruments, principal and agent, sales, employer and employee, bailments, and carrier. 3 semester hours credit.

**BUS. 251 Principles of Business Law. (1).**

A continuation of BUS 251 covering the legal relations of the surety and guarantor, mortgages, insurance, property, landlord and tenant, deeds of conveyance, partnership, corporations, bankruptcy, trusts and estates, and government regulations. Prerequisite: BUS 251. 3 semester hours credit.

**BUS. 252 Principles of Business Law. (2)**

A survey of the principles of management with emphasis on the kinds of policy making and administrative ethical problems which the business manager must face. Prerequisite EC 205. 3 semester hours credit.

**BUS 270. Principles of Management. (D)**

A survey of the whole field of finance, both private and public. Emphasis is placed on current problems in the field as well as on basic principles developed from past experiences. Prerequisite: EC 205. 3 semester hours credit.

**BUS 280 Principles of Finance (D).**

**CHEMISTRY**

An introduction to the elementary principles of modern chemistry. This course is designed for students whose preparation in secondary school chemistry and mathematics is such that they require a prerequisite course for general chemistry. It is also a general education course for those students who do not expect to take further work in chemistry. Corequisite: MA 115 or a more advanced course. Three hours lecture and one hour demonstration or laboratory per week. 3 semester hours credit.

**CHE 150. Introductory Chemistry. (1, 2)**



**CHE 155.**  
**General**  
**Chemistry. (1,2).**

The courses Chemistry 155-156 are designed to fulfill requirements in general chemistry and qualitative analysis for the first year in science, pre-medical, and engineering curricula. The courses include the fundamental principles of chemistry and qualitative analysis. Prerequisite: CHE 150 (with a grade of C or better) or one credit in high school chemistry and eligibility for MA 140 or a more advanced course. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

**CHE 156.**  
**General Chemis-**  
**try and Qualita-**  
**tive Analysis. (2,3)**

The second half of the courses 155-156. Prerequisite: CHE 155. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

**CHE 222. Organic**  
**Chemistry. (2).**

The second half of the course 221-222. Prerequisite: CHE 221. Three hours lecture and six hours laboratory per week. 5 semester hours credit.

**CHE 255.**  
**Introduction to**  
**Analytical**  
**Chemistry. (D)**

Principles and laboratory techniques involved in quantitative analysis. Included are gravimetric and volumetric methods utilizing application of instrumentation. Prerequisite: CHE 156. Two hours lecture and six hours laboratory. 4 semester hours credit.

**COMPUTER**  
**SCIENCE**

**CSC 215**  
**Computer Pro-**  
**gramming I. (1,2)**

Introductory computer concepts; logical analysis of problems; fundamentals of the FORTRAN IV programming language as implemented in the IBM 1130 computer; practice in programming elementary business and scientific exercises; and applications. Prerequisite: MA 140 or 165 or 170 or consent of department. Two hours lecture and two hours workshop per week. 3 semester hours credit.

**CSC 216.**  
**Computer Pro-**  
**gramming II. (D)**

The need for and use of assembly language programs; extended machine capability and overlapped processing using existing assembly language routines; familiarization with IBM 1130 assembly language; writing service routines, subprograms and programs in assembly language. Prerequisite: CSC 215 or any data processing course or consent of department. Two hours lecture and two hours workshop per week. 3 semester hours credit.

**CRIMINOLOGY**  
**AND**  
**CORRECTIONS**

**CRC 105.**  
**Introduction to**  
**Corrections. (D)**

An examination of the total correctional processes from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. History and philosophy, career oriented. 2 semester hours credit.

**CRC 110.**  
**Crime and**  
**Delinquency. (D)**

A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control and treatment. 3 semester hours credit.

**CRC 150.**  
**Criminal Law (D)**

The development, application, and enforcement of local, state, and federal laws relating to crime and delinquency. 3 semester hours credit.

**CRC 160.**  
**Administration of**  
**Criminal Justice.**  
**(D)**

An overview of the total system of the administration of justice provided with emphasis on due process and on the constitutional guarantees, and the civil rights of citizens and prisoners at various levels. 3 semester hours credit.

**CRC 205.**  
**Essentials of**  
**Interviewing. (D)**

The principles and techniques of interviewing and individual treatment as practiced in social work and corrections. Prerequisite: PSY 205 or consent of department. 2 semester hours credit.

**CRC 210.**  
**Principles of**  
**Correctional**  
**Administration.**  
**(D)**

The principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations, and other correctional administrative functions. Prerequisite: SOC 150 or consent of department. 3 semester hours credit.

**CRC 215.**  
**Institutional**  
**Procedures. (D)**

The function of the custodial staff for jails and detention facilities is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. The jail programs that are or could be implemented are reviewed. Juvenile detention facilities and practices are examined. Prerequisite: SOC 150 or consent of department. 3 semester hours credit.

**CRC 220. Group and Individual Counseling. (D)**

The basic principles of human behavior and some of the techniques of changing attitudes and behavior are evaluated, and the individual and group approaches to counseling are reviewed. Prerequisites: PSY 205 and SOC 150. 2 semester hours credit.

**CRC 230. The Court System. (D)**

The court system of the United States is explained at all levels, emphasizing adversary procedures in the criminal and civil or equity procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Prerequisite: CRC 160 or consent of department. 3 semester hours.

**CRC 240. Community Correctional Services. (D)**

An examination of community resources that can be brought to bear on the correctional task, such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer professional assistance, legal aid, and other pertinent services. Prerequisite: SOC 150. 3 semester hours credit.

**CRC 250. Probation, Pardons and Parole. (D)**

Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Prerequisite: CRC 160. 3 semester hours credit.

**CRC 260. Technical Report Writing. (D)**

A specialized English course that emphasizes correctional news stories, the preparation of pre-sentence investigation reports, juvenile court petitions and counselor reports, institutional progress reports, and other forms and reports commonly used in corrections. Prerequisite: EN 121. 2 semester hours credit.

**DATA PROCESSING**

**DP 105. Auxiliary Machines and Equipment. (D)**

The functions, operation and control of unit record equipment: Key punches, verifiers, collators, and interpreters. Prerequisite: BUS 101 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**DP 110. Introduction to Data Processing. (1)**

An orientation with respect to the terminology, procedures, and equipment used in data processing. This is the required introductory course in data processing technology and is recommended for all students interested in computer science. This course includes the function, operation and control of unit record equipment; and an introduction to the computer, flow charting, basic programming, and computer logic. 3 semester hours credit.

**DP 111. RPG Programming I. (1)**

The introductory course in Report Program Generator programming. Programming up to but not including disk operations. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**DP 112. RPG Programming II. (D)**

The second course in Report Program Generator programming to include disk systems applications. Prerequisite: DP 111. One hour lecture and two hours laboratory per week. 2 semester hours credit.

Fundamentals of the FORTRAN IV programming language as implemented in the IBM 1130 computer; practice in programming elementary business and scientific exercises; applications. Prerequisite: DP 110 or consent of department; MA 140 is a prerequisite or corequisite. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A continuation of the 205 course with emphasis on disk system applications. Prerequisite: DP 205. One hour lecture and two hours laboratory per week. 2 semester hours credit.

The introductory course in Assembly Language programming. Prerequisite: DP 110 and consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A continuation of the 211 course with emphasis on disk system applications. Prerequisite: DP 211. One hour lecture and two hours laboratory per week. 2 semester hours credit.

The introductory course in COBOL Language programming. Prerequisite: DP 110 and consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A continuation of the 221 course with emphasis on disk system applications. Prerequisite: DP 221. One hour lecture and two hours laboratory per week. 2 semester hours credit.

A workshop course in the commercial applications of data processing. Prerequisite: DP 205, DP 211, or DP 221. Two hours laboratory per week. 1 semester hour credit.

A workshop course in the scientific applications of data processing. Prerequisite: DP 205, DP 211, or DP 221. Two hours laboratory per week. 1 semester hour credit.

A workshop course in the social science applications of data processing. Prerequisite: DP 205, DP 211, or DP 221. Two hours laboratory per week. 1 semester hour credit.

The application of RPG, FORTRAN, ASSEMBLY, or COBOL programming language. Prerequisite: One or more courses in the programming specialty. Four hours laboratory per week. 2 semester hours credit.

**DP 205. FORTRAN Programming I. (2)**

**DP 206. FORTRAN Programming II. (D)**

**DP 211. Assembly Language Programming I. (1)**

**DP 212. Assembly Language Programming II. (D)**

**DP 221. COBOL Language Programming I. (D)**

**DP 222. COBOL Language Programming II. (D)**

**DP 230. Commercial Applications Workshop. (D)**

**DP 240. Scientific Applications Workshop. (D)**

**DP 250. Social Science Applications Workshop. (D)**

**DP 260. Applied Programming Specialty. (D)**

## ECONOMICS

### EC 205. Principles of Economics. (1,2,3).

An introductory course beginning with a look at economic history. This course, the first half of the 205-206 sequence, deals chiefly with macroeconomics. Representative topics included are wealth, output, income, savings, investments, the sectors of the economy, money, employment and growth. 3 semester hours credit.

### EC 206. Principles of Economics. (2,3)

This, the second half of 205-206 sequence, deals chiefly with microeconomics. Emphasis is given to the market, the firm and the market, the competition in different market structures. Also included is a look at international economics and how our economic system compares with other economic systems. Prerequisite: EC 205 or consent of department. 3 semester hours credit.

## EDUCATION

### ED 150. Introduction to Education. (1,2)

This course is designed as an introduction to American education. It includes a study of the fundamental principles, historical views, curriculum, pupil population, educative processes, and teaching as a profession. 3 semester hours credit.

### ED 250. Educational Media (D)

A course designed to acquaint teachers and prospective teachers with the latest educational media and their practical application to classroom situations. 3 semester hours credit.

### ED 260. Teacher Aide Internship. (D)

A course designed to give the student directed observation and on-the-job training as a teacher aide under the supervision of a college instructor and a cooperating teacher in one of the public schools of the area. A study of the growth and learning processes of children is emphasized along with the practical aspects of job performance. Ten hours per week for one semester (or five hours per week for two semesters) of directed observation. 6 semester hours credit.

## ELECTRONICS

### EL 111. Basic Electrical and Circuit Theory. (1)

An introductory course in electronics. The course covers the electron theory, Ohm's and Kirchoff's Laws, resistance, inductance, capacitance, power, series and parallel circuits, resonance and alternating current. Corequisite: MA 115 or 140. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

### EL 112. Vacuum Tubes. (2)

A study of the characteristics of vacuum tubes and associated circuits. Prerequisite: EL 111 or consent of department; corequisite: MA 140 or 150. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A study of the characteristics of solid state devices and circuits. This course also covers switching circuits and logic circuits. Prerequisite: EL 111. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A continuation of EL 113 with theory and laboratory work. Prerequisite: EL 113; corequisite: MA 150 or 205. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A study of the major communications systems used in our society. The Federal Communication Commission's regulations for a second class radio operator's license will be covered. Prerequisite: PSC 130 or EL 112 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A study of the application of electron tubes and transistors to industrial control circuits with emphasis on the fundamental principles of electrical machines and their control. Prerequisite: EL 112 or 113. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

This course covers the basic theory of electromagnetic wave propagation. A study of transmission lines and antenna systems used for very high frequency is included. Prerequisite: EL 211 or 212. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

This course is designed to acquaint students with specialized circuits used in radar, telemetry, microwave, and other high frequency systems. The Federal Communication Commission's rules and regulations concerning radiated emission will also be covered. Prerequisite: EL 212 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

### EL 113. Solid State Fundamentals. (2)

### EL 211. Solid State Circuits. (D)

### EL 212. Communications Systems. (D)

### EL 213. Industrial Electronics. (D)

### EL 214. High Frequency Transmission. (D)

### EL 215. Advanced Electronics. (D)

## ENGINEERING

Instruction and practice in the use of the slide rule. 1 semester hour credit.

Note: Students enrolled for ENG 205 or 206 will be required to purchase suitable instruments costing approximately \$30.00.

A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projection, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite: Plane geometry or equivalent plus consent of department; MA 115, 140 or 165 is a corequisite or prerequisite. Four hours lecture and laboratory per week. 2 semester hours credit.

### ENG. 100. Slide Rule. (1,2)

### ENG 205. Engineering Graphics. (D)

**ENGLISH**

**EN 100. Basic  
Composition (1,2)**

A course designed to prepare those students with inadequate preparation for college-level communication skill courses. Students failing to achieve a predetermined score on an English achievement test must satisfactorily complete this course before registering for EN 121. Emphasis is on basic sentence structure within the paragraph. Although credit is granted, this course does not apply toward satisfying general education requirements in English. 3 semester hours credit.

**EN 104.  
Speed  
Reading. (1,2)**

A course designed for those students whose test scores indicate a basic reading skill and who wish to further improve that skill through vocabulary development and speed and accuracy of visual perception. A score of 50 per cent or better on the Diagnostic Reading Test or successful completion of the non-credit reading clinic. 1 semester hour credit.

**EN 106. Drill in  
Basic Communica-  
tions Skills. (1,2)**

A course designed to develop skill in listening, note-taking, reading and question-answering. Programmed materials will be used as much as possible in order to allow students to repeat lessons as needed and to progress at varying rates according to their differing abilities. Open to all students during the first semester of the freshman year. Strongly recommended for students scoring less than 200 on the Florida Statewide Twelfth Grade tests. 2 semester hours credit.

**EN 110.  
Individualized  
Compensatory  
English. (1,2)**

This course is designed to provide the instruction needed to remedy deficiencies in one or any number of areas of communication skills. Students whose test scores and/or secondary school records indicate a deficiency in communication skills may elect to take EN 110 instead of EN 100. Students are required to satisfactorily complete the total series of units of instruction and to make a satisfactory score on a final test over all units. The grade-in the course is based solely on the final examination. However, those who fail to make a satisfactory score must review until they make a satisfactory grade, and no penalty is assessed for repeating all or part of the course. This course is open only to students who have no obvious deficiencies in communication skills. Those concurrently enrolled for EN 121 may enroll for 1-3 hours of credit depending upon the number of units they need to study if referred by the instructor. 1 to 3 semester hours credit.

**EN 121.  
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. 4 semester hours credit.

A continuation of EN 121. The second semester is concerned primarily with themes about literature, as the student reads short stories, plays, poetry, biography, and novels. Prerequisite: EN 121. 4 semester hours credit.

**EN 122.  
Communication  
Skills. (1,2,3)**

A course for the beginning student who is already proficient in basic communication skills. Content will include a more sophisticated approach to the skills of reading, writing, and speaking emphasized in EN 121. Eligibility will be determined by a general English achievement test and a writing sample. Eligible students may, however, elect to take the regular, less-demanding EN 121. EN 104, Speed Reading, is suggested as a supplementary offering. 3 semester hours credit.

**EN 141.  
Advanced  
Freshman  
English. (1)**

A continuation of EN 141, with particular emphasis on expository and critical writing based on readings in literature. Prerequisite: EN 141. 3 semester hours credit.

**EN 142  
Advanced  
Freshman English  
(2)**

A survey of English literature from Beowulf to the period of Romanticism. 3 semester hours credit.

**EN 211. Survey of  
English Literature  
(1,3)**

A survey of English literature from the Romantic writers to the present. 3 semester hours credit.

**EN 212. Survey of  
English Literature  
(2,3)**

A survey of major American writers from the colonial period to the Civil War, including Franklin, Irving, Cooper, Bryant, Poe, Emerson, Thoreau, Hawthorne, Longfellow and Melville. Emphasis is on the literature itself, rather than on lives of the authors or historical background. 3 semester hours credit.

**EN 221. Survey of  
American  
Literature. (1)**

A survey of major American writers from the Civil War to the modern period, including Whitman, Dickinson, Twain, James, Crane, O'Neill, Frost, Hemingway and Faulkner. Emphasis is on the literature itself, rather than on the lives of the authors or historical background. 3 semester hours credit.

**EN 222. Survey of  
American  
Literature. (2)**

This course is designed to provide a study of a representative selection and the best prose and poetry written by Negro Americans from 1760 to the present. Prerequisite: EN 121. 3 semester hours credit.

**EN 225. Black  
Writers in  
American  
Literature. (D)**

**EN 230. Literature of the Bible. (D)**

A study of literary forms used by the Hebrews in the Old Testament including history, biography, short story, essay, lyric poetry and dramatic literature; a study of the use of metaphor, simile, parable, parallelism balance and dignity of the New Testament in the Gospels; and a study of St. Paul as a letter writer. Prerequisite: EN 122 or equivalent. 3 semester hours credit.

**EN 238. Poetry Workshop. (D)**

A thematic study of poetry, tracing present emotions, interests, and concerns of students as expressed by today's poets and lyricists back through past poetic expression of the same emotions, interests and concerns. This concept includes opportunities for students to develop original poems and original presentations, and to explore innovations in poetic expression. 1 semester hour credit.

**EN 265. Advanced Composition. (D)**

A course designed for the student who wants additional work in the art of composition. Specialized techniques in the development of essays, both formal and informal, are emphasized, with appropriate readings and analyses. Problems and assignments are approached from the standpoint of the most common purposes for writing, and will lead to more personal and creative writing. The college literary magazine, INKLINGS, is also a product of this class. Prerequisite: EN 122 or 142, or consent of department. 3 semester hours credit.

**EN 270. Creative Writing. (D)**

A course for students interested in developing critical and creative skills. Emphasis is placed on critical evaluations of short stories and drama. The creative writing of short stories, poems, and essays is encouraged. Students are expected to edit, contribute and prepare for publication the literary magazine, INKLINGS. Prerequisite: EN 122 or 142, or consent of department. 3 semester hours credit.

**FORESTRY**

**FOR 205. Introduction to Forestry. (D)**

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.

**GEOGRAPHY**

**GEO 105. Introduction to Geography. (1,2)**

A course designed to introduce the student to the elements of physical geography and to provide a background for further study in geography and related social and physical sciences. 3 semester hours credit.

**GEO 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.

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

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

**HEALTH**

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

**HE 125. Personal and Community Health Problems. (1,2,3)**

**HISTORY**

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

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

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.

**HIS 121. Western Civilization. (1,2,3)**

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.

**HIS 122. Western Civilization. (1,2,3)**

The history of western man from the earliest beginnings to the close of the 17th century. This course covers essentially the same content as HIS 121, but is integrated with a study of the humanities and must be scheduled concurrently with HU 223. 3 semester hours credit.

**HIS 123. History of Western Man. (1)**

A continuation of the history of western man from 1700 to the present. This course covers essentially the same content as HIS 122, but is integrated with the humanities and must be scheduled concurrently with HU 224. 3 semester hours credit.

**HIS 124. History of Western Man. (2)**

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.

**HIS 201. American History to 1865. (1,2,3)**

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.

**HIS 202. American History Since 1865. (1,2,3)**

**HIS 220. Afro-American History. (1,2)**

An introductory course designed to acquaint students with and stimulate interest in the culture and history of the Afro-American. Emphasis is on his origins, struggles, fears, aspirations, and achievements. No prerequisite, but either HIS 201-202 or SSC 111-112 is recommended. 3 semester hours credit.

**HOME ECONOMICS**

**HEC 110. Elements of Nutrition. (D)**

The elements of nutrition and factors influencing ability of the individual and the family to secure and maintain good nutritional status. 3 semester hours credit.

**HEC 120. Clothing and Textiles. (D)**

An introductory course designed to give students an awareness of current information in the field of clothing and textiles. Included are standards for selection of clothing and textile materials for home and family use, a study of the consumer market, and the principles of design and clothing selection. 3 semester hours credit.

**HUMANITIES**

**HU 211. The Humanities. (1,2,3)**

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 211 deals primarily with our ancient and medieval cultural heritage. No prerequisite, but the course is designed for Sophomore level students. 3 semester hours credit.

**HU 212. The Humanities. (1,2,3)**

A continuation of HU 211. This course deals primarily with representative materials in art, music, literature, and philosophy of the modern period. HU 211 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

**HU 223. Culture of Western Man. (1)**

The study of representative materials in art, literature, music and philosophy from ancient times to the close of the 17th century. This course covers essentially the same content as HU 211, but is integrated with history and must be scheduled concurrently with HIS 123. 3 semester hours credit.

**HU 224. Culture of Western Man. (2)**

A continuation of the culture of western man from 1700 to the present. This course covers essentially the same content as HU 212, but is integrated with history and must be scheduled concurrently with HIS 124. 3 semester hours credit.

**JOURNALISM**

A survey of the technology and functions of mass communications media: newspapers, magazines, books, radio, television, and film — with emphasis upon analysis and evaluation of the various media and their impact on society. 3 semester hours credit.

**JOU 150. Survey of Mass Communication. (D)**

A one semester hour per semester course for freshmen, designed to familiarize them with news gathering, news writing, and practical skills involved in newspaper work in general. Students will assist the advanced class in the production of the college newspaper. No prerequisite, but EN 121 or 122 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

**JOU 171-172. Newspaper Production. (1,2)**



**JOU 181-182.**  
**Yearbook**  
**Production. (1,2)**

A one semester hour per semester course for freshmen, designed to familiarize them with layout, copy writing and other practical skills, involved in yearbook production. Student will assist the advanced class in the production of the college yearbook. No prerequisite, but EN 121 or 122 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

**JOU 271-272.**  
**Newspaper**  
**Production. (1,2).**

A continuation of the JOU 171-172 sequence. Students enrolled bear primary responsibility for the production of the **Papoose** (student newspaper). Prerequisite: JOU 172. One hour lecture and two hours of workshop per week. 2 semester hours credit per semester.

**JOU 281-282.**  
**Yearbook**  
**Production. (1,2).**

A continuation of the JOU 181-182 sequence. Students enrolled bear primary responsibility for the production of the **Chijuco** (college yearbook). Prerequisite: JOU 182. One hour lecture and two hours of workshop per week 2 semester hours credit per semester.

## MATHEMATICS

**MA 100.**  
**Elementary**  
**Algebra. (D)**

An elementary course designed for the student who has little or no secondary school background in algebra and who needs preparation for intermediate algebra. Not open for credit to any student who has previously completed any college mathematics course other than MA 115. Does not meet general education requirement in mathematics. Two hours lecture and three hours laboratory in the LRC per week. 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 course of college mathematics. It fulfills the general education requirement. The course covers such topics as the development of mathematics, logic, introduction to statistics, elementary algebra, indirect measurement, and measurement computation and systems. Not open for credit to any student who has previously completed any college mathematics course other than MA 100. 3 semester hours credit.

**MA 125.**  
**Intermediate**  
**Algebra. (1,2)**

A mathematics course designed especially for the entering student who desires to take more advanced courses but who needs additional work as a prerequisite. Not open for credit to any student who has previously completed any college level mathematics course other than GSM 090, MA 100, or MA 115. Prerequisite: One year of high school algebra and an acceptable score on mathematics achievement test or GSM 090. 3 semester hours credit.

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, vectors, matrices, and determinants. This course should not be pursued if student intends to take MA 165-166. Prerequisite: An adequate score on an algebra achievement test or MA 125 with a grade of C or higher. 3 semester hours credit.

**MA 140. College**  
**Algebra. (1,2,3)**

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 150. Plane**  
**Trigonometry.**  
**(1,2,3)**

This is the first half of a two semester sequence course primarily designed to prepare students for the first course in Calculus. The subject matter covered is similar to that which is included in the three courses of college algebra, plane trigonometry, and analytic geometry. Material covered is unified by the concept of function and the correspondence between geometrical and numerical relationships. Prerequisite: Consent of the department; in general, an adequate score on an algebra achievement test or MA 125 with a grade of C or higher will be required. Students who have successfully completed MA 140 will not receive credit for both MA 140 and MA 165. 4 semester hours credit.

**MA 165.**  
**Integrated**  
**Freshman**  
**Mathematics. (1,2)**

The second half of the sequence 165-166 dealing chiefly with advanced plane trigonometry, analytic geometry and an introduction to Calculus. Prerequisite: MA 165 or equivalent. 4 semester hours credit.

**MA 166.**  
**Integrated**  
**Freshman**  
**Mathematics. (2,3)**

A mathematics course designed especially for business administration majors. Special emphasis is given to graphs and functions, number systems and vectors and matrices. Prerequisite: MA 115 or consent of department. 4 semester hours credit.

**MA 170.**  
**Introductory**  
**Analysis for**  
**Business. (1,2)**

Coordinate geometry in two dimensions of straight lines, circles, parabolas, ellipses, and hyperbolas, with transformation and tangents; polar coordinates; transcendental curves. Prerequisite: MA 140 and 150, or MA 140 with MA 150 as a corequisite. 3 semester hours credit.

**MA 205. Plane**  
**Analytic**  
**Geometry. (D)**

Vectors, coordinates in space, linear independence and bases, scalar product, vector product; equations of lines and planes; linear transformations, matrices, rank and nullity. Prerequisite: MA 165 or equivalent. 3 semester hours credit.

**MA 210.**  
**Elementary Linear**  
**Algebra. (D)**

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MA 115 or 125; either MA 140, 165 or 170 is recommended. 3 semester hours credit.

**MA 220**  
**Elementary**  
**Statistics. (2,3)**

**MA 235. Mathematics for Elementary Teachers 1. (1,3)**

A course designed for elementary education majors to acquaint them with modern topics of mathematics and the nature of mathematical systems. The properties and operations of rational numbers, ratio, proportion, percent, and an introduction to real numbers. This course is not to be used for credit toward a major or minor in mathematics. Prerequisite: MA 115 or a more advanced mathematics course. 3 semester hours credit.

**MA 236. Mathematics for Elementary Teachers 11. (2,3)**

An introduction to equations, inequalities, and geometry as these topics relate to modern elementary school mathematics programs. This course is designed for elementary education majors and is not to be used for credit toward a major or minor in mathematics. Prerequisite: MA 235 or permission of the instructor. 3 semester hours credit.

**MA 265. Calculus (1)**

This course includes the study of review topics from algebra and plane analytic geometry; functions; limits; derivatives and their applications; integrals; the definite integrals are the limit of a sum; exponential and logarithmic functions; trigonometric and inverse trigonometric functions; formal integration; and further applications of the calculus. Prerequisite MA 166 or MA 205 or equivalent. 5 semester hours credit.

**MA 266. Calculus (2)**

The basic properties of continuous and differentiable functions; infinite series; plane curves, vectors, and polar coordinates; three dimensional analytic geometry; differential calculus of functions of several variables; multiple integration; line and surface integrals; and an introduction to differential equations. Prerequisite: MA 265 or equivalent. 5 semester hours credit.

**MA 295. Differential Equations. (D)**

The first course in ordinary differential equations. Topics covered are linear first-order equations and their applications, methods for solving non-linear differential equations, second order equations, Wronskians, power series solutions, method of undetermined coefficients, Laplace transforms, and Fourier series solutions. Prerequisite: MA 266. 3 semester hours credit.

**MENTAL RETARDATION**

**MR 101. Introduction to Mental Retardation (1)**

Terminology, classification, and overview of biological, psychological aspects of mental retardation. Course designed for occupational students. 2 semester hours credit.

**MR 105. Seminar in Daily Living Skills. (2)**

A seminar dealing primarily with the problems of daily living for the mentally retarded. Course designed for occupational students. Prerequisite: MR 101 or consent of instructor; corequisite: MR 115. 1 semester hour credit.

**MR 115. Daily Living Skills Laboratory. (2)**

Directed systematic observation of children and youth — normal and mentally retarded, in a variety of activities of daily living; together with direct contact in working with mentally retarded individuals on basic daily living skills. Course designed for occupational students. Prerequisite: MR 101 or consent of instructor; corequisite: MR 105. 3 semester hours credit.

A seminar dealing primarily with basic learning theory as applied in behavior management with the mentally retarded. Course designed for occupational or non-transfer students. Prerequisites: MR 105 and 115; corequisite: MR 215. 1 semester hour credit.

**MR 205. Seminar in Behavior Management. (1)**

Directed systematic observation of retarded children and youth, together with direct work in designing and carrying out a behavior management program on one retarded individual. Course designed for occupational or non-transfer students. Prerequisites: MR 105 and 115; corequisite: MR 205. 3 semester hours credit.

**MR 215. Behavior Management Laboratory. (1)**

Supervised work experience of thirty or more hours per week in either one of the professional service programs at Sunland Training Center — Marianna, or in a local service agency serving the mentally retarded. Course is designed for occupational or non-transfer students. Prerequisites: MR 205 and 215. 15 semester hours credit.

**MR 250. Directed Field Work and Study.**

**MUSIC**

A study of the fundamentals of musical notation, understanding of simple rhythms, key signatures, intervals, and work in harmonization through connecting primary triads. Included are written assignments, class drills, and some elementary keyboard work. 3 semester hours credit.

**MU 101. Music Theory. (1)**

A study of the more difficult rhythms and intervals; harmonization will include freer voice leading using triads, a study of voice movements, and development of taste in good voice leading in writing; a more intense study of dissonance and consonance and additional chord usage for more advanced harmonizations. Prerequisite: MU 101. 3 semester hours credit.

**MU 102. Music Theory. (2)**

Two or more hours of mixed chorus per week. Prerequisite: Consent of department. 1 semester hour credit per course.

**MU 105-106-205-206. College Chorus. (1,2).**

Two or more hours of choral work per week for selected male and female singers. Prerequisite: Consent of department. 1 semester hour credit per course.

**MU 107-108-207-208. Chamber Chorus. (1,2)**



**MU 111. Class Piano. (1)**

A course designed for the student who desires general keyboard proficiency. No previous keyboard experience is necessary. Material to be covered includes music from a wide range of literature from the past to the present day. Primary emphasis is on development of music reading through the introduction of chords, sight reading and transposition. 1 semester hour credit.

**MU 112. Class Piano. (2)**

A continuation of MU 111 with emphasis placed upon student selection of material to be studied within a class situation. Prerequisite: MU 111 or consent of instructor. 1 semester hour credit.

**MU 121. Sight Singing. (1)**

A study of sight-singing techniques with emphasis on diatonic materials. Prerequisite: Consent of department. 1 semester hour credit.

**MU 122. Sight Singing. (2)**

A continuation of MU 121. Prerequisite: MU 121 or consent of department. 1 semester hour credit.

**MU 131. Keyboard Harmony. (1)**

Development of skills at the piano keyboard at a beginning level. The student will develop to the point of accomplishing accompaniment patterns to simple songs, playing progressions involving the primary triads, and harmonizing a simple melody at the keyboard. 1 semester hour credit.

**MU 132. Keyboard Harmony. (2)**

A continuation of skills development at the piano keyboard to include more advanced accompaniment patterns, playing four part harmonizations at sight, playing cadence patterns in all major keys, and harmonizations of simple melodies at the piano with correct chord choices and good voice leading. Prerequisite: MU 132 or consent of department. 1 semester hour credit.



A course of instruction in guitar performance for the beginning student. Instruction will include simple chords, rhythms, and a variety of accompaniment styles. Two class meetings per week. 1 semester hour credit.

The organization and development of performing groups. Emphasis is on repertoire development and preparation for performances. Two class periods per week. 1 semester hour credit.

Private instruction in voice, piano, or any band instrument. The course is intended for non-music majors. However, the student will be expected to attain a high level of performance in keeping with his past training and ability. One half hour lesson per week. 1 semester hour credit per course.

Private instruction for the music major in his or her secondary instrument. The level of skills development will be ascertained by jury examination at the end of each course. Credit will depend upon successful completion of requirements. One half hour lesson per week. 1 semester hour credit per course.

Private instruction for the music major in his or her primary instrument. The level of skills development will be ascertained at the end of each course by jury examination. Credit will depend upon successful completion of requirements. Each student will be required to participate in at least one recital during the semester or session. Two half hour lessons per week. 2 semester hours credit per course.

\*Applied music instruction will be offered in voice, piano, and band instruments. Voice majors should schedule the 161-162-261-262 series in voice, and the 151-152-251-252 series in an instrument; instrumental majors should schedule the 161-162-261-262 series in instrumental, and the 151-152-251-252 series in voice. Students who are below the Freshman level in accomplishment will be required to take private instruction without credit. In such cases the course designation will be 051-052 or 061-062.

A basic approach to the study of musical styles within a workshop format. Primary emphasis is on tracing the development of musical forms from the 17th through the 20th centuries with appropriate works of vocal, keyboard, and instrumental literature as illustrations of the period to be studied. Student participation in performance of suitable music of interest to the class is encouraged. One semester hour credit per semester.

A study of accessory and embellishment tones in writing, with emphasis upon mastery of good voice leading in original harmonizations of Bach chorale melodies; an advanced study in rhythms, and an intensification of sight singing and aural diction. There is some keyboard work in a study of modulations; emphasis is on simple original compositions and arrangements. Prerequisite: MU 102 or consent of department. 3 semester hours credit.

**MU 135. Class Guitar. (D)**

**MU 145. Rock and Jazz Ensembles. (D)**

**MU 141-142-241-242 Applied Music.\* (1.2)**

**MU 151-152-251-252 Applied Music.\* (1.2)**

**MU 161-162-261-262 Applied Music.\* (1.2)**

**MU 193-194-293-294. Seminar in Music History, Styles and Forms (1.2)**

**MU 201. Music Theory. (1)**

**MU 202. Music Theory (2)**

A continuation of MU 201 with emphasis on original work. Assignments will be made for original solos, anthems, and other compositions. Sight singing proficiency training is continued, and there is an intensification of rhythmic and harmonic diction. A program of original compositions is required. Prerequisite: MU 201. 3 semester hours credit.

**MU 220. Music Skills. (1,2,3)**

The fundamentals of music needed by the elementary teacher as a preparation for the public school music course. Recommended for all elementary education majors except those who have had prior extensive musical training. Not open for credit to music or music education majors. 3 semester hours credit.

**MU 221. Sight Singing. (D)**

A continuation of MU 121-122. Prerequisite: MU 122 or consent of department. 1 semester hour credit.

**MU 222. Sight Singing. (D)**

A continuation of MU 221. Prerequisite: MU 221 or consent of department. 1 semester hour credit.

**MU 225. Music Appreciation. (1, 2, 3)**

A course for the non music major which is designed to give the student the tools required for the evaluation and appreciation of the music he hears. Emphasis is on listening. Discussion relating to form, style and expression will follow each listening session until the student becomes conversant with the elements of music and music composition and familiar with some of the best examples of music literature. 3 semester hours credit.

**MU 231. Keyboard Harmony (D)**

A continuation of skills development at the piano to include more complicated patterns and use of non-harmonic tones, cadence patterns in all keys, simple modulations, and playing accompaniments to simple songs. Prerequisite: MU 132 or consent of department. 1 semester hour credit.

**MU 232. Keyboard Harmony (D)**

Continued emphasis on accompaniments to songs of average difficulty for second year piano students, mastering of modulations to related keys through tonicization and sequential patterns, as well as transposing four part harmonization to any major or minor key when called on to do so. Prerequisite: MU 232 or consent of department. 1 semester hour credit.

**MU 235. Advanced Class Guitar. (D)**

A course of instruction in guitar performance for the advanced student. Instruction includes more difficult chords, rhythms and accompaniment styles. Two class periods per week. 1 semester hour credit.

**MU 245. Song Writing and Arranging. (D)**

A course of instruction in melodic and rhythmic notation, chord identification, and preparation of manuscript arrangements for performance and or submission to publishers. Two class periods per week. 1 semester hour credit.

**NATURAL SCIENCE**

**NSC 150. Issues in Ecology. (1,2)**

This is an interdisciplinary course designed to aid the student in understanding the inter-relationships between man and his environment. The natural structure of the environment is presented as a background for discussions of the contemporary problems produced by man. Among the major topics included are ecosystems, human population problems, environmental management, pollution, and political ecology. Open to all students. 3 semester hours credit.

**NSC 155-156. Environmental Laboratory. (1,2)**

Carefully selected research projects dealing with the ecology to allow the student to develop skills in investigative techniques, including gathering and analyzing data. Prerequisite or corequisite: BSC 111, BSC 150 or NSC 150. Two hours laboratory per week. 1 semester hour credit per semester.

**PHYSICAL EDUCATION (Required)**

NOTE: Students not exempt Physical Education due to age or physical disqualification are required to earn credit in four of the courses listed under this section (PE 105, PE 106, PE 125, PE 126, PE 135, PE 136, PE 143, PE 145, PE 210, and PE 236). All except PE 105, PE 143, and PE 145 (for men) and PE 106 and 210 (for women) are coeducational courses.

A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building for men. Two hours laboratory per week. 1 semester hour credit.

**PE 105. Physical Conditioning for Men. (1,2)**

A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building for women. Two hours laboratory per week. 1 semester hour credit.

**PE 106. Physical Conditioning\* for Women. (1,2)**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PE 125. Badminton (1,2,3)**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PE 126. Archery. (1,2,3)**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PE 135. Golf. (1, 2, 3)**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PE 136. Tennis. (1, 2, 3)**

**PE 143. Volleyball and Tag Football for Men. (D)**

Instruction and practice in the fundamentals of volleyball and tag football. Two hours laboratory per week. 1 semester hour credit.

**PE 145. Softball and Basketball for Men. (D)**

Instruction and practice in the fundamentals of softball and basketball. Two hours laboratory per week. 1 semester hour credit.

**PE 210. Modern Dance for Women. (D)**

Instruction and practice in modern dance for women. Two hours laboratory per week. 1 semester hour credit.

**PE 236. Advanced Tennis. (1,2,3)**

A coeducational course that includes instruction and practice. Prerequisite: PE 136 or consent of department. Two hours laboratory per week. 1 semester hour credit.

**PHYSICAL EDUCATION (PROFESSIONAL)**

NOTE: Although these courses are designed primarily for students who desire to become physical education teachers or recreation directors, they are open to other students as electives. PE 205 and 220 are coeducational: PE 206, 207, and 240 are open only to men.

**PE 205. First Aid. (D)**

Training in the immediate and temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained. 2 semester hours credit.

Skills, rules, and team play in basketball. Three hours lecture and laboratory per week. 2 semester hours credit.

Skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit.

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.

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

A course designed to introduce the student to philosophical theory, those who introduced each theory, and the time in history when it was introduced—beginning with the pre-Socratic philosophers and proceeding through history up to and including Sartre. 3 semester hours credit.

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.

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

A general education science involving elementary study of geology, physical geography, and meteorology. Demonstrations and practical applications are emphasized. Open to all students. 3 semester hours credit.

A general education science course involving elementary study of astronomy, chemistry, and physics. Demonstrations and practical applications are emphasized. Open to all students except the course is not intended for science majors and credit will not be granted to students who have previously received credit for any astronomy, chemistry or physics course. 3 semester hours credit.

**PE 206. Theory and Practice of Basketball. (1)**

**PE 207. Theory and Practice of Baseball. (2)**

**PE 220. Introduction to Physical Education. (2)**

**PE 240. Sports Officiating. (D).**

**PHILOSOPHY  
PHI 160. Introduction to Philosophy. (D)**

**PHI 185. Practical Logic. (1,2,3)**

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

**PHYSICAL SCIENCE**

**PSC 120. Introduction to Earth Science. (1,2,3).**

**PSC 130. Introductory Physical Science. (1,2,3).**

## PHYSICS

### PHY 121. General Physics. (1).

This is the first course in a two-semester sequence intended primarily for students majoring in biology, pre-medicine, pre-dentistry, pre-pharmacy, pre-optometry, pre-agriculture, pre-forestry, or medical technology. Course includes the study of forces, linear motion, circular motion, energy, hydrostatics, heat, thermal expansion and thermodynamics; and laboratory applications of these topics. Corequisite or prerequisite: MA 140 or MA 165. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

### PHY 122. General Physics. (2).

This is a continuation of PHY 121. Topics covered are static electricity, magnetism, direct current circuits, alternating current circuits, sound, light, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 121. Corequisite: MA 150 or 166. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

### PHY 201. General Physics. (1).

This is the first course in a two semester sequence intended primarily for students majoring in physics, mathematics, chemistry or engineering. Course includes the study of forces, statics, linear motion, circular motion, momentum, energy, gravity, relativity, oscillatory motion, ideal gases, thermal properties of matter, and thermodynamics; and laboratory applications of these topics. Corequisite: MA 265. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

### PHY 202. General Physics. (2).

This is a continuation of PHY 201. Topics covered are electrostatics, direct current circuits, alternating current circuits, magnetism, electromagnetic waves, sound, light, atomic physics, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 201. Corequisite: MA 266. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

## POLITICAL SCIENCE

### POL 211. American Federal Government. (1,2,3)

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.

### POL 212. State and Local Government. (1,2,3)

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 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. 3 semester hours credit.

### PSY 206. Child Psychology. (D)

The application of psychology to an objective study of the pre-adolescent child. The physical, psychological, and social 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 (D)

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.

## SOCIAL SCIENCE

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

This course is designed to introduce the major fields of social science in order to develop an understanding of our contemporary society. 3 semester hours credit.

### SSC 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. (1,2,3)**

A historical and comparative study of courtship, mate selection, engagement and marriage in America. Attention is given to changes in these social practices and resulting problems as reported by social science research. 3 semester hours credit.

**SOC. 150.**  
**Introductory**  
**Sociology. (1,2,3)**

This is a general study of institutional development, social determinants, social process, 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.

**SPANISH**  
**SPA 101.**  
**Elementary**  
**Spanish (1)**

The essentials of Spanish, with emphasis on oral expression. Open to those students who enter college without any or with one year of high school Spanish. Four hours lecture and laboratory per week. 4 semester hours credit.



A continuation of SPA 101 with emphasis on both oral and written expression. Prerequisite: SPA 101 or equivalent. Four hours lecture and laboratory per week. 4 semester hours credit.

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: SPA 102 or two years of high school Spanish. Four hours lecture and laboratory per week. 4 semester hours credit.

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

A non-credit laboratory or clinic for the correction of speech weaknesses which handicap scholastic performance, employment potential, and social confidence. Students referred by instructors are advised of the specific remedies appropriate to the individual case, and the student is assigned a corresponding regimen.

A study of the principal forms and rules of parliamentary procedure. Designed to prepare students to participate in and preside over meetings of organized groups. 1 semester hour credit.

Practical experience in theatre production, acting, management, and stagecraft through participation in college theatre productions. May be continued for credit for up to four semesters. Two hours workshop per week plus additional assignments as needed. 2 semester hour credit per semester.

This course is designed to acquaint the student with all aspects of the theatre and to develop his knowledge and appreciation of theatre arts. Included will be a study of some of the world's great dramatic literature. 2 semester hours credit.

A survey of history of theatre and drama from the Greek to the present. Special emphasis will be given to the development of the theatre's physical plant and production techniques. 2 semester hours credit.

An intensive study of the speech process. This course, primarily designed for English and Speech majors and elementary and special education majors, enables the student to evaluate his own speech, to understand phonetic, physiological, and psychological factors involved, and to establish procedures he must follow for his own speech improvement. A study of the International Phonetic Alphabet is included. 3 semester hours credit.

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 speaking voice and pronunciation. Prerequisite: EN 121 or equivalent with instructor's approval. 3 semester hours credit.

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

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

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

**SPEECH**  
**SPE 090. Speech**  
**Clinic. (D)**

**SPE 100.**  
**Parliamentary**  
**Procedure. (D)**

**SPE 125-126-225-**  
**226. Theatre**  
**Workshop. (D)**

**SPE 137.**  
**Introduction to the**  
**Theatre. (1)**

**SPE 138.**  
**History of the**  
**Theatre. (2)**

**SPE 150.**  
**Fundamentals of**  
**Speech. (1, 3)**

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



**SPE 206. Oral Interpretation. (2)**

Oral interpretation of major forms of prose, poetry, and drama with emphasis on integration of vocal skills. Prerequisite: En 122 and SPE 150 or 205, or consent of department. 3 semester hours credit.

**SPE 231. Debate and Argumentation. (D)**

The courses SPE 231-232 are designed for those students interested in intercollegiate debating and for speech majors. SPE 231 includes discovery and use of evidence; organization and adaptation of evidence to public speaking; methods of argumentation, including case preparation briefing and logical elements of persuasion. Prerequisite: Consent of department. 3 semester hours credit.

**SPE 232. Debate and Group Discussion. (D)**

A continuation of SPE 231 with emphasis on group discussion and leadership methods. Prerequisite: EN 121, SPE 150, SPE 205, or consent of department 3 semester hours credit.

**SPE 235. Fundamentals of Stagecraft. (D)**

A study of basic stagecraft and technical theatre. The course presents lectures and practical laboratory experience in set and scenery construction, make-up, costumes, and lighting. Technical work on drama productions is required. Prerequisite: consent of the department. 2 semester hours credit.

**SPE 250. Fundamentals of Acting. (2)**

A study of the fundamental techniques and principles of acting. Training in pantomime, stage movement, interpretation, and characterization is covered. Emphasis is on classroom exercise and scene presentation. Some participation in drama productions is required. Prerequisite: SPE 137 or consent of department. 3 semester hours credit.

**SPE 270. Play Production. (D)**

A course intended primarily for teachers and community theatre personnel, although open to some students. The course is designed as a practical guide to producing a play in an educational or community theatre system, especially for those with limited practical experience in the field. Prerequisite: Consent of department. 3 semester hours credit.



# Vocational Course Offerings

## GENERAL INFORMATION

The catalog number of vocational courses is the identifying number used by The Accreditor, Florida State Department of Education.

Following the title of each course is a general description of the course. The exact components or parts of each course is not shown in detail in this catalog, but is handled by means of a course outline available from the instructor.

Courses from four general areas (Agricultural, Distributive, Industrial, and Technical and Health Occupations) will be offered. Other courses, including short courses, may be offered.

## VOCATIONAL AGRICULTURAL EDUCATION

### 3600 Cooperative On-The-Farm Training.

An institutional course in farming pursued by individuals concurrently engaged in agricultural employment. Emphasis is on subject matter directly related to the individual student's farm situation.

## VOCATIONAL DISTRIBUTIVE EDUCATION

### 4510. Business Management

This course is designed for administrative, management personnel concerned with the organization and operation of a business. Typical topics considered include selecting a business location, sales promotion, long and short term financing, record keeping, managerial aids, and efficient use of personnel.

### 4534. Merchandising and Buying

This course deals principally with training for personnel specializing in merchandising and buying. The functions of the merchandising department, inventory control system, stock turnover, the buying functions, and sales promotion are covered.

### 4550. Principles of Retailing

This course of study shows the organization and operation of a retail merchandising business. Included is basic coverage of sales, service, sales promotion and advertising, credit and accounting, and administration departments. Also basic coverage is given to such topics as channels of distribution, store financing, personnel problems, and operating statements.

### 4551. Techniques of Selling

This is a basic selling course which covers the sequences that go into making a sale. Course content includes selling in various fields such as retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling. The use of visual aids augments classroom activities, and the student has an opportunity to practice selling in the classroom.

This course, designed for all types of sales personnel, covers basic methods and techniques used in sales promotion program development. Research, advertising, merchandising display, direct mail advertising, development of effective sales talks, and demonstrations are covered.

### 4553. Sales Promotion

The course is designed for salespersons covering machines use, essentials of business mathematics, sales and luxury taxes, and handling of sales invoices.

### 4554. Cashiering for Salespeople

Included in this course are retail advertising procedures, copywriting and testing, selection and use of illustrations, direct mail advertising, including research and analysis of sales territory, and the coordination of the display, advertising, and sales departments.

### 4520. Advertising

This course offers training in design, trimming and constructing interior and window display for small stores and large stores. It includes the techniques of display from the idea to the completed construction. Individual problems in window display and trimming are studied in classes held in local stores.

### 4521. Display

Training in the repair and maintenance of electrical and gas appliances.

## VOCATIONAL INDUSTRIAL EDUCATION

### 3902. Appliance Service

Training in the repair of passenger automobiles and light delivery trucks, including engines, transmissions, clutches, carburetors, ignition systems, chassis, bodies, and power operated equipment.

### 3904. Automotive Mechanics

Training in laying brick, terra cotta, hollow tile, stone and similar building blocks in the constructions of walls, partitions, arches, fireplaces, chimneys, and other structures.

### 3913. Brick and Blocklaying

Training in general carpentry work involved in erection of wooden building frames, installation of exterior and interior trim, floor-laying, form building, scaffold construction, stairbuilding, and other similar types of woodwork.

### 3916. Carpentry

Training in all of the services available to patrons of beauty parlors, including hair cutting, shampooing, dyeing, tinting, and styling, manicuring and pedicuring, scalp treatment and facial makeup and massage.

### 3920. Cosmetology

This program is designed to prepare an individual for a career as a professional draftsman. Included is extensive training in all phases of drafting. Although it is planned to allow the average qualified student to satisfactorily complete the prescribed curriculum in a period of 2400 hours of instruction, those who complete the basic course in less time may specialize in a particular field of drafting.

### 3925. Engineering Drafting

**3930. Electric Wiring**

Training in the installation of wiring systems and lighting fixtures, in buildings, including laying conduit, installation of switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.

**3939. Small Gasoline Engine Mechanics.**

Training in the inspection and repair of the mechanical equipment of small gasoline powered engines, including motor testing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing broken or damaged parts.

**3972. Plumbing and Pipe Fitting.**

Training in the assembly and installation of air, gas, water, and waste-disposal systems, including the cutting, reaming, and threading of pipe, calking and wiping joints, and the installation of gas, water, and sanitary fixtures and equipment with their supports, hangers, or foundations.

**3978. Radio and Television Service**

Training in the installation and repair of television and radio receivers, stereos, phonographs, and tape players as well as other consumer electronic equipment.

**3994. Welding**

Training in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.

**TECHNICAL AND HEALTH OCCUPATIONS EDUCATION**

**3001. Practical Nursing**

The practical nursing course is a vocational level course of one year in length (12 months) and includes classroom and laboratory instruction as well as supervised patient care and correlated instruction. Instruction and experience are given in both the school classroom and in one or more cooperating hospitals. The Florida State Board of Nursing, the legal licensing authority, must approve all courses preparing practical nurse practitioners. Approval admits graduates to the examination for licensure as a practical nurse. Licensure is required to practice nursing in this state. The course prepares the person to function with in the two accepted roles of the practical nurse; namely, (1) to plan and give nursing care, with self-direction, to selected individuals in various nursing situations that are relatively free from complexity and (2) to assist the registered nurse in the more complex nursing situations.

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# 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 Registrar, Chipola Junior College, Marianna, Florida 32446.

Registrar  
Chipola Junior College  
Marianna, Florida 32446

Dear Sir:

Please send the necessary admission papers to:

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

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

I was (or will be) graduated from \_\_\_\_\_

High School in 19 \_\_\_\_\_

I (have) (have not) attended another college or university.  
I am applying for admission as (check one):

- \_\_\_\_\_ 1. A regular college-level student.
- \_\_\_\_\_ 2. An early admission student.
- \_\_\_\_\_ 3. A dual enrollment student.
- \_\_\_\_\_ 4. A vocational student (Specify program in space below).

\_\_\_\_\_

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

Date \_\_\_\_\_

Signed \_\_\_\_\_

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