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CHIPOLA JUNIOR COLLEGE

MARIANNA, FLORIDA

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CHIPOLA JUNIOR COLLEGE

- A comprehensive public community 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.

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CALENDAR 1982-83*

FALL SEMESTER, 1982

July 1 — Thursday — Pre-registration orientation testing (ACT) for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M.

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

July 15 — Thursday — Pre-registration orientation for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M.

July 22 — Thursday — Pre-registration orientation for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M.

August 9 — Monday — Fall semester faculty reports for duty; first faculty meeting, 9:00 A. M.

August 9-13 — Monday-Friday — In-service activities for faculty.

August 15 — Sunday — Dormitories open, 6:00 P. M.

August 13 — Friday — Pre-registration orientation for late applicants (by appointment), 8:00 A. M. to 4:00 P. M.

August 16 — Monday — Individual advising for returning academic students; Food Services opens for breakfast meal; registration for vocational students, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

August 17 — Tuesday — Classes begin for vocational students on regular schedule; individual advising for returning academic students; registration for returning students, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

August 18-20 — Wednesday-Friday — Individual advising and registration for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M. on Wednesday and Thursday; Friday: Individual advising and registration for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M.

August 23 — Monday — Late registration, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

August 24 — Tuesday — Academic classes begin on regular schedule; first Drop-Add date for fall semester; semester meal plan begins with lunch.

August 24-26 — Tuesday-Thursday — Late registration, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

August 27 — Friday — Late registration, 8:00 A. M. to 4:00 P. M. **Last date for fall semester registration; last Drop-Add date for fall semester.**

*See insert for 1983-84 calendar.

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September 3 — Friday — Labor Day holiday begins, 6:00 P. M.; Food Services closed after evening meal.

September 6 — Monday — Labor Day holiday for students and all college personnel.

September 7 — Tuesday — Classes resume on regular schedule; Food Services re-opens for breakfast meal.

October 15 — Friday — Last date on which a student may receive permission to drop or withdraw from any course without a failing grade.

October 23 — Saturday — Essential Skills Testing on campus.

October 27 — Wednesday — Fall Festival for students; classes scheduled from 11:30 A. M. to 3:10 P. M. will not meet.

October 30 — Saturday — ACT National Test on campus.

November 24 — Wednesday — Thanksgiving holidays for students and all college personnel begin, 4:30 P. M.; Food Services closes after noon meal.

November 25-26 — Thursday and Friday — Thanksgiving holidays

November 29 — Monday — Classes resume on regular schedule; Food Services re-opens for breakfast meal; last date on which a student may resign without penalty except for reason of personal health.

December 9 — Thursday — Early registration for currently enrolled students for spring semester, 1983, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

December 10 — Friday — Early registration for currently enrolled students for spring semester, 1983, 8:00 A. M. to 4:00 P. M.

December 11 — Saturday — ACT National Test on campus.

December 14 — Tuesday — Final examinations begin.

December 17 — Friday — Final examinations end; last Fall semester work day for faculty; final grades due in Registrar's office, 4:00 P. M.; Food Services closes after noon meal; dormitories close, 6:00 P. M.

December 23 & 24 — Thursday and Friday — Holidays for administrators and career service personnel.

December 31 — Friday — Holiday for administrators and career service personnel.

SPRING SEMESTER, 1983

January 3 — Monday — Faculty reports, 8:00 A. M.; dormitories re-open, 12:00 Noon; Food Services re-opens for noon meal.

January 4 — Tuesday — Pre-registration orientation for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M.; advising and registration for returning students, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

January 5 — Wednesday — Individual advising and registration for new or entering students (by appointment), 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

January 6 — Thursday — Late registration, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.; vocational classes begin on regular schedule.

January 7 — Friday — Late registration, 8:00 A. M. to 4:00 P. M.

January 10 — Monday — Academic classes begin on regular schedule; first Drop-Add date for spring semester; late registration for all students, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.; spring semester meal plan begins with breakfast.

January 11-12 — Tuesday and Wednesday — Late registration for all students, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M.

January 13 — Thursday — Late registration, 8:00 A. M. to 4:00 P. M.; **last date for spring semester registration; last Drop-Add date for the spring semester.**

February 12 — Saturday — ACT National Test on campus.

February 28 — Monday — Holiday for students; work day for faculty.

March 4 — Friday — Last date on which a student may receive permission to drop or withdraw from any course without a failing grade.

March 9 — Wednesday — Spring Frolics for students; classes scheduled from 11:30 A. M. to 3:10 P. M. will not meet.

March 31 — Thursday — Spring holidays for students and all college personnel begin, 4:30 P. M.; Food Services closes after noon meal.

April 1 & 4 — Friday and Monday — Spring holidays for students and all college personnel; dormitories re-open, 6:00 P. M., Monday April 4.

April 5 — Tuesday — Classes resume on regular schedule; Food Services re-opens for breakfast meal.

April 15 — Friday — Last date on which a student may resign without penalty except for reason of personal health.

April 16 — Saturday — ACT National Test on campus.

April 20 — Wednesday — Honors Day; classes suspended from 10:35 A. M. to 11:20 P. M.

April 28-29 — Thursday and Friday — Early registration for currently enrolled students for first term, summer session, 8:00 A. M. to 4:00 P. M. and 6:00 to 7:00 P. M. on Thursday, April 28 and from 8:00 A. M. to 4:00 P. M. on Friday, April 29.

May 2 — Monday — Final examinations begin.

May 5 — Thursday — Final examinations end; Spring semester ends for students; final grades due in the Registrar's office by 3:00 P. M.; Food Services closes after noon meal.

May 6 — Friday — Graduation exercises, 8:00 P. M.; Spring semester ends for faculty; last work day for nine months contract personnel; pre-registration orientation for new or entering students for first term summer session, 8:00 A. M. to 4:00 P. M.; dormitories close, 10:00 A. M.

SUMMER SESSION, 1983

FIRST TERM

May 9 — Monday — Faculty reports for duty, 7:30 A. M.; individual advising for new or entering students (by appointment), 7:30 A. M. to 12:00 Noon; registration, 7:30 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.; vocational classes begin on regular schedule.

May 10 — Tuesday — Academic classes begin on regular schedule; first Drop-Add date for first term summer session; late registration from 7:00 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.

May 11 — Wednesday — Late registration and Drop-Add, 7:00 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.

May 13 — Thursday — Last date for first term summer session registration and Drop-Add, 7:00 A. M. to 5:00 P. M.

June 2 — Thursday — Last date on which a student may receive permission to drop or withdraw from any course without a failing grade.

June 9 — Thursday — Last date on which a student may resign without penalty except for reason of personal health.

June 11 — Saturday — ACT National Test on campus.

June 15 — Wednesday — Early registration for currently enrolled students for second term summer session, 7:00 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.

June 16 — Thursday — First term summer session ends; final grades due in the Registrar's office, 8:00 A. M. on June 17; pre-registration orientation for new or entering students for second term summer session, 8:00 A. M. to 4:00 P. M.

SECOND TERM

June 20 — Monday — Faculty reports for duty, 7:30 A. M.; individual advising for new or entering students; 7:30 A. M. to 12:00 Noon; registration, 7:30 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.; vocational classes begin on regular schedule.

June 21 — Tuesday — Academic classes begin meeting on regular schedule; late registration, 7:00 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.; first Drop-Add date for second term summer session.

June 22 — Wednesday — Late registration and Drop-Add, 7:00 A. M. to 5:00 P. M. and 6:00 to 7:00 P. M.

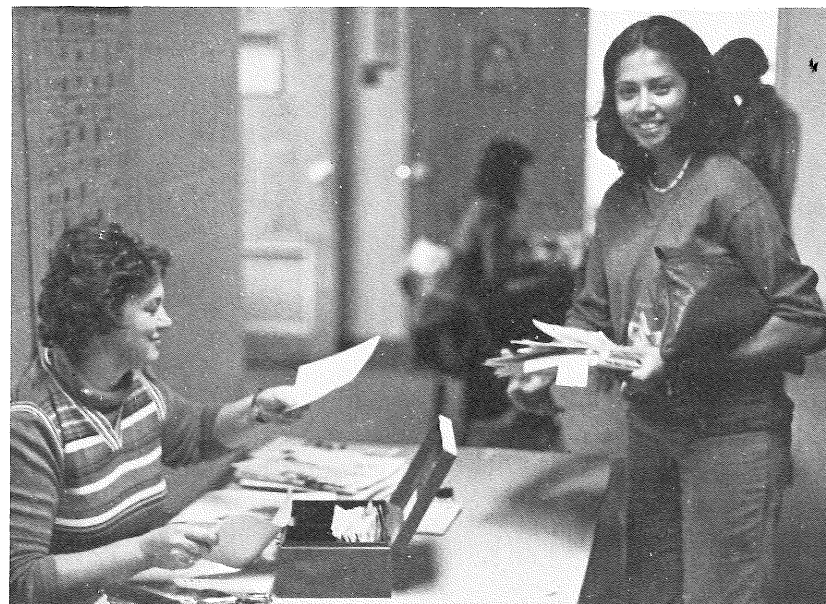
June 23 — Thursday — Last date for second term summer session registration and last Drop-Add date for second term summer session, 7:00 A. M. to 5:00 P. M.

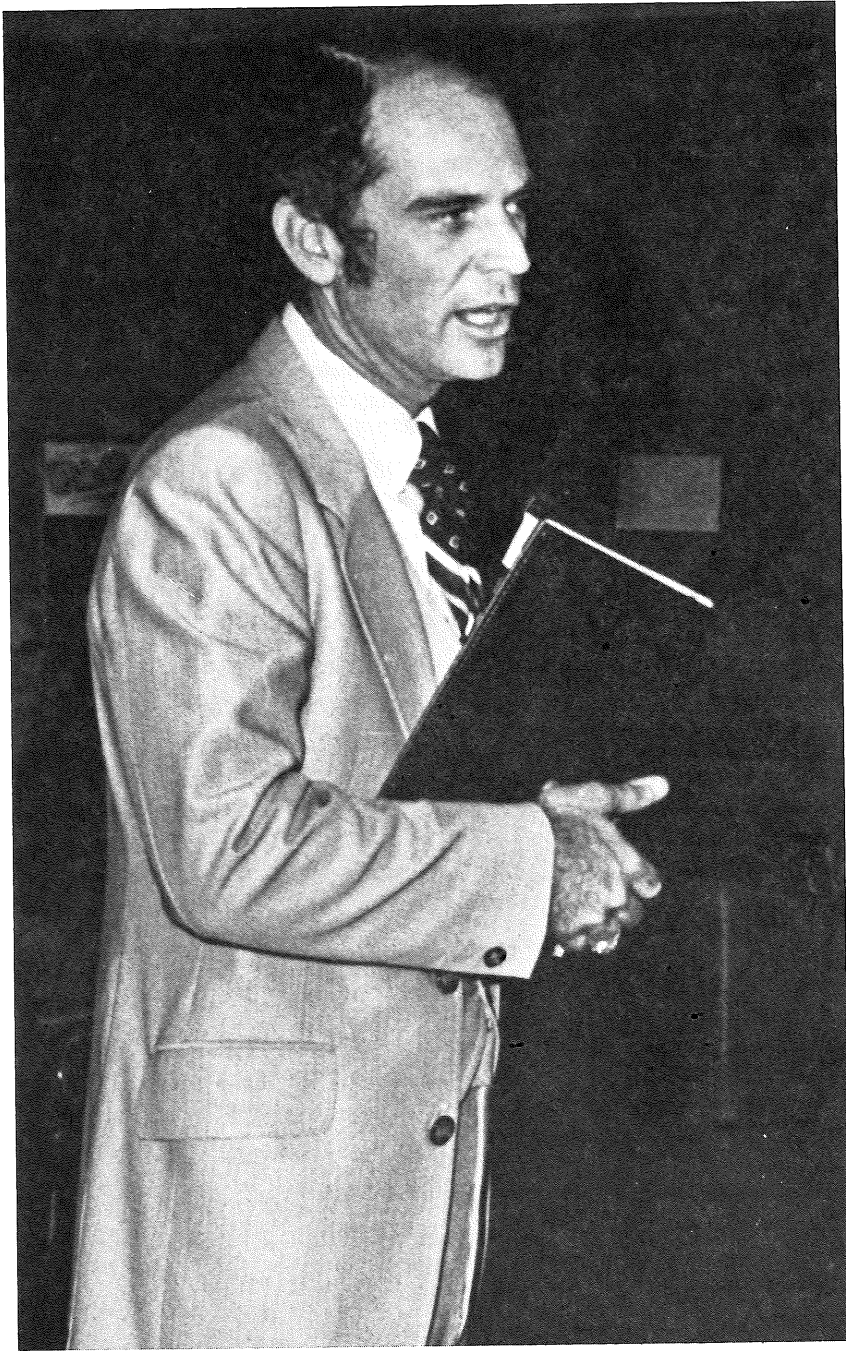
July 4 — Monday — Independence Day holiday for students and all college personnel.

July 14 — Thursday — Last date on which a student may receive permission to drop or withdraw from any course without a failing grade.

July 21 — Thursday — Last date on which a student may resign without penalty except for reason of personal health.

August 1 — Monday — Second term summer session ends; final grades due in the Registrar's office, 4:30 P. M.; dormitories close, 6:00 P. M.; Food Services closes after noon meal.





Administration

- Gwendolyn B. Conner** (1972) Practical Nursing
B.S.N., Florida State University
M.S., Florida State University
- Ruth E. Davis** (1948-49, 1964) English
A.B., M.A., Florida State University
- R. Wayne Davidson** (1981) English
A.A., B.A., M.A.T., University of West Florida
- Donald A. Dellow** (1982) Dean, Instructional Affairs
B.S., State University College at Oswego (N.Y.)
M.Ed., Ed.D., University of Florida
- Eulles Edenfield** (1969) Auto Mechanics
- June Eubanks** (1981) Biological Science & Chemistry
A.A., Chipola Jr. College
M.A., University of Florida
M.S., Chicago State University
- Joseph N. Fagan** (1967) Coordinator of Testing
B.S., M.Ed., Tuskegee Institute
- Freddie P. Foran** (1978) Welding
- Marlon W. Godsey** (1965) Student Services Counselor
B.S., Memphis State University
M.Ed., University of Mississippi
- Mitchell A. Grabois** (1978) Psychology
B.A., M.A., Humboldt State University
- Doris B. Herring** (1979) Librarian/Media Specialist
B.S., Florida A & M University
M.A., University of Tampa
- Clifford D. Heron** (1981) Theater & Humanities
A.A., Lake Michigan College
B.S., M.A., Western Michigan University
- Donald G. Holley** (1970) Appliance Repair
- Bonnie Holt** (1956) Physical Education
B.S., University of Southern Mississippi
- Merle Z. Houston** (1963) Community Affairs Director &
B.S., Troy State College Assistant to President
M.Ed., Auburn University
M.L.S., Florida State University
- Chu Shyen Huang** (1966) Biological Science
B.S., National Taiwan University
M.S., University of Southern Mississippi
- Milton H. Johnson** (1961) Chairman,
B.S., Livingston State College Division of Physical Education
M.S., Florida State University Athletics & Intramurals

- Charlton D. Keen, Jr.** (1965) History and Social Science
B.A., Birmingham-Southern College
M.S., Florida State University
- Lonnie H. Keene** (1970) Humanities
B.S., M.A., Florida State University
- James A. Lewis** (1957) Business & Economics
B.S., M.S., Florida State University
D.P.A., Nova 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
- Mary M. McClendon** (1975) History and Social Science
B.S., Florida A & M University
M.A.T., University of Florida
- Jay L. Mitchell** (1962) Physics and Physical Science
B.S., Troy State College
M.S., Florida State University
- 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) Coordinator of Fine Arts
A.B., Asbury College
M.M.E., Florida State University
- David W. Nicholson** (1962) ... Chairman, Division of Mathematics,
B.S., M.S., University of Natural and Social
Southern Mississippi Sciences
- Nancy D. Nobles** (1978) Librarian/Head Cataloger
B.A., M.S., Florida State University
- H. Dale O'Daniel** (1967) Dean of Business Affairs
B.S., M.B.A., Murray State University
Ed.D., Nova University
- James S. Pavy** (1956) Physical Education
B.S., M.S., Florida State University

- Gloria P. Peacock** (1966)Coordinator of
B.S., M.S., Florida State University Physical Education
- Frederick B. Peters** (1957-65, 1968)Accounting & Business
B.S., Troy State College
M.A., University of Alabama
- Bobby Pierce** (1982)Physical Education
B.S., University of Alabama
- Peggy D. Register** (1967)Cosmetology
- Helen Rhynes** (1981)Clerical/Secretarial
A.A., Chipola Jr. College
- Mertice B. Ringer** (1961)English
B.A., Blue Mountain College
M.Ed., Mississippi College
- James R. Richburg** (1981)President
A.A., Columbus College
B.S.Ed., M.A., Ed.D., University of Georgia
- Robert E. Ringer** (1960)Chemistry
B.S., Jacksonville State College
M.Ed., Mississippi College
Ed.D., University of Mississippi
- Kathryn A. Roberts** (1979)Accounting and Economics
B.S., M.S., Florida State University
- Carolyn Wilson Sapp** (1968)Music and Humanities
B.M., Shorter College
M.M., Northwestern University
- Donald L. Silberman** (1980)Cordinator of Public Service
B.S., University of Tennessee
M.S., Florida State University
- Joyner Sims** (1967)Dean, Student Services
B.S., M.S., Florida State University
Ph.D., Louisiana State University
- William H. Stabler** (1961)Director of Learning
B.S., Troy State College Resources Center
M.A., M.L.S., Ed.S., George Peabody College
- Josephine Story** (1955)Mathematics
B.S., M.S., Florida State University
- Mary Elizabeth Sweeney** (1969)Director of Financial Aid
B.S., Ed.M., St. Louis University
D.P.A., Nova University
- Tommy J. Tharp** (1965)Physical Science
B.S., Troy State College
M.A.T., University of North Carolina

- Rene C. Tharpe** (1978)Home Economics;
B.S., M.S., Florida State University Social Sciences
- Richard H. Vail** (1970)Art
B.S., Western Carolina College
M.A., George Peabody College
- Jane P. Walker** (1980)IMTS
A.S., Chipola Jr. College
B.S., University of West Florida
M.S., Troy State University
- Jeannette P. Watford** (1969)English
B.A., University of Florida
M.S., Florida State University

FACULTY EMERITI

- G. W. Allen, Jr.** (1948-1978)Dean of the College
- Elizabeth M. Barnes** (1966-1976)Social Science
- Theodore H. Brittain** (1963-1974)Mathematics
- Albert B. Caraway**Dean, Vocational-Technical
- Raymond M. Deming** (1969-1981)President
- Eva J. Dixon** (1955-1979)Director of Library Services
- John E. Flynn** (1964-1981)Humanities
- Earl E. Hamilton** (1952-1965) (Deceased)Chairman,
Social Science Division
- Frederick L. Howell**Dean, Vocational-Technical
- Elek J. Lehoczky** (1965-1976)Mathematics
- Albert E. Lightfoot** (1963-1976)English
- Arthur R. Manning** (1965-1976)Social Science
- Louise J. Miller** (1965-1975) (Deceased)Business
- Margie G. Mixson** (1966-1979)English
- Chester H. Pelt** (1948-1950, 1954-1973)Philosophy and
Sociology
- Margaret G. Rath** (1962-1972)Drafting and Art
- R. A. Rogers**Carpentry
- Wilbur I. Throssell** (1954-1971)Chairman, Literature
and Language Division
- Cleatus C. Toole** (1967-1978)Welding
- C. D. West, Jr.** (1960-1978)Registrar and Admissions
Officer



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 for the college to operate as a public institution with financial support from the three counties and the State of Florida. This approval was granted by the State Board of Education, and Chipola Junior College became a public institution effective September 1, 1948.

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

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 construction of a new health and physical education facility was completed during the 1975-76 school year.

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 1977.

From its earliest beginnings 33 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.

PHYSICAL PLANT

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 16 permanent buildings of brick and masonry construction.

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

The Library/Learning Resources Building houses over 45,000 volumes and over 5,000 audio-visuals. The facility contains offices, work and storage rooms, general reading rooms, TV studio, learning lab, and materials production rooms.

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

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 a new Health Center was completed during the 1975-76 school year. This building replaced the "old" Field House as a facility for physical and health education classes and both intramural and intercollegiate sports.

Included in the Student Center Building are the Cafeteria, Snack Bar, Student Lounge and the Bookstore.

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 shower and locker building with 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 Division of

Communications, Fine Arts, and Humanities. A major addition to this building was completed in 1973 and an Agriculture Building was completed in 1978.

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

GOALS OF CHIPOLA JUNIOR COLLEGE

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.
4. To provide for the extension of education needed to meet the changing requirements of life and work.
5. To provide a student services program as an integral part of the total educational program.

FUNCTION

It is the function of Chipola Junior College to encourage the graduates of the high schools of Calhoun, Homes, Jackson, Liberty and Washington Counties to continue their education beyond the high school course. Many students are not ready upon graduation from high school to enter a large university or college and successfully carry the work demanded of them at such institutions. The transition from high school to post high school educational institutions is a difficult one to make, and much personal adjustment is necessary. To many students and their parents, Chipola provides the answer to this problem of transition. Proximity to home or 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 Chipola especially inviting.

Not any less important is the fact that Chipola offers low cost college education and high scholastic standards. Serving the needs and interests of all of the citizens in its district, Chipola strives to provide the opportunity longed for by many ambitious students and has opened the way for them through transfer, technical and vocational programs to become more valuable workers and citizens than they might have had the opportunity otherwise to become.

AIM AND PURPOSE

The College has as its aim and purpose to serve its district and other areas from which students enroll through planned programs leading to the professions and in the fields of industry and business. In addition to the personal benefits accrued to individual students, the College seeks to foster opportunities for employment in, and the economic development of, its five county district.

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 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 Colleges and Universities, the Florida Association of Community Colleges, the American Council on Education, and other professional organizations open to institutions of higher learning.

CIVIL RIGHTS COMPLIANCE

Chipola is fully approved by the State approval agency for the training of veterans and eligible dependents under the provisions of the "Cold War G.I. Bill" and other applicable legislation administered by the U. S. Veterans Administration. Full information will be furnished any veteran or eligible dependent upon request.

Chipola Junior College subscribes fully to a policy of nondiscrimination 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.

Chipola Junior College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.



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 official transcripts of their records directly to the Office of the Registrar.

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

When all admission papers have been received in the office of 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 information.

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 Director 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.

College Credit Students

1. For entering freshmen (applicants who have never attended college).
 - a. Graduation from an accredited high school, or the equivalent 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.
 - c. An affidavit concerning residency must be signed by the student's parents or the student (if 18 years of age) and notarized.
 - d. 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 the College 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 recommend acceptance or denial of 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 or she 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 to Chipola 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 except graduation and meet the criteria listed below.

- b. Criteria for selection as early admission students are:
 - (1) Completion of 11th grade and twelve (12) or more credits or units toward graduation.
 - (2) A cumulative grade point average of B(3.00) or higher for the 9th, 10th, 11th grades; rank in the upper 10% of his/her 11th grade class.
 - (3) Attainment of the age of 16 years at time of admission.
 - (4) 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 senior class should contact their high school principal concerning applicable state and local regulations.
- d. State regulations relative to early admission are:
 - (1) Approval of the school board.
 - (2) Acceptance of the student by a post-secondary institution authorized by Florida law or accredited by the Southern Association of Colleges and Schools, after satisfactory completion of the equivalent of two (2) school years of instruction, above grade nine (9).
 - (3) When the above stated conditions have been met, the student may be awarded a diploma of graduation with his or her regular class or at a time convenient to the principal, provided that:
 - (a) The student has completed two (2) college semesters or equivalent with a normal class load and maintained at least a C average or equivalent, or
 - (b) The student has earned sufficient college credits to fulfill graduation requirements as specified by the district school board.
 - (c) The student's high school record contains adequate notations covering the work accomplished while in college.
 - (d) A course in Americanism vs. Communism has been completed as prescribed by Florida Statutes.
- 4. For dual enrollment:
 - a. To be eligible for admission, an applicant must be a 10th, 11th, or 12th grade high school student with a Cumulative Grade Point Average of a B (3.00) or higher and be recommended for admission by his/her high school principal.
 - b. Students enrolled in the program will be allowed to pursue up to seven (7) semester hours of college work during a summer

- session and up to six (6) semester hours during the fall or spring semester while concurrently enrolled as a high school student.
- c. Provisional college credit will be granted for work satisfactorily completed. Final or unprovisional credit applicable toward a degree will be granted after the student earns a high school diploma or the equivalent.
- 5. For foreign students:
 - a. Foreign students must meet the same admission requirements as entering freshmen or transfer students. In addition, foreign students must have scores on the Test on English as a Foreign Language (TOEFL) forwarded directly from the Educational Testing Service reporting office to the Registrar's Office at Chipola Junior College.
 - b. Foreign student applicants must score 450 or higher on the TOEFL examination for admission or provide the Registrar's Office with other acceptable evidence of proficiency in use of the English language.
 - c. Foreign student enrollment may be limited at the discretion of the President, who will take into account the availability of college housing, special counseling services, special language instruction, and appropriate cultural activities for foreign students.

Vocational Students

- 1. High School graduation or its equivalency or evidence by the issuance of a certificate or diploma of high school equivalency by a recognized agency is required for regular admission to Vocational programs. However, a student who does not meet the high school graduation requirements may be admitted if it can be shown that he or she could profit by enrollment and attendance. Determination of possible success in a given vocational program will be determined by scores on standardized tests and/or a personal interview by an admissions committee for the chosen program.
- 2. Students who are currently attending high school are eligible for admission to vocational programs as part-time students if their attendance is approved by the high school principal, they are identified by the high school for a particular vocational program, and if they are approved by the admissions committee for the chosen vocational program.

Adult Students

All persons 15 years of age or older are eligible to enroll for non-credit 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 and application for admission form.

Persons 17 or more years old who do not have a high school diploma or the equivalent may be accepted for admission and pursue college credit courses with the following provisions:

1. Applicants are classified as TRANSIENT students, i.e., they are not pursuing a course of study that leads to an Associate in Arts or Associate in Applied Science degree.
2. Applicants must also meet admission requirements 1(b-e) FOR COLLEGE CREDIT STUDENTS listed above.
3. Applicants accepted for admission under this policy may pursue college credit courses as full-time students for one semester or as part-time students for two semesters without a high school diploma or equivalent. Full-time students pursue 12 or more semester hours credit; all other registrants are classified as part-time students. Two summer terms are equivalent to one semester for this provision.
4. Credits awarded to TRANSIENT students under this policy will be validated and applicable toward an Associate in Arts and/or Associate in Applied Science degree after the student is awarded a high school diploma or the equivalent.

Change of Rules

The College reserves the right to deny admission to any applicant except for reason of race, creed, color, national origin, sex, or age. A procedure for changing the college admissions requirements is clearly specified in the Rule Manual of the District Board of Trustees. A copy of the manual is available for review in the Office of the President.

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 purposes of assessing fees, a Florida resident is defined as a person who shall have resided and has his or her habitation, domicile, home and permanent abode in the State of Florida for at least twelve (12) months immediately preceding his current registration. In applying this regulation the following shall be observed:
 - (1) "Applicant" shall mean a student applying for admission to Chipola Junior College.
 - (2) In all applications for admission by students as citizens of the state, the applicant, if married or eighteen (18) years of age, or if a minor, his parents or legal guardian, shall make and file with such application a written statement under oath that such applicant is a bona fide citizen and resident of the state and entitled as such to admission upon the terms and conditions prescribed for citizens and residents of the state.
 - (3) The burden of proof is on the applicant. An applicant can change his or her place of residence from another state to the State of Florida only by physically coming into the state and establishing his or her residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband, or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parents, parent, or legal guardian of his or her person.
 - (4) A non-Florida resident may apply in writing for re-classification prior to any subsequent registration under the provisions set forth below. To qualify for re-classification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve (12) months, shall have filed a declaration of intent to become a resident of the state and shall be registered to vote in the state. An alien shall have resided in Florida for twelve (12) months and must present United States immigration and naturalization certification that he is a resident alien. If the application is supported by evidence satisfactory to the

community college that the student then qualifies as a Florida resident, his classification will be changed for future registrations.

- (5) The following categories shall be treated as Florida residents for tuition purposes:
 - (a) Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.
 - (b) Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
 - (c) Public elementary, secondary, university, and community college faculty members currently employed in the state system of public education.
 - (d) Full-time faculty and career employees of Chipola Junior College and members of their immediate families.

In addition to any other penalties which may be imposed, the Board may deny college credits for work done by the student at the college if it finds that the applicant has made false or fraudulent statements regarding residency in his application or accompanying documents or statements.

FEES CHARGED***For College-Credit Students**

1. Matriculation Fee: \$17.00 per semester hour (for semester or summer term).
2. Tuition (applicable to Non-Florida residents only): \$20.00 per semester hour (for semester or summer term).
3. Retroactive Matriculation Fee (assessed when college credits in semester hours are awarded after a student completes a non-credit program of study designated in the college catalog as an optional credit or non-credit program): Fee shall be assessed in the amount specified in 1 above under the policy in effect at the time college credits are awarded to the student, provided the student is eligible for admission to Chipola Junior College as a COLLEGE CREDIT STUDENT as specified in College Policy 6Hx4-2.01 ADMISSION REQUIREMENTS.

*See insert for 1983-84 fee schedule.

4. 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
5. Directed Independent Study carries an additional \$25.00 per credit hour, or equivalent, to regular matriculation fee.
6. Graduation Fee (applicable only to graduating sophomores):
 - If cap and gown rental is included: \$14.00
 - If cap and gown rental is not included: \$7.00
 - If tassel is to be kept by graduate: \$3.00

For Vocational Students

1. Matriculation Fee:
 - For the Fall and Spring Semesters:
 - For full-time* students: \$80.00 per semester
 - For half-time* students: \$40.00 per semester
 - For the Summer Session:
 - For full-time* students: \$30.00 per term
 - For half-time* students: \$15.00 per term
2. Tuition:
 - For the Fall and Spring Semesters:
 - For full-time* students:
 - Florida residents: NONE
 - Non-Florida residents: \$90.00 per semester
 - For half-time* students:
 - Florida residents: NONE
 - Non-Florida residents: \$45.00 per semester
 - For the Summer Session:
 - For full-time* students:
 - Florida residents: NONE
 - Non-Florida residents: \$45.00 per term
 - For half-time* students:
 - Florida residents: NONE
 - Non-Florida residents: \$22.50 per term
3. Laboratory Fee:
 - When a laboratory fee is required, the amount is included in the course description.

*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 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 or less than a semester or a six-week term of the summer session will be prescribed by the District Board of Trustees.

For Dormitory Students

1. Identification Cards:
 - Replacement of ID cards: \$3.00
2. Dormitory Room Rent:*
 - \$275.00 per semester per student and \$110.00 per summer session term for double occupancy
 - \$400.00 per semester per student and \$180.00 per summer session term for single occupancy (subject to availability)
2. Residence Hall room rent, paid on semester or term basis is non-refundable.
3. The Residence Hall Room Deposit fee of \$25.00 will be refundable when the student officially moves out of the room, if the student has paid the semester rent and no damages are assessed. No refund will be made if the semester rent was not paid in full or if damages were assessed at \$25.00 or greater.
4. Transcript Fee: \$1.00 per transcript.
5. 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 \$150.00. 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 \$150.00 per school year.
6. Cafeteria Charges:
 - Students who live in college dorms are required to pay board and take their meals in the college dining hall. The dining hall will serve its last meal at lunch on the day classes are dismissed for holidays or end of term vacations. The first meal served at the end for holidays (or vacations) will be lunch on the day classes resume. Board charges per term are:

*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.

FALL TERM

77 noon meals @ \$3.00 = \$231.00 plus tax

SPRING TERM

79 noon meals @ \$3.00 = \$237.00 plus tax

The meal plan listed above may be purchased by non-dorm residents.

Non-dorm residents may also pay for their meals each time they eat in the Dining Hall. Meal prices (other than meal plans) are subject to change with the fluctuation in the cost of food.

REFUND POLICY

1. The Graduation Fee is non-refundable.
2. Meal Plan Charges.
Charges for Meal Plans will be refunded on a percentage basis to a student withdrawing from college if the meal ticket is returned to the Business Office.
3. 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:
Resignation prior to the last date for registration for any semester or term: 100 percent Refund.
Resignation after the last date for registration for any semester or term: No Refund.
4. 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 close of registration.
5. Full refund of fees paid will be made to a student when the college administration cancels a class or program.
6. Short course fees are not refundable except at the request of the student prior to the first class meeting.

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 \$550.00 to \$650.00 per school year of two semesters. This does not include any allowance for clothing or incidental expenses.

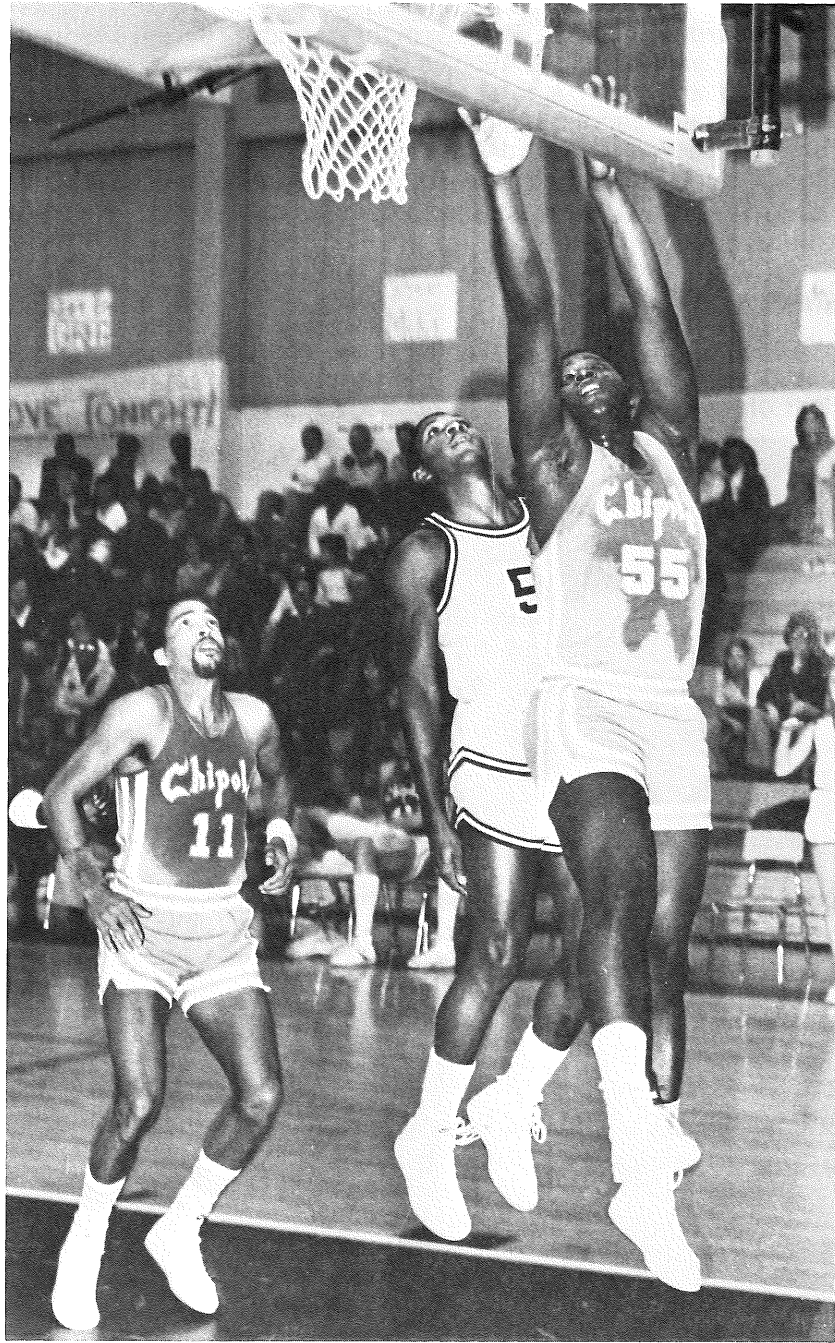
The boarding students who live in the dormitory or rent a room in Marianna should add \$1,500.00 to \$1,700.00 to the amounts estimated above for a total estimated expense of \$2,050.00 to \$2,350.00 per school year or two semesters for fees, room and board, and textbooks and supplies. This does not include any allowance for clothing, transportation or incidental expenses.

Non-Florida residents should add \$448.00 for tuition to the estimates shown above.

FINES

Students may not register for new course work, may not graduate, and may not receive transcripts unless all records are clear of fees and fines owed the college.





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 ACT 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 submit an ACT Family Financial Statement.

All financial aid administered by the College is dependent upon the availability of resources. All applicants are expected to be at least half-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 June 1 for the following academic year. Requests received after June 1 will be considered subject to the availability of funds. The applications of those students with the greatest financial need will be processed first. In general, applications will be considered for a full academic year of two semesters. However, continuation of aid is dependent upon meeting the college's Measurable Progress standards. Contact the Office of Financial Aid for a copy.

Students who are delinquent on the repayment of a previous loan or who owe the college for an over-payment of a grant are ineligible for additional financial aid.

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. 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 of no more than one-half of the total assistance given the student of \$1500.00. SEOG grants are non-repayable.
3. **College Work-Study Program.** This program provides part-time employment for qualified needy students. Work is limited to 20 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 nine months after termination of studies. Interest accrues at four percent beginning nine months after termination of studies.
5. **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.
6. **The Violet H. McLendon Music Scholarship Fund.** A generous trust, established in 1977 by Mrs. Violet H. McLendon of Marianna, generates funds annually to support exceptionally talented students majoring in music at Chipola Junior College. All awards are based upon the results of competitive auditions held on the college campus during the Spring semester of every year before the Music Scholarship Committee. For further information contact the Chairman, Division of Communications, Humanities and Fine Arts.
7. **College Scholarships.** The College offers scholarships covering tuition of 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 are awarded District Board of Trustee Scholarships. Recipients must be residents of the junior college district.
 - c. Music scholarships. Persons interested should contact the Chairman, Division of Communications, Humanities and Fine Arts, in addition to making applications for aid.

- d. Athletic Scholarships in baseball, men's and women's basketball, and in women's softball. Interested persons should contact the Chairman, Division of Physical Education and Intramurals.
 - e. Two students per year are awarded Science Fair scholarships. Awards are recommended by a committee comprised of members of the natural science and mathematics faculty.
 - f. One scholarship per year is awarded to an outstanding member of the *Chijuco* staff. Award is recommended by the Publications Board.
 - g. One scholarship per year is awarded to an outstanding member of the *Papoose* staff. Award is recommended 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 recommend these awards.
 - j. Fees may be waived for Dual Enrollment students who will apply the college credits earned toward high school graduation and students enrolled in the clock-hour vocational programs.
1. **Guaranteed Student Loan Program.** This is designed for middle 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 or other eligible lenders. Students may borrow up to \$5,000 during the two years at a junior college. Repayment begins nine months after studies are completed at the rate of nine percent interest. Applications or information may be secured from any leading institution in the student's home town, or the College Office of Financial Aid.
 2. **Vocational Rehabilitation Scholarship.** 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 State approval agency for the training of veterans, war orphans, widows, and dependents under the Cold War G.I. Bill of Rights, War Orphans Act, and other applicable laws. Eligible students should contact the Veterans Administration for application for benefits. The college will assist any eligible person in making application.
Eligible students should contact the Coordinator of Financial Aid at the college.

4. **Florida Student Assistance Grants.** The Florida Student Assistance Grant Program was established by the 1971 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 \$480.00 per academic year.
Application may be made by using the ACT Family Financial Statement.
5. **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 136 of the Administration Building.

MEASURABLE PROGRESS

STUDENT FINANCIAL AID REQUIREMENTS

Students receiving Title IV financial aid funds are expected to make measurable progress toward the completion of their academic objective and are subject to the College Policies on Standards of Academic Progress. In addition, eligibility to be continued on aid from Title IV Funds is limited to eight (08) semesters of full-time enrollment for a two-year program and four (04) semesters of full-time enrollment for a one-year program. Twelve semester hours attempted during the summer sessions will equal one semester. Contact the Office of Financial Aid for a copy of the Measurable Progress Policy.

Enrollment status for financial aid students will be determined by the final fee assessment at the end of the registration and drop-add period.

The number of eligible semesters for part time students will be prorated. e.g., halftime students will be allowed sixteen (16) or eight (08) semesters respectively for a two-year or one-year program.

Financial aid students who are suspended for academic reasons or who have been enrolled for the maximum number of semesters will be suspended from Federal financial aid funds.

Students suspended from financial aid must earn a 2.0 grade point average on twelve (12) semester hours if in the academic division or 510 clock hours if in the vocational division before they will be eligible to be reinstated on the student aid program and receive Title IV funds.

STUDENT HOUSING

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 nonrefundable.

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 or 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 his/her student and to his/her 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 that they have a room assignment prior to registration.

FOOD SERVICES

The dining hall, located in the Student Center, houses both a cafeteria and a snack bar. Students living both on and off campus may use these facilities.

During the Summer session the dining hall will operate as a snack bar only. Throughout the Summer session the snack bar will be open from 7:00 A.M. to 5:00 P.M. Monday through Thursday, and from 7:00 A.M. to 2:30 P.M. on Friday.

For the Fall and Spring Semester the dining hall will operate both a cafeteria and a snack bar, serving a short order breakfast, an evening meal and a cafeteria style lunch Monday through Friday. On Saturday and Sunday a short order brunch and a short order afternoon meal will be served.

The college calendar should be consulted for the opening and closing dates for the dining hall 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 Services Office should be notified.

The student has the responsibility to inform student services 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.

SPORTS AND RECREATION

The Student Center is located in the center of the campus. In this building, open for all students, is located the student lounge, and snack bar. Also, in this building, dances, parties and receptions are held.

Chipola Junior College participates in interscholastic baseball, men's and women's basketball, and women's softball. 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.

STUDENT ACTIVITIES

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 Division of Communication, Humanities and Fine Arts.

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 Community Association for Support of Theatre (CAST) and enroll in Theatre Workshop for credit.

Music Activities: The College Chorus and the Chamber Chorus are coeducational groups and are also credit courses. The College Chorus and the Chamber Chorus present 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.

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.

Circle K is a service club sponsored by the Kiwanis Club of Marianna. Membership is open to all students.

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

The International Student Association is open to all foreign students and all other students who are interested in international relations.

The Science Club is open to all students who are taking at least two science courses (including math) per semester.

The Vocational Industrial Clubs of America (VICA) is open to students enrolled in the Vocational Division.

The Baptist Campus Ministry (BCM) is open to all students who desire to participate regardless of religious affiliation.

COUNSELING AND ADVISEMENT 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.

Placement Testing

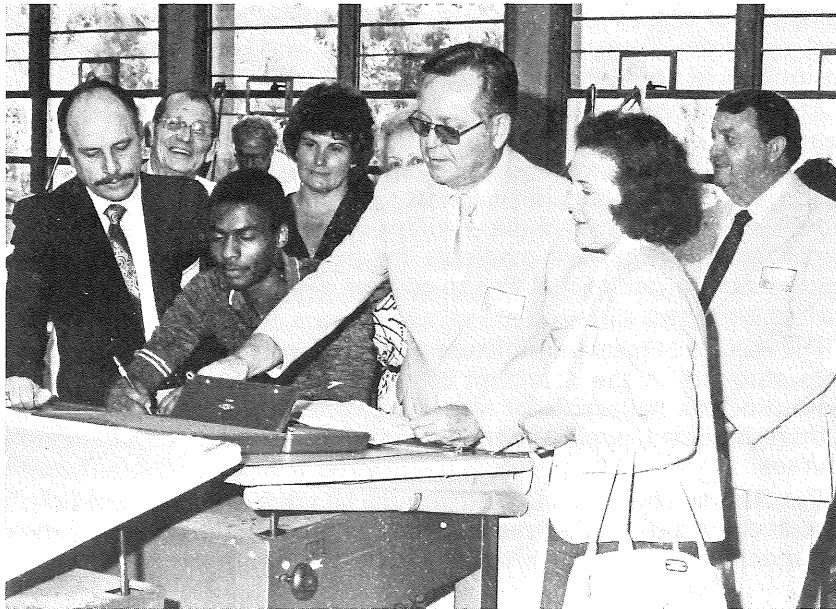
All full-time degree seeking students at Chipola Junior College are required to take the ACT Test. Part-time students are required to take the ACT before accumulating twelve semester hours. This is not an admission test. It is used to better place students in the proper courses.

Students planning to attend Chipola Junior College are encouraged to take the ACT Test when it is administered on one of the national testing dates at the College. Chipola Junior College is also a residual testing center and will administer the ACT on a convenient schedule for prospective students.

Although the ACT is the approved test for entering students, SAT scores will be accepted through the fall semester 1982.

Services For The Handicapped

Chipola Junior College attempts to provide equal opportunity for the handicapped. All handicapped services are coordinated through the office of the Dean of Student Services.



General Regulations

RESPONSIBILITY FOR REGULATIONS

Students will be held responsible for the observance of all policies and regulations contained in this catalog and in the student handbook. In addition, students will be responsible for all official announcements circulated on campus in the official weekly College Bulletin and posted on campus bulletin boards.

This catalog and the student handbook contain a convenient summary of college policies for distribution to students and other interested persons. A complete collection of college policies is contained in the Policy Manual of the District Board of Trustees of Chipola Junior College. A copy of the manual is available for review in the Office of the President.

REGISTRATION

Students are required to register at the beginning of each semester or session for assignment to classes. 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 preregistration orientation on the date announced in the calendar.

After a student has completed registration, changes in the schedule may be made only with permission of the Dean of Student Affairs. 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. In general, authorization to drop a course will be given only if the student's college program and over-all progress will be benefited by such action. Personal illness, financial hardships, and an overloading 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.

CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

Chipola Junior College recognizes superior achievement in high school on the part of applicants, and has provided ways and means by which students may receive credit for such achievement validated by test scores. Also, entering students may be placed in advanced courses appropriate to their level of achievement regardless of whether or not credit is awarded.

Credit is awarded in corresponding course areas where appropriate scores on the College Entrance Examination Board's Advanced

Placement and College Level Examination Program (CLEP) tests. Students who are administered any of these tests should have the results forwarded to the Registrar.

For the Advanced Placement Tests Chipola will award credit in the appropriate subject or discipline as per CEEB's recommendation if the student earns scores of 3, 4, or 5.

For the CLEP tests, Chipola awards credit for General Examination scores as approved by the State Department of Education. Credit will be awarded for satisfactory General Examination scores in the areas of Mathematics, Natural Science, Humanities, and Social Science/History and English with the essay component. The maximum credit awarded for General Examination scores is 27 semester hours or 6 semester hours (for each area except mathematics in which 3 semester hours) will be awarded. Credit will be awarded for any CLEP Subject Examination for which the student scores as approved by the State Department of Education. The maximum credit for the subject examination scores is 15 semester hours; for both the subject and general examination scores the maximum is 42 semester hours.

Although Chipola awards credit for both Advanced Placement and CLEP scores, the College does not guarantee that all other colleges and universities will do so. According to an articulation agreement between Florida's public community colleges and universities, all Florida public institutions will accept credit as noted above. This does not apply to all out-of-state institutions.

Students who score unusually high on college aptitude tests, or on the pre-registration achievement tests 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.

DUAL ENROLLMENT AND EARLY ADMISSION

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 unprovisional credit will be awarded after the senior completes high school graduation.

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).

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 Dean of Student 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 processed through established administrative channels.

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

A student who has been absent from class 10 or more class periods during the period prior to the last day a student may withdraw from a course without penalty and who is making unsatisfactory progress in the course may be administratively withdrawn from the course upon the recommendation of the instructor. The student will receive a "W" for the course. When this method of withdrawing a student from a class is used, "Administrative Withdrawal" will be written on the "Authorization to Drop a Course . . ." form. The "Request for Student Withdrawal" must be completed by the instructor and sent to the appropriate dean for administrative action. The student shall be notified of the withdrawal action. When a veteran is withdrawn by this method, the Office of Veterans Affairs will be notified so that appropriate action can be taken. The student shall have the right to appeal this administrative withdrawal through established administrative channels: Division Chairman, Dean, President, and Board of Trustees. This appeal must be made in writing within 10 days after notification of withdrawal.

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 except that disciplinary action may be appealed to the Board of Trustees.

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.

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 removed 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.

FORGIVENESS POLICY

The rule outlined below applies to all courses pursued at Chipola Junior College 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. Cumulative Grade point Averages are Affected.
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 to "O"; the credit entry will also be changed to "O" 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.

GRADE REPORTS

Final grade reports are mailed at the end of each semester or session.

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 eight semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean of Instructional Affairs. 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.

STANDARDS OF ACADEMIC PROGRESS

The regulation shown below concerning standards of academic progress is the retention policy for college credit students. It is a quality point deficiency system.

DEFINITION

QUALITY POINT DEFICIT

A quality point deficit is the difference between quality points needed for a "C" average and the quality points earned on hours attempted. For example, if the student attempted 16 semester hours 32 quality points would be needed to have the minimum 2.00 average. If the student had only 25 quality points for the 16 hours attempted, the student has a quality point deficit of -7 points.

STANDARDS**ACTION**

Progress Alert
 Probation
 Suspension

QUALITY POINT DEFICIENCY

1 - 18
 19 - 29
 30 or More

PROGRESS ALERT:

Deficit of 1 - 18 Quality Points for ten or more cumulative semester hours credit attempted. Students on Progress Alert must earn a Cumulative Grade Point Average of 2.00 or higher in one semester or be placed on academic probation.

PROBATION:

Deficit of 19 - 29 Quality Points for ten or more cumulative semester hours credit attempted. The student will be placed on academic probation for either of two reasons: (1) A cumulative quality point deficiency of 19 - 29 points, or (2) completion of one semester on Progress Alert with less than a 2.00 Cumulative Grade Point Average. Students on probation must earn a Cumulative Grade Point Average of 2.00 or higher within two semesters or be suspended.

SUSPENSION:

Deficit of 30 or more Quality Points for ten or more cumulative semester hours credit attempted. The student will be suspended for either of two reasons: (1) A cumulative quality point deficiency of 30 or more points, or completion of two semesters on probation with less than a 2.00 Cumulative Grade Point Average. Students shall be suspended for a period of one semester the first suspension. Each suspension thereafter shall be for a full academic year. Two summer terms equate to one semester.

Students suspended from Chipola Junior College are eligible for re-admission on probationary status only. The re-admission student must have less than a cumulative quality point deficiency of 30 points after one semester or be suspended again. Further, the re-admission student must have a 2.00 or higher Cumulative Grade Point Average after two semesters or be suspended again.

While on Progress Alert or Probation, a student will be required to attend and participate in counseling sessions and related activities as may be prescribed by the Dean of the Student Services.

A student on Progress Alert or Probation status may be removed from either category by earning a Cumulative Grade Point Average of 2.00 or higher within the number of semesters specified above.

OTHER PROVISIONS

1. The transfer student who has been suspended for poor scholarship by the last institution attended is not eligible for admission to Chipola 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 admissions may be granted or admission denied.
2. The transfer student whose terminal status at the last institution attended was scholastic probation is eligible only for probationary admission to Chipola Junior College.

APPEALS

Appeals of probation and suspension decisions may be made through the Admissions Committee whose decision is final, except that action may be appealed through the President to the Board of Trustees. If a student placed on scholastic suspension successfully appeals his suspension, he may be allowed to remain in college on a probationary basis.

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.

school students, instructors, counselors, administrators, and the general public.

The Career Laboratory is located in Room 405 in the Technical Building. It is open from 8:00 A.M. until 3:30 P.M., Monday through Friday.



Curriculum

General Education

The General Education program at Chipola Junior College is designed to improve essential skills required for adequate performance in Associate and transfer degree programs. The areas listed below provide a broad educational background which is a necessary basis for later specialization. As an integral part of the system of higher education in Florida, Chipola Junior College offers lower division courses meeting the transfer standards of the State University System of Florida and of most four-year colleges and universities throughout the nation.

From among the courses listed on pages 60-62 as **REQUIRED**, the student **must** complete the following:

| | 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 | 6 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) | 9 sem hrs |

Note that Area 7 is elective and may be necessary for students transferring into an Arts and Sciences program or for specific occupational goals. (Reference should be made to appropriate college catalogs.)

Semester hours shown in the table as "maximum" in a particular area may be counted toward satisfying the General Education requirements of 40 semester hours. **Additional hours** from any area - depending upon the student's major field of interest - may be counted toward graduation.

The intent of the General Education requirement is to insure a minimum of work in at least six areas and at the same time to allow as much choice as is feasible within the area, restricted only by major field requirements.

Course listings for each area

Area 1:

Required

6 semester hours from among the following:
 SSI 1011-1012 Survey of the Social Sciences (3, 3)
 EUH 1000-1001 Western Civilization (3, 3)
 AMH 2010-2020, American History (3, 3)
 POS 2041, American Federal Govt. (3)
 POS 2112, State and Local Government (3)
 GEA 2001-2002, World Geography (3, 3)

Others

ECO 2013-2023, Principles of Economics (3, 3)
 SOC 1000, Introductory Sociology (3)

Area 2: Minimum - 6 sem. hrs. from Required Column
 Maximum - up to 12 sem. hrs.

Required

APB 2111, Cell Biology (3)
 APB 2210C, Anatomy and Physiology I (3)
 APB 2211C, Anatomy and Physiology II (3)
 BOT 2010C, General Botany (4)
 BSC 1010-1011, General Biology (3, 3)
 CHM 1015, Introductory Chemistry (3)
 CHM 1030C, Gen. Chm. for Health and Related Sciences (2)
 CHM 1045-1046, Gen. Chemistry and Gen. Chem. and Qual. Analysis (4, 4)
 CHM 2200C, General Organic and Bio-Chemistry I (2)
 CHM 2201C, General Organic and Bio-Chemistry II (4)
 GLY 1000, Introd. to Earth Science (3)
 PHY 1053-1054C, General Physics (4, 4)
 PHY 2048C-2049C, General Physics (5, 5)
 PSC 1121, Introd. Physical Science (3)
 ZOO 2010C, General Zoology (4)

Others

MCB 2013C, Microbiology (4)

Area 3: Minimum - 6 sem. hrs. (at least 3 of which must come from the Required column)
 Maximum - 12 sem. hrs.

Required

MAT 1033, Intermediate Algebra (3)
 MGF 1113, Fundamentals of Mathematics (3)
 MAC 1104, College Algebra (3)
 MAC 1114, Plane Trigonometry (3)
 MAC 1132, College Algebra and Plane Trigonometry (5)
 MAC 1311, Calculus and Analytic Geometry I (4)
 MAC 2312, Calculus and Analytic Geometry II (5)
 MAC 2313, Calculus and Analytic Geometry III (5)

Others

MGF 1111, Essential Skills Measurement (1)
 MGF 1112, Essential Skills: Logic, Numeration, & Computers (1)
 MAC 2233, Calculus for Non-Science Majors (3)
 PHI 1100, Practical Logic (3)
 STA 1021, Essential Skills: Statistics and Probability (1)
 STA 2013, Elementary Statistics (3)

NOTE: MGF 1111 and MGF 1112 are not open for credit to anyone successfully completing MGF 1113. STA 1021 is not open for credit to anyone who successfully completes MGF 1113, STA 2013, or PHI 1100. Credit will not be given for both MAC 1104 - 1114 and MAC 1132.

Area 4:

Required

8 or (6) semesters hours from among the following:
 ENC 1101 - 1102, Communications Skills (4, 4) or Modification (3, 3)
 ENC 1121-1122, Advanced Freshman English (3, 3)

Others

**ENC 2301, Advanced Composition (4)
 **CRW 2000, Creative and Critical Writing (3)
 **ENC 2210, Technical Writing (3)
 SPC 1050, Fundamentals of Speech (3)
 SPC 2030, Effective Speaking (3)
 ORI 2000, Oral Interpretation (3)
 ENC 2012, Reading the Novel (3)
 LIT 2100, Literature Appreciation (3)

*Only six semester hours will fulfill the requirements in Area 4 if ENC 1121 and 1122 or modifications of ENC 1101 and 1102 are completed.

**Three, four, or six of the twelve hours for the Communication Skills requirement may be satisfied from the courses in area 4.

Area 5:**Required**

6 semester hours from among the following:

HUM 2212-2230, The Humanities (3, 3)

or

HUM 2212 or HUM 2230 and any 3 semester hours from among Art, Literature, and Music (except organization) courses

or

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

Others

Any Art courses listed in the catalog except ART 1001C.

Any American or English Literature courses listed in the catalog.

Any Music courses listed in the catalog except music organizations

Area 6:**Required**

4 semester hours from among the following:

Required Physical Education (4)

Others

HUN 1001, Elements of Nutrition (3)
 HES 1000, Personal and Community Health Problems (3)
 PHI 1100, Practical Logic (3)
 PSY 2012, General Psychology (3)
 MAF 1001, Preparation for Marriage (3)
 MAF 2200, Marriage and the Family (3)
 STD 1100, Personal Adjustment (3)
 STD 1150, Career and Life Planning (2)
 COA 1100, Problems of Family Finance (3)

Area 7: (No minimum required)**Others**

SPN 1100-1101, Elementary Spanish (3, 3)
 SPN 2200-2201, Intermediate Spanish (3, 3)

COMMUNICATION AND COMPUTATION SKILLS**A. Communications**

Of the twelve hours and 24,000 words required by the Communication and Computation Skills Law (SBER 6A-10.31) six or eight hours* will be satisfied by the general education requirement in the area of communications (area 4). For purposes of satisfying the remaining four or six hours, students may select courses from the following three areas:

NOTE: ENC 1101-1102 or ENC 1121-1122 are prerequisites
 Courses require 2,000 words per credit hour.

AREA 1

SOC 1000 (3) Introductory Sociology, plus SOC 1000L, Writing in Sociology (1)

AREA 4

ENC 2301 (4) Advanced Composition
 ENC 2210 (3) Technical Writing
 CRW 2000 (3) Creative and Critical Writing

AREA 5

HUM 2212 (3) The Humanities, plus HUM 2212L, Writing in Humanities (1)
 HUM 2230 (3) The Humanities, plus HUM 2230L, Writing in Humanities (1)

ENC 2010 (3) Survey of English Literature I
 ENC 2021 (3) Survey of English Literature II
 ENC 2023 (3) Survey of English Literature III
 AML 2010 (3) Survey of American Literature I

*The student who takes the regular ENC 1101-1102 sequence will earn a total of eight semester hours; however a student who takes 1101M-1102M (modified) sequence, offered in the evening and during the summer, will earn only six semester hours. The Advanced Freshman English sequence (ENC 1121-1122) also is composed of two three semester hour courses.

B. Computations

Six semester hours from the mathematics courses listed in the required column in Area 3 of the General Education requirements.

The following four options meet Computation requirements.

Option 1: MAT 1033, Intermediate Algebra, and MGF 1113, Fundamentals of Mathematics.

Option 2: MAC 1104, College Algebra, and MGF 1113, Fundamentals of Mathematics.

Option 3: MAC 1132, College Algebra and Plane Trigonometry, and MGF 1113, Fundamentals of Mathematics, or a one-hour course selected from MGF 1111, MGF 1112, or STA 1021.

Option 4: Those students whose test scores on the ACT indicate a superior level of achievement and who meet the prerequisites may satisfy the six-hour course requirement by successfully completing six semester hours from among several higher mathematics courses.

Three one-hour mathematics courses may be taken to assist those who need additional help with specific competencies included in the College Level Academic Skills test. These are:

MGF 1111, Essential Skills Measurement
MGF 1112, Essential Skills: Logic Numeration, and Computers; and
STA 1021, Essential Skills: Statistics and Probability.

C. Other Provisions

State Board of Education Rules (6A-10.31 and 6A-10.30) governing the College Level Academic Skills requirement and minimum English and mathematics requirements contain the following related provisions:

1. For the purposes of this rule, a grade of C or higher is to be considered successful completion.
2. Any student satisfying College-Level Examination Program (CLEP) requirements in mathematics for post-admission exemptions of coursework shall be allowed to exempt three (3) hours of mathematics required by this rule.
3. Any student who has satisfied CLEP requirements in mathematics and whose high school transcript shows successful completion of higher mathematics coursework, including college algebra, trigonometry and calculus, shall be exempt from the mathematics requirements of this rule.
4. Any student who completes the first six (6) hours of the English coursework required by this rule with a grade point average of 4.0 may waive completion of the remaining six (6) hours until after entry into the upper division of a university and shall be considered eligible for an Associate of Arts degree.

Additional information is available from a counselor.

Courses of Study

UNIVERSITY PARALLEL COURSE OF STUDY LEADING TO ADVANCED DEGREES AT FOUR-YEAR COLLEGES AND UNIVERSITIES

GENERAL INFORMATION

Any student who plans to transfer to a four-year college or university after graduation from Chipola should consult a counselor, or a faculty advisor 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/she expects to attend after graduation from Chipola for instructions concerning this course of study while attending Chipola.

COLLEGE ADMINISTRATORS, COUNSELORS, AND FACULTY ADVISORS ARE AVAILABLE AND ANXIOUS TO ASSIST STUDENTS IN PLANNING A PROGRAM OF STUDY AND IN COMPLETING REGISTRATION EACH SEMESTER. HOWEVER, STUDENTS ARE RESPONSIBLE FOR SEEKING INFORMATION AND ADVICE ON A PROGRAM OF STUDY AND EACH STUDENT IS RESPONSIBLE FOR FULLY IMPLE-

MENTING THEIR OWN PROGRAM OF STUDY. THE STUDENT MUST ACCEPT THE RESPONSIBILITY FOR THE CONSEQUENCES OF CHANGING FROM ONE PROGRAM OF STUDY TO ANOTHER PROGRAM OF STUDY WHILE THEY ARE ENROLLED AT CHIPOLA OR AFTER THEY TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY.

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 after the catalog is printed each year based on requirements at transfer institutions. See a counselor for the latest information.

General College

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. Hr. | SOPHOMORE YEAR | Sem. Hr. |
|---|----------|---|----------|
| GLY 1000-PSC 1121** or BSC 1010-1011 | 6 | HUM 2212-2230 BSC 1010-1011* or GLY 1000-PSC 1121** | 6 |
| Mathematics*** | 6 | SPC 2030 | 3 |
| Social Science**** PE (Required) | 6 | Social Science**** PE (Required) | 6 |
| ENC 1101-1102 | 2 | Electives***** | 2 |
| Electives**** | 8 | | 9 |
| | 3-6 | | |
| | <hr/> | | <hr/> |
| | 31-35 | | 32 |

*BOT 2010 or ZOO 2010 may be substituted.

**CHM 1045-1046 may be substituted.

***Four options are available. See options under Communication and Computation Skills page 63.

****Any six semester hours in History, Political Science or Social Science (Survey); SSI 1011-1012 is recommended for the freshman year.

*****A faculty advisor or a counselor should be consulted concerning elective subjects. In general, they should be in the area of the student's major interest.

Spanish should be included if the student expects to earn the B.A. or A.B. degree.

Pre-Agriculture

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 a counselor for a planned program.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|---------------|-----------|-----------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| BSC 1010* | 3 | CHM 1045-1046*** | 8 |
| Mathematics** | 5 | BOT 2010 and ZOO 2010 | 8 |
| SSI 1011-1012 | 6 | PE (Required) | 2 |
| PE (Required) | 2 | ECO 2013 | 3 |
| Electives**** | 8 | ASG 2003 | 3 |
| | | PHY 1053 | 4 |
| | <hr/> | | <hr/> |
| | 32 | | 34 |

*Student may elect to take only BOT 2010 and ZOO 2010 if eligible to do so. However, General Biology, General Botany and General Zoology are recommended.

**Four options are available. Calculus will be required of some agriculture majors.

***CHM 1015 should be pursued during the Freshman year if a student's record and scores indicate a weakness in Chemistry or Mathematics.

****Recommended electives include ACC 2021, EGN 2120, PHY 1053-1054, SPC 2030, courses from the Humanities area, and MCB 2013.

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. |
|--|-------------|------------------|-------------|
| ENC 1101-1102 | 8 | ACC 2021-2022* | 6 |
| PSY 2012 and SPC 2030 | 6 | ECO 2013-2023* | 6 |
| MAC 1104-1114 or 1132-1311** | 6-9 | HUM 2212-2230 | 6 |
| BSC 1010-1011 or GLY 1000- PSC 1121 | 6 | STA 2013 | 3 |
| PE (Required) | 2 | PE (Required) | 2 |
| Social Science* | 6 | SES 2335 | 3 |
| | | DP or CSC*** | 3 |
| | | MAC 2233 or 2312 | 3-5 |
| | <hr/> 34-37 | | <hr/> 32-34 |

*Students planning to transfer to Florida State University should schedule EUH 1000-1001, other courses including SSI 1011-1012 or POS 2041-2112 may be pursued. Acceptance into the School of Business requires a minimum grade of "C" in both Economics and Accounting.

**Students transferring to U. of Florida should take MAC 1132, 1311, and 2312.

***COC 1300, COP 2110 or other Data Processing 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. |
|--|-------------|---|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| GLY 1000-PSC 1121 or BSC 1010-1011* | 6 | BSC 1010-1011 or GLY 1000- PSC 1121* | 6 |
| PSY 2012** | 3 | Social Science*** | 6 |
| MAC 1104 or MAC 1033* and MGF 1113 | 6 | PE (Required) | 2 |
| Social Science*** | 6 | SPC 2030 or 1050***** | 3 |
| PE (Required) | 2 | Electives**** | 9 |
| Electives**** | 3 | | |
| | <hr/> 31-34 | | <hr/> 32 |

*Chemistry should be pursued instead of GLY 1000-PSC 1121 if student plans to teach Science in the secondary school. BOT 2010 and ZOO 2010 should be pursued instead of BSC 1010-1011 if the student expects to have Science as a major field. Students should take MAC 1132-1311 instead of MGF 1113 or MAC 1104 if he expects to teach Mathematics; this necessitates taking MAC 2312-2313 during the Sophomore year instead of other work shown above.

**PSY 2012 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 EUH 1000-1001, plus two or more courses in Sociology, Political Science, Economics or Geography. Students planning to transfer to Troy State University need AMH 2010-2020, SOC 1000, and GEA 2001. If the student plans to teach in the Social Science area, SSI 1011-1012 should be omitted, and as much work as possible in History, Geography, Sociology, Political Science and Economics should be taken; at least one course in each subject should be scheduled, preferably two.

****EDF 1005 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 the secondary school should schedule electives in his subject area. For example, English majors should schedule ENL 2010-2021-2023 and AML 2021-2022. All elementary teachers should schedule MUE 2402 unless they have had extensive musical training.

*****SPC 1050 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 and university to which they expect to transfer. Programs vary considerably depending upon the transfer institution for elementary majors and upon both the transfer institution and the subject major for secondary teachers.

Pre-Engineering

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 a counselor for a planned program.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-------------------|-----------|----------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| MAC 1132-1311* | 9 | MAC 2312-2313 | 10 |
| Social Science*** | 6 | PHY 2048-2049 | 10 |
| CHM 1045-1046** | 8 | PE (Required) | 2 |
| PE (Required) | 2 | EGN 2120**** | 2 |
| BSC 1010 | 3 | COP 2110 | 3 |
| | <hr/> 35 | | <hr/> 33 |

*Students qualified to take a course more advanced than MAC 1132 should do so. Therefore students who complete MAC 2313 prior to the third semester should take MAP 2302, if offered. Students' first math course may be MAC 2312, if approved.

**Students not qualified to take CHM 1045 on entrance will be required to take CHM 1015 as a prerequisite.

***SSI 1011-1012 is recommended for students planning to transfer to University of Florida; other subjects such as Political Science are acceptable.

Students planning to transfer to Auburn University should Schedule EUH 1000-1001.

****EGN 2120 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.

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 another school should consult a counselor for a planned program of study.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|----------------------|-----------|-----------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| MAC 1132-1311** | 9 | CHM 1045-1046*** | 8 |
| SSI 1011-1012 | 6 | ECO 2013-2023 | 6 |
| ZOO 2010 or BOT 2010 | 4 | MAC 2312-2313** | 10 |
| PE (Required) | 2 | BOT 2010 or ZOO 2010* | 4 |
| PHY 1053-1054*** | 8 | PE (Required) | 2 |
| | | STA 2013 | 3 |
| | <hr/> | | <hr/> |
| | 37 | | 39 |

*For Forest Resource Management and Conservation of Forest Products. Since this is an unusually heavy schedule, a summer session is recommended.

**If the student is eligible to take Calculus on admission to college, he should begin with MAC 2312.

***Student may elect to take either PHY 1053-1054 or CHM 1045-1046 during the Freshman year.

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 | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|---------------------|-----------|-------------------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| BSC 1010-1011 | 6 | ECO 2013 or 2023 | 3 |
| CHM 1045* | 4 | EUH 1000-1001 | 6 |
| MAC 1104 & MGF 1113 | 6 | SOC 1000 | 3 |
| PSY 2012 | 3 | ART 1202 or elective | 3 |
| HUN 1001 | 3 | MCB 2013 or elective | 4 |
| PE (Required) | 2 | CHM 2200C, 2201C, or elective | 4 |
| | | PE (Required) | 2 |
| | <hr/> | | <hr/> |
| | 33 | | 34 |

*If the student is not eligible to take CHM 1045 on entering college, CHM 1015 should be scheduled as a prerequisite. This might necessitate the postponement of Chemistry to 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. CHM 1045-1046 is recommended for all students; CHM 2200C & 2201C 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 bachelors' 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 | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|------------------------------------|-----------|-----------------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| GLY 1000-PSC 1121 or BSC 1010-1011 | 6 | Electives | 6 |
| MAC 1104 & MGF 1113 | 6 | SPC 2030 and PSY 2012 | 6 |
| AMH 2010-2020 or POS 2041-2112 | 6 | POS 2041-2112 | 6 |
| SPN 1100-1101 or Electives* | 6 | SPN 2200-2201 or Electives* | 6 |
| PE (Required) | 2 | PE (Required) | 2 |
| | <hr/> | | <hr/> |
| | 33-34 | | 34-35 |

*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 16 or more semester hours should be selected from ACC 2021-2022, ECO 2013-2023, and EUH 1000-1001.

**Electives recommended include those listed above plus ENL 2010, 2021, 2023; AML 2021, 2022, CRW 2300, and SOC 1000.

Art or Art Education

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|------------------------------------|-----------|-------------------------|-----------|
| ENC 1101-1102 | 8 | ART 2205-2206 | 6 |
| BSC 1010-1011 or GLY 1000-PSC 1121 | 6 | EUH 1000-1001 | 6 |
| ARH 1003 | 3 | HUM 2012-2030*** | 6 |
| Mathematics Option | 3 | PE (Required) | 2 |
| PE (Required) | 2 | PSY 2012 | 3 |
| ART 1300-1301 | 6 | ART 1202-1203** | 6 |
| MAT 1033 or MAC 1104 and MGF 1113 | 6 | ART 2701 or Electives** | 3 |
| | <hr/> | Mathematics Option | |
| | 34 | | 32 |

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

**ART 1202-1203 may be scheduled either the 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, SPN 1100-1101 and SPN 2200-2201 should be scheduled instead of some of the courses listed above. Art 1110-1111 and SPC 2030 are also recommended.

***Six semester hours from two departments including one or more music courses (other than organizations) and one or more courses in either English or American Literature.

Music or Music Education

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-----------------------------|-----------|-----------------------------|-----------|
| ENC 1101-1102 | 8 | MUT 2116, 2117, 2226, 2227, | |
| PE (Required) | 2 | 2236, 2237 | 10 |
| MUT 1111, 1112, 1221, 1222, | | Applied Music** | 4-6 |
| 1231, 1232 | 10 | Music Organization*** | 2 |
| Applied Music** | 6-4 | MUL 2213-2214 | 2 |
| Music Organization** | 2 | EUH 1000-1001 | 6 |
| Restricted Electives**** | 3 | Restricted Electives**** | 6 |
| MUL 1211-1212 | 2 | PE (Required) | 2 |
| | <hr/> | | <hr/> |
| | 33-31 | | 32-34 |

*Students following this curriculum should be aware of the fact that they will probably find it necessary to attend a Summer session in order to complete Chipola's general education requirements for graduation.

**See Applied Music courses in catalog.

***See MUN 1310, 1340, 2310, 2340.

****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 2012 and either MGF 1113 or SPC 1050. Additional work in General Education is recommended for all majors.

Pre-Medical and Pre-Dental

The first two years of work for students who plan to enter school 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 | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|----------------------|-----------|----------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| MAC 1132-1311 | 9 | CHM 2210-2211 | 9 |
| CHM 1045-1046 | 8 | PHY 1053-1054 | 8 |
| Biological Science** | 7-8 | Social Science*** | 6 |
| PE (Required) | 2 | Biological Science** | 3-6 |
| | | PE (Required) | 2 |
| | <hr/> | | <hr/> |
| | 34-35 | | 34-37 |

*Six or more hours during a summer session are often necessary in order to complete this curriculum. PSY 2012 should be added if a summer session is included.

**Some students may be required to take APB 2111 as preparation for BOT 2010 and ZOO 2010. If so, a total of 14 or 17 hours in this area should be scheduled. The minimum recommended is BOT 2010 and ZOO 2010 plus APB 2111 if needed as a prerequisite.

***EUH 1000-1001, AMH 2010-2020, POS 2041-2112, or SSI 1011-1012.

Pre-Pharmacy

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|---------------|-----------|----------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| BSC* | 7 | CHM 2210-2211 | 9 |
| CHM 1045-1046 | 8 | PHY 1053-1054 | 8 |
| MAC 1132-1311 | 9 | Social Science** | 6 |
| PE (Required) | 2 | PE (Required) | 2 |
| | | ECO 2013 or ECO 2023 | 3 |
| | <hr/> | | <hr/> |
| | 34 | | 34 |

*APB 2111 and ZOO 2010 are recommended; BSC 1010-1011 may be needed as a prerequisite for ZOO 2010; if so ZOO 2010 could be pursued during the sophomore year.

**SSI 1011-1012, AMH 2010-2020, or POS 2041-2112 are recommended.

Pre-Optometry

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-----------------------|-----------|----------------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| MAC 1104-1114 | 6 | CHM 2210-2211 | 9 |
| APB 2111 and ZOO 2010 | 7 | PHY 1053-1054 | 8 |
| CHM 1045-1046 | 8 | APB 2210 and MCB 2013 | 7 |
| PSY 2012 | 8 | EUH 1000-1001 or AMH 2010- | |
| PE (Required) | 2 | 2020 | 6 |
| | | PE (Required) | 2 |
| | <hr/> | | <hr/> |
| | 34 | | 38 |

Medical Technology

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.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-----------------------|-----------|--------------------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| MAC 1132-1311 | 9 | MCB 2013 | 4 |
| CHM 1045-1046 | 8 | CHM 2210-2211* | 9 |
| BSC 1010 and ZOO 2010 | 7 | PHY 1053 | 4 |
| PE (Required) | 2 | PE (Required) | 2 |
| | | SSI 1011-1012 or EUH 1000-1001 | 6 |
| | | Elective* | 3 |
| | <hr/> | | <hr/> |
| | 34 | | 34 |

*Some schools require two semesters of organic chemistry, some require only one semester; and some require none. Recommended electives include APB 2210, APB 2211, and SPC 2030.

Pre-Journalism and Communications

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|------------------------------------|-----------|----------------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| PSY 2012 | 3 | BSC or PSC* | 3 |
| MAT 1033 or MAC 1104 & MGF 1113 | 6 | POS 2041-2112 | 6 |
| JOU 1420, 1421, 1430, 1431 | 4 | AMH 2010-2020 | 6 |
| PE (Required) | 2 | JOU 2422, 2423, 2432, 2433 | 4 |
| SSI 1011-1012 or EUH 1000-1001 | 6 | PE (Required) | 2 |
| BSC or PSC* | 6 | ECO 2013 and SPC 2030 | 6 |
| | | MMC 1000 | 3 |
| | 35 | | 36 |

*Take GLY 1000-PSC 1121 and BSC 1010 or take BSC 1010-1011 and GLY 1000 or PSC 1121 (9 semester hours).

Nursing

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 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 a counselor for a course of study to follow while at Chipola.

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

Occupational or Physical Therapy

Students interested in working toward a degree in Occupational or Physical Therapy should consult a counselor 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 a counselor 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 a counselor 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 a counselor 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 certificate as a school librarian. They will be enrolled in a school of arts and sciences 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 sciences or education with librarian certifications.

Pre-Veterinary Medicine

Students interested in veterinary medicine should consult a counselor. 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. A counselor 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 a counselor. 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 a counselor 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 a counselor, or a faculty advisor concerning suggested courses to schedule for specific colleges and/or majors.

SPECIALIZED TECHNICAL AND BUSINESS COURSES OF STUDY

GENERAL INFORMATION

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 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 courses.

General Business

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|----------------------|-----------|----------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| GEB 1011 | 3 | ACC 2021-2022 | 6 |
| Mathematics** | 3 | BUL 2111-2112 | 6 |
| ECO 2013-2023 | 6 | Electives | 6 |
| SES 1100 or 1120*** | 2 | SES 2335 | 3 |
| COC 1300 | 3 | SPC 2030 or PSY 2012 | 3 |
| PE (Required) | 2 | PE (Required) | 2 |
| PSY 2012 or SPC 2030 | 3 | | |
| Elective | 3 | | |
| | 33 | | 32 |

*Student should include GEB 1011 during first semester.

**One of the Math options. MAC 1104 or 1132 is recommended as one of the courses.

***SES 1100 for those who have had no typewriting in high school; SES 1120 for those who have had one or more years.

Program for the Deaf in General Business

This program may require three years to complete an Associate in Applied Science degree since remedial work is often needed in reading, mathematics, and English during the first year.

This program is selective and any student seeking admission may be required to take a battery of tests. The student and his/her parents must have an interview with the coordinator of the program. For further information write to the Dean of Instructional Affairs, Chipola Junior College, Marianna, Florida 32446.

| COURSE | SEMESTER HOURS |
|----------------------|----------------|
| ACC. 1009 | 3 |
| BAN 1110 | 3 |
| BUL 2111-2112 | 6 |
| COC 1300 | 3 |
| ENC 1001-1004 | 5 |
| GEB 1011 | 3 |
| MAT 1002 or MAT 1033 | 3 |
| P.E. | 2 |
| POS 2112-2041 | 6 |
| PSY 2012 | 3 |
| REA 1105 | 3 |
| SES 1100 | 2 |
| SES 1120** | 2 |
| SES 2335 | 3 |
| SES 2321 | 3 |
| SES 2402 | 3 |
| Electives*** | 11 |

Total: 64

*Six semester hours of required credits may be waived by the Dean and replaced with elective credits.

**SES 1100 is not required if the student is eligible to enroll directly in SES 1120.

***Recommended electives include MAC 1104, MAF 2501, HUN 1001, HUM 2211, HUM 2220, and BSC 1010.

Mental Retardation Professional Associate

This course of study is designed to prepare the student for employment as a rehabilitation technician at Florida Sunland Centers or for equivalent positions in other public or private agencies dealing with mentally retarded individuals. In the Sunland system, the two years at college may be substituted for one year of on-the-job experience. In addition to the rehabilitation technician position, the graduate of this program may work as a resident training instructor, a behavioral program associate, a behavioral program supervisor, and other positions as assistant to professionals in the education and training programs dealing with the mentally retarded. The graduate of this program will receive an Associate of Applied Science Degree.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-----------------------|-----------|----------------------|-----------|
| ENC 1005-1101 | | DEP 2102 | 3 |
| or 1101-1102 | 7-8 | EME 2001 | 3 |
| BSC 1010-1011 | 6 | SPC 2030 | 3 |
| MAT 1002 or MAT 1033 | 3 | MER 2200-2200L | 4 |
| HES 1000 | 3 | MER 2800 | 15 |
| MER 1000, 1101, 1101L | 6 | PE (Required) | |
| PE (Required) | | or electives* | 2-6 |
| or elective* | 2-6 | SOC 1000 or SSI 1011 | 3 |
| PSY 2012 | 3 | | |
| | 30-35 | | 33-37 |

*Courses which are recommended as electives for this program include SPC 1050, HES 2400, MUE 2402, EDF 1005, and SES 1100.

Administrative Secretarial

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

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-----------------------------|-----------|------------------|-----------|
| ENC 1101-1102 | 8 | POS 2041-2112 | 6 |
| SES 1100-1120 or Electives* | 4-6 | ACC 1009 or 2021 | 3 |
| SES 1210-1211 or Electives* | 6 | BUL 2111-2112 | 6 |
| SSI 1011-1012 | 6 | SES 2212-2321 | 6 |
| MAC 1104 or MAT 1033 | 3 | SES 2335-2402 | 6 |
| PE (Required) | 2 | PE (Required) | 2 |
| COC 1300 | 3 | SPC 2030 | 3 |
| | <hr/> | | <hr/> |
| | 32-34 | | 32 |

*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 SES 2212 and SES 2321; if so, electives should be scheduled instead of beginning and intermediate courses. Recommended electives include ECO 2013, STA 2013 or PSY 2012.

Data Processing Technology

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.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|--|-----------|-----------------------------------|-----------|
| COC 1300 and COP 2110 | 6 | COP 2120 | 3 |
| MAT 1033 and MAC 1104 or MAC 1104-1114* | 6 | CAP 2030 | 2 |
| ENC 1101-1102 | 8 | CAP 2925, CAP 2201 or COC 2308 | 1 |
| PE (Required) | 2 | STA 2013 | 3 |
| ACC 1009 or 2021-2022 | 3-6 | PSY 2012 and SPC 2030 | 6 |
| Electives** | 6 | ECO 2013-2023 | 6 |
| | | PE (Required) | 2 |
| | | Electives** | 9-12 |
| | <hr/> | | <hr/> |
| | 31-34 | | 32-35 |

*Mathematics courses to be pursued depend upon the student's secondary school background. If eligible to begin with MAC 1104, a student should take MAC 1104 and 1114; otherwise, MAT 1033 and MAC 1104 should be pursued. A minimum of six semester hours is required.

**Additional courses in mathematics are recommended; typewriting (SES 1100 or 1120) is recommended unless a student already has skills.

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. |
|----------------------------|-----------|----------------------------|-----------|
| ENC 1101-1102 | 8 | CCJ 2310, 2350, 2440 | 8 |
| CCJ 1000-1300 | 5 | CCJ 2200, 2320, 2340 | 8 |
| CCJ 1020-1220 | 6 | CCJ 2330 and CJT 2350 | 5 |
| POS 2041-2112 | 6 | SPC 2030 | 3 |
| SOC 1000 | 3 | MAF 2501 | 3 |
| PSY 2012 | 3 | PE (Required) or Elective* | 2 |
| PE (Required) or Elective* | 2-3 | Elective* | 3 |
| | <hr/> | | <hr/> |
| | 33-34 | | 32 |

*Recommended electives include ACC 2021, COC 1300 and MFG 1113.

Emergency Medical Care

This curriculum is designed for those students who plan to work as ambulance or emergency room technicians.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|---------------------------|-----------|---------------------------|-----------|
| ENC 1101-1102 | 8 | HUM 2212-2230 | 6 |
| MAC 1104 | 3 | APB 2210-2211 | 6 |
| BSC 1010-1011 | 6 | CHM 1045-1046 | 8 |
| SSI 1011-1012 | 6 | EMS 2015-2231 | 6 |
| PSY 2012 | 3 | EMS 2232-2233 | 6 |
| EMS 1114-1115 | 6 | PE (Required) or Elective | 2 |
| PE (Required) or Elective | 2 | | |
| | <hr/> | | <hr/> |
| | 34 | | 34 |

Commercial Banking

This program leading to the Associate in Applied Science degree is offered in cooperation with the American Institute of Banking program under the auspices of the Chipola Bankers Study Group. A student completing this banking program can further earn American Institute of Banking certificates as the courses are successfully completed.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|---------------------------------|-----------|-----------------------|-----------|
| ENC 1101-1102 or 1101M-1102M | 8-6 | SPC 2030 | 3 |
| ACC 2021-2022 | 6 | COC 1300 | 3 |
| ECO 2013-2023 | 6 | BAN 2210-2230 | 6 |
| QMB 1001 | 1 | BAN 2240-2260 | 6 |
| PSY 2012 | 3 | BAN 2720-2800 | 6 |
| SES 2335 | 3 | FIN 2230-2400 | 6 |
| BAN 1110 | 3 | Restricted Electives* | 3 |
| | <hr/> | | <hr/> |
| | 32-30 | | 33 |

*Either BAN 2201 or REE 2200.

Electronics Technology

This curriculum is designed for those who plan to earn an Associate in Applied Science Degree. Students may take only the Electronics courses in this program if they desire a Technical Certificate instead of an Associate Degree. They must maintain a 2.0 grade point average and apply for a Technical Certificate at the beginning of their last semester. Students completing only the Electronics courses are in a "Technical Certificate" Program. They may return at a later date and complete the other courses required for an Associate Degree.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|---------------|-----------|------------------|-----------|
| REA 1205 | 1 | COC 1300 | 3 |
| ENC 1101 | 3 | ETE 2101C | 4 |
| ENC 1102 | 3 | ETE 2161C | 4 |
| MAT 1033* | 3 | ETE 2322C | 4 |
| ETE 1010C | 4 | ETE 2400 | 3 |
| ETE 1020C | 4 | ETE 2421C | 4 |
| ETE 1710C | 4 | ETE 2633C | 4 |
| ETE 2140C | 4 | ETE 2648C | 4 |
| MAC 1104* | 3 | POS 2041 or 2112 | 3 |
| PE | 1 | PE | 1 |
| | 30 | | 34 |

*Students qualified to enroll directly in MAC 1104, College Algebra, are not required to complete MAT 1033, Intermediate Algebra. Any three (3) semester hours of elective credits may be used to replace the MAT 1033 under these circumstances.

A "C" (2.00) or higher Cumulative Grade Point Average is required on all work completed at Chipola for the Associate in Applied Science Degree.

COOPERATIVE EDUCATION

The Cooperative Education Program is a plan whereby a student integrates periods of paid employment in the major field of interest with periods of academic study. A number of agencies and businesses cooperate with Chipola Junior College in this plan and offer the student on-the-job career training compatible with the student's major. The program is designed to implement students' academic and career education with on-the-job business and/or industrial experience.

To qualify for the Cooperative Education Program a student must:

1. enroll in Chipola Junior College,
2. file with the coordinator all necessary forms as early as possible (preferably six to eight weeks prior to the semester in which placement is desired.)
3. be interviewed and accepted by the coordinator.

Both Associate of Science and Associate of Arts degree seeking students may apply for the program. Acceptance of the student is based on various abilities and the availability of a training site. Final acceptance and/or continuation in any position is the decision of the employer and the cooperative education coordinator. In order to continue in the program, students must maintain acceptable productivity standards with the cooperative employer.

The cooperative education program will be conducted under the guidance and direction of a college coordinator who will be responsible for the structure of the program and maintenance of effective liaison between the student, the college, and the participating firm, and evaluation of the student's total progress.

For the Fall and Spring semesters of 1982-83 school year cooperative education classes will be available in accounting, criminal justice and corrections, journalism and secretarial science.

College Course Offerings

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC—000 at a community college, he cannot be required to repeat SOC—000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for the purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using **non-equivalent** courses for satisfying certain requirements.

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is being offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC—000.

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

| Discipline | Before | After |
|-------------|--------|-------|
| History | 20 | 7 |
| Sociology | 24 | 3 |
| Philosophy | 23 | 4 |
| Religion | 17 | 1 |
| Mathematics | 50 | 10 |
| English | 39 | 6 |
| Nutrition | 38 | 4 |

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with — 900 numbers must be evaluated individually and are not automatically transferable.

C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

D. Performances or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

GENERAL INFORMATION

The following are the official catalog course abbreviations prescribed by the Florida Statewide Common Course Numbering System and used by Chipola Junior College.

| | |
|---|--|
| ACC (Accounting) | MAF (Marriage and Family) |
| AGE (Agricultural Engineering) | MAG (Mechanized Agriculture) |
| AGR (Agronomy) | MAP (Mathematics-Applied) |
| AMH (American History) | MAT (Mathematics) |
| AML (American Literature) | MCB (Microbiology) |
| ARH (Art History) | MER (Mental Retardation) |
| ART (Art) | MGF (Mathematics-General and Finite) |
| ASG (Animal Science General) | MMC (Mass Media Communication) |
| AST (Astronomy) | MTB (Mathematics - Technical and Business) |
| BAN (Banking) | MUE (Music Education) |
| BOT (Botany) | MUL (Music Literature) |
| BSC (Biological Sciences) | MUN (Music Organization) |
| BUL (Business Law) | MUT (Music Theory) |
| CAP (Computer Applications) | MVB (Applied Music: Brasses) |
| CCJ (Criminology and Criminal Justice) | MVK (Applied Music: Keyboard) |
| CHM (Chemistry) | MVP (Applied Music: Percussion) |
| CJT (Criminal Justice Technologies) | MVS (Applied Music: Strings) |
| CLP (Clinical Psychology) | MVV (Applied Music: Voice) |
| COA (Family Finance) | MVW (Applied Music: Woodwinds) |
| COC (Computer Concepts) | ORI (Oral Interpretation) |
| COP (Computer Programming) | PCB (Process Biology) |
| CRW (Creative Writing) | PEL (Physical Education Activities - General-object centrd.) |
| DEP (Developmental Psychology) | PEM (Physical Education Activities - Gen-perform. centrd.) |
| ECO (Economics) | PEO (Physical Education Activities - Profnl.-object centrd.) |
| EDF (Education: Foundations) | QMB (Quantitative Methods in Business) |
| EDP (Educational Psychology) | PHI (Philosophy) |
| EGN (Engineering: General) | PHY (Physics) |
| EME (Education Technology & Media) | PLS (Plant Science) |
| ETD (Engineering Tech: Drafting) | PMS (Pest Management) |
| ETE (Engineering Tech: Electrical) | POS (Political Science) |
| ENC (English Composition) | PSC (Physical Science) |
| ENG (English-General) | PSY (Psychology) |
| ENL (English Literature) | REA (Reading) |
| EMS (Emergency Medical Technology) | REE (Real Estate) |
| EUH (European History) | SES (Secretarial Studies) |
| FIN (Finance) | SOC (Sociology) |
| GEA (Geography: Regional Areas) | SOS (Soil Science) |
| GEB (General Business) | SPC (Speech Communications) |
| GLY (Geology) | SPN (Spanish Language) |
| HES (Health Education and Safety) | SSI (Social Sciences - Interdisciplinary) |
| HIS (General History) | STA (Statistics) |
| HOS (Horticultural Sciences) | STD (Student Development) |
| HUM (Humanities) | THE (Theatre) |
| HUN (Human Nutrition) | TPP (Theatre Performance & Performance Training) |
| IDS (Interdisciplinary Studies) | ZOO (Zoology) |
| JOU (Journalism) | |
| LIT (Literatures) | |
| MAC (Mathematics-Calculus and Pre-Calculus) | |
| MAE (Mathematics Education) | |

The numbers 1, 2, or 3 in parentheses, following the descriptive title of the course indicate when the course is to be offered. 1 denotes Fall semester; 2 denotes Spring semester, and 3 denotes Summer session (either first or second term). The absence of any

number indicates that the course may or may not be offered depending upon availability of a qualified instructor, instructors' loads, and/or anticipated student demand. The College reserves the right to withdraw any course for which projected demand seems insufficient. Also, the numbers designating when a course is to be offered are not to be construed as a guarantee on the part of the College that the course will be offered as indicated.

For this catalog courses are grouped according to departments as used in prior years in spite of the fact that different alphabetical or discipline prefixes are used. For example, all courses formerly classified as Business (BUS) are still listed under this department although the new discipline prefixes are BAN, BPL, FIN, GEB, REE, and SES.

ACCOUNTING

ACC 1009. Introductory Accounting. [1]

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. 3 semester hours credit.

ACC 2021. 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 2022. Principles of Accounting. [2,3]

A continuation of the 2021 course emphasizing more detailed or complex accounting systems. Included are partnership and corporation accounting systems and a study of stocks and dividends, bonds, costs, special reports and subsidiaries. Prerequisite: ACC 2021. 3 semester hours credit.

ART

ART 1001C. Creative Studio Art.

An art course for the non-art major. Introduction to the basics in drawing, painting, sculpture, and selected crafts. 6 hours studio per week. 3 semester hours credit.

ARH 1003. The Purpose of Art. [1]

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 arts in expression, communication, and exploration of human ideas and values. 3 semester hours credit.

ART 1110C. Introduction to Ceramics.

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. 3 semester hours credit.

ART 1111C. Introduction to Ceramics.

A continuation of ART 1110C, 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 1111 or consent of instructor. Four hours studio per week. 3 semester hours credit.

ART 1202C. Introduction to Two Dimensional Design. [1]

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 1203C. Introduction to Three Dimensional Design. [2]

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 1202 or consent of the department. Six hours laboratory per week. 3 semester hours credit.

ART 1300C. 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 1301C. Introductory Drawing. [1,2]

A continuation of ART 1300 with emphasis placed upon spatial description through perspective and other means with greater exploration of the drawing processes through mixed technique. Prerequisite: ART 1300 or consent of instructor. Six hours lecture and studio per week. 3 semester hours credit.

ART 2205C. Color and Pictorial Composition. [1]

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

ART 2206C. Color and Pictorial Composition. [2]

Problems of pictorial composition are more thoroughly studied with greater emphasis upon individual creativity and invention. Prerequisite: ART 2205 or consent of instructor. Six hours studio per week. 3 semester hours credit.

ART 2701C. Introduction to Sculpture.

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 1300 or 1301, or consent of instructor. Six hours lecture and laboratory per week. 3 semester hours credit.

ASTRONOMY

AST 1002. General Astronomy.

A course designed to aid the student in understanding the relationship between the earth and the universe. The natural structure and theories of the solar system is presented as a background to a discussion of our galaxy and the universe. Topics discussed include the earth, the solar system, historical astronomy, constellations, space exploration, and theories of the origin of the universe. 3 semester hours credit.

BIOLOGICAL SCIENCES

APB 2111. Cell Biology.

This course is designed for allied health professionals. It emphasizes cell structure and function, cell physiology, biochemistry, and genetics. This course is designed for premedical, pre dental, pre pharmacy, science, and allied health professionals. Prerequisite: CHM 1015 or high school chemistry. BSC 1010L is recommended but not required as a co-requisite. 3 semester hours credit.

BOT 2010C. General Botany.

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

BSC 1010. General Biology I.

An introductory study of the mechanism directing the development and maintenance of life on earth. Particular attention is given to genetics and evolution as the major unifying forces in the study of life through the ages. 3 semester hours credit.

BSC 1011. General Biology II.

An introduction to structure and function at the cellular and organismal level; modern concepts of physiology with emphasis on man; and principles of ecology. 3 semester hours credit.

BSC 1010L. Laboratory in Biological Sciences.

A laboratory course designed to acquaint the student with selected biological principles. It is available to those students who wish to gain experience in a non-professionally oriented laboratory course to satisfy requirements for graduation. Co-requisite or pre-requisite: BSC 1010 or 1011 or APB 2111. Two hours laboratory per week. 1 semester hour credit.

MCB 2013C. Microbiology.

An introductory microbiology course designed for biology, premedical, medical technology, and nursing majors. The fundamentals of microbiology includes structure, nutrition, and growth of genetics and control mechanism; and an introduction to immunology and bacterial pathogens. Prerequisite: BSC 1010 or ZOO 2010 and CHM 1015, CHM 1030 or CHM 1045. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

APB 2210C. Anatomy and Physiology I.

An introduction to the study of the functions of the human body. Prerequisite: BSC 1010 or equivalent. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

APB 2211C. Anatomy and Physiology II.

An introduction to study of human anatomy. Prerequisite: APB 2210. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

ZOO 2010C. General Zoology.

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.

BUSINESS

BAN 1110. Principles of Bank Operations.

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. Topics covered include banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls and the public service obligation of banks. 3 semester hours credit.

BAN 2201. Management of Commercial Bank Funds.

This course deals with funds management, covering a broad range of bank situations and sizes. Discussion includes the over-all banking environment, individual bank environment, and various facets of bank operations and their relationships with the funds management function. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

BAN 2210. Analyzing Financial Statements.

This course deals with the characteristics of financial statements and financial statement analysis. The course serves as a review of basic accounting principles for those who have studied accounting. For those who have not, the course provides the minimum accounting background necessary for the study of financial statement analysis. 3 semester hours credit.

BAN 2230. Bank Investments.

This course deals with the sources and uses of bank funds and the place of investment in the over-all scheme of bank operations. Stressed are the relationship of investments to business and the unique functions, advantages, and purposes served by a wide range of securities. Investment terminology is covered in detail. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

BAN 2240. Installment Credit.

This course emphasizes the establishment of credit, obtaining and checking information, servicing of the loan application and the collection procedures and techniques. All phases of loan and installment credit operations will be analyzed including inventory, financing, special loan programs, business development, and advertising and public relations concerning installment credit. 3 semester hours credit.

BAN 2260. Agricultural Finance.

This course emphasizes general principles associated with the evaluation of management, credit needs and the use of capital in agriculture. Topics include capital and credit needs; bank policy, loan analysis and loan portfolio management, legal instruments, the financing of livestock, poultry and crops, capital loans, and sources of credit information. 3 semester hours credit.

BAN 2720. Bank Management.

This course deals primarily with the principles and application of bank management. It is designed to provide new and inexperienced bankers with a working knowledge of bank management. Topics include objectives, planning, structure, control and the interrelationship of various bank departments. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

BAN 2800. Law and Banking.

An introduction to basic American law as it applies to banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts, crimes, agency, and the nature of partnerships and corporations. Prerequisite: Consent of the instructor; ECO 2013 and 2023 and one or more courses in Banking are recommended. 3 semester hours credit.

BUL 2111. Principles of Business Law. [1]

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.

BUL 2112. Principles of Business Law. [2]

A continuation of BUL 2111 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: BUL 2111. 3 semester hours credit.

FIN 2230. Money and Banking.

This course presents the basic economic principles most closely related to money and banking in a context of topics of interest to present and prospective bank management. The practical application of the economics of money and banking to the individual bank is stressed. Topics covered include the structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its

policies and operations; Treasury Department operations; and the international monetary system. Prerequisite: ECO 2013 and 2023. 3 semester hours credit.

FIN 2400. Business Financial Management.

This course is designed to acquaint the student with the principles of finance as applied to the operations of a profit-seeking (non-bank) firm. Active participation in the process of financial administration and decision making through the use of case studies teaches the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. Major points of emphasis are measuring needs for, acquiring, and using business funds. Prerequisite: ECO 2013 and 2023. 3 semester hours credit.

GEB 1011. Introduction to Business. [1,2]

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 ECO 2013 or 2023. 3 semester hours credit.

QMB 1001. Business Mathematics.

This course deals with the application of mathematics to various business activities requiring computation such as discounts, markups, interest, installment payments, and depreciation schedules. No prerequisite, but MAT 1024 or MAT 1033 is recommended for those students whose secondary school background did not include algebra. 3 semester hours credit.

REE 2200. Real Estate Finance.

This course is designed to acquaint the student with the varied real estate mortgage credit operations of banks by a presentation of the principles, laws, techniques, and procedures involved in real estate finance. Topics include an introduction to the vocabulary of real estate, sources of mortgage credit, federal assistance in the mortgage market, and financing of single family homes, apartments, condominiums, industrial and agricultural properties, and shopping centers. Also covered are specialized zones of taxation, assessment and finance. Prerequisite: Consent of instructor. 3 semester hours credit.

SES 1100. 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.

SES 1120. Advanced Typewriting. [2]

Letters, business papers, reports, and speed development. Prerequisite: SES 1100 or equivalent. Four hours laboratory per week. 2 semester hours credit.

- SES 1210. Gregg Shorthand.** [1]
An introductory course in the principles of Gregg's Diamond Jubilee Series shorthand, including dictation and transcription. 3 semester hours credit.
- SES 1211. Shorthand Dictation and Transcription.** [1,2]
A continuation of SES 1210 with increased practice in dictation and transcription. Prerequisite: SES 1210 or one year of high school shorthand. 3 semester hours credit.
- SES 2212. Advanced Shorthand Dictation and Transcription.** [2]
An advanced course with emphasis on the secretarial specialist. Introduction to the vocabulary, dictation, and transcription used in the field of medicine, law, business, and industry is included. Prerequisite: SES 1211 or equivalent. 3 semester hours credit.
- SES 2335. Business Correspondence.** [1,2]
Practice in writing business letters and elementary report writing. Prerequisite: ENC 1101. 3 semester hours credit.
- SES 2321. Office Machines.** [2]
Practice in the use of duplicating machines, transcription and recording, adding and modern calculating machines. Prerequisite: SES 1100 or equivalent. Four hours laboratory per week. 3 semester hours credit.
- SES 2402. Office Practice.** [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: SES 1120, or consent of department. 3 semester hours credit.

CHEMISTRY

- CHM 1015. Introductory Chemistry.** [1,2]
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: MAT 1033 or a more advanced course. Three hours lecture and one hour demonstration or laboratory per week. 3 semester hours credit.
- CHM 1030C. General Chemistry for Health and Related Sciences.** [3]
This course consists of selected topics from general chemistry including atomic structure, chemical bonding, matter and energy, chemical reactions, equations and calculations, properties and concentration of solutions, chemical equilibrium, acids and bases, and other topics. The first half of the course is designed to prepare students to enter the health related organic chemistry, CHM 2200C. This general chemistry course is immediately followed by CHM 2200 C. Three hours lecture and 3 hours laboratory per week. 2 semester hours credit.

- CHM 1045C. General Chemistry.** [1,2]
The courses CHM 1045-1046 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: CHM 1015 (with a grade of C or better) or one credit in high school chemistry and eligibility for MAC 1104 or a more advanced course. Three hours lecture and three hours laboratory per week. 4 semester hours credit.
- CHM 1046C. General Chemistry and Qualitative Analysis.** [2,3]
The second half of the courses 1045-1046. Prerequisite: CHM 1045. Three hours lecture and three hours laboratory per week. 4 semester hours credit.
- CHM 2200C. Organic and Biochemistry I.** [3]
CHM 2200C treats the structure and bonding of organic compounds. The hydrocarbons, their derivatives, nomenclature, and properties; stereoisomerism; and optical activities are studied. CHM 2200C and 2201C are designed for students in nursing and health related sciences. Three hours lecture and three hours laboratory per week for one half of a term. Two semester hours credit.
- CHM 2201C. Organic and Biochemistry II.** [3]
This is a continuation of CHM 2200C. This course treats additional derivatives of hydrocarbons. Included are alcohols, phenols, ethers, aldehydes, ketones, acids, hormones, acid derivatives, amines, carbohydrates, lipids, amino acids and proteins, enzymes, nucleic acids, and metabolism. Three hours lecture and three hours laboratory per week. Four semester hours credit.
- CHM 2210. Organic Chemistry.** [1]
Preparation and properties of various aliphatic and aromatic compounds. Prerequisite: CHM 1046C or equivalent. 4 semester hours credit.
- CHM 2211. Organic Chemistry.** [2]
The second half of the course 2210-2211. Must be scheduled concurrently with CHM 2211L unless special permission of instructor is given. Prerequisite: CHM 2210. 3 semester hours credit.
- CHM 2211L. Organic Chemistry Laboratory.** [2]
The laboratory for CHM 2210 and 2211. CHM 2210 is a prerequisite and CHM 2211 is a corequisite. Six hours laboratory per week. 2 semester hours credit.

COMPUTER SCIENCE

- COP 1022. Microcomputer Programming I.**
A survey of BASIC programming language to be used with microcomputers. The course includes the following topics: getting started with the computer, mathematical operations, loops and subroutines, introduction to original programming, programming techniques, and flow charts. 1 semester hour credit.

COP 1023. Microcomputer Programming II.

A survey of basic programming language to be used with microcomputers. This course is an extension of COP 1022 I. The topics include: List, Edit, variable types, arrays, operators, commands, input and output, advanced string techniques, special features and machine language subprograms. 1 semester hour course.

COP 2110. Computer Programming I.

[1]

Introductory computer concepts; logical analysis of problems; fundamentals of the FORTRAN IV programming language; practice in programming elementary business and scientific exercises; and applications. Prerequisite: MAC 1104, MAC 1132 or MTB 1124 or consent of department. Two hours lecture and two hours lab per week. 3 semester hours credit.

COP 2170. Introductory Programming in Basic.

An introduction to BASIC programming language taught using microcomputers. The course includes the following topics: introducing the computer, introducing Basic, elements of Basic, reading and printing, control statements, looping, arrays and subscripted variables, functions and subroutines, matrices, additional Basic statements, programs for study, and problems for reader solution. Prerequisite or Corequisite: College Algebra recommended. 3 semester hours credit.

CRIMINOLOGY AND CORRECTIONS

CCJ 1000. Crime and Delinquency.

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.

CCJ 1020. Administration of Criminal Justice.

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.

CCJ 2210. Criminal Law.

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

CCJ 1300. Introduction to Corrections.

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.

CCJ 2200. The Court System.

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: CCJ 1020 or consent of department. 3 semester hours.

CCJ 2310. Institutional Procedures.

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 1000 or consent of department. 3 semester hours credit.

CCJ 2320. Community Correctional Services.

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 1000. 3 semester hours credit.

CCJ 2330. Probation, Pardons and Parole.

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: CCJ 1020. 3 semester hours credit.

CCJ 2340. Group and Individual Counseling.

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 2012 and SOC 1000. 2 semester hours credit.

CCJ 2350. Essentials of Interviewing.

The principles and techniques of interviewing and individual treatment as practiced in social work and corrections. Prerequisite: PSY 2012 or consent of department. 2 semester hours credit.

CCJ 2440. Principles of Correctional Administration.

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 1000 or consent of department. 3 semester hours credit.

CJT 2350. Technical Report Writing.

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: ENC 1101. 2 semester hours credit.

DATA PROCESSING

CAP 2030. Applied Programming Specialty.

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

CAP 2201. Scientific Applications Workshop.

A workshop course in the scientific applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

CAP 2925. Commercial Applications Workshop.

A workshop course in the commercial applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

COC 1300. Introduction of Data Processing. [1,2]

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.

COC 1301. Fundamentals of Computer Programming.

Fundamental concepts associated with digital computers, number systems, general characteristics of various configurations, and simple programming. Computer organization, basic comp. circuits, flow charting, and coding of problems for comp. solution are covered so that the student will become familiar with the CPU, channels, instructions formats, instruction sequencing, branching and interrupts. Cards and tape format will be covered. Prerequisite: COC 1300. 3 semester hours credit.

COP 2120. COBOL Language Programming. [1]

The introductory course in COBOL Language programming. Prerequisite: COC 1300 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

ECONOMICS**ECO 2013. Principles of Economics I.** [1,2,3]

An introductory course beginning with a look at economic history. This course, the first half of the 2013-2023 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.

ECO 2023. Principles of Economics II. [2,3]

This, the second half of 2013-2023 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: ECO 2013 or consent of department. 3 semester hours credit.

EDUCATION**EDF 1005. Introduction to Education.**

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.

EME 2001. Educational Media.

A course designed to acquaint the student with the latest educational media and their practical application to classroom situations. Students interested in audio-visual equipment operation, and graphic arts may take this course. 3 semester hours credit.

EMERGENCY MEDICAL TECHNOLOGY**EMS 1114C. Emergency Medical Technology I.**

A comprehensive training course designed to develop or upgrade the skill level of all individuals involved in providing emergency care procedures. The courses I and II encompass the knowledge and skills required to perform all emergency care procedures short of those rendered by physicians or paramedical personnel under the direct supervision of a physician. Upon satisfactory completion of the courses 1114C and 1115C, the student will be eligible to take the State registry examination administered by the Florida Division of Health. Requirements of these courses may be satisfied by completing the EMT I certificate program. 3 semester hours credit.

EMS 1115C. Emergency Medical Technology II.

The second half of the 1114-1115C sequence. Prerequisite or co-requisite: EMT 1114C. 3 semester hours credit.

EMS 2015. Medical Terminology.

A course designed to acquaint the student with the essential understanding of terms used in the medical profession to the extent that proper interpretation may be made. 3 semester hours credit.

EMS 2231. Advanced Techniques.

Advanced emergency procedures for respiratory care, administration of drugs, intravenous fluids, medical surgical techniques, and care of psychiatric patients. 3 semester hours credit.

EMS 2232. Rescue and Transportation.

Advanced medical emergency care pertaining to the techniques of high speed driving; extrication and rescue, and community disaster rescue techniques. 3 semester hours credit.

EMS 2233. Life Support Systems.

Advanced medical emergency care of the cardio-pulmonary patient, the use of biomedical electronics equipment and other advanced care techniques of cardio-pulmonary care. 3 semester hours credit.

Note: The requirements of EMS 2015, 2231, 2232 and 2233 can be satisfied by successful completion of the EMT II certificate program.

ENGINEERING

EGN 2120C. Engineering Graphics. [1,2]

A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projections, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite: Plane geometry or equivalent plus consent of department; MAT 1033, MAC 1004 or MAC 1132 is a corequisite or prerequisite. Students will be required to purchase suitable instruments. Four hours lecture and laboratory per week. 2 semester hours credit.

ENGINEERING TECH: ELECTRICAL

ETE 1010C. Direct Current Circuits.

An introductory course including electronic definitions, Ohms Law, D.C. circuit analysis, meters, conductors, insulators, resistors, batteries, and magnetism. The use and understanding of test equipment for circuit analysis is stressed. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 1020C. Alternating Current Circuits.

A study of A.C. fundamentals, inductive circuits, capacitive circuits, complex numbers, resonance, and filters. Theoretical circuit analysis and circuit testing by the use of meters and oscilloscopes are stressed. 3 hours lecture, 3 hours laboratory. Prerequisite: ETE 1010. 4 semester hours credit, \$6 lab fee.

ETE 1710C. Electronic Mechanisms.

The study of motors, generators, solenoids, dynamic operation and application of electro-mechanical devices, and introduction to servo-mechanisms. Prerequisite: ETE 1010. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2101C. Electronic Circuits.

A study of half-wave and full-wave power supplies; vacuum tube, transistor and FET cascaded amplifiers including: coupling methods, frequency considerations, stabilization and feedback. Prerequisite: ETE 1010, ETE 1020, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2140C. Electronic Devices.

A study of semiconductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FETs, PNPns, and other devices. Corequisite: ETE 1010. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2161C. Microelectronic Circuits.

A study of integrated circuits; differential, operational and Norton amplifiers, including: power requirements, design considerations, characteristics, linear and non-linear application. Prerequisites: ETE 1010, 1020, 2101, 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2322C. Industrial Electronics.

A study of elementary operations of process control systems, such as: sequencing, monitoring, sampling, inspecting, counting, etc. Included is the study of: motor controls, sensing devices, SCR's, thyratrons, relays, and servo-mechanisms. Prerequisites: ETE 1010, ETE 1020, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2400. Radiotelephone.

A study of basic law, operating practice, and basic radiotelephone. This course covers Elements I, II, III which prepares the student for the Radiotelephone Third-Class and Second-Class Operator's License. Prerequisites: ETE 1010, ETE 1020, ETE 2140, ETE 2101, ETE 2421. 3 semester hours credit.

ETE 2421C. Transmitters and Receivers.

A study of transmitters, receivers, and antennas. Prerequisites: ETE 1010, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2633C. Digital Circuits.

A study of digital circuits in the form of pulse and switching circuits, binary and octal numbers, Boolean Algebra, multivibrators, counters and registers, input-output devices, conversions, adders, and control circuits and systems. Prerequisites: ETE 1010, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

ETE 2648C. Microcomputer Systems.

A study of microprocessors as part of a complete microcomputer. Included are: assembly languages, programming techniques, hardware test and measurement techniques, diagnostic programming, and the development of an analytical trouble-shooting process. Prerequisites: ETE 2633, ETE 2661 or the approval of the instructor. 1 hour lecture, 4 hours laboratory, 4 semester hours credit.

ENGLISH

AML 2010. Survey of American Literature I. [1]

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. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisites: ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

AML 2022. Survey of American Literature II. [2]

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. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisites: ENC 1101-1102 or 1121-1122. 3 semester hours credit.

CRW 2000. Creative and Critical Writing.

A course designed for students interested in developing creative skills through critical evaluations of short stories and drama and through writing short stories, poems, and essays. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisite: ENC 1101-1102 or 1121-1122. 3 semester hours credit.

CRW 2300. Creative and Critical Writing.

A course designed to trace present emotions, interests, and concerns of students through the works of numerous poets. Students will be required to write poetry, write themes about poetry, and present oral analyses of poems. 2 semester hours credit.

ENC 1005. Remedial Communication Skills. [1,2,3B]

A course designed to remediate severe problems in writing, reading, listening, and general study skills. Students who fail to make a score of 17 on the ACT must satisfactorily complete this course before registering for ENC 1101. 5 Semester hours credit.

ENC 1001. Basic Composition. [1,2,3]

This course and ENC 1004, taken together, are alternates for ENC 1005, divided to allow easier scheduling when the occasion demands. ENC 1001 is designed to remediate severe problems in writing. 3 semester hours credit.

ENC 1004. Drill in Basic Communication Skills [1,2,3]

A course designed to improve general study skills; reading, listening, note-taking, and question-answering. It is required of all students who are required to take ENC 1001. Open to any student. 2 semester hours credit.

ENC 1101. Communication Skills I. [1,2,3]

English composition, a course designed to prepare a student to write successfully throughout his four-year college career. Theme assignments deal with narrative, descriptive, expository, and argumentative writing. A documented essay is required, and the total amount of writing required fulfills the requirements of the 6A-10.30 FAC, "The Gordon Rule." Prerequisite: a score of 17 on the ACT or successful completion of ENC 1005 (or the alternate, 1001 and 1004). 4 semester hours credit.

ENC 1102. Communication Skills II. [1,2,3]

English composition, the second half of the sequence begun with ENC 1101. This second semester is concerned primarily with themes about literature, based on readings of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Communication Skills Law. Prerequisite: ENC 1101. 4 semester hours credit.

ENC 1121. Advanced Freshman English I. [1]

A course designed for the beginning student who is already proficient in basic communication skills. Content will include a more sophisticated approach to the skills of writing, emphasized in ENC 1101. 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 ENC 1101. REA 1205, Advanced Reading, is

suggested as a supplementary offering. Writing requirements will fulfill the demands of the Communication Skills Law. 3 semester hours credit.

ENC 1122. Advanced Freshman English II. [2]

The second half of the composition sequence begun with ENC 1121. This second semester is concerned primarily with themes about literature, based on readings of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Gordon Rule. Prerequisite: ENC 1121. 3 semester hours credit.

ENC 2210. Technical Writing. [1,2]

A course designed to prepare technicians, professionals and administrators to communicate information concerning their specialized skills. It will prepare the student to compose and organize all types of reports, prepare technical documents, and write various types of letters. Prerequisite: ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENC 2303. Advanced Composition.

A course designed for the student who wants or needs additional study in descriptive, expository, and argumentative writing. Relevant essays will be read and analyzed and a minimum of 8,000 words of writing will be required. Prerequisites: ENC 1101-1102 or ENC 1121-1122. Writing assignments fulfill the demands of 6A-10.30 FAC "The Gordon Rule." 4 semester hours credit.

ENG 2012. Reading the Novel.

A course designed to teach how to get the most out of reading the novel. Emphasis will be on reading and discussing popular novels that have literary value, including many that have been made into movies. The discussion will include the structure, vision, characterization and meaning of classics and a brief study of classic novels. 3 semester hours credit.

ENL 2010. Survey of English Literature I. [1,3]

A survey of English literature of the Old English, Middle English, Tudor, and Puritan periods. Subjects and authors include ballads, Chaucer, Shakespeare, the English Bible, Johnson, Donne, Milton [**Paradise Lost**], and Bunyan [**Pilgrim's Process**]. Prerequisite: ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENL 2021. Survey of English Literature II. [2]

A survey of English literature of the Neo-Classical, Romantic, and Victorian periods. Major authors studied include Swift, Pope, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, and Browning. Prerequisite: ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENL 2023. Survey of English Literature III.

A survey of the English literature of the late Victorian and post Victorian periods and the 20th century. The better known writers studied are Henley, Hopkins, Kipling, Housman, Hardy, Stevenson, Conrad, Yeats, Joyce, Lawrence, Auden, and Thomas. Prerequisite: ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

FLM 2002. Film Appreciation.

A course designed to improve the understanding and appreciation of film as an art form. Emphasis will be on the history of film, the different levels of understanding, the language, script to film techniques, evaluation and the different genres. The student will be expected to view a minimum of ten (10) outside films. 3 semester hours credit.

LIT 2100. Literature Appreciation[1,2]

A course in literature appreciation, involving reading in a variety of types of literature: short stories, plays, poetry, novels, and essays. The student will have a great deal of freedom in choosing his own material. In addition, other selections will be chosen by the class. Prerequisites: English 1101 and 1102 or consent of department. 3 semester hours credit.

LIT 2313. Survey of Science Fiction.

A course designed to analyze where our society may be going in areas such as education, politics, space, psychology, biology, chemistry, medicine, physics, religion, and sociology—as seen through the eyes of such well known science fiction writers as Ray Bradbury, Isaac Asimov, A. E. Van Vogt, Frank Herbert, Arthur C. Clark, and Robert Heinlein. 3 semester hours credit.

LIT 2370. Literature of the Bible.

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: ENC 1102 or equivalent. 3 semester hours credit.

REA 1105. Reading Improvement.

This course is designed to improve competence in reading comprehension and vocabulary development requisite to acceptable college work. This course does not count toward the satisfaction of General Education requirements in the communications area. 3 semester hours credit.

REA 1205. Advanced Reading.

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. 1 semester hour credit.

GEOGRAPHY**GEA 2001. World Geography.**

[1]

This course 2001-2002 are 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 2002 but the sequence is recommended. 3 semester hours credit.

GEA 2002. World Geography.

[2]

The second half of the course 2001-2002, GEA 2001 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

HEALTH**HES 1000. Personal and Community Health Problems.**

[1,2,3]

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.

HES 2400. First Aid.

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.

HISTORY**AMH 2010. American History to 1865.**

[1,2,3]

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

AMH 2020. American History Since 1865.

[1,2,3]

A survey course on the development of the United States from the Reconstruction period to the present. AMH 2010 is not a prerequisite, but is recommended. 3 semester hours credit.

AMH 2570. Afro-American History.

An introductory course designed to acquaint students with and stimulate interest in the culture and history of the AFRO-American. Emphasis is on the origins, struggles, fears, aspirations, and achievements. No prerequisite, but either AMH 2010-2020 or SSI 1011-1012 is recommended. 3 semester hours credit.

EUH 1000. Western Civilization.

[1,2,3]

A survey intended to give perspective, and to trace the development of ideas and institutions as they arose in the ancient near East and Europe, from their earliest beginnings to the close of the 17th century. 3 semester hours credit.

EUH 1001. Western Civilization.

[1,2,3]

A continuation of EUH 1000, developing ideas and institutions from 1700 until the present. Emphasis is placed on showing how modern civilization with present day problems evolved. 3 semester hours credit.

HIS 1200-1201-2203-2204. Current Affairs.

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. A student may pursue only one Current Affairs course during a given semester unless special consent is given by the Division.

HOME ECONOMICS**COA 1100. Problems in Family Finance.**

This course is designed to instruct the student in the basic functions of the free enterprise system and his role as a consumer within this system. It will aid the student in developing a rationale for making major and minor financial decisions based on personal and family goals and values. 3 semester hours credit.

HUN 1001. Elements of Nutrition.

This is a basic course which discusses the social and natural environmental factors which influence personal nutrition. Major topics included are: digestion, absorption and metabolism of carbohydrates, fats, and proteins; the known functions of the major vitamins and minerals; the nutritional needs throughout the life cycle. 3 semester hours credit.

HUMANITIES**HUM 2212. 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. HUM 2212 deals primarily with our ancient and medieval cultural heritage. No prerequisite, but the course is designed for Sophomore level students. 3 semester hours credit.

HUM 2230. The Humanities.

[1,2,3]

A continuation of HUM 2212. This course deals primarily with representative materials in art, music, literature, and philosophy of the modern period. HUM 2212 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

HUM 2212L. Writing in the Humanities.

A writing component to satisfy the 8,000-word requirement of the Gordon Rule, to be taken concurrently with a section of HUM 2212. 1 semester hour credit.

HUM 2230L. Writing in the Humanities.

A writing component to satisfy the 8,000-word requirement of the Gordon Rule, to be taken concurrently with a section HUM 2230.

JOURNALISM**JOU 1420L-1421L. Newspaper Production.**

[1,2]

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 ENC 1101 or 1102 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

JOU 1430L-1431L. 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. Students will assist the advanced class in the production of the college yearbook. No prerequisite, but ENC 1101 or 1102 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

JOU 2422L-2423L. Newspaper Production.

[1,2]

A continuation of the JOU 1420-1421 sequence. Students enrolled bear primary responsibility for the production of the **Papoose** (student newspaper). Prerequisite: JOU 1421. One hour lecture and two hours of workshop per week. 2 semester hours credit per semester.

JOU 2432L-2433L. Yearbook Production.

[1,2]

A continuation of the JOU 1430-1431 sequence. Students enrolled bear primary responsibility for the production of the **Chijuco** (college yearbook). Prerequisite: JOU 1431. One-hour lecture and two hours of workshop per week. 2 semester hours credit per semester.

MMC 1000. Survey of Mass Communication.

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

MATHEMATICS**MAC 1104. College Algebra.**

[1,2,3]

The scope of this course includes linear and quadratic equations, theory of equations, inequalities, binomial theorem, vectors, complex numbers, field properties, exponents, polynomials, functions, and topics from logic. This course should not be pursued by students planning to take MAC 1132. Prerequisite: two years of high school algebra and an adequate score on an algebra achievement test or MAT 1033 with a grade of C or higher. 3 semester hours credit.

MAC 1114. Plane Trigonometry.

[1,2,3]

This course deals with the solution of triangles, trigonometric relations, and functions of any angle, logarithms, and complex numbers. Prerequisite: MAC 1104 or consent of department. 3 semester hours credit.

MAC 1132. College Algebra and Plane Trigonometry. [1,2]

This course is primarily designed to prepare students for Analytic Geometry and An Introduction to Calculus. The subject matter covered in MAC 1132 is similar to that which is included in the two courses, College Algebra and Plane Trigonometry described above. Students who have successfully completed MAC 1104 will not receive credit for both MAC 1104 and 1132. Also, credit will not be given for both MAC 1114 and 1132. Prerequisite: two years of high school algebra and an adequate score on an algebra achievement test or MAT 1033 with a grade of C or higher. 5 semester hours credit.

MAC 2233. Calculus for Non-Science Majors. [2]

A brief calculus course designed primarily for business administration majors and other non-science majors. The course includes basic techniques of differentiation and integration and their applications to the problems of business and economics. Prerequisite: MAC 1104 or MTB 1124. 3 semester hours credit.

MAC 1311. Calculus and Analytic Geometry I. [2,3]

This course includes: the analytic geometry of the line; conic sections; transformations of axes; limits; continuity; the derivative of algebraic functions including applications to curve plotting and the finding of relative extrema; the Fundamental Theorem of the Calculus, Rolle's Theorem, and the Mean-value Theorem; integration of algebraic functions including applications of the definite integral to finding area, volume, work, and liquid pressure; the differential and differential equations with separable variables. Prerequisite: MAC 1132 or MAC 1104 and MAC 1114. 4 semester hours credit.

MAC 2312. Calculus and Analytic Geometry II. [1]

This course includes: center of mass; arc length; derivatives and integrals of logarithmic, exponential, trigonometric, and hyperbolic functions; techniques of integration; Trapezoidal and Simpson's Rules; polar coordinates; indeterminate forms; improper integrals; and Taylor's Formula. Prerequisite: MAC 1311. 5 semester hours credit.

MAC 2313. Calculus and Analytic Geometry III. [2]

This course includes: infinite series; vectors in the plane and three dimensional space; solid analytic geometry; partial derivatives; multiple integrals; line integrals. Prerequisite: MAC 2312. 5 semester hours credit.

MAE 2810. Mathematics for Elementary Teachers. [2]

A course designed to acquaint elementary education majors with topics of mathematics and the nature of mathematical systems. Included are the properties and operations of rational numbers, an introduction to real numbers, and a study of measurement. This course is not to be used for credit toward a major or minor in mathematics. Prerequisite: MGF 1113 or a more advanced mathematics course. 3 semester hours credit.

MAP 2302. Differential Equations.

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: MAC 2313. 3 semester hours credit.

MAT 1002. Developmental Mathematics.

This course is designed for students needing to strengthen their skills and understanding of the concepts of arithmetic. Topics covered will include operations with integers, fractions, decimals, and percents. This course is not open to anyone who has satisfactorily completed any other college mathematics course and it does not satisfy the graduation requirement in mathematics. 3 semester hours credit.

MAT 1024. Elementary Algebra.

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 MAT 1002. Does not meet general education requirement in mathematics. Three hours lecture and two hours laboratory in the LRC per week. 3 semester hours credit.

MAT 1033. 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 MAT 1024, MTB 1364, or MAT 1002. Prerequisite: One year of high school algebra and an acceptable score on mathematics achievement test. 3 semester hours credit.

MGF 1111. Essential Skills: Measurement. [1,2]

This course is designed to meet the needs of those students who are lacking essential skills pertaining to measurement. Topics covered are metric measure, indirect measurement, geometric measures, and errors in measurement. This course is not open for credit to anyone who has successfully completed the 3 semester hour course MFG 1113. 1 semester hour credit.

MGF 1112. Essential Skills: Logic, Numeration, and Computers. [1,2]

This course is designed to meet the needs of those students who are lacking essential skills pertaining to logic, numeration, and computers. Topics include Venn diagrams, truth tables, logic operations, logical equivalence, ancient numeration systems, computations with different number bases, introduction to computers and computer languages, flowcharts, binary numerals, switches and computer decision making, switches and adding. This course is not open for credit to anyone who has successfully completed the 3 hour course in MGF 1113. 1 semester hour credit.

MGF 1113. Fundamentals of Mathematics. [1,2,3]

This course is designed to include all of the non-algebraic skills on the Essential Skills list. The course includes: sets, logic, systems of numeration, consumer mathematics, the metric system, mathematical systems, geometry, probability, statistics, calculator techniques, and computers. Prerequisite: MAT 1033 or MAC 1104 or MAC 1132, or an adequate score on an algebra achievement test. 3 semester hours credit.

MTB 1364. Introduction to the Metric System.

A course designed to introduce students to the concepts of the metric system. Measurement of length, area, volume, capacity, weight, and temperature in the metric system are explained. Conversions from the British (United States) system are practices. 1 semester hour credit.

STA 1021. Essential Skills: Statistics and Probability. [1,2]

This course is designed to meet the needs of those students who are lacking essential skills pertaining to statistics and probability. Topics covered are tables and graphs, samples and populations, measures of central tendency and of deviation, fractiles, the normal curve, permutations and combinations, probability, odds, mathematical expectation, tree diagrams. This course is not open for credit to anyone who has successfully completed the 3 semester hour course in MGF 1113 or who has completed PHI 1100 or STA 2013. 1 semester hour credit.

STA 2013. Elementary Statistics. [1,2]

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MGF 1113 or MAT 1024; either MAC 1104 or 1132 is recommended. 3 semester hours credit.

MENTAL RETARDATION**MER 1000. Introduction to Mental Retardation.** [1]

This is an introduction to the meaning and the problems associated with mental retardation. Topics discussed include biological causes, the multidisciplinary approach to planning for education and training, the psycho-social aspects of mental retardation, and community services for the mentally retarded. 2 semester hours credit.

MER 1101. Seminar in Daily Living Skills. [2]

This is a seminar that deals with techniques in testing and teaching the mentally retarded at various functional levels. The course is designed primarily for students who plan to take the MRPA courses for the AAS degree. Prerequisite: MER 1000 or consent of instructor; corequisite: MER 1101L. 1 semester hour credit.

MER 1101L. Daily Living Skills Laboratory. [2]

Experiences in testing and teaching individuals who are mentally retarded. The areas studied include self-help skills, social maturity, physical skills and communication skills. The course is for occupational students. Prerequisite: MER 1000 or consent of instructor; corequisite: MER 1101. 3 semester hours credit.

MER 2200. Seminar in Behavior Management. [1]

This is a seminar that deals with the basic learning theory as applied in behavior management with mentally retarded individuals. Course is designed for occupational students. Prerequisite: MER 1101 and 1101L or consent of instructor; corequisite: MER 2200L. 1 semester hour credit.

MER 2200L. Behavior Management Laboratory. [1]

Students plan and carry out behavior management programs for selected individuals. Students observe behavior management programs in selected training areas. This course is designed for occupational students. Prerequisites: MER 1101 and 1101L; corequisite: MER 2200. 3 semester hours credit.

MER 2800. Directed Field Work and Study.

Supervised work experience of thirty-five to forty hours per week in the professional service programs at Sunland Marianna or in a local service agency which serves the mentally retarded people in the community. Course is designed for occupational students. May be taken only with consent of the instructor. Student may receive up to 15 hours credit.

MUSIC**MUE 2402. Music Skills.** [1]

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.

MUL 1211, 1212, 2213, 2214. Seminar in Music History, Styles and Forms.

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. Two semester hours credit per semester.

MUL 2011. Music Appreciation. [2]

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.

MUN 1270. Rock and Jazz Ensembles.

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.

- MUN 1310-2310. College Chorus.** [1,2]
Two or more hours of mixed chorus per week. Credit will be granted twice for each course. 1 semester hour credit per course.
- MUN 1340-2340. Chamber Chorus.** [1,2]
Two or more hours of choral work per week for selected male and female singers. Credit will be granted twice for each course. Prerequisite: consent of department. 1 semester hour credit.
- MUT 1111. Music Theory I.** [1]
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.
- MUT 1112. Music Theory II.** [2]
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: MUT 1111. 3 semester hours credit.
- MUT 1221. Sight Singing I.** [1]
A study of sight-singing techniques with emphasis on diatonic materials. Prerequisite: Consent of department. 1 semester hour credit.
- MUT 1222. Sight Singing II.** [2]
A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.
- MUT 1231. Keyboard Harmony I.** [1]
This course is designed to closely parallel the musical development encountered in MUT 1111. Some of the topics to be covered include a study of basic chord settings, figures bass and melody harmonization. Improvisation is encouraged in each of the specific class assignments. Must be scheduled concurrently with MUT 1111 or with consent of department. 1 semester hour credit.
- MUT 1232. Keyboard Harmony II.** [2]
A continuation of skills development at the piano keyboard to include more advanced patterns, playing four-part harmonizations at sight, cadence patterns in all major keys and student improvisation. Prerequisite: MUT 1221. 1 semester hour credit.
- MUT 2116. Music Theory III.** [1]
Further extension of harmonic language to include borrowed and altered chords, Bach chorales, advanced study in rhythm and modulation, intensification of aural dictation and emphasis on student compositions. Prerequisite: MUT 1112 or consent of department. 3 semester hours credit.
- MUT 2117. Music Theory IV.** [2]
A continuation of MUT 2116 with a program of required original compositions. Prerequisite: MUT 2116. 3 semester hours credit.

- MUT 2226. Sight Singing III.** [1]
A continuation of MUT 1221-1222. Prerequisite: MUT 1222 or consent of department. 1 semester hour credit.
- MUT 2227. Sight Singing IV.** [2]
A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.
- MUT 2236. Keyboard Harmony III.** [1]
A continuation of skills development at the piano to include more complicated patterns and use of non-harmonic tones, cadence patterns in keys, simple modulations, and playing accompaniments to simple songs. Prerequisite: MUT 1232 or consent of department. 1 semester hour credit.
- MUT 2237. Keyboard Harmony IV.** [2]
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: MUT 2236 or consent of department. 1 semester hour credit.
- MVK 1111. 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.
- MVS 1116. Class Guitar.** [1]
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.
- Applied Music.** [1,2]
Applied music instruction is offered in voice, piano, and band instruments. Private instruction for the music major is offered in his or her secondary and primary instrument or voice. The level of skills development will be ascertained at the end of each course by jury examination. Credit will depend upon successful completion of course requirements, and each student will be required to participate in at least one recital per semester or session.
- Private instruction in the secondary instrument or voice consists of one half hour lesson per week, with 1 semester hour credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:
- | | |
|----------------|-------------------------------|
| MVB 1211-2221. | Applied Music - Trumpet |
| MVB 1212-2222. | Applied Music - Horn |
| MVB 1212-2223. | Applied Music - Trombone |
| MVB 1214-2224. | Applied Music - Baritone Horn |

| | |
|----------------|----------------------------|
| MVB 1215-2225. | Applied Music - Tuba |
| MVK 1211-2221. | Applied Music - Piano |
| MVP 1211-2221. | Applied Music - Percussion |
| MVV 1211-2221. | Applied Music - Voice |
| MVW 1211-2221. | Applied Music - Flute |
| MVW 1212-2222. | Applied Music - Oboe |
| MVW 1214-2224. | Applied Music - Bassoon |
| MVW 1215-2225. | Applied Music - Saxophone |

Private instruction in the primary instrument or voice consists of two one half hour lessons per week, with 2 semester hours credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:

| | |
|----------------|-------------------------------|
| MVB 1311-2321. | Applied Music - Trumpet |
| MVB 1312-2322. | Applied Music - Horn |
| MVB 1313-2323. | Applied Music - Trombone |
| MVB 1314-2324. | Applied Music - Baritone Horn |
| MVB 1315-2325. | Applied Music - Tuba |
| MVK 1311-2321. | Applied Music - Piano |
| MVP 1311-2321. | Applied Music - Percussion |
| MVV 1311-2321. | Applied Music - Voice |
| MVW 1311-2321. | Applied Music - Flute |
| MVW 1312-2322. | Applied Music - Oboe |
| MVW 1314-2324. | Applied Music - Bassoon |
| MVW 1315-2325. | Applied Music - Saxophone |

All music majors should schedule one 1 semester hour and one 2 semester hour applied music course each semester.

Fees of \$22.50 and \$45.00 are charged for the 1 and 2 semester hours courses.

PHYSICAL EDUCATION

[Required]

Note: Students not exempt from Physical Education due to age, physical disqualification, or schedule are required to earn credit in four of the courses listed under this section (Required) as a part of the general education requirement for the A.A. degree.

PEL 1111L. Bowling.

A co-educational course that includes instruction and practice in fundamental techniques. Two hour laboratory per week. 1 semester hour credit.

PEL 1112L. 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.

PEL 1141L. 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.

*PEL 1219-2219L. Varsity Baseball.

An activity course designed to serve varsity baseball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 1341L. Tennis. [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.

PEL 1346L. 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.

PEL 1421L. Handball. [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.

PEL 1441L. Racquetball. [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.

*PEL 1624L-2624L. Varsity Basketball.

An activity course designed to serve varsity basketball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 2142L. Advanced Archery.

A coeducational course that includes instruction and practice in advanced techniques of archery. Two hours laboratory per week. 1 semester hour credit. Prerequisite: PEL 1141L.

PEL 2342L. Advanced Tennis. [1,2,3]

A coeducational course that includes instruction and practice. Prerequisite: PEL 1341L with a grade of B or better and consent of department. Two hours laboratory per week. 1 semester hour credit.

*PEM 1102C-2101C. Law Enforcement Conditioning I, II.

A physical conditioning program for law enforcement personnel. 1 semester hour credit.

PEM 1102L. Physical Conditioning. [1,2]

A course designed through a series of appropriate activities to give emphasis to physical conditioning the body building. Two hours laboratory per week. 1 semester hour credit.

PEM 1145L. Jogging.

A coeducational course with planned programs in jogging to meet the individual needs of the participant. Two hours laboratory per week. 1 semester hour credit.

*Denotes workshop course. Only one course in the workshop series may count as a required activity course.

***PEM 1951-2951. Signals Workshop I, II.**

An activity course designed to serve members of the Signals. Includes choreography and practice of rhythmic and precision dancing. 1 semester hour credit.

***PEM 1953L-2953L. Varsity Cheerleading I, II.**

An activity course designed to serve members of the varsity cheerleaders. Includes practice of fundamentals and techniques of cheerleading. 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. All professional courses are co-educational.

PEO 2003C. Sports Officiating.

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.

PEO 2216C. Theory and Practice of Baseball.

Skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit. [2]

PEO 2621L. Theory and Practice of Basketball.

Lecture and discussion of all phases of basketball coaching techniques including styles of offense and defense and methods of teaching these skills. Three hours lecture-laboratory per week. 2 semester hours credit.

PHILOSOPHY**PHI 1100. Practical Logic.**

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. [2]

PHYSICAL SCIENCE**GLY 1000. Introduction to Earth Science.**

A general education course involving an elementary study of geology, physical geography, and meteorology. Demonstrations and practical applications are emphasized. Open to all students. 3 semester hours credit. [1,2,3]

*Denotes workshop course. Only one course in the workshop series may count as a required activity course.

PSC 1121. Introduction to Physical Science.

[1,2,3]

A general education course involving an elementary study of astronomy, the physical laws that govern the universe, and characteristics of matter including changes it undergoes. Demonstrations and practical applications are emphasized. Open to all students except that 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.

PHYSICS**PHY 1053C. 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: MAC 1104 or 1132. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 1054C. General Physics.

[2]

This is a continuation of PHY 1053. 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 1053. Corequisite: MAC 1114 or 1311. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 2048C. 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: MAC 2312. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHY 2049C. General Physics.

[2]

This is a continuation of PHY 2048. 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 2048. Corequisite: MAC 2313. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

POLITICAL SCIENCE**POS 2041. 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 POS 2112 but same is recommended. 3 semester hours credit.

POS 2112. State and Local Government.

[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. POS 2041 is not a prerequisite, but is recommended. 3 semester hours credit.

PSYCHOLOGY**DEP 2102. Child Psychology.**

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: PSY 2012. 3 semester hours credit.

PSY 2012. 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. It is recommended that this course be pursued only after completion of one semester in college study. 3 semester hours credit.

SOCIAL SCIENCE**SSI 1011. Survey of the Social Sciences.**

[1,2,3]

An introduction to the study of the culture of contemporary society, utilizing an interdisciplinary approach. Included in the course are such topics as the domestic, economic, educational, political and religious institutions/systems. 3 semester hours credit.

SSI 1012. Survey of the Social Sciences.

[1,2,3]

The second half of the course 1011-1012. See above description. 3 semester hours credit.

SOCIOLOGY**FAD 2220. Individual and Family Life Span Development.**

The course is an analysis of the individual from conception to death, particularly as it applies to its professional application in human services. Biophysical, cognitive and psychosocial development throughout the life span will be considered, as well as problems specific to each stage. This course is required for pre-nursing students. The course carries division elective credit only. Prerequisite: General Psychology. Completion of Child Psychology is strongly recommended as preparation for this course.

MAF 1001. Preparation for Marriage.

[1]

A historical and comparative study of courtship, mate selection, engagement and marriage in America. Attention is given to changes in these social practices and to modern research aimed at coping with changing roles in a rapidly changing society. 3 semester hours credit.

MAF 2501. Marriage and the Family.

[2]

A study of the origin and development of the family as a social institution; cross-cultural studies of families in various societies. Special emphasis is placed on the American family, both historical and contemporary, and on current problems in various aspects of family life. Prerequisite: MAF 1001 or SOC 1000, or consent of the department. 3 semester hours credit.

SOC 1000. 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 as an introduction to further courses in the field. 3 semester hours credit.

SOC 1000L. Writing in Sociology.

This is a writing component which will be offered concurrently with a designated section of SOC 1000. A series of written assignments will be integrated into the subject matter along with appropriate writing instruction. This will give the student the opportunity of meeting the Gordon Rule requirement and receiving credit in sociology. 1 semester hour credit.

SPANISH**SPN 1000. Basic Spanish Conversation.**

A one-semester course designed **not** for those who wish to meet curriculum requirements in foreign language, but for those who wish to acquire some knowledge of Spanish through the use of conversation. A brief introduction to the history, geography and culture of Spanish speaking countries is included. 3 semester hours credit.

SPN 1100. 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. 3 semester hours credit.

SPN 1101. Elementary Spanish.

[2]

A continuation of SPN 1100 with emphasis on both oral and written expression. Prerequisite: SPN 1100 or equivalent. 3 semester hours credit.

- SPN 2200. Intermediate Spanish.** [1]
The courses 2200-2201 include the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. Prerequisite: SPN 1101 or two years of high school Spanish. 3 semester hours credit.
- SPN 2201. Intermediate Spanish.** [2]
The second half of the courses 2200-2201. Prerequisite: SPN 2200. 3 semester hours credit.

SPEECH

- ORI 2000. Oral Interpretation.**
Oral interpretation of major forms of prose, poetry, and drama with emphasis on integration of vocal skills. 3 semester hours credit.
- SPC 1050. Fundamentals of Speech.** [1,2]
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.
- SPC 1410. Parliamentary Procedure.**
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.
- SPC 2030. Effective Speaking.** [1,2,3]
A fundamental course dealing with the preparation and presentation of speeches for business, social and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of speaking voice and pronunciation. Prerequisite: ENC 1101 or equivalent or instructor's approval. 3 semester hours credit.
- THE 1000. Introduction to the Theatre.**
This course is designed to develop an appreciation of theatre through a study of theatre history and literature. Topics to be studied will be theatre forms, styles and philosophy from antiquity to the present. 3 semester hours credit.
- THE 1920-2920. Theatre Workshop I and II.** [1,2]
This course is designed to give practical experience in theatre production through participation in college theatre productions. Each course (1920 or 2920) may be pursued twice for credit up to a maximum of eight semester hours. Two hours workshop per week plus additional lab assignments as needed. Each student will be expected to complete a minimum of 20 lab hours each semester. 2 semester hours credit per semester.

- TPP 2100. Fundamentals of Acting.** [1]
This course is designed to study the fundamental techniques and principles of acting. Training in improvisation, interpretation, stage movement, pantomime, and characterization is covered. Emphasis is on classroom exercise and scene presentations. Some participation in drama productions is required. 3 semester hours credit.
- THE 2925. Play Production.** [2]
This course is designed to give practical production experience in theatre with direct skills application in all areas of theatre production, and special emphasis on the problems of producing a play in an educational or community theatre system. It is intended especially for those with limited practical experience in the field. The course may be repeated with change of content up to a maximum of 6 credits. 3 semester hours credit.

STUDENT DEVELOPMENT

- STD 1100. Personal Adjustment.**
An elective designed to facilitate personal growth and development, including assistance in an individual's request for self-knowledge and understanding, individuality, social role perspective, interpersonal relationships, problem solving techniques, life planning skills, creativity, solving problems in aging, and other areas of interest. This course will not meet the requirements of General Psychology. 3 semester hours credit.
- STD 1150. Career and Life Planning.**
A course designed for both freshman and sophomore students (especially undeclared majors) to help them plan realistic career and life goals through the development of self evaluation, career awareness and career decision-making skills. Students engage in a series of exercises which stimulate thinking about and planning for the future, much of which is done in small groups. The current job market is explored through the use of the Career Laboratory. 2 semester hours credit.
- DIRECTED INDEPENDENT STUDY.**
Students may wish to pursue independent study in some courses that may not be normally offered or to pursue studies outside the normal course schedule.
Directed Independent Study courses carry an additional \$25 per credit hour, or equivalent, to the regular matriculation fee. Students should contact department chairmen for further information.

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 1300 hours of instruction.

The time necessary for completion of a prescribed course of study depends on the program. Diplomas may be awarded for one year (1200 hours) or two years (2400 hours) in some programs. In addition to the hours of training required in each program there may be up to three hundred (300) hours added for improving language, mathematics and reading skills. The requirement will be determined by test scores.

Except for practical nursing, a student may enroll in any clock hour vocational program at any time school is in session on a space available basis.

Admission requirements are shown elsewhere in this catalog. Variations or special requirements for any specific program including Practical Nursing where enrollment is limited will be furnished upon request.

For vocational programs, the program and the course are the same. Therefore, the courses of study shown below represent both program and course offerings.

The catalog number of vocational courses is the identifying number used by the **Accreditor**, a publication of the Florida State Department of Education. The Statewide Common Course Numbering System used for college credit courses is not used for vocational courses.

Following the title of each course of study is a general description of the course and the basic components are shown in terms of clock hours of instruction involved. Individual students will also receive from the instructor a course outline.

9021. Major Appliance Repair.

This program is designed to offer training in the repair and maintenance of electrical and gas appliances. It is designed to prepare the student for entry level employment after 1200 or 2400 hours of training. The course of study consists of the following components leading to 1200 or 2400 hour certificates:

| | One year or 1200 hour certificate | Two year or 2400 hour certificate |
|--------------------------------------|---|---|
| Orientation | 54 | 54 |
| Related Instruction | 80 | 80 |
| Fundamentals of Electricity | 174 | 174 |
| Water Heaters | 24 | 24 |
| Electric Ranges | 100 | 100 |
| Electric Clothes Dryers | 150 | 150 |
| Clothes Washer | 180 | 180 |
| Electric Dishwashers | 120 | 120 |
| Home Refrigerators and Freezers | 190 | 190 |
| Room Air Conditioners | 100 | 100 |
| Garbage Disposers | 28 | 28 |
| Advanced Electrical Theory | | 200 |
| Motors and Motor Controllers | | 200 |
| Advanced Refrigeration Theory | | 100 |
| Central Home Air Cond. Systems | | 200 |
| Automotive Air Conditioning | | 100 |
| Commercial Ice Makers | | 100 |
| Introduction to Refrigeration Design | | 100 |
| Introduction to Electrical Wiring | | 100 |
| Introduction to Pipe Fitting | | 100 |
| Totals: | 1200 | 2400 |



9043. Automotive Mechanics.

Training designed to prepare the student for entry level employment after 1200 or 2400 hours of instruction is offered in the repair of automobiles and light delivery trucks. The following components are included:

| | One year or 1200 hour certificate | Two years or 2400 hour certificate |
|-------------------------------|--|---|
| Orientation to Auto Mechanics | 108 | 192 |
| Automobile Electrical Systems | 204 | 300 |
| Automotive Fuel Systems | 60 | 96 |
| Engine Cooling System | 60 | 96 |
| Engines | 240 | 384 |
| Automotive Drive Train | 210 | 360 |
| Chassis and Related Parts | 60 | 96 |
| Brakes | 60 | 120 |
| Exhaust System Repairs | 24 | 36 |
| Tire and Tire Service | 24 | 36 |
| Air Conditioning | 30 | 84 |
| Specialized Training | 120* | 600** |
| Totals: | 1200 | 2400 |

*Each student selects one of the following areas for specialization: advanced tune-up; alignment, steering and suspension; or engine overhaul.

**Each student selects two of the following areas for specialization or general mechanics and one specialization: advanced tune-up; alignment, steering and suspension; engine overhaul; general mechanics; automotive transmission; and air conditioning.

9205. Cosmetology.

Training in all of the services available to patrons of beauty parlors is offered as a prerequisite for State licensing and entry level employment after 1200 hours of instruction. The basic components are:

| | One year or 1200 hour certificate | | One year or 1200 hour certificate |
|---|--|---------------------------|--|
| Orientation to Cosmetology | 72 | Hairdressing and Molding | 304 |
| Permanent Waving - Chemical Relaxing | 100 | Facials | 48 |
| Hair Cutting | 150 | Manicuring and Pedicuring | 24 |
| Hair and Scalp Treatments | 40 | Fingerwaving | 48 |
| Hair Coloring | 150 | Wigs and Hairpieces | 96 |
| Shampoo | 68 | Specialization* | 200 |
| Total: | | | 1200 |

*Student will select one general area (Hair Cutting, Hair Coloring or Wigs and Hairpieces) to acquire a specialized area.

3043. Practical Nursing.

Practical Nursing is a 1300 hour program designed to educate students in Nursing theory and its application in a supervised clinical setting. The majority of clinical experience is obtained at local health care institutions. The program is accredited by the Florida State Board of Nursing, the licensing authority. Eligibility for graduation requires a grade point average of 70 or above. Upon graduation students may then apply to take the state licensing examination. Licensure indicates preparation for entry level employment for the two accepted roles of the practical nurse: (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. Basic components of instruction are:

| | One year or 1380 hour certificate | | One year or 1380 hour certificate |
|--|--|--------------------------|--|
| Vocational Adjustments | 14 | Geriatrics | 14 |
| Body Structure and Function | 80 | Nutrition | 25 |
| Fundamentals of Nursing | 140 | Medical-Surgical Nursing | 148 |
| Pharmacology | 70 | Pediatrics | 50 |
| Family, Individual and Community Health | 14 | Leadership | 15 |
| Life Span | 30 | Clinical Experience | 650 |
| Maternity | 65 | | |
| Total: | | | 1300 |

9943. Welding.

This is a program of instruction in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged objects. It is designed to prepare the student for entry level employment after 1200 or 2400 hours of instruction. Course of study components are:

| | One year or 1200 hour certificate | Two year or 2400 hour certificate |
|--------------------------|--|--|
| Orientation and Safety | 102 | 180 |
| Related Studies | 118 | 300 |
| Tools and Equipment | 105 | 150 |
| Oxygen-Acetylene Welding | 420 | 615 |
| Electric Arc Welding | 355 | 755 |
| Mig Welding | 40 | 225 |
| Tig Welding | 60 | 175 |
| Totals: | 1200 | 2400 |

IMTS.

The Individualized Manpower Training System is an academic program to improve reading, mathematics, and language. It is an individualized teaching system based on diagnosing what the student knows and what he needs to know in order to achieve success in his

chosen occupation. The student will progress at his own rate. An instructor will monitor the trainee's progress continuously. It is an open entry, open exit program. This program is designed to assist the student meet the entrance requirements of an established vocational program at Chipola Junior College.

Purpose: To diagnose the specific education deficiencies which impair ability to learn occupational skills.

To remedy specific educational deficiencies through individualized instruction using relevant sections of available programmed tests and other self-instructional materials.

COMMUNITY SERVICE COURSES

Short, vocational and avocational or special interest courses of less than one school year's duration are offered on demand. Any adult is eligible for admission to the short courses except for a few courses designed and offered for a target population for which enrollment is limited.

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 Vocational and Technical Education.

Three vocational short courses frequently offered and which lead to State certification are shown below:

3091. Emergency Medical Technician.

A basic training course for Emergency Medical Technicians performing as attendants and drivers on ambulances. The objective is to teach the student the overall roles and responsibilities of the EMT in performing both the emergency care and operational aspects of his or her jobs.

This program can be taken for either college credit or for a certificate of completion. Equivalent college courses are EMS 1114C and EMS 1115C.

Course work and requirements are the same for both college credit and certificate of completion.

Course components are:

| | Hours | | Hours |
|---|-------|--|-------|
| The Emergency Medical Technicians | 3 | Lifting and Moving Patients | 4 |
| Airways Obstructions and Pulmonary Arrest | 7 | Environmental Emergencies | 3 |
| Cardiac Arrest | 4 | Extrication from Automobiles | 4 |
| Bleeding, Shock, and Airway Care | 4 | Emergency Vehicles-Operation and Maintenance | 3 |
| Wounds | 4 | Ambulance Calls | 3 |
| Fractures | 8 | Situational Review and Skill Performance | 9 |
| Injuries | 9 | Clinical Observation | 15 |
| Medical Emergencies | 6 | | |
| Childbirth and Child Patients | 4 | Total: | 90 |

3108. Paramedic.

An advanced course for which the objective is to provide training and instruction for Emergency Medical Technicians who have completed the first course with the objective of enabling the student to perform, on indication and under the supervision of a physician or other authorized party in person or by voice communication, advanced life saving and life support procedures.

This program can be taken for either college credit or for a certificate of completion. Equivalent college courses are EMS 2015, EMS 2231, and EMS 2233.

Course work and requirements are the same for both college credit and certificate of completion.

Course components are:

| | Hours | | Hours |
|-----------------------|-------|-----------------------|-------|
| The EMT II in Florida | 4 | Medical Emergencies | 16 |
| Skills for the EMT II | 30 | Traumatic Emergencies | 34 |
| Shock | 4 | Extrication | 30 |
| Cardiology | 40 | Emergency Rescue | |
| Pulmonary Emergencies | 12 | Practicum | 300 |
| | | Total: | 470 |

9527. Correctional Minimum Standards.

This is the basic course in corrections as required by the Florida State Correctional Standards Board for all persons having at some time official custody of another person except that holders of the bachelor's or more advanced degree in certain professions are exempted.

This program can be taken for either college credit or for a certificate of completion. Equivalent college courses are HES 2400, CCJ 1300, and CCJ 2310.

Course work and requirements are the same for both college credit and certificate of completion.

Course components are:

| | Hours | | Hours |
|-------------------------------------|-------|---|-------|
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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 _____

CHIPOLA JUNIOR COLLEGE
MARIANNA, FLORIDA
MASTER
CAMPUS PLAN

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 100 ADMINISTRATION
 200 LIBRARY
 300 NATURAL SCIENCE
 400 TECHNICAL
 409 VOCATIONAL
 500 FIELD HOUSE
 600 AUDITORIUM
 700 FINE ARTS
 800 STUDENT CENTER
 900 SHOWER AND LOCKER
 910 SHOP
 910 HEALTH CENTER
 475 GREENHOUSES
 975 PE RESTROOMS
 0020 GIRLS' DORMITORY
 1000 ATHLETIC DORMITORY
 FORESTRY

DWG By: RANDY S. MCDANIEL
 ENGINEERING DRAFTING DEPT

- LEGEND:**
 PARKING
 BUILDINGS
 CONCRETE WALKS
 PROPERTY LINE
 FENCE



0 100 200
 SCALE 1" = 400'

