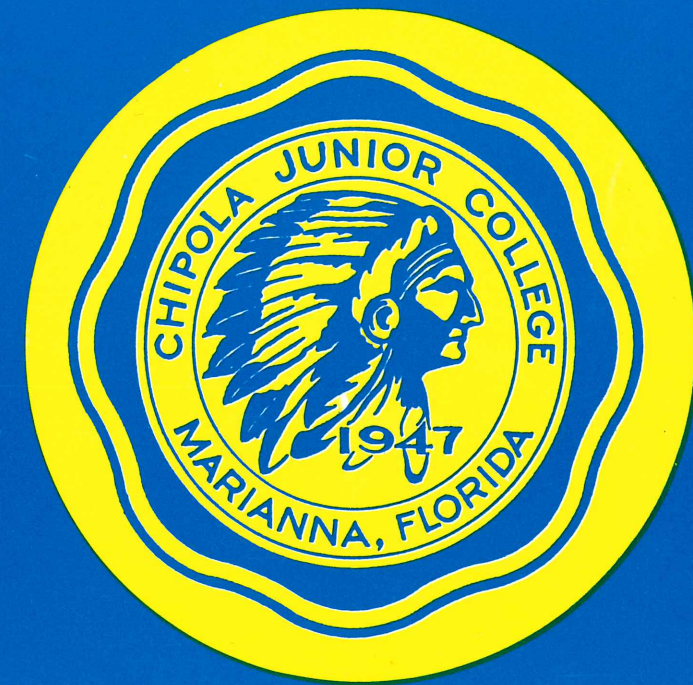

Catalog 1989-90



Fla
R
LD6501
.C45C
1989-90

Chipola Junior College

1200 College Street Marianna, Florida 32446 (904) 526-2761

Catalog¹⁹⁸⁹⁻⁹⁰

Accredited by the Southern Association of Colleges and Schools

Chipola Junior College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, religion, sex, age, national origin, marital status or handicap in its employment practices, nor in the admission and treatment of students.

Chipola

Junior College



1200 College Street
Marianna, Florida 32446
(904) 526-2761

*A comprehensive public
community college
supported by the State of
Florida and Calhoun,
Holmes, Jackson, Liberty,
and Washington counties.*



Table of Contents

CALENDAR	4-5
MESSAGE FROM THE PRESIDENT	6
DISTRICT BOARD OF TRUSTEES	7
ADMINISTRATION	8
OVERVIEW OF THE COLLEGE	9
Excellence and Innovation	9
Brief History	12
Mission	13
Veteran's Approval	14
Civil Rights Compliance	14
ADMISSIONS	15
Getting In	15
Admissions Standards	16
Placement Testing	19
Counseling and Advising	20
COSTS	21
Fees	21
Residence Hall	22
Textbooks and Supplies	22
Cafeteria	22
Summary of Costs	22
STUDENT SERVICES	23
Financial Aid	23
Residence Hall	26
Food Service	26
Medical Service	26
Library	27
Sports and Recreation	27
Student Activities	27
Campus Organizations	28
Handicapped Services	29
Career/Life Planning Center	29
Displaced Homemaker/ Single Parent Program	30
Success Center	30
JTPA	30

RULES AND REGULATIONS	31
Compliance with Rules	31
Registration	31
Student Load	31
Physical Education Exceptions	32
Attendance	32
Grading System	33
Grade Point Average	33
Classification of College Credit Students	33
Forgiveness Policy	34
Standards of Academic Progress	34
Disciplinary Action	35
Student Records	35
Official Transcripts	36
Graduation Requirements	36
Withdrawal from College	37
College Level Academic Skills Test (CLAST)	37
Gordon Rule	38
Financial Regulations	38
Refund Policy	39
Fines	39
Measurable Progress for Financial Aid Recipients	39
PROGRAMS OF STUDY	41
Associate of Arts Degree Programs	42
Vocational/Technical Associate of Science Degree and Certificate Programs	58
Continuing Education/Special Courses/Voc Prep	78
COURSE DESCRIPTIONS	79
FACULTY	104
DIRECTORY OF OFFICES	109
INDEX	111
MAP	Inside Back Cover

Calendar 1989-90

Fall Semester 1989

July

10	Monday	Placement testing and orientation for new academic students.
11	Tuesday	Placement testing and orientation for new academic students.
24	Monday	Early registration for currently enrolled students for Fall Semester 1:00-7:00 p.m.
25	Tuesday	Early registration for currently enrolled students for Fall Semester 8:00 a.m.-4:30 p.m.

August

2	Wednesday	Summer Term II ends for all students.
3	Thursday	FOUR DAY WEEK ENDS
15	Tuesday	Residence Hall opens, 12:00 Noon.
17	Thursday	Placement testing and orientation for new academic students; food services open with breakfast.
18	Friday	Registration for clock hour and returning students 8:00 a.m.-4:00 p.m.
21	Monday	Advising and registration for new academic students (by appointment) begins; continued registration for returning students 8:00 a.m.-7:00 p.m.
22	Tuesday	Appointments for advising and registration of new students 8:00 a.m.-4:00 p.m.
23-25	Wednesday-Friday	Late registration, 8:00 a.m.-4:00 p.m.
23	Wednesday	All classes begin on regular schedule; first drop-add date; late registration 8:00 a.m.-7:00 p.m.; meal plan begins with breakfast.
25	Friday	Last date to register for academic students; last drop date 8:00 a.m.-4:00 p.m. Open entry registration for clock hour students continues throughout the semester.

REGISTRATION WILL BE CANCELLED FOR ALL STUDENTS WHOSE FEES ARE NOT PAID BY 3:00 P.M. TODAY.

September

1	Friday	Labor Day Holiday begins 6:00 p.m.; food services close after evening meal.
4	Monday	Labor Day Holiday; college closed.
5	Tuesday	Classes resume on regular schedule; food services re-open for breakfast meal.
8	Friday	Last day for sophomores to register for the October College Level Academic Skills Test (CLAST).

October

7	Saturday	Fall administration of CLAST.
27	Friday	Last date to withdraw from classes without penalty.

November

22	Wednesday	Thanksgiving Holiday begins for students at 9:30 p.m.; food services close after noon meal.
23-24	Thursday-Friday	Thanksgiving Holidays, college closed.
27	Monday	Classes resume on regular schedule; food services reopen for breakfast.

December

8	Friday	Last day for credit classes.
11-13	Monday-Wednesday	Final examinations
13	Wednesday	Last day for clock hour classes.
14	Thursday	Early registration for currently enrolled students for Spring Semester 8:00 a.m.-4:00 p.m.
15	Friday	Food services close after noon meal; Residence Hall closes 5:00 p.m.
25-29	Monday - Friday	Christmas Holidays; college closed.

Fall Festival, Spring Frolics, and Honors Day will be announced at a later date. THIS CALENDAR DOES NOT APPLY TO CLASSES AT FCI.

Spring Semester 1990

January

2	Tuesday	Residence Hall reopens 12:00 noon; food services reopen for breakfast.
4	Thursday	Placement testing and orientation for new academic students; registration for returning and clockhour students 8:00 a.m.-7:00 p.m.
5	Friday	Individual advising and registration for new students (by appointment) 8:00 a.m.-4:00 p.m.; registration for returning students 8:00 a.m.-4:00 p.m.
8	Monday	Academic classes begin on regular schedule; first drop-add date; late registration for academic students 8:00 a.m.-7:00 p.m.; Spring meal plan begins with breakfast.
8-10	Monday - Wednesday	Late registration 8:00 a.m. to 4:00 p.m.
10	Wednesday	Last date to register. Open entry registration for clock hour students continues throughout the semester.

REGISTRATION WILL BE CANCELLED FOR ALL STUDENTS WHOSE FEES ARE NOT PAID BY 3:00 P.M. TODAY.

15 Monday Martin Luther King Holiday; college closed.

February

9	Friday	Last day for sophomores to register for the March CLAST.
---	--------	--

March

10	Saturday	Spring administration of CLAST.
19	Monday	Last date to withdraw from classes without penalty.

April

6	Friday	Spring Holidays begin for students 4:30 p.m.; food services close after noon meal; Residence Hall closes 5:00 p.m.
9-13	Monday - Friday	Spring Holidays; college closed.
14	Saturday	Residence Hall opens at 12:00 noon.
16	Monday	Classes resume on regular schedule; food services reopen for breakfast.
30	Monday	Last day for academic classes.

May

1-2	Tuesday - Wednesday	Final examinations
2	Wednesday	Last day for clock hour classes.
4	Friday	Graduation exercises, 7:30 p.m.; placement test and orientation for new academic students for first Summer Term; Residence Hall closes 10:00 p.m. Last day for sophomores to register for June CLAST.

Summer Session 1990

Classes meet Monday-Thursday beginning May 7

Term I

May

6	Sunday	Residence Hall opens at 12:00 noon.
7	Monday	Individual advising for new students (by appointment); registration for returning and clock hour students 7:30 a.m.-7:00 p.m. Open entry registration for clock hour students continues throughout the semester.
8	Tuesday	All classes begin on regular schedule; drop-add date for first Summer Term; late registration 7:30 a.m.-4:30 p.m.

REGISTRATION WILL BE CANCELLED FOR ALL STUDENTS WHOSE FEES ARE NOT PAID BY 3:00 P.M. TODAY.

21 Monday Last date to withdraw from classes without penalty

June

2	Saturday	Summer administration of CLAST.
18	Monday	Last day of all classes; placement testing and orientation for new students for Summer Term II; Residence Hall closes for summer at 5:00 p.m.

Classes meet Monday-Thursday

Term II

June

19	Tuesday	Individual advising for new students and registration for all students, 8:00 a.m.-7:00 p.m.
20	Wednesday	Academic classes begin on regular schedule; late registration 7:30 a.m.-4:30 p.m.; drop-add date for Term II.

REGISTRATION WILL BE CANCELLED FOR ALL STUDENTS WHOSE FEES ARE NOT PAID BY 3:00 P.M. TODAY.

July

3	Tuesday	Independence Day Holiday begins 9:30 p.m.
4-5	Wednesday-Thursday	Independence Day Holiday.
9	Monday	Classes resume on regular schedule.
10	Tuesday	Last date to withdraw from classes without penalty.
16-17	Monday-Tuesday	Placement testing and orientation for new academic students.
17	Monday	Placement testing and orientation for new academic students.
23	Monday	Early registration for Fall Semester 1990, 8:00 a.m.-4:00 p.m. for returning students.

August

2		Summer Term II ends
3		Associate Degree Nursing Program Pinning exercises - 7:00 p.m.

Message from the President



Dr. Jerry W. Kandzer

Chipola Junior College is a proud institution steeped in over forty years of tradition. Chipola is one of the top academic institutions in the state. The college transfer program is united with vocational-technical, public service, and continuing education programs.

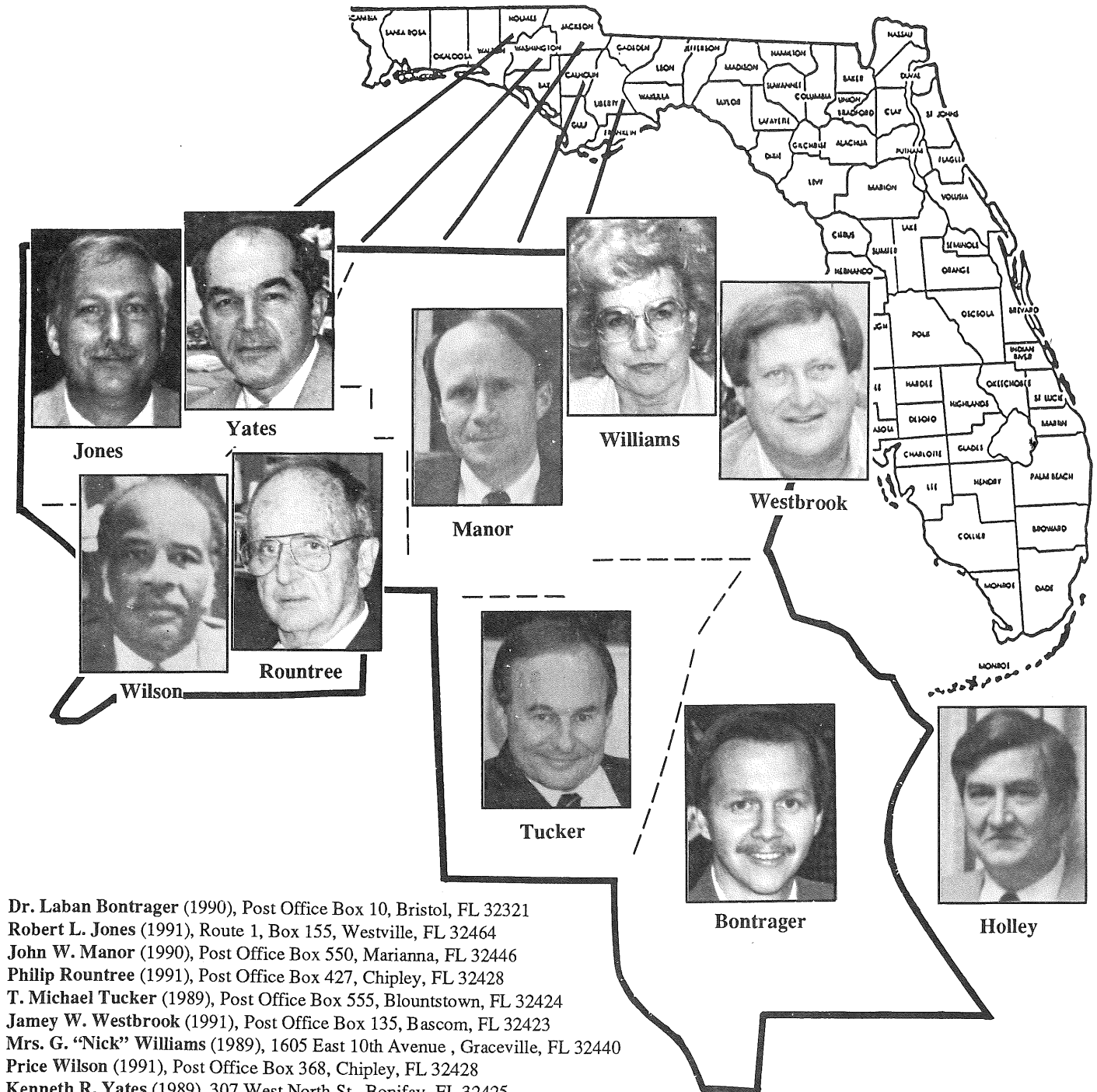
In addition to academic excellence, Chipola has established a center of excellence in the fine and performing arts. The arts program is recognized as outstanding through our star-quality drama productions, instrumental music, show choir, and visual arts presentations. Chipola's athletic teams have a history of ranking at or near the top of regional, state and national tournament competition in basketball and baseball. The college supports a wide range of academic and extracurricular clubs and a host of other activities.

Chipola Junior College is understandably proud of its heritage and looks forward to continued success as it moves into the future.

Jerry W. Kandzer
President

Appointed by the governor to oversee the operation of the college and to insure that it is responsive to the higher education needs of the area.

District Board of Trustees



- Dr. Laban Bontrager (1990), Post Office Box 10, Bristol, FL 32321
- Robert L. Jones (1991), Route 1, Box 155, Westville, FL 32464
- John W. Manor (1990), Post Office Box 550, Marianna, FL 32446
- Philip Rountree (1991), Post Office Box 427, Chipley, FL 32428
- T. Michael Tucker (1989), Post Office Box 555, Blountstown, FL 32424
- Jamey W. Westbrook (1991), Post Office Box 135, Bascom, FL 32423
- Mrs. G. "Nick" Williams (1989), 1605 East 10th Avenue, Graceville, FL 32440
- Price Wilson (1991), Post Office Box 368, Chipley, FL 32428
- Kenneth R. Yates (1989), 307 West North St., Bonifay, FL 32425
- T. Gerald Holley, Board Attorney, Post Office Box 268, Chipley, FL 32428

(Dates indicate expiration of current appointment.)

Administration

Jerry W. Kandzer, Ph.D.
President

Wellington Estey, Ed.D., Dean
Academic and Student Services

Thomas Dunn, M.B.A., Dean
Vocational, Technical
and Continuing Education

Miriam S. Bailey, Ph.D., Director,
Publications

R. Earl Carroll, M.S., Chairman,
Division of Communications, Fine
Arts and Humanities

Bryan Craven, B.S., Coordinator,
Public Relations

Dennis F. Everett, B.S., Coordinator,
MIS

Joseph N. Fagan, M.Ed., Coordinator,
Testing

Merle Z. Houston, M.L.S., Director,
Library

Alfonsa James, M.S., Director, Student
Services

Milton H. Johnson, M.S., Chairman,
Physical Education/Athletic Director

Robert Collins, M.A., Dean
Administration and Business Services

Gary Latham, M.S., Coordinator,
Public Services

David W. Nicholson, M.S., Chairman,
Division of Mathematics, Natural
and Social Sciences and Articulation
Officer

Gloria P. Peacock, M.S., Coordinator,
Continuing Education

Mertice B. Ringer, M.Ed., Director,
Institutional Planning and Research
and EA/EO Coordinator

Carol Smith, B.S.N., Coordinator,
Associate Degree Nursing Program

Paul M. Smith, B.S., Coordinator,
Institute of Government

Joan Stadskev, M.S., Coordinator,
Fine and Performing Arts



Dean Estey

Dean Collins

Dean Dunn

Overview of the College

Excellence and Innovation

Chipola Junior College is especially inviting because of its high academic standards, excellent teaching, small classes, reasonable fees, beautiful campus, and friendly hometown atmosphere.

Academic Excellence

By every available measure of success, Chipola graduates excel. Data from the State Department of Education, the Division of Community Colleges, and the State University System prove this statement. The passing rate of Chipola students on the statewide College Level Academic Skills Test (CLAST) is equal to or better than the average of community college students as a whole. Many times Chipola's passing rate has exceeded that of the other community colleges and several of the universities.

Feedback from the universities over the past five years ranks transfers from Chipola as a whole from first to third—among the twenty-eight community colleges in the state—because of the high grade point averages CJC students have earned after transferring to the universities. Again, on a couple of occasions, Chipola transfers have, as a group, earned equal or higher grade point averages than the native student bodies of several of the universities.

The success of students graduating from Chipola's technical and certificate programs is indicated by the rate at which they are hired right out of school. All of Chipola's programs have hiring rates of 90 percent and above; and in some programs, the rate is 100 percent. The superiority of Chipola's Electronics Program was recognized during the 1988-89 school year when it was designated a Center of Electronic Emphasis by the Governor's High Technology and Industry Council. As a result, this program will be given the latest technology each year, and during 1989-90 will receive additional funds of \$100,000 to insure that it remains a top program.

Innovative Programs

As one of the oldest junior colleges in the nation, Chipola might be presumed a traditional institution. The reverse is true. The college has been known as an innovator since shortly after its founding in 1947 when the U.S. Department of Education coined the term "the Chipola Index," an index of the effect that having a community college in a geographic area will have on the number of students who go to college.

Most recently, the college has received a great deal of attention as a pioneer in the use of computers in English and mathematics courses. The college received so many invitations to explain what it was doing at regional and national education meetings that it formed a "road show" of faculty to speak at the meetings, including the National Institute for Staff and Organizational Development at the University of Texas in Austin. Also, the presentation was co-winner of the Excellence in Curriculum and Instruction award at the 1988-89 convention of the Florida Association of Community Colleges.

In 1981, Chipola became one of the first colleges in the nation to train its entire faculty in "computer literacy." During 1988-89-90, the faculty is participating in in-service activities that will train them in research techniques using personal computers and educational and commercial data banks.

Special Science Activities

For the past several years, Chipola has used Excellence Grants from the Division of Community Colleges to fund attendance at "Space Camp" in Huntsville, AL, by faculty, students, area teachers, and outstanding high school students. Other grant monies have funded a summer study program for science majors at the nuclear research facilities of Oak Ridge, TN.

Rural Arts Center

In 1987-88 Chipola was one of ten institutions—and the only community college—selected by the Southern Arts Federation as a Minority and Rural Arts Initiative Center. This means that the college receives special funds from the federation to locate and promote minority and rural arts and to serve as an exhibitor of the arts. In recognition of its special attention to the arts, the college has been

The college is a pioneer in the use of computers in math and English courses.

given a further grant of \$300,000 by the State Division of Cultural Affairs to remodel a campus building during the 1989-90 school year to house its Rural Arts Center.

Dormitory and Bus Service

From its founding, the college had two features that were unusual in a junior college—residence halls and free school bus transportation. Both were necessary because of the college's rural location. Later, when the college moved to its present location, these advantages were continued. Because Florida law forbade community colleges from owning residence halls, businessmen in the area formed the Chipola Dormitory Authority, built a residence hall, and operated it until Florida law changed in 1988-89; then the residence hall was deeded to the college. Every person in the Chipola District who has access to any county school bus has access to Chipola. Many students ride from their homes to a school in their county; there, they change onto a bus that continues to the college. The five buses arrive on campus before 8:30 a.m. and leave about 2:15 p.m. so students can make contact with other buses at the district high schools.

Athletic Teams

Although Chipola—with about 2,000 students—is one of the smallest community colleges in the state—it is a "big name" in sports and always has been. Its basketball and baseball teams are so regularly in the state tournaments that it is more a surprise when they don't go than when they do. The men's basketball team won the conference title in 1987-88, then won the state and regional tournaments before losing early in the national tournament. In 1988-89, the men's basketball team won the conference and went to the state tournament where it lost in the semifinals. The women's basketball team

was state runner-up the same year. The baseball team made the state tournament five of the past seven years, winning the state tournament most recently in 1983.

Teleconference Center

Chipola is "wired in" to the world through its satellite dish and the Sunstar educational network. The Office of Continuing Education, which arranges all sorts

of in-service courses for various occupational groups, is an especially heavy user of the facilities. Over Sunstar, demonstrations are "beamed in" to Chipola's Teleconference Center for viewing by local groups of doctors, lawyers, bankers, medical technology personnel, government officials, or other special interest groups. Using a telephone connection, the local viewers may ask questions of the lecturers and see their queries



Hundreds of students daily pass over the wooden bridge, located between the Fine Arts Building and the Student Center, that spans one of several brooks flowing through the college property.

answered shortly on the large television viewing screen in the center. Regular students also make use of the satellite facility. During the 1988 presidential race, the students viewed a vice presidential debate and had the opportunity to ask questions of the candidates. All use of this facility is not serious, however. The student body used it for viewing the Super Bowl in January of 1989.

Brief History

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

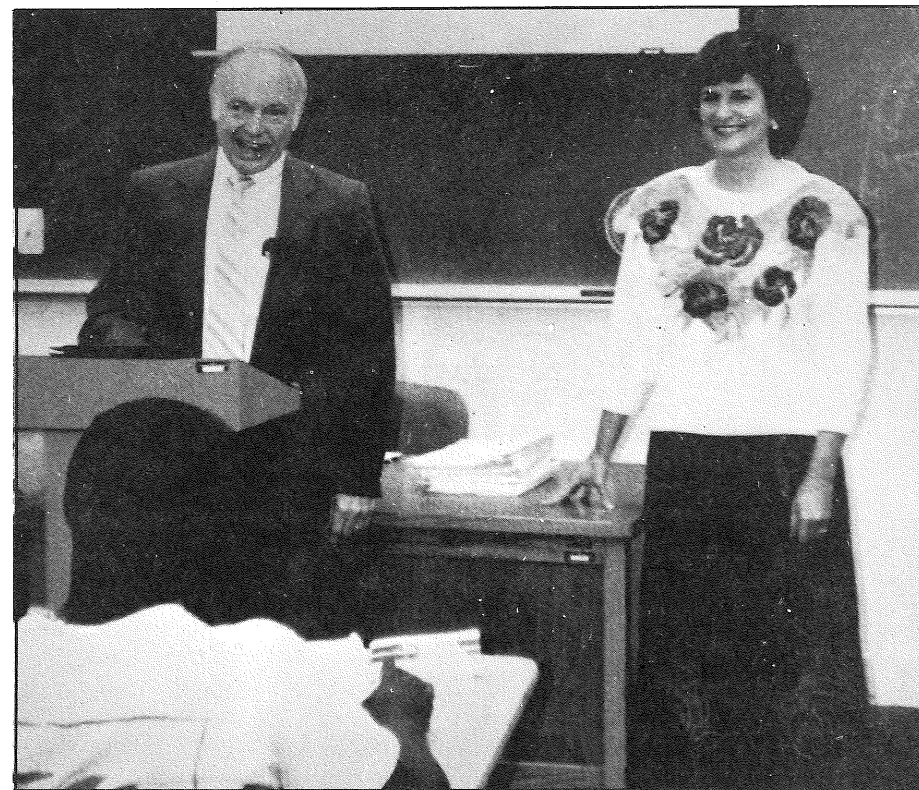
Florida's Minimum Foundation Law, passed in 1947, included provisions for public support of junior colleges. Under the provisions of this law, a junior college district consisting of Jackson, Calhoun, and Washington counties was approved to operate as a public institution

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 expanded later to include Holmes and Liberty counties.

A milestone in the history of Chipola occurred in 1953 when the campus moved from its original location at the former Marianna Army Air Base to the present location. The first permanent buildings were completed and occupied in 1954. Additions through the years have brought the number of buildings to sixteen. The campus also includes outdoor physical education fields.

Programs in vocational education were begun during the 1967-68 school year.



David Nicholson, chairman of the Mathematics, Social and Natural Sciences Division, is most pleased to introduce a former student and Chipola grad to his class as guest speaker. She is Dr. Katie Duncan Tucker, now head of the State Department of Revenue.

Evidence of growth with regard to official recognition by other institutions of higher learning came in 1957 when the college was accepted into membership and fully accredited by the Southern Association of Colleges and Schools. This accreditation was reaffirmed in 1967, 1977, and 1987.

Location

The Chipola District, comprised of Jackson, Washington, Holmes, Calhoun and Liberty counties, is located in the Florida Panhandle. The area is rural, abounding in forests, rivers, and lakes. The main economic base of the region is agriculture and forestry. The college is located in Marianna near the banks of the Chipola River. The campus uses only about ten of its 105 acres, nearly all of which are in their natural state—covered with pines and moss-draped oaks.

Modernization

Over the past six years, the college has undergone a multimillion dollar modernization of its sixteen buildings and instructional facilities. Most recently, the Library celebrated the opening of its remodeled building in the spring of 1989. Four computer labs on campus are open five days and several evenings each week.

Mission

Chipola is a comprehensive community college dedicated to its students and the community. The curriculum is designed to serve people in three major areas:

General and pre-professional classes for transfer to other colleges and universities;

Vocational-technical instruction to prepare students for technical degree programs and the job market;

Learning opportunities for all who want to improve employment skills or to study for the sheer joy of learning.

Programs to Accomplish the Mission

1. College Transfer Program: semester-hour classes which can be transferred to other colleges and universities toward a baccalaureate degree.

2. Vocational-Technical Program: technical degree programs and clock hour classes that combine theory and hands-on laboratory experiences to up-grade career skills and prepare for jobs, to support community economic development, and to enhance the potential for development in the Chipola District.

3. Lifelong Learning Opportunities: continuing education to stay abreast of cultural and governmental changes in a free society and to enhance personal development both physically and mentally.

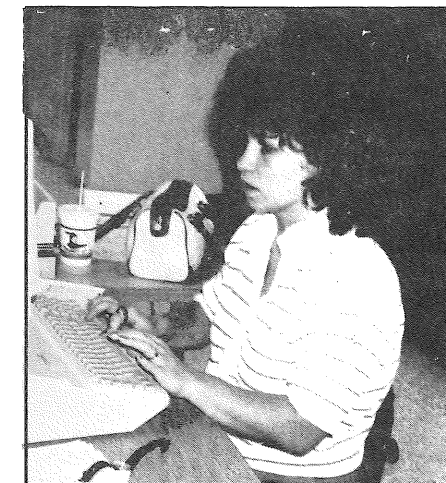
4. Student Services Program as an integral part of the total educational program.

Credits and Official Standing

Chipola Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree and the Associate of Science degree.

The college is also a member of the American Association of Community and Junior Colleges, the Southern Association of Junior Colleges, the Florida Association of Colleges and Universities, the American Council on Education, and other professional organizations for institutions of higher learning.

Being affiliated with these organizations means that credits earned at Chipola are recognized and accepted by other colleges and universities through-

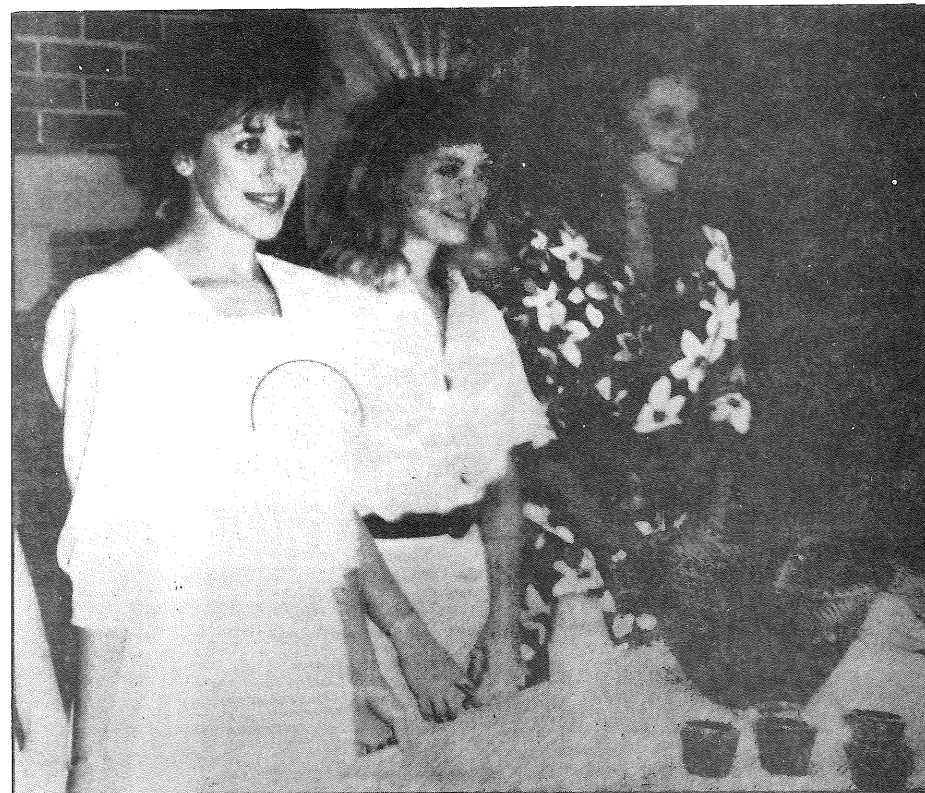


Alyson Graves of Graceville, a cheerleader and honor student as well as sports editor of *The Papoose*, tries to do three things at once, eat lunch, keep an eye on her watch so she won't be late for her next class, and compose a news story.

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

Veterans Approval

Chipola is fully approved by the Florida State Approving Agency for the training of veterans and eligible dependents under the provisions of the "Cold War G.I. Bill" (Title 38, U.S. Code) and other applicable legislation administered by the U.S. Veterans Administration. The college's policies and procedures are applicable to all eligible students who make application for, and receive, V.A. Educational Assistance benefits under Chapters 30, 31, 32, 34, 35 or 106 while enrolled in an approved program of study. All degrees, certificates and courses offered by the college must be approved by the Florida State Approving Agency to allow payments to eligible students.



Complete information will be furnished to veterans or eligible dependents upon request.

Civil Rights Compliance

Chipola Junior College subscribes fully to a policy of non-discrimination with regard to all employees, students, and services to the community. Specifically, the college has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246, as amended. All members of the college 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, religion, sex, age, national origin, marital status, or handicap in its employment practices or in the admission and treatment of students.

Helping to make Chipola's Compass Club Number One Internationally for 1988-89 were these members of the service organization, shown serving punch at a faculty meeting: (from left) Kim Ditty of Malone, Susan Bledsoe of Chipley, and Amy Cooley of Bonifay. The club had won Number One honors in the State of Florida for six consecutive years before winning the international contest title.

Telephone: (904) 526-2761
Address: Chipola Junior College
1200 College Street
Marianna, FL 32446

Admissions

Getting In

Getting admitted to Chipola is as uncomplicated as state regulations allow; however, if any difficulty arises during the process, call the college at (904) 526-2761 and ask for assistance.

Application Procedure

1. Call, come by, or write (Registrar's Office, Chipola Junior College, 1200 College Street, Marianna, FL 32446) for an application for admission form. Students who want to apply for financial aid should also request a financial aid packet from the Financial Aid Office.

2. Fill out the application form--being certain to complete the residency part of the form. Return the application to the college.

3. Meanwhile, notify previous educational institutions to send official transcript(s) to the college, or, send a copy of your high school diploma or GED. Students applying for admission to vocational/technical certificate programs are not required to have a diploma.

4. As soon as the college receives your application and the other required documents, you will be sent a packet of information. It will include the name of your adviser and an appointment time for meeting with the adviser.

5. Meet with the adviser at the appointed time. This is a very important appointment. If you cannot keep it, call and reschedule it. The adviser will provide all the information needed, plus assist in planning your course of studies and schedule of classes.

6. The packet from Chipola may also ask degree-seeking applicants who did not take the ACT or SAT in high school to come to the college for a placement test. Florida regulations require a placement exam score before registration for all students who intend to take college credit courses. Applicants for vocational/technical certificate programs may also be asked to come to the college for an interview or testing.

7. Attend an orientation session at the college, if possible. These sessions cover all relevant rules and regulations of the college. The packet from Chipola will contain the dates and times of orientation sessions.

8. Register at the appointed time. Degree-seeking students must register each semester on the registration dates listed in the calendar (pages 4-5); however, some vocational/technical certificate programs accept students at any time during the semester if space is available.

Florida law (S240.321) provides that students graduating from a Florida public high school after August 1, 1987, must meet specific general high school graduation requirements. Graduates from private and out-of-state high schools must have completed a curriculum which includes four years of English, and three years each of science, social studies, and mathematics. Foreign students may use four years of instruction in their native language in lieu of the English requirement.

Open Door Policy

Chipola has an Open Door Admissions Policy which provides educational opportunities to all students who are interested in participating in the degree programs, courses, and services offered by the college.

Admission Standards

Associate of Arts

or Associate of Science

Degree Programs

The following are eligible for entry into any college program:

1. High school graduates.
2. Transfer students from post-secondary education institutions.
3. Foreign students with education equivalent to U.S. secondary school education who meet language standards established by college policy.

Vocational/Technical

Certificate Programs

The admission or entrance requirements for vocational clockhour students depend upon the program of study to be pursued. Any student may be admitted to any vocational clockhour program if it can be shown that he or she could profit by enrollment and attendance. A personal interview is required for admission to certain programs, and testing is necessary to determine eligibility for some courses.

Transferring Credit

Degree Programs

Students who have attended any college or university prior to enrolling at Chipola Junior College are considered transfer students and must present an official transcript of all college work previously taken.

Transfer students must request that their official transcripts be mailed directly to the Registrar and Admissions Office. Transfer students seeking a degree will have an evaluation of course credit for

transferability made after they are enrolled at the college. Transfer credits are accepted only from accredited colleges and universities.

Credit is granted only for courses with a grade of "D" or better, except for grades in college credit English and math courses. Credit is granted only for grades of "C" or better in college-level English and math courses. Courses with grades of "D" or lower may be repeated under the provisions of Chipola's Forgiveness Policy.

Failing grades from other colleges are used in computing grade point averages. Students on academic probation at a previous college may be admitted to Chipola in a similar status.

Students under suspension/dismissal from another college or university will not be considered for admission during the period of their suspension. In exceptional cases, students may petition the Admissions Committee for further consideration. The Registrar's Office should be consulted for information concerning the petition procedure.

Vocational/Technical

Certificate Programs

A student who has previously attended or been enrolled in a vocational-technical center will be considered a transfer student upon admission to a Chipola vocational/technical certificate program. Such students must meet regular admission requirements, plus present proof of honorable dismissal and eligibility to return to the last institution attended. Transcripts or competency verification lists are required from institutions previously attended. Vocational clock hour credit will be awarded by the instructor of the program, based on the documented competencies previously achieved. Work may be wholly accepted, partially accepted, or not accepted. Students who enroll for a specific competency or to participate in supplemental or technical updating classes are exempt from this agreement.

Transient Enrollment

Transient students should request that a "Letter of Good Standing" from the previous college be sent to Chipola. Transient students do not need transcripts from the previous college.

Admission of

International Students

For admission purposes an applicant is classified as an international student only if the college has to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States as immigrants and have been issued resident alien numbers will not be classified as international students for admission purposes.

International students seeking admission on an F-1 or M-1 visa must submit the following:

1. A completed application for admission as a degree-seeking student.
2. Proof of education as follows:
 - a. A certified English translation of the school record if the student is a high school graduate or equivalent and has never attended college.
 - b. A certified English translation, when applicable, of records from all colleges previously attended.

3. Scores on the Test of English as a Foreign Language (TOEFL). The college will accept a minimum score of 500 on TOEFL as proof of sufficient knowledge of the English language. The test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.

4. A notarized statement showing that financial resources are available for travel, tuition, books, and living expenses while the student is in school.

Special Categories of Admissions

Noncredit Courses for Adults

All persons 16 years of age or older are eligible to enroll for non-credit courses: short courses, special interest courses, 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 application for admission form and a student registration form.

Special Student Status

Persons 17 years of age or older who do not have a high school diploma or the equivalent may be accepted for ad-



Kathy Anderson (right), who works in the Registrar's Office, processes many of the applications for admission. Here, she explains to student assistant Missy Porter of Altha how to find a particular file on the computer.

mission and pursue college credit courses with the following provisions:

1. Applicants are classified as "Special" students; that is, they are not pursuing a course of study that leads to an Associate in Arts or Associate in Science degree.

2. 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 the 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.

3. Credits awarded to "special" students under this policy will be validated and applicable toward an Associate in Arts and/or Associate in Science degree after the student is awarded a high school diploma or the equivalent.

Dual Enrollment

Outstanding high school seniors who qualify for dual enrollment may enroll as full-time college credit or vocational 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 credit will be awarded after the senior completes high school graduation.

1. An applicant must be in the 10th, 11th, or 12th grade of high school with a grade point average of "B" (3.0) or higher, and must be recommended by his or her high school principal.

2. Students enrolled in the program may pursue up to 7 semester hours of college work during a summer session and up to 6 semester hours during the fall or spring semester while concurrently enrolled in high school.

3. Provisional college credit will be granted for work satisfactorily completed. Final credit is granted and is applicable

toward a degree after the student earns a high school diploma or the equivalent.

Early Admission

Selected students may be accepted for admission as college credit students prior to actual graduation from high school, provided they comply with all the admission requirements of entering freshmen except graduation, and also meet the criteria below.

1. Completion of the 11th grade and 12 or more credits or units toward graduation.

2. A grade point average of "B" (3.0) or higher for the 9th-11th grades, and rank in the upper 10 percent of his or her class.

3. Be at least 16 years old at the time of admission.

4. Written approval of the high school principal, including certification of rank in class and grade point average.

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.

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 years of instruction above the 9th grade.

When the above stated conditions have been met, the student may be awarded a diploma with his or her regular class or at a time convenient to the principal, provided that:

a. The student has completed two college semesters or the equivalent with a normal class load and maintained at least a "C" average; or, has earned sufficient

college credits to fulfill graduation requirements as specified by the district school board.

b. The student's high school record contains adequate notations covering the work accomplished at the college.

c. A course in Americanism vs. Communism has been completed as prescribed by Florida Statutes.

Placement Testing

In an effort to provide more effective educational services for students, Chipola Junior College and the State of Florida have established a placement testing program. Through the placement testing program the college can better identify the student's academic strengths and weaknesses. Test results are used by the college to advise students and to place them in courses which will best assist them in improving reading, writing, and mathematics skills.

College Credit Students

All students entering Chipola Junior College for the first time are encouraged to take the American College Test (ACT); however, placement test scores are mandatory for the following students:

All first-time in college degree-seeking students.

All students registering for an English or mathematics course.

All degree-seeking students who are completing 12 semester hours of credit.

All high school applicants who are seeking dual enrollment. A score on any portion of the placement test that would require placement in college preparatory courses precludes dual enrollment at Chipola Junior College.

For students who have not taken the ACT, SAT, or ASSET for placement purposes, Chipola will administer the Florida MAPS test during registration. It may also be offered to students with handicapping conditions.

All students who have earned an associate degree or higher from an accredited institution are exempt from place-

ment testing. In addition, students who transfer in 15 or more hours of credit and have completed Chipola's English and mathematics requirements may be exempt.

Vocational/Technical Students

All students entering a vocational/technical certificate program are required by the state to take the Test of Adult Basic Education (TABE). This is not a placement test, but a test to identify weaknesses in various skills so that students may be assisted to upgrade their achievement in the Success Center.

Advanced Placement and Credit by Exam

Students who have taken the College Entrance Examination Board's Advanced Placement and College Level Examination Program (CLEP) tests should have the results forwarded to the Registration Office.

For the CEEB Advanced Placement Tests, Chipola will award credit in the appropriate subject or discipline as per CEEB's recommendation for 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, 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 scores are acceptable, 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. NOTE: CLEP credit in English does not satisfy the writing re-

Change of Rules

The college reserves the right to deny admission to any applicant except for reason of race, creed, color, handicap, 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.

quirements of the Gordon Rule (SBE 6A-10.30).

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



Show Choir's rousing "Disney Spectacular" was performed in concerts throughout North Florida during 1988-89, along with "A Century of Song," composed of a medley of Irving Berlin tunes.

for which entering students 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 may be provided for the superior student.

Counseling and Advising

Both counselors and other faculty members work together to provide academic advising for new and returning students.

At the beginning of each semester all entering or first-year students are encouraged to attend an orientation program. Each student is assigned to a counselor or faculty member for individual academic advising.

Students planning to obtain an Associate of Arts degree and transfer to a university should discuss with a counselor the specific course requirements of the transfer institution. The counseling staff also prepares curriculum guides that list the general requirements for an A.A. degree, as well as the necessary prerequisite/recommended courses for a variety of majors at several area universities.

Students planning to obtain an Associate of Science degree or a vocational/technical certificate should check the catalog for the course requirements of their programs. The counseling staff also has curriculum guides listing the requirements for each A.S. degree.

Counseling services are available on campus each weekday; appointments may be made for evening sessions.

Students should contact the Chipola Junior College Articulation Office for problems unique to their enrollment in postsecondary institutions. He acts on their behalf as a mediator or "ombudsman."

Fees

Associate of Arts and Associate of Science

1. Matriculation Fee: \$20.25 per semester hour (for semester or summer term). This includes a 96 cents financial aid fee.

2. Tuition (applicable to Non-Florida residents only): \$41.25 per semester hour (for semester or summer term).

3. A fee of \$25 will be assessed to evaluate a non-credit program of study for optional credit in an AS degree program of study. College credits will be treated as transfer credits to Chipola Junior College 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) and has successfully completed twelve semester hours of credit with a 2.0 G.P.A. or better. At the date of publication of this catalog, this provision applies to the Criminal Justice, Electronic Engineering Technology, and Industrial Management Technology AS degree programs of study. It is the responsibility of students to initiate this process through their respective instructors.

4. Applied Music Fee: \$40 per semester hour (applicable only to students registered for applied music courses); one lesson per week for semester or equivalent: \$40; two lessons per week for semester or equivalent: \$80.

5. Directed Independent Study carries a fee of \$25 per credit hour, or equivalent, in addition to the regular matriculation fee.

6. Graduation Fee (applicable only to graduating sophomores): \$7 cap and gown (dependent upon cost from vendor). If tassel is to be kept by graduate, add \$3.

7. Transcript Fee: \$1 per transcript.

8. Laboratory Fees, when required, will be listed in the course schedule published each semester.

9. Computer Use Fee:

- All full-time students: \$3.
- All 3-credit-hour computer programming courses: \$6 per course.
- All 1-credit-hour computer based classes: \$2 per course.
- All English courses with writing center: \$4 per course.
- All math courses: \$2 per course.

10. Certification fee for American Institute of Banking credit: \$7 per class.

11. Professional Liability insurance for Allied Health and Cosmetology students: \$12.50 per year.

Costs

These fees and charges are in effect at this time. However, since the catalog must be published well in advance of the next school year, it is not always possible to anticipate changes. Thus the fee schedules may have to be revised. Every effort will be made to publicize changes as far in advance as possible.

Vocational/Technical and Continuing Education

Fees Per Clockhour

COURSES	IN-STATE	OUT-OF-STATE
1. Post Secondary Adult Vocational	per hour	
Vocational Preparatory	\$.38 1/2	\$.77
Supplemental	.60	1.20
Lifelong Learning	.17	.34
2. Recreational and Leisure Time:	Equal to the cost of instruction.	
3. Laboratory Fees, when required, are listed in the course schedule or course announcements published each semester.		

To be classified as full-time, a non college credit student is enrolled for six hours or class periods per day, five days per week; half-time students are those who attend three hours or class periods per day, five days per week.

Residence Hall

1. Replacement of lost ID cards: \$3.
2. Residence Hall Rent: Per Fall and Spring Semester \$500 single; \$400 double. Residence Hall Room rent, paid on semester or term basis, is non-refundable.
3. Residence Hall Room Deposit fee, \$50, refundable when the student officially moves out of the room if the semester rent has been paid 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 \$50 or more.

Textbooks and Supplies

The cost per school year depends upon the program of study. For most academic program students the total will not exceed \$250 per semester. For vocational students the costs vary with the program, depending upon whether or not specialized clothing and tools are required. Except for programs requiring specialized clothing or uniforms, the total costs for textbooks and supplies should not exceed \$500 per school year.

Cafeteria Charges

Students who live in the residence hall are required to purchase their noon meals in the college dining hall. The dining hall will serve its last meal plan lunch on the day classes are dismissed for holidays or end-of-term vacations. The

first meal plan lunch served at the end of holidays (or vacations) will be lunch on the days classes resume.

The meal plan may be purchased by any student.

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.

Summary of 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 resides in the college district, the minimum estimated expenses exclusive of room and board, transportation, and personal expenses range from \$764 to \$1044 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

The boarding students who live in the dormitory or rent a room in Marianna should add \$1700 to \$1900 to the amounts estimated above for a total estimated expense of \$2464 to \$2944 per school year (or two semesters) for fees, room and board, textbooks and supplies. This does not include any allowance for clothing, transportation or incidental expenses.

Non-Florida residents should add \$672 for tuition to the estimates shown above.

Student Services

Financial Aid

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

Assistance based on financial need takes into consideration the financial resources of the student and his family, as well as any special problems. Such need is determined by analyzing the Family Financial Statement of the American College Testing Program. The ACT does not itself award financial aid; it simply provides the approved Congressional methodology for 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, continuation of aid is dependent upon meeting the college's Measurable Progress standards. These requirements are surveyed in the "Rules and Regulations" section, and a chart of them is available in the Financial Aid Office.

Students who are delinquent in repaying a loan or who owe the college for an overpayment of a grant are ineligible for additional financial aid.

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

1. **Pell Grant** (formerly BEOG) is a federally-sponsored aid program designed to provide assistance to those who need it to attend postsecondary school educational institutions. This grant is gift aid and non-repayable.

2. **Supplemental Educational Opportunity Grant (SEOG)** program is designed to provide assistance for qualified students who have exceptional financial need. The amount of the grant will depend upon the degree of need and can be no more than one-half of the total assistance given the student or \$2,000 per academic year. SEOG grants are gift aid and are non-repayable.

3. **College Work Study Program** provides part-time employment for qualified needy students. Work is limited to 17.5 hours per week while classes are in session. Depending upon the availability of funds, students may also work during the summer and other vacation periods.

4. **Public School Work Experience Program** is funded by the State of Florida for full time sophomore students with financial need who are two-year Florida residents and Florida high school graduates. Students work as tutorial assistants at the college or in area elementary and high schools.

5. **The Benjmin H. & Sally Hatton Scholarship**, in the amount of \$150 per year, is awarded by the college to a Jackson County farm girl or boy. Each recipient must indicate financial need, be of good moral character, and, if a boy, be interested in some phase of agricultural education, or, if a girl, be interested in home economics education.

Eligible students should apply for financial aid through the college and should mail to the Office of Financial Aid recommendations from their principal, counselor, and a 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 by the Music Scholarship Committee on the college campus during the spring semester of every year. For further information contact the Coordinator of Fine Arts.

7. The **Industrial Education Scholarship** for recent high school graduates will pay a student's tuition for one semester a year while he or she is enrolled in a vocational industrial program of study. For further information contact the Dean of Vocational, Technical and Continuing Education.

8. **College Scholarships** offered by Chipola cover tuition for various types of students, 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. Music scholarship. Persons interested should contact the Coordinator of Fine Arts, in addition to making application for aid.

c. Athletic Scholarships in baseball and men's and women's basketball. Interested persons should contact the Athletic Director.

d. Seven students per year are awarded science lab assistantships. Awards are recommended by a committee comprised of members of the natural science and mathematics faculty. Contact the Chairman, Division of Mathematics, Natural and Social Sciences for further information.

e. Two scholarships per year are awarded to an outstanding member of *The Papoose* (student newspaper) staff. Awards are recommended by the Board of Student Publications.

f. One scholarship is awarded each year to the president of the Student Government Association.

g. Two students per year are awarded theatre scholarships. The Theatre Department recommends these awards. Contact the Coordinator of Fine Arts for additional information.

h. Fees may be waived for dual enrollment students, who will apply the college credits earned toward high school graduation, and for students enrolled in the clockhour vocational programs.

i. Leadership Scholarships are awarded to a graduating senior from each high school in the district who has a G.P.A. of 2.5 and has displayed leader-

ship skills. Selection is made by the appropriate high school personnel. The scholarship is a one-time tuition credit of \$200.

9. **Stafford Student Loan** (formerly GSL) is designed for middle income families for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, savings and loan association or other eligible lender. Students may borrow up to \$5,250 during the two years at a junior college. Repayment begins six months after studies are completed at the rate of 8 percent interest. Applications or information may be secured from any participating financial institution in the student's home town or from the college Office of Financial Aid. Applicants must submit an ACT application to be considered.

10. **Short Term Revolving Loan Program** is designed to offer limited financial assistance to students in an emergency situation. It is funded by the college foundation.

11. **Vocational Rehabilitation Scholarship**, 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 and/or the Handicapped Student Services Specialist on campus.

12. **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. The current programs in effect are Chapter 34, 35, 32-(VEAP), 31-VR, and the new Chapters 106 and 30. The college will assist any eligible person in making application to the Veterans Administration for educational benefits. Eligible students should contact the Office of Financial Aid at the college.

13. **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 and are renewable if the student meets the grades and hours requirement. The awarding and amount of a grant are based on financial need. The maximum amount of a grant is \$618 per academic year. Application may be made by using the ACT Family Financial Statement.

14. **Florida Undergraduate Scholars Fund.** This scholarship provides financial assistance to the state's most outstanding high school graduates who pursue their higher education at Florida colleges and universities. The award is renewable annually but may not be received for more than the equivalent of eight semesters. The current award is \$2,500 per academic year; however, Florida Academic Scholars' Certificate recipients who entered high school prior to July 1, 1987, and who obtained less than a 3.5 unweighted G.P.A. on a 4.0 scale shall receive initial awards of \$1,000. The student must have obtained a 3.5 G.P.A. on a 4.0 scale, or equivalent, in high school academic subjects and scored 1200 or above on the combined verbal and quantitative parts of the SAT, or 28 on the ACT. Applications are obtained and completed at the student's high school. For further information and eligibility requirements please contact the Financial Aid Office.

15. **Other Scholarships.** Other 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. 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 Harshbarger Scholarship Fund, Marianna Optimist Club, Marianna Kiwanis Club, Mari-



Gayle Heinemann (left), financial aid officer, assists Denise Sznura of Marianna in filling out a financial aid application. Approximately 65 percent of Chipola students receive some kind of assistance—grants, loans, scholarships, or work-study.

anna Lions Club, Marianna Pilot Club, Marianna Rotary Club, Senior Woman's Club of Marianna, and many other civic organizations and individuals. New scholarships are added each year. For further information and eligibility requirements please see the Financial Aid Office.

16. **The Chipola Junior College Foundation.** The Chipola Junior College Foundation, a non-profit support organization for the college, provides a means for individuals and/or groups to make tax-free contributions which are used for scholarships. A number of scholarships are endowed through the Foundation. Among these are scholarships designated for specific majors, such as the Staley Memorial Art Scholarship, the Mildred H. Keen Library Science Award, Florida Institute of Food and Agricultural Sciences 2+2 Scholarship, and Nursing scholarships. Additional information concerning the foundation and/or its scholarships is available from Chipola counselors, the Financial Aid Office, or the Foundation Office.

A comprehensive listing of scholarships is available in the offices of high school counselors in the Chipola District and the Chipola Financial Aid Office.

Residence Hall

The Chipola student Residence Hall is owned and operated by the college. Application for housing should be made when an application for admission is submitted.

Each residence hall applicant will be required to submit a \$50 deposit with the Application for College Housing. The deposit will be retained as long as the student is residing in the Residence Hall.

The room deposit is 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 exceed \$50.

The housing agreement is made for one semester or summer term and becomes effective when the room rent is paid and the student acknowledges receipt of the rules and regulations. 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 furniture. Personal items 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 are located in the utility rooms.

All students living in the hall are expected to abide by rules and regulations for residence hall students as published in the Student Handbook or other publications. As mentioned above, copies of these rules and regulations are made available to students and their parents, and students are required to acknowledge receipt of the rules and regulations before the rental agreement becomes effective.

Students should refer to the college calendar for the opening and closing dates of the Residence Hall and are encouraged to confirm preregistration room assignments with the Residence Hall manager.

Food Service

The dining hall is located in the Student Center. Students living both on and off campus may use this facility. 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

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 or the Administrative Services Office should be notified in the event of illness or accident.

The students have the responsibility to inform Student Services counselors or instructors of personal physical problems which may affect their performance in class.

Library

The Library houses over 30,000 books and over 3,500 audiovisual items for classroom use, group use, or individual study. In addition, it subscribes to more than 250 periodicals (newspapers, journals, and magazines) and maintains extensive microform and vertical file holdings.

Sports and Recreation

The Student Center is located inside the main college circle. The student lounge is located here and is open for all students. Dances, parties, and receptions are also held here.

Chipola Junior College participates in intercollegiate baseball and men's and women's basketball. The teams in former years have had successful seasons in each sport. A good schedule of games has been arranged with colleges in Florida and in nearby states. Students are urged to participate in varsity sports.

The college offers a program of intramural sports for all students. 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. See the "Rules and Regulations" section of this catalog for students who may be exempted.

Student Activities

Student activities complement the academic programs of the college by providing opportunities for students to develop leadership skills, to pursue special interests and to interact socially. The Student Government Association represents, through its elected members, the entire student body and is responsible for sponsoring various activities: dances, outdoor picnics, Homecoming and other events.

Publications: Students, under the direction of faculty advisers, are responsible for producing and publishing *The Papoose*, the student newspaper. The major portion of the content of this publication is composed in journalism classes taught by the Division of Communications, Fine Arts and Humanities.

Theatre: Students are encouraged to participate in the college theatre program, which presents a season of three or four major productions each year in addition to a three-week summer workshop. Any interested students or community members are encouraged to audition for productions or to sign up for theatre lab courses for credit. No previous experience is required.

Music Activities: The College Chorus, Chamber Chorus, and the Show



Michael Davis checks out Chipola's newly remodeled Library after its reopening in January of 1989 to make sure the aisles are wide enough for wheelchairs. The refurbished building also includes a chairlift so handicapped students can get to the periodicals and computers on the second floor.

Choir are coeducational performing groups evolving from credit courses. The College Chorus and the Chamber Chorus present programs to the public as well as 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 of the music activities are urged to contact the faculty sponsor concerned. The college sponsors the Jazz Ensemble for interested instrumental students.

Campus Organizations

Baptist Campus Ministry. The BCM is open to persons of all denominations. Its purpose is to provide opportunities for Christian growth at Chipola.

Black Student Union. The BSU hopes to improve and promote the educational, social and political environment on campus for black students.

Cheerleaders. The cheerleaders promote school spirit at Chipola sports events. Membership is determined by competitive try-outs.

Compass Club. The Compass Club is a women's service group sponsored by the Pilot Club. Members perform service projects for campus and community, such as serving as hostesses on various occasions.

Sigma Lambda Psi. Sigma Lambda Psi is a men's service fraternity designed to promote educational and social achievement among black youth in the area.

Mu Alpha Theta. Mu Alpha Theta is a mathematics honorary society for junior college students. Students must have an 3.0 average overall and a 3.0 average in math.

New Beginnings. New Beginnings is a mutual support group for single adult students, with membership also open to singles in the community.

Papoose. *The Papoose* is the Chipola student newspaper. Photographers, journalists, cartoonists, and students interested in advertising are urged to participate in its production.

Phi Theta Kappa. Phi Theta Kappa is Chipola's honorary society.



After sponsoring a lecture by a psychologist, officers of New Beginnings stay after the program to ask the president, Dr. Jerry Kandzer, what he thought of the presentation. They are (from left) Ruth Sweeney, Dr. Kandzer, Norma Kins, Vi Gibson, Lisa Rodriguez, Jill Thomas and Mary Schweibold.

Phi Beta Lambda. Phi Beta Lambda provides opportunities for students to develop skills in business and office occupations.

Science Club. The Science Club is a co-curricular organization open to all students taking at least two science courses (including math) per semester.

Show Choir. The Show Choir provides an opportunity for students to showcase their talents as they perform in a disciplined musical and dance group.

Soup Group. This discussion group provides encouragement and intellectual stimulation through discussion of controversial and/or timely topics chosen by the members.

Student Government Association. SGA, a body of elected students, sponsors student activities and represents the students' interests in formal and informal contacts with the college administration.

Student Nurses Association. The Student Nurses Association prepares nursing students for the assumption of professional responsibilities.

Vocational Industrial Clubs of America. VICA offers students the opportunity to develop vocational skills through competition.

Intramurals. Chipola offers a wide range of intramural activities where students compete with one another. Included among the intramural activities are basketball, volleyball, racquetball, tennis, bowling, archery and ping-pong.

Handicapped Services

Chipola Junior College is committed to assuring full access to its programs and facilities for all qualified individuals who have handicaps. The Office of Disabled Student Services provides individualized services which include counseling, special testing and notetaking arrangements, enlarging of printed materials, mobility assistance and tutoring. Specialized equipment is provided as needed and includes computers, typewriters, cassette recorders, reading/writing aids and wheelchair desks. Staff members are available

to assist during registration, serve as a vital communications link with the college faculty and administration, and act as liaison with referring agencies such as Vocational Rehabilitation and Blind Services. All services are, of course, confidential and purely voluntary. Several dormitory rooms are wheelchair accessible and handicapped parking spaces and accessible restrooms are situated around the campus.

At Chipola Junior College having a disability is not necessarily a handicap.

Career/Life Planning Center

Students who have questions about various careers are encouraged to visit the Career/Life Planning Center. Occupational inventories, career information, interest assessments, magazines, and CHOICES (a computerized career exploration system) provide current information to assist students in making realistic career decisions.

The Career/Life Planning Center maintains college catalogs for universities, colleges and technical schools, especially those located in the southeastern United States, as well as specific information from several Florida state universities.

These services are available on campus each weekday; appointments may be made for evening sessions.



Reginald Williams (left), president of the Student Government Association, congratulates history professor Charlton Keen on his selection as Professor of the Year for 1988-89. The contest is sponsored annually by SGA.

Job Training Partnership Act (JTPA)

Individuals who are financially, educationally, and culturally disadvantaged may make application for the JTPA program at the local Job Service of Florida Office. Upon certification of eligibility, individuals are referred to the college for assessment. Applicants who do not possess a marketable skill or who need basic education or employability skills training will be selected for classroom training in a program related to their interest and ability. JTPA can assist eligible students who are interested in the vocational certificate and A.S. degree programs.

Student progress is monitored closely by instructors and the JTPA staff. Job placement assistance is provided by Job Service of Florida to obtain permanent employment related to classroom training.

JTPA coordinates its efforts with other special interest programs and the Financial Aid Office on campus. The

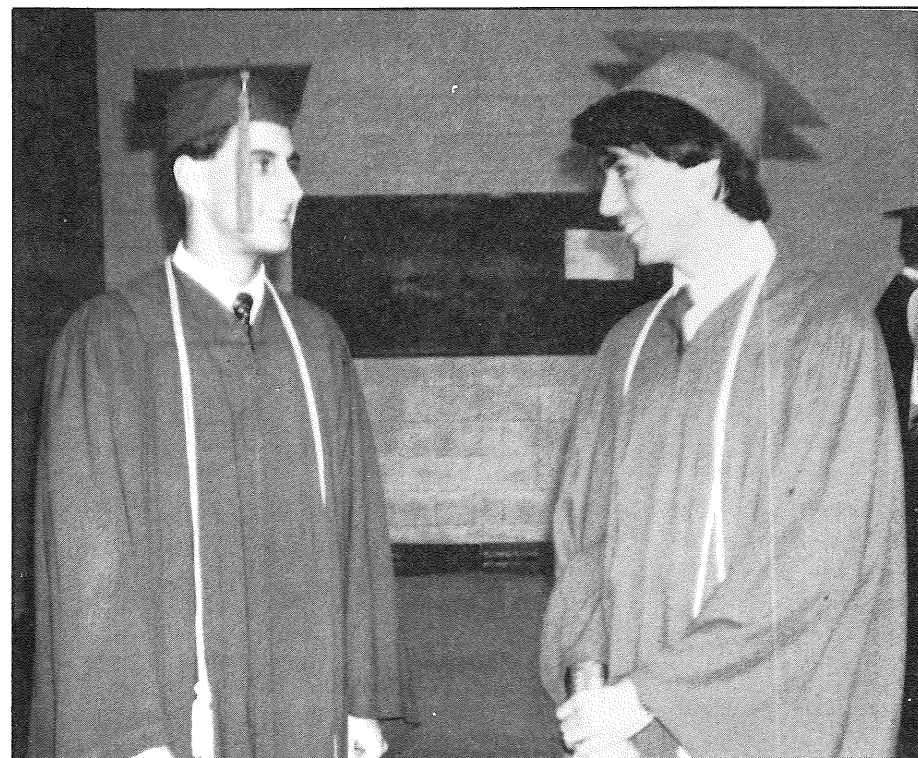
JTPA Office is in Room 407, adjacent to the Career/Life Planning Center.

Displaced Homemaker/Single Parent Program

The Displaced Homemaker/Single Parent Program provides skills assessment and evaluation, help in building self confidence, financial assistance with job training, child care and transportation expenses and referral to other resources. The program offers career counseling and job placement services as well as guidance and support while the participant progresses from dependence to self sufficiency. Further support is offered through a campus club, "New Beginnings," sponsored by the program.

Success Center

The Success Center is available to any person in the district who wants to upgrade his skills in reading, writing, and arithmetic. People who score less than 8th grade on the Test of Adult Basic Education (TABE) do not have to pay for this service.



Jeffery Seay of Blountstown and Gregory Smith of Altha wait for the processional to begin at 1988-89 graduation. Both were honor graduates and members of *The Papoose* staff; Seay, an editor; Smith, business manager. Seay will major in English at Florida State while Smith will continue his studies in art at the University of Florida.

Rules and Regulations

Compliance with Rules

All students are expected to comply with the rules and regulations set forth in the *Student Handbook* and this catalog.

Registration

Associate of Arts and Associate of Science students are required to register at the beginning of each semester or session for assignment to classes. No college credit registration will be accepted after the last day prescribed for each semester or session as shown in the college calendar. Some vocational/technical programs may accept students throughout the semester if space is available.

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

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 overall progress will be benefited by such action. Personal illness, financial hardships, and a course overload beyond 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.

Student Load

The minimum load for full-time college-level students is 12 semester hours per semester or 6 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 first-time students is 18 semester hours per semester.
2. Students who have a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of 19 semester hours per semester.
3. Students who have a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of 21 semester hours per semester.
4. Students on scholastic probation are limited to loads of 16 semester hours per semester.
5. The maximum load during the summer session is 8 semester hours per six weeks term.

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

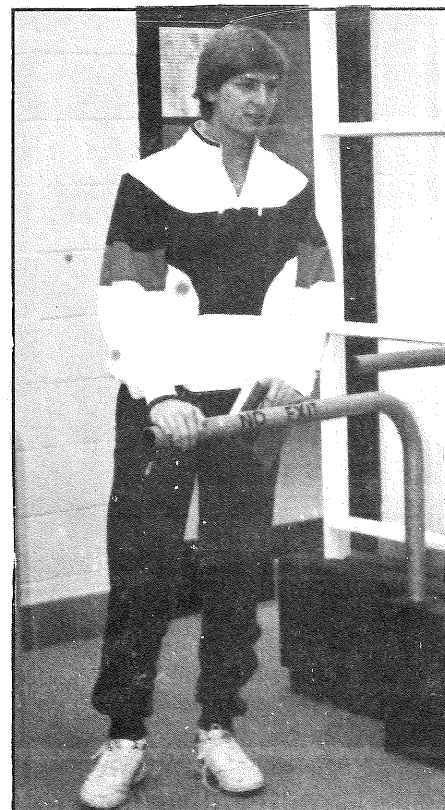
Vocational students will, in general, be classified as either full-time (30 clock hours or class periods per week) or half-time (15 hours per week). Students who attend less than 30 hours per week will be considered part-time.

Physical Education Exceptions

Physical education courses are considered an important part of the student's curriculum. With the exceptions noted below, all college-level students will be required to take at least two semester hours of physical education activity courses (those listed under Required Physical Education) for the Associate in Arts degree. However, semester hours in other subjects in the Personal Improvement Area must be substituted for the hours of Required Physical Education waived.

1. Students who are 25 or more years of age at the time of original enrollment are exempt if they make written application to the Dean, Academic and Student Services.

2. Students who are physically unable to participate in regular activity courses as evidenced by a certificate or letter from a practicing physician are



Erik Cooke of West Palm Beach tries out the new electronic alarm system in the Library.

exempt from the physical education requirement.

3. Physical Education requirements for students in attendance at night will be partially or fully waived in proportion to the percentage of semester hours earned during such periods of enrollment.

Attendance

Regular attendance is expected of all students. Each student is accountable to the instructor concerned for all class absences except those resulting from official college activities.

Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reason. Otherwise, the student may suffer grade loss at the discretion of the instructor. Evaluation of absences is the responsibility of the Office of the Dean of Academic and Student Services when requested by the instructor.

Students appeals concerning absences are processed through established administrative channels.

Students who flagrantly violate attendance regulations are subject to suspension or dismissal.

Students who have been absent from class ten or more class periods during the period prior to the last day students may withdraw from a course without penalty and who are making unsatisfactory progress in a course may be administratively withdrawn from the course upon the recommendation of the instructor. When this method of withdrawing from a class is used, "Administrative Withdrawal" will be written on the "Authorization to Drop a Course" forms, and the students affected will receive grades of "W." The "Request for Student Withdrawal" must be completed by the instructor and sent to the Division Chairman and the Academic and Student Services Dean for administrative action. The students 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 students shall have the right to appeal this administrative withdrawal through established administrative channels: Division Chairman, Academic and Student Services Dean, President, and Board of Trustees. This appeal must be made in writing within ten (10) days after notification of withdrawal.

Grading System

Final grades are distributed following the close of each term. Grades may be withheld by the college for reasons such as unpaid fees, overdue loans, overdue library books, unreturned audio-visual or physical education materials and equipment, incomplete admissions records, disciplinary actions, and academic probation and exclusion. Exceptions may be made by the Dean of Academic and Student Services. Students are graded according to the following Grade Point Average (GPA) system:

Used in GPA Computation		
Value	Interpretation	Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete*	0
W	Withdrawn or Dropped	0
X	Audit	0

*Students have six weeks to complete the work required to remove an "I" grade.

Grade Point Average (GPA)

Each letter grade has a point value. A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credits the course carries. Thus a "B" (worth 3 points) in a 3-credit course is worth 9 grade points and an "A" (worth 4 points) in the same 3-credit course is worth 12 grade points.

The grade point average is found by adding the total grade-point values earned

and dividing by the total number of credits attempted during the same period of time.

Example

ENC 1101	4 hours credit	Grade A	
	4 hours credit x 4 points =		16
MAC 1104	3 hours credit	Grade C	
	3 hours x 2 points =		6
SSI 1120	3 hours credit	Grade F	
	No hours earned x 0 points =		0
FRE 1101	4 hours credit	Grade B	
	4 hours credit x 3 points =		12
ART 1300C	3 hours credit	Grade C	
	3 hours credit x 2 points =		6
DAA 1160	1 hour credit	Grade B	
	1 hour credit x 3 points =		3
Total hours credits		18	
		Total Points	43
			43 points + 18 credits = 2.39 GPA

Students should have a 2.0 grade point average in all work attempted in order to qualify for entry into a four-year college or university. While a student may earn a cumulative average of 2.0 and have grades of "D," it is well to remember that grades below "C" are seldom transferrable to some private or out-of-state colleges and universities.

Classification of College Credit Students

Freshman: A student having fewer than 24 semester hours of earned credit.

Sophomore: A student having 24 or more semester hours of earned credit.

Full-Time: A student who registers for 12 or more semester hours.

Part-Time: A student who registers for fewer than 12 semester hours.

Special: A student admitted for purposes other than a degree.

Transient: A student who is temporarily registered (for one term) at Chipola Junior College with the approval of some other college or university where he or she is regularly enrolled; or a Chipola Junior College student who is temporarily in attendance at another college or university with the approval of Chipola Junior College.

Audit: A student admitted on a non-credit basis to college classes. Audit students must complete the standard admission procedures. Attendance requirements are established by the instructor. Charges for audit registration are the same as for credit registration. Audit courses will be included on academic records with a grade of "X."

Provisional: A student who lacks a high school diploma and whose admission status is provisional pending the completion of a standard high school or General Education Development (GED) diploma.

Forgiveness Policy

Students may repeat courses to earn higher grades, provided an AA degree has not yet been awarded. The grade point average will be adjusted so that only the last attempt at the repeated course will be included in the grade point average.

All courses attempted at Chipola Junior College will appear on the student's transcript. Repeated courses will be indicated by a "T" for an initial attempt and an "R" for the final attempt.

Students should be aware that some colleges and universities may not honor Chipola's forgiveness policy and may compute the initial attempt in the grade point average.

Standards of Academic Progress

Chipola Junior College has adopted new Standards of Academic Progress applicable to all students beginning the Fall Semester 1982. These standards should be reviewed carefully and ques-

tions directed to faculty advisers or members of the Student Services Staff.

Quality Point Deficiency System

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 a student attempted 16 semester hours, 32 quality points would be needed to have the minimum 2.00 average. If a student has only 25 quality points for the 16 hours attempted, he has a quality point deficit of -7 points.

Standards	
Action	Quality Point Deficiency
Alert	1-18
Warning	19-29
Suspension	30 or more

Definitions

Alert: Deficit of 1-18 quality points for ten (10) or more cumulative semester hours credit attempted. Students on Alert must earn a cumulative grade point average of 2.00 or higher in one semester or be placed on Warning.

Warning: Deficit of 19-29 quality points for ten (10) or more cumulative semester hours credit attempted. The student will be placed on Warning for either of two reasons: (1) a cumulative quality point deficiency of 19-29 points, or (2) completion of two semesters on Warning with less than a 2.00 cumulative grade point average.

Suspension: Students shall be suspended for a period of one semester for the first suspension. Each suspension thereafter shall be for a full academic year. Two summer terms equate to one semester.

These same standards may apply to vocational clockhour students. Full-time vocational students pursue the equivalent of 17 semester hours credit during the fall and spring semesters and 6 semester

hours of credit in a summer session. Full-time vocational students who make an "F" for a semester grade will be suspended.

Credit and clockhour students suspended from Chipola Junior College are eligible for readmission on Warning status only. The readmission student must have less than a cumulative quality point deficiency of 30 points after one semester or be suspended again. Clockhour students must show continued progress toward their program of study in order to continue. Further, the readmission students must have a 2.00 or higher cumulative grade point average after two semesters or be suspended again. While on Alert or Warning, students will be required to participate in counseling sessions and related activities as may be prescribed by the Dean, Academic and Student Services.

Appeals

Appeals of probation and suspension decisions may be made by contacting the Registration Specialist for the Admissions Committee schedule. The Admissions Committee's decision is final, except that action may be appealed through the president to the Board of Trustees. If students placed on scholastic suspension successfully appeal their suspension, they may be allowed to remain in college on a probationary basis.

Disciplinary Action

Violation of college rules in the handbook and catalog will subject students to dismissal. In addition, students will be responsible for all official announcements circulated on campus in the weekly college newsletter.

Disciplinary probation refers to 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.

Student Records

Chipola Junior College policy fully complies with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate data.

Directory information will be released to anyone unless the student specifies in writing to the Registration Specialist not later than the tenth calendar day of classes in each term that this information is to be withheld. Classified as directory information are the student's name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received including Dean's List, most recent previous educational institution attended, major field of study, participation in college activities and sports, and weight and height of members of athletic teams.

Items open to inspection only by the student, the eligible parent/guardian of the student, and members of the professional staff who have responsibility for working with the student are as follows: health and medical records, disciplinary records, personal counseling and advising records, student placement files relating to employment, general test information, required student and family financial income records, and student permanent academic records, including grade reports and other supporting data.

In order for parents to have access to a student's records without written permission from the student, the parents must certify that the student is economically dependent upon the parent as defined by Section 152 of the Internal Reve-

nue Code of 1954. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded the student.

Students who desire access to all items in their permanent folder that may be shown them should make a request in writing to the Registration Specialist. Students who wish to challenge the contents of their records should contact the Registration Specialist concerning the procedures to be followed.

Any students desiring complete information relating to student access and student protection of records should contact the Registration Specialist.

Official Transcripts

The official transcript of the record of a Chipola Junior College student will be furnished only upon the written request of the student. The college reserves the right to deny a transcript to students whose financial record is not clear.

Graduation Requirements

Chipola Junior College awards two degrees, the Associate in Arts and Associate in Science, and certificates in vocational/technical programs.

Associate in Arts

To be awarded the Associate in Arts degree, a student must be entitled to an honorable dismissal, must be eligible to re-enroll, must have earned a cumulative grade point average of 2.00 or better on all work attempted, must have completed a total of not less than sixty-four semester hours of acceptable college work, must have fulfilled the requirements of the Communication and Computations Skills regulation (Gordon Rule), and must have taken and successfully passed the CLAST. Fifteen of the last 30 semester hours toward graduation ex-

cluding Physical Education activity courses must be earned in residence at Chipola Junior College. Requirements are shown in the current catalog for the academic year during which the student originally entered Chipola Junior College or for the year during which the student applies for graduation, except that the catalog for the year during which the student originally entered Chipola Junior College may not be used if more than three years have elapsed between the date of original admission and graduation. In the latter case, the catalog current for the year of graduation or the catalog for the preceding year must be used with regard to the General Education requirements.

Associate of Science

The requirements for the Associate of Science degree are the same as for the Associate in Arts except instead of the General Education requirements, the student must follow one of the curricula listed under "Programs of Study-Vocational/Technical" in this catalog.

Certificate of Completion

Students who meet all of the requirements for either the Associate in Arts or the Associate in Science degrees except a cumulative grade point average of 2.00 or better may be issued a certificate signifying the completion of a specified number of semester hours.

Vocational Certificate

The graduation requirements for vocational or certificate programs of study vary with each program. To be awarded a vocational certificate of completion, a student must be entitled to an honorable dismissal, must be eligible to re-enroll, and must have satisfactorily completed the clock hours of instruction as specified in the "Programs of Study-Vocational/Technical" section of this catalog. The requirements concerning the catalog to be used for graduation requirements are the same as those specified for degree-seeking students.

Withdrawal from College

To withdraw from the college, a student should obtain a withdrawal form from the Registrar's Office, fill in the appropriate information, obtain the necessary signatures as listed on the form, and return the form to the Registrar's Office by the prescribed withdrawal date. All college obligations must be fulfilled. Students who do not follow the required procedure may receive grades of "F" for all college credit courses being pursued at the time they discontinue attendance.

College Level Academic Skills Test (CLAST)

The College Level Academic Skills Test, CLAST, is designed to test skills in computation and communication associated with successful progression through the baccalaureate level. The test is required by Florida Statutes and by rules of the State Board of Education.

The CLAST is required of all community college students who are completing Associate of Arts (AA) degree programs, and community college students who are completing Associate of Science (AS) degree programs and are applying for admission to upper division programs in Florida state universities. The exam is also required of native university students who are completing their sophomore year.

If a student does not take the CLAST, the Associate of Arts degree will not be granted, and admission to upper division status at Florida state universities will be denied. The CLAST requirements apply to students transferring to Florida state universities from private colleges in Florida and from out-of-state colleges and universities.

The State Board of Education established passing scores for the CLAST, effective August 1, 1984. The following minimum scores are required on each subtest of the CLAST to satisfy the minimum standards of the State Board:

A. Before August 1, 1984, no minimum score required.

B. From August 1, 1984, through July 31, 1986, the scores shall be: Reading 260, Writing 265, Computation 260, and Essay 4.

C. From August 1, 1986, through July 31, 1989, the scores shall be: Reading 270, Writing 270, Computation 275, and Essay 4.

D. After August 1, 1989, the scores will be: Reading 295, Writing 295, Computation 295, Essay 5.

CLAST dates through the summer of 1990 are as follows:

Registration Deadline	Test Administration Day
Sept. 8, 1989	Oct 7, 1989
Feb. 9, 1990	Mar. 10, 1990
May 4, 1990	June 2, 1990



Barbara Strickland (bending) and her fellow students in the Correctional Officer Program are delighted by the contortions of students competing in the 'Izzy Dizzy' contest during Fall Festival.

Gordon Rule

In 1982, the State Board of Education adopted a Communication and Computation Skills regulation (SBA 6A-10.030), also known as the Gordon Rule.

This rule, in essence, requires all degree-seeking college students to take 12 hours of specified writing courses which require not less than 24,000 words of writing (2,000 words per credit hour of the designated courses); and to take 6 hours of mathematics courses at the college algebra level or higher. Grades of "C" or better are required in courses taken to fulfill the requirements of the rule.

Financial Regulations

1. No registration will be complete until all fees and tuition have been paid in full and students have received their ID cards and proof of payment. 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 in, 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/her current registration. In applying this regulation the following shall be observed:

a. "Applicant" shall mean a student applying for admission to Chipola Junior College.

b. In all applications for admission by students as citizens of the state, the applicant, if married or 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.

c. 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 a 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.

d. A non-Florida resident may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve months and must present United States immigration and naturalization certification that he or she 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 or her classification will be changed for future registrations.

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

(1) Active duty United States military personnel stationed in Florida, their spouses, and their dependent children.

(2) Public school, public college, and full-time employees classified as instructional or administrative, their spouses, and their dependents.

(3) Latin American and Caribbean full-time students on federal or state scholarships.

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 or her application or accompanying documents or statements.

Refund Policy

1. The Graduation Fee is non-refundable.

2. Residence Hall rent, paid on a semester or term basis, is non-refundable.

3. The Residence Hall Deposit is refundable if the student has not damaged, destroyed or lost any dormitory property at the time he or she vacates the room. Partial refunds may be made provided property losses do not exceed \$50. The fee is nonrefundable if the student does not enroll and actually occupy a room.

4. Charges for the Meal Plan will be refunded on a percentage basis to a student withdrawing from college, if the meal ticket is returned to the Business Office.

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

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.

6. 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.

7. Full refund of fees paid will be made to students when the college administration cancels a class or program or a student drops a course before it begins.

8. Non-College Credit/Continuing Education Course: All fees, or a letter from a college approved agency certifying that payment of fees is forthcoming by the first class meeting. A full refund will be given if a student cancels prior to the first class meeting. An 80 percent refund will be given if the student cancels prior to a second class meeting. After the second class meeting, no refunds will be issued.

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.

Measurable Progress for Financial Aid Recipients

Student financial assistance involves institutional scholarships, state scholarships and grants, federal grants, work and loan programs, and Veterans Administration educational benefits.

Students receiving funds in any of the above aid programs are required to maintain the progress requirements established by the institution for all students in addition to the following requirements. A chart of the progress requirements is available from the Financial Aid Office.

A. Institutional Scholarships

1. Athletic Scholarships

a. Maintain National Junior College Athletic Association standards.

b. Maintain Florida Community College Athletic Association standards.

2. Merit Scholarships

a. Maintain a 2.00 grade point average each term or semester.

b. Complete 24 semester hours each academic year.

B. State Scholarships and Grants

1. Florida Student Assistance

Grants

Maintain a 2.00 grade point average and complete a minimum of 24 semester hours or vocational hour equivalent each academic year.

2. Florida Undergraduate Scholars Fund

Maintain at least a 3.2 grade point average and complete a minimum of 24 semester hours or the vocational hour equivalent each academic year.

3. Public School Work

Experience Program (PSWEP)

Must have completed freshman year and have earned a cumulative G.P.A. of 2.5 for all previous college work, and have earned less than a 2.5 for no more than one academic term during the previous academic year in which state aid was received and a minimum of 15 semester hours was completed.

C. Federal Aid

1. AA and AS Degree Students

a. Maintain a cumulative GPA according to the following schedule:

End of first term of attendance, 1.0
End of second term of attendance, 1.5

End of third term of attendance, 2.0
All subsequent terms, 2.0

b. Complete each term with a "D" or better grade, with a minimum of:

8 semester hours if enrolled full time

6 semester hours if enrolled 3/4 time

4 semester hours if enrolled 1/2 time

2/3 of work attempted if enrolled less than 1/2 time

(Note: Two summer sessions equal one semester).

c. A full time student will be allowed to receive aid for a maximum of 8 semesters.

2. Clock Hour or Certificate Students

a. Must earn 2/3 of the hours attempted each term with a "D" or better grade.

b. An "F" grade on 450 or more clock hours attempted in a term will result in suspension from College, and, therefore, financial aid suspension.

c. A full-time student will be allowed to receive aid for a maximum of six semesters and three summer sessions (3600 clock hours).

d. Title IV (the Pell Grant Program) requires that Vocational students complete the total number of clock hours provided by the college calendar in each

semester the student is registered before receiving the next disbursement of Pell Grant funds.

3. Transfers between Degree and Certificate Programs

a. All terms attended will be counted as part of maximum terms eligible for aid.

b. Probation or suspension status will be calculated on previous enrollment and carry forward with program change.

D. Course Work Evaluation

All attendance, including remedial courses at Chipola, is considered in determining "Measurable Progress," before a student may receive aid - effective July 1, 1984. Academic work at other institutions will not be considered.

E. Probation

If a student is not meeting all criteria of Standards of Satisfactory Progress, a one-semester probationary period will be allowed in order to meet the criteria.

F. Removal from Probation

If at the end of the semester of probation, the student earns the required grade point average and hours to be completed for this new stage of enrollment, the student will be considered to be making progress and will be removed from probation.

G. Suspension

If at the end of a probationary period, the student is not meeting all satisfactory progress criteria, he will be determined not to be making satisfactory progress and will be terminated from Title IV Aid.

H. Reinstatement

After having been suspended from aid for a semester or more a student may request to be reinstated if he or she has maintained the minimum standards.

I. Appeal

If the student feels that there were mitigating circumstances such as illness, death, personal or family problems which caused the lack of progress, an appeal may be made to the College Student Committee by first contacting the Financial Aid Office.

Programs of study

Types of Study

Chipola Junior College offers degree and certificate programs as well as short courses and special interest courses. In brief, the differences among them are as follows:

1. Associate of Arts Degrees

This type of degree is for students who intend to transfer to a university and earn a Bachelor's Degree.

Specific information about the AA Degree appears on pages 42 -57

2. Vocational/Technical Associate of Science Degrees and Certificates

This type of study, which includes Associate of Science Degrees, vocational certificates, and supplemental vocational training, is not intended for students who plan to earn a Bachelor's Degree. It is for people whose primary goal is to learn a skill and enter the job market. Since requirements for AS Degrees, vocational certificates, and occupational training overlap, these programs are classified by areas.

Specific information about AS Degrees and certificates in each major area appears on the indicated pages:

Allied Health, pages 59-61 Business, pages 62-68
Industrial, pages 69-74 Public Service, pages 75-77

3. Continuing Education, Special Courses and Activities

These courses, scheduled at different times throughout the year, are offered for various occupational and special interest groups, and include basic skills, vocational preparation, recreation and leisure activities.

Specific information about these courses appears on pages 78-79.

AA students need to be aware that some classes at Chipola are designed primarily for AS students, and, therefore, may not transfer toward the Bachelor's Degree. Conversely, AS students need to be aware that many of their classes will transfer toward a Bachelor's Degree.

**Associate
of Arts
Degree Program
for students who
plan to transfer
to a senior college
and complete a
Bachelor's Degree**

**Associate of Arts/
University Parallel/
Transfer Program**

The college offers a two-year program leading to the Associate of Arts (AA) degree. Usually referred to as the University Parallel, or Transfer Program, the Associate of Arts degree program is designed for students who plan to complete their first two years of college work at Chipola and then transfer as juniors to a senior institution of their choice. Earned credits in a University Parallel program are transferable to a senior institution and are applicable toward a bachelor's degree.

In planning a program, students should be certain to meet the general education requirements for the Associate of Arts degree and complete a program of at least 64 semester hours. Within these 64 semester hours, students should fulfill the prerequisite course requirements for the major at the transfer institution. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and the adviser or counselor soon after the student enrolls at the college. To maximize transferability, the student is advised to choose a major as early as possible while at CJC.

Any student transferring with the AA degree is guaranteed the transferability of credits earned toward that degree and junior level standing by the State Articulation Agreement (SBE Rule GA-10.24, FAC). A student transferring prior to receipt of the AA degree is not assured of such status, and may not receive acceptance of credits earned in courses with less than a "C" grade.

It is the responsibility of each student to consult a counselor or an assigned adviser in order to work out a program of study at Chipola Junior College; however, in the final analysis, the student is responsible for the requirements stated in this catalog and in the catalog of the transfer institution. Any discrepancy between oral advice and the catalog should be checked out carefully by the student.



Karol Cox, Shane Syfrett,
and Todd Beaver stroll to class
during a mild Fall day.

General Education

The General Education program is designed to improve intellectual skills and develop understanding in the broad areas of liberal education in order to prepare students for effective personal living and responsible citizenship.

Of the 64 hours required to complete an Associate of Arts degree, some forty (or more, depending upon the major and transfer institution) must be in General Education courses. Moreover, a certain number of hours are required in the various general education areas.

The General Education areas of study and the minimum number of hours required in each area are as follows:

AREAS	HOURS
1. Social sciences	6
2. Natural sciences	6
3. Communications	12
4. Mathematics	6
5. Humanities	6
6. Personal improvement	4
7. Foreign language	
No requirement at Chipola; however, the state universities have a requirement that students should complete while attending Chipola.	
TOTAL 40	

The minimum number of hours required in each area must be taken from among the courses listed in the "Required" column in the charts of each General Education area. Courses listed in the "Others" columns of the charts may be used as electives to fulfill the total number of hours (64) required for graduation. However, of the remaining 24 hours, not more than 8 hours may be taken as electives from any one General Education area, except for courses which are a part of a pre-professional program of studies.

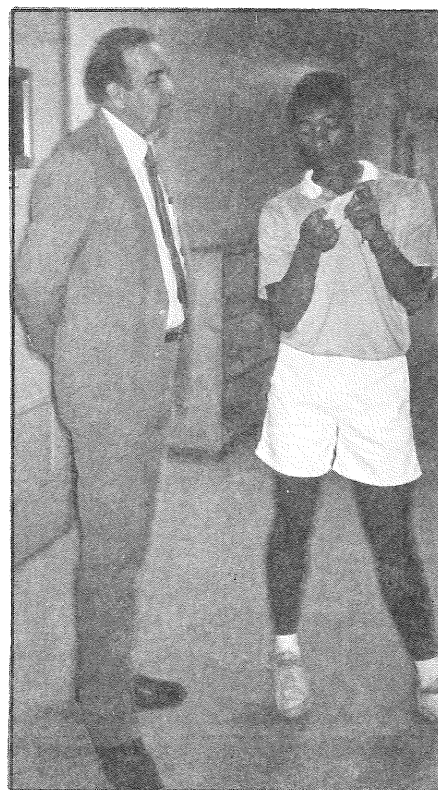
**Associate
of Arts
General
Education
Requirements**

**Associate
of Arts
General
Education
Requirements**

Area 1: Social Sciences

Minimum: 6 semester hours from "Required" column

Required		
Course	Title	Hours
ISS 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 Government	3
POS 2112	State and Local Government	3
GEA 2001 - 2002	World Geography	3,3
ECO 2013 - 2023	Principles of Economics	3,3
Others		
SYG 1000	Introductory Sociology	3
PSY 2012	General Psychology	3
SYG 1410	Marriage and Family Relationships	3
SYG 2430	The Family and Society	3



Anthony Baker of Marianna stops the president, Dr. Jerry Kandzer, in the hallway of the Administration Building.

**Associate
of Arts
General
Education
Requirements**

Area 2: Natural Sciences

Minimum: 6 semester hours

Required		
Course	Title	Hours
APB 2111	Cell Biology	3
APB 2203C	Anatomy and Physiology I	4
APB 2204C	Anatomy and Physiology II	4
BOT 2010C	General Botany	4
BSC 1010 - 1011	General Biology	3,3
CHM 1025	Introductory Chemistry and Lab	4
CHM 1030	General Organic & Biochemistry for Health Related Sciences I	4
CHM 1031	General Organic & Biochemistry II and Lab	4
CHM 1045	General Chemistry and Lab	4
CHM 1046	General Chem. and Qual. Analysis and Lab	4
CHM 2210	Organic Chemistry	5
CHM 2211	Organic Chemistry II	4
GLY 1000	Introduction to Earth Science	3
PHY 1053 - 1054C	General Physics	4,4
PHY 2048C - 2049C	General Physics	5,5
PSC 1121	Introduction to Physical Science	3
ZOO 2010C	General Zoology	4
MCB 2013C	Microbiology	4



As campus lighting comes on in early evening, a solitary scholar makes his way toward the rear entrance of the Administration Building to use the IBM Computer Room.

**Associate
of Arts
General
Education
Requirements**

Area 3: Mathematics

Minimum 6 semester hours

Three State Board of Education rules affect the general education mathematics courses that students must take: the placement rule, the Gordon rule, and the CLAST rule. In summary:

1. The placement rule requires students to be placed in their first math courses according to their scores on an entrance exam, the ACT, SAT, MAPS, or other test on the approved list. Students whose scores fall below college and state-designated levels are required to take noncredit remedial courses and attain minimum grades of "C" before taking a college credit math courses. See page 19 for a complete explanation.

2. The Gordon Rule (SBE 10.30) requires all Florida college students to complete at least 6 hours of math at the college algebra level or higher, and to make at least a "C" in each course. See page 38 for a full explanation of the Gordon rule.

3. The College Level Academic Skills Test (CLAST), which every student must take to complete his AA degree and before advancing to the junior level, tests computation skills. This requirement is fully explained on page 37.

The six hours in mathematics required by the Gordon Rule will be satisfied by courses from the "Required" column.

Required		
Course	Title	Hours
MAC 1102	Algebra	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	5
MAC 2312	Calculus and Analytic Geometry II	5
MAC 2313	Calculus and Analytic Geometry III	4
MGF 1207	Topics in Finite Mathematics	3
MGF 1111	Essential Skills Measurement	1
MGF 1112	Essential Skills: Logic, Numeration, and Computers	1
MAC 2233	Calculus for Non-Science Majors	3
PHI 1100	Practical Logic	3
STA 1021	Essential Skills: Statistics and Probability	1
STA 2014	Fundamental Business Statistics	3

Area 4: Communications

Minimum: 12 semester hours from the "Required" column

Three State Board of Education rules affect the general education communications courses that students must take: the placement rule, the Gordon rule, and the CLAST rule. In summary:

1. The placement rule requires students to be placed in their first communications courses according to their scores on an entrance exam, the ACT, SAT, MAPS or other test on the approved list. Students whose scores fall below college or state-designated levels are required to take noncredit remedial courses and attain minimum grades of "C" before taking a college credit communications courses. See page 19 for a complete explanation.

2. The Gordon Rule (SBE 10.30) requires all Florida college students to complete at least 12 hours of English at the ENC 1101 level or higher, to write 24,000 words, and to make at least a "C" in each course and any remedial courses taken as prerequisites. See page 38 for a full explanation of the Gordon Rule.

3. The College Level Academic Skills Test (CLAST), which every student must take to complete his AA degree and before advancing to the junior level, tests communications skills. This requirement is fully explained on page 37.

The twelve hours and 24,000 words required by the Gordon Rules will be satisfied by courses from the "Required" column.

Required		
Course	Title	Hours
ENC 1101-1102 or ENC 1121-1122	Communications Skills I and II Advanced Freshmen English	4,4 4,4
The remaining 4 or 6 hours from:		
ENC 1133	Research Writing	1
ENC 2301	Advanced Composition	4
CRW 2000	Creative and Critical Writing	3
ENC 2210	Technical Writing	3
HUM 2216	The Humanities	4
HUM 2233	The Humanities	4
ENL 2010	Survey of English Literature I	3
ENL 2021	Survey of English Literature II	3
ENL 2023	Survey of English Literature III	3
AML 2010	Survey of American Literature I	3
AML 2022	Survey of American Literature II	3
SYG 1000	Introductory Sociology, plus SYG 1000L Writing in Sociology	3 1
<hr/>		
Others		
SPC 1050	Fundamentals of Speech	3
SPC 2030	Effective Speaking	3
ORI 2000	Oral Interpretation	3
LIT 2012	Reading the Novel	3
LIT 2100	Literature Appreciation	3

**Associate
of Arts
General
Education
Requirements**

**Associate
of Arts
General
Education
Requirements**

Area 5: Humanities

Minimum: 6 semester hours from the "Required" column

Required		
Course	Title	Hours
HUM 2212-2230 or HUM 2216-2233	The Humanities The Humanities with Writing	3,3 4,4
<p>Either Humanities course (HUM 2212, 2216, 2230, 2233) and any 3 semester hours from among Art, Literature, and Music (except organization) courses;</p> <p>or</p> <p>Three courses (9 semester hours) from three departments (3 hours from each department) from courses listed in the "Others" column.</p>		
Others		
<p>Any art course listed in the catalog except ART 1001C. Any American or English Literature course listed in the catalog. Any Music course listed in the catalog except music organization courses (MUN 1341, 2342, 1271, 2270, MUN 1310, 2310, 1340, 2340, 1710, 2711, 0010).</p>		



As art students prepare to show their works in the Gallery, art professor Richard Vail gives Holly Stripling of Wewahitchka some specific instructions on mounting her drawings.

**Associate
of Arts
General
Education
Requirements**

Area 6: Personal Improvement

Minimum: 4 semester hours (2 of these semester hours may be taken from the "Others" column)

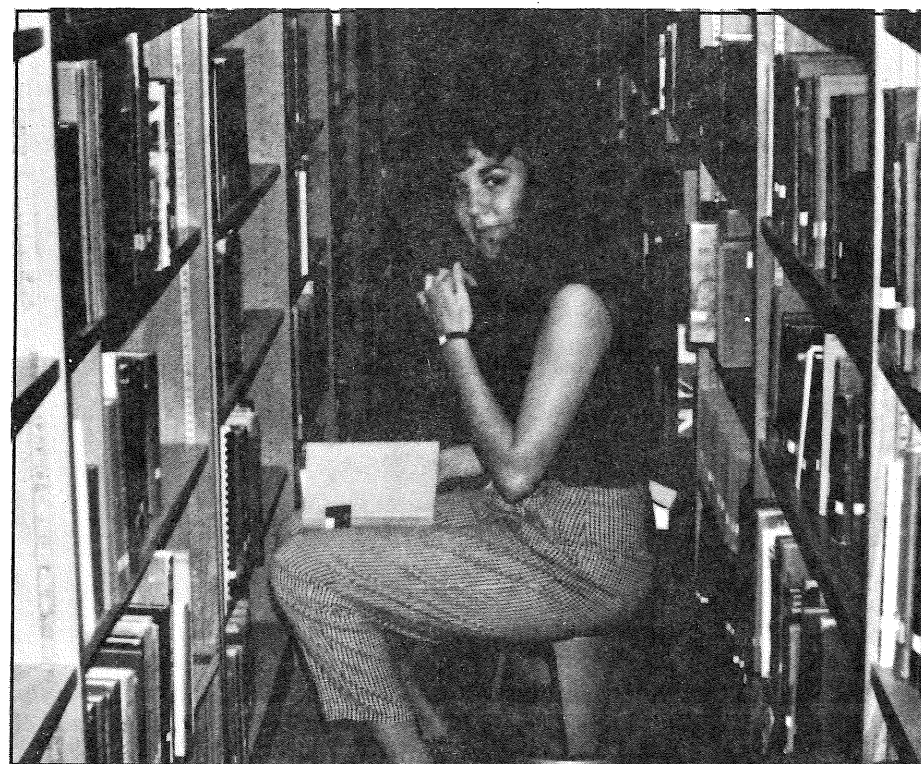
Required		
Any DAA, PEL, PEM or PEN course listed in the catalog (except as noted in catalog description)		
Others		
Course	Title	Hours
BUL 2111	Principles of Business Law	3
BUL 2112	Principles of Business Law	3
CGS 1510	Micro Lit: Spreadsheet	1
CGS 1500	Micro Lit: Word Processing	1
COA 1100	Problems of Family Finance	3
FIN 2400	Business Financial Management	3
GEB 1011	Introduction to Business	3
HSC 1100	Personal and Community Health Problems	3
HUN 1201	Elements of Nutrition	3
MAT 2905	Tutoring Through Mathematics	
MUN 1341	Show Choir	1,1
MUN 2342	Show Choir	1,1
OST 1100	Elementary Typewriting	2
OST 1120	Advanced Typewriting	2
OST 1141	Keyboarding Skills	1
OST 1210	Gregg Shorthand	3
OST 1211	Shorthand Dictation and Transcription	3
OST 2212	Advanced Shorthand Dictation and Transcription	3
OST 2321	Business Machines	2
OST 2324	Business Math and Machines	3
OST 2335	Business Correspondence	3
OST 2402	Office Practice	3
QMB 1001	Business Mathematics	3
SLS 1122	College Success Skills	2
SLS 1201	Personal Adjustment	3
SLS 1401	Career and Life Planning	2
HIS 1930- 1931-2932-2933	Current Affairs	1,1,1,1,
MCB 2211	AIDS HIV Infection Education	
PSY 2012	General Psychology	
CGS 1501	Intermediate Word Processing	
CGS 1502	Advanced Word Processing	
CGS 1511	Intermediate Word Processing	
CGS 1512	Advanced Spreadsheet	
CGS 1541	Intermediate Database Management	
CGS 1542	Advanced Database Management	
CGS 1560	MS-DOS	
CGS 1561	Intermediate MS-DOS	
CGS 1060	Microcomputer Literacy: Introduction	

Associate of Arts General Education Requirements

Area 7: Foreign Language

Minimum: None for AA Degree from Chipola; however, students should be aware that the State University System requires its Bachelor's Degree candidates to have 8 semester hours of college foreign language courses unless they have earned two years of high school credit in a foreign language. Students planning to transfer to a Florida college or university should fulfill this requirement before graduating from Chipola.

None	Required	
	Others	
Course	Title	Hours
SPN 1120 -1121	Elementary Spanish	4,4
SPN 2200 -2201	Intermediate Spanish	4,4
FRE 1120 - 1121	Elementary French	4,4
FRE 2200 - 2201	Intermediate French	4,4



Karen Kloth of the Panama Canal Zone looks over Chipola's Spanish language books in the stacks of the Library.

Associate of Arts Pre-Planned Curriculum Guides

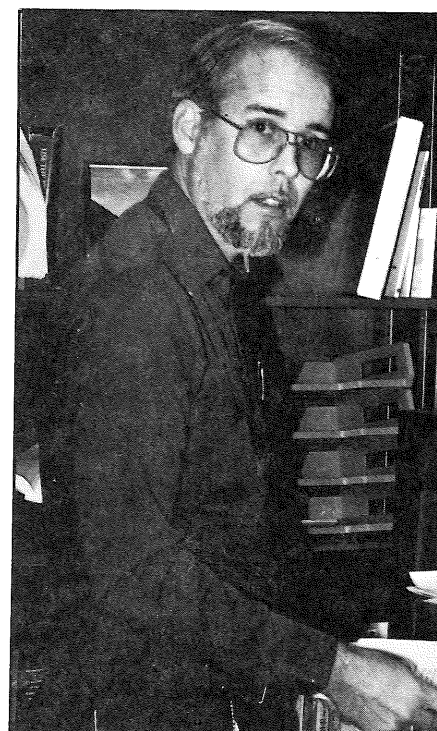
Planning a Specific Curriculum for the AA Degree and Transfer

To graduate with an AA Degree, students must earn 64 hours of credits, 40 of them in General Education areas. While earning these credits, students may take courses that serve two purposes: 1. They fulfill a general education requirement for the AA Degree; 2. They are prerequisites--required beginning courses--for later courses that students will have to take in their major fields after transferring to a university.

Although an AA Degree from Chipola will transfer without loss of credit to any public Florida university (see Articulation Agreement on page 41), students who know what they want to major in and where they are going to transfer can conserve time by taking the exact general education courses and prerequisites recommended for their major by their transfer institution. Requirements vary from university to university.

Each university's most up-to-date course recommendations for each major field are spelled out in Curriculum Guides that are sent to the community colleges, usually just before the fall semester--and too late for inclusion in the catalog. For that reason, only four "sample" Curriculum Guides are included in this catalog.

However, each student should work out his curriculum individually with his counselor's assistance when he or she meets with the counselor prior to registration. And at Chipola, every student is required to meet with his counselor and get signed approval on his planned schedule before registering. During the counseling session, each student should acquire the latest Curriculum Guide in his or her major for his or her transfer university. Students who do not know what they want to major in or where they want to transfer should follow the General College Curriculum Guide in this catalog.



Like all other instructional personnel at Chipola, English professor Charles Alexander both teaches and counsels students. Each student must have his class schedule signed by his faculty or Student Services adviser before registration every semester.

Associate of Arts

Pre-Planned Curriculum Guides

Latest Curriculum Guides Available from Student Services and Counselors

- | | |
|--|--|
| <p>1a GENERAL COLLEGE-COLLEGE PREP/
FOREIGN</p> <p>1b GENERAL COLLEGE</p> <p>2a PRE-AGRICULTURE (Transfer to University
of Florida)</p> <p>3 PRE-ARCHITECTURE (Transfer to Univer-
sity of Florida)</p> <p>4 ART OR ART EDUCATION</p> <p>5a PRE-BUSINESS ADMINISTRATION (Trans-
fer to Florida State University)</p> <p>5b PRE-BUSINESS ADMINISTRATION (Trans-
fer to Troy State University)</p> <p>5c PRE-BUSINESS ADMINISTRATION (Trans-
fer to University of Florida)</p> <p>5d PRE-BUSINESS ADMINISTRATION (Trans-
fer to University of West Florida)</p> <p>6a COMPUTER SCIENCE (BUSINESS OP-
TION)</p> <p>6b COMPUTER SCIENCE, INFORMATION
SCIENCE, OR SYSTEMS SCIENCE
(SCIENTIFIC OPTION) (Transfer to Uni-
versity of West Florida)</p> <p>7 CRIMINOLOGY</p> <p>8 PRE-DENTISTRY</p> <p>9a PRE-ELEMENTARY EDUCATION (Trans-
fer to Florida A. & M. University)</p> <p>9b PRE-ELEMENTARY EDUCATION (Trans-
fer to Florida State University)</p> <p>9c PRE-ELEMENTARY EDUCATION (Trans-
fer to Troy State University)</p> <p>9d PRE-ELEMENTARY EDUCATION (Trans-
fer to University of West Florida)</p> <p>10 PRE-ENGLISH EDUCATION (Transfer to
Florida State University)</p> <p>11a PRE-ENGINEERING (Transfer to Auburn
University)</p> <p>11b PRE-ENGINEERING (Transfer to University
of Florida)</p> <p>12 PRE-FORESTRY (Transfer to University of
Florida)</p> <p>13 HOME ECONOMICS (Transfer to Florida State
University)</p> | <p>14 PRE-JOURNALISM AND COMMUNICA-
TIONS (Transfer to University of Florida)</p> <p>15 PRE-LAW (POLITICAL SCIENCE)</p> <p>16 LIBRARY SCIENCE (Transfer to Florida
State University)</p> <p>17 PRE-MATH EDUCATION (Transfer to Uni-
versity of Florida)</p> <p>18 PRE-MEDICAL AND DENTAL</p> <p>19 MEDICAL TECHNOLOGY</p> <p>20 MINISTERIAL OR THEOLOGY</p> <p>21 MUSIC OR MUSIC EDUCATION</p> <p>22a NURSING (Transfer to Florida State Univer-
sity)</p> <p>22b NURSING (Transfer to Troy State Univer-
sity)</p> <p>23 OCCUPATIONAL THERAPY (Transfer to
University of Florida)</p> <p>24 OPTOMETRY</p> <p>25a PRE-PHARMACY (Transfer to Auburn Uni-
versity)</p> <p>25b PRE-PHARMACY (Transfer to Florida A. &
M. University)</p> <p>25c PRE-PHARMACY (Transfer to University
of Florida)</p> <p>26 PRE-PHYSICAL EDUCATION (Transfer to
Florida State University)</p> <p>27 PHYSICAL THERAPY (Transfer to Univer-
sity of Florida)</p> <p>28 PRE-SCIENCE EDUCATION (Transfer to
Florida State University)</p> <p>29a PRE-SECONDARY EDUCATION (Trans-
fer to Troy State University)</p> <p>29b PRE-SECONDARY EDUCATION (Trans-
fer to University of West Florida)</p> <p>30 PRE-SOCIAL SCIENCE EDUCATION
(Transfer to Florida State University)</p> <p>31 SOCIAL WORK OR SOCIAL WELFARE
(Transfer to Florida State University)</p> <p>32 THEATRE OR DRAMA</p> <p>33 PRE-VETERINARY MEDICINE</p> |
|--|--|

General College

This plan is for students who do not have a definite objective for the third and fourth years or who do not have definite plans about transferring to another college or university for the third and fourth years. Students who plan to transfer to a college or university should refer to the college or university catalog for additional information.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENC 1101	4	ENC 1102	4
BSC 1010 or GLY 1001	3	BSC 1011 or PSC 1121****	3
SOCIAL SCIENCE**	3	SOCIAL SCIENCE**	3
P.E. (REQUIRED)	1	P.E. (REQUIRED)	1
MATH* or ELECTIVE***	6	ELECTIVE*** or MATH*	6
TOTAL	17	TOTAL	17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
HUM 2212 or 2216#	3-4	HUM 2230 or 2233#	3-4
GLY 1001 or BSC 1010*****	3	PSC 1121 or BSC 1011*****	3
P.E.*****	1	P.E.*****	1
SOCIAL SCIENCE COURSE**	3	SOCIAL SCIENCE COURSE**	3
SPC 2030 or ELECTIVE***	3	ELECTIVE*** or SPC 2030	3
ELECTIVE***	3	ELECTIVE***	3
TOTAL	16-17	TOTAL	16-17

*A minimum of 6 semester hours of math is required: MAC 1102 or MAC 1104 are recommended prerequisites for MGF 1207.

**Students must complete 6 semester hours from among EUH 1000-1001, AMH 2010-2020, GEA 2001-2002, POS 2041-2112, or ISS 1011-1012; may take to apply toward general education ECO 2013-2023.

***See General Education requirements.

****Students need 6 or more semester hours in Natural Science Area; courses may include BSC 1010-1011, BOT 2010C, ZOO 2010C, CHM 1015, CHM 1045C-1046C, PHY 1053C-1054C, and GLY 1001-PSC 1121.

*****Or other electives in Others column of Personal Improvement (Area VI) under General Education.

#Or other courses in Humanities area (see General Education requirements.) Also, see the Gordon Rule (SBER 6A-10.31) in this catalog.

Associate of Arts

Pre-Planned Curriculum Guides

Pre-planned curriculum guides in this catalog are samples only. Consult counselors and Student Services Office for the latest and most accurate curriculum guides.

**Associate
of Arts**

**Pre-Planned
Curriculum Guides**

Pre-Business Administration
(Transfer to Florida State University)

This program is for students who plan to transfer to FSU and earn a degree in Business Administration or closely related field.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENC 1101	4	ENC 1102	4
PSC or BSC*	3	PSC or BSC*	3
EUH 1000 or AMH 2010 or Elective	3	EUH 1001 or AMH 2020 or Elective	3
MAC 1104 **	3	MAC 1114 or MAC 1104**	3
P.E. (REQUIRED)	1	P.E. (REQUIRED)	1
CGS 1000 or CGS 1461 or Elective	1-3	PSY 2012 or SYG 1000	3
TOTAL	15-17	TOTAL	17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
HUM 2212 or 2216	3-4	HUM 2230 or 2233	3-4
ACG 2001	3	ACG 2011	3
ECO 2013	3	ECO 2023	3
COP 2170 or Elective***	3	MAC 2233 or MAC 1311	3-5
STA 2014	3	Elective	3
TOTAL	15-16	TOTAL	15-18

*Take GLY 1001-PSC 1121 or BSC 1010-1011

**MAC 1132 (5 semester hours) may be substituted for MAC 1104 and MAC 1114. This math sequence does not cover all CLAST skills.

***COP 2170 requires CGS 1461 or CGS 1000 as a prerequisite.

Computer Science—Business Option

This curriculum is designed for the student who expects to earn the B.S. degree at the University of West Florida.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENC 1101	4	ENC 1102	4
MAC 1104	3	MGF 1207 or MAC 2233	3
AMH 2010 or ISS 1011 or Elective	3	AMH 2020 or ISS 1012 or Elective	3
BSC 1010 or PSC 1121	3	BSC 1011 or GLY 1000	3
CGS 1000	3	COP 2170*	3
P.E. (REQUIRED)	1	P.E. (REQUIRED)	1
TOTAL	17	TOTAL	17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
HUM 2212 or 2216	3-4	HUM 2230 or 2233	3-4
ACG 2001	3	ACG 2011	3
ECO 2013	3	ECO 2023	3
STA 2014	3	COP 2210	3
COP 2120	3	MAC 2233 or Elective	3
P.E. (OPTIONAL)	1	P.E. (OPTIONAL)	1
TOTAL	16-17	TOTAL	16-17

*COP 2170 requires CGS 1461 or CGS 1000 as a prerequisite.

**Associate
of Arts**

**Pre-Planned
Curriculum Guides**

Pre-planned curriculum guides in this catalog are samples only. Consult counselors and Student Services Office for the latest and most accurate curriculum guides.

Associate of Arts

Pre-Planned Curriculum Guides

Pre-Engineering (Transfer to University of Florida)

This guide is for students who expect to transfer to the University of Florida and earn a degree in any field or area of Engineering. Check with a counselor for information on the FSU/FAMU Engineering programs. Requires 2.0 to 2.8 GPA, depending on major, for transfer.

For additional information about specific programs, talk with a counselor.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENC 1101	4	ENC 1102	4
MAC 1132*	5	MAC 1311*	5
CHM 1045**	3	CHM 1046**	3
CHM 1045L**	1	CHM 1046L**	1
ISS 1011	3	ISS 1012	3
P.E. (REQUIRED)	1	P.E. (REQUIRED)	1
TOTAL 17		TOTAL 17	

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
HUM 2212 or 2216***	3-4	HUM 2230 or 2233***	3-4
MAC 2312*	5	MAC 2313*	4
PHY 2048C**	5	PHY 2049C**	5
P.E.#	1	COP 2200	3
BSC 1010	3	P.E.#	1
TOTAL 17-18		TOTAL 16-17	

*If not qualified to take MAC 1132, a lower level math must be taken. The specific mathematics course to be taken will be determined by a student's score on a college administered test. Some students may be eligible to schedule Calculus (MAC 2312-2313) during the Freshman year. If so, they should take MAP 2302 (if offered) and electives (see below). This math sequence does not cover all CLAST skills.

**If a Freshman is not qualified to take CHM 1045-1046, he should take CHM 1025 during the first year. This might necessitate postponing PHY 2048-PHY 2049C until the third year or taking additional work during the Summer session.

***An additional Humanities related course (9 total hours) such as literature, music appreciation, or art appreciation is also required.

#Or electives in the Others column of Personal Improvement (Area VI) under General Education in this catalog.

Students may elect to attend one or more Summer sessions. Work during the session after the freshman year is recommended in some cases. Attending the summer session may give opportunity to take MAP 2302 and additional courses in Computer Science or Data Processing.

Pre-Pharmacy (Transfer to University of Florida)

This plan is for students who expect to apply for admission to the College of Pharmacy at the University of Florida. March 1 application deadline.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENC 1101	4	ENC 1102	4
BSC 1010 W/LAB or ZOO 2010C	4	BOT 2010C	4
CHM 1045	3	CHM 1046	3
CHM 1045L	1	CHM 1046L	1
MAC 1132*	5	MAC 1311*	5
P.E. (REQUIRED)	1	P.E. (REQUIRED)	1
TOTAL 18		TOTAL 18	

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
HUM 2212 or 2216***	3-4	HUM 2230 or 2233***	3-4
PHY 1053C	4	PHY 1054C	4
CHM 2210	4	CHM 2211	3
CHM 2210L	1	CHM 2211L	1
SOCIAL SCIENCE**	3	SOCIAL SCIENCE**	3
P.E.#	1	P.E.#	1
ECO 2013	3		
TOTAL 19-20		TOTAL 15-16	

*MAC 1132-1311 is the minimum requirement; MAC 2312 (during Sophomore year) is desirable but not required. This math sequence does not cover all CLAST skills.

**ISS 1011-1012, POS 2041-2112 or AMH 2010-2020 are recommended. Student must meet general education social science graduation requirements.

***Many students will find it advisable to attend one or more Summer terms in order to schedule all needed and desirable courses. If the student takes HUM 2212-2230 and/or the Social Science required courses during the Summer, this will allow him to add some required courses such as PSY 2012 and Art, Literature, or Music for 9 semester hours of Humanities during the Sophomore year.

#Or electives in Others column of Personal Improvement (Area VI) General Education in this catalog. Also, see Gordon Rule (SBER 6A-10.30).

Associate of Arts

Pre-Planned Curriculum Guides

Pre-planned curriculum guides in this catalog are samples only. Consult counselors and Student Services Office for the latest and most accurate curriculum guides.

Vocational/ Technical Degrees and Certificates

Vocational/Technical Programs and Courses

Course and program offerings in this area include two-year Associate of Science Degrees, certificates in occupational areas, and supplemental training for individuals already working. There is an increasing demand for individuals trained in scientific, technical, industrial and business areas. The trend is expected to continue well into the future.

Although the programs are designed for entry into the job market, credit programs include many courses that can transfer to a senior institution. Specific courses or parts of many programs are available on request for those who wish to upgrade skills or participate in challenging educational experiences.

Admission or entrance requirements depend upon the program of study to be pursued. Any student may be admitted to any program if it can be shown that he or she could profit by enrollment and attendance. Determination of possible success in a given program will be determined by scores on standardized tests and/or a personal interview by an admissions committee for the chosen program. An interview with the instructor of the chosen program is required prior to registration.

Variations or special requirements for any specific program including registered nursing and cosmetology, where enrollment is limited, will be furnished upon request. Some programs have selective admissions criteria and require an interview by an admissions committee.

All adult clock hour students (certificate) are required by State Board Rule to take the Test of Adult Basic Education (TABE) within the first six weeks of enrollment. Arrangements for the test are made through vocational instructors or the Success Center. Instructors may require additional assessment to determine student needs and enhance individualized approaches to skill training.

Certificate programs 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 part-time basis. Selected programs offer evening instruction.

Dual enrollment is available to area high school students through enrollment in certificate programs and college credit courses when approved by high school principals and instructors of the vocational program. Dual enrollment in certificate programs is accomplished through enrollment half days at the high school and half days in the vocational class. Dual enrollment in college credit classes can be accomplished at the high school or college when arranged in advance.

Program offerings are grouped in four major areas: Allied Health/Nursing, Business, Industrial, and Public Service. Descriptions are on the following pages.

Allied Health

The college offers the following in this field:

Degrees

- Associate Degree in Nursing/Associate of Science
- Associate Degree in Pre-Dental Hygiene

Certificates

- Mental Retardation
- Emergency Medical Technician
- Nursing Assisting

Associate Degree Nursing

The Associate Degree Nursing Program is a limited enrollment, seventy-four semester hour program, approved by the Florida Board of Nursing. Upon successful completion of the prescribed course of study, graduates will receive an Associate in Science Degree in Nursing and will be eligible to take the NCLEX (National Council Licensure Examination) for professional licensure as a registered nurse (RN).

The Nursing Program prepares students for first level positions as Registered Nurses. It provides a curriculum of academic and clinical study. Academic preparation includes both general education and nursing courses. Students, under the direct guidance of the nursing faculty, actively participate in providing care to carefully selected patients in hospitals and other health care settings.

The program is designed to receive LPN's into the second year of the program, enabling them to acquire their ADN in three semesters.

The program is also designed to facilitate articulation toward an upper division baccalaureate program in nursing.

The following are prerequisites to the R.N. program for students who expect to enter Chipola's ADN program.

Generic Students

Course	Title	Hours
CHM 1030	Gen. Chem. & Intro. Org. Chem. for Health and Related Sciences	4
APB 2203C	Human Anatomy & Physiology I	4

LPN Students

CHM 1030	Gen. Chem. & Intro. Org. Chem. for Health and Related Sciences	4
APA 2203C	Human Anatomy & Physiology I	4
APA 2204C	Human Anatomy & Physiology II	4
HUN 1201	Elements of Nutrition	3
PSY 2012	General Psychology	3
ENC 1101	Communication Skills	4
NUR 2003	LPN Transition Course	1
Advanced standing credit awarded to LPNs by exam for:		
NUR 1020	Fundamentals of Nursing	6
NUR 1742C	Medical-Surgical Nursing I	6
NUR 1143	Pharmacology	3

Vocational/ Technical Allied Health

Associate Degree in Nursing

Students should not interpret acceptance into the college or a general education course on campus as automatic eligibility to enter nursing or the other allied health programs.

**Vocational/
Technical
Allied Health**

Course of Study--Associate Degree in Nursing

First Year-1st Session (Spring)

Course	Title	Hours
NUR 1020	Fundamentals of Nursing	6
NUR 1143	Pharmacology	3
HUN 1201	Elements of Nutrition	3
APB 2204C	Human Anatomy & Physiology	4

2nd Session (Summer Terms I & II)

NUR 1742C	Medical Surgical Nursing I	6
ENC 1101	Communications Skills I	4
PSY 2012	General Psychology	3
NUR 2002	LPN Transition Course	1

LPN Entry Level (Fall)

NUR 2743C	Medical Surgical Nursing II	6
ENC 1102	Communications Skills II	4
FAD 2220	Individual & Family Life Span	3

Second Year (Spring)

NUR 2420C	Maternal & Neonatal Nursing	6
NUR 2310C	Pediatrics	6
MCB 2013C	Microbiology	4

Summer Terms I & II

NUR 2523C	Psychiatric Nursing	4
NUR 2744	Medical Surgical Advanced	4

ADN students will adhere to standards as listed in the CJC Nursing Student Handbook that complies with the Florida Board of Nursing's requirements for written rules and policies.

Dental Hygiene

Chipola Junior College and Tallahassee Community College have an articulation agreement that allows students who attend Chipola and meet the stated prerequisites and criteria to be guaranteed admission into the Dental Hygiene Program at TCC. CJC students wishing to utilize this agreement must do the following:

1. Complete all of the following courses at Chipola with a GPA of 2.0 or better.

Course	Title	Hours
*CHM 1030 & 1030L	General, Organic, and Biochemistry for Health & Related Sciences I	4
ENC 1101	Communication Skills I	4
*APB 2203C	Human Anatomy & Physiology I	4
*APB 2204C	Human Anatomy & Physiology II	4
*MCB 2013C	Microbiology	4
SPC 2230	Effective Speaking	3
PSY 2012	General Psychology	3
MAC 1102	Algebra	3
SYG 1000	Introductory Sociology	3
*HUN 1201	Elements of Nutrition	3

*Must be completed with a grade of "C" or better.

2. Or, complete 18 semester hours from the courses listed above with a GPA of 2.5
3. And write to the Applied Sciences Division of Tallahassee Community College to obtain an application packet, and identify themselves as wishing to enroll under the articulation agreement with Chipola Junior College when submitting the application.

**Vocational/
Technical
Allied Health**

Mental Retardation One-Year Certificate

The Mental Retardation Program is a one year certificate program to prepare students for human service work in community agencies or in the institutions which serve people who are mentally retarded.

Students will enroll in the academic program as special students and will not be required to take standardized entrance and exit exams. Exams will be proficiency exams related to work training.

Students may take a maximum of 15 credit hours in internship and 26 hours credit in mental retardation. Six credit hours should be taken from among the following courses: HSC 1100, EME 2001, SYG 1000, or other courses approved by the curriculum supervisor in Mental Retardation to meet the 32 semester hours minimum required.

Course	Title	Hours
MER 1000	Introduction to Mental Retardation	3
MER 1101	Seminar in Daily Living Skills	1
MER 1101L	Laboratory in Daily Living Skills Lab	3
	Corequisite to MER 1101	3
MER 2200	Seminar in Behavior Management	1
MER 2200I	Laboratory in Behavior Management Lab	3
	Corequisite to MER 2200	3
MER 2800	Directed Field Work and Study	15
	Electives	6
	TOTAL	32

EMS 0119. Emergency Medical Technician

220 Hours

This program prepares students for employment as ambulance drivers/ambulance attendants, or emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMT's in accordance with Chapter 10D-66 of the Florida Administrative Code.

HCP 0992. Nursing Assisting

300 Hours

This program is designed to prepare students for employment as nursing assistants/nursing aides, in nursing homes or to provide supplemental training for persons previously or currently employed in these occupations. Successful completion of the program prepares the student for certification for employment as a Nursing Assistant in a nursing home in accordance with Chapter 82-163, Florida Statutes.

Several activities are offered for the update and review of skills used by clinical laboratory personnel. All offerings are approved for C.E.U.'s for the relicensure of clinical laboratory personnel, including respiratory therapists licensed through HRS, Florida Statute No. 483.

**Mental
Retardation
Certificate**

**EMT
Certificate**

**Nursing
Assisting
Certificate**

High School dual enrollment is available in Nursing Assisting when arranged in advance by the school district and Chipola Junior College.

**Vocational/
Technical
Business**

Business

The college offers the following in this field:

Associate of Science Degrees

- Business Administration and Management
- Administrative Secretarial
- Commercial Banking
- Data Processing

Certificates

- Technical Secretary
- Junior Secretary
- Clerk Typist

Specialized courses for the community or business are available through the Business Department Head or the Office of Continuing Education.

Dual enrollment is available in several credit courses. The courses count toward high school graduation as well as for college credit awarded through Chipola.

Courses may change from year to year based on Curriculum Frameworks approved by the Florida Department of Education.

Business Administration and Management

This curriculum is designed for students who desire to earn the AS degree and to enter general business occupations after two years of college. It is not designed for the student who expects to transfer readily and earn a bachelor's degree in Business or Business Administration.

Freshman Year

1st Semester

Course	Title	Hours
ENC 1101	Communication Skills	4
GEB 1011*	Introduction to Business	3
ECO 2013	Macroeconomics	3
MAC 1104	College Algebra	3
	Physical Education (required)	1
EUH 1000	Western Civilization	3
	Total	17

2nd Semester

ENC 1102	Communication Skills	4
STA 2014	Business Statistics	3
ECO 2023	Microeconomics	3
CGS 1000	Intro. to Data Processing	3
PSY 2012 or SPC 2030	General Psy. or Effect. Speaking	3
	Physical Education (required)	1

Elective		
	Total	17

Sophomore Year

1st Semester

HUM 2212	The Humanities I	3
ACG 2001	Principles of Accounting	3
BUL 2111	Principles of Business Law	3
SPC 2030 or PSY 2012	Effective Speaking or Gen Psy.	3

**Associate
of Science
in
Business
Administration
and
Management**

**Vocational/
Technical
Business**

EUH 1001	Western Civilization	3
Electives**		3
	Total	18

2nd Semester

HUM 2230	The Humanities II	3
ACG 2011	Principles of Accounting	3
BUL 2112	Principles of Business Law	3
OST 2335	Business Correspondence	3
Electives**		3
	Total	15

*Students should take GEB 1011 during the first semester; if GEB 1011 is not pursued first semester, elective should be substituted.

**Recommended electives: Biology or Physical Science.

Administrative Secretarial

Freshman Year

1st Semester

Course	Title	Hours
ENC 1101	Communication Skills I	4
CGS 1000 or OST 2324	Introduction to Data Processing Business Math and Machines	3
OST 1141	Keyboarding Skills	1
OST 1100	Elementary Typewriting	2
OST 1211	Gregg Shorthand	3
PE (Required)	Physical Education	1
MAC 1102 or GLY 1001	Algebra Introduction to Earth Science	3
	Total	17

2nd Semester

ENC 1102	Communications Skills II	4
OST 1212* or Elective**	Shorthand Dictation and Trans.	3
OST 1120*	Advanced Typewriting	2
CGS 1060	Micro Lit: Introduction	1
PE (Required)	Physical Education	1
CGS 1510	Micro Lit: Spreadsheet	1
OST 2324 or CGS 1000	Business Math and Machines Introduction to Data Processing	3
	Total	15

Sophomore Year

1st Semester

POS 2041 or AMH 2020	American Federal Government American History Since 1865	3
APA 1251 or ACG 2001	Introductory Accounting Principles of Accounting	3
BUL 2111	Principles of Business Law	3
OST 2637	Business Machines	2
CGS 1500	Micro Lit: Word Processing	1
SPC 2030	Effective Speaking	3
PE (Optional)		1
	Total	16

**Associate
of Science
in
Administrative
Secretarial**

**Vocational/
Technical
Business**

**Associate
of Science
in
Administrative
Secretarial**

**Associate
of Science
in
Commercial
Banking**

2nd Semester		
OST 1383	Human Relations	1
OST 1711	Word Process-Dedicated Equip.	2
OST 2250***	Shorthand Dic. & Trans. Legal	1
OST 2255***	Shorthand Dic. & Trans. Medical	1
OST 2215***	Shorthand Dic. & Trans. Business & Industry	1
BUL 2112	Principles of Business Law	3
OST 2402	Office Practice	3
OST 2335	Business Correspondence	3
PE (Optional)		1
Total		16

* Exemption examinations are provided for introductory typewriting and shorthand so that elementary subject matter will not be repeated and more advanced courses may be scheduled. OST 1212 may be scheduled for the first semester if the student is eligible to take one or both.

** GEB 1011 should be scheduled for the second semester if either OST 1120 or OST 1211 is not scheduled. Other recommended electives include HSC 1100, PSY 2012, ECO 2013-2023, and any CGS electives.

*** Approved electives may be substituted if these courses are not offered.

Former Chipola Junior College Clerical/Secretarial clock hour students may be allowed to have courses taken under credit instructors in the Business Department treated as academic credit for those who wish to enroll in certificate or A.S. degree programs in Secretarial Science. To be eligible, students must have completed Clerical/Secretarial clock hour program and must have achieved at least a "C" average in each course. Sufficient documentation must exist for all courses for which students could receive academic credit. A \$25 evaluation and processing fee will be assessed for the review process. It is not designed for the student who expects to transfer readily and earn a B.S. degree.

Commercial Banking

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

Freshman Year

1st Semester		
Course	Title	Hours
ENC 1101	Communication Skills I	4
CGS 1000	Introduction of Data Processing	3
ACG 2001	Principles of Accounting	3
BAN 1004	Principles of Banking	3
ECO 2013	Macroeconomics	3
Total		16

2nd Semester		
ENC 1102	Communications Skills II	4
QMB 1001	Business Mathematics	3
ACG 2011	Principles of Accounting	3
PSY 2012	General Psychology	3
or SPC 2030	Effective Speaking	3
ECO 2023	Microeconomics	3
Total		16

**Vocational/
Technical
Business**

**Associate
of Science
in Data
Processing**

Sophomore Year

1st Semester		
SPC 2030	Effective Speaking	3
or PSY 2012	General Psychology	
MAC 1102	Algebra	3
or GLY 1001	Introduction to Earth Science	
Elective		3
Banking or Finance Courses*		6
Total		15

2nd Semester		
OST 2335	Business Correspondence	3
Banking or Finance Courses*		12
Restricted Electives**		3
Total		18

*Courses from BAN 2511, BAN 2210, BAN 2782, BAN 2240, BAN2237, BAN 2742, BAN 2800, & FIN 2400.

**Either BAN 2781 or REE 2200.

A total of 64 or more semester hours are required; if ENC1101 and ENC 1102 are pursued, one or more semester hours of additional electives must be pursued to earn 64 or more semester hours. This program is not designed for the student who expects to transfer readily and earn the B.S. degree.

Data Processing

Freshman Year

1st Semester		
Course	Title	Hours
ENC 1101	Communication Skills	4
MAC 1102	Algebra*	3
CGS 1000	Introduction to Data Processing	3
APA 1251	Introductory Accounting	3
or ACG 2001	Principles of Acct.	
PE	Physical Education	1
Elective		2
Total		16

2nd Semester		
ENC 1102	Communication Skills	4
MGF 1207	Finite Math*	3
COP 2170	Introduction to Basic Programming	3
ACG 2002	Integrated Accounting and Microcomputers	3
PE	Physical Education	1
Elective		2
Total		16

**Vocational/
Technical
Business**

Sophomore Year			
1st Semester			
SPC 2030	Effective Speaking		3
COP 2120	COBOL Language Programming I		3
COP 2172 or COP 2210 or COP 2200	Advanced Programming in BASIC Pascal Computer Programming I		3
	Computer Science or Computer Use Elective* (COP, CGS, CIS course)		3
OST 1383	Human Relations		1
PE	Physical Education (or elective)		1
Elective			2
	Total		16
2nd Semester			
ECO 2013	Macroeconomics		3
Humanities	(From required list for AA degree)		3
COP 2121	Advanced COBOL		3
COP 2001	Applied Programming Specialty		2
	Computer Science or Computer Use Elective* (COP, CGS, CIS course)		3
PE	Physical Education (or elective)		1
Elective			1
	Total		16

* A higher level math course may be substituted or either of the math courses to meet the 6 hour math requirement.

Clerical/Secretarial Certificate Programs

These one, two, or three semester clerical and secretarial training programs are available to allow students a great degree of flexibility in choosing a program of study. The one semester program provides for limited skill development, and students are urged to enroll for the two or three semester programs.

Clerk Typist/Office Clerk

1st Semester			
Course	Title		Hours
OST 1141*	Keyboarding Skills		1
CGS 1500	Micro. Lit: Word Processing		1
OST 1100*	Elementary Typewriting		2
OST 2637	Business Machines		2
CGS 1060	Micro Lit: Introduction		1
OST 2324	Business Math and Machines		3
OST 1351	Records Management		1
GEB 1101	Introduction to Business		3
OST 1383	Human Relations		1
	Total		15

*OST 1120 Advanced Typewriting II or CGS 1510 Micro Lit: Spreadsheet may be substituted.

AS Degree programs are NOT designed for the student who expects to transfer readily and earn a B.S. Degree.

Junior Secretary

1st Semester		
Course	Title	Hours
OST 1141	Keyboarding Skills	1
CGS 1500	Micro. Lit: Word Processing	1
OST 1100 or OST 1120	Elementary Typewriting Advanced Typewriting	2
OST 2637	Business Machines	2
CGS 1060	Micro Lit: Introduction	1
OST 2324 or CGS 1000	Business Math and Machines Introduction to Data Processing	3
OST 1351	Records Management	1
GEB 1101	Introduction to Business	3
OST 1383	Human Relations	1
	Total	15
2nd Semester		
OST 1120*	Advanced Typewriting	2
OST 1711	Word Processing-Dedicated Equip.	2
OST 1211	Gregg Shorthand	3
OST 2402	Office Practice	3
BUL 2111	Principles of Business Law	3
APA 1251	Introductory Accounting	3
	Total	16

*Elective in business may be substituted if Typing II is taken 1st semester.

Technical Secretary

1st Semester		
Course	Title	Hours
OST 1141*	Keyboarding Skills	1
OST 1100 or 1200	Elem. or Adv. Typewriting	
CGS 1500	Micro. Lit: Word Processing	1
OST 2637	Business Machines	2
CGS 1060	Micro Lit: Introduction	1
OST 2324 or CGS 1000	Bus. Math and Machines Intro. to Data Processing	3
OST 1351	Records Management	1
OST 1211	Gregg Shorthand	3
OST 1383	Human Relations	1
	Total	15
2nd Semester		
OST 1120*	Advanced Typewriting	2
OST 1711	Word Processing-Dedicated Equip.	2
OST 1211	Gregg Shorthand	3
OST 2402	Office Practice	3
ENC 1101	Communication Skills I	4
APA 1251	Introductory Accounting	3
	Total	17

**Vocational/
Technical
Business**

**Certificates
in
Clerical
Secretarial**

Vocational/ Technical Business

3rd Semester		
OST 2335	Office Correspondence	3
SPC 2030	Effective Speaking	3
OST 2250	Shorthand Dictation & Transcription: Legal	1
OST 2255	Shorthand Dictation & Trans: Medical	1
OST 2215	Shorthand Dic. & Trans: Business/Industry	1
CGS 1530	Micro Lit: Integrated Software	1
GEB 1011	Introduction to Business	3
BUL 2111	Principles of Business Law	3
	Total	16

*Elective in Business may be substituted if Typing II is taken 1st semester.
Former Chipola Junior College Clerical/Secretarial clockhour students may be allowed to have courses taken under credit instructors in the Business Department treated as academic credit for those who wish to enroll in certificate or AS degree programs in Secretarial Science. To be eligible, students must have completed the Clerical Secretarial clock hour program and must have achieved at least a "C" average in each course. Sufficient documentation must exist for all courses for which students could receive academic credit. A \$25 evaluation and processing fee will be assessed for the review process.



Some very pleased Phi Beta Lambda (business honorary) members show off the awards they won in state competition during a Board of Trustees meeting. From left, they are Vi Gibson, sponsor Fred Peters, Kris Day, Cathy Corbin, and Richard Johnson.

Industrial

The college offers the following in this field:
Associate of Science Degree

- Electronic Engineering Technology
- Industrial Management Technology

Certificates

- Air Conditioning, Refrigeration and Heating Mechanics
- Major Appliance Repair
- Automotive Mechanics
- Cosmetology
- Electronic Technology
- Machining
- Welding
- Commercial Foods and Culinary Arts

High School dual enrollment is available in all of the above programs with the approval of the high school principal and vocational instructor. Students should demonstrate a sufficient level of basic skills to perform in the shops. Students with special needs may be enrolled through an Individualized Education Plan (IEP) initiated through the school district. Ability of the student to benefit will be of major consideration for special dual enrollment.

Electronic Engineering Technology

The Electronic Engineering Technology Program is a two-year, individualized competency-based technical program leading to an Associate of Science Degree. It is that part of the total engineering field which uses theories in conjunction with applied technical skills to carry out and support engineering activities.

The program is designed to give students a strong background in digital electronics and modern technology. Students completing only the technical courses may return at a later date and complete the other courses required for an Associate of Science Degree. Graduates of the program possess a combination of theoretical and practical understandings and fulfill a wide range of functions within industry.

Employment opportunities exist with electronic and electrical equipment manufacturers, research and development laboratories, government agencies, medical laboratories and hospitals, electronic equipment distributors, and service companies, semiconductor companies and automated and electrical controlled processing companies. The program is open to qualified high school students.

Freshman Year

Course	Title	Hours
MTB 1327	Mathematics for Electronics I	3
MTB 1328	Mathematics for Electronics II	3
ENC 1101	Communications Skills I	4
ENC 1102	Communications Skills II	4
or ENC 2210	Technical Writing	
EET 1015C	Direct Current Circuits	4
EGN 2120C	Engineering Graphics	3
EET 1607C	Printed Circuits Fabrication/Soldering	3
EET 2104C	Electronic Devices	4
EET 1025C	Alternating Current Circuits	4
	Physical Education (required)	1
	Total	33

Vocational/ Technical Industrial

Associate of Science in Electronic Engineering

AS Degree programs are NOT designed for the student who expects to transfer readily and earn a B.S. Degree.

Vocational/ Technical Industrial

Sophomore Year			
CGS 1060	Microcomputer Literacy: Introduction	1	
CGS 1560	Microcomputer Literacy: DOS	1	
CGS 1510	Microcomputer Literacy: Spreadsheet	1	
EET 2119C	Electronic Circuits	4	
EST 2113C	Industrial Electronics	4	
Elective*	Any elective from the list below	3	
ETD 2621	Electronic Drafting	3	
CET 2112C	Digital Circuits	4	
CET 2152C	Microcomputer Systems	4	
CET 2173C	Digital Systems Fault Analysis	3	
	Social Science Elective*	3	
	Technical Elective**	4	
	Physical Education	1	
	Total	33	

*ECO 1101 or AMH 2010 or 2020, POS 2041 or SIS 1011.

**Students will select a technical elective approved by the program manager.

Students who have completed the Electronic Technology clockhour program with a "C" average or better, may be allowed to transfer that work to credit hours for purposes of continuing studies in the Electronic Engineering Technology A.S. Program. A \$25 evaluation or/and processing fee will be assessed for the review process. Also, Chipola Junior College will accept and treat military training in electronics as transfer credit to the Electronic Engineering Technology A.S. Program with 18 semester hours being the maximum allowed for transferable credit. All evaluations must be done using criteria established in the Guide to Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education.

Students desiring to pursue a Bachelor of Science Electronic Engineering Technology degree program should consult with their program adviser regarding enrollment in courses in algebra and trigonometry and Social Sciences.

Industrial Management Technology

This AS Degree in Industrial Management Technology will require no new courses. It will be a vehicle for articulation between Industrial clock hour (PSAV) programs and the AS Degree and is intended as an opportunity for working adults to continue their education. It is not designed for the student who expects to transfer readily and earn the B.S. degree in industrial management technology.

Any students completing a clock hour industrial program offered at Chipola, or any other accredited institution with which Chipola has an articulation agreement, may have their transcripts evaluated and be awarded up to the equivalent of 24 hours upon enrollment at Chipola. A minimum of 64 semester hours of credit will be required for the degree.

Individuals who wish to receive transfer credit equivalents should apply through the Office of the Dean of Vocational Technical and Continuing Education. It is the responsibility of students to present sufficient information or documentation to complete the process. Students in this degree program must also meet all requirements expected of degree seeking students.

Degree Requirements:

- A. Transfer credit from certificate 24 credits (maximum)

Associate of Science in Industrial Management Technology

B. Required General Education

Courses	Hours
Electives from any area	3
Social Sciences	6
Natural Sciences	3
Mathematics	6
Communications, including ENC 1101 and 1102, SOC 1050 or SPC 2030	9
Total	27

C. Required Business Electives

Courses	Hours
BUL 2111	
Principles of Business Law	3
APA 1251	
Introductory Accounting or ACG 2001 Accounting I	3
GEB 1011	
Introduction to Business	3
ECO 2013 Economics	3

Total 12

D. Other Electives

Remaining credits to meet requirement of 64 hours for graduation may be taken from any area of the college; however, technical electives are encouraged. Such course work may include Technical Writing, Engineering Graphics, or Basic Electronics.

ACR 0080V. Air Conditioning, Refrigeration, and Heating Mechanics 2160 Hours

This program is designed to prepare a person for initial employment as an Air Conditioning Mechanic, Air-Conditioning Installer Servicer, Environmental Control System Installer, Air-Conditioning Installer, Oil Burner Servicer and Installer, Furnace Installer, or Furnace Installer and Repairer or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as pre-apprenticeship or apprenticeship related instruction.

Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- | | |
|---|---|
| A. Department knowledge of orientation practices. | H. Install, maintain and repair commercial air conditioning. |
| B. Apply basic air conditioning and refrigeration skills. | I. Install, maintain and repair commercial refrigeration systems. |
| C. Apply basic tubing piping, soldering and brazing skills. | J. Install, maintain and repair heating systems. |
| D. Apply basic refrigeration fundamental skills. | K. Apply basic heat gain, heat loss and design skills. |
| E. Apply basic electrical skills. | L. Demonstrate and practice employability skills. |
| F. Install and service air conditioning and refrigeration electrical systems. | M. Demonstrate an understanding of entrepreneurship. |
| G. Install, maintain and repair residential air conditioning systems. | |

ACR 0800V. Major Appliance Repair 2160 Hours

The program is designed to prepare a person for initial employment to install, maintain and to repair major appliances with occupational titles such as Electrical Appliance Servicer, Household Appliance Installer, Appliance Repairer, Electrical Appliance Repairer, or Gas Servicer, or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as pre-apprenticeship or apprenticeship related instruction.

Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

Vocational/ Technical Industrial

Certificate in Air Conditioning, Refrigeration, and Heating Mechanics

Certificate in Major Appliance Repair

Vocational/ Technical Industrial

Certificate in Automotive Mechanics

Certificate in Cosmetology

- A. Basic skills for appliances and refrigeration.
- B. Clothes washers.
- C. Clothes dryers.
- D. Dishwashers.
- E. Trash Compactors.
- F. Food waste disposers.
- G. Ranges.

- H. Microwave ovens.
- I. Refrigerators and/or freezers.
- J. Window Air conditioners.
- K. Customer relations.
- L. Employability skills.
- M. Demonstrate an understanding of entrepreneurship.

AER 0990V. Automotive Mechanics

2160 Hours

The program is designed to prepare a person for initial employment as an Automobile Mechanic, Automobile Computer Technician, Automobile Tester, Automobile Mechanic Helper, Carburetor Mechanic, Front End Mechanic, Transmission Mechanic, and Tune Up person. It may also serve as pre-apprenticeship or apprenticeship related instruction or upgrade the skills of a person previously or currently employed.

Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas.

- A. Communication skills.
- B. Leadership skills.
- C. Human relations and employability skills.
- D. Safe and efficient work practices.
- E. Use of hand and power tools and diagnostic equipment.
- F. Fundamentals of computerized fuel systems.
- G. Engine overhauls.
- H. Maintenance and repair of cooling systems.
- I. Maintenance and repair of fuel systems diesel injection, gasoline injection, conventional carburetion systems and turbo charging systems.
- J. Servicing, maintaining, and overhauling transmissions and power train.
- K. Maintain and repair standard and power steering units and suspension.
- L. Perform tune-ups.
- M. Maintenance and repair of front ends.
- N. Maintenance and repair of braking systems.

- O. Maintenance and repair of electrical systems.
- P. Maintenance and repair of heaters and air conditioners.
- Q. Malfunction diagnosis/troubleshooting.
- R. Maintenance and repair of exhaust systems and emissions control systems.
- S. Maintenance and repair of ignition systems.
- T. Maintenance of lubrication system.
- U. Use of service and repair of ignition systems.
- V. Recordkeeping and business procedures.
- W. Use and care of hand tools power tools and equipment.
- X. Selection, application, and care of materials.
- Y. Use of current industry standards, practices, and techniques.
- Z. Demonstrate an understanding of entrepreneurship.

COS 0996V. Cosmetology

1200 Hours

The program is designed to prepare a person for initial employment as a Cosmetologist. Certification of completion from Chipola enables the student to qualify for the Florida Cosmetology examination for licensure. Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills.
- B. Leadership skills.
- C. Human relations and employability skills.
- D. Safe and efficient work practices.
- E. Bacteriology, sterilization, and sanitation.

- F. Shampooing.
- G. Scalp and hair treatments.
- H. Hair shaping.
- I. Hair arranging.
- J. Blow waving.

- K. Care and styling of wigs.
- L. Permanent waving.
- M. Hair coloring.
- N. Chemical relaxing.
- O. Thermal hair straightening.
- P. Thermal curling and waving.

- Q. Manicuring and pedicuring.
- R. Facial treatments and facial makeup.
- S. Salon management.
- T. Demonstrate an understanding of entrepreneurship.

EEV 0360V. Electronic Technology 1800 Hours

The program is designed to prepare a person for initial employment as an Electronics Technician, Electronics System Maintenance Supervisor, Electronic Service Technician, or a Field Engineer or to provide supplemental training for a person previously or currently employed in these occupations. The program will train the student to work closely in support of Electronic Engineers and related professionals in design, modifications and testing of electronic circuits, devices, and systems. This program is open to high school students.

Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas

- A. Communication skills.
- B. Leadership and human relation skills.
- C. Employability skills.
- D. Safe and efficient work practices.
- E. Utilization of schematics and diagrams.
- F. Malfunction diagnosis/troubleshooting
- G. Repair of defective electronic equipment and components.
- H. Experimental circuitry
- I. Standard test apparatus and procedures
- J. Circuitry modification.
- K. Analysis test data

- L. Equipment and circuitry adjustment and calibration.
- M. Preparation, evaluation, and analysis of technical reports
- N. Install specialized equipment.
- O. Fabrication of non-procurable items.
- P. Equipment performance evaluation.
- Q. System analysis.
- R. Use of current industry standards, practices, and techniques.
- S. Demonstrate an understanding of entrepreneurship.

PMT 0807V. Machining

1800 Hours

The program is designed to prepare a person for initial employment as machine shop operator, lay-out operator, numerical control machine operator, transfer machine operator, grinder set-up operator, milling machine operator, shear operator, or bench grinder operator or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as pre-apprenticeship or apprenticeship related instruction. Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills.
- B. Leadership and human relation skills.
- C. Employability skills.
- D. Safe and efficient work practices.
- E. Maintenance of shop facilities and work areas.
- F. Mathematical calculations.
- G. Precision measuring.
- H. Bench work.
- I. Power saw operation.
- J. Pedestal grinder operation.
- K. Drill press operation.

- L. Lathe operation.
- M. Milling machine operation.
- N. Grinding machine operation.
- O. Tool and cutter grinder operation.
- P. CNC machine operation.
- Q. EDM machine operation.
- R. Heat treat furnace operation.
- S. Demonstrate an understanding of entrepreneurship.

Vocational/ Technical Industrial

Certificate in Electronic Technology

Certificate in Machining

**Vocational/
Technical
Industrial**

**Certificate
in
Welding**

PMT 0801V Welding

1600 Hours

The program is designed to prepare a person for initial employment as a Tack Welder, Welder Fitter, Welder Assembler, Arc Cutter, Thermal Cutter, Thermal Cutting Machine Operator, Welding Machine Operator, Arc Welder, Resistance Machine Welder Setter, Resistance Welding Machine Operator, Combination Welder, Production Line Welder, Induction Brazer, or Assembler Brazer, or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as a pre-apprenticeship or apprenticeship related instruction.

Program Content: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills.
- B. Leadership and human relation skills.
- C. Employability skills.
- D. Safe and efficient work practices.
- E. Use of blueprints and schematics.
- F. Metal properties and identification.
- G. Weld testing.
- H. Oxyacetylene welding and cutting.
- I. Brazing.
- J. Arc Welding.
- K. MIG Welding.
- L. TIG Welding.
- M. Certification test preparation.
- N. Work layout and planning.
- O. Use and care of hand tools, power tools, and equipment.
- P. Selection, application, care of materials.
- Q. Use of current industry standards, practices, and techniques.
- R. Demonstrate an understanding of entrepreneurship.

HFT0190 Commercial Foods/Culinary Arts

1800 Hours

This program is designed to prepare students for employment as chefs and/or cooks. It may also provide supplemental training for persons previously or currently employed in this occupation. Content includes food preparation and serving; and identification, storage, selecting and presentation of a wide variety of foods. Students will be expected to schedule several days of afternoon or evening lab assignments to meet all program competencies. Evening labs will be scheduled by the instructor to meet individual student situations as much as possible.

Program Content. Instruction is designed to enable individuals to achieve instructional objectives in the following content areas:

- A. Demonstrate general housekeeping operations skills.
- B. Demonstrate equipment operation skills.
- C. Demonstrate stock, soup and sauce preparation skills
- D. Demonstrate fruit and vegetable preparation skills
- E. Demonstrate meat, poultry, fish and seafood preparation skills.
- F. Demonstrate dairy, egg and farinaceous (starchy) product preparation.
- G. Demonstrate salad, buffet food, beverage and related food preparation skills.
- H. Demonstrate baked goods and dessert preparation skills.
- I. Demonstrate dining room operations skills.
- J. Demonstrate a proficiency in customer relations.
- K. Plan, organize and implement work.
- L. Demonstrate employability skills.
- M. Demonstrate an understanding of entrepreneurship.

**Certificate
in
Commercial
Foods/
Culinary
Arts**

Public Service/Corrections

The college offers the following in this field:

Associate of Science Degrees

- Criminal Justice
- Criminal Justice (for individuals employed in Florida's Criminal Justice System)

Certificate

- Basic Law Enforcement Officer Training
- Correctional Officer
- Basic Firefighting

These are restricted enrollment programs. Students must meet enrollment criteria and complete an interview for admission. Individuals who would like more specific information on inservice and advanced training or those employed in Florida Criminal Justice and Firefighting Systems should contact the Coordinator of Public Service.

Advanced Training Criminal Justice

This program is for persons currently employed in Florida's Criminal Justice Systems for in-service and advanced training. Program tracks in corrections and law enforcement are offered. A student must complete the core courses in his discipline (corrections or law enforcement) and required electives for a total of 47 hours plus 17 hours of required general education (64 hours total).

Corrections core courses (18 Hours)

Courses	Title	Hours
CJD 2693	Crisis Intervention	3
CJD 2310	Line Supervision	6
CCJ 2210	Criminal Law	3
CJD 2471	Discipline/Special Confinement Tech.	3
CJD 2663	Writing and Reviewing Reports	3

Law Enforcement Core Courses (18 Hours)

CJD 2254	First Responder	3
CJD 2250	Interviews and Interrogations	3
CJD 2602	Narcotic Identification/Investigation	3
CJD 2681	Case Preparation/Court Presentation	3
CJD 2210	Criminal Law	3
CJD 2663	Writing and Reviewing Reports	3

Required General Education Courses (20 Hours)

ENC 1101	Communication Skills I	4
ENC 1102	Communication Skills II	4
PSY 2012	General Psychology	3
POS 2112	State and Local Government	3
SYG 1000	Introductory Sociology	3
MAC 1102	Algebra	3
or GLY 1001		

Required Electives (26 Hours)

Each student should select a minimum of 26 hours of criminal justice courses with the permission of his or her faculty adviser

**Vocational/
Technical
Public Service**

**Associate
of Science
in
Criminal
Justice**

**Vocational/
Technical
Public Service**

**Associate
of Science
in
Criminal
Justice**

This curriculum, leading to the Associate of Science Degree, is designed for persons seeking employment in the field of Criminal Justice, including Corrections and Law Enforcement, and is not intended for people seeking a four-year degree.

**Certificate
in
Basic Law
Enforcement**

Criminal Justice Associate of Science

Freshman Year

1st Semester	Course	Title	Hours
	ENC 1101	Communication Skills I	4
	CCJ 1100	Introductory to Criminal Justice	3
	SYG 1000	Introductory Sociology	3
	CCJ 1300	Introduction to Corrections	3
	Math Elective		3
		Total	16

2nd Semester

	ENC 1102	Communication Skills II	4
	CCJ 2210	Criminal Law	3
	CCJ 2401	Police Operations	3
	PSY 2012	General Psychology	3
	POS 2041	American Federal Government	3
		Total	16

Sophomore Year

1st Semester

	POS 2112	State & Local Government	3
	SPC 2030	Effective Speaking	3
	CCJ 2250	Constitutional Law for Criminal Justice	3
	CCJ 2100 or CCJ 2330	Probation and Parole Criminal Investigation	3
	CCJ Elective		3
	Physical Education (Required)		1
		Total	16

2nd Semester

	CCJ 2230	Criminal Evidence	3
	CCJ 2930	Criminal Justice Problem Analysis	3
	CCJ 2430 or CCJ 2440	Group Counseling Principles of Correctional Adm.	3
	CCJ Elective		3
	Elective		3
	Physical Education (required)		1
		Total	16

**CJD 0991. Basic Law Enforcement
Officer Training**

520 Hours

The purpose of the program is to prepare students as entry level law enforcement officers, such as Police Officer, Deputy Sheriff or State Highway Patrol Officer. Practical skills and field exercise are an integral part of this program to include report writing, identifications, collection and preservation of evidence, interviewing and interrogation techniques, radio communications, patrol techniques, traffic direction, traffic accident investigations, police vehicle operation, defensive tactics and arrest techniques, and firearms training.

**Vocational/
Technical
Public Service**

**Certificate
in
Correctional
Officer**

**Certificate
in
Fire
Fighting**

Program Content Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Administration.
- B. Introduction to the criminal justice system.
- C. Basic law and legal procedure.
- D. Crime Investigation.
- E. Patrol procedures
- F. Traffic control.
- G. Human relations skills.
- H. Proficiency skills.

CJD 0400. Correctional Officer 420 Hours

The purpose of this program is to prepare students for employment as correctional officers, or jailers or to provide supplemental training for persons previously or currently employed in this occupation. Content includes but not limited to, criminal justice system and the Florida Criminal Justice Standards and Training Commission, weapons skills, basic law and legal procedures, corrections rules, rights and responsibilities. Program Content. Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Introduction to the criminal justice system.
- B. Criminal correctional laws and rules
- C. Basic law and legal procedures.
- D. Crime investigation
- E. Correctional administration.
- F. Physical security.
- G. Facility services.
- H. Intake, classification, and release.
- I. Special programs.
- J. Human relations skills and behavior
- K. Proficiency skills as designated in minimum training requirements.
- L. Employability skills.
- M. Leadership and human relations skills.
- N. Health and safety.

FFP 0005. Fire Fighting 300 Hours

The purpose of this program is to prepare students for employment as fire fighters, fire officers, or forest fire fighters, or to provide supplemental training for person previously or currently employed in these occupations. The contents includes, but is not limited to, orientation to the fire service, apparatus and equipment, fire behavior, portable extinguisher, fire streams, fundamentals of extinguishing, ladders, hose, tools and equipment. Program Content Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Orientation.
- B. Fire behavior.
- C. Portable extinguishers.
- D. Protective breathing equipment
- E. Apparatus and equipment
- F. Tools and equipment.
- G. Ladders
- H. Hose.
- I. Fire streams.
- J. Fundamentals of extinguishment.
- K. Private fire protection systems
- L. Forcible entry
- M. Rescue
- N. Ventilation
- O. Salvage
- P. Overhaul
- Q. Fire prevention inspection.
- R. First responder
- S. Physical fitness.
- T. Examinations.
- U. Control burning.

Continuing Education

Continuing Ed/Special Courses/Voc Prep

Continuing Education activities consist of seminars, courses, programs, workshops, teleconferences or other events designed to meet the leisure and lifelong learning or professional continuing education needs of specific groups within the community. These activities are offered through the Office of Continuing Education, Department of Criminal Justice and Public Service, and the Institute of Government.

Chipola welcomes the opportunity to assist local agencies with entry level training, and businesses and industries with planning and conducting inservice activities for their employees. Activities can be custom designed to meet the specific needs of each employer.

Continuing Education Units (CEU's) and/or Certificates of completion can be awarded by the college when deemed appropriate. CEU's, when awarded, are calculated on the basis of one CEU for each ten contact hours of instruction.

To indicate interest in one of the following activities, or find out about recently scheduled continuing education activities, call the Office of Continuing Education.

Among frequently offered courses are the following:

Life Agents Qualification	Real Estate Sales
Emergency Medical Technology Refresher	Basic Photography
Nursing Continuing Education Activities	Beginning Square Dance
Preparation for Childbirth	Advanced Square Dance
Child Care Training	Firearms Safety
	CPR Multi-Media First Aid

Institute of Government

The Chipola Junior College Institute of Government plays a key role in the assessment of needs and conducting specific activities to address the needs of public employees and elected officials. Institute of Government activities are closely coordinated with continuing and extended studies efforts of the college. For additional information and specific workshops and activities, call the office of the institute.

Success Center

The Success Center is a modern approach to improving basic skills for success in today's world. The returning student will find this program very helpful in preparing for success at Chipola Junior College. Trained personnel assist students in determining any academic weakness which might prevent them from achieving their goals. Once an area is identified, an individualized prescription of work is developed to correct any problem areas.

Students attend the Success Center as their schedule permits and work on assignments individually, receiving assistance as needed. A large variety of materials such as films, tapes, computer software, videos, and textbooks are used. Enrollment is open and students may enroll at any time during the year. Studies include the following:

VPI 0001. Vocational Prep. This is a program of studies to help individuals gain basic literacy skills in math, reading and writing. This program is offered at no cost to individuals without a high school diploma or GED and to individuals functioning at the 8th grade level or below as determined by the Test of Adult Basic Education (TABE). Individualized plans of study are developed to help each participant achieve his or her individual personal goals and could lead to a GED.

VPI 0002. Basic Skills Review. This is a program of studies to help individuals gain basic literacy skills in math, reading and writing. This program is offered to individuals functioning at the 8th grade level or below as determined by the Test of Adult Basic Education (TABE). Individualized plans of study are developed to help each participant achieve his or her individual personal goals and could lead to a GED.

Institute
of
Government

Success
Center

Course Descriptions

Florida's Common Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public and participating private post-secondary 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 same last three digits.

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.

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 same last three digits as a course at the receiving institution.

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 SYG-000.

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered-i.e., "1" indicates freshman, "2" indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG 1000; A school offering the same course in the sophomore year will number it SYG 2000. The variance in the first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

Individual Titles

Each institution will retain its own title for each of its courses. The sociology course mentioned above is titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology"; they all carry the same prefix and the same last three digits. Some courses will carry an alpha suffix, indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture. "C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place. Examples: Marine Biology OCB-013 (lecture only), OCB-013L (lab only), Marine Biology OCB-013C (lecture and lab combined). Therefore, OCB-013C is equivalent to OCB-013 plus OCB-013L.

Questions concerning the common course numbering system should be referred to the CJC Articulation Officer.

Except for some special Vocational/Technical courses, all courses transfer, without loss of credit, both to and from all public community colleges and universities in Florida

Course Descriptions

Accounting

APA 1251. Introductory Accounting. 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.

ACG 2001. Principles of Accounting. 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.

Directed Independent Study

Students may wish to pursue independent study in courses that may not be offered in the current schedule or offered at a time available to them. DIS course work should be completed during the term in which it is started. Currently-enrolled students who desire to register for DIS and who have not registered by the Drop Without Penalty Date for that term may appeal to a committee appointed by the appropriate dean. DIS courses cost an additional \$25 per credit hour. Students should contact the appropriate division chairman for further information.

ACG 2011. Principles of Accounting. A continuation of the 2001 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: ACG 2001. 3 semester hours credit.

ACG 2002. Integrated Accounting on Microcomputers. A course in integrated accounting and microcomputers intended for students desiring knowledge of computerized accounting principles. It consists of five major accounting systems commonly found in computerized accounting environments. These five systems are general ledger, depreciation, accounts receivable, accounts payable, and payroll. Prerequisite: APA 1251 or ACG 2001. 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. 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 the uses of the arts in expression, communication, and exploration of human ideas and values. 3 semester hours credit.

ART 1100C. Crafts I. A course offering experience in the creative use of a variety of materials. 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 personal choice. Prerequisite: ART 1110 or consent of instructor. Four hours studio per week. 3 semester hours credit.

ART 1202C. Introduction to Two-Dimensional Design. The elements and principles of design as applied to the two-dimensional plane. Various media will be used in two-dimensional design projects. Six hours laboratory per week. 3 semester hours credit.

ART 1203C. Introduction to Three-Dimensional Design. The elements and principles of design as applied to the three dimensions. Various media will be used in three-dimensional design projects. Six hours laboratory per week. 3 semester hours credit.

ART 1300C. Introductory Drawing. An introductory drawing course designed to provide basic drawing skills. Emphasis on perspective, media, technique, and style. Six hours lecture and studio per week. 3 semester hours credit.

ART 1301C. Introductory Drawing. A continuation of ART 1300 with emphasis placed upon spatial description through perspective and other means with a 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 2280c. Lettering. The development of hand lettering skills through the study of traditional letter forms. 3 semester hours.

ART 2510. Color and Pictorial Composition. Training in the problems of spatial organization through line, planes, color, light, motion, and volume. Oil or acrylic is the principal medium. Prerequisite: consent of the instructor. Six hours studio per week. 3 semester hours credit.

ART 2520C. Color and Pictorial Composition. Advanced study of the problems of pictorial composition, with greater emphasis upon individual creativity and invention. Prerequisite: ART 2510 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 are 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. A discussion of the concept and significance of the cell to biology, biological molecules and metabolic processes within the cell; cellular energy conversion systems; and control of cellular metabolism. Discussion also includes transmission genetics and molecular genetics. Prerequisite: CHM 1015 or high school chemistry. BSC 1010L is recommended but not required as a co-requisite. 3 semester hours credit.

APB 2203. Human Anatomy & Physiology I. An introduction to the study of the functions of the human body. Scope: basic organization and structure with histology, integumentary system, skeletal system, muscular system, and nervous system. Laboratory follows the scope with dissection and experiments. Prerequisite: BSC 1010 or equivalent. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

APB 2204. Human Anatomy & Physiology II. An introduction to the study of the functions of the human body. Scope: special senses; endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems; and metabolic regulation. Laboratory follows the scope with dissection and experiments. Prerequisite: APB 2203. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

BOT 2010C. General Botany. A course designed primarily for majors in biological 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 including cell biology, metabolism, genetics, physiology and evolution. Co-requisite or Prerequisite: BSC 1010. Two hours laboratory per week. 1 semester hour credit.

BSC 1030. Science, Technology and Man. A course designed to present in a lecture-question format the basic principles involved in man's interaction with the biological, chemical and physical technology that impinges upon his life. 3 semester hours credit.

BSC 2810. Biological Principles for Teachers I. A course offered as an institute for junior high and senior high school science teachers. It includes a review of classic biological principles and an update of recent developments and current ideas in biological science. The course will be divided into two parts focusing on botany and zoology. 3 hours lecture and 2 hours laboratory.

PCB 2921. Seminar in Biological Frontiers. A three-day workshop in the area of biotechnology offered for area science majors and industrial personnel. The workshop provides current information on bioenergy research and development. Special attention is given to the production of ethyl and methyl alcohol, gasification, bioengineering, and computer-mediated energy information management and production/conversion systems integration. Prerequisite: consent of department. 1 semester hour credit.

MCB 2013C. Microbiology. An introductory microbiology course designed for biology, pre-medical, medical technology and nursing majors. The fundamentals of microbiology include structure, nutrition, and growth of genetics and control mechanism, and an introduction to immunology and bacterial pa-

thogens. 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 2172. AIDS HIV Infection Education. A course to provide information on transmission, control and prevention of HIV infection; the care and treatment of persons with HIV infection and AIDS; sexually dangerous activities; social consequences caused by AIDS/HIV epidemics; workplace issues and legal issues. Other sexually transmitted diseases such as chlamydia, gonorrhea, syphilis, and genital herpes will be included in this course. 1 semester hour credit.

ZOO 2010C. General Zoology. A course designed primarily for majors in the biological or related sciences. It is an introductory course dealing with the 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 1004. Principles of Bank Operations. A course designed as the foundation for most other AIB courses to look at aspects of bank functions. It provides a comprehensive introduction to the diversified services offered by the banking industry today; it is essential for most new banking personnel. This revised course includes new material on bank accounting, pricing, and profitability and expands the discussion on the personnel and security functions of the bank. 3 semester hours credit.

BAN 1240. Consumer Lending. A revision of the installment credit course, designed to provide an overview of the consumer credit operation. This course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of the consumer credit function within a bank. 3 semester hours credit.

BRC 1601. Microcomputers in Banking: A Hands-on Approach. A course designed to give participants a basic understanding of microcomputer terminology; the ability to

evaluate hardware and software capabilities and familiarity with the microcomputer applications. 1 semester hour credit.

BAN 2120. Fundamentals of Bank Data Processing. A course designed for clerical and para-professional personnel in data processing and operation departments and non-data processing personnel at any level who would like a general understanding of data processing concepts, principles, and their banking applications. 3 semester hours credit.

BAN 2210. Analyzing Financial Statements. A course designed for the banker who already has an understanding of accounting and wants to know how to apply that knowledge to the interpretation and evaluation of financial reports of businesses. It focuses on the ways in which financial statement analysis is used in bank credit decisions. Emphasis is on theory and problem solving rather than "how to" skills. A case-study approach is used to encourage active student involvement in the analysis of financial condition and operating performance of a modern business firm. Recommended prerequisite: ACG 2001. 3 semester hours credit.

BAN 2237. Agricultural Finance. A course which offers a comprehensive look at all facets of extending agricultural and agri-business loans, from analysis of the financial statements of agricultural enterprises to dealing with problem loans. It emphasizes general principles of management evaluation, fulfillment of credit needs and the use of capital. It is a more theoretical course than Agricultural Credit Analysis. 3 semester hours credit.

BAN 2240. Installment credit. A course which emphasizes pragmatic "how to's" that detail the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debts in delayed payments. 3 semester hours credit.

BAN 2411. Savings and Time Deposit Banking. A course designed to acquaint the student with many of the major developments contributing to the "New World" of banking, the impact of banking deregulation, growth of money market funds, and still competition from non-bank entities. Emphasis is on deposit instruments rather than on deposit operations. Major points include financial institutions, completion and savings, management of bank funds, types of savings and time

deposits, operations and controls, regulation and examination of banks, bank marketing, and the impact of automation. 3 semester hours credit.

BAN 2501. Money and Banking. A course which presents basic economic principles as they relate to banking. It provides the essential understanding necessary to further banking study. Prerequisite: ECO 2013 recommended. 3 semester hours credit.

BAN 2511. Marketing for Bankers. A course which provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry. Content highlights include marketing in the organization, consumer motivation and buying behavior, marketing information and research, and public relations and communications. 3 semester hours credit.

BAN 2541. Electronic Spreadsheet. A course in which participants will learn microcomputer skills and the fundamentals of electronic spreadsheet applications. The course is designed for mid to upper level managers who wish to begin using microcomputer capabilities in decision making and strategic planning. Content highlights are fundamentals of electronic spreadsheet applications, entering data and error corrections, multiple graphs, filing, retrieving and restoring data. 1 semester hour credit.

BAN 2742. Bank Management. A course designed to teach bank officers how to resolve bank problems using a step-by-step approach. Using the management-by-objectives system, realistic goals and objectives are identified and implemented in sample situations drawn from actual experience. Students learn a way of thinking and an attitude which will equip them with the ability to map out a managerial strategy for their respective banks and departments. 3 semester hours credit.

BAN 2781. Management of Commercial Bank Funds. This sophisticated treatment of a central bank function offers the student an overall treatment of funds management policies and practices conducive to liquidity, safe risks and profitability, with special focus on spread management. Emphasis is on how the banker can successfully apply basic funds management principles to the ever-changing financial environment. 3 semester hours credit.

BAN 2782. Bank Investments. A course which presents the factors that affect investment strategies and decisions, grounded in a framework of yield. The basic characteristics of the major types of bank investments are studied, along with the relationship of investment management to other functional areas of the bank. Recommended prerequisite: ACG 2001. 3 semester hours credit.

BAN 2800. Law and Banking. A course which provides an overview of the legal aspects of banking. The course is designed to equip the student with a non-technical, clear understanding of all aspects of the legal system that directly affect banks. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts, crimes, agency, and the nature of partnerships and corporations. 3 semester hours credit.

BUL 2111. Principles of Business Law. 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. 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. 3 semester hours credit.

FIN 2400. Business Financial Management. A course 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. 3 semester hours credit.

GEB 1011. Introduction to Business. 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 insti-

tutions, advertising, wholesaling, retailing, insurance and employee selection and training. 3 semester hours credit.

QMB 1001. Business Mathematics. A course which deals with the application of mathematics to various business activities requiring computation: discounts, markups, interest, installment payments, and depreciation schedules. No prerequisite, but MAT 0024 or MAC 1102 is recommended for those students whose secondary school background did not include algebra. 3 semester hours credit.

REE 2200. Real Estate Finance. A course 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.

OST 1100. Elementary Typewriting. A course for students to develop typewriting skills for professional or personal use. Emphasis is on improving keyboarding skills and learning to format/type business correspondence, tables, forms and reports. Prerequisite: OST 1141 or previous key-boarding/typing experience. 3 hours laboratory per week. 2 semester hours credit.

OST 1120. Advanced Typewriting. A course for students to improve typewriting skills for professional or personal use. Emphasis is on speed building and processing information for the general, executive, accounting, technical, governmental, medical, and legal offices. Prerequisite: OST 1100 or equivalent. 3 hours laboratory per week. 2 semester hours credit.

OST 1141. Keyboarding Skills. A course for students with no previous instruction in typewriting who desire a knowledge of basic keyboard skills. Instruction is on the alpha-numeric keyboard, stressing basic skills needed to operate a computer keyboard accurately

and efficiently. The "touch system" will be stressed. 1 semester hour credit.

OST 1211. Gregg Shorthand. An introductory course in the principles of Gregg's Series 90 shorthand, including dictation and transcription. 3 semester hours credit.

OST 1212. Shorthand Dictation and Transcription. A continuation of OST 1211 with increased practice in dictation and transcription. Prerequisite: OST 1211 or one year of high school shorthand. 3 semester hours credit.

OST 1351. Records Management. An individualized introduction to develop an understanding of the profession of records management. Included are the criteria by which records are created, classified, stored, retrieved, retained, transferred, or disposed of. 1 semester hour credit.

OST 1383. Human Relations. A course designed to help students understand human relations: getting along with other people and succeeding in the world of work. 1 semester hour credit.

OST 1711. Word Processing-Dedicated Equipment. A course designed to prepare students to produce form letters and reports using dedicated word processing equipment. It includes the operation of word processors, composition and editing of business letters, preparation of business and financial reports and a review of basic fundamentals of English grammar and punctuation. 2 semester hours credit.

OST 2213. Advanced Shorthand Dictation and Transcription. An advanced course with emphasis on the secretarial specialist, including the vocabulary, dictation, and transcription used in the field of medicine, law, business, and industry. Prerequisite: OST 1212 or equivalent. 3 semester hours credit.

OST 2215. Shorthand, Dictation & Transcription Business/Industry. An advanced course with emphasis on the secretarial specialist. Introduction to the special areas of business and industry, including vocabulary, dictation, and transcription used in these fields. Prerequisite: OST 1212 or equivalent. 1 semester hour credit.

OST 2250. Shorthand, Dictation and Transcription Legal. An advanced course with emphasis on the secretarial specialist. Introduction to the various documents used in the field of law, including vocabulary, dictation, and transcription used in the legal profession. Prerequisite: OST 1212 or equivalent. 1 semester hour credit.

OST 2255. Shorthand, Dictation & Transcription Medical. An advanced course with emphasis on the secretarial specialist. Introduction to the various documents used in the medical field, including vocabulary, dictation, and transcription used in these fields. Prerequisite: OST 1212 or equivalent. 1 semester hour credit.

OST 2324. Business Math and Machines. A review of the fundamental mathematical process and business applications such as cash and trade discounts, interest markups, commissions, payroll and taxes. The course also includes training and practice in the use of various electronic calculating machines. Prerequisite: Test at minimum 9th grade math level or consent of instructor. 3 semester hours credit.

OST 2335. Business Correspondence. A course designed for practice in writing business letters and elementary reports. Prerequisite: ENC 1101. 3 semester hours credit.

OST 2402. Office Practice. A course designed to integrate the typewriter 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: OST 1120, or consent of department. 3 semester hours credit.

OST 2404. Office Management. A course designed to teach the theories and practices of office management. Topics include information storage and retrieval, records center administration, records security, records disposition, forms and reports, design, computer applications, microfilming, records management, personnel training and supervision. 3 semester hours credit.

OST 2637. Business Machines. A course for practice in the use of duplicating machines, transcription and recording, and other modern office machines. Prerequisite: OST 1100 or ENC 1101. 2 semester hours credit.

Chemistry

CHM 1025. Introductory Chemistry. An introduction to the elementary principle 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: MAC 1102 or a more advanced course and CHM 1025L unless waived by department chairman. 3 semester hours credit.

CHM 1025L. Introductory Chemistry Laboratory. A laboratory course designed to provide basic laboratory experiences for the introductory chemistry student. Emphasis is placed on fundamental laboratory techniques, laboratory safety, and the use of the scientific method. Selected experiments and exercises will exemplify and reinforce topics discussed in class. 1 semester hour credit.

CHM 1030. General, Organic and Biochemistry for Health and Related Science I. This course consists of selected topics, specifically designed for a health-related major, with practical application of the chemical concepts of matter, atoms, measurement, bonding, reactions, pH, etc. The organic portion will introduce carbon chemistry and its compounds and their relationship to health-related fields. Three hours lecture per week. Prerequisite: Eligibility for MAC 1102. 3 semester hours credit.

CHM 1030L. General, Organic and Biochemistry Lab. This laboratory course is designed to provide basic laboratory experiences correlated with CHM 1030. Emphasis of these labs is specifically designed for a health related major with practical application of the chemical concepts of matter, atoms, measurement, bonding, reactions, pH, etc. The organic portion will introduce carbon chemistry and its compounds and their relationship to health related fields. Corequisite: CHM 1030. Three laboratories per week. 1 semester hour credit.

CHM 1031. General, Organic and Biochemistry for Health and Related Science II. This is a continuation of CHM 1030. 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. Prerequisite: CHM 1030. CHM 1031L should be taken concurrently. Three hours lecture per week. 3 semester hours credit.

CHM 1031L. General, Organic and Biochemistry Lab II. This laboratory course is designed to provide basic laboratory experiences correlated with CHM 1031. Emphasis of these labs is specifically designed for a health related major with practical application of the chemical concepts of derivatives of hydrocarbons and their family of related oxygen, nitrogen, sulfur, and phosphorus compounds. Emphasis will be placed on metabolic and homeostatic relationships. Corequisite: CHM 1031. Three laboratories per week. 1 semester hour credit.

CHM 1045. General Chemistry I. The courses CHM 1045-1046 are designed to fulfill requirements in general chemistry for the first year in science, pre-medical, and engineering curricula. Includes units and measurements, chemical calculations, thermo-chemistry, gases, liquids, solids, atomic structure, and bonding. 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. CHM 1045L should be taken concurrently. 3 semester hours credit.

CHM 1045L General Chemistry Laboratory I. An introduction to experimental techniques in chemistry, designed to demonstrate basic chemical principles. Prerequisite or corequisite: CHM 1045. Three hours laboratory per week. 1 semester hour credit.

CHM 1046 General Chemistry with Qualitative Analysis. A continuation of CHM 1045, including solutions, equilibrium, kinetics, acids and bases, redox reactions, nuclear reactions, and organic compounds. Prerequisite: CHM 1045. CHM 1046L should be taken concurrently. 3 semester hours credit.

CHM 1046L General Chemistry and Qualitative Analysis Laboratory II. A continuation of CHM 1045L. It includes qualitative analysis of selected ions. Prerequisite or corequisite: CHM 1046. Three hours laboratory per week. 1 semester hour credit.

CHM 2210 Organic Chemistry. A study of the preparation and properties of various ali-

phatic and aromatic compounds. Prerequisite: CHM 1046 or equivalent. 4 semester hours credit.

CHM 2210L Organic Lab I. An organic laboratory to be taken concurrently with CHM 2210. Three hours laboratory per week. 1 semester hour credit.

CHM 2211 Organic Chemistry. A continuation of CHM 2210-2211. Must be scheduled concurrently with CHM 2211L unless special permission of the instructor is given. Prerequisite: CHM 2210. 3 semester hours credit.

CHM 2211L Organic Lab II. An organic laboratory to be taken concurrently with CHM 2211. Three hours laboratory per week. 1 semester hour credit.

Computer Science/
Data Processing

CGS 1000. Introduction to Data Processing. An introduction to the terminology, procedures, and equipment used in business data processing and common business applications of computers. 3 semester hours credit.

CGS 1060. Microcomputer Literacy: Introduction. An overview of microcomputer applications, including terminology and microcomputer operations. Hands-on exercises using microcomputer software are to be completed. 1 semester hour credit.

CGS 1461. Microcomputer Programming. An introduction to programming. Includes microcomputer operations, problem solving strategies, program design, flow charts, program control structures, and coding of programs. 1 semester hour credit.

CGS 1500. Microcomputer Literacy: Word Processing. A course using microcomputers for wordprocessing activities. Provides an introduction to the capabilities of wordprocessing software for microcomputers through hands-on exercises. Prerequisite: CGS 1060 or consent of instructor. 1 semester hour credit.

CGS 1501. Microcomputer Literacy: Intermediate Word Processing. Topics include advanced editing and formatting functions, macros, merging documents and tables, global search and replace commands. Prerequisite: CGS 1500. 1 semester hour credit.

CGS 1502. Microcomputer Literacy: Advanced Word Processing. Explores the advanced functions of wordprocessing. Topics include advanced math functions, indexing, mail merge, automatic outlining, and the use of macros to increase effectiveness. Prerequisite: CGS 1501. 1 semester hour credit.

CGS 1510. Microcomputer Literacy: Spreadsheet. Use of spreadsheet software for microcomputers. Provides an introduction to the use of spreadsheet software for problem-solving for personal and business applications through hands-on exercises. Prerequisite: CGS 1060 or consent of instructor. 1 semester hour credit.

CGS 1511. Microcomputer Literacy: Intermediate Spreadsheet. A second course in using spreadsheet software, covering how to build graphs and databases. Students will explore graph possibilities and database functions. Prerequisite: CGS 1510 or consent of instructor. 1 semester hour credit.

CGS 1512. Microcomputer Literacy: Advanced Spreadsheet. A third course in using spreadsheet software covering techniques of building and using macros to increase the efficiency of spreadsheet applications. Prerequisite: CGS 1510 or consent of instructor. 1 semester hour credit.

CGS 1530. Microcomputer Literacy: Integrated Software. A course using integrated software packages for microcomputers. Provides an introduction to the functions commonly available in integrated software packages for microcomputers through hands-on exercises and demonstrations of representative software packages. 1 semester hour credit.

CGS 1540. Microcomputer Literacy: Database. A course designed to provide theory and hands-on training in using a microcomputer for database applications. Specifically, the course involves creating and using databases, locating and editing data, and organizing that data to display information. Prerequisite: CGS 1060. 1 semester hour credit.

CGS 1541. Microcomputer Literacy: Intermediate Database Management. A course in learning how to use multiple database files, view files, query files, memory variables, command files, program design and development, and debugging techniques. Prerequisite: CGS 1540 or consent of instructor. 1 semester hour credit.

CGS 1542. Microcomputer Literacy: Advanced Database Management. An advanced course in database management. Topics include creating and using procedure files, designing modular programs, customizing the user environment, using error-checking techniques, and advancing commands and functions. Prerequisite: CGS 1541 or consent of instructor. 1 semester hour credit.

CGS 1560. Microcomputer Literacy: MS-DOS. An introductory course in using MS-DOS commands to effectively manage and control an IBM or IBM compatible microcomputer system, including techniques used in hard disk management. Prerequisite: CGS 1060, CGS 1000 or consent of instructor. 1 semester hour credit.

CGS 1561. Microcomputer Literacy: Intermediate MS-DOS. A second course in using MS-DOS covering advanced features including creation and use of batch files, system configuration and redirecting input/output. Prerequisite: CGS 1560 or consent of instructor. 1 semester hour credit.

CGS 1580. Microcomputer Literacy: Desktop Publishing. A course covering how to produce camera-ready masters for photocopiers or offset presses using microcomputer equipment, a word processing program, a graphics program, and a page layout program. Prerequisite: consent of instructor. 1 semester hour credit.

CGS 2120. Scientific Applications Workshop. A workshop course in the scientific applications of data processing. Prerequisite: COP 2200 or COP 2210. Two hours laboratory per week. 1 semester hour credit.

CGS 2151. Social Science Applications Workshop. A course in using the computer in social sciences. Provides an introduction to the use of specific computer software used in social science applications. 1 semester hour credit.

CIS 1920. Workshop in Microcomputer Applications. A course in using a particular micro-computer application. For students who have completed one of the microcomputer literacy courses with a grade of "C" or better who desire further study of a particular micro-computer application. Students write an individual contract for the activities to be completed during the semester. 1 semester hour credit.

CIS 2321. Elements of Business Analysis. An introduction to business systems analysis. Topics include the system development life cycle, structured analysis and design techniques, systems analysis tools, forms design, report design, and system controls. Prerequisite: CGS 1000 or consent of instructor. 3 semester hours credit.

CIS 2920. Applications Programming Workshop. A workshop course in the commercial applications of data processing. Prerequisite: COP 2120 or COP 2172. Two hours laboratory per week. 1 semester hour credit.

COP 2001. Applied Programming Speciality. A course in using a particular programming language to create programs to solve a particular problem. Students write a contract for the particular programming activities to be completed during the course. Prerequisite: COP 2120 or COP 2172. 2 semester hours credit.

COP 2120. COBOL Programming. An introduction to programming in COBOL. Topics include organization and structure of a COBOL program, syntax of COBOL statements, program design techniques, arithmetic operations and control structures, control break processing, use of tables, and sequential file processing. Prerequisite: COP 2170 or consent of instructor. 3 semester hours credit.

COP 2121. Advanced COBOL. An advanced course in COBOL programming. Topics include modular design of programs, structured programming, COBOL syntax, processing using multi-dimensional tables, methods of files organization, and file processing techniques. Prerequisite: COP 2120 or consent of instructor. 3 semester hours credit.

COP 2170. BASIC Programming. An introduction to BASIC program language. Includes organization and structure of a BASIC program, syntax of BASIC statements, variables, mathematical operations, logical operations, input/output operations, control structures, sequential file processing, problem-solving strategies, program design techniques, and algorithms for sorting and searching. Prerequisite: MGF 1207 or higher math course and either CGS 1461 or CGS 1000, or consent of instructor. 3 semester hours credit.

COP 2172. Advanced BASIC. An advanced course in programming with BASIC. Includes sequential and random access file processing

techniques, multi-dimensional arrays, graphics, DOS, and a comparison of the capabilities of different commercial versions of BASIC. Prerequisite: COP 2170 or consent of instructor. 3 semester hours credit.

COP 2200. FORTRAN Programming. An introduction to computer programming using FORTRAN. Includes fundamentals of the FORTRAN programming language, logical analysis of problems, and practice in programming elementary business and scientific exercises. Prerequisite: MAC 1104, MAC 1132 or consent of instructor. 3 semester hours credit.

COP 2210. PASCAL Programming. An introduction to programming with PASCAL. Includes organization and structure of a PASCAL program, syntax of selected PASCAL statements, variables, mathematical operations, logical operations, input/output operations, control structures, functions and procedures, programmer-defined data types, arrays, records, sets, and files, algorithm design, and modular programming techniques. Prerequisite: COP 2170 or consent of instructor; MAC 1104 or MAC 1132 is also recommended. 3 semester hours credit.

Criminal Justice

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. Introduction to Criminal Justice. A study of the history, philosophy, ethics, development, and objectives of the criminal justice systems. The organization and administration of local state, and federal criminal justice agencies are emphasized. Professional career opportunities are surveyed. 3 semester hours credit.

CCJ 1023. Administration of Criminal Justice. An overview of the total system 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 1300. Introductions to Corrections. An examination of the total correctional processes from law enforcement through the ad-

ministration of justice, probation, prisons, and correctional institutions, and parole history and philosophy, career oriented. 3 semester hours credit.

CCJ 1500. Juvenile Delinquency. A course review of the history of the juvenile court system in the United States. Delinquency and the family will be analyzed. Delinquency control including the police, courts, legislation and support agencies will be discussed. 3 semester hours credit.

CCJ 2200. The Court System. A course explaining the court system of the United States 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 credit.

CCJ 2210 Criminal Law. A course in the theory, purpose and history of criminal law. General criminal procedures, including arrest and trial, appeal, punishment and release, search and seizure and the rights and duties of law officers. 3 semester hours credit.

CCJ 2230 Criminal Evidence. An analysis of courtroom procedures, presentation of evidence and judicial decisions. Rules of evidence and the roles of judge, prosecutor, defense and jury will be discussed. 3 semester hours credit.

CCJ 2250. Constitutional Law for Criminal Justice. A study of the federal and the various state constitutions. An in-depth analysis of those constitutional amendments having a bearing on contemporary criminal justice issues. 3 semester hours credit.

CCJ 2310 Institutional procedures. A course examining the function of the custodial staff for jails and detention facilities 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: SYG 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: SYG 1000. 3 semester hours credit.

CCJ 2330. Probation, Pardons, and Parole. A course which examines the use of probation, parole, and pardons as alternatives to incarceration. Prerequisite: CCJ 1020. 3 semester hours credit.

CCJ 2340. Group and Individual Counseling. A course in which the basic principles of human behavior and some of the techniques of changing attitude and behavior are evaluated and the individual and group approaches to counseling are reviewed. Prerequisites: PSY 2012 or consent of department. 2 semester hours credit.

CCJ 2350. Essentials of Interviewing. A study of 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 2401. Police Operations. A discussion of police problems and responsibilities, including the distribution of personnel and materials, supervision of forces, operating procedures, communications and records, highway safety and traffic control, disasters and disturbances, and the relationship between the police and the public. 3 semester hours credit.

CCJ 2440. Principles of Correctional Administration. A course on 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: SYG 1000 or consent of department. 3 semester hours credit.

CCJ 2930. Criminal Justice Problem Analysis. A course designed to allow the student to pursue selected issues in the Criminal Justice System. Issues will be researched through class discussions, practical field visits, and written resource materials. Students will develop a more meaningful understanding of the inter-relationships among segments of the

Criminal Justice System and various problem solving techniques. 3 semester hours credit.

CJD 1000. Criminal Justice Basic Standards. A course designed to meet the minimum standards required for employment as a corrections officer or law enforcement officer in the State of Florida. Course consists of lectures, demonstrations, practice and laboratory experience in order to satisfy objectives set forth by Florida Criminal Justice Standards and Training Commission. Students will also be required to complete college-level assignments and discussion session set by the instructor. Students must be enrolled in or have completed basic corrections or law enforcement requirements consisting of a minimum of 320 hours or the equivalent at Chipola Junior College. 12 semester hours credit.

CJD 2649. White Collar Crime. A study of criminal behavior not usually associated with the traditional crime, crimes committed by a person of respectability and high social status in the course of his occupational. This course will include a survey of various typologies, causation factors, individual self concepts and rationale. 3 semester hours credit.

CJD 2696. Community and Human Relations. This course is designed to help understand their own feelings in efforts to create and ability to effectively deal with the feelings of others. Law enforcement image and functions as well as conflict-causing barriers which exist between police and the community will be explored. 3 semester hours credit.

CJT 2100. Criminal Investigations. A course to provide education theory in the fundamentals of investigation and the techniques of collection, preservation and transportation of evidence. 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.

CJT 2430 Traffic Accident Investigation and Enforcement. An in-depth study of traffic accident investigative techniques. Includes fact-gathering methodology, collection and preservation of evidence, case preparation and reporting techniques. 3 semester hours credit.

Criminal Justice— Advanced Courses

The following courses adhere to Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, and are For Criminal Justice Personnel Only.

CJD 2250. Interviews and Interrogations. An advanced course designed to cover the techniques, methods, principles, and issues of interviews and interrogations. 3 semester hours credit.

CJD 2253. Self Defense and Use of Force. A course with emphasis placed on physical conditioning, evaluation and exercises; falling techniques; holding, escape, defense techniques; defenses against armed attacks, including club, gun and knife attacks; take down techniques, wristlock/come-along hold, and baton techniques. Laws and regulations pertaining to the use of force will be covered. 3 semester hours credit.

CJD 2254. First Responder to Medical Emergencies. A course to acquaint the officer with effective medical procedures and life saving techniques for handling emergency illness or injuries should he/she be the first to arrive at a scene where such aid is required. Practical exercises are an important aspect of this course and must be successfully performed. 3 semester hours credit.

CJD 2310. Line Supervision. A course designed to provide students with the knowledge and skills needed to function effectively as supervisors. Major topic areas include interpersonal communications, principles of organization and management, human relations, planning and development, policy formulation and budgeting. 6 semester hours credit.

CJD 2320. Middle Management. A course designed for the law enforcement or correctional officer in a management or supervisory position. The course strengthens basic skills and develops leadership skills which are necessary for successful performance in the criminal justice field. 6 semester hours credit.

CJD 2330. Developing and Maintaining a Sound Organization. A course designed to acquaint the criminal justice officer with the general concepts and principles of organization and organizational structures. 3 semester hours credit.

CJD 2331. Planning the Effective Use of Financial Resources. This course was designed to acquaint the criminal justice officer with general financial concepts and terms, financial systems, budgets, and the effective uses of financial information within a criminal justice agency. An eight-hour practicum has been provided in this course to allow the students to actually develop and justify a working budget. 3 semester hours credit.

CJD 2332. Building and Maintaining a Sound Behavior Climate. A course designed to acquaint the criminal justice officer with behavioral concepts, management techniques, motivational techniques, and the role of communication in criminal justice administration. 3 semester hours credit.

CJD 2461. Advanced Correctional Operations. An advanced course in correctional operations for in-service Florida Correctional Officers, designed to increase skills in correctional agency organization and mission, records and reports, legal applications to correctional operations, correctional facility security, intake/classification/release procedures, fire safety and discipline procedures, introduction to supervision and release and bonding procedures. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2467. Counseling and Communication Skills. A course designed to facilitate student appreciation of the importance of communications and counseling skills. It develops working level competence in offender profiling, case problem solving, staff working relationships and the art of listening. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2468. Youthful Offender Program. A course designed to provide the officer with increased knowledge and experience related to youthful offenders. General concepts, staff-inmate relationships, treatment of discipline strategies and youthful offender supervisory skills will be presented. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2470. Emergency Preparedness. A course designed to introduce correctional officers to the concept and key components of emergency situations; effective leadership to prevent such occurrences; and internal factors both inside and outside correctional institu-

Course Descriptions

tions which affect emergency situations. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2471. Discipline and Special Confinement Techniques. A course designed to aid the correctional officer in effectively and properly performing the task requirements inherent in a confinement environment. The student will perform many of these tasks in practical exercises to demonstrate proficiency. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2476. Fire Fighting. A course designed to provide officers with first-stage firefighting capabilities and thereby reduce the dangers of death and injury in correctional settings. Emphasis will be placed on rescue techniques, the use of breathing equipment, evacuation of prisoners. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2477. Proficiency Skills Enhancement for Correctional Officers. A course designed to refresh and improve the skills of the correctional officer by providing a review and enhancement of identified critical basic skills. Time restrictions necessitate a review of concepts rather than practical exercises. Officers are expected to practice the skills within their agencies. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2501. Instructor Techniques. A course designed to enhance the criminal justice officers' knowledge, skills and ability to provide efficient and effective training to fellow criminal justice personnel in skill or subject areas dictated by local need. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 6 semester hours credit.

CJD 2602. Narcotic Identification and Investigation. A course which follows the curricula developed by the U. S. Drug Enforcement Administration for teaching criminal justice officers essential concepts and techniques in the area of drug and drug-related crimes. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2603. Sex Crimes Investigation. A course providing an overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field. Provides an understanding of the problematic,

legal, investigative and evidentiary aspects of sex crimes. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2604. Injury and Death Investigations. A course giving the patrol officer and investigator with limited experience in injury and death investigation a general insight into investigative, legal and evidentiary compounds. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2626. Hostage Negotiations. A course designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations; to include: introduction to the problem, types of hostage situations, formulation of policy, hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2630. Firearms Instructor. A course presenting skills necessary to become firearms instructors. Emphasis will be on instructor techniques methodology, safety principles, firing range conduct, revolver and shotgun nomenclature, analysis of common shooter dysfunctions and lesson plan construction. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2632. Field Training Officer. A course designed to introduce the criminal justice student to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (FTO), communications techniques, counseling techniques, legal and ethical issues and human motivation. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2660. Forensic Photography. A course covering practical exercises to allow students adequate time to demonstrate their capability to produce, process and prepare photographs suitable for court presentation. This course is for the patrol officer and for law enforcement and correctional investigators. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2661. Special Tactical Problems. A course providing an overview of special tactical problems for officers. It will provide the trainee with a working knowledge of special problems faced by law enforcement or corrections to include natural and man-made disorders. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2663. Writing and Reviewing Reports. A course providing a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2677. Drug Abuse Awareness and Education. A course providing the informed criminal justice officer with the methodologies necessary to educate members of the community. This is achieved through various modes of presentation on current and critical issues relevant to drug abuse. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2681. Case Preparation and Court Presentation. A study of the fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer, to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2691. Stress Awareness and Resolution. A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2693. Crisis Intervention. A course providing the law enforcement and correctional officer with the training needed to recognize and handle common crises. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

Economics

ECO 2013. Macroeconomics. An introductory course beginning with a look at economic history. Representative topics included are wealth, output, income, savings, investments, the sectors of the economy, money, employment and growth. 3 semester hours credit.

ECO 2023. Microeconomics. A course emphasizing the market, the firm and the market, and the competition in different market structures. Also included is a look at international economics and how our economic system compares with other economic systems. 3 semester hours credit.

Education

EDF 1005. Introduction to Education. A course 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.

EEX 1949-2949. Cooperative Education I & II. A course involving supervised practical 2949. work experience under the supervision of a college instructor and a cooperating public school teacher. Growth of children and the learning processes are stressed. A project directly related to the work experience may be required. A minimum of 6 hours laboratory experience per week is required. Employment as an aide in a school system is recommended. Consent of the department required. Elective credit only. 3 semester hours credit.

Engineering

EEN 2120C. Engineering Graphics. A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projec-

tions, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite: Students will be required to purchase suitable instruments. Five hours lecture/laboratory per week. \$5 lab fee. 3 semester hours credit.

Engineering Tech Electronic

CET 2112C. 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. Prerequisite: EET 2119C, EET 2155C. Six semester hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

CET 2152C. Microcomputer Systems. A study of microprocessors as a part of a complete microcomputer. Included are assembly languages, programming techniques, hardware test and measurement techniques, diagnostic programming to repair training computers, microprocessor system and utilization of appropriate test equipment. Prerequisite: CET 2112C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

CET 2173C. Digital Systems-Fault Analysis. A study of fault analysis and troubleshooting techniques as applied to various types of digital systems comprised of both discrete and integrated circuits. Involves a practical hands-on application to troubleshooting, using diagnostic programming to repair training computers, microprocessor systems and utilization of appropriate test equipment. Prerequisite: CET 2152C. Four hours lecture/laboratory per week. 3 semester hours credit.

EET 1003. Survey of Electronics (Non-Majors). An overview of electronics to acquaint the student with the principles upon which modern electronics devices operate. The course includes a survey of the basic concepts of electricity and magnetism, electronic circuits, digital electronics, communications and computers. Prerequisite: None. 3 semester hours credit.

EET 1015C. Direct Current Circuits. An introductory course including electronic definitions, Ohms Law, D.C. circuit analysis, meters, conductors, insulators, resistors, batter-

Course Descriptions

ies, and magnetism. The use and understanding of test equipment for circuit analysis is stressed. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EET 1025C. 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. Prerequisite: EET 1015C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EET 1607C. Printed Circuits (PC) Fabrication and Soldering. A study of the techniques involved in printed circuit construction-repair, soldering and desoldering techniques used on PCB's and chassis, practical application of equipment and tools used. Four hours lecture/lab per week. \$6 lab fee. 3 semester hours credit.

EET 2104C. 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, FET'S, PNP'S, and other devices. Prerequisite: EET 1025C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EET 2119C. Electronic Circuits. A study of half-wave power supplies and vacuum tube, transistor and FET cascaded amplifiers, including coupling methods, frequency considerations, stabilization and feedback. Prerequisite: EET 2104C. Six hour lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EET 2322C. Electronic Communications. A study of the fundamentals of communication, including AM and FM receivers and transmitters comprised of both discrete and integrated circuits. Involves a practical hands-on application of trouble shooting techniques to analyze and isolate faults. Six hours lecture/laboratory per week. Prerequisite: Consent of instructor. \$6 lab fee. 4 semester hours credit.

EST 2113C. 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, thyristors, relays, and servo-mechanisms. Prerequisite: EET 2119C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EST 2603C. Introduction to Robotics. An introduction to robotic technology. Topics covered will include robot fundamentals, AC and fluid power, DC power and positioning, programming, data acquisition and handling, voice synthesis and interfacing. Prerequisite: working knowledge of AC and DC circuits and devices, digital techniques, basis micro-processors or consent of instructor. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

ETD 2621. Electronic Drafting. An introduction to drafting techniques through a study of prints and diagrams related to the design and construction of electrical and electronic systems used in computer, communications and industrial applications. Topics covered include; orthographic descriptions, layout of diagrams, standards, symbols, schematics and printed circuits. 4 hours lecture/laboratory per week. \$5 lab fee. 3 semester hours credit.

English

AML 2010. Survey of American Literature I. A survey of major American writers from the colonial period to the Civil War, including Franklin, Irving, Cooper, Bryant, Poe, Emerson, Thoreau, Hawthorne, Longfellow, Melville, and Whitman. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

AML 2022. Survey of American Literature II. A survey of major American writers from the Civil War to the modern period, including Dickinson, Twain, Crane, Frost, Hemingway, and Faulkner. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisites: Grades of "C" in 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. Prerequisites: Grades of "C" in 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. 3 semester hours credit.

ENC 0001. College Preparatory Writing I. A course designed to remediate severe problems in writing, listening, and general study skills. Students who fail to make a score of 14 on the ACT or a scaled score of 30 on the Florida MAPS (TSWE) must make a grade of "C" in this course before registering for ENC 1101. This course does not earn college credit but counts 4 semester hours for load purposes.

ENC 0002. College Preparatory Writing II. A course designed for the higher level group of those students who score below 14 on the ACT or below 30 on the Florida MAPS (TSWE), specifically those who score 11-13 on ACT and 25-29 on the Florida MAPS (TSWE), and for those students who make a "D" in College Preparatory Writing I. Students must make a grade of "C" or above in ENC 0002 before registering for ENC 1101. This course does not earn college credit but counts 4 semester hours for load purposes.

ENC 1101. Communications Skills I. A course in English composition 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 Communication Skills Law. Prerequisite: A score of 14 on the ACT or a grade of "C" in ENC 0001. A "C" grade or higher must be earned to advance to a higher level English course or to use this course as part of the general education requirements in English. 4 semester hours credit.

ENC 1102. Communication Skills II. A course in English Composition, the second half of the sequence begun with ENC 1101. This second semester is concerned primarily with themes about literature, based on reading of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Communication Skills Law. Prerequisite: A grade of "C" in ENC 1101. A "C" grade or higher must be earned to advance to a higher level English or other Gordon Rule course or

to use this course as part of the general education requirements in English. 4 semester hours credit.

ENC 1121. Advanced Freshman English I. 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. 4 semester hours credit.

ENC 1122. Advanced Freshman English II. A course designed as the second half of the composition sequence begun with ENC 1121. This second semester is concerned primarily with themes about literature, based on the reading of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Communication Skills Law. Prerequisite: A grade of "C" in ENC 1121. 4 semester hours credit.

ENC 1133. Research Writing. A course designed to increase proficiency in effective methods of library research and in writing the documented essay. Partially fulfills the writing requirements of the Communication Skills Law. Prerequisite: A grade of "C" in ENC 1101-1102. 1 semester hour credit.

ENC 1090. Communications Skills Review. A course designed for students who must take the College Level Academic Skills Test (CLAST). The reading skills that will be emphasized are literal and critical comprehension. Writing skills that will be reviewed are word choice, sentence structure, grammar, spelling, punctuation, and the process of writing an essay. Institutional credit is offered, but this course does not apply toward satisfying the general education requirements in English. Prerequisites: All courses needed to satisfy the Communications Skills Law, except the final one, which may be taken concurrently. The course is mandatory for all students who register for the CLAST with an overall grade point average below 3.0. 1 semester hour credit.

ENC 2210. Technical Writing. 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: Grades of "C" in ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENC 2301. 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: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. Writing assignments fulfill the demands of the Communication Skills Law. 4 semester hours credit.

ENC/MAT. 2905. Communication/Mathematics Through Tutoring. A course to teach the general communication skills needed for successfully tutoring in an academic setting, to teach general methods of tutoring and to teach the tutoring techniques needed in specific courses. Teacher-tutor seminars, teacher-tutor conferences, and formal instruction will supplement the extensive tutoring experiences. The number of hours of credit varies from 1 to 3 hours depending upon the number of hours of tutoring: 1 credit, 25 hours; 2 credits, 38 hours; and 3 credits, 50 hours.

ENL 2010. Survey of English Literature I. 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 Progress). Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communications Skills Law. 3 semester hours credit.

ENL 2021. Survey of English Literature II. A survey of English literature of the Neo-Classical, Romantic, and Victorian periods. Major authors studied include Swift, Pope, Blake, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, and Browning. Prerequisites: Grades of "C" in 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. Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENS 1281. English as a Second Language. A course for non-English speaking students who need additional assistance in writing and reading English in order to be prepared for English 1101. Major emphasis is on writing (paragraphs and short essays) and reading skills. Prerequisite: A score of 350 on the TOEFL. Students may be referred to the course as a result of individual needs. Required of all students who do not pass an exemption test. 3 semester hours credit.

LIN 2342. Modern Grammar. A course which addresses the long evolution of English grammar and the revolutions in our approaches to understanding it. This course covers the three major current approaches: traditional, structural, and transformational-generative. This broad approach to the study of English grammar should give students a better understanding of our language and give them the objective, non-doctrinaire attitudes toward language they will need to be effective in dealing with the increasingly non-traditional student of today. Prerequisites: ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

LIT 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.

LIT 2100. Literature Appreciation. A course in literature appreciation, involving reading 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: ENC 1101-1102, 1121-1122, 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 the literary forms used by the Hebrews in the Old Testament, including history, biography, short story, essay, lyric poetry and dramatic literature. In the New Testament, attention is given to the study of the use of metaphor, simile, parable, parallelism, balance and dignity in the Gospels and to St. Paul as a letter writer. Prerequisite: ENC 1101-1102 or 1121-1122. 3 semester hours credit.

REA 0004. College Preparatory Reading. A course designed to improve general study skills: reading, listening, note-taking, and question-answering. It is required of all students who fail to make a score of 14 on the ACT Composite Standard Score or a Florida MAPS Reading Scaled Score of 12. Open to any student. This course does not earn college credit but counts 4 semester hours for load purposes.

REA 0105. Reading Improvement. This is a non-credit course designed to improve competence in reading comprehension and vocabulary development. This course does not count toward the satisfaction of General Education requirements in the communications area.

REA 1205. Advanced Reading. A course designed for students who wish to improve their literal and critical comprehension skills: finding main ideas; finding major and minor supporting details; distinguish fact from opinion; identifying the author's purpose and tone and using context clues, roots, prefixes and suffixes for expanding vocabulary. Prerequisite: Completion of, or current enrollment in, ENC 1101 or ENC 1121. 2 semester hours credit.

Fire Science

FFP 1200. Fire Inspection Practices. A course on structure and organization of fire prevention, organizations, conducting inspections, interpreting and applying code regulations. A study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards and fire risk analysis as applied to municipal and industrial occupancies. 3 semester hours credit.

FFP 1240. Fire Cause and Arson Detection. A unit emphasizing the investigation of fires for determination of the source of ignition and first fuel, point of origin, direction and rate of spread and whether the cause was accidental or illegal. Florida arson laws are studied along with procedures for ensuring the admissibility of any evidence found at the scene of the fires, including methods of questioning the witnesses, interviewing, interrogation, and case preparation, with stress on recognition of cause and evidence. 3 semester hours credit.

FFP 1300. Principles of Fire Prevention and Fire Related Laws, Codes and Ordinances. A study including the recognition and categorization of fire hazards. It emphasizes methods of developing effective fire prevention programs for large and small communities, industries, and institutions. The legal basis for fire protection in effect throughout Florida and the application of state, county and municipal legislation as well as other sources of authoritative guidance will be studied. 3 semester hours credit.

FFP 1326. Blue Print Reading and Plans Examination. A course using code standard and inspection techniques learned previously, to review building plans to find errors and omissions, make corrections according to code, and identify where each item is located in the code. 3 semester hours credit.

FFP 2420. Firefighting Strategy and Tactics. A study of multiple company operations, logistics, strategy, use of mutual aid forces, and conflagration control. It is intended for high-ranking officers who may be in command of major fires and other emergencies involving close coordination and maximum use of large amounts of manpower and equipment. Typical tactical situations and case histories will be given. 3 semester hours credit.

FFP 1620. Fire Protection Systems and Devices. A study of fixed and portable systems for detecting, reporting and extinguishing fires. Comparison is made between the value of detection and the value of automatic extinguishing systems. Study is made of the factors which influence the choice of one of several systems for a given occupancy and the value of each type system. Restoration after use and routine maintenance are stressed. 3 semester hours credit.

FFP 1640. Fire Stream Hydraulics. A study of pertinent properties of water, distribution of pressures in dynamic and static systems, friction loss in hoses and pipes and factors which influence it. Approximation methods for quick calculation are given, as well as the more technical computations. Effort is directed toward giving an understanding of how good fire streams are developed. 3 semester hours credit.

FFP 2100. Fire Department Administration, Management and Supervision. A study of administrative, managerial and supervisory principles as they apply to the fire service. This course is intended for those seeking to participate in upper level organizational activity such as budgeting, cost controls, goal setting, manpower acquisition and distribution, and for those seeking to supervise fire company personnel with emphasis upon leadership trails, training, planning, and company officer responsibilities. 3 semester hours credit.

FFP 2150. Fire Science Instructor Techniques. A course on principles, procedures, and techniques of teaching, with emphasis on methods of instruction, developing training outlines, use of visual aids, and testing procedures of fire science instructors. 3 semester hours credit.

FFP 2500. Hazardous Materials I. A study of the understanding of the basic principles involved in the recognition of materials which are hazardous because of combustibility, toxicity, reactivity, or other properties. A study is made of pyrophoric metals, hypergolics and cryogenics, and insecticides. Emphasis is placed upon ways in which hazardous materials can be recognized in the field and study is made of sources of special information relating to safe handling of the materials and extinguishing of fires in which they are involved. 3 semester hours credit.

FFP 2501. Hazardous Materials II. Further study of the chemical and physical properties of various forms of matter and their possible interaction relating to storage, transportation, and handling. Includes flammable liquids, combustible solids, oxidizing corrosives, and radioactive materials. 3 semester hours credit.

FFP 2666. Aircraft Fire Protection and Rescue Procedures. An introduction to the basic techniques of aircraft firefighting, rescue, fire prevention and hazards commonly faced by firefighters in such operations. 3 semester hours credit.

French

FRE 1120. Elementary French I. The essentials of French, with emphasis on oral expression. Open to students who enter college without any or with only one year of high school French. 4 semester hours credit.

FRE 1121. Elementary French II. A continuation of FRE 1120 with emphasis on oral and written expression. 4 semester hours credit.

FRE 2200. Intermediate French I. 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: FRE 1121 or two years of high school French. 4 semester hours credit.

FRE 2201 Intermediate French II. A continuation of FRE 2200. 4 semester hours credit.

Geography

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

Health

HSC 1100. Personal and Community Health Problems. 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 understanding and implementing the principles of maintaining and improving individual and community health for effective daily living. 3 semester hours credit.

HSC 2400. First Aid. A course offering 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. 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. 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 2091. 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 of Afro-Americans. No prerequisite, but either AMH 2010-2020 or SSI 1011-1012 is recommended. 3 semester hours credit.

EUH 1000. Western Civilization. A survey course designed to trace the development of, and to give perspective to the political, economic, religious, and other cultural institutions and ideas of the Western World. These phases of man's accomplishments are related to his history from the earliest beginnings to the end of the 17th century. 3 semester hours credit.

EUH 1001. Western Civilization. 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 1930-1931-2932-2933. Current Affairs. A study of events of the world today, based on

coverage in current periodicals, radio and television. Emphasis is placed on the development of informal judgments about public affairs by the student. Open to all students for a maximum of four semesters. A student may pursue only one Current Affairs course during a given semester unless special consent is given by the department. 1 semester hour credit.

Home Economics

CHD 1103. Child Care Training. A course including the study of state and local rules and regulations; health, safety and nutrition; identifying and reporting child abuse and neglect; child growth and development. Open only to those seeking child care certification. 1 semester hour credit.

COA 1100. Problems in Family Finance. A course 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 1201. Elements of Nutrition. 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 protein; the known functions of the major vitamins and minerals; and nutritional needs throughout the life cycle. 3 semester hours credit.

Humanities

HUM 2212. The Humanities. 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, medieval and renaissance cultural heritage. Not open to students who have credit in HUM 2216. Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

HUM 2230. The Humanities. 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 2230 deals primarily with our cultural heritage from the baroque, revolutionary and modern periods. Not open to students who have credit in HUM 2233. Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

HUM 2740. European Study in the Humanities. A course consisting of seminars and travel. Pretravel seminars establish a foundation for critically examining art, architecture, literature and music in relation to significant historical, philosophical and religious currents in European culture. Opportunity is given to apply general knowledge to particular creative works in cities such as Athens, Rome, Florence, Venice, Paris and London. Prerequisite: Consent of the college. 6 semester hours credit.

HUM 2216. The Humanities with Writing. 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 2216 deals primarily with our ancient, medieval and renaissance cultural heritage. It includes a writing component to satisfy the 8,000 word requirement of the Communication Skills Law. Not open to students who have credit in HUM 2212. Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. 4 semester hours credit.

HUM 2233. The Humanities. 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 2233 deals primarily with our cultural heritage from the baroque, and revolutionary and modern periods. It includes a writing component to satisfy the 8,000 word requirement of the Communications Skills Law. Not open to students who have credit in HUM 2230. Prerequisites: Grades of "C" in ENC 1101-1102 or ENC 1121-1122. 4 semester hours credit.

Journalism

JOU 1420L-1421L. Newspaper Production. A 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 for each course.

JOU 2422L-2423L. Newspaper Production. 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 three hours of workshop per week. 2 semester hours credit. for each course.

MMC 1000. Survey of Mass Communication. A survey of the technology, methods, and functions of mass communications media: newspapers, magazines, books, radio, television, and film—with emphasis on evaluation of the impact of mass media on society. This course satisfies the Communications Skills Law. Writing requirement: 6,000 words. Prerequisites: Grades of C in ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

Mathematics

MAC 1102. Algebra. A course designed to enable students to meet part of the general education requirements in mathematics, and receive instruction in the algebraic concepts of the CLASP. Topics include algebra review, solutions and graphs of first and second degree questions and inequalities in one or two variables, simplification of radical forms and rational forms and rational exponent, systems of linear equations in two or three variables, relations and functions, variation, applications, and geometric and arithmetic sequence. Prerequisites: At least one year of high school algebra and an acceptable score on a state approved mathematics placement test. A "C" grade or higher must be earned in this course to advance to a higher level mathematics course or to satisfy part of the general education requirement in mathematics. Not open for students who have completed any other MAC

prefixed mathematics course. 3 semester hours credit.

MAC 1104. College Algebra. A course including linear and quadratic functions, systems of equations and inequalities, polynomials and rational functions and equations, absolute values, complex numbers, the binomial theorem, matrices and determinants, progressions, log-rithmic and exponential functions. This course should not be pursued by students planning to take MAC 1132. Prerequisites: two years of high school algebra and an adequate score on an algebra achievement test. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1104L. College Algebra Lab. A concrete approach to college algebra topics, stressing the use of manipulatives and microcomputers. Emphasis will be placed on using the microcomputer as a problem solving tool. This course should be taken concurrently with MAC 1104, College Algebra. 1 hour elective credit.

MAC 1114 Plane Trigonometry. This course deals with the solution of triangles, trigonometric relation, and functions of an angle, logarithms, and complex numbers. Prerequisite: MAC 1104 or consent of department. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1114L Plane Trigonometry Lab. A concrete approach to trigonometry topics, stressing the use of manipulatives and microcomputers. Emphasis will be placed on using the micro-computers as a problem solving tool. This course should be taken concurrently with MAC 1114, Plane Trigonometry. 1 hour elective credit.

MAC 1132 College Algebra and Plane Trigonometry. A course primarily designed to prepare students for Calculus and Analytic Geometry. The subject matter covered in MAC 1132 is similar to that which is included in the courses College Algebra and Plane Trigonometry. 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 or 1132. Prerequisite: second-year high school algebra

and high school trigonometry or consent of department. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit.

MAC 2233. Calculus for Non-Science Majors. A brief calculus course designed primarily for business administration majors and other non-science majors. The course includes: limits, basic techniques of differentiation and integration, word problems with application to business and economics. Prerequisite: MAC 1102. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1311. Calculus and Analytic Geometry I. A course including analytic geometry of the line and circle; limits; continuity; derivatives and integrals of the algebraic and transcendental functions; applications of derivations, differentials and approximation; the Fundamental Theorem of the Calculus; applications of integrals to finding area and volume; exponential growth and decay; Riemann sums and the Riemann integral; trapezoidal and Simpson's Rule. Prerequisite: MAC 1132 or MAC 1104 and MAC 1114. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit.

MAC 1311L. Calculus and Analytic Geometry I Lab. A concrete approach to topics in Calculus I through the use of manipulatives and microcomputers. Emphasis will be placed on using the microcomputer as a problem-solving tool. This course should be taken concurrently with MAC 1311, Calculus I and Analytic Geometry. 1 hour elective credit.

MAC 1920. Space Mathematics: An Orientation for Teachers. A course which introduces secondary educators to a wide variety of space related subjects, gives them hands-on experience, and a first hand look at the state-of-the-art technology in that subject. The course will cover a range of topics in mathematics and science. Each topic is composed of lecture and laboratory sessions. The students will be provided with a notebook of lectures and related experiments which can be performed in their classrooms. 2 semester hours credit.

MAC 2312. Calculus and Analytic Geometry II. A course which includes techniques of integration; applications of the integral; polar coordinates; sequences and series; Taylor Series; conic sections; vectors, lines, and planes; and vector-valued functions. Prerequisite: MAC 1131. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit.

MAC 2313. Calculus and Analytic Geometry III. A course which includes vectors in the plane and three dimensional space; vector-valued functions; partial derivatives; multiple integrals and the calculus of vector fields. Prerequisite: MAC 2312. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 4 semester hours credit.

MAE 2810. Mathematics for Elementary Teachers. A course designed to acquaint elementary education majors with topics of mathematics and the nature of mathematical systems. This course includes properties and operations of rational numbers; a study of measurements; introduction to real numbers; a study of measurement and introduction to LOGO. It is not to be used for credit toward a major or minor in mathematics. Prerequisite: MGF 1207. 3 semester hours credit.

MAP 2302. Differential Equations. A course which is an introduction to ordinary differential equations. Topics include linear first-order equations and their applications; methods for solving non-linear and second order differential equations; Wronskians; power series solutions; methods of undetermined coefficients; Laplace transforms; and Fourier series solutions. Prerequisite: MAC 2313. 3 semester hours credit.

MAT 0012. Developmental Mathematics with Algebra. This course is designed for all students who are deficient in basic arithmetic and algebra skills. Topics included: operations with integers, fractions, decimals and percent; geometric figures and their measures; properties of and operations on the rational numbers; simplification of polynomials and fractional expressions; equation-solving techniques. A "C" grade or higher must be earned to advance to a higher level mathematics course. Credit not applicable to the A.A. degree. Prerequisite:

A sufficient score on the placement test or consent of the department. 4 non-credit semester hours.

MAT 0024. College Prep Algebra. An elementary course designed for the students who have little or no secondary school background in algebra and who need preparation for MAC 1102, Algebra. Topics included: operations on and properties of real numbers; algebraic expressions; solving equations; fractional expressions; factoring; exponents and radicals. Not open for credit to any student who has previously completed a college mathematics course other than MAT 0013. Does not meet general education requirements in mathematics. Four hours lecture and one hour laboratory per week. 5 non-credit semester hours.

MGF 2118. College Level Academic Skills Test Review. The College Level Academic Skills Test Review is a review of the essential academic skills for Florida community colleges and universities. It is designed to provide additional practice exercise to students who have successfully completed or are currently completing their six hour general education mathematics requirements, but desire remediation in individual concepts. Topics included: sets, logic, geometry, probability, permutation and combinations, algebraic operations; statistics. The course is mandatory for all students with an overall grade point average below 3.0 who register for the CLAST and cannot be used to meet the mathematics general education requirement. 1 semester hour credit.

MAT/ENC 2905. Mathematics/Communications Through Tutoring. The goal of this course is to teach the general communication skills needed for successfully tutoring in an academic setting, to teach general methods of tutoring and to teach the tutoring techniques needed in specific courses. Teacher-tutor seminars, teacher-tutor conferences, and formal instruction will supplement the extensive tutoring experiences. The number of hours of credit varies from 1 to 3 hours depending upon the number of hours tutoring: 1 credit, 25 hours; 2 credits, 38 hours; and 3 credits, 50 hours.

MAT 1030. Intermediate Algebra Part A. A one hour mathematics course designed to enable the entering student to meet the re-

quirement for MAC 1102, Intermediate Algebra, in three one hour segments rather than in a three hour course. Topics included: introduction to real number system; algebraic expressions; factoring. Not open for credit to any student who has previously completed any college-level mathematics course other than MAT 0024 or MAT 0013. A grade of "C" or higher must be earned in this course to advance to MAT 1031 or to satisfy part of the general education requirement in mathematics. Prerequisite: One year of high school algebra and an acceptable score on the mathematics achievement test. 1 semester hour credit.

MAT 1031. Intermediate Algebra Part B. A one-hour mathematics course for students who wish to meet the requirements for MAC 1102, Algebra, in one-hour segments rather than in a three-hour course. Topics included: exponents; radicals; linear and quadratic functions. Not open for credit to any student who has previously completed any college level mathematics course other than MAT 0024, MAT 0013, or MAT 1030. A grade of "C" or higher must be earned in this course to advance to MAT 1032 or to satisfy part of the general education requirement in mathematics. Prerequisite: MAT 1030. 1 semester hour credit.

MAT 1032. Intermediate Algebra Part C. A one-hour mathematics course designed for students who wish to meet the requirement for MAC 1102, Algebra, in three one-hour segments rather than in a three-hour course. Topics included: inequalities; determinants; systems of linear equations and inequalities; binomial theorem; complex numbers; variation. Not open for credit to any student who has previously completed any college level mathematics course other than MAT 0024, MAT 0013, MAT 1030, and MAT 1031. A grade of "C" or higher must be earned in this course to advance to a higher level mathematics or to satisfy part of the general education requirements in mathematics. Prerequisite: MAT 1030 and MAT 1031. 1 semester hour credit.

MAT 1033. Intermediate Algebra. A mathematics course designed especially for the entering student who desires to meet the general education algebra requirement. Not open for credit to any student who has previously completed any college-level mathematics course other than MAT 0024 or MAT 0013.

3 semester hours credit. NOTE: This course is available only to students who need it to take advantage of their rights under the forgiveness policy.

MGF 1111. Essential Skills: Measurement. A course designed to meet the needs of those students who are lacking essential skills pertaining to measurement. Topics included: 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 MGF 1207. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 1 semester hour credit.

MGF 1112. Essential Skills: Logic, Numeration, and Computers. This course is designed to meet the needs of those students who are lacking essential skills pertaining to logic, numeration, and computers. Topics included: Venn diagrams, truth tables, logic operations, logical equivalence, ancient numeration systems, and computations with different number bases. This course is not open for credit to anyone who has successfully completed the 3 hour course in MGF 1207. A "C" grade or higher must be earned in this course to advance to a higher level mathematics course or to use this course to satisfy the general education requirements in mathematics. 1 semester hour credit.

MGF 1207. Topics in Finite Mathematics. A course is designed to enable students to meet part of the general education requirement in mathematics and receive instruction in the nonalgebraic concepts of the CLASP. Topics included: sets, logic systems of numeration, counting principles, the metric system, mathematical systems, geometry, probability, statistics, permutations and combinations. Prerequisite: MAC 1102 or MAC 1104 or MAC 1132, or an adequate score on an algebra achievement test. A "C" grade or higher must be earned in this course to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MTB 1327. Mathematics for Electronics I. A study of the basic concepts of math and algebra. Topics covered: decimals, fractions, scientific notations, roots, powers of ten intro-

duction to trigonometry and geometry, the use of Kirchhoff's law, Thevenin and Norton's theorems, and Ohms in circuit analysis. 3 semester hours credit.

MTB 1328. Mathematics for Electronics II. A study of the basic concepts of trigonometry, vector analysis and logarithms. Topics covered: AC circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance, Pythagorean theorem resonant circuits, power factors, complex number, logarithmic and mathematical tables. Prerequisite: MTB 1327. 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 practiced. 1 semester hour credit.

STA 1021. Essential Skills: Statistics and Probability. A course designed to meet the needs of those students who are lacking essential skills pertaining to statistics and probability. Topics included; tables and graphs, samples and populations, measures of central tendency of deviation, fractiles, the normal curve, permutations and combinations, probability, odds, mathematical expectation, and tree diagrams. This course is not open for credit to anyone who has successfully completed the 3 semester hour course in MGF 1207 or who has completed PHI 1100 or STA 2013. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 1 semester hour credit.

STA 2014. Fundamental Business Statistics. An introductory statistics course which includes measures of central tendency and dispersion, probability, probability distributions, normal distributions, sample designs and sampling distributions, statistical estimation, hypothesis testing, and statistical applications in business. Prerequisite: MAC 1102 or its equivalent. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

Mental Retardation

MER 1000. Introduction to Mental Retardation. A course which provides an overview of the Department of Health and Rehabilitative Services and how it relates to people with developmental disabilities. Students will learn about flow charts and service delivery systems in HRS and other social service agencies. Students will have at least seventeen class hours devoted to communication skills, both oral and written. Interviewing skills also will be a part of the course. Personal development will be accomplished through personal psychosocial and self-testing. 3 semester hours credit.

MER 1101. Seminar in Daily Living Skills. A seminar that deals with techniques in teaching people with developmental disabilities, including mental retardation, visual and auditory handicaps, learning disabilities, physical disabilities, mental illness, emotional disturbance, juvenile delinquency, and speech problems. Techniques and problems in formal and informal testing will be covered. Corequisite: MER 1101L. 1 semester hour credit.

MER 1101L. Daily Living Skills Laboratory. A course which provides experiences in testing and teaching individuals with developmental disabilities. Teaching experiences will be in the areas of self-help skills, social skills, leisure skills, prevocational and vocational skills, speech and physical therapy, physical and academic classes, and occupational therapy. Corequisite: MER 1101. 3 semester hours credit.

MER 2200. Seminar in Behavior Management. A seminar that teaches the application of techniques in behavior therapy. Students will learn about reinforcement, recording behavior, and current institutional practices in behavior management. The emphasis is on decreasing inappropriate behavior. Corequisite: MER 2200L. 1 semester hour credit.

MER 2200L. Behavior Management Laboratory. A course in which students will plan and carry out behavior-management programs for selected individuals. Students will also observe behavior management programs in selected training areas. This course is designed for occupational students. Corequisite: MER 2200. 3 semester hours credit.

MER 2800. Directed Field Work and Study. A course which provides supervised volunteer work experience as a paraprofessional in the training areas at selected social service agencies which serve people with mental retardation and other developmental disabilities. The number of volunteer hours is contingent on the number of semester hours of course credit that is taken. Maximum: 15 hours credit.

Music

All music majors should schedule one semester hour and one 2 semester hour applied music courses each semester. Fees of \$40 and \$80, respectively, are charged for the 1 and 2 semester hour courses.

MUE 2290. Music Skills. A study of the fundamentals of music needed by the elementary teacher as preparation for the public school music course. Recommended for all elementary education majors except those who have had extensive musical training. Not open for credit to music or music education majors. 3 semester hours credit.

MUH 2111. Survey of Music History. A course designed to survey the history of music from antiquity to the early eighteenth century. Prerequisite: MUL 2110. 3 semester hours credit.

MUH 2112. Survey of Music History. A course designed to survey the history of music from the middle of the eighteenth century to the present. Prerequisite: MUL 2110. 3 semester hours credit.

MUL 2010. Music Appreciation. A course for the non-music major, designed to teach the skills needed to evaluate and appreciate music. 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.

MUL 2110. Survey of Music Literature. A course designed to introduce the incoming music major to standard works by providing an analytical basis for visual and aural examination of musical examples. Prerequisite: none. 2 semester hours credit.

MUN 1341-MUN 2342. Show Choir. (Freshman and Sophomore) A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir ensemble. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or a non-credit basis. Public performances will be scheduled at frequent intervals throughout the year. Prerequisite: Audition or consent of department. Credit will be granted twice for each course. 1 semester hour credit.

MUN 1710-MUN 2711. Rock and Jazz Ensemble. (Freshman and Sophomore). A study of rock and jazz with an emphasis on repertoire development and preparation for public performances. Membership is open to all part-time or full-time students on a credit or non-credit basis. Two or more hours of instruction per week. Credit will be granted twice for each course. 1 semester hour credit.

MUN 1310-MUN 2310. College Chorus. A course requiring 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-MUN 2340. Chamber Chorus. A course requiring two or more hours of choral work per week selected male and female singers. Credit will be granted twice for each course. Prerequisite: Consent of department. 1 semester hour credit.

MUS 0010. Student Recital. A course in which all music majors must enroll and receive a satisfactory grade (S) in student recital attendance (MUS 0010) for a total of four semesters during the AA degree program. Attendance requirements for transfer students who were music majors at the institution from which the transfer is being made will be determined by the Communications, Fine Arts and Humanities Division in accordance with the number of semester hours completed. No credit.

MUS 2201. Diction. An introduction to the study of diction, including the use of the international phonetic alphabet as applied to English, Italian, German, and French repertoire. This course is specifically designed for voice principals and secondaries, but may be taken by any student who has an interest in languages. 1 semester hour credit.

MUT 1111. Music Theory I. 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. A study of the more difficult rhythms, key signatures, and intervals; harmonization, to include free voice leading using triads, a study of voice movements, and development of taste in good voice leading in writing; and a more intense study of dissonance, consonance and additional chord usage for more advanced harmonizations. Prerequisite: MUT 1111. 3 semester hours credit.

MUT 1221. Sight Singing I. A study of sight-singing techniques with emphasis on diatonic materials. Prerequisite: Consent of department. 1 semester hour credit.

MUT 1222. Sight Singing II. A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.

MUT 1231. Keyboard Harmony I. A course 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, figured bass and melody harmonization. Improvisation is encountered 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. 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. A further extension of harmonic language to include borrowed and altered chords, Bach chorals, 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. A continuation of MUT 2116 with a program of required original compositions. Prerequisite: MUT 2116. 3 semester hours credit.

MUT 2226. Sight Singing III. A continuation of MUT 1221-1222. Prerequisite: MUT 1222 or consent of department. 1 semester hour credit.

MUT 2227. Sight Singing IV. A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.

MUT 2236. Keyboard Harmony III. 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. A 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.

MVV 1111. Class Voice. A course in the fundamentals of voice production. Elementary level. Designed for the non-music major. 1 semester hour credit. Course may be repeated for maximum credit of 2 semester hours.

MKV 1111. Class Piano. A course designed for students who desire general keyboard proficiency. No previous keyboard experience is necessary. A wide range of music from the past to the present will be covered. 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. A course performance in guitar 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.

MV - (B,K,P,V,W) 1011-1015. Applied Music Prep. A course of private instruction for students preparing for the freshman level of performance. Each course may be repeated for a maximum of four (4) semester hours. Credit earned in the MV - (B,K,P,V,W) 1011-1015 series will not apply toward the require-

ment of the principal instrument. 2 semester hours credit per course.

Applied Music. A course in applied music instruction is offered in voice, piano, and band instruments for non-music majors. 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:

Private instruction for the non-music major requires that they also be enrolled in at least one other course on campus. This does not apply to dual enrollment or early admissions students.

MVB 1211-2221. Applied Music - Trumpet

MVB 1211-2222. Applied Music - Horn

MVB 1211-2223. 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 1311-2421. 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

Nursing

Associate Degree Courses

NUR 1020M. Fundamentals of Nursing. A course designed to provide students with an understanding of certain key concepts and principles fundamental to the practice of nursing, along with the related ethical and legal responsibilities of the nurse as a health care provider. The student is introduced to the nursing process as a systematic method of problem solving in which effective communication and interpersonal relationships are central components. Basic needs relative to hygiene, oxygen, food, fluids, and activity are emphasized, along with the nursing skills and procedures necessary to meet the needs of the moderately ill, hospitalized patient. The content includes consideration of socio-economic, ethno-cultural and spiritual needs. Supervised practice and planned hospital experience will provide the student opportunities to utilize nursing theory to assist patients to an optimal level of wellness. Theoretical instruction and clinical experience in geriatric nursing are incorporated throughout the course. Three hours lecture and nine hours laboratory per week. Prerequisites: Chemistry 2200C and APB 2203C. 6 semester hours credit.

NUR 1143. Pharmacology A course designed to introduce students to drug standards and legislation, the major classification of drugs and the general actions of selected drugs. It also emphasizes clinical application of drugs to insure rational and optimal patient care. Serious attention is given to the mathematical knowledge and skills which are essential to safe nursing practice. Prerequisite:

CHM 1030 (Exemption Examination Offered to LPN's). 3 semester hours credit.

NUR 2003. LPN Transition Course. A course designed to facilitate the entry of Licensed Practical Nurses into the second year of the Associate Degree Program. Theoretical components of NUR 1020M and NUR 1742C that are not commonly included in the practical nursing curriculum will be emphasized. LPN's will be held accountable for safe performance of all nursing procedures included on the NUR 1020M and NUR 1742C Skills List. Individualized guidance in simulated labs will be provided as a component of this course. Lecture 1 hour. 1 semester hour credit.

NUR 2310C. Pediatrics A course which provides students with opportunities to acquire the knowledge and skills needed to care for children from birth through adolescence. Emphasis is placed on care of the hospitalized child with acute illness. Individualized nursing care is planned with consideration for the emotional, social and physical needs of the child. The clinical experience is provided in in-patient facilities. Three hours lecture and nine hours laboratory per week. Prerequisite: NUR 2743C (90% Accuracy on Diagnostic Mathematics Test). Corequisite: NUR 2301C. 6 semester hours credit.

NUR 2420C. Maternal and Neonatal Nursing A course designed to present the nursing student with basic knowledge and skills necessary to provide proper care during the normal state of pregnancy, including labor and delivery, post partum care and care of the normal new born, with any deviations that may occur during any stage of pregnancy. The student nurse will utilize the nursing process throughout this course of study to foster a healthy adaption of the pregnant woman and her family unit. Three hours lecture and nine hours laboratory per week. Prerequisites: NUR 2743C (90% Accuracy on Diagnostic Mathematics Exam). Corequisite: NUR 3210C. 6 semester hours credit.

NUR 2523C. Psychiatric Nursing. A course which provides the student with opportunities to acquire the knowledge and skills needed to care for patients with emotional illnesses. Therapeutic nurse-patient interaction skills are stressed. Clinical experiences are selected to help students increase their understanding of the interdisciplinary health team and the nurse's role as a member of the team. Clinical

practice is provided in a psychiatric hospital. Two hours lecture and six hours laboratory per week. Prerequisites: PSY 2012, NUR 2310C, NUR 2420C and NUR 2743C. Corequisite: NUR 2744C. 6 semester hours credit.

NUR 1742C. Medical-Surgical Nursing I. A course which provides students with opportunities to acquire the knowledge and skills necessary for safe and effective nursing care of patients with common medical-surgical problems. Building upon the foundation materials acquired in NUR 1020M, this course emphasizes disturbances in homeostasis, perioperative care, care of the elderly patient, death and dying, integumentary problems and immunity. Supervised practice and planned clinical experience will be correlated with theory in an effort to make the content more meaningful to the student. The nursing process is also emphasized. Theoretical instruction and clinical experience in geriatric nursing are incorporated throughout the course. Three hours lecture and nine hours laboratory. Prerequisite: NUR 1020M (Exemption Examination Offered to LPN's). 6 semester hours credit.

NUR 2743C. Medical-Surgical Nursing II. A course which builds upon previously acquired knowledge and skills to enhance the student's ability to provide safe, effective nursing care in more complex situations. Medical and surgical problems associated with the circulatory system, endocrine system, digestive system, musculoskeletal system and reproductive system are emphasized. Supervised and planned clinical experience will be correlated with theory. Students will be expected to function with a greater degree of independence and demonstrate a more in-depth understanding of the scientific principles related to nursing care. The nursing process will be emphasized. Three hours lecture and nine hours laboratory per week. Prerequisites: NUR 1742C (90% Accuracy on Diagnostic Mathematics Test). LPN's may enter after successful completion of exemption examinations for NUR 1020M and NUR 1742C. 6 semester hours credit.

NUR 2744C. Medical-Surgical Nursing-Advanced. A course designed to assist the student in the transition from the student role to the graduate nurse role. Clinical experiences will provide team-leading opportunities in order to foster competence in the decision-making process. Emphasis is placed on sharp-

ening the student's ability to utilize the nursing process when giving care to selected groups of medical surgical patients. Advanced concepts will be incorporated and reinforced with clinical experience in specialty areas. Two hours lecture and six hours laboratory per week. Prerequisite: NUR 2743C, NUR 2310C, NUR 2420C (90% Accuracy on Diagnostic Mathematics Test). Corequisite: NUR 2523C. 4 semester hours credit.

Physical Education (Professional)

PEO 2003. Sports Officiating. A 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 2216. Theory and Practice of Baseball. A course studying skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit.

PEO 2621. Theory and Practice of Basketball. A 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.

Physical Education (Required)

DAA 1100-1101. Contemporary Dance I and II. An activity in which the student should gain elementary technical proficiency and a working knowledge of the traditional discipline inherent in the art of the contemporary dance. 1 semester hour credit per course.

DAA 1200-1201. Ballet I and II. A beginning dance course designed to serve as an introduction to the tradition and discipline of the art of classical ballet. Physical development of the body as an expressive instrument for ballet movement will be stressed as strength, flexibility, balance, agility, alignment, turn-out, control, elevation, and sensitivity to line are studied. 1 semester hour credit per course.

PEL 1111. Bowling. A coeducational course that includes instruction and practice in fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1121. Golf. 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 1141. Archery. 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 1219-2219. Varsity Baseball.** An activity course designed to serve varsity baseball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 1341. Tennis. 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 1346. Badminton. 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 1421. Handball. 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 1441. Racquetball. 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 1624-2624 Varsity Basketball. An activity course designed to serve varsity basketball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 2142. Advanced Archery. A coeducational course that includes instruction and practice in advanced techniques of archery. Two hours laboratory per week. Prerequisite: PEL 1141. 1 semester hour credit.

PEL 2342. Advanced Tennis. A coeducational course that includes instruction and practice. Prerequisite: PEL 1341 with a grade of B or better and consent of department. Two

hours laboratory per week. 1 semester hour credit.

***PEM 1101-2101. Law Enforcement Conditioning I, II.** A physical conditioning program for law enforcement personnel. 1 semester hour credit.

PEM 1101. Physical Conditioning. A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building. Two hours laboratory per week. 1 semester hour credit.

PEM 1146. 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.

PEM 1371. Primitive Camping. A coeducational course that includes planning a camping trip, setting up camp, and the fundamentals of meal planning and camp cooking. The skills will be taught in the classroom, open-air practice sessions and overnight wilderness camping in the area, in state parks, and/or national parks. 1 semester hour credit.

PEM 1376. Back Packing. A coeducational course that includes the fundamentals of loading a back pack (what to leave and what to take), planning a hike, setting up camp, and trail cooking. The skills will be taught partially in the classroom but mainly on the trail. A one-day hike; a two-day overnight hike (with camping), and at least one three-day hike will be required. 1 semester hour credit.

***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 1953-2953. 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.

PEN 1251. Canoeing. A study of the history of canoeing followed by instruction in basic strokes, safety procedures, proper launching and landing procedures, paddling techniques and their uses, and selection and care of equipment. Prerequisite: Ability to swim or remain afloat for a period of ten minutes. 1 semester hour credit.

PEN 1511. Angling. A coeducational course that includes a brief history of fly fishing, followed by instruction and practice in the

fundamental techniques. Fish ecology will be emphasized. The skills will be taught in the classroom and by fishing in local lakes and streams. 1 semester hour credit.

Philosophy

PHI 1100. Practical Logic. A course in 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. A "C" grade or higher must be earned in this course for it to be used as part of the general education requirement in mathematics. Prerequisite: MAC 1102 or MAC 1104 or MAC 1132. 3 semester hours credit.

Physical Science

GLY 1001. 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.

PSC 1121. Introduction to Physical Science. A general education course involving an elementary study of astronomy, the physical laws that govern the universe, and characteristics of matter, including the changes it undergoes. Demonstrations and practical applications are emphasized. Open to all students; however, 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 1037. Twentieth Century Physics. A course dealing with those areas of physics which have revolutionized our understanding of the physical universe in this century. The topics are covered in considerable depth, but the discussion is non-mathematical. Includes relativity, quantum theory, and elementary particles. Prerequisite: a high school or college course in physical science or physics. (minimum grade of "B"). 3 semester hours credit.

PHY 1053C. General Physics. 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. Includes the study of forces, linear motion, circular motion, energy, hydrostatics, heat, thermal expansion and thermodynamics, with 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. A continuation of PHY 1053. Topics covered are static electricity, magnetism, direct current circuits, alternating current circuits, sound, light, and nuclear physics, with 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. 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, with 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. 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, with laboratory applications of these topics. Prerequisite: PHY 2048. Corequisite: MAC 2313. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHZ 2300. Nuclear Physics. A study of the nucleus in its relation to the processes called radioactivity. The radiations associated with radioactive materials, their properties, and uses in radiation therapy and nuclear medicine are included. Special attention is given to the concepts of activity and of radiation dose. The course ends with a study of the formation of radioactive materials in nuclear reactors, in bombs, by cosmic rays, and at the time of

formation of all elements that make up the world. Prerequisite: Consent of department. 3 semester hours credit.

Political Science

POS 2041. American Federal Government. A study of our Federal Government, designed to give the student an understanding of its organization, principles and the way it works. The relationship of the individual to government is emphasized. POS 2112 is recommended for subsequent study. 3 semester hours credit.

POS 2112. State and Local Government. 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

CLP 2100. Abnormal Psychology. A course which concentrates on the description, causes and treatment of behavioral disorders as seen from the viewpoint of the major theoretical models of abnormal behavior. Prerequisite: PSY 2012. 3 semester hours credit.

DEP 2102. Child Psychology. A course with application to an objective study of the pre-adolescent child. Preadolescent physical, psychological, and social development are 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. A course 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 of college study. 3 semester hours credit.

Social Science

ISS 1011. Survey of the Social Sciences. An introduction to the study of the culture of contemporary society, utilizing an interdisciplinary approach. Included in the course are such topics as domestic, economic, educational, political and religious institutions/systems. 3 semester hours credit.

ISS 1012. Survey of the Social Sciences. A continuation of the course 1011-1012. See above description. 3 semester hours credit.

Sociology

FAD 2220. Individual and Family Life Span Development. A course in which biophysical, cognitive and psychosocial development throughout the life span (from conception to death) 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: PSY 2012. Completion of DEP 2102 is strongly recommended as preparation for this course. 3 semester hours credit.

SYG 1000. Introductory Sociology. 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 how it is developing. 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.

SYG 1000L. Writing in Sociology. A writing workshop which will allow the student to complete the Communication Skills Law (Gordon Rule) requirement while receiving credit in Sociology. In the course students will improve their writing skills through a series of written assignments (based on the course material of Introductory Sociology and appropriate writing instruction). Prerequisite: Completion of ENC 1101-1102 or ENC 1121-1122 with grades of "C" or above. The student must be taking SYG 1000 during the same semester the writing section is taken. 1 semester hour credit.

SYG 1410. Marriage and Family Relationships. A study of the most intimate of all human relationships, the family. The family is examined as a social institution, but emphasis is placed on the individual and the changing roles and expectations in a rapidly changing society. The ultimate goal of the course is personal growth. 3 semester hours credit.

SYG 2361. Gerontology, Death and Dying. A course in aging, death and dying for professionals who will work with people over 55 years of age as part of the professional experience. The course topics include successful aging through physical, social and personal adjustment; financial planning and knowledge of the diseases associated with aging and life adjustments. Theories dealing with institutional care, family life, funerals and bereavement will be discussed. 3 semester hours credit.

SYG 2430. The Family and Society. 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.

Spanish

SPN 1000. Basic Spanish Conversation. A one-semester course designed for those who wish to acquire some knowledge of Spanish through the use of conversation, not for those who wish to meet curriculum requirements in foreign language. A brief introduction to the history, geography and culture of Spanish-speaking countries is included. 3 semester hours credit.

SPN 1120. Elementary Spanish. A study of the essentials of Spanish, with emphasis on oral expression. Open to those students who enter college without any high school Spanish. 4 semester hours credit.

SPN 1121. Elementary Spanish. A continuation of SPN 1120 with emphasis on both oral and written expression. Prerequisite: SPN 1100 or one year high school Spanish. 4 semester hours credit.

SPN 2200. Intermediate Spanish. A course including the reading of selections from modern prose authors, a review of grammati-

cal principles, and further study of composition and conversation. Prerequisite: SPN 1101 or two years of high school Spanish. 4 semester hours credit.

SPN 2201. Intermediate Spanish. A continuation of the courses 2200-2201. Prerequisite: SPN 2200. 4 semester hours credit.

Speech

ORI 2200. Oral Interpretation. A course designed to develop the ability to analyze the meaning, and deliver oral interpretations of, the major forms of prose, poetry, and drama. 3 semester hours credit.

SPC 0001. Voice and Diction Workshop. An audio-visual course which provides individualized instruction in pronunciation, articulation, diction and oral sentence structure. Speech theory combines with practical and specific exercises for improvement of voice and diction. The course is designed to help the student become aware of his linguistic environment and provide for the improvement of his own speech skills. Special emphasis is placed on correcting oral usage errors in irregular verbs, subject-verb agreement, pronoun reference, and pronunciation. 1 semester hour credit

SPC 1050. Fundamentals of Speech. An intensive study of the speech process, designed primarily for English, speech, elementary education and special education majors. Emphasis is on enabling the students to evaluate their own speech; to understand phonetic, physiological, and psychological factors involved in speech; and to establish procedures to follow for personal 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. A course dealing with the preparation and presentation of speeches for business, social and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of the speaking voice. Prerequisite: ENC 1101, ENC 1121, or instructor's approval. 3 semester hours credit.

Student Development

SLS 1122. College Success Skills. A course designed for first semester freshmen students. It serves as an introduction to Chipola Junior College and assists the beginning student in coping with the people and programs available to help them get the most out of their college experience. The lab portion of the class is tailored to meet the individual needs of the student. 2 semester hours credit.

SLS 1201. 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.

SLS 1401. 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.

Theatre Arts

THE 1020. Introduction to the Theatre. This course examines the evolution of several facets of theatre, including acting, directing, playwriting, the physical stage, performance conditions, and dramatic literature. The emphasis is on demonstrating the collaborative, eclectic nature of theatre, and on providing students with a sophisticated understanding of how live performances have evolved to meet the demands of each society through the ages. 3 semesters hours credit.

THE 1071. Cinema Survey. An introduction to the motion picture industry. This course will cover such topics as the history of cinema, directing for the camera, film editing techniques, film genres, acting styles, screen

writing, and the industry's responses to evolving cultural issues. 3 semester hours credit.

THE 2370. Modern Dramatic Literature. A study of the diverse trends in playwriting and in theatrical performance over the past one hundred years, as viewed through the works of the major playwrights of Europe and North America. The focus of the course will be placed equally upon script analysis and dramaturgy. 3 semester hours credit.

TPA 1210. Stagecraft. A hands-on approach to the fundamentals of technical theatre. Students will have the opportunity to learn scenic design; technical direction; stage carpentry; set construction; stage lighting; scenery painting; and the use of power tools, hand tools, and fasteners. 3 semester hours credit.

TPA 1191L. Technical Theatre Lab I. A course for participation in the technical facets of a theatre production. Credit may be received for work in the areas of lighting, set construction, costuming, publicity, and makeup. 1 semester hour credit.

TPA 1192L. Technical Theatre Lab I. A course for participation in the technical facets of a theatre production. Credit may be received for work in the areas of lighting, set construction, costuming, publicity, and makeup. 2 semester hours credit.

TPA 1292L. Technical Theatre Lab II. A course for advanced participation in the technical facet of a theatre production. Credit may be received for significant, independent projects in technical theatre. 2 semester hours credit.

TPA 1293L. Technical Theatre Lab II. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. 3 semester hours credit.

TPA 2192L. Technical Theatre Lab III. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. 2 semester hours credit.

TPA 2193L. Technical Theatre Lab III. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. 3 semester hours credit.

TPA 2292L. Technical Theatre Lab IV. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. 2 semester hours credit.

TPA 2293L. Technical Theatre Lab IV. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. 3 semester hours credit.

TPP 1100. Stage Acting An introduction to the requirements of acting in plays. The focus will be placed equally upon script analysis and upon developing the technical skills necessary to perform comfortably on a stage. There will be regular lectures and discussions, as well as performance assignments on yoga, pantomime, improvisation, stage combat, and acting technique. The final grade will not be based upon talent. 3 semester hours credit.

TPP 1191L. Rehearsal/Performance Lab I. A course for participation in theatrical productions. Credit may be received for stage acting, dancing, or singing in plays or musicals. 1 semester hour credit.

TPP 1192L. Rehearsal/Performance Lab I A course for participation in theatrical productions. Credit may be received for stage acting, dancing, or singing in plays or musicals. 2 semester hours credit.

TPP 1292L. Rehearsal/Performance Lab II A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisites: TPP 1100 and TPP 1191L. 2 semester hours credit.

TPP 1293L. Rehearsal/Performance Lab II A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisites: TPP 1100 and TPP 1191L. 3 semester hours credit.

TPP 2192L. Rehearsal/Performance Lab III A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisite: TPP 1100. 2 semester hours credit.

TPP 2193L. Rehearsal/Performance Lab III A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisite: TPP 1100. 3 semester hours credit.

TPP 2292L. Rehearsal/Performance Lab IV A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisite: TPP 1100. 2 semester hours credit.

TPP 2293L. Rehearsal/Performance Lab IV A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisite: TPP 1100. 3 semester hours credit.

TPP 1236. Theatre for Special Audiences. A course for participation in the organization, construction, rehearsal, and performance of a show for children. Credit for this course will be received only by members of the ensemble who have been selected by audition. Prerequisite: TPP 1100 and TPA 1210. 3 semester hours credit.

TPP 2210. Touring Theatre. A course for participation in the organization, construction, rehearsal, and performance of a touring production. Credit for this course will be received only by members of the ensemble who have been selected by audition. Prerequisites: TPP 1100 and TPA 1210. 3 semester hours credit.

TPP 2300. Directing. A comprehensive study of the responsibilities of the stage director, from the play selection process to the post-production evaluation. The focus will be placed upon script analysis, the broad range of choices open to the director, and the adaptation of directorial and technical resources to various theatrical spaces. Prerequisites: THE 1020, TPA 1210 and TPP 1100. 3 semester hours credit.

TPP 2313L. Directing Lab. A laboratory course which focuses on the process of directing a fully-supported, one-act play at the college level. Each student will select, cast, and stage a one-act play in the campus theatre, utilizing student actors. Prerequisite: TPP 2300. 3 semester hours credit.

Faculty

Donald W. Adams

(1967-69, 1976) English/Journalism--B.A., University of Florida; M.J., University of California at Los Angeles

Charles E. Alexander

(1988) English--B.S., University of Southern Mississippi; M.S., University of Southern Mississippi

H. Warren Almand

(1964) English--B.S., College of Charleston; M.A., Florida State University

Mary L. Andreu

(1973) Mental Retardation/Psychology--B.S., M.A., University of Florida

Miriam S. Bailey

(1972) English/Journalism--B.S., M.A., Ph.D., Florida State University

Francis W. Breivogel

(1983) Chemistry/Physics--B.S., University of Notre Dame; Ph.D., University of California

Nancy Burns

(1986) Computer Science--B.S., University of Houston, B.S., Troy State University; M.E.D., North Texas State University

R. Earl Carroll

(1957-58, 1960) Chairman, Division of Communications, Fine Arts and Humanities--B.S., M.S., Florida State University

Sarah M. Clemmons

(1979) English--B.A., University of West Florida; M.A., Troy State University; M.A., Ph.D. Florida State University

Linda L. Cleveland

(1982) Mathematics--B.S., M.S., Adv.M., Ed.D., Florida State University

Robert L. Collins

(1988) Dean, Administrative and Business Services--B.B.A., University of Miami; M.A., University of South Florida

Michael Dolan

(1988) Criminal Justice--B.S., Florida A&M University

Bryan Craven

(1988) Coordinator, Public Relations--B.S., Florida State University

J. Robert Dunkle

(1988) English--B.A., University of Florida; M.A., University of Nevada-Las Vegas; Ph.D., Florida State University

Thomas W. Dunn

(1985) Dean, Vocational Technical and Continuing Education--B.S., West Liberty State College; M.B.A. Marshall University

June Eubanks

(1981) Biological Science/Chemistry--M.A., University of Florida; M.S., Chicago State University

Wellington E. Estey

(1988) Dean, Academic and Student Services--B.A., University of South Florida; M.A., University of South Florida; Ed.D., Nova University

Dennis F. Everett

(1984) Coordinator, MIS--B.S., University of West Florida

Joseph N. Fagan

(1967) Coordinator of Testing--B.S., M.Ed., Tuskegee Institute

Freddie Foran

(1978) Welding

Harold Glisson

(1988) Criminal Justice--B.S., Troy State University

Marlon W. Godsey

(1965) Counselor--B.S., Memphis State University; M.S., University of Mississippi

Gail Hartzog

(1982) English--B.S., Mississippi College; M.S., Troy State University

Loletia Henson

(1986) English/Foreign Languages--B.A., Newcomb College; M.A., University of Wisconsin

Doris B. Herring

(1979) Librarian/Media Specialist--B.S., Florida A&M University; M.A., University of Tampa

Donald G. Holley

(1970) Major Appliance Repair

Bonnie Holt

(1956) Physical Education--B.S., University of Southern Mississippi

Merle Z. Houston

(1963) Director, Library--B.S., Troy State College; M.Ed., Auburn University; M.L.S., Florida State University

Chu Shyen Huang

(1966) Biological Sciences--B.S., National Taiwan University; M.S., University of Southern Mississippi

Marilyn Hudgins

(1988) Nursing--B.S.N., University of Alabama

Alfonsa James

(1988) Director, Student Services--B.S., Palm Beach Atlantic College; M.S., Florida A&M University

Sandra Jeter

(1982) Job Training Partnership Act--A.A., Chipola Junior College; B.S., Florida A&M University

Milton H. Johnson

(1961) Chairman, Physical Education/Athletics Director--B.S., Livingston State College; M.S., Florida State University

Jerry W. Kandzer

(1987) President--B.S., Lenoir Rhyne College; M.S., Appalachian State University; Ph.D., Michigan State University

Charlton D. Keen, Jr.

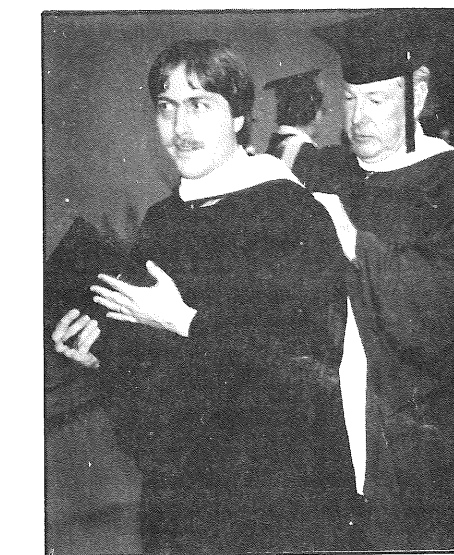
(1965) History/Social Science--B.A., Birmingham-Southern College; M.S., Florida State University

Lonnie H. Keene

(1970) Humanities--B.S., M.A., Florida State University

Gary Latham

(1986) Coordinator, Public Services--B.S., M.S., Florida State University; M.S., Troy State University



Faculty academic regalia requires a lot of zipping, hooking, and adjusting. Here, Dr. Allen Molineux gets some help from colleague Richard Vail prior to 1989 graduation exercises.

Dates following names indicate beginning of professional employment by Chipola.

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 University; M.S., University of Mississippi

Patricia B. Mathis
(1961) Mathematics-- B.A., Judson College; M.A., Louisiana State University

Mary M. McClendon
(1975) History/Social Science-- B.S., Florida A&M University; M.A.T., University of Florida

Joan Miller
(1982) Counselor --B.A., M.A., University of Central Florida

Jay L. Mitchell
(1962) Physics/Physical Science-- B.S., Troy State College; M.S., Florida State University

Allen W. Molineux
(1988) Music-- B.M., DePauw University; M.M., University of Rochester; D.M., Florida State University

Faye F. Monahan
(1968) Business-- B.S., Salem State Teachers College; M.Ed., Fitchburg State Teachers College

Kitty Myers
(1981) Mathematics-- B.A., University of Georgia; M.A., Florida State University

David W. Nicholson
(1962) Chairman, Mathematics Natural & Social Sciences--B.S., M.S., University of Southern Mississippi

Nancy D. Nobles
(1978) Librarian/Head Cataloger-- B.A., M.S., Florida State University

Frederick B. Peters
(1957-65, 1968) Accounting/Business-- B.S., Troy State College, M.A., University of Alabama

Robert Pierce
(1982) Physical Education-- B.S., University of Alabama

Peggy D. Register
(1967) Cosmetology

Helen Rhynes
(1981) Clerical/Secretarial-- A.A., Chipola Junior College

Mertice B. Ringer
(1961) Director, Institutional Planning & Research and EA/EO Coordinator-- B.A., Blue Mountain College; M.Ed., Mississippi College

Kathryn A. Roberts
(1979) Accounting/Economics-- B.S., M.S., Florida State University

Carolyn W. Sapp
(1968) Music/Humanities-- B.M., Shorter College; M.M., Northwestern University

Carol I. Saunders
(1988) English-- B.S., M.S., Auburn University

Maria Scott
(1986) Nursing-- B.S.N., Incarnate Word College; M.S.N., Troy State University

Stephen Shimmel
(1985) Biology/Science-- B.S., M.S., Ph.D., University of Georgia

David Smidt
(1988) Humanities/Theatre-- B.A., M.A., California State University; C.Phil., University of California

Carol Smith
(1986) Coordinator, Nursing-- B.S.N., M.S.N., University of Alabama

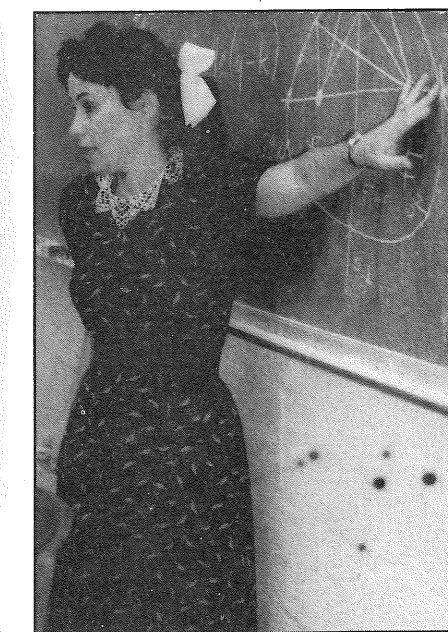
Willie Spires
(1987) Psychology-- B.A., University of West Florida; M.S., Ed.S., Troy State University

Joan B. Stadsklev
(1986) Coordinator, Fine Arts-- B.M., M.S., Florida State University

Robert E. Tanton, Jr.
(1983) Handicapped Services Specialist-- B.S. Ed., Troy State University; M.A., University of Alabama

Barbara Taylor
(1988) Nursing-- B.S.N., Florida State 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/Social Science-- B.S., M.S., Florida State University

Richard H. Vail
(1970) Art-- B.S., Western Carolina College; M.A., George Peabody College

Jane P. Walker
(1980) Success Center-- B.S., University of West Florida; M.S., Troy State University

Kelly Weems
(1987) English-- B.S., University of Mississippi; M.A., Indiana University

Frank White
(1986) Machine Shop--A.S., University of Florida

Kenneth Whitehead
(1983) Electronics-- B.S., William Carey College; B.S., M. Ed. University of West Florida;

Horace Williams
(1984) Automotive Mechanics--A.A., Chipola Junior College

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

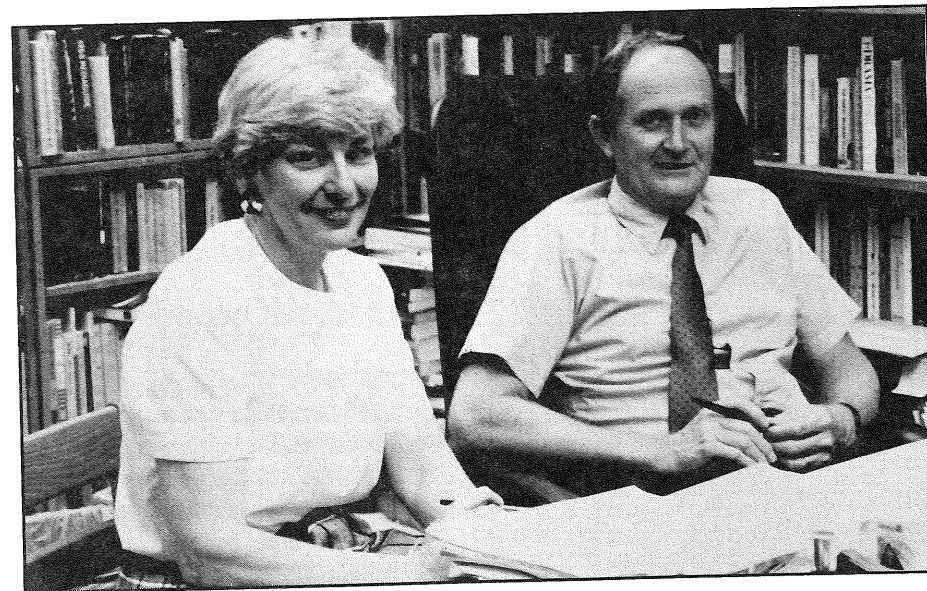
PROFESSOR OF THE YEAR 1988-89

DR. LOU CLEVELAND

Chipola mathematics professor Lou Cleveland teaches, counsels students, constantly develops new material for her students, coordinates the college math activities, including the Math Olympics and Space Camp, and chairs the statewide task force on the computation section of the CLAST. Her personal life is just as active as her professional life. She is a wife, mother of two small children, active in her church and community, a runner, a singer, and an amateur actress, having starred in two recent musicals at the college.

Faculty Emeriti

- Augustus M. Adkison (1965-1983) Music
- G. W. Allen, Jr. (1948-1978) Dean of the College
- Elizabeth M. Barnes (1966-1976) Social Science
- Walter Basford (1967-1985) Automotive
- Mary Bennett (1969-1974) Manager, Student Center
(1983-1985) Head Dormitory Resident
- Paul Braxton (1968-1981) Electronics
- Theodore H. Brittain (1963-1974) Mathematics
- Albert B. Caraway (1966-1982) Dean, Vocational-Technical
- Dorothy T. Clemmons (1967-1988) English
- Ruth Davis (1948-49, 1964-1987) English
- Raymond M. Deming (1969-1979) President
- Eva J. Dixon (1955-1979) Director, Library Services
- Eulles Edenfield (1969-1985) Automotive
- John E. Flynn (1964-1981) Humanities
- Frederick L. Howell (1965-1980) Dean, Vocational-Technical
- Elek J. Lehoczy (1965-1976) Mathematics
- Albert E. Lightfoot (1963-1976) English
- Arthur R. Manning (1965-1976) Social Science
- James H. McGill (1952-1983) Director, Physical Plant
- Margie G. Mixson (1966-1979) English
- Darrell H. Morton (1965-1985) Biological Science
- Sidney Mordes (1959-1983) Geography and Social Science
- Lawrence Nelson (1960-1987) Coordinator, Fine Arts
- James S. Pavy (1956-1988) Physical Education
- Chester H. Pelt (1948-1950, 1954-1973) Philosophy and Sociology
- Robert E. Ringer (1960-1983) Chemistry
- R. A. Rogers (1970-1982) Carpentry
- William H. Stabler (1961-1989) Director of Library
- Josephine Story (1955-1986) Mathematics
- Wilbur I. Throssell (1954-1971) Chairman, Literature and Language Division
- Cleatus C. Toole (1967-1978) Welding
- Jeanette P. Watford (1969-1988) English
- C. D. West, Jr. (1960-1978) Registrar and Admissions Officer



Joan Stadskev, coordinator of Fine and Performing Arts, has a "scheduling" session with Earl Carroll, chairman of the Communications, Fine Arts, and Humanities Division. The two must schedule dozens of events each year--recitals, art shows, concerts, plays, the artist series of visiting performers.

Directory of Offices

OFFICE OF THE PRESIDENT

Dr. Jerry W. Kandzer, President
Joyce Traynom, Administrative Specialist

INSTITUTIONAL PLANNING AND RESEARCH

Mertice Ringer, Director

ARTICULATION

David Nicholson, Articulation Officer

OFFICE OF ACADEMIC AND STUDENT SERVICES

Dr. Wellington E. Estey, Dean
Vickie C. Reed, Secretary

OFFICE OF DEVELOPMENT, FOUNDATION AND ALUMNI ACTIVITIES

Vacancy, Director

REGISTRAR

Annette Widner, Registration Specialist

STUDENT SERVICES

Alfonsa James, Director
Beth Basford, Secretary
Pat Gray, Jennifer Pope, Instructional Aides, Handicapped Services
Joseph Fagan, Coordinator of Testing
Jeanne Hollon, Secretary
Willie G. Aikens, Residence Hall Manager

LIBRARY

Merle Houston, Director
Janet Gilbert, Secretary
Deborah Lovett, Library Technician
Edna Vann, Periodical Technician

DIVISION OF COMMUNICATIONS, FINE ARTS, AND HUMANITIES

Earl Carroll, Chairman
Ionia Barnes, Secretary

FINE AND PERFORMING ARTS

Joan Stadskev, Coordinator
Annie Davis, Secretary

DIVISION OF MATH, NATURAL AND SOCIAL SCIENCES

David Nicholson, Chairman
Carole Edenfield, Secretary

DIVISION OF PHYSICAL EDUCATION/ATHLETICS

Milton Johnson, Chairman
Kathy Anderson, Secretary
David Brown, Residence Hall Assistant

OFFICE OF ADMINISTRATIVE AND BUSINESS SERVICES

Robert Collins, Dean
Annette Rash, Administrative Specialist
Patricia Barfield, Switchboard Operator

BUSINESS OFFICE

Jessie Brookins, Comptroller
Carol Jean Crawford, Senior Cashier
Doris Faircloth, Accounting Clerk
Shirley Reid, Accounting Clerk
Beatrice Stanko, Accounting Clerk
Diane Timmons, Accounting Clerk

FINANCIAL AID

Gayle Heinemann, Financial Aid Specialist
Sybil Cloud, Financial Aid Assistant
Ellen Bussey, Secretary

DATA CENTER/REPORTS

Dennis Everett, Coordinator
Grace Barber, Programmer/Operator
Michelle Stone, Programmer/Operator

PERSONNEL SERVICES

Karan Davis, Personnel Specialist

PHYSICAL PLANT

Sonny Wise, Facilities Manager
Christine Melvin, Physical Plant Clerk
Elton Baston, Custodian
Aggie Bell, Custodian
Dorothy Bell, Custodian
Robert Brown, Custodial Supervisor
Rodney Crawford, Custodian
Richard Edenfield, Electrician

Wayne Herring, Maintenance
Repairman
Craig Hightower, Lead Groundkeeper
Wayne Hill, Purchasing Agent
Lucy Thomas, Custodian
Monica Lovett, Custodian
Johnny Meredith, Groundkeeper
Lucinda Rivera, Custodian
Louis Roberts, Security Officer
Rhondon Gray, Maintenance
Repairman
Eddie Smith, Maintenance Supervisor
Marion Varnum, Custodial Crewleader
Tom Weathington, HVAC Technician

OFFICE OF PUBLIC RELATIONS
Miriam Bailey, Director of Publications
Bryan Craven, Coordinator of
Public Relations

**OFFICE OF VOCATIONAL,
TECHNICAL AND CON-
TINUING EDUCATION**
Tom Dunn, Dean
Debbie McMullian, Secretary
Royce Daffin, Secretary
Sybil Andreasen
Nanette Barnes
Janice Holley
Brenda Jordan
Judy Smith
Instructional Aides, Success Center
Charles Tadlock, Instructional Aide,
Electronics
Darlene Stewart, Assessment
Specialist, FCI

PUBLIC SERVICES
Gary Latham, Coordinator
Annie O'Pry, Secretary

CONTINUING EDUCATION
Gloria Peacock, Coordinator
Barbara Gregg, Secretary
Louise Neel, Continuing Education
Specialist

**SINGLE PARENT/DISPLACED
HOMEMAKERS**
Addie Summers, Coordinator

JTPA
Sandra Jeter, Faculty
Sherry Corbin, Instructional Aide, JTPA
Rene Green, Job Placement Specialist,
JTPA

NURSING
Carol Smith, Coordinator
Betty Johnson, Secretary

INSTITUTE OF GOVERNMENT
Paul Smith, Coordinator
Margaret Keeman, Secretary

CAFETERIA
Lillie Garvin, Manager
Emma Peterson, Cook
Mary Wallace, Cook

BOOKSTORE
Karen Holmes, Manager
Brenda Morga, Bookstore Clerk

Index

A
Absences 32
Academic and Student Services 109
Academic Progress Standards 34
Accounting 80
Administration 8
Administration and Business Services 109
Admissions 15
Advanced Placement 19
Alert 34
Allied Health 59
Appeals 35
Applications for Admission 15
Art 80
Articulation Agreement 42
Articulation Office 20, 109r
Assessing Fees 21, 22
Associate Degree Nursing Program 59
Associate of Arts Program 42,51
Associate of Science Program 58
Astronomy 81
Athletics 10
Attendance 32
Audit 17,34

B
Baptist Campus Ministry 28
Biological Sciences 81
Bookstore 110
Black Student Union 28
Business 62, 81

C
Cafeteria 26
Calendar 4
Career/Life Planning Center 29
Chamber Chorus 27
Change of Rules 18
Cheerleaders 28
Chemistry 84
Civil Rights Compliance 14
College Chorus 27
College Level Academic Skills
Test (CLAST) 37
Common Course Numbering System 79
Communication, Fine Arts and
Humanities 109
Communication and Computation Skills
Law, see Gordon Rule
Compass Club 28
Computer Science/Data Processing 65, 84
Computer Use Fees 21
Continuing Education 78
Corrections, see Public Service/Corrections
Costs 21, 22
Counseling and Advising 20
CLEP 19
Credit by Examination 19
Credits and Official Standing 13
Criminal Justice 86, 87

D
Data Center 109
Deposit, Residence Hall 22, 26
Directed Independent Study 80
Directory of Offices 109
Disciplinary Action 35
Discipline 35
Displaced Homemaker/Single Parent
Program 30
District Board of Trustees 7
Drop and Add 31
Dual Enrollment 18

E
Early Admission 18
Economics 89
Education 89
EMT Certificate 61
Engineering Tech Electronic 89
Engineering 89
English 90
Evaluation of Credits 16

F
Faculty Emeriti 108
Faculty 104
Fees 21, 22
Financial Aid Measurable Progress 39
Financial Aid 23
Financial Regulations 38
Fine and Performing Arts 109
Fines 39
Food Services 22
Foreign Language Requirement 50
Forgiveness Policy 34
Foundation 26
French92
Freshman 33
Full-Time 33

G
General Education 43-50
Geography 92
Grade Point Average 33
Grading System 33
Graduation Requirements 36

H
Handicapped Services 29
Health 92
History of Chipola 12
History 93
Home Economics 93
Humanities 48, 93

- I**
 Incomplete Grades 33
 Institute of Government 78, 110
 Industrial Programs 69-74
 Institutional Planning and Research 109
- J**
 Job Training Partnership Act 30, 110
 Journalism 94
- L**
 Library 27
- M**
 Mathematics 46, 94
 Mathematics, Natural and Social Science 109
 Medical Service 26
 Mental Retardation 61, 96
 Mission 13
 Mu Alpha Theta 28
 Music 97
- N**
 New Beginnings 28
 Noncredit Courses 17
 Nursing Assisting 61
 Nurses Association 29
 Nursing, Associate Degree Program 59, 98
- O**
 Open Door Policy 16
 Organizations 28
 Orientation 15, 20
- P**
 Papoose 28
 Payment of Fees 21
 Personnel Services 109
 Phi Beta Lambda 29
 Philosophy 100
 Physical Education (Professional) 99
 Physical Education (Required) 99
 Physical Education Exceptions 32
 Physical Science 100
 Physics 100
 Placement Testing 19
 Political Science 101
 Programs of Study 41
 Programs to Accomplish the Mission 13
 Provisional Student 34
 Psychology 101
 Public Relations 109
 Public Service and Corrections 75-77
- Q**
 Quality Points, see Grade Point Average
- R**
 Refund Policy 39
 Registration 31
 Rent 22
 Repeated Courses, see Forgiveness Policy
 Residence Hall 22, 26
 Residency 15, 38
 Rules 31
 Rural Arts Center 10

- S**
 Schedule Changes 31
 Scholarships 23
 Schoolbus Service 10
 Science Club 29
 Show Choir 27
 Social Science 44, 101
 Sociology 101
 Sophomore 33
 Space Camp 10
 Spanish 102
 Special Student 17, 33
 Speech 102
 Sports and Recreation 27
 Standards of Academic Progress 34
 Student Activities 27
 Student Development 102
 Student Government Association 29
 Student Housing, see Residence Hall
 Student Load 31
 Student Loans 25
 Student Nurses Association 29
 Student Records 35
 Summary of Student Costs 22
 Sunstar 11
 Suspension 34

- T**
 Teleconferences 11
 Theatre 27, 102
 Transfer Students 16
 Transient Students 17, 34

- V**
 Veterans Approval 14
 Vocational Industrial Clubs of America 29
 Vocational/Technical Programs 58-78

- W**
 Warning 34
 Withdrawal from College 37
 Writing Courses 47

Catalog Credits-

Editorial advisers:
 Earl Carroll
 Sarah Clemmons
 Wes Estey
 David Nicholson
 Tom Dunn
 Bob Jones

Editorial assistance:
 Vicki Reed
 Debbie McMullan

Photography:
 Roger Dobson

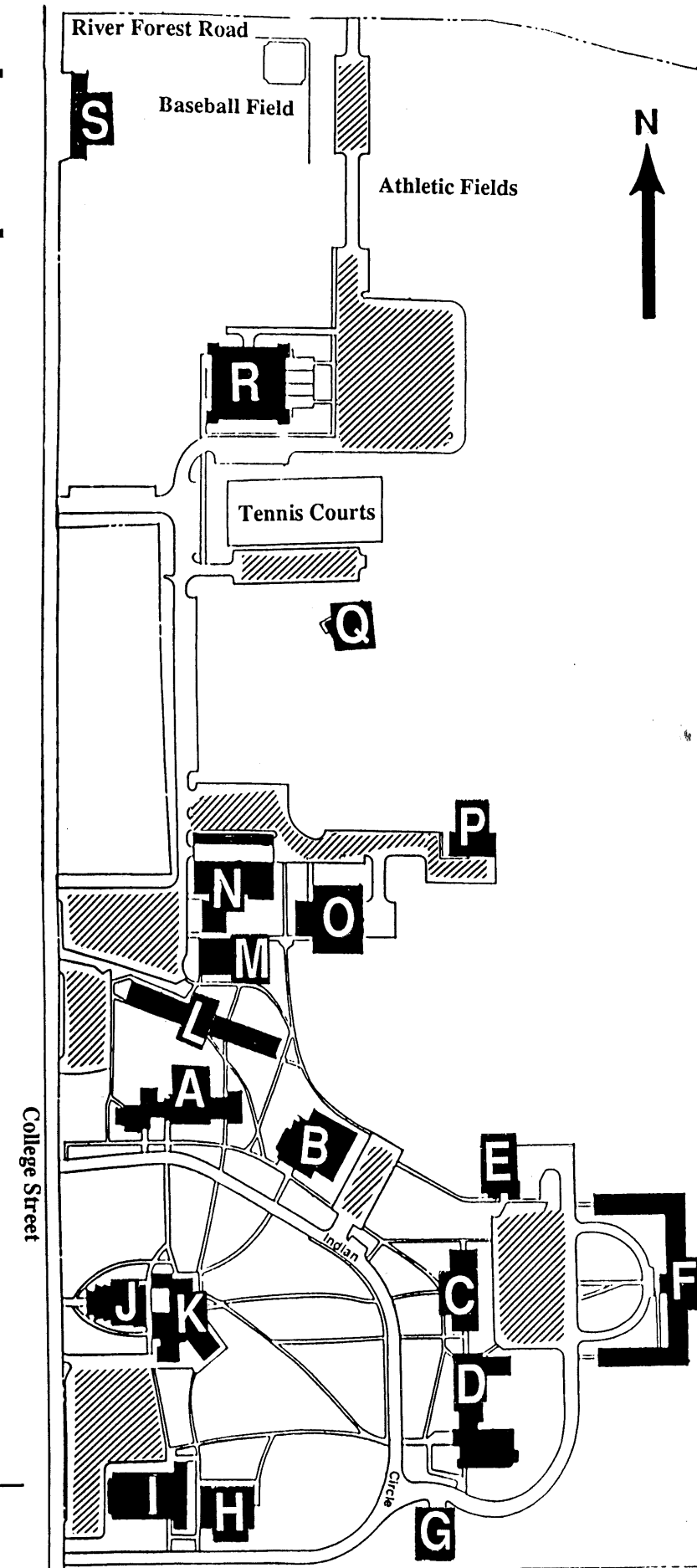
Design and production:
 Miriam Bailey

MAP

Buildings

- A--Administration
- B--Library
- C--Social Science
- D--Natural Science
- E--Physical Plant Office
- F--Residence Hall
- G--Forestry
- H--McLendon Fine Arts
- I--Rural Arts Center
- J--Auditorium
- K--Student Center/Cafeteria
- L--Business
- M--English
- N--Vocational
- O--Success Center/Electronics
- P--Appliance Repair
- Q--Storage
- R--Health Center
- S--Public Service

Parking Lots





Chipola
Junior College
1200 College Street
Marianna, Florida 32446

An
Equal
Access/
Equal
Opportunity
Institution