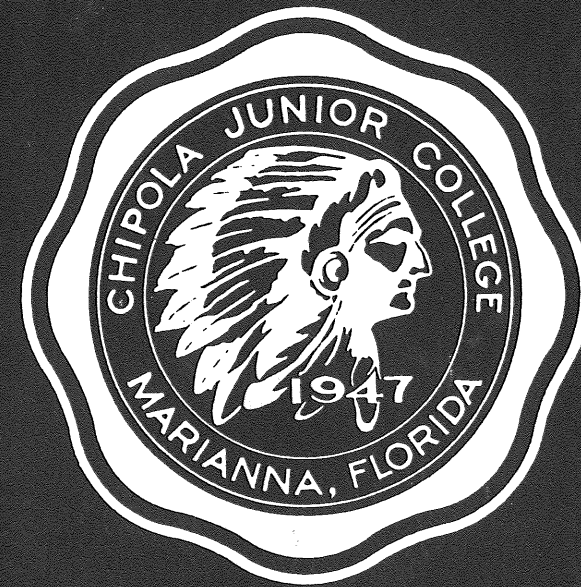

1995-96 CATALOG



CHIPOLA

JUNIOR COLLEGE

3094 Indian Circle

Marianna, Florida 32446-2053

(904) 526-2761

Calendar 1995-96

Fall Semester 1995

July

- 24-6 Returning student* early registration for Fall Semester—Noon-3 p.m.
- 27 Returning student* early registration for Fall Semester—Noon-6 p.m.
- 31 Early registration for new students with completed applications—8 a.m.-Noon

August

- 7 Application deadline/Residence Hall deadline for Fall Semester
- 14 Faculty returns for Fall Semester
College returns to regular work week
Residence Hall opens—2 p.m.
- 15 New student testing
Returning student* registration/drop/add—8 a.m.-3 p.m.
- 16 Registration/drop/add—8 a.m.-3 p.m.
- 17 Registration/drop/add—8 a.m.-6 p.m.
- 18 Registration for late applicants/drop/add—8 a.m.-3 p.m.
- 21 Classes begin
- 21-23 Late registration/drop/add—8 a.m.-3 p.m.
- 24 Late registration/drop/add—8 a.m.-6 p.m.
- 25 Late registration/drop/add—8 a.m.-Noon

September

- 4 College closed - Labor Day Holiday
- 8 Registration deadline for October CLAST

October

- 7 CLAST Exam
- 12 Last day to withdraw from classes without penalty
- 18 Fall Festival—Classes dismissed 10:35 a.m.-1:20 p.m.
- 28 ACT Test

November

- 17 Last day to resign from all classes
- 22-24 Thanksgiving Holiday - college closed
- 29 Early registration for Spring—1-6 p.m.
- 30 Early registration for Spring—1-3 p.m.

December

- 1 Registration for new students with completed applications—9 a.m.-Noon
- 6 Application deadline/Residence Hall deadline for Spring term
- 7 Last day of Fall classes
- 8 Final Exams
- 9 ACT Test
- 11-12 Final Exams
- 13 Residence Hall closes—5 p.m.
- 14 Grades due—8 a.m.
Last faculty work day
- 18-29 College Closed - Christmas Holidays

Spring Semester 1996

January

- 1 College closed - New Year Holiday
- 2 Faculty returns
New student testing
Returning student* registration/drop/add—1-3 p.m.
- 3 Registration/drop/ add—8 a.m.-6 p.m.
- 4 Classes begin
- 4-5 Late registration/drop/add—8 a.m.-3 p.m.
- 8-9 Late registration/drop/add—8 a.m.-3 p.m.
- 10 Late registration/drop/add—8 a.m.-6 p.m.
- 11 Late registration/drop/add—8 a.m.- Noon
- 15 College Closed - King Holiday
- 19 Deadline to register for February CLAST

February

- 3 ACT Test
- 17 CLAST Exam
- 27 Last day to withdraw from classes without penalty

March

- 20 Spring Frolics—Classes dismissed 10:35 a.m.-1:20 p.m.
- 29 Residence Hall closes for Spring Break—5 p.m.

April

- 1-5 College closed for Spring Break
- 6 Residence Hall opens—Noon
- 9 Last day to resign from all classes
- 13 ACT Test
- 16 Current student early registration for Summer I—1-3 p.m.
- 17 Early registration for Summer I for new students with completed applications—9 a.m.-Noon
- 22 Application deadline for Summer I
- 25 Last day of classes
- 26 Final Exams
- 29-30 Final Exams

May

- 2 Grades due—8 a.m.
- 3 Last faculty work day
Deadline to register for June CLAST
Graduation—7:30 p.m.
- 4 Residence Hall closes —Noon

*Returning student means one who was enrolled during the previous term.

Summer Session I, 1996

May

- 5 Residence Hall opens— Noon
- 6 Summer I faculty returns
Summer work week begins
Testing
Registration/drop/add—1-6 p.m.
- 7 Classes begin
Late registration/drop/add—8 a.m.-6 p.m.
- 8 Late registration/drop/add—8 a.m.-Noon
- 27 Last day to withdraw from class without penalty

June

- 1 CLAST Exam
- 5 Last day to resign from all classes
Application deadline for Summer II
- 8 ACT Test
- 11 Early registration for Summer II—1-3 p.m.
- 17 Classes end
- 18 Last faculty work day ends—Noon
Summer I ends—Noon
Residence Hall closes —Noon
- 19 Grades due —8 a.m.

Summer Session II, 1996

June

- 19 Faculty returns for Summer II
Registration/drop/add—8 a.m.-6 p.m.
- 20 Classes begin
Late registration/drop/add—8 a.m.-Noon

July

- 4 College Closed - Independence Day
- 11 Last day to withdraw from classes without penalty
- 18 Last day to resign from all classes
- 22 Early registration for Fall—1-6 p.m.
- 23-25 Early registration for Fall—1-3 p.m.
- 29 Early registration for new students with completed applications—8 a.m. -3 p.m.

August

- 1 Last class day of Summer II
- 5 Grades due— 8 a.m.
Last faculty work day ends—Noon
- 7 Deadline for Fall Semester applications

1995-96 CATALOG

CHIPOLA

Junior College

3094 Indian Circle
Marianna, Florida 32446-2053
(904) 526-2761



Accredited by the Southern Association of Colleges and Schools

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

An Equal Access/Equal Opportunity Institution

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Welcome to Chipola

Chipola Junior College is one of the top academic institutions in Florida. Its beautifully wooded campus includes an on-campus dormitory. This provides a collegiate atmosphere and a wider range of campus life and student activities than a fully commuting institution.


Chipola also has the highest percentage of full-time faculty in the State Community College System. This provides small class sections with professional teachers who willingly work with individual students to help them succeed in their academic careers. Beyond the regular faculty Chipola utilizes a

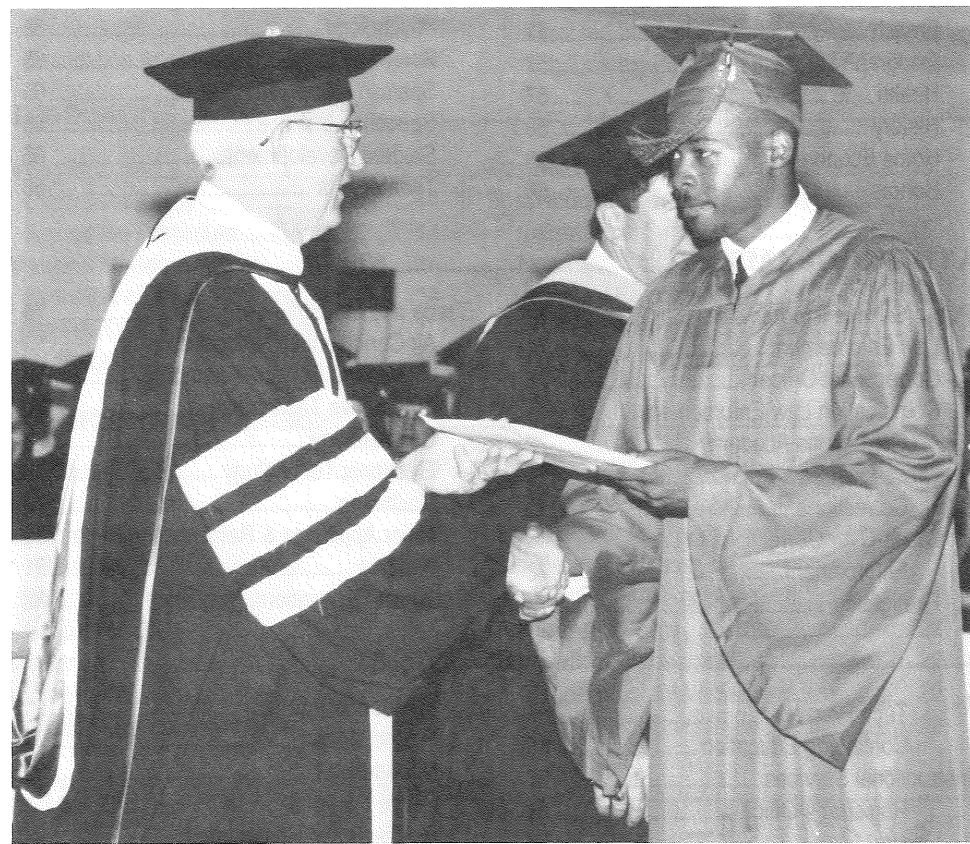
computerized Success Center, Writing Center and Math Lab with faculty to help the student outside of regular class time. These services are available for both the academic transfer program and the occupational degree and certificate programs.

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, chorus, and visual arts presentations. Chipola's athletic teams have a history of ranking at or near the top of

regional, state, and national competition in basketball and baseball. The women's softball team, after switching to fast pitch ball last year, brought home a winning trophy from the Gulf Coast Tournament. The college also supports a wide range of academic and extracurricular clubs.

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


Dale O'Daniel, President



Above: Otha Saffold of Malone, basketball player for two years and winner of the Neal Sportsmanship Award, receives his diploma from Chipola's new president, Dr. Dale O'Daniel.

Right: Faculty member Dr. Kitty Myers (left) greets Mrs. O'Daniel during a "Welcome our New Chief" reception hosted by the Chipola Faculty Association on May 1, 1995.



Name:

Although Chipola became a "Comprehensive Community College" in the early '60s, the college has retained its historic name, Chipola Junior College, at the request of alumni.

Like all comprehensive community colleges, Chipola offers vocational, technical and continuing education, as well as the first two years of college.

The college is named after a river that flows along its northern edge—the river was named by the original Indian inhabitants of the area.

Indian language researchers have been unable to provide a certain translation of "Chipola." "Upstream" has been suggested as a likely interpretation.

Pronunciation:

Area residents agree that the accent is on the second syllable, the "pole" in Chipola; and that the ending sound is "ah." They disagree on the first syllable—some pronouncing it "Shi," as in Chicago; others "Chi," as in chip.

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

Data from the State Department of Education, the Division of Community Colleges, and the State University System prove that by every available measure of success, Chipola graduates excel.

GPA After Transfer

In the latest state report concerning community college transfers to the State University System of Florida, CJC graduates ranked fourth in the state among Florida's 28 public community colleges. CJC students' mean grade point average (GPA) of 2.94 was exceeded by that of only one Panhandle school, Gulf Coast, with a GPA of 3.01. The only other schools outperforming CJC were Lake Sumter with 3.06 and Daytona Beach with 2.96. On some occasions, Chipola transfers have, as a group, earned equal or higher grade point averages than the native student bodies of several universities.

CLAST Comparison

Chipola students have an almost unequalled record of performance on the statewide College Level Academic Skills Test

(CLAST). Frequently, Chipola has had the highest mean in the state on a subtest. Once, CJC ranked Number 1 in the state on per-

centage of students passing all four subtests. The following are only the latest in Chipola's history of excellence on the CLAST.

Chipola's CLAST scores rank third among state's 37 public colleges & universities

On the Fall 1994 CLAST, Chipola outscored all universities except the University of Florida and all community colleges except Indian River, scoring third among all 37 public colleges and universities in Florida.

Chipola's percentage of students passing all four subtests of the exam was 76, compared to passing rates of 67 percent for all state university students combined, 53 for all state community college students combined, and 60 for the state as a whole. The University of Florida's passing percentage was 79 and Indian River's was 84. Excluded from these comparisons is Florida Keys Community College, which had only two students taking the exam.

Essay—Only Florida State University outperformed Chipola on the Essay Subtest, with a mean score of 8.1, compared to CJC's 8.0. Only Indian River had a higher percentage of students passing the Essay Subtest—97 percent compared to Chipola's 96 percent.

English Language Skills—Both Chipola and Indian River outscored all other institutions, including the universities, on the English Language Skills Subtest. Both had a passing rate of 91 percent. Chipola's mean score on this subtest was 328, compared to the university mean of 324, the community college mean of 314 and the statewide mean of 319.

Reading—With 88 percent passing the Reading Subtest, CJC was second among Panhandle community colleges, exceeded only by Okaloosa-Walton Community College. Chipola's mean score on reading was 320, compared to a statewide university mean of 322, the community college mean of 315 and the overall statewide mean of 319.

Mathematics—With 82 percent passing the Mathematics subtest, Chipola was first among Panhandle community colleges and fifth statewide. Among all 37 public institutions, Chipola was eighth in the percentage passing mathematics and had the fifth highest mean score.



Students taking Oral Interpretation dress in costumes for a series of public programs featuring patriotic readings.

Vocational Success

The success of students graduating from Chipola's applied technology certificate programs is indicated by the rate at which they are hired right out of school. All of CJC'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 in 1988-89 when it was designated a Center of Electronic Emphasis by the Governor's High Technology and Industry Council. Programs that are offered through the Public Service/Criminal Justice Training Center are designed to provide students opportunities to prepare themselves for employment in corrections, law enforcement and firefighting careers.

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 from that area who go to college.

Computer Literacy Pioneer

A few years ago, Chipola 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 that it formed a "road show" of faculty to speak at regional and national meetings, including the National Institute for Staff and Organizational Development at the University of Texas. 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 was trained in research techniques using personal computers to access educational and commercial data banks.

Special Science Activities

For the past several years, CJC has used grants and other monies to fund attendance at "Space Camp" in Huntsville, AL, by faculty, students and area science teachers. Other grant monies have funded a summer

study program for science majors at the nuclear research facilities of Oak Ridge, TN. Biology professor Paul Huang coordinates the Chipola Regional Science & Engineering Fair which is held on campus each year.

Arts Achievements

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. In recognition of its special attention to the arts, the college was given grants of \$450,000 by the State Division of Cultural Affairs to remodel a campus building to serve as a regional arts center. This facility, the Chipola Arts Center, was dedicated in April of 1991. Since its opening it has been in continuous use for traveling art exhibits, concerts and recitals.

The college also sponsors an Artist Series that provides performances by visiting artists each year. Chipola students receive reduced ticket prices for the Artist Series.

Chipola stages several "sold out" Christmas Dinners each holiday season. The college is the home of the Chipola Regional Symphony Orchestra, which presents three to four major concerts each year on campus. Additionally, the Theater Department produces three to four plays a year that are free to students.

This past year, the theater's production of "Bus Stop" resulted in six Irene Ryan nominations from the American College Theater

Festival, and "Camelot" sold out all five of its performances.

Each summer the department buses in thousands of area children to see its annual children's theater production.

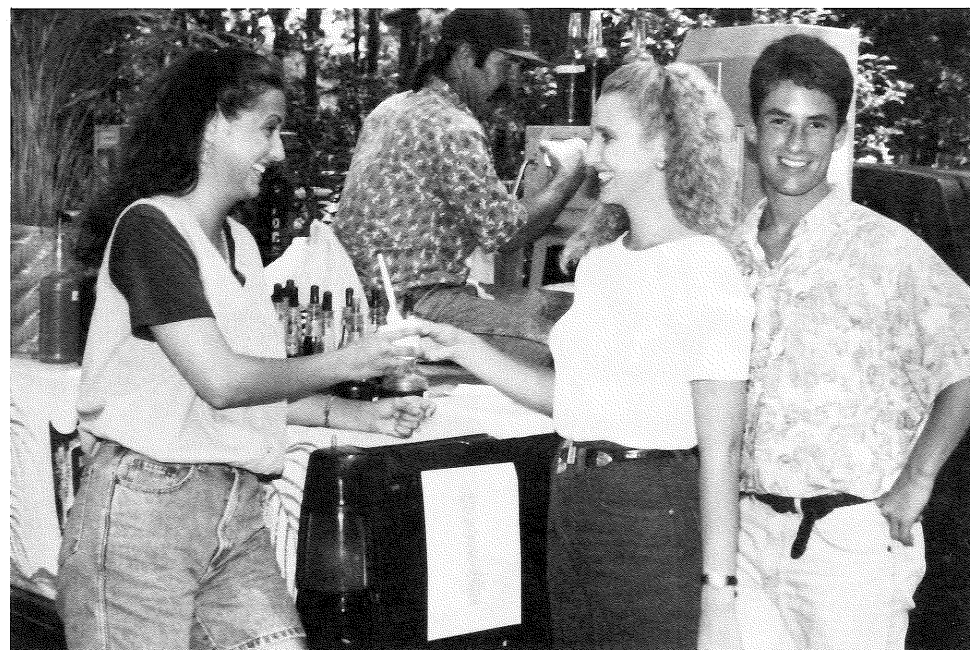
The college's three musical groups, Chorus, Rock and Jazz Ensemble, and Show Choir, perform throughout the Southeast. This past Spring, Show Choir performed its popular show on the Galaxy Stage at Walt Disney World in Orlando.

Athletics Achievements

Although Chipola—with fewer than 3,000 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.

Playing in one of the toughest leagues in the nation—the Panhandle Conference—Chipola has won more state basketball championships, seven, than any other Florida community college. It has won 11 Panhandle Conference championships and made nine trips to the national tournament, the last in 1988.

The 1993-94 year was memorable for several reasons. Chipola's head basketball coach of 32 years, Milton H. Johnson—the "winningest coach in Florida Community College Basketball"—retired after racking up 801 career wins. He was inducted into the National Community College Athletic As-



At registration, Lucinda Griffin of Grand Ridge, '94-95 SGA president, serves ice cream to Gina Cordell of Graceville and Pablo Garcia of San Juan, PR.

sociation Basketball Hall of Fame in May, 1993. The building which houses offices of the physical education program and the Indian gymnasium was renamed the Milton H. Johnson Health Center in August 1994.

The baseball Indians have made the state tournament ten of the past 13 years. They placed third in the state tourney in both 1991 and 1992 and came in fifth in 1993. The Lady Indian softball team switched from slow pitch to fast pitch ball in Fall 1994 and began playing on its new on-campus softball diamond in the Spring 1995.

Annual Wild Game Dinners, sponsored by Chipola's booster organization, the Appreciation Club, have raised over \$300,000 for CJC athletics over the past seven years.

Tech Prep

In 1991-92 the Chipola Area Tech Prep Consortium received a grant for a program to be organized through the college with the 15 high schools in the five-county region and with the Washington-Holmes Vocational-Technical Center. Implementation of this program has resulted in curriculum development and articulation arrangements that provide students with a career-focused path through high school and two years of postsecondary education leading to an Associate in Science degree or applied technology certificate. By taking a rigorous, planned series of courses, students are better prepared

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.

Cafeteria, Medical Services & Book Store

The college cafeteria, located in the Student Center, is open for three meals a day five days a week. Residence Hall students are required to purchase a meal plan. See page 25 for the meal plan cost.

Vending machines are located in the Student Center and elsewhere.

Student fees do not include any medical service, health or accident insurance. 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.

Dormitory & 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. 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.

For most of the college's history, people in the Chipola District who had access to a county school bus also had access to Chipola. Although this service was greatly reduced in 1991-92, some buses continue to arrive on campus before 8:30 a.m. and leave about 2:15 p.m. so students may return home by making connections with other buses at the district high schools.

Computer Links

In 1992, CJC became the second community college to go "on line" in LINCC — Library Information Network for Community Colleges. A Chipola librarian, Janet Wise,

won the contest which provided the name LINCC. Through this computerized catalog system, Chipola students have access to the library holdings of any Florida university or college, as well as INTERNET.



During one of the comical contests at Fall Festival, Holly Barth of Altha roots around in flour to find her bubble gum.

A number of services are provided: a copy machine, patron typing room, study rooms, and a computer room. Easy access to information is provided through an online catalog with the holdings of the 28 Florida community colleges, the state universities, INTERNET, and a full-text encyclopedia,

as well as through an electronic index to periodicals.

As a service to the citizens of the district, the college allows area residents to borrow materials from the library. Additional information on library hours and the loan of library materials to non-students may be obtained at the circulation desk in the Library.

Students have the responsibility of informing Student Services counselors or instructors of personal physical problems which may affect their performance in class.

The college operates a book store on the lower level of the Student Center where students may buy and sell textbooks. The store also carries art and school supplies and a large selection of cards, gifts, and items bearing the CJC logo.

Residence Hall

The 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 is required to submit a \$50 deposit with the Housing Contract to the Business Office. The deposit will be retained as long as the student resides 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 as indicated on the Housing Contract 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 non-refundable.

Student rooms are equipped with single bed(s), desk and chair, dresser or chest and blinds. Personal items such as linens, rugs, curtains, and pillows are not supplied. Students are expected to furnish sheets, pillow cases, blankets or quilts, and towels. Other articles or personal furnishings may be supplied by the student according to his/her individual taste.

Residence Hall amenities include a TV room, a lounge, and a laundry room with coin-operated machines. Small refrigerators and microwave ovens are allowed, but not

provided. A nominal charge is made for each appliance to cover electricity. Private phone lines are available through Centel.

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. Room assignments may be confirmed with the Residence Hall manager after Aug. 1.

Background

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.

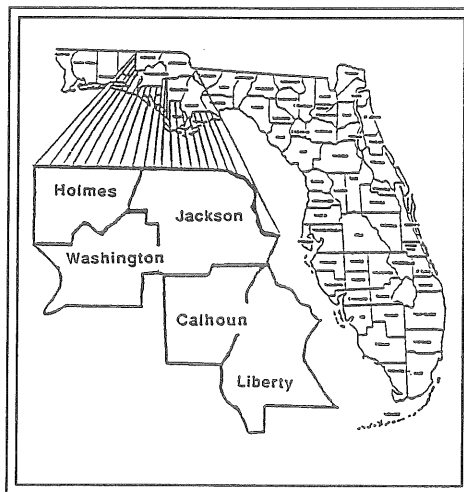
A milestone in the history of CJC occurred in 1953 when the campus moved from its original location at the former Marianna Army Air Base to the present location. The first permanent buildings were completed and occupied in 1954. Additions through the years have brought the number of buildings to seventeen. The campus also includes outdoor physical education fields and a pool. Programs in vocational education were begun in 1967-68.

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, composed of Jackson, Washington, Holmes, Calhoun and Liberty Counties, is located in the Florida Panhandle—a rural area abounding in forests, rivers, and lakes. Part of the district borders on the Georgia and Alabama state lines. The main economic base of the region is agriculture and forestry. Situated in Marianna near



the banks of the Chipola River, the campus uses only about forty of its 105 acres. The remainder is in its natural state—covered with pines, cedars and hardwoods.

Facilities

Over the past several years, the college has undergone a multimillion dollar modernization of its buildings and instructional facilities, including the equipping of four computer labs that are open five days and several evenings each week.

In 1991 the modernization of the Public Service Building was completed. A new pool complex opened in the summer of 1992. The Social Science Building—the oldest building on campus—was remodeled in 1993.

New headquarters for the Chipola Foundation were opened in Spring 1995 in a remodeled home located across College Street from the Administration Building. A new softball diamond for the Lady Indians also was completed in Spring 1995.

A new wing on the Fink Natural Science Building, housing state-of-the-art science labs, is expected to be completed by Fall 1995, as is a new road through the campus and additional parking. A Child Care Center, under development in 1994-95, is expected to be ready for occupancy sometime in 1995-96.

Mission, Goals & Programs

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

1. General and pre-professional classes for transfer to other colleges and universities.
2. Applied technology instruction to prepare students for technical degree programs and the job market.

3. 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. **Applied Technology 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 & Official Standing

Accreditation & Affiliations

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

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 throughout 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 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.

The EA/EO Office is in Building G.



Twins Melanie and Michelle Watkins of Two Egg purchase books and computer supplies from Debbie Dennis, manager of the Book Store.

Student Services

Students who need financial aid to attend Chipola, or to attend a university upon graduation from Chipola, should visit the Financial Aid Office, located in the Administration Building. New scholarships are created and added to the list available throughout the year, and the office receives many notices of university scholarships that are intended for graduates of community colleges.

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 completing the Free Application for Federal Student Aid form. This form may be obtained from a high school guidance counselor or the Chipola Junior College Office of Financial Aid. Assistance may consist of scholarships, grants, loans, and part-time employment, alone or in various combinations.

Scholarships based upon achievement are not limited to students who show financial need. However, continuation of all aid is dependent upon meeting the financial aid Satisfactory Progress standards. These requirements are surveyed in the "Academic Standards" section of this catalog, and a chart displaying the complete criteria is available in the Financial Aid Office. Additionally, students who are delinquent in repaying a

loan or who owe the college for over-payment of a grant are ineligible for additional financial aid until the debt is satisfied.

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

Federal, State and College Assistance Programs

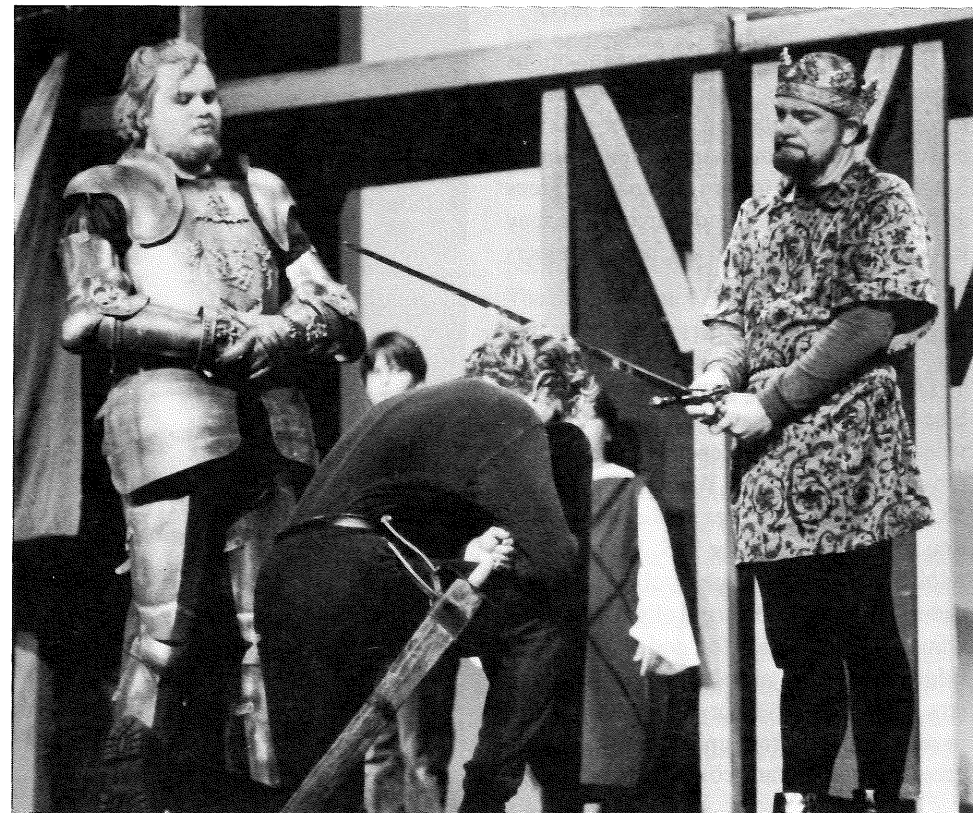
Federal Pell Grant is a federally-sponsored aid program designed to provide assistance to those who show financial need to attend a postsecondary educational institution. This grant is gift aid and does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG) 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 will not exceed \$2,000 per academic year at Chipola. This is a grant and does not have to be repaid.

Federal Work Study Program provides part-time employment for students with financial need. Work is limited to 15 hours per week, paid at minimum wage. Depending upon the availability of funds, students may also work during the summer term and other periods of non-enrollment. The Federal Student Aid Application must be submitted to participate in this program.

Federal Subsidized Stafford Student Loan is designed for students for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, or other eligible lender. Students may borrow up to \$2625 during their first year and \$3500 during their second year at CJC. Interest is paid by the Federal Gov-



Among the unforgettable performances in the '95 Spring Musical, "Camelot," were those by (from left) Kelly Weems as King Arthur, Ed Moriera as Sir Lancelot and Chad Williams as King Pelinore.

ernment during periods of deferment. Repayment begins six months after studies are completed or the student is no longer enrolled at least half-time in an eligible institution. The interest rate is variable under a fixed repayment plan. The Federal Student Aid Application must be submitted to participate in this program.

Federal Unsubsidized Stafford Student Loan is designed for students who may not demonstrate financial need but who require assistance to attend college. Terms are the same as for the Subsidized Stafford Loan except that the student must begin interest payments immediately. Repayment of the principal may be deferred until the student is no longer attending college at least half-time. The Federal Student Aid Application must be submitted to participate in this program.

Federal Parent's Loan for Undergraduate Students allows parents of dependent students to borrow up to the cost of education. Repayment may be deferred until completion of college; however, interest is paid by the borrower beginning with disbursement of the loan. The interest rate is variable. The Federal Student Aid Application must be submitted to participate in this program.

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 Director of the Applied Technology and Continuing Education Division.

College Scholarships offered by Chipola cover tuition for various types of students, as follows:

a. Music scholarships. Persons interested should contact the Coordinator of Fine Arts, in addition to making application for aid.

b. Athletic scholarships in men's basketball and baseball and women's softball. Interested persons should contact the Athletic Director.

c. Nine students per year are awarded science lab assistantships. Awards are recommended by a committee of the natural science and mathematics faculty. Contact the Chairman, Division of Mathematics, Natural Science and Allied Health for further information.

d. Two scholarships per year are awarded to outstanding members of *The Papoose*

(student newspaper) staff. Awards are recommended by the Board of Student Publications.

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

f. Two students per year are awarded theater scholarships. The Theater Department recommends these awards. Contact the Coordinator of Fine Arts for additional information.

g. Fees are waived for dual enrollment students.

Veterans Administration Benefits are administered through the Financial Aid Office. The office will assist in determining eligibility for benefits and in making application for benefits to the Department of Veterans Affairs. Students who believe they qualify for benefits should contact the Office of Financial Aid at the college and read the Veterans Affairs Brochure carefully.

***Florida Student Assistance Grants**, es-

established by the 1971 Legislature, are awarded to qualified students who have exceptional financial need. Student Assistance grants are awarded for one academic year and are renewable if the student meets the grades and hours requirement. Awarding and amount of a grant are based on financial need. The maximum awarded amount cannot exceed the amount of tuition and fees or Florida's current General Appropriations Act. Application may be made by using the Free Application for Federal Student Aid (FAFSA).

***Florida Undergraduate Scholars Fund** scholarship provides financial assistance to the state's most outstanding high school graduates who pursue their higher education at Florida colleges and universities. The student must have (1) obtained a 3.5 GPA on a 4.0 scale in high school subjects acceptable toward a diploma, and have earned a minimum score of 1270 on the recentered SAT taken on or after April 1, 1995, or a minimum score of 29 on the ACT; or (2) be a National Merit or National Achievement Scholar or

finalist; or (3) have received a Florida Academic Scholars' Certificate; or (4) have received an International Baccalaureate Diploma; or (5) have participated in a state approved home education program during all grade levels 9 through 12 and have earned a minimum score of 1310 on the recentered SAT taken on or after April 1, 1995, or a minimum score of 1250 on the SAT taken prior to April 1, 1995, or a minimum score of 30 on the ACT. Applications are obtained and completed at the student's high school.

***Vocational Gold Seal Endorsement Scholarship** is a merit based scholarship awarded to high school graduates who have received the Vocational Gold Seal Endorsement on their diploma. Scholarship recipients must be degree seeking students or be enrolled in a certificate program of at least 900 clock hours. The current award is \$1,860 per academic year. Awards are for one academic year and are renewable if the student meets the grades and hour requirements.

***Chappie**

James Most Promising Teacher Scholarships provide up to \$1,500 per year for students planning to become teachers. Recommendation by a student's high school principal is required.

**The Florida Student Assistance Grant, Florida Undergraduate Scholars Fund, Vocational Gold Seal Endorsement Scholarship and Chappie James Most Promising Teacher Scholarship programs require that recipients take the CLAST before completing 60 semester hours of course work, in order to continue eligibility for these scholarships.*

How to Apply

All students applying for financial assistance must complete a Chipola Junior College Financial Aid Application (FAA) and a Free Application for Federal Student Aid. Application packets containing the required forms are available at the Financial Aid Office. Packets are also available at most high school counselors' offices.

The **priority deadline date is May 15** for the following academic year; however, applications will be accepted after May 15 and will be considered on the basis of available funds. Students must reapply for funds each year. (There is no priority deadline for Pell Grants and Student Loans.)

If a student is determined to be eligible for financial aid by the Department of Education and meets the May 15 deadline, he or she may expect the following:

1. An award letter to be signed before funds will be processed.

2. With the signed award letter, the student can pay class fees and receive a book voucher.

3. The balance of any financial aid funds will be disbursed after the drop/add period.

Chipola Junior College cannot guarantee the student's financial aid funds will be available if he or she fails to meet the May 15 deadline. Students who are eligible for aid but fail to meet the May 15 deadline may expect the following:

1. No award letter will be guaranteed before the fee payment deadline.

2. The applications will be processed on a first-come first-served basis after all requested forms are received and the file is complete.

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 Arts & Letters.

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

Music: The Chamber Chorus and the Show Choir are coeducational performing groups evolving from credit courses. The Chamber Chorus and the Show Choir present programs to the public as well as the student body. The college also sponsors the Jazz Ensemble for interested instrumental students. All music organization personnel cooperate in the production of musical programs. Students interested in any of the

3. The student is responsible for any necessary payments for fees and books.

Foundation Assistance

The Chipola Junior College Foundation, a non-profit support organization for the college, provides a means for individuals, groups and businesses to make tax-free contributions which can be used to support scholarships, staff development, library development, and the fine and performing arts.

As the need has grown, Chipola alumni and friends have responded by funding additional scholarships. During the 1993-94 fiscal year, over \$185,000 was expended by the Foundation for tuition and books for the students on scholarships administered by the Foundation.

music activities are urged to contact the faculty sponsor concerned.

Sports & Intramurals: Chipola participates in intercollegiate men's baseball and basketball and women's softball. Games that draw the most fans are against opponents in CJC's league, the Panhandle Conference. Students are urged to participate in varsity sports.

The college offers intramural sports for all students. Included are basketball, volleyball and flag football.

Campus Organizations

Baptist Campus Ministry. Sponsored by the Florida Baptist Convention and local Southern Baptist churches, BCM is open to persons of all denominations. Its purpose is to provide opportunities for Christian growth.

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 hostessing on various occasions.

Indian Princesses. This organization of young women volunteers hosts Chipola's home basketball games and other sports related events.

Some Foundation scholarships are designated for specific majors; others are designated by county of residence or high school attended. Most scholarships are based on financial need and merit; a few are based on merit alone.

Students who need scholarships in order to attend Chipola should apply first to the Office of Financial Aid to determine if they are eligible for federal or state aid before applying for foundation funds.

A list of scholarships, including application deadlines, may be obtained by calling the Foundation Office at (904) 526-2761, Extension 370, or by writing to the Foundation at 3094 Indian Circle, Marianna, FL 32446-2053.

The list is also available from high school counselors in the Chipola District.

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

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

Phi Theta Kappa. Phi Theta Kappa is Chipola's honorary society, open to students with a 3.5 or better GPA.

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. This auditioned music and dance performance group provides an opportunity for students to showcase their talents.

Student Ambassadors. This organization of specially selected students represents Chipola at high school activities and assists in hosting events for high school students at the college.

Student Government Association. SGA, a body of elected students, sponsors student activities and represents students' interests in 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 provides opportunities to develop vocational skills through competition.

Services for Students with Special Needs

Disabled Student Services

Chipola Junior College is committed to assuring full access to its programs and facilities for all qualified individuals who have disabilities. Services are available to students whose disabilities include hearing, manual dexterity, mobility, learning (such as dyslexia), speech, visual, or others which require administrative or academic accommodations. Students who have disabilities which may require assistance are requested to voluntarily contact the Office of Disabled Student Services, located in the Student Center. All information is confidential and will be used only to assist the student.

The Office of Disabled Student Services provides information and orientation to campus facilities and services, assistance with classroom accommodations, registration, disability parking decals, counseling and referral to campus and community services. Students may also receive individualized services, which include special testing and note-taking arrangements, enlargement of printed materials, mobility assistance and tutoring. Specialized equipment, such as cassette recorders, reading/writing aids and wheelchair desks are also provided as needed. Several dormitory rooms are wheelchair accessible. Disability crosswalks, parking spaces and restrooms are situated around the campus.

TDD users may access CJC by calling the Florida Relay System, 1 (800) 955-8770 (Voice) or 1(800) 955-8771 (TDD).

Job Training Partnership Act (JTPA)

Individuals who are financially, educationally, and culturally disadvantaged may make application for the JTPA program at the local office of the Florida Jobs and Benefits Service. 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 place-

ment assistance is provided by the Florida Jobs and Benefits Service 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 located in Room 400 of Building L.

Single Parent, Displaced

Homemaker & Single Pregnant Woman Program

Usually called "New Beginnings," this program provides services to eligible students seeking an Associate of Science degree or an Applied Technology Certificate in a field identified as high-wage.

A peer support group is open to both vocational and academic students and to prospective students. Prospective students who contact the program coordinator before choosing a career field are given an opportunity to explore various occupations and receive detailed job market information. Assessments of interest, aptitude and achievement serve as the basis for an individualized career plan (ICP) that the student and counselor prepare

together and refer to often throughout the educational experience. Other services include help with personal budgeting and time management; programs to build self-confidence, improve interpersonal skills and respond to interests and needs of the participants; and referral to other resources.

Limited financial aid, based on greatest need, is available for child care, transportation, tuition, books and supplies.

Success Center

The Success Center's trained personnel assist students in determining academic weaknesses which might prevent them from achieving their goals. Then, an individualized prescription of study is developed to correct problem areas. Last, a schedule is set up to work on the prescription at the Success Center. For further information, see page 68.

Career Services

Students who have questions about various careers may visit Student Services. Career information and CHOICES—a computerized career exploration system—provide information to assist students in making realistic career decisions.



Addie Summers (standing), counselor for New Beginnings, brings back some of the program's successful graduates to tell newcomers how they coped as single parents or displaced homemakers while acquiring training at Chipola, followed by gainful employment.

Admissions

Change of Rules

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

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, Extension 211, and ask for assistance.

To request information by mail, write to the following:

Registrar's Office
Chipola Junior College
3094 Indian Circle
Marianna, FL 32446-2053

Open Door Policy

Chipola has an Open Door Admissions Policy which provides educational opportunities to all students 18 years of age or older who are interested in participating in the degree programs, courses, and services offered by the college. However, state placement rules determine the level of classes a student may enter, depending upon his or her scores on certain standardized tests.

Applicants should understand that admission to the college does not imply admission to any particular program or course. They should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by policies of the District Board of Trustees.

Application Procedure

1. Call, come by, or write (Registrar's Office, Chipola Junior College, 3094 Indian Circle, Marianna, FL 32446-2053) for an application for admission form. Application deadlines are published in the Calendar (Inside Front Cover), and there is a fee for late applications. 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. Request that high school and/or all previously attended college transcripts be forwarded to the Registrar's Office directly from previous school(s) after

completion of all grades and/or graduation.

4. All students born after 1956 must attach proof of immunization (measles) to the application.

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

6. Meet with the adviser at the appointed time. This is a very important appointment. If you cannot keep it, call Student Services, Extension 266, and reschedule it. The adviser will provide all the information needed, plus assist in planning your course of studies and classes.

7. 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 applied technology certificate programs may also be asked to come to the college for an interview or testing.

8. Register at the appointed time. Degree-seeking students must register each semester on the registration dates listed in the Calendar; however, some Applied Technology certificate programs accept students at any time during the semester if space is available.

Admission Standards

Associate of Arts and Associate of Science Degree Programs

The following are eligible for entry into any college program:

1. High school graduates.
2. Transfer students from postsecondary education institutions.
3. International students with education equivalent to U.S. secondary school education who meet the requirements listed below under "Special Categories of Admissions."

High School Credits

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.

Applied Technology Certificate Programs

The admission or entrance requirements for applied technology certificate students depend upon the program of study to be pursued. Students 18 years of age or high school/GED graduates may be admitted to any applied technology program or to the

Success Center if it can be shown that they 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.

Programs offered in Cosmetology, Allied Health and Public Service have limited enrollments. Additionally, Allied Health and Public Service have special admission criteria set by state agencies.

Transfer Credit

AA/AS Degree

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 from each college/university previously attended.

Transfer students must request that their official transcripts be mailed directly to the Registrar's 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 CJC's Forgiveness Policy.

Failing grades from other colleges are used in computing grade point averages. Students on academic probation at a previ-

ous 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.

Applied Technology Certificate

A student who has previously attended or been enrolled in a vocational center will be considered a transfer student upon admission to a Chipola applied technology 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. Applied technology course 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.

Armed Forces

Education Experience

The college will grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's *Guide to the Evaluation of Educational Experiences* in the Armed Services. College credits will be treated as transfer credits to Chipola, provided the student is eligible for admission. Credit will be accepted and posted to the student transcript only after enrollment at CJC and completion of at least 12 semester hours of college-level courses with a 2.0 GPA or better. It is the responsibility of the student to initiate this process *after* enrollment at Chipola.

Special Categories of Admissions

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 525 on TOEFL as proof of sufficient knowledge of the English language. The test is available through the Educational Testing Service, Box 6151, Princeton, New Jersey 08541.

4. A notarized statement showing that financial resources are available for travel,

tuition, books, and living expenses while the student is attending college in the USA. The amount of funds required is \$10,000 per year; a total of \$20,000 for the normal two-year program. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Financial Aid is not available to students on visa; students must have these funds available when they register for their classes.

5. A certificate of proof that the student is covered by standard health and accident insurance must be provided before the term of intended enrollment. This insurance coverage must continue for the entire period of enrollment at the college.

6. A certificate showing proof of immunization for mumps, measles, and rubella.

As soon as all of the above official items are received by the college, a Certificate of Eligibility (Form I-20 A-B or M-N) will be issued to the student.

Noncredit Students

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. The only requirement for such enrollment is the completion of an application for admission form, immunization record, high school transcript and a student registration form.

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.

Dual Enrollment

Outstanding high school students who qualify for dual enrollment may enroll as full-time college credit or vocational stu-

dents 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 11 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. An unweighted cumulative 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.

Honors Program

High school seniors may apply for admission to Chipola's Honors Program. Minimum qualifications are a high school GPA of 3.5 and an ACT score of 23 (SAT score of 1019).

Eligible students must submit a completed application and be interviewed by the Chipola Honors Council. Twenty students will be chosen each year.

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.

AA/AS Requirements

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 College Entry-Level Placement Test during registration. It may also be offered to students with handicapping conditions.

Specific information about required test scores and testing dates is available from the Office of Testing (904-526-2761, Extension 295) located in the Student Services Building.

Math & English Placement Scores

The state placement rule requires students to be placed in their first math and English courses according to their scores on a placement exam, the ACT, SAT, FCE-LPT, or other test on the approved list. See pages 31-32 for these scores.

Placement Testing Exemptions

All students who have earned an associate degree or higher from an accredited institution are exempt from placement testing. In addition, students who transfer in 15 or more hours of credit and have completed Chipola's English and math requirements may be exempt.

Certificate Requirements

All students entering an applied technology 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. Contact the Success Center for TABE testing information.

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, CJC awards credit in the appropriate subject or discipline as per CEEB's recommendation for scores of 3, 4 or 5.

For the CLEP tests, CJC awards credit for General Examination scores as approved by the State Department of Education. Credit will be awarded for satisfactory General Examination scores in mathematics, natural science, humanities, and English (with the

essay component). The maximum credit awarded for General Examination scores in these four areas is 21 semester hours, or 6 semester hours for each area (except mathematics, in which 3 semester hours will be awarded). No credit will be granted for the General Examination in social sciences and history.

Credit also 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 36 semester hours. NOTE: CLEP credit in English does not satisfy the writing requirements 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 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.

High school graduates who completed a Tech Prep program of study may receive credit-by-exam for selected courses which are included in Associate of Science Degree programs. Testing must be completed prior to first enrollment at Chipola.

Counseling & Advising

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

Each student is assigned to a counselor or faculty member for individual academic advising. Also, at the beginning of each semes-

ter all entering or first-year AA degree students are required to attend an orientation class (see page 28).

Students planning to obtain an Associate of Arts degree and transfer to a university should discuss with a counselor/adviser the

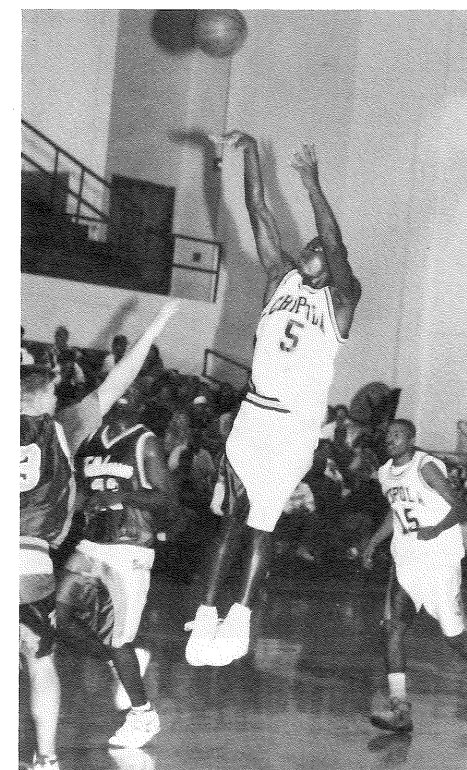
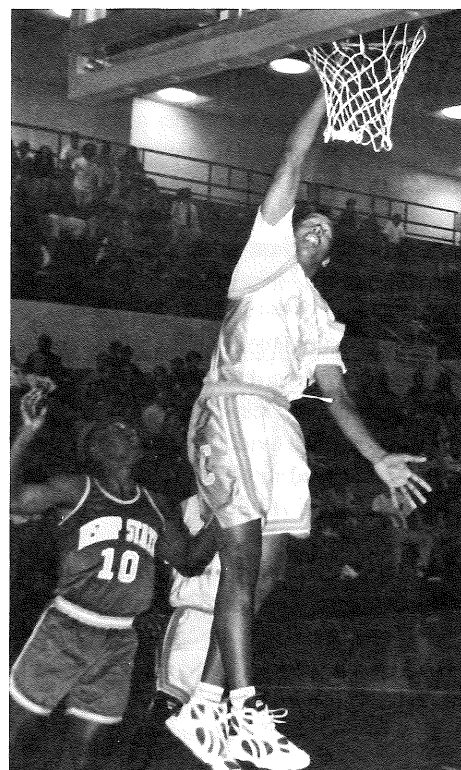
specific course requirements of the transfer institution. The counseling staff also prepares curriculum guides that list the general requirements for an AA degree, as well as the necessary prerequisite/recommended courses for a variety of majors at several area universities.

Students planning to obtain an Associate of Science degree or an applied technology certificate should check the catalog for the course requirements of their programs and secure a curriculum guide from their advisers.

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

Students should contact the college Articulation Officer at Extension 228 for problems unique to their enrollment in postsecondary institutions. She acts on their behalf as a mediator.

During their two years at CJC, 1993-95, Marcus Saxon (left) and Jesse Pate broke a dozen Chipola records that had stood for 20 to 30 years. The two have signed to play with the Arkansas Razorbacks, NCAA champ in '94 and runner-up in '95.



Academic Standards

Enrollment Policies

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 applied technology and continuing education programs may accept students throughout the semester if space is available.

Drop/Add a Course

At the beginning of each semester or summer term, students may change classes according to the cutoff date for drop/add, as specified in the calendar. No further schedule changes or refunds are allowed after this date.

Withdraw Without Penalty

The last date to withdraw from a class without penalty (and receive a grade of W,

rather than F) appears in the calendar for each semester or summer term. After this date, students may not drop a course nor will they be administratively withdrawn for absences. Their only option after the deadline to withdraw from a class without a penalty is to withdraw from all courses. (See Withdrawal from College below.)

Classes that begin after the start of the semester or end prior to the completion of the semester will have as their "drop without penalty" date, the class meeting that represents 50 percent of the meeting time of that class.

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.

Teachers may administratively withdraw a student from any class in which he/she has excessive absences; however, they are not required to do so. (See "Attendance" below.) Students must ensure that they are properly withdrawn. It is advisable to check with the Registrar's Office to make sure.

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 and nine semester hours per summer session.
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 nine semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean of Instructional Services. Only in unusual circumstances when evidence exists that a student can succeed in all courses will an exception be made to allow loads in excess of those shown.

Applied technology certificate 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 fewer than 30 hours per week will be considered part-time.



'95 Homecoming Queen Lucinda Griffin of Grand Ridge, escorted by Jason Stephens of Marianna, was crowned by '94 queen, Shelly Mixson of Graceville.

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.

Limited enrollment programs may have specific attendance policies which must be adhered to by the individuals enrolled.

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 reasons. 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 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.

Administrative Withdrawal

Students who have been absent from class ten or more class periods during the period prior to the last day students may drop 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.

Students cannot assume, however, that every instructor will exercise this option. Some will not. It is the student's responsibility to fill out the necessary request to drop or withdraw from a class and personally turn it in to the Registrar's Office. It is advisable to check later to ensure that the drop or withdrawal has been processed.

When an instructor uses this method of withdrawing a student from a class, the student affected will receive a grade of "WA" for the course.

The "Request for Student Withdrawal" must be completed by the instructor and the Division Chairman to initiate administrative action. The student will 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. Students have the right to appeal an administrative withdrawal through established administrative channels: Division Chairman, Dean of Instructional Services, President, and Board of Trustees. This appeal must be made in writing within ten days after notification of withdrawal.

Grading System

Grade Point Average

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 expulsion. Exceptions may be made by the Dean of Instructional Services.

A student's Grade Point Average (GPA) is derived from the grading system/quality point scale below.

Grading System/Quality Point Scale

Numerical Grade	Letter Grade	Quality Points
93-100	A	4
83-92	B	3
70-82	C	2
60-69	D	1
Below 60	F	0
Incomplete	I	0
Withdrawn or Dropped	W	0
Administratively Withdrawn	WA	0
Audit	X	0

Allied Health and Public Service programs have special grading systems due to state and national performance certification standards. These special grading systems are printed in Allied Health and Public Service course syllabi.

How to Compute Grade Point Average (GPA)

Each letter grade has a quality point value on the Grading System/Quality Point Scale. A student may determine the grade points for his/her grade in each course by multiplying the number of quality points a grade is worth times the number of semester hours the course carries. Thus a B (worth 3 quality points)

in a 3-semester-hour course earns 9 quality points, and an A (worth 4 quality points) in the same 3-semester-hour course earns 12 quality points.

The grade point average is found by adding the total quality points earned and dividing by the total number of semester hours attempted.

Courses Attempted	Semester Hours Attempted	Grade	Quality Points
ENC 1101	4	A	16
MAC 1104	3	C	6
SYG 1010	3	F	0
FRE 1101	4	B	12
ART 1300C	3	C	6
SLS 1101	1	B	3

Total hours attempted 18 Total Quality Points Earned 43

18 Hours Attempted Divided into 43 Quality Points Earned= 2.39 GPA

F, I, W, WA and X Grades

Students should clearly understand the differences between F, I, W, WA and X grades and their effect upon GPA's.

A grade of F shows that a course has been failed. The semester hours for the course count in the GPA computation, but no quality points are earned; thus, an F grade lowers the GPA.

A grade of I shows that a student has not completed the required work in a course for some valid reason (such as serious illness or death in the family), that he/she has discussed this with the instructor, and that the instructor has agreed to allow the student to make up the missed work. However, a grade of I will be computed into the student's grade point average as if it were an F. Stu-

dents have until the end of the succeeding semester or summer term to complete the work required to remove an I grade. Both the semester hours and quality points received will be computed into the next semester's GPA after the I has been replaced by a grade. If the work is not completed in the succeeding semester or term, the I grade will be converted to an F.

A grade of W shows that a student has dropped or withdrawn from a course after the drop/add period. A grade of WA shows that a student has been administratively withdrawn by an instructor. The student receives neither semester hours nor quality points for courses in which the grade is W or WA, and there is no effect upon his/her GPA.

A grade of X shows that a course has been taken for no credit. A grade of X carries

neither semester hours nor quality points, and there is no effect upon the grade point average.

Required GPA

Students must have a 2.0 grade point average in all work attempted in order to earn the AA or AS degree and 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 transferable to some private or out-of-state colleges and universities.

Students whose GPA falls below 2.0 will be subject to the penalties described below in "Standards of Academic Progress."

Standards of Academic Progress

Chipola Junior College has established Standards of Academic Progress applicable to all students. Students who fall below a "C" or 2.00 Grade Point Average are placed on alert, warning or suspension, according to the following system.

Quality Point Deficiency System

A quality-point deficit is the number of quality points fewer than those needed for a "C" average. 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	
Status	Quality Point Deficiency
Alert	1-18
Warning	19-29
Suspension	30 or more

Definitions

Alert: Deficit of 1-18 quality points for ten 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 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 Alert with less than a 2.00 cumulative GPA.

Suspension: Deficit of 30 or more quality points for ten or more cumulative semester hours of credit attempted. Students will be suspended for either of two reasons: (1) A cumulative quality point deficiency of 30 or more points; or (2) completion of two semesters on Warning with less than a 2.00 Cumulative Grade Point Average.

Students will 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 applied technology clockhour students. Full-time applied technology certificate 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 applied technology 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 after their period of suspension. 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 student must have a 2.00 or higher cumulative grade point average after two semesters or be suspended again. While on Alert or Warning, a student will be required to participate in counseling sessions and related activities as may be prescribed by the Dean of Instructional Services.

Appeals

Appeals of probation and suspension decisions may be made to the Admissions Committee. Contact 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.

Satisfactory Progress for Financial Aid Recipients

Students who receive financial aid are required to secure a complete chart of the "Standards of Satisfactory Progress" from the Financial Aid Office, located in Room 130 of the Administration Building.

Student financial assistance involves institutional scholarships, state scholarships and grants, federal grants, work study 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. 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 (GPA) 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 GPA 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 GPA and complete a minimum of 24 semester hours each academic year.

3. Chappie James Most Promising Teacher Scholarship

Maintain a 2.50 GPA and earn 12 credit hours per term or the equivalent for the number of terms for which the award was received.

4. Vocational Gold Seal Endorsement Scholarship Program

Maintain a 3.00 GPA and earn the equivalent of 12 credit hours or 80 percent of the clock hours per term for which the award was received.

C. Federal Aid

1. AA and AS Degree Students

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

- (1) End of first term of attendance—1.0.
- (2) End of second term of attendance—1.50; and thereafter—2.00.

b. Complete two-thirds of all hours attempted each semester. [Note: Two summer sessions equal one semester.]

c. A student must complete his/her educational program within a time frame of 150 percent of the published length of the educational program.

2. Clock Hour or Certificate Students

a. Must earn two-thirds 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, or a total of eight full semesters.

d. Title IV (Pell Grant Program) requires that vocational students complete the total number of clock hours provided by the college calendar in each semester they are 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 "Satisfactory Progress" before a student may receive aid. 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

Students who earn the required GPA and hours by the end of the semester of probation will be removed from probation.

G. Suspension

Students who are not meeting all satisfactory progress criteria at the end of a probationary period will be terminated from Title IV Aid.

H. Reinstatement

After having been suspended from aid for a semester or more, students who have maintained the minimum standards may request reinstatement.

I. Appeal

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



Freshman Leslie Grantham of Chipley looks over the Spring Class Schedule.

Forgiveness Policy

Students may repeat courses to earn higher grades, provided an AA degree has not yet been awarded and the grade to be forgiven is lower than a "C." Only the grade on the last attempt will be used to compute the grade point average.

All courses attempted at CJC 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.

Grades earned at other institutions under the forgiveness policy will be counted at Chipola for removal of probation or suspen-

sion; for all other purposes, such grades will be counted as any other transfer credit.

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

Graduation Requirements

Chipola Junior College awards two degrees, the Associate in Arts and the Associate in Science, and certificates in applied technology programs.

Associate of 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 60 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 (or be qualified for an exemption

from taking the CLAST). The 60 semester hours may not include physical education activity courses nor occupational courses. Fifteen of the last 30 semester hours toward graduation must be earned in residence at Chipola.

Requirements are shown in the current catalog for the academic year during which the student originally entered Chipola 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 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 degree except instead of the General Education requirements, the student must follow an Applied Technology curriculum guide.

Certificate of Completion

Students who meet all of the requirements for either the Associate in Arts or the Associate in Science degree, 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.



Kathy Cobb, stylist-in-training in the CJC Cosmetology Program, is ready to cut and style the tresses of patron Laurie Reader.

Applied Technology Certificate

Graduation requirements for applied technology certificate programs vary with each program. To be awarded an applied technol-

ogy certificate, 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 and/or competencies as specified in the Applied

Technology Certificate Programs section of this catalog. Rules concerning the catalog to be used for graduation requirements are the same as those for degree-seeking students.

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 student educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate data.

Directory information may 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 Revenue 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 want to see the items in their permanent folders that are available to 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 or release any information on any student whose financial record is not clear.

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.

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 to college classes on a non-credit basis. 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."

Compliance with Rules

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

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 newsletter, *Chipola This Week*.

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.

Parking

Students wishing to park a vehicle on campus are required to purchase a current parking permit no later than the first day of classes. The parking permit should be affixed to the left rear bumper of the vehicle. Failure to comply with this rule may result in a citation and fine, as well as possible disciplinary action. More detailed information is available in the *Student Handbook*.

Costs & Financial Policies

Since the catalog must be published well in advance of the beginning of each school year, it is not always possible to anticipate fee changes. If the fee schedule printed here has to be revised, every effort will be made to publicize the changes as far in advance as possible.

Fees

Associate of Arts and Associate of Science

Type of Course	Per Semester Hour	
	FL Residency	Non-FL Residency
College Credit & College Prep Courses*	\$ 35.10	\$ 134.40

*These amounts include a \$2.10 financial aid fee, a \$2 student activity fee, and a \$1 capital outlay fee for in-state students (\$8.40, \$2 and \$4 for out-of-state students).

Additional Fees

1. Evaluation of non-credit program: A fee 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, provided the student is currently enrolled and has successfully completed twelve semester hours of credit with a 2.0 G.P.A. or better at Chipola. 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.

2. Applied Music Fee: \$80 per semester hour (applicable only to students registered for applied music courses); one lesson per week for semester or equivalent: \$80; two lessons per week for semester or equivalent: \$160.

3. Directed Independent Study: The fee is \$25 per credit hour, or equivalent, in addition to the regular matriculation fee.

4. Graduation Fee (applicable only to graduating sophomores): \$20, whether or not the student participates in the graduation ceremony.

5. Transcript Fee: \$1 per transcript.

6. Laboratory Fees, when required, are listed in the course syllabus or course announcement.

7. Certification fee for American Institute of Banking credit: \$14 per class.

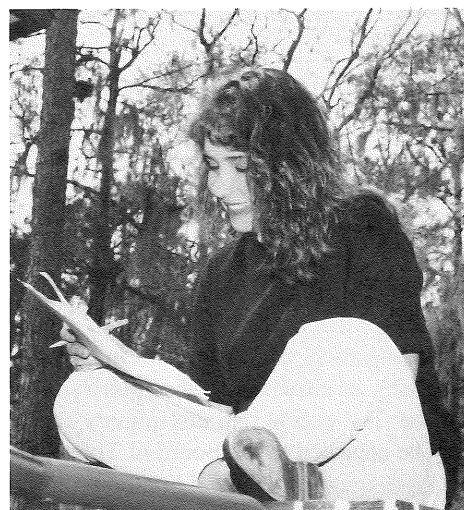
8. Liability insurance: Allied Health and Cosmetology, \$12.50 per year; EMT/Paramedic, \$17.50 per year.

9. Late Application Fee: Applications received after the published deadline dates through the last day of drop/add/late registration for that term must be accompanied by a \$15 late application fee.

Applied Technology Certificate Programs & Continuing Education

Type of Course	Per Clockhour	
	FL Residency	Non-FL Residency
Post Secondary Adult Vocational	\$.50	\$ 2.00
Vocational Preparatory	\$.50	\$ 2.00
Supplemental	\$ 1.00	\$ 4.01
Recreational and Leisure Time	Equal to the cost of instruction.	
Laboratory Fees	When required, listed in the course syllabus or course announcements.	

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.



Tara Gilley of Grand Ridge crams for an exam while perched on a brick pillar in front of the Fink Natural Science Building.

10. Late Registration Fee: \$25. A student who both applies late and registers late only pays \$25.

11. SLS 1101: \$5.

12. Replacement of lost I.D. card: \$3.

13. Computer Use Fee:

a. All fulltime students: \$3.

b. All 3-credit-hour computer programming courses: \$9 per course.

c. All 1-credit-hour computer based classes: \$3 per course.

d. All English courses with writing center: \$10 per course.

e. All math courses with math lab: \$10 per course.

14. Applied Technology fee: \$1 per course.

Residence Hall

1. Residence Hall Rent: Per Fall and Spring Semester \$650 single; \$550 double. Residence Hall Room rent, paid on semester or term basis, is non-refundable.

2. 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.

3. Required Meal Plan for residents: Fall Semester \$637.50 plus tax; Spring Semester \$637.50 plus tax; Summer I \$255 plus tax.

Residence Hall and Cafeteria are closed for Summer II.

Textbooks & Supplies

The cost per school year depends upon the program of study. For most academic program students the total will not exceed \$300 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 \$550 per school year.

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 ex-

penses, exclusive of room and board, transportation, and personal expenses, range from \$997 to \$1,517 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

Florida resident students who live in the dormitory or rent a room in Marianna should add \$3,425 to \$5,000 to the amounts esti-

mated above for a total estimated expense of \$4,422 to \$6,517 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 out-of-state tuition to the estimates shown.

Financial Regulations

Applicant/Residency Requirements

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 months immediately preceding his/her current registration. In applying this regulation the following will be observed:

a. "Applicant" means 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, will 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 re-classification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve months and, if applicable, 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 qualifies as a Florida resident, then his or her classification will be changed for future registrations.

e. The following categories will 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 college may deny 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

Matriculation, tuition and other fees assessed students shall be refunded according to the following criteria.

Credit Courses Following the College Calendar

A. Students who officially withdraw or drop one or more classes prior to the last published date for registration for any term shall receive a 100 percent refund of matriculation, tuition, lab, activity and financial aid fees.

B. Students who do not officially withdraw or drop one or more classes, or who do so after the last published date for registration for any term shall receive no refund.

Credit Courses Not Following the College Calendar

A. Students who officially withdraw or drop one or more classes prior to completing one-sixteenth of the total clock hours required to complete the course shall receive a 100 percent refund of matriculation, tuition, lab, activity and financial aid fees.

B. Students who do not officially withdraw or drop one or more courses, or who do so after completing one-sixteenth or more of the total clock hours required to complete the course shall receive no refund.

No Credit Courses

A. Students who officially withdraw from class one work day prior to the first class meeting shall receive a 100 percent refund of class related fees.

B. Students who do not officially withdraw, or who do so after the deadline, shall receive no refund.

Nonrefundable Fees

- A. Graduation fee.
- B. Resident Hall rent, paid on a semester or term basis.
- C. Late application.
- D. Late registration

Residence Hall Deposit

A. The room deposit is fully refundable if the room or furniture therein has not been damaged and no property is missing from the room.

B. Partial refunds may be made, provided property losses and/or damage does not reach or exceed the amount of the deposit.

C. The deposit is nonrefundable if the student does not enroll and actually occupy a room.

Exceptions to Refund Criteria

A. Up to 100 percent (amount to be determined by the president) may be refunded when a student withdraws from the college or drops a course due to circumstances determined by the college to be exceptional and beyond the control of the student, including cancellation of a class by the college, death, extended serious illness, or call to active military duty.

B. Pro rata refunds to students receiving federal financial aid are made in accordance with the Federal Student Financial Aid Handbook, Part VI, 668.22. In summary, this policy divides students into two categories, new and continuing. New students who receive federal financial aid and withdraw on or before the 60 percent point-in-time of the period of enrollment for which they have been charged will receive a pro rata refund equal to the remainder of the enrollment period, rounded downward to the nearest 10 percent of that period, less any unpaid amount

of a scheduled cash payment for the period of enrollment for which the student has been charged. No refund is made for new students after the 60 percent point of the enrollment period. Continuing students receive refunds based upon the Federal Refund Calculation, as follows: 100 percent if resignation occurs on or before the first day of classes; 90 percent if the resignation is within 10 percent of the beginning of the enrollment period; 50 percent if the resignation is between the first 10 and 25 percent of the enrollment period; and 25 percent if the resignation is between the end of the first 25 percent and the end of the first 50 percent of the enrollment period. The college may exclude from the refund documented costs of unreturnable equipment or returnable equipment not returned in good condition within 20 days of the student's withdrawal.

Fines

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



Preceding a concert, the Jazz Band poses on the old bridge near the McLendon Arts Building. In addition to concerts on campus, the group makes concert tours each year throughout the area.

Degree Programs

Differences between Associate of Arts and Associate of Science Degrees

Only courses designated [A] and [D] in the "Course Descriptions" section of this Catalog will transfer to the state universities in Florida.

Chipola Junior College offers Associate of Arts and Associate of Science degree programs, as well as certificate (nondegree) programs, short courses and special interest courses.

It is important that students understand that there is a distinct difference between the Associate of Arts and the Associate of Science degrees.

AA Guarantees Acceptance at State Universities

As the pages that follow explain in detail, the Associate of Arts degree is intended for students who plan to transfer to a Florida university to complete their bachelor's degree. Various agreements between the state community colleges and universities guarantee that the student who graduates from a

Florida community college with an Associate of Arts degree will be accepted at the junior class level by a Florida university.

AA Curricula Required by State University System

The programs of study (curricula) for every AA degree at Chipola include all the requirements that the universities demand. These include the foreign language requirement, the Gordon Rule requirement, and the CLAST requirement.

AS Designed for Entry into Specialized Employment

The guarantee of admission to a Florida university at the junior class level does not apply to the Associate of Science degree,

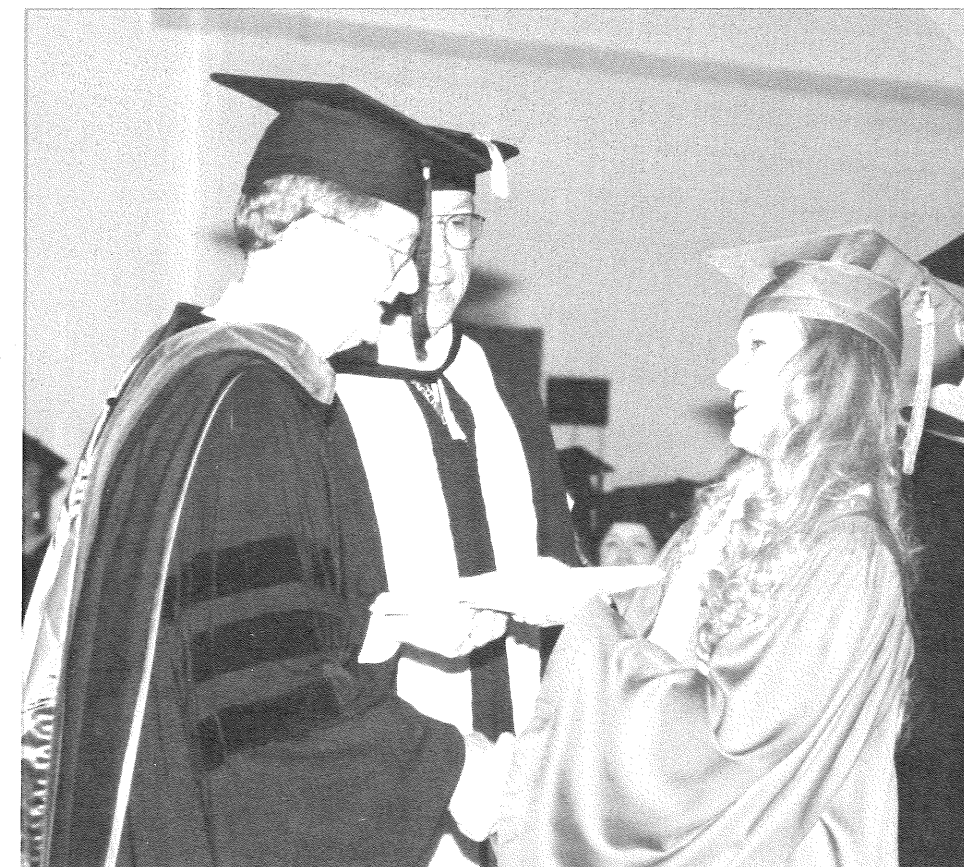
which is intended for students who wish to enter a skilled occupation upon completion of the degree requirements.

This does not mean, however, that the student who earns an Associate of Science degree may not be accepted by a Florida university. **It does mean that he or she may be required to take further courses either before or after acceptance by the university in order to be admitted to the junior class level.**

AS Graduates Must Take Additional Courses for Transfer

AS graduates must take additional courses if they wish to transfer because the Associate of Science degree does not include all the requirements of the Associate of Arts and bachelor's degrees—the foreign language requirement, the Gordon Rule requirement, and the CLAST requirement.

Nevertheless, there are many advantages to earning an Associate of Science degree. For example, students who earn an Associate Degree in Nursing, after two years of study, may take a state examination and become registered nurses. While working they could take a course or two when convenient to fulfill the university transfer requirements. Ultimately, they could earn a Bachelor's Degree in Nursing without the financial burden of leave from employment.



Less than two months before he graduated into retirement, Dr. Earl Carroll (left), academic dean, presented his youngest child, Ouida-Marie, with her diploma during graduation exercises on May 4, 1995. Dr. Carroll's tenure of 38 years at Chipola set a new longevity record. He and his wife, Jacqueline, as well as their two older children, Mark and Lydia, are all graduates of CJC.

Associate of Arts Degree Programs

University Parallel/Transfer Program for Students who Plan to Transfer to a University and Complete a Bachelor's Degree

Often 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.

Credits earned 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 60 semester hours. Within these 60 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 Chipola. 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 (see Student Bill of Rights below). 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 certain courses or 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 carefully by the student.

Student Bill of Rights

Florida Community College Associate of Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the nine state universities, except to limited access programs.*
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a com-

munity college, provided the student maintains continuous enrollment.

4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

*Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.

Associate of Arts Degree Requirements

1. Take SLS 1101, an orientation course, during the first semester at Chipola.
2. Complete 60 hours of college credit courses, including 36 hours of General Education courses.
3. Complete the Gordon Rule requirements in English and mathematics. (See

General Education areas 3 and 4 for courses that meet this requirement.)

4. Pass the College Level Academic Skills Test (CLAST) or meet requirements for an exception to the rule. (See Page 29).

Additionally, each student is advised to secure a Curriculum Guide for his

major and transfer institution, and to take the courses recommended in the guide. Among recommendations for students planning to transfer to a Florida university are completion of the Foreign Language Requirement at the high school or community college level.

Orientation Course Requirement (SLS 1101)

To further ensure the success of its students, Chipola requires them to take an orientation course (SLS 1101) during their first

semester, whether enrolled full-time on campus or coming to campus after being enrolled

as a high school dual enrollment student. This one-semester-hour course meets only the first five weeks of the semester.

Gordon Rule Requirement

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 from among a list of specified writing courses to total 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.

Provisions for satisfying the Gordon Rule requirement are as follows.

1. For the purposes of this rule, a grade of "C" or higher is required for successful completion.
2. Any student satisfying College Level Examination Program (CLEP) requirements in mathematics for post-admission exemptions of coursework shall be allowed to exempt three (3) hours of mathematics required by this rule.
3. Any student who has satisfied CLEP requirements in mathematics and whose high school transcript shows successful completion of higher mathematics coursework, including college algebra, trigonometry, and calculus shall be exempt from the mathematics requirements of this rule.
4. CLEP credit provides hours in English, but it does not satisfy the writing

requirements of the Gordon Rule. Courses other than those for which CLEP credit is received must be scheduled to satisfy the number of hours of writing required.

5. Any student who completes the first six hours of English coursework required by this rule with a grade point average of 4.0 may waive completion of the remaining six hours until after entry into the upper division of a university and shall be considered eligible for an Associate of Arts degree. Additional information is available from a counselor.

See page 31 for the required mathematics courses and page 32 for the required English/communications courses.

College Level Academic Skills Test (CLAST) Requirement

At the time this Catalog went to press, the Florida Legislature had passed a bill, effective Jan. 1, 1996, which will exempt some students from taking the CLAST. Exempted will be students with certain scores on the SAT, ACT or FCE-LPT; or, certain scores on these tests plus a grade point average of 3.0 or better in high school college prep courses, or 2.5 or better (on a 4.0 scale) in college courses. However, the acceptable test scores, as well as the high school and college curricula that will count, was to be decided after the printing date for this Catalog. Student Services will publicize the required test scores and grades as they become available.

The College Level Academic Skills Test, CLAST, tests skills in mathematics and communication. The test is required by Florida Statutes and by rules of the State Board of Education.

All community college students who are completing Associate of Arts (AA) degree programs or Associate of Science (AS) degree programs and are applying for admission to upper division programs in Florida state universities must take the exam. It is also required of university students who are completing their sophomore year.

If a student does not pass the CLAST, the Associate of Arts degree will not be granted, and admission to upper division status at Florida state universities may 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 has established minimum passing scores for the CLAST. The following minimum scores became effective Oct. 1, 1992.

Reading 295
Writing 295
Computation 295
Essay 6

CLAST Requirements

1. Students with less than an overall 3.0 GPA must take the CLAST review courses in math and English before taking the CLAST. The math CLAST review course has a prerequisite, MAC 1102 or higher math course. Students with 3.0 or higher GPA may take the review courses as an elective to better prepare themselves for the

test. The reviews cover all the CLAST subtests.

2. Students planning to retake the CLAST must take the appropriate review course(s) before retaking the CLAST.

Students are encouraged to take the CLAST as soon as they complete the CLAST skills courses.

1995-96 CLAST Dates

Registration Deadline	Test Administration Day
Sept. 8, 1995	Oct. 7, 1995
Jan. 19, 1996	Feb. 17, 1996
May 3, 1996	June 1, 1996

SUS Foreign Language Requirement

The State University System requires bachelor degree candidates to have 8 semester hours of 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.

The chart on pages 34-35 shows what the universities expect of community college transfers.

General Education Requirement

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 60 hours required to complete an Associate of Arts degree, 36 must be in General Education courses. Moreover, a specific number of hours is required in each of the various general education areas.

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

AREAS	HOURS
1. Social sciences	6
2. Natural sciences	6
3. Mathematics	6
4. Communications	12
5. Humanities	6
6. Personal improvement	3
7. Foreign language	None for AA Degree from Chipola; however, students should be aware that the State University System requires its bachelor 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. In addition, some university programs of study may require additional credits in a foreign language.

General Education Requirements in Area 1 Social Sciences

Minimum: 6 semester hours from among the following

Course	Title	Hours
EUH 1000 - 1001	Western Civilization I/II	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
SYG 1000	Introductory Sociology	3
SYG 1010	Contemporary Sociology	3

General Education Requirements in Area 2 Natural Sciences

Minimum: 6 semester hours from among the following

Course	Title	Hours
BSC 1005	Introduction to Biological Sciences	3
PCB 2021	Cell Biology	3
AST 1002	General Astronomy	3
BOT 2010C	General Botany	4
BSC 2010 - 2011	General Biology	3, 3
BSC 2093C/2094C	Anatomy & Physiology I/II	4,4
CHM 1025	Introductory Chemistry	3
CHM 1030	General Organic & Biochemistry for Health Related Sciences I	3
CHM 1045	General Chemistry	3
CHM 1046	General Chem. and Qual. Analysis	3
CHM 2210	Organic Chemistry	4
CHM 2211	Organic Chemistry II	3
GLY 1001	Introduction to Earth Science	3
MCB 2013	Microbiology	3
PHY 1053C - 1054C	General Physics	4,4
PHY 2048C - 2049C	General Physics	5,5
PSC 1121	Introduction to Physical Science	3
ZOO 2010	General Zoology	3

General Education Requirements in Area 3 Mathematics

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 a placement exam, the ACT, SAT, FCE-LPT, or other test on the state-approved list. Students whose scores fall below college and state-designated levels are required to take noncredit preparatory courses and attain minimum grades of "C" before taking college credit math courses. Specifically, students who score below 16 on the mathematics section of the Enhanced ACT or 51 on the FCE-LPT are required to register for MAT 0024, a noncredit course.

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. The

six hours in mathematics required by the Gordon Rule will be satisfied by courses listed below.

3. The College Level Academic Skills Test (CLAST), tests computation skills.

Minimum: 6 semester hours from among the following

Course	Title	Hours
MAC 1102	Algebra for College Students	3
MAC 1104	College Algebra	3
MAC 1140	Precalculus Algebra	3
MAC 1114	Plane Trigonometry	3
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
MAC 2233	Calculus for Non-Science Majors	3
STA 2014	Fundamental Business Statistics	3

General Education Requirements in Area 4 Communications

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 a placement exam, the ACT, SAT, FCE-LPT or other tests 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 college credit communications courses.

Specifically, students who score below 16 on the English usage section of the Enhanced ACT or 78 on the FCE-LPT are required to register for ENC 0004. Students who score below 16 on the reading section of the Enhanced ACT or 72 on the FCE-LPR are required to register for REA 0004. Students who score 16-19 on the Enhanced ACT or 72-92 on the FCE-LPT are required to

register for REA 1205 as a corequisite with ENC 1101 or ENC 0004 and SLS 1101.

2. The Gordon Rule (SBE 10.30) requires all Florida college students to complete at least 12 hours of writing courses at the ENC 1101 level and higher, to write 24,000 words, and to

make at least a "C" in each course and any remedial courses taken as prerequisites. The twelve hours and 24,000 words required by the Gordon Rule will be satisfied by courses listed below.

3. The College Level Academic Skills Test (CLAST) tests communications skills.

Minimum: 12 semester hours

Course	Title	Hours
Required		
ENC 1101 & 1102	Communications Skills I and II	4,4
Choose the remaining 4 hours from:		
ENC 1133	Research Writing	1
ENC 2210	Technical Writing	3
HUM 2216	The Humanities with Writing	4
HUM 2233	The Humanities with Writing	4
ENL 2010	Survey of English Literature I	3
ENL 2020	Survey of English Literature II	3
AML 2010	Survey of American Literature I	3
AML 2022	Survey of American Literature II	3



Ideal weather brings students outside to study and socialize. Sharing notes are (from left) Kathy Hall, Francis Hall and Susan Rollins of Marianna and Tammy Gibson of Ft. Lauderdale.

General Education Requirements in Area 5 Humanities

Note: English 1101 and 1102 are prerequisites to humanities courses.

Minimum: 6 semester hours

Course	Hours
Option 1: Choose six to eight semester hours from among	
HUM 2212 or 2216	3,4
and	
HUM 2230 or 2233	3,4
OR	
Option 2: Choose three or four semester hours from among	
HUM 2212, 2216, 2230, or 2233	3,4 3,4
and	
Choose three semester hours from among any art course, any literature course (including Modern Dramatic Literature), or any music course (except organization courses and applied music courses).	
OR	
Option 3: Choose three semester hours from each of the following three areas (a total of nine hours)-- (1) Any art course, (2) any literature course, and (3) any music course (except organization courses and applied music courses).	

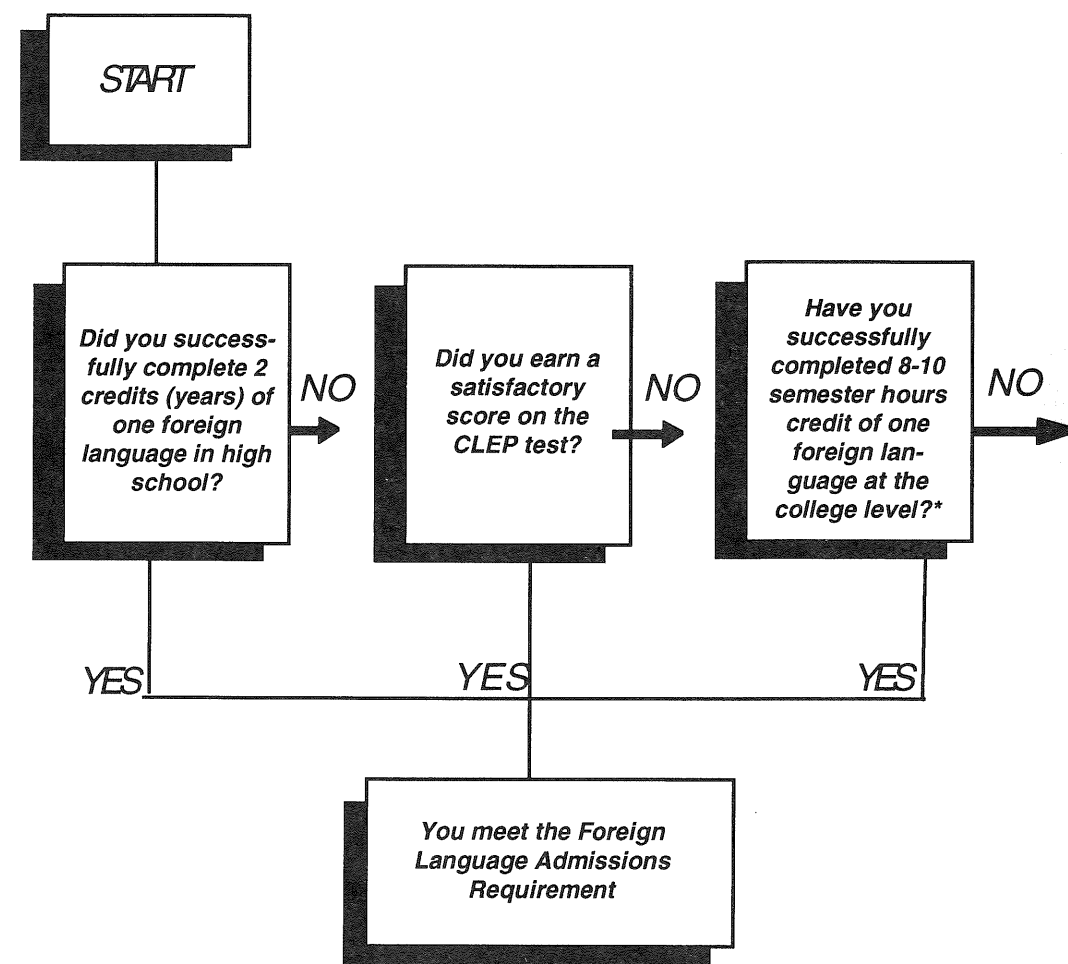
General Education Requirements in Area 6 Personal Improvement

Course	Title	Hours
Required		
SLS 1101	Orientation	1

Choose the remaining two hours from any courses EXCEPT those listed as physical education or occupational or courses required for each of the other general education areas.

General Education Requirements in Area 7 Foreign Language

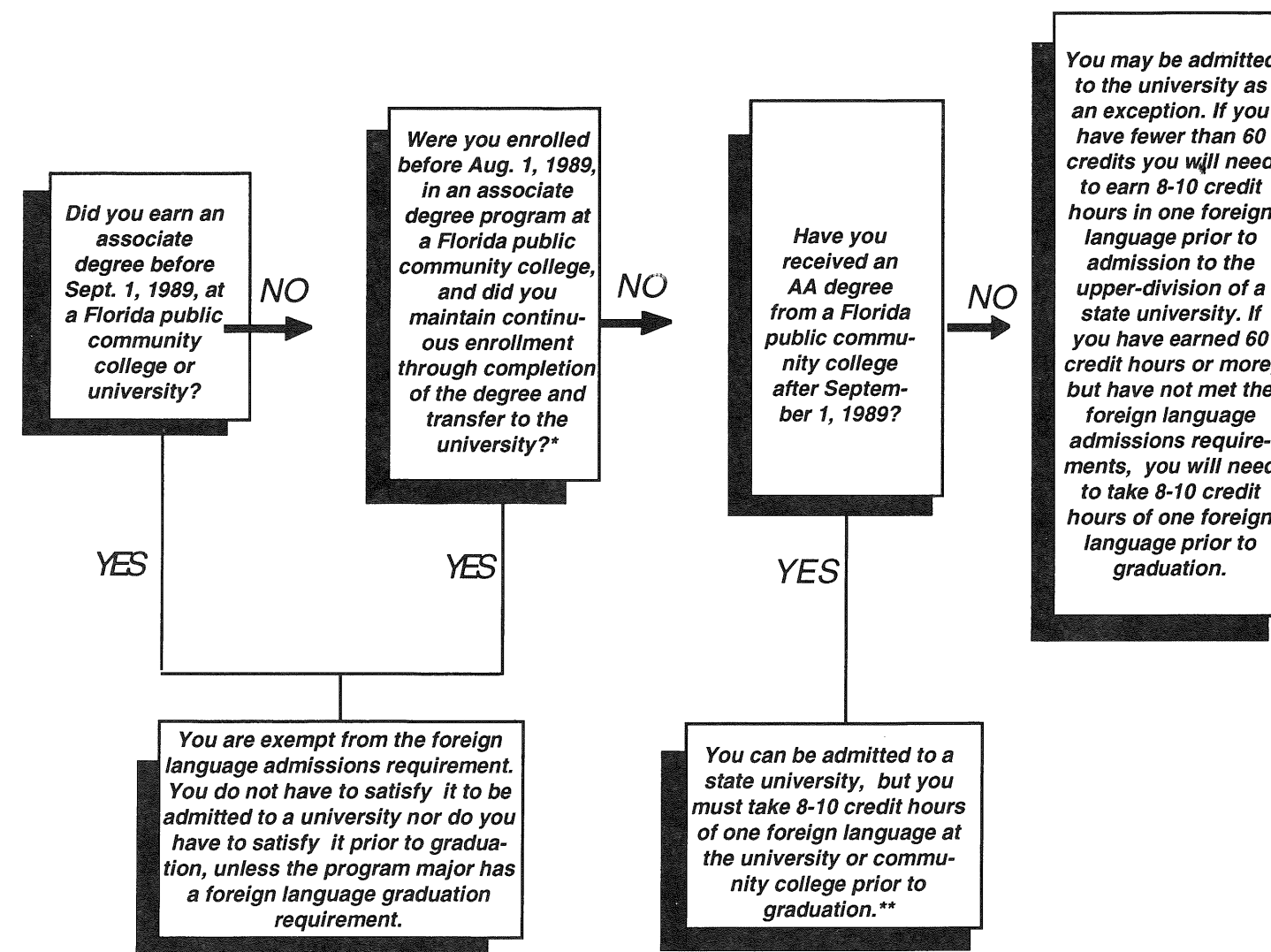
Minimum Required: None for AA Degree from Chipola; however, students should be aware that the State University System requires its bachelor's degree candidates to have 8 semester hours of college foreign language courses unless they have earned two years of high school credit in a foreign language. Students planning to transfer to a Florida college or university should fulfill this requirement before graduating from Chipola. Students may NOT be admitted to a State of Florida university without completing the foreign language requirement, unless they fall under one of the exemption rules listed below.



*Continuous enrollment: enrolled in at least one course per academic year beginning with the semester first enrolled.
 **Students earning an AA Degree after Sept. 1, 1989, will be admitted; students holding an AS Degree or transferring prior to receiving an AA Degree may be admitted. AA degree students will not be counted as part of the 5% exceptions.

Foreign Language University Admission Requirements

The flow chart reproduced here is a representation of the State University System's Foreign Language Rule. The chart depicts each of the categories into which a student might fall and the route needed to fulfill the Foreign Language Requirement.



Planning a Specific Curriculum for the AA Degree and Transfer

To graduate with an AA degree, students must earn 60 hours of credit, 36 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 to any public Florida university (State Board of Education Rule GA-10.24, FAC), students who know what they want to major in and where they plan 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 counseling manuals 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 a "sample" Curriculum Guide is included in this catalog.

All students are required to meet with their advisers before registration in order to work out a detailed program of study and get signed approval of their schedules semester by semester. In planning their schedules, all students should pay particular attention to the Curriculum Guides in their major, available in Student Services, Building G.

Students who do not know what they want to major in or where they want to transfer may follow the General College Curriculum Guide in this catalog; however, students may not be admitted to certain programs at many universities unless specific courses are completed prior to transfer. It is in the student's best interest to choose his/her major and transfer school as soon as possible after entering Chipola.

Latest AA Degree Curriculum Guides

The following pre-planned curriculum guides are available from Student Services, counselors and faculty advisers.

Florida A & M University

Architecture
Business Administration
Criminal Justice
Elementary Education
Engineering
Nursing
Occupational Therapy
Pharmacy
Physical Therapy
Psychology
Respiratory Therapy
Social Work

Florida State University

Art or Art Education
Audiology/Speech Pathology
Business Administration
Communications
Computer Science
Criminology
Early Childhood Education
Elementary Education
Emotionally Disturbed
Special Education

English Education
Engineering
Pre-Law (Political Science)
Mathematics Education
Pre-Medical (PIMS)
Music Education
Nursing
Physical Education
Psychology
Science Education
Social Science Education
Social Work
Theater/Drama

University of Central Florida

Physical Therapy
Radiologic Sciences

University of Florida

Agriculture
Architecture
Audiology/Speech Pathology
Business Administration
Communications
Pre-Dentistry
Elementary Education
Engineering
Pre-Medical
Nursing
Occupational Therapy
Pharmacy
Physical Therapy
Pre-Veterinary Medicine

University of West Florida

Business Administration
Computer Science (CIS)
Elementary Education
Legal Administration
Medical Technology
Physical Education
Psychology

University of North Florida

Physical Therapy

Troy State University at Dothan

Business Administration
Computer Science (CIS)
Criminology
Elementary Education
Nursing
Psychology
Secondary Education

Undecided Majors

Early Childhood/CDA
General College/
College Prep
General College

If you are interested in a major or a state university that is not listed, please consult your counselor/adviser. A special curriculum guide may be developed to meet your individual needs.

Sample Curriculum Guide

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 should be aware that delaying the choice of a major and a transfer school could mean one or two extra semesters at Chipola to complete the prerequisite coursework for that major and/or transfer school.

Students who have decided upon their major and transfer university should secure a Curriculum Guide (see list on page 36) from their adviser or from the Student Services Office. If no guide exists, Student Services may prepare one for transfer to any Florida state university. Students planning to transfer to out-of-state schools should request a catalog from that school and then schedule an appointment with a CJC counselor.

This pre-planned curriculum guide is only a sample. Consult counselors and the Student Services Office for the latest and most accurate curriculum guides.

FRESHMAN YEAR

1st Semester	Hours
SLS 1101	1
ENC 1101	4
NATURAL SCIENCE (Choose from courses listed on page 31)	3
SOCIAL SCIENCE (Choose from courses listed on page 30)	3
MAC 1102 (Or higher math courses, if eligible; see page 31)	3
TOTAL	14

2nd Semester

ENC 1102	4
NATURAL SCIENCE (Choose from courses listed on page 31)	3
SOCIAL SCIENCE (Choose from courses listed on page 30)	3
MGF 1207 (Or higher math courses, if eligible; see page 31)	3
ELECTIVE (Choose course in area of career interest)	3
TOTAL	16

SOPHOMORE YEAR

1st Semester

HUMANITIES with Writing, AML or ENL (Choose from courses listed on page 33)	4
PERSONAL IMPROVEMENT ELECTIVE(S) (Choose from courses listed on page 33)	2
ELECTIVES (Choose courses in area of career interest)	9
TOTAL	15

2nd Semester

HUMANITIES (Choose from courses listed on page 33)	3
ELECTIVES (Choose courses in area of career interest)	12
TOTAL	15

Associate of Science Degree Programs

Although designed for entry into the job market, Associate of Science degree programs include many courses that can transfer to a senior institution. Chipola's entrance

requirements are the same for the AS degree as for the AA degree.

Students who complete a Tech Prep program of study in high school may be eligible

to receive credit by exam for certain courses included in Associate of Science degree programs. Contact the Chipola Testing Office at 526-2761, Extension 295.

Students who plan to pursue a bachelor's degree at a four-year college or university should fulfill the Associate of Arts degree requirements. Associate of Science majors should check with the Student Services Office regarding the transferability of specific AS degree courses. Only courses designated [A] and [D] in the "Course Descriptions" section of this Catalog will transfer to a state university in Florida.

Associate of Science Degree in Agricultural Business Technology

This two-year program is designed to train students for employment in the large agriculture business section of our economy. Employment opportunities exist in the industries which serve production agriculture

with the tools and supplies of production, as well as providing the link between the producer and consumer. Agriculture and related industries comprise over 30 percent of our American economy. The student will learn

the skills needed for this challenging field. For information and course guides for this program, contact Joan Miller at 526-2761, Extension 228.

Associate of Science in Business Administration & Management

This two-year program prepares students for employment as managers in a variety of business environments or owner/managers

of small businesses. Students who plan to pursue a bachelor's degree at a four-year college or university should fulfill the Associate of Arts degree requirements.

Curriculum guides and further information are available from Kathryn Roberts, 526-2761, Extension 269, Building L, Room 404C.

Associate of Science in Child Development & Education

This two-year program is designed for persons seeking employment in the child care field. It is approved for the Child Development Associate (CDA) equivalent in the

state of Florida. Students who plan to pursue a bachelor's degree at a four-year university should fulfill the Associate of Arts degree

requirements. For additional information contact Gloria Peacock at 526-2761, Extension 239, Building S, or Joan Miller, Extension 228, Building G.

Associate of Science in Computer Programming & Applications

The Associate of Science degree in Computer Programming and Applications prepares students for entry level positions in computer programming and operations. Representative job titles would include computer programmer for business, programmer/ana-

lyst, microcomputer specialist, and software application technician. This is a two-year program. Students who plan to pursue a bachelor's degree at a 4-year college or university should fulfill the Associate of Arts degree requirements.

For further information or to obtain a course plan, contact Nancy Burns at 526-2761, Extension 210, Building L, Room 401B.

Associate of Science in Advanced Training Criminal Justice

The two-year Associate of Science degree in Criminal Justice is designed for persons currently employed in the field of Criminal Justice, including Corrections and Law Enforcement, and is not intended for people seeking a four-year degree.

Program tracks in corrections and law enforcement are offered. A student must complete courses in the discipline (corrections or law enforcement) and selected general education fields.

This is a restricted enrollment program. 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 Harrell Glisson, at 526-2761, Extension 212, Building S, Room 1016A.

Associate of Science in Criminal Justice Technology

The two-year Associate of Science degree in Criminal Justice Technology is designed for persons seeking employment in the field of Criminal Justice, including Corrections and Law Enforcement. Students

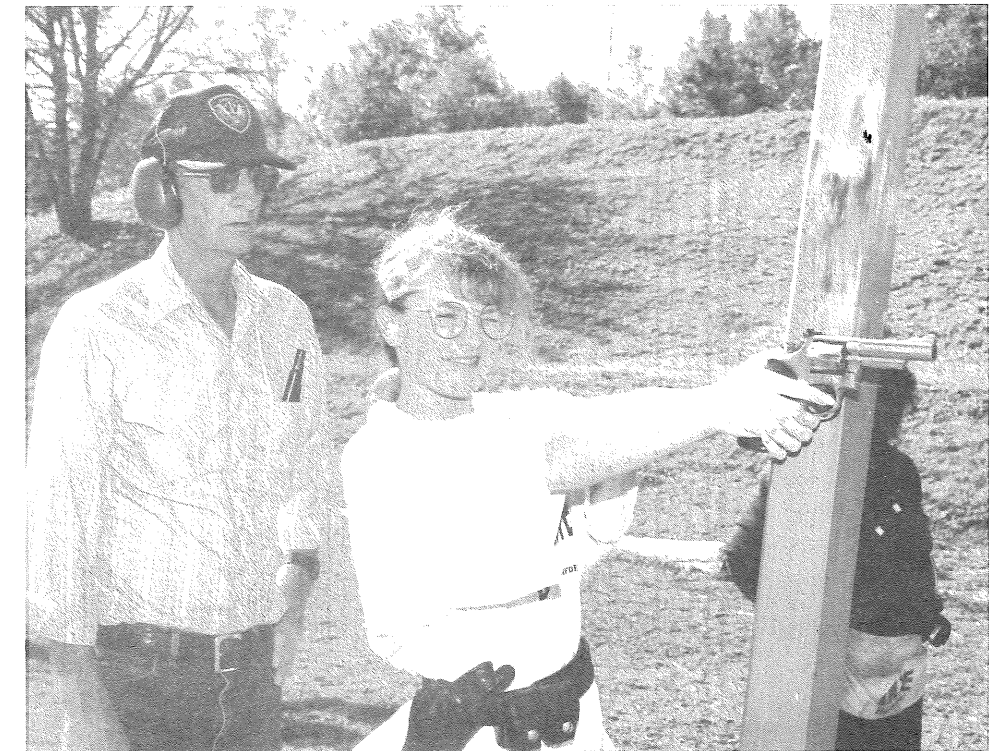
wishing to pursue a four-year degree should check with a counselor regarding requirements for an Associate of Arts degree in criminology.

This is a restricted enrollment program. 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 Harrell Glisson at 526-2761, Extension 212, Building S, Room 1016A.



Linemen participate in a refresher short course at CJC.



Sandy Sasser of Chipley gets some pointers from instructor Ronald Griffin at the Chipola Firing Range. She was one of more than 300 correctional officer candidates who completed their training at CJC last year.

Associate of Science in Electronic Engineering Technology

The Electronic Engineering Technology Program is a competency-based, self-paced, open entry-open exit technical program leading to an Associate of Science Degree upon satisfactory completion of required courses and/or competencies. Electronic engineering 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, the communications industry, 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.

Students who have completed an Electronic Technology certificate program or courses with a "C" average or better, may, upon request, have their vocational course work evaluated for purposes of continuing studies in the Electronic Engineering Technology A.S. Degree Program. A maximum of 18 semester hours of evaluative credit will be accepted for transfer.

Also, Chipola Junior College will accept and treat military training in electronics as

evaluative transfer credit to the Electronic Engineering Technology A.S. Program with 18 semester hours being the maximum allowed. 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.

The maximum combined transferable evaluative credit from vocational courses and military training is 18 semester hours. An evaluating and processing fee will be charged for the review process.

A student must complete a minimum of 12 semester hours course work at Chipola be-

fore any evaluative credit will be placed on his or her transcript.

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.

Students desiring to pursue a Bachelor of Science degree in Electrical Engineering at a university must complete the requirements for an Associate of Arts degree, rather than an AS degree.

For further information and course plans, contact the Applied Technology Division at 526-2761, Ext. 289, Building O, Room 480.



William Keeley uses an oscilloscope in the Electronic Engineering lab.

Associate of Science in Industrial Management Technology

The AS Degree in Industrial Management Technology is a vehicle for articulation between industrial course credit (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 course credit 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 of college credit upon enrollment at Chipola.

Individuals who wish to receive transfer credit equivalents should apply through the Office 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.

For further information, contact the Office of Applied Technology at 526-2761, Extension 289, Building N, Room 434.

Associate of Science in 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 follow a prescribed curriculum. For

additional information, contact Kathy Wheeler at 526-2761, Extension 278, Building N, Room 439; or Joan Miller, Extension 228, Building G.

Associate of Science in Financial Services

This two-year program is offered in cooperation with the American Institute of Banking under the auspices of the Chipola Bankers Study Group. Additionally, an A.I.B. certificate may be awarded for suc-

cessful completion of banking courses. This AS degree program is intended for people who are presently working in the banking industry. Students who intend to earn a four-year degree in banking at a senior university

should obtain an Associate of Arts degree with a major in business. For information about this degree, contact Gloria Peacock, 526-2761, Extension 239, Building S, Room 1007A.

Associate of Science in Fire Science Technology

The two-year Fire Science Technology Program is designed for working firefighters who may have already taken a variety of courses. This program is intended to meet the Southern Association of Colleges and Schools criteria and to allow officers with

prior training and college credit to use that course work in this degree program.

Chipola will allow two college credit hours for any 40 hour advanced training course and three college credit hours for any 45 hour advanced training course if Chipola has a comparable course in this catalog.

This is a restricted enrollment program. Students must meet enrollment criteria and complete an interview for admission. Individuals who would like more specific information should contact Harrell Glisson at 526-2761, Extension 212, Building S, Room 1016A.



In the Success Center, Jason Hewett of Bascom finds out that state-of-the-art learning equipment makes studying easier.

Associate of Science Degree in Nursing

The Associate Degree Nursing Program is a limited enrollment, 72-semester-hour program, approved by the Florida Board of Nursing. This program has special admission, attendance, grading and fee requirements.

Because of the unique responsibilities involved in the delivery of health care services, students seeking admission to this program must meet certain selection and admission criteria. Applicants with the best qualifications will be selected.

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 theoretical, simulated learning 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. Most nursing courses consist of a theoretical, laboratory and clinical component.

The program receives LPN's into the second term of the program, enabling them to acquire their ADN in four semesters.

The program also facilitates articulation toward an upper division baccalaureate program in nursing. 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. Applicants are advised that if there has been an arrest or conviction for any offense other than a minor traffic violation, the Florida State Board of Nursing has the authority to deny license as a Registered Nurse. Applicants must certify in writing that there is no bar to future licensure in the State of Florida based upon the above provision. Admission to the Nursing Program, however, will in no way imply that the Florida Board of Nursing will allow the potential graduate to take the licensing examination.

For information about entering the ADN program, contact Kathy Wheeler, 526-2761, Extension 278, Building N, Room 439.

Students should not interpret acceptance into the college or a general education course as automatic eligibility to enter nursing or the other allied health programs. Contact the Allied Health Program for additional information regarding admission criteria.

Associate of Science in Office Systems Technology

The two-year Associate of Science degree in Office Systems Technology prepares students for employment as office systems

managers, office transcriptionists, correspondence secretaries, and personal secretaries.

For curriculum guides and further information, contact Faye Monahan or Kathryn

Roberts at 526-2761, Extensions 340 or 269. Their offices are located in Building L, Rooms 404B and 404C.

Associate of Science in Recreation

This two-year program prepares students for employment as playground or physical fitness, exercise, athletic or sports program attendants or supervisors. It also would be

beneficial for persons previously or currently employed in these occupations.

Students who desire to coach or teach physical education in a school system should

earn the Associate of Arts degree with a major in pre-physical education.

Contact Charlton Keen, 526-2761, Ext. 260, Building C, Room 6B.

Course Descriptions

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses

and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type

of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-Level General Sociology	Survey Course	Social Problems	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course if offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if

the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and number system faculty task forces to be equivalent to courses offered at

the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the _900–_999 series (E.G., ART 2905)
 - B. Internships, practica, clinical experiences, and study abroad courses
 - C. Performance or studio courses in Art, Dance, Theater, and Music
 - D. Skills courses in Criminal Justice
 - E. Graduate courses
- College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decision should be directed to Chipola's Academic Dean, Room 106, Administration Building, (904) 526-2761-Ext. 350, or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, FL, 323900-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.

Directory of Courses by Prefixes

ACG-Accounting	EME-Education	MMC-Journalism
AGR-Agriculture	EMS-Emergency Medical	MTB-Mathematics
AMH-American History, see History	ENC-English	MUx-Music
AML-American Literature, see English	ENL-English Literature	MVx-Music
AOM-Agriculture	EST-Electronics	MVK-Music
APA-Accounting	ETD-Engineering	NSP-Nursing
APB- see Biological Sciences	EUH-Western Civ., see History	NUR-Nursing
ARH-Art	FAD-Sociology	ORI-Oral Interpretation, see Speech
ART-Art	FAS-Fishing, see Agriculture	OST-Business
AST-Astronomy	FFP-Fire Science	PCB-Biological Sciences
BAN-Banking, see Business	FIN-Business	PEL-Physical Education
BOT-Botany, see Biological Sciences	FRE-French	PEM-Physical Education
BSC-Biological Sciences	GEA- Geography	PEN-Physical Education
BUL-Business Law, see Business	GEB-Business	PEO-Physical Education
CCJ-Criminal Justice	GLY-Earth Science, see Physical Science	PHY-Physics
CET-Engineering Tech Electronics		PHZ-Physics
CGS-See Computer Science		PMA-Agriculture
CHD-Child Care/Home Economics		POS-Political Science
CHM-Chemistry		PSC-Physical Science
CIS-Computer Science		PSY-Psychology
COP-Computer Science		QMB-see Business
CJD-Criminal Justice		REA-Reading, see English
CJT-Criminal Justice		REE-Real Estate, see Banking
CLP-Psychology		SLS-Student Development
COA-Home Economics		SPC-Speech
COP-Computer Science		SPN-Spanish
DAA-Dance, see Physical Education		STA-Statistics, see Mathematics
DEP-Psychology		SYG-Sociology
ECO-Economics		THE-Theater (or English)
EDF-Education		TPA-Theater
EET-Engineering Tech		TPP-Theater
EEX-Education		ZOO-Zoology, see Biological Sciences
EGS-Engineering		

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 com-

pleted 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 the Dean of Instructional Services. DIS courses cost an additional \$25 per credit hour. Students should contact the appropriate division chairman for further information.

Transferability Code

Courses are designated throughout this section according to their transferability to the State University System.

A—College transfer course which counts toward the Associate of Arts degree and transfer to the SUS.

D—College transfer/occupational course which counts toward the Associate of Arts and the Associate of Science degrees and transfer.

O—Occupational course which counts only toward the Associate of Science degree and will **not** transfer or apply toward the Associate of Arts degree.

P—Preparatory course which will not count toward a degree and will **not** transfer.

V—Applied Technology/vocational course which will **not** count toward a degree or transfer.

Accounting

APA 1251. Introduction to Accounting. This course provides an introduction to the field of accounting. It provides a basic knowledge of elementary accounting terminology, procedures and records. It is intended for students who desire an overview of the field of accounting. No prerequisite. 3 semester hours credit. [D]

ACG 2002. Integrated Accounting on Microcomputers. This course is intended for students desiring a working knowledge of computerized accounting using microcomputer software. The five major systems commonly found in computerized accounting environments are covered—general ledger, depreciation, accounts receivable, accounts payable, and payroll. Prerequisite: APA 1251 (or a department approved Tech Prep equivalent in high school) or consent of department. 3 semester hours credit. [D]

ACG 2021. Introduction to Financial Accounting. An introductory course in the principles and practices of financial accounting emphasizing the measurement and reporting of income. The basic accounting model, measuring and reporting assets, liabilities and stockholders' equity, special reports and analyses of accounting information also are covered. 3 semester hours credit. [D]

ACG 2071. Introduction to Managerial Accounting. This is an introductory course in managerial accounting which emphasizes the use of accounting data with respect to planning operations, controlling activities and the decision making responsibilities of managers. Prerequisites: A grade of "C" or better in ACG 2021 or consent of department. 3 semester hours credit. [D]

Agriculture

AGR 2002. Introduction to Agronomy. This is an introductory course covering the anatomy, classification, identification, physiology, nutrition, improvement, hazards and harvesting of field crops. 3 semester hours credit. [D]

AOM 2737. Water Management. This course emphasizes the conservation, use and distribution of water and the proper drainage and irrigation of agricultural land. 3 semester hours credit. [D]

FAS 2022. Introduction to Freshwater Fishing. This course is intended to help students acquire knowledge and skills to plan, develop and operate a successful freshwater fishfarming operation. 3 semester hours credit. [D]

PMA 2321. Pesticide Application. This course covers common entomological techniques, equipment and procedures in field application of pesticides. 3 semester hours credit. [D]

Art

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 uses of the arts in expression, communication, and exploration of human ideas and values. 3 semester hours credit. [D]

ART 1100C. Crafts I. A course offering experience in the creative use of a variety of materials. 3 semester hours credit. [D]

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. [D]

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 1110C or consent of instructor. Four hours studio per week. 3 semester hours credit. [D]

ART 1201C. 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. [D]

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. [D]

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. [D]

ART 1301C. Introductory Drawing. A continuation of ART 1300C with emphasis placed upon spatial description through perspective and other means with a greater exploration of the drawing processes through mixed technique. Prerequisite: ART 1300C or consent of instructor. Six hours lecture and studio per week. 3 semester hours credit. [D]

ART 2280C. Lettering. The development of hand lettering skills through the study of traditional letter forms. 3 semester hours. [D]

ART 2510C. 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. [D]

ART 2520C. Color and Pictorial Composition. Advanced study of the problems of pictorial composition, with greater emphasis upon individual creativity and invention. Prerequisite: ART 2510C or consent of instructor. Six hours studio per week. 3 semester hours credit. [D]

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

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 universe. Topics discussed include the earth, the solar system, historical astronomy, constellations, space exploration, theories of the origin of the universe, and the construction of a telescope. 3 semester hours credit. [D]

Banking

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. [O]

BAN 1141. Teller Training. This course provides the skills that tellers need in today's banking industry. The program is divided into seven content modules, each devoted to a specific area of teller training. The course is designed for new and experienced tellers. 3 semester hours credit. [O]

BAN 1231. Commercial Lending. This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. 3 semester hours credit. [O]

BAN 2114. Deposit Operations. A course which provides an overview of the U.S. payments system, banking law and regulation, and current industry practices. It examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the inter-bank EFT systems. 3 semester hours credit. [O]

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. [O]

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 2021. 3 semester hours credit. [O]

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. [O]

BAN 2240. Installment Credit 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. [O]

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. [O]

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. [O]

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. [O]

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. [O]

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. [O]

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 2021. 3 semester hours credit. [O]

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. [O]

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. [O]

Biological Sciences

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. [D]

BOT 2010C. General Botany. A course intended 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. Prerequisite: BSC 1010 or consent of department. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [A]

BSC 1005. Introduction to Biological Sciences. This is a basic general education course to give the student an understanding of the major biological concepts of anatomy, reproduction, development, genetics, ecology and evolution in plant, animal and human life. This course cannot be used to satisfy degree requirements for students who already have credit in BSC 2010 and/or BSC 2011. 3 semester hours credit. [D]

BSC 2010. Biology for Science Majors I. An introductory study of the mechanism directing the development and maintenance of life on earth. Particular attention is given to cell biology, metabolism, reproduction, biotechnology, genetics and evolution as the major unifying forces in the study of life through the ages. 3 semester hours credit. [D]

BSC 2010L. Biology for Science Majors I Lab. A laboratory course that acquaints the student with selected biological principles including cell biology, metabolism, genetics, physiology and evolution. Corequisite: BSC 2010. Two hours laboratory per week. 1 semester hour credit. [D]

BSC 2011. Biology for Science Majors 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. [D]

BSC 2011L. Biology For Science Majors II Lab. A laboratory course intended to be taken concurrently with BSC 2011. Laboratory experiences correlate with the lecture topics in the structure and function of plants and animals and ecology. Activities include dissection of the fetal pig, nonseed and seed plants, and may include field trips. Corequisite: BSC 2011. Two hours laboratory per week. 1 semester hours credit. [D]

BSC 2093C. 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 1005, BSC 2010 or equivalent; a pretest will be administered to determine preparation for this course. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [D]

BSC 2094C. 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: BSC 2093C or consent of department. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [D]

BSC 2931. 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. [A]

ISC 1075. 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. [A]

ISC 1093. Interdisciplinary Science. This course is designed for science education majors. Included are lectures on selected subjects in sciences/natural sciences that are associated with specific theory and its application. The course features team-teaching of three components: physical/earth science, biological science, and chemistry/physics. Corequisite: ISC 1093L. 1 semester hours credit. [A]

ISC 1093L. Interdisciplinary Science Lab. This course is designed for teacher preparation in science education. The two-hour lab helps education majors gain general knowledge and hands-on experience in all science areas and provides pre-training teachers with a general introduction to the sciences before they begin the educational theory, materials, and methods courses required during the third and fourth years of the baccalaureate degree. The course features laboratory activities in three area: physical/earth science, biological science, and chemistry/physics. Corequisite: ISC 1093. 1 semester hour credit. [A]

MCB 2013. Microbiology. This course includes the fundamentals of microbiology including structure, nutrition and growth of genetics and control mechanisms, and an introduction to immunology, virology and bacterial pathogens. Prerequisites: CHM 1025, CHM 1030, CHM 1045 or consent of department. MCB 2013L should be taken concurrently. Three hours lecture per week. 3 semester hours credit. [D]

MCB 2013L. Microbiology Lab. An introduction to experimental techniques in microbiology. The exercises include cultivation and various staining techniques, isolation, identification, biochemical activities, antibiotic sensitivity test and basic immunology. Prerequisite: CHM 1025, CHM 1030, CHM 1045 or consent of department. Two hours laboratory per week. MCB 2013 should be taken concurrently. 1 semester hour credit. [D]

PCB 2021. 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 1030 or high school chemistry. BSC 2010L is recommended but not required as a corequisite. 3 semester hours credit. [A]

ZOO 2010. 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 organizations into special systems, classifications and evolutionary relationships of representatives of the major phyla. Prerequisite: BSC 2010 or consent of department. Corequisite: ZOO 2010L. Three hours lecture per week. 3 semester hours credit. [A]

ZOO 2010L. General Zoology Lab. An introduction to experimental techniques primarily for majors in the biological or related sciences. An introductory lab course to cell biology, embryology, genetics and classification. Corequisite: ZOO 2010. Two hours laboratory per week. 1 semester hour credit. [A]

Business

BUL 2241. 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. [D]

BUL 2242. Principles of Business Law. A continuation of BUL 2241 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. [D]

FIN 2001. 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. [D]

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 include economic orders or systems, types of business ownership and control, consumer finance, financial institutions, advertising, wholesaling, retailing, insurance and employee selection and training. 3 semester hours credit. [D]

OST 1102. Document Processing. This course develops skills for producing business documents, including improved keyboard skills, creating and formatting documents, proofreading and editing. Prerequisite: OST 1141 or previous keyboard or typing experience. 2 semester hours credit. [D]

OST 1112. Advanced Document Processing. This course develops advanced skills for producing business documents, including increased keyboard speed and familiarity with a wide variety of documents, forms, and reports. Prerequisite: OST 1102 or previous document processing experience. 3 semester hours credit. [D]

OST 1141. Keyboarding Skills. A course for students with no previous instruction in typewriting who want to learn 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. [O]

OST 1211. Gregg Shorthand. An introductory course in the principles of Gregg shorthand, this course includes dictation and transcription. Pre-

requisite: OST 1102 or previous document processing or word processing experience. 3 semester hours credit. [D]

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. [D]

OST 1324. Business Math and Machines. A review of fundamental mathematical processes and business applications, such as discounts, mark-ups, interest, commission, payroll and taxes. Also includes practice using electronic calculating machines. No prerequisite. 3 semester hours credit. [O]

OST 1582. 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. [O]

OST 1601. Machine Transcription. This course develops machine transcription skills for producing mailable business letters and documents. It integrates a review of basic language skills, including grammar, punctuation, spelling, proof-reading and editing. Prerequisite: OST 1102 or previous document processing or word processing experience. 3 semester hours credit. [O]

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. [D]

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. [D]

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. [D]

OST 2335. Business Communication. This course develops effective oral and written communications skills in a business environment. It includes written correspondence, interviewing, public relations and business presentations. Prerequisite: ENC 1101 and either CGS 1500 or previous word processing experience. 3 semester hours credit. [D]

OST 2402. Office Practice. This course is 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. Prerequisite: OST 1112, or consent of department. 3 semester hours credit. [O]

OST 2501. Office Management. This course develops skills for managing an office. Topics include leadership, productivity, automation, human resources, ergonomics, budgets, cost control, problem-solving, and ethics. Prerequisite: GEB 1011 or OST 2402. 3 semester hours credit. [O]

QMB 1001. Business Mathematics. This course covers business applications of mathematics. Topics include cash and trade discounts, markup based on cost or selling price, installment payments, notes, depreciation, stocks and bonds, annuities, insurance and graphing. Prerequisites: Eligibility to enter MAC 1102 and completion of OST 1324 (or a department-approved Tech Prep high school equivalent), or consent of department. 3 semester hours credit. [O]

Chemistry

CHM 1025. Introductory Chemistry. This course is an introduction to the elementary principles of modern chemistry. Students whose preparation in secondary school chemistry and mathematics is such that they require a prerequisite course for general chemistry should enroll in this course. It is also a general education course for students who do not expect to take additional courses in chemistry. Corequisite or Prerequisite: MAC 1102 or a more advanced math course and CHM 1025L. 3 semester hours credit. [A]

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. Corequisite: CHM 1025. 1 semester hour credit. [A]

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. Corequisite: CHM 1030L. 3 semester hours credit. [D]

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 hours laboratory per week. 1 semester hour credit. [D]

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 1025 (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. [A]

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. [A]

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: A grade of C or better in CHM 1045; CHM 1046L should be taken concurrently. 3 semester hours credit. [A]

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. [A]

CHM 2210. Organic Chemistry. A study of the preparation and properties of various aliphatic and aromatic compounds. Prerequisite: CHM 1046 or equivalent. Corequisite: CHM 2210L. 4 semester hours credit. [A]

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

CHM 2211. Organic Chemistry. A continuation of CHM 2210. Prerequisite: CHM 2210. Corequisite: CHM 2211L. 3 semester hours credit. [A]

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



High school students visiting the campus during Career Day learn from Cliff Lewis the advantages of getting into a Tech Prep curriculum while still in high school.

Child Care

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. [O]

CHD 1220. Child Growth & Development I. This course is a study of the growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment and principles and theories of development. 3 semester hours credit. [D]

CHD 1430. Observing and Recording Child Behavior. This course is designed to increase objectivity and proficiency in observing, recording, and interpreting children's behavior in addition to increasing awareness of normative patterns of behavior of children from birth through 5 years of age. Includes observation of infants, toddlers, and a case study of a child from this age group. 3 semester hours credit. [D]

CHD 1941. Early Childhood Internship. This course provides on-the-job training towards the Child Development Associate Credential, Occupational Certificate, and Associate of Science Degree. The student will be assigned a qualified supervisor appointed by the respective agency for which he/she works. The student will be evaluated on the basis of his/her on-the-job performance and a project paper. The course may be repeated four times. 3 semester hours credit. [D]

CHD 2130. Orientation to CDA Credentialing. A course including orientation to the Child Development Association (CDA) credentialing process, preassessment by means of written evaluation, skill test, and observation of student's performance with young children, and development of student assessment plan. Student must meet minimum eligibility standards for CDA candidates. 1 semester hour credit. Non-transferable. [O]

CHD 2322. Programs for Young Children. This course is a study of the principles and practices of programs for young children. It includes current research in early childhood education, role of the teacher, and selection and use of equipment and materials for groups of young children. Prerequisite: CHD 1220 or consent of department. 3 semester hours credit. [D]

CHD 2432. Curriculum for Young Children. This course is a study of the techniques of using language arts, science, art, social studies, math, and physical activities with young children with emphasis on interdisciplinary learning. Prerequisite: CHD 1220 or consent of the department. 2 semester hours credit. [D]

Computer Science/ Data Processing

CGS 1060. Introduction to Microcomputer Use. An introduction to the use of microcomputers. Includes terminology and an introduction to the operation of typical microcomputer hardware and software. No prerequisite. 2 semester hours credit. [D]

CGS 1160. Microcomputer Applications. This course provides a survey of current microcomputer applications software, including general terminology, features and operating procedures of specific programs, and techniques for accomplishing a variety of business and personal tasks. The student will acquire operational skills for using microcomputers in support of personal and business tasks. Prerequisite: CGS 1060 and OST 1141 (or an appropriate Tech Prep high school equivalent) or consent of department. 3 semester hours credit. [D]

CGS 1263. Local Area Networks. An introduction to the hardware needed to set up and operate a local area network, including a discussion of configurations, physical specification, and requirements and limitations of network components and workstations. Prerequisite: CGS 1160 or consent of department. 2 semester hours credit. [D]

CGS 1400. BASIC Programming for Business. An introduction to the BASIC programming language, including 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: Must be eligible to enroll in MAC 1102 or higher mathematics course, or have consent of department. 3 semester hours credit. [D]

CGS 1400L. BASIC Programming for Business Lab. Two hours supervised lab experience per week using the BASIC programming language on microcomputers. This course should be taken concurrently with CGS 1400 BASIC Programming for Business. 1 semester hour credit. [D]

CGS 1500. Introduction to Word Processing. A course using microcomputers for word processing activities. Provides an introduction to the basic operations and capabilities of word processing software through hands-on exercises. Prerequisite: OST 1141 or typing skills or consent of department. 1 semester hour credit. [D]

CGS 1505. Word Processing. Explores the various word processing functions. Topics include advanced editing and formatting, tables, macros, sort, mail merge, labels, search and replace, columns, graphics, report creation—outline, table of contents, index—import and export files and the equation editor. Prerequisite: CGS

1500 or CGS 1160 or consent of department. 3 semester hours credit. [D]

CGS 1510. Introduction to Spreadsheet. A course using spreadsheet software for microcomputers for business and personal numerical problem-solving. Provides an introduction to the basic operations and capabilities of spreadsheet software through hands-on exercises. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit. [D]

CGS 1511. 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 department. 1 semester hour credit. [D]

CGS 1512. 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 department. 1 semester hour credit. [D]

CGS 1530. Introduction to 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. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit. [D]

CGS 1540. Introduction to Database Management. A course using microcomputers for database management. Provides an introduction to the basic operations and capabilities of database management software through hands-on exercises. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit. [D]

CGS 1541. 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 department. 1 semester hour credit. [D]

CGS 1542. 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 advanced commands and functions. Prerequisite: CGS 1541 or consent of department. 1 semester hour credit. [D]

CGS 1550. Introduction to LANs. An introduction to software used in operating a local area network. Hands-on experience with one or more software packages will be provided. Prerequisite: CGS 1560 or consent of department. 1 semester hour credit. [D]

CGS 1551. LAN Management. An introduction to the practice and procedures of managing a local

area network. Hands-on experience with one or more software packages will be provided. Prerequisite: CGS 1550 or consent of department. 1 semester hour credit. [D]

CGS 1560. Introduction to 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, CIS 1000 or consent of department. 1 semester hour credit. [D]

CGS 1561. 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 department. 1 semester hour credit. [D]

CGS 1564. Introduction to Windows. This course provides an introduction to the terminology and procedures for using the Windows environment for general file management and for software applications. 1 semester hour credit. [D]

CGS 1580. Introduction to Desktop Publishing. An introduction to the production of 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 department. 1 semester hour credit. [D]

CGS 1581. Intermediate Desktop Publishing. A second course in the production of camera-ready masters using microcomputer equipment and software. Prerequisite: CGS 1580 or consent of department. 1 semester hour credit. [D]

CGS 1582. Advanced Desktop Publishing. A third course in the production of camera-ready masters using microcomputer equipment and software. This course emphasizes design techniques. Prerequisite: CGS 1581 or consent of department. 1 semester hour credit. [D]

CGS 2151. Social Science Applications Workshop. A course involving the use of the computer as a tool in the social sciences. Provides an introduction to the use of specific computer software used in social science applications. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit. [D]

CIS 1000. Introduction to Computing Systems. This introductory course includes the terminology, procedures, and equipment used in computing systems and in developing software applications. It includes such topics as internal operations of a microprocessor, current memory and storage technologies, data representation, binary arithmetic, character codes, systems development cycle, software design and development, and careers in computing. Prerequisites: CGS 1160 or consent of department. 3 semester hours. [D]

CIS 1400. Computer Operations on the IBM System 36. An introduction to operation of the IBM System 36, including terminal operation,

commands for file and library manipulation, and use of the DSU editor and one or more compilers. Prerequisite: CIS 1000 or consent of department. Also open to students registered concurrently for COP 2120, COP 2200, or COP 2160. 1 semester hour credit. [D]

CIS 1920. Workshop in Microcomputer Applications. A course in using a particular microcomputer 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 microcomputer application. Students write an individual contract for the activities to be completed during the semester. Prerequisite: One of the following course sequences—CGS 1500-1505, CGS 1510-1511-1512, CGS 1530, CGS 1540-1541-1542, CGS 1550-1551, CGS 1560-1561, CGS 1580-1581-1582; or consent of department. 1-2 semester hours credit. [D]

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 1400 or consent of department. 3 semester hours credit. [D]

CIS 2930-2931-2932-2933. Topics in Computer Science. A seminar covering a topic of current interest in computer science for computer science majors. Prerequisite: CIS 1000 or consent of department. 1-2 semester hours credit. [D]

CIS 2900. 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: 6 semester hours credit in courses with COP prefix or consent of department. 1-3 semester hours credit. [D]

COP 2000. Introduction to Computer Programming. An introduction to computer programming as problem-solving, with an emphasis on problem analysis, design decisions, and creative algorithm development apart from coding in a computer language. Tools for documenting program logic will be introduced. The fundamentals of computer organization and machine representation of data will be covered. Prerequisite: CIS 1000 with C or better and eligibility to enroll in MAC 1102 or higher mathematics, or consent of department. 3 semester hours credit. [D]

COP 2000L. Introduction to Computer Programming Lab. Two hours supervised lab experience per week using the Pascal programming language on microcomputers. This course should be taken concurrently with COP 2000 Introduction to Computer Programming. 1 semester hour credit. [D]

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: CGS 1400 or consent of department. 3 semester hours credit. [D]

COP 2120L. COBOL Programming Lab. Two hours supervised lab experience per week using the COBOL programming language on microcomputers. This course should be taken concurrently with COP 2120. 1 semester hour credit. [D]

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 file organization, and file processing techniques. Prerequisite: COP 2120 or consent of department. 3 semester hours credit. [D]

COP 2160. RPG Programming. An introduction to programming with RPG, including practical experience coding programs in RPG. Prerequisites: Must have completed CGS 1400 or COP 2120 with a grade of C or better or have consent of department. 2 semester hours credit. [D]

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: CGS 1400 or consent of department. 3 semester hours credit. [D]

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. Recommended for Math, Science or Engineering majors who need to know FORTRAN language. Prerequisite: MAC 1104, MAC 1132 or consent of department. 3 semester hours credit. [D]

COP 2200L. FORTRAN Programming Lab. Two hours supervised lab experience per week using the FORTRAN programming language. This course should be taken concurrently with COP 2200 FORTRAN Programming. 1 semester hour credit. [D]

COP 2210. PASCAL Programming. A second course in programming using PASCAL. Covers sets, records, files, pointers, and pointer-based data structures, such as linked lists. Prerequisite: Must have completed COP 2000 with a grade of C or better and be eligible to enroll in MAC 1104 or higher math course, or have consent of department. 3 semester hours credit. [D]

COP 2220. C Programming. An introduction to the C programming language. Requires previous structured programming experience. Prerequisite: COP 2000 with a grade of C or better, or consent of department. 3 semester hours credit. [D]



Jenna Brogdon and Christie Musgrove of Altha retrieve books from their locker/car trunk between classes.

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. [O]

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. [D]

CCJ 1300. Introductions to Corrections. An examination of the total correctional processes from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole history and philosophy, career oriented. 3 semester hours credit. [D]

CCJ 1500. Juvenile Delinquency. A history of the juvenile court system in the United States is reviewed. Delinquency and the family are analyzed. Delinquency control, including the police, courts, legislation and support agencies are discussed. 3 semester hours credit. [D]

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. [D]

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. [D]

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. [D]

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. [D]

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. [D]

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. [D]

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. [D]

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. [D]

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. [O]

CJD 2696. Community and Human Relations. This course is designed to help officers 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. [O]

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. [D]

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. [O]

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.** [O]

CJD 2250. Interviews and Interrogations. An advanced course designed to cover the techniques, methods, principles, and issues of interviews and interrogations. 2 semester hours credit. [O]

CJD 2253. Self Defense and Use of Force. A course with emphasis placed on physical conditioning, evaluation and exercises; falling tech-

niques; 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. 2 semester hours credit. [O]

CJD 22544. 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. 2 semester hours credit. [O]

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. 3 semester hours credit. [O]

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. 3 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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 Ad-

vanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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 institutions which affect emergency situations. FDL- CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 4 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

CJD 2626. Hostage Negotiations. This course is 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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

CJD 2647. Organized Crime. Designed for the patrol officer and investigator, this course covers specific techniques of recognition, classification and effective investigation of organized crime. This course is intended for the patrol officer and

investigator. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

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. 2 semester hours credit. [O]

CJD 1696. Community and Human Relations for Law Enforcement Officers. This course is designed to help officers understand their own feelings in efforts to create an ability to effec-

tively deal with the feelings of others. Law enforcement image and functions as well as conflict-causing barriers which exist between police and the community are explored. 2 semester hours credit. [O]

CJD 2697. Domestic Intervention. This course is designed to provide the officer with an awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems. 3 semester hours credit. [O]

Economics

ECO 2013. Macroeconomics. An introduction to economics and the economy; national income, employment, and fiscal policy; money, banking, and monetary policy; problems and controversies in macroeconomics. 3 semester hours credit. [D]

ECO 2023. Microeconomics. Microeconomic theories of product and resource markets, government and current economic problems, international economics and the world economy. 3 semester hours credit. [D]

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. [A]

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. [A]

EEX 1949-2949. Cooperative Education I & II. A course involving supervised practical 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. [D]

Emergency Medical

EMS 1159C. Emergency Medical Technology. A basic course designed to provide the student with the knowledge and basic skills necessary to provide effective emergency care of the sick and injured. Theoretical instruction and selected clinical experiences are provided. 5 semester hours credit. [O]

Engineering

EGS 2110C. Engineering Graphics. A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projections, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Five hours lecture/laboratory per week. \$5 lab fee. 3 semester hours credit. [D]

Engineering Tech Electronic

CET 2114C. 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. Six semester hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit. [D]

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 2114C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit. [D]

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. [D]

EET 1015C. Direct Current Circuits. A fundamental course including series, parallel and complex circuit analysis, Ohms Law, meters, conductors, insulators, resistors, batteries, 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. [D]

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. [D]

EET 1607C. Surface Mount Technology/Through Hole Assembly and Repair. A study of the techniques involved in surface-mount technology (SMT) and through-hole printed circuit board assembly and repair. The practical application of equipment and tools is stressed. Six hours lecture/lab per week. \$6 lab fee. 4 semester hours credit. [O]

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, PNPN'S, and other devices. Prerequisite: EET 1025C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit. [O]

EET 2119C. Analog 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. [O]

EET 2322C. Fundamentals of Analog 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/lab per week. Prerequisite: Consent of instructor. \$6 lab fee. 4 semester hours credit. [O]

ETD 2320C. Introduction to Computer Aided Design-Drafting (CADD). This course emphasizes the use of computers for engineering design and drafting. Stressed will be the utilization of hardware and software to produce engineering and other drawings and menus. This course serves all areas which require methods of drafting, design, and engineering, such as electrical-electronic, civil, mechanical and structural, architecture, mapping, landscaping, facilities planning, interior design, theater set and lighting design, museum display design, graphic arts and archaeology. Five hours lecture/lab per week. Prerequisite: EGS 2110C or consent of instructor. \$6 lab fee. 3 semester hours credit. [D]

ETD 2350C. Advanced CADD. This course emphasizes advanced CADD functions: isometrics, the Third Dimension, XYZ point filters, user coordinate systems, 3D modeling, REVSURF, RULESURF, EDGESURF and 3D MESH commands; creating new/customizing menus, and AutoLISP programming. Prerequisite: ETD 2320C or consent of instructor. 3 semester hours. [D]

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. Gordon Rule: 6,000 words. Prerequisites: Grades of "C" in ENC 1101-1102. 3 semester hours credit. [A]

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. Gordon Rule: 6,000 words. Prerequisites: Grades of C in ENC 1101-1102. 3 semester hours credit. [A]

ENC 0003. Applied English. This four-hour non-credit course is designed for students who do not possess entry skills for college prep writing as indicated by ACT or FCE-LPT scores: students scoring from 0 to 8 on the Enhanced ACT or below 8 on the TABE. Students may repeat this course as needed to meet entry requirements for college prep writing. Students who make a D in this course will be allowed to advance to ENC 0004. [P]

ENC 0004. College Preparatory Writing I. A course designed to remediate severe problems in writing skills. Students who fail to make a score of 16 on the Enhanced ACT or a score of 78 on the FCE-LPT 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. [P]

ENC 0005. Developmental Writing. A course designed for the higher level group of students who score below 16 on the Enhanced ACT or below 78 on the FCE-LPT, specifically those who score 14-15 on ACT and 50-77 on the FCE-LPT, and for students who make a "D" in College Preparatory Writing I. Students must make a grade of "C" or above in ENC 0005 before registering for ENC 1101. This course does not earn college credit but counts 4 semester hours for load purposes. [P]

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. Brief oral presentations are required. A documented essay is required. Gordon Rule: 8,000 words. Prerequisite: Acceptable placement scores in writing (or a grade of C in ENC 0004 or ENC 0005) and reading (or a grade of C in REA 0004). 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. [D]

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. Gordon Rule: 8,000 words. Brief oral presentations are required. 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. [D]

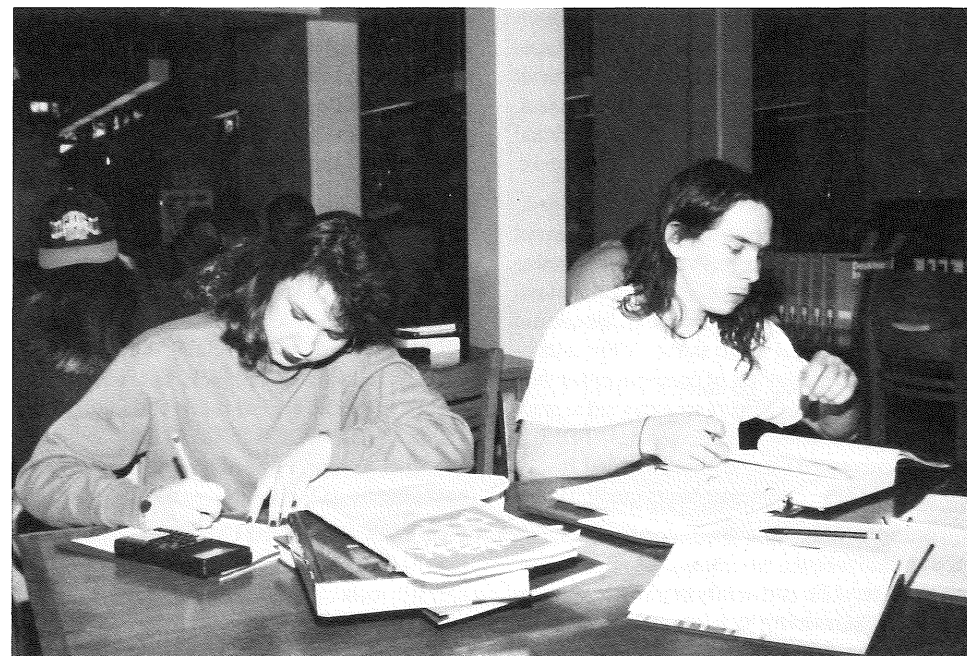
ENC 1133. Research Writing. A course designed to increase proficiency in effective methods of library research and in writing the documented essay. Gordon Rule: 2,000 words Prerequisite: A grade of C in ENC 1101-1102. 1 semester hour credit. [A]

ENC 2103. Reading and Writing CLAST 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: ENC 1101 and 1102. 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. [A]

ENC 2103A. Reading and Writing CLAST Review I. A course designed for students who must retake the College Level Academic Skills Test (CLAST), which includes three English subtests: reading, writing and essay. The student will study the skills needed to pass the subtest(s) failed in the first attempt. Institutional credit is offered but this course does not apply toward satisfying general education requirements in English. Prerequisites: Gordon Rule classes and ENC 2103. 1 semester hour credit. [A]

ENC 2103B. Reading and Writing CLAST Review II. A course designed for students who must retake the College Level Academic Skills Test (CLAST), which includes three English subtests: reading, writing and essay. The student will study the skills needed to pass the subtest(s) failed in the second attempt. Institutional credit is offered but this course does not apply toward satisfying general education requirements in English. Prerequisites: Gordon Rule classes and ENC 2103 and 2103A. 1 semester hour credit. [A]

ENC 2103C. Reading and Writing CLAST Review III. A course designed for students who must retake the College Level Academic Skills Test (CLAST), which includes three English subtests: reading, writing and essay. The student will study the skills needed to pass the subtest(s) failed in the third attempt. Institutional credit is offered but this course does not apply toward



Chrystal Rogers of Graceville and Matthew Bower of Campbellton find that the Library is the best place to study.

satisfying general education requirements in English. Prerequisites: Gordon Rule classes and ENC 2103, ENC 2103A and ENC 2103B. 1 semester hour credit. [A]

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. Gordon Rule: 6,000 words. 3 semester hours credit. [D]

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. Requires department consent. May be repeated for a maximum of four semesters. [D]

ENL 2010. Survey of English Literature I. A survey of English literature and authors of the Old English, Middle English, Restoration and Neo-classical periods, including *Beowulf*, ballads, Chaucer, Shakespeare, Donne, Milton, Swift and Pope. Prerequisites: Grades of "C" or better in ENC 1101-1102. Gordon Rule: 6,000 words. 3 semester hours credit. [D]

ENL 2020. Survey of English Literature II. A survey of English literature and authors of the Romantic, Victorian, and Twentieth Century periods, including Blake, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Hopkins, Hardy, Conrad, Yeats, Joyce, Lawrence, Eliot and Thomas. Prerequisites: Grades of "C" or better in ENC 1101-1102. Gordon Rule: 6,000 words. 3 semester hours credit. [A]

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. [A]

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 or consent of department. 3 semester hours credit. [A]

LIT 2110. Survey of World Literature. A study of selections from classical, medieval, English and American literature. Prerequisites: Grades of C in ENC 1101-1102. Gordon Rule: 6,000 words. 3 semester hours credit. [A]

REA 0003. Applied Reading. This four-hour non-credit course is designed for students who do not possess entry skills for college prep reading as indicated by an Enhanced ACT Reading Score of 0-10 or by direction of the department. Students may repeat this course as needed to meet entry requirements for college prep reading. Students who make a D in this course will be allowed to advance to REA 0004. [P]

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 16 on the Enhanced ACT Social Studies Reading Score or a score below 72 on the FCE-LPT. Students must make a grade of C in this course before registering for ENC 1101. Open to any student. This course does not earn college credit but counts 4 semester hours for load purposes. [P]

REA 1205. Advanced Reading. A course designed to improve students' literal and critical comprehension skills: finding main ideas; finding major and minor supporting details; distinguishing fact from opinion; identifying the author's purpose and tone and using context clues, roots, prefixes and suffixes for expanding vocabulary. This course is required of all students who have a reading score of 16-19 on the Enhanced ACT or a score of 72-92 on the FCE-LPT. It must be taken concurrently with SLS 1101. ENC 1101 or 0004 may be a corequisite. 2 semester hours credit. [A]

REA 1505. Advanced Vocabulary Skills. This course is designed for vocabulary enhancement achieved by learning word meanings based upon context, word parts, word origins, dictionary usage, and analogies. It permits students to work on



developing higher level college vocabulary skills. 1 semester hour credit. [A]

THE 2014. 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 the art of theatre. 3 semester hours credit. [D]

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. [O]

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. [O]

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. [O]

Kisha Patterson of Blountstown answers the phone in the Publications & Public Relations Office, where she is a work-study student.

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. [O]

FFP 1601. Fire Apparatus and Equipment. This course covers the national, state and local emergency vehicle driving laws. Emphasis is placed on safe driving techniques and proper use of equipment. 3 semester hours credit. [O]

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. [O]

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. [O]

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. [O]

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 traits, training, planning, and company officer responsibilities. 3 semester hours credit. [O]

FFP 2130. Company Officer. This course covers the broad concepts of supervision and leadership, enabling students to analyze the kinds of effective leadership-followship needed in the fire services. Roles and attitudes needed in high stress conditions are emphasized. Case studies and individual goal setting are important components of the course. 3 semester hours credit. [O]

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. [O]

FFP 2320. Building Construction for Fire Protection. This course introduces the student to building codes in relation to fire protection. Standards to eliminate fire problems prior to construction are emphasized. The relationship between the building inspection and fire protection agencies, plus fire extinguishing techniques in all types of building construction, are discussed. 3 semester hours credit. [O]

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. [O]

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. [O]

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. [O]

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. Prerequisite: Eligibility to take ENC 1101 or consent of department. 4 semester hours credit. [A]

FRE 1121. Elementary French II. A continuation of FRE 1120, with emphasis on oral and written expression. 4 semester hours credit. [A]

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. [A]

FRE 2201 Intermediate French II. A continuation of FRE 2200. 4 semester hours credit. [A]

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. [D]

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. [D]

Health

HSC 1000. Introduction to Health Care. An introduction to the health care delivery system in the United States, providing an overview of the roles and responsibilities of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Content also includes communication and interpersonal skills, legal and ethical guidelines, basic concepts of medical terminology and infection control (including the state-approved four-hour course in AIDS prevention), and the personal characteristics of the successful health care professional. Students will demonstrate learned competencies such as vital signs and basic first aid procedures and cardiopulmonary resuscitation. 3 semester hours credit. [D]

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. [A]

HSC 1531. Medical Terminology. This course is designed to provide a basis for understanding and utilizing basic principles of medical word building. The course is designed to prepare students to analyze words structurally, to spell and pronounce medical terms accurately and to understand certain word elements related to anatomy, physiology and selected disease processes. 3 semester hours credit. [D]

HSC 2400. Standard First Aid. The course provides knowledge about what to do in case of a medical emergency before a medical team arrives. Students will learn principles of care and protection based on life saving measures in the treatment of traumatic injuries, epidemic diseases, spread of disease and injury to others. Also included are preventing hazardous or crippling complications of injuries, alleviating suffering by comforting the victim, and preventing emotional complications. 3 semester hours credit. [D]

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. [D]

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. [D]

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 SYG 1000-1010 is recommended. 3 semester hours credit. [A]

EUH 1000. Western Civilization I. 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. [D]

EUH 1001. Western Civilization II. 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. [D]

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. [A]

HIS 2955. Studies Abroad in Civilization. A course consisting of seminars and travel. Pretravel seminars establish a foundation for critically examining the various interest points in relation to significant historical, philosophical, and cultural events and sights of the trip. Opportunities are given to apply general knowledge and individual interests to various points of interest in designated countries and cities. Prerequisite: Consent of the college. 3 semester hours credit. [A]

Home Economics

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. [D]

Honors

IDH 1931-1932-2931-2932. Honors Seminar. The honors seminar is a forum for students enrolled in the honors program. Books, research and issues will be discussed in a seminar setting. Corequisite: Enrollment in one honors course. 1 semester hour credit. [A]

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. Prerequisite: Grades of "C" in ENC 1101-1102. 3 semester hours credit. [D]

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. 3 semester hours credit. [D]

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. [A]

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. Gordon Rule: 8,000 words. Not open to students who have credit in HUM 2212. Prerequisites: Grades of "C" in ENC 1101-1102. 4 semester hours credit. [D]

HUM 2233. 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 2233 deals primarily with our cultural heritage from the baroque, and revolutionary and modern periods. Gordon Rule: 8,000 words. Not open to students who have credit in HUM 2230. Prerequisites: Grades of "C" in ENC 1101-1102. 4 semester hours credit. [D]

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. [A]

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. [A]

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. 3 semester hours credit. [A]

Mathematics

MAC 1102. Algebra for College Students. 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. [D]

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, logarithmic and exponential functions. Prerequisites: two years of high school algebra or be enrolled in the second semester of high school algebra and be eligible for Dual Enrollment and an adequate score on an accepted placement test or 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. [D]

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. [A]

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, MAC 1140 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. [D]

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 microcomputers as a problem solving tool. This course should be taken concurrently with MAC 1114, Plane Trigonometry. 1 hour elective credit. [A]

MAC 1132L. Calculator Mathematics. This course is designed to teach the use of the calculator as a tool for understanding topics taught in College Algebra and Trigonometry. The graphing calculator will be used to provide quick, accurate graphs so students may study the numerical and analytical properties of functions. The exploratory nature of graphing technology will be used to help students learn how a given graph can be obtained from a basic graph using geometric transformations. Other topics will include matrices, logarithms, sequences and series, extreme, conics, and composite functions. Corequisite or prerequisite: MAC 1114. 1 semester hour credit. [A]

MAC 1140. Precalculus Algebra. A course designed to prepare students for Calculus and Analytic Geometry. Students who successfully complete MAC 1104 will not receive credit for both MAC 1104 and MAC 1140. Topics include review of algebraic techniques or operations, radicals, exponents, complex numbers, absolute value, linear and quadratic equations and inequalities, exponential and logarithmic functions, systems of equations and inequalities, roots of polynomials, matrices, determinants, applications, mathematical proof techniques, mathematical induction, binomial theorem sequences and series. The use of hand-held calculators is required. Prerequisite: MAC 1102 or second-year high school algebra 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 education requirements in mathematics. 3 semester hours credit. [D]

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 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. [A]

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. [A]

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. [D]

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 1104. A "C" grade or higher must be earned to satisfy part of the general education requirements in mathematics. 3 semester hours credit. [D]

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 1311. 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. [A]

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: MAT 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. [A]

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. [A]

MAT 0002. Developmental Mathematics. This course is designed as a self-paced course for the student who needs to strengthen skills and understanding of the concepts of arithmetic. Topics include operations with whole number, fractions, decimals, percents and ratio and proportion. This course is not open to anyone who has previously completed any other college mathematics course. It does not meet the general education requirement in mathematics. Students will be enrolled in this course by vertical transfer from MAT 0024. Students who advance to MAT 0024 must earn a C or better or have the consent of the department. Prerequisites: An approved placement score, a TABE (level D) score below 50 percent on the arithmetic sections and referral by MAT 0024 instructor. 5 non-credit semester hours. [P]

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 for College Students. Topics included: operations on and properties of real numbers; algebraic expressions; solving equations; fractional expressions; factoring; exponents and radicals. A grade of C or higher must be earned in the course or consent of department is needed to advance to a higher level mathematics course. Not open to any student who has previously completed a college mathematics course other than MAT 0002. Does not meet general education requirements in mathematics. Four hours lecture and one hour laboratory per week. 5 non-credit semester hours. [P]

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. [A]

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 1140, 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. [D]

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. Prerequisite: MAC 1102 or above. 1 semester hour credit. [A]

MGF 2119. College Level Academic Skills Test Retake Review. A course designed to provide remediation for individual CLAST topics, which includes sets, logic, geometry, probability, permutations and combinations, algebraic operations and statistics. Students who enroll in this course must have successfully completed MGF 2118 and must have failed the mathematics portion of CLAST. This course cannot be used to meet the mathematics general education requirements. Prerequisite: MGF 2118 or consent of the department. 1 semester hour credit. [A]

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, introduction to trigonometry and geometry, the use of Kirchhoff's law, Thevenin and Norton's theorems, and Ohms Law in circuit analysis. 3 semester hours credit. [O]

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. [O]

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. [A]

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 1104 or its equivalent, or consent of the department. 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. [D]

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. [O]

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. [O]

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. [O]

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. [O]

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. [O]

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. [O]

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.

MUC 1101. Music Composition. An applied music course of study in the creative process of composing. Credit will depend upon completion of at least one project which must be performed in a recital or jury. Credit will be granted twice for the course. Prerequisites: MUT 1111 and MUT 1112. 2 semester hours credit. [A]

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. [D]

MUH 2018. The History of Jazz. This course presents the origination of jazz and covers all periods of jazz history and many of the key musicians. The various styles of jazz are viewed in their historical-social-political context. 2 semester hours credit. [A]

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. [D]

MUL 2110. Survey of Music Literature. A course designed to introduce the music major to standard works by providing an analytical basis for visual and aural examination of musical examples. 2 semester hours credit. [D]

MUN 1370-MUN 2371. 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 open to all part-time or full-time students on credit or non-credit basis. Public performances scheduled at frequent intervals throughout the year. Prerequisite: Audition or consent of department. Credit will be granted twice for each course. Corequisite: DAA 1480/1101. 1 semester hour credit. [A]

MUN 2710-MUN2711. 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. [A]

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. [A]

MUN 1340-MUN 2340. Chamber Chorus. A course requiring two or more hours of choral work per week by selected male and female singers. Credit will be granted twice for each course. Prerequisite: Consent of department. 1 semester hour credit. [A]

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 Arts and Letters Division in accordance with the number of semester hours completed. No credit. [P]

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. [A]

MUT 1111. Music Theory I. After a study of the fundamentals, including clefs, accidentals, enharmonics, and scales, students will study chordal construction, figured bass, Roman nu-

merals, pop chord symbols, cadences and non-chord tones. Included are written assignments and class drills. 3 semester hours credit. [D]

MUT 1112. Music Theory II. An intense study of diatonic chord progressions and voice leading, including seventh chords and non-chord tones. Included are written assignments and class drills. Prerequisite: MUT 1111. 3 semester hours credit. [D]

MUT 1221-1222-2226-2227. Sight Singing I, II, III, IV. A study of sight-singing techniques. Prerequisite: Consent of department or earlier course in the sequence. 1 semester hour credit each course. [A]

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. [A]

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. [A]

MUT 2116. Music Theory III. A study of modulations and chromatic chords will be followed by variation techniques and binary and ternary forms. Written assignments and class drills will involve original composition in 18th-19th



After dazzling local audiences with their musical song and dance review, Show Choir is ready to conquer the world—Disney World.

Century small scale, characteristic piano styles. Prerequisite: MUT 1112 or consent of department. 3 semester hours credit. [A]

MUT 2117. Music Theory IV. A study of large scale forms, fugue and late Romantic and Twentieth Century harmonic practices. Written assignments and class drills required. Prerequisite: MUT 2116. 3 semester hours credit. [A]

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. [A]

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. [A]

MVK 1111. Class Piano. A course designed for students who desire general keyboard proficiency. No previous keyboard experience is necessary. Primary emphasis is on development of music reading and playing for personal satisfaction. 1 semester hour credit. [A]

MVK 2121. Class Piano II. A continuation of MVK 1111, designed for the non-piano major. Emphasis on coordination, major and minor scales and pieces, and increasingly difficult rhythms. Prerequisite: MVK 1111 or consent of department. 1 semester hour credit. [A]

MVK 2621. Basic Piano Pedagogy. This introductory course prepares the student for professional piano teaching at the beginner and early elementary level. Three contact hours per week. 2 semester hours credit. [A]

MVV 1111. Class Voice. A course in the fundamentals of voice production, elementary level, designed for the non-voice major. 1 semester hour credit. Course may be repeated for maximum credit of 2 semester hours. [A]

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. [A]

MV-(B,K,P,S,V,W) 1011-1016. 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,S,V,W) 1011-1016 series will not apply toward the requirement of the principal instrument. 2 semester hours credit per course. [A]

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. [A]

Private instruction for non-music majors 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. App. Music - Trumpet
MVB 1212-2222. App. Music - French Horn
MVB 1213-2223. App. Music - Trombone
MVB 1214-2224. App. Music - Bar. Horn
MVB 1215-2225. App. Music - Tuba
MVK 1211-2221. App. Music - Piano
MVK 1213-2223. App. Music - Organ
MVP 1211-2221. App. Music - Percussion
MVV 1211-2221. App. Music - Voice
MVW 1211-2221. App. Music - Flute
MVW 1212-2222. App. Music - Oboe
MVW 1213-2223. App. Music - Clarinet
MVW 1214-2224. App. Music - Bassoon
MVW 1215-2225. App. 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. [A]

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

Nursing

Associate Degree Courses

NSP 2012C. Physical Assessment in Health Care. This course is designed for registered nurses or graduates of a nursing program who wish to improve their skills for various reasons. The course content will build upon basic nursing knowledge and skills. Content includes completion of a health data base, communication skills, development of nursing diagnosis and body systems assessment. Cultural and sociological influences will be explored. Analysis of data will provide the foundation for formulation of nursing diagnosis. Supervised practice and planned clinical experience will be correlated with theory to provide a meaningful experience for interested students. Three hours lecture/one hour lab per week. 4 semester hours credit. [O]

NUR 1021C. Nursing I. This course is designed to provide students with a basic understanding of certain key concepts and principles fundamental to the practice of nursing, along with the ethical and legal responsibilities of the nurse as a health care provider. Emphasis on the wellness-illness continuum lays the foundation for future study. 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; activity, rest and sleep; comfort; safety; nutrition; and fluid and electrolytes; urinary and bowel elimination; and oxygenation are emphasized, along with the nursing skills and diagnostic procedures necessary to meet the needs of the moderately ill, hospitalized patient. The content includes consideration of socio-economic, ethnocultural and spiritual needs. The student will be introduced to drug standards and legislation, the major classification of drugs and the general actions of selected drugs. The clinical application of drugs is also emphasized. 5 hours of lecture/ 10 hours clinical per week. 10 semester hours credit. [O]

NUR 1060C. Health Assessment. This introductory course assists the student to increase basic knowledge and skills related to physical assessment. Course content includes completion of a health data base, communication skills to derive a health history, development of nursing diagnosis and body systems assessment. Prerequisite: Nursing I. Corequisite: Nursing II. 1 semester hour credit. [O]

NUR 2000C. LPN Transition. This course facilitates the entry of Licensed Practical Nurses into the second semester of the Associate Degree Nursing Program. Theoretical components of NSG I that are not commonly included in the Practical Nursing curriculum will be emphasized. All students will be held accountable for safe performance of all nursing procedures included on the NSG I skills list. 2 semester hours credit. [O]

NUR 1460C. Nursing II. This course is designed to present the nursing student with basic knowledge and skills related to care of a client; from conception, concentrating on the stages of pregnancy, labor and delivery, postpartum and care of the newborn through childhood and adolescence. The nursing process is utilized in caring for clients on the wellness-illness continuum with inclusion of nutrition, pharmacology and biochemical concepts. Clinical experiences are provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. 5 hours of lecture/0 hours clinical per week. 10 semester hours credit. [O]

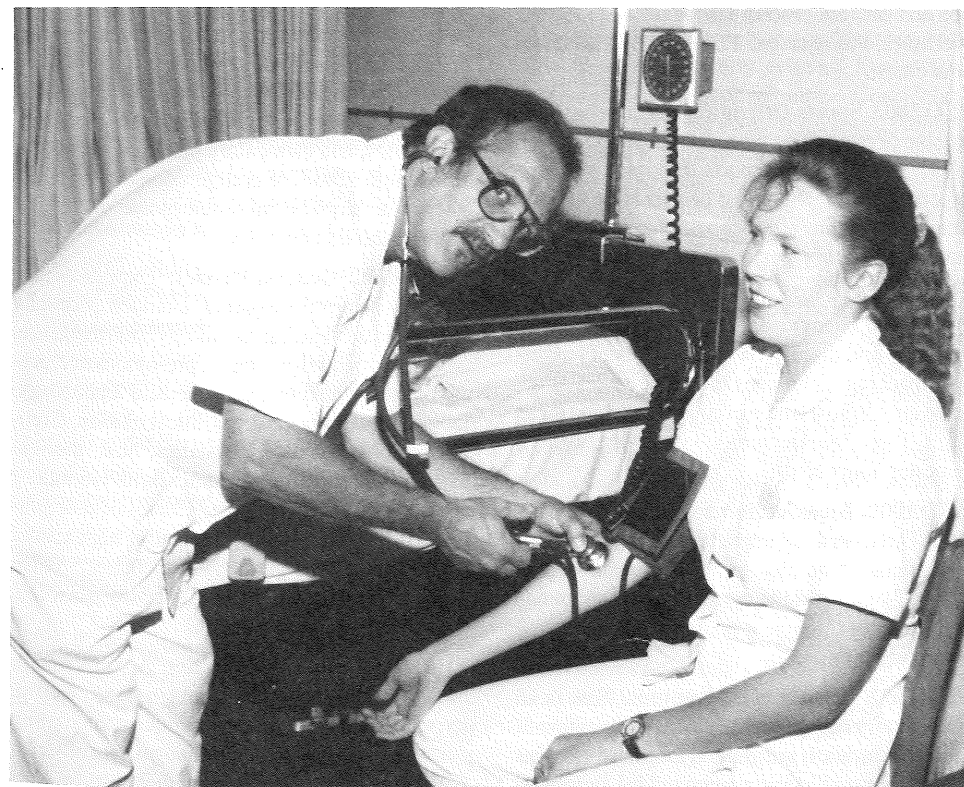
NUR 2521C. Nursing III. This course provides knowledge and skills needed to care for patients with maladaptive coping disorders. Therapeutic nurse/patient interaction skills are stressed. Clinical experiences help students increase their understanding of the interdisciplinary health team and the nurse's role as a member of the team. Clinical practice is provided in a psychiatric setting. Five and one-third hours lecture/ten and two-thirds hours laboratory each week for a six-week period. 4 semester hours credit. [O]

NUR 2224C. Nursing IV. This course covers knowledge and skills to provide safe and effective care for patients with medical and/or surgical problems. Building upon the foundation material acquired in previous courses, emphasis will be placed on disturbances in respiratory, cardiovascular, gastrointestinal, endocrine, urinary, renal

and male reproductive functions. Emphasis is also placed on utilization of the nursing process to foster optimal adaptation on the health-illness continuum. Supervised practice in the skills laboratory and selected clinical experiences make the theory content more meaningful. 4 hours lecture/ 8 hours clinical per week. 8 semester hours credit. [O]

NUR 2824. Personal and Professional Adjustment. This course assists the student in the transition from the role of student to that of graduate nurse. Information will be provided on such issues as professional ethics, legal concerns, professional organizations, management concepts and licensure concerns. These issues will be covered by lecture scenarios, panel discussion, group activities and presentations. Emphasis will be placed upon development of professional and personal growth. Two hours of lecture per week. 2 semester hours credit. [O]

NUR 2243C. Nursing V. This course builds upon the student's previously acquired knowledge and skills to enhance ability to provide safe and effective care in more complex situations. Medical and surgical problems associated with the sensorineural, immune, intergumentary, musculoskeletal systems and emergency care are emphasized. Emphasis is placed on utilization of the nursing process to foster optimal adaptation on the health-illness continuum. 4 hours lecture/8 hours clinical per week. 8 semester hours credit. [O]



Learning to take blood pressures by practicing on each other are Charles McClure of Blountstown and Christy Mercer of Grand Ridge.

Physical Education

[Physical Education courses will NOT transfer to the State University System in Florida, but may transfer to out-of-state institutions. Contact Student Services for specific information.]

DAA 1100-1480. 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. Credit will be granted twice for each 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 I. A coeducational course that includes a brief history of the sport followed by instruction and practice in fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1112. Bowling II. A continuation of PEL 1111. Two hours laboratory per week. Prerequisite: PEL 1111 or consent of department. 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 1214-2214. Varsity Softball. An activity course designed to serve varsity softball team members. May be taken four semesters for credit. 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 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 2211. Theories of Softball. This course teaches individuals to coach softball. Coaching techniques, strategies, and procedures are emphasized. Three hours of laboratory experience each week are included in the course work. 2 semester hours credit.

PEL 2216. Theory and Practice of Baseball. Lecture and discussion of all phases of baseball techniques, strategy and coaching procedures with some laboratory experience. Three hours laboratory per week. 2 semester hours 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. This course emphasizes physical conditioning and body building through a series of appropriate activities. Two hours laboratory per week. 1 semester hour credit.

PEM 1104. Strength and Training. This course is designed to teach the techniques for building physical strength and conditioning, including how to plan a personal strength and training program. Topics include the benefits of physical strength and exercise, a general knowledge of the physical development of the body and basic fundamentals of nutrition. 2 semester hours 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 1953-2953. Varsity Cheerleading I, II. An activity course designed to serve varsity cheerleader team members. Includes practice of fundamentals and techniques of cheerleading. May be taken four semesters for credit. 1 semester hour credit.

PEN 1113. Lifesaving. American Red Cross advanced lifesaving class. The student will be certified by the American Red Cross upon successful completion. Two hour laboratory per week. Prerequisites: Demonstrated ability to swim and certification in CPR and Red Cross First Aid. 1 semester hour credit.

PEN 1121. Swimming I. A coeducational course designed for the non-swimmer. Primary emphasis is placed on learning basic swimming and water safety techniques. Two hours laboratory per week. 1 semester hour credit.

PEN 1122. Swimming II. A coeducational course that includes instruction and practice in advanced swimming and water safety techniques. Two hours laboratory per week. 1 semester hour credit.

PEN 1136. Scuba I. A course designed to prepare the student in academic knowledge, water safety, and diving skills in order to obtain the Professional Association of Diving Instructors (PADI) Open Water Certification. Two hours laboratory per week. Prerequisite: Demonstrated ability to swim. 1 semester hour credit.

PEN 1137. SCUBA II. Advanced Open Water Diver. A course designed to review PADI open water skills, navigation underwater, buoyancy, hydrothermics, hydroacoustics, hydrooptics, pressure/temperature relationships, air under pressure, dive site relocation techniques, diver's diet, dental problems, sextant knowledge, diving problems with respiration and circulation. It also includes underwater communications, buddy system techniques, oceanography and water movement, search and recovery techniques. Prerequisite: open water certification. 1 semester hour credit.

PEN 1138. SCUBA III. Rescue Diver. A continuation of SCUBA II, this course include PADI skill circuit, swimming and non-swimming assists, panicked diver response, underwater problems of exertion and alternate air assists, missing diver procedures, surfacing the unconscious diver, rescue diver exercises, inwater artificial respiration, equipment removal during artificial respiration and first aid procedures for pressure related accidents. Prerequisite: PEN 1137. 1 semester hour credit.

PEO 2003. Sports Officiating. Lecture and discussion of rules along with practice in techniques of officiating various sports through laboratory experience. Students must be available for off-campus officiating after school hours. Three hours lecture-laboratory per week. 2 semester hours credit.

PEO 2624. 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.

PET 1000. Introduction to Physical Education. This course surveys the principals, history and ethics of quality physical education programs. Topics include current issues and trends and career development in physical education. 3 semester hours credit.

PET 2622. Care and Prevention. This is an introductory course in the care and prevention of athletic injuries. It is designed to teach the beginning student athletic trainer standard simplified methods of injury treatment. This course can also serve as a refresher course and reference guide. 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. [D]

ISC 2901. Workshop for K-12 Science Teachers. This course includes selected topics and laboratory experiments for those teaching science in grades K-12. Prerequisite: Selected science teachers in grades K-12. 3 semester hours credit. [A]

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. Credit will not be granted to students who have previously received credit for any astronomy, chemistry or physics course. Prerequisite: Completion of MAC 1102 or one year of high school algebra with grade of C or better. 3 semester hours credit. [D]

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. [A]

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 1114 or one year of high school trigonometry with grade of C or better. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [A]

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. [A]

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. Four hours lecture and one hour laboratory per week. 5 semester hours credit. [A]

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. [A]

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, i.e. by fusion and fission reactions. Prerequisite: Consent of department. 3 semester hours credit. [A]

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. [D]

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. [D]

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. [D]

DEP 2102. Child Psychology. A course with application to an objective study of the preadolescent 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. [D]

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. [D]

Sociology

FAD 2220. 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. [D]

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. [D]

SYG 1010. Contemporary Sociology. This course is intended to provide the student with an insight into some of the major social issues and problems confronting American society. The course will have the flexibility to shift the focus on issues and problem areas as they move in and out of the social arena. It will provide students with a multi-cultured, unisex course capable of dealing with any social problem subject area deemed appropriate for study. 3 semester hours credit. [D]

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. [A]

SYG 2361. Gerontology. 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. [D]

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. [A]

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. [O]

SPN 1120. Elementary Spanish. A study of the essentials of Spanish, with emphasis on oral expression. Open to students who enter college without any high school Spanish. Prerequisite: Eligibility to take ENC 1101 or consent of department. 4 semester hours credit. [A]

SPN 1121. Elementary Spanish. A continuation of SPN 1120 with emphasis on both oral and written expression. Prerequisite: SPN 1120. 4 semester hours credit. [A]

SPN 2200. Intermediate Spanish. A course including the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. Prerequisite: SPN 1121. 4 semester hours credit. [A]

SPN 2201. Intermediate Spanish. A continuation of the courses 2200-2201. Prerequisite: SPN 2200. 4 semester hours credit. [A]

Speech

ORI 2000. 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. [A]

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 of non-college credit. [O]

SPC 2030. Effective Public 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 1102, or instructor's approval. 3 semester hours credit. [D]

SPC 2050. Principles 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. [A]

Student Development

SLS 1101. Orientation. This course provides the entering student with information necessary for successful adjustment to college life, work and activities. Attention is given to study habits, vocational choice and the development of a well-rounded philosophy of life. This course is mandatory for students who have completed fewer than 12 semester hours and for all high school graduates who were dually enrolled. 1 semester hour credit. [D]

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. [A]

SLS 1261-1262-2261-2262. Student Leadership Development. A course designed for student leaders to participate in the organization and development of the student activities program. The course includes the dynamics of student organizational behavior, personal and group goal setting, conflict

resolution, and development of leadership skills. Open to all students; required for all Student Government Association Officers. 1 semester hour credit. [A]

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. [A]

SLS 1501. 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. Lab portion of the class is tailored to meet the individual needs of the student. 2 semester hours credit. [A]

Theater Arts

THE 1020. Introduction to 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. [A]

THE 1051. 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. 3 semester hours credit. [A]

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. [A]

THE 1925-1926-1927. Rehearsal/Performance Lab. 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: Courses should be taken in sequence. 1 semester hours credit each course. [A]

THE 2721. Children's Theatre. A course for participation in the organization, construction, rehearsal, and performance of a show for chil-

dren. Credit for this course will be received only by members of the ensemble who have been selected by audition. 3 semester hours credit. [A]

THE 2925-2926-2927. Rehearsal/Performance Lab. 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: Courses should be taken in sequence. 2 semester hours credit each course. [A]

TPA 1200. Introduction to Technical Theatre. A lecture/seminar/laboratory course designed to help acquaint the student with general play production procedures. The course will familiarize the student with the overall workings of a theatrical organization and facets of technical theatre through textbook, video, and assigned crew work related to the semester's production. Corequisite: TPA 1290. 1 semester hours credit. [A]

TPA 1290. Technical Theatre Lab . 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. Corequisite: TPA 1200. 1 semester hour credit. [A]

TPA 1291. Technical Theatre Lab . 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. Prerequisite: TPA 1200 and TPA 1290. 2 semester hours credit. [A]

TPA 1292-1294-1296. Technical Theatre Lab. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. Prerequisite: TPA 1291; courses should be taken in sequence. 2 semester hours credit each course. [A]

TPA 2297. Technical Theatre Lab. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. Prerequisite: Consent of department. 3 semester hours credit. [A]

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 pantomime, improvisation and acting technique. The final grade will not be based upon talent. 3 semester hours credit. [A]

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. 3 semester hours credit. [A]

Applied Tech Certificate Programs

Preparation for Employment

To inquire about enrolling in a particular program, contact the instructor listed for that program on the following pages.

Applied technology certificate programs are intended for students who want one or two years of specialized training in a career field before entering the job market. These programs also provide additional training for people already employed.

Applied technology certificate programs are generally based upon the number of clock hours spent in class. The programs last from one to two years and are intended to place students in a job at completion.

The courses of study consist chiefly of preparatory training for employment in trades or skilled occupations. Mostly, classes are scheduled during the day, five days each week for six hours or class periods per day. In a number of programs, students may enroll on a full-time or part-time basis. Selected programs offer evening instruction.

Open Entry/Open Exit

A number of the certificate programs offer open-entry/open-exit, meaning that students may enter the program at any time and complete the program at their own pace.

Limited Programs

Some programs, such as those offered by Cosmetology, Public Service and Allied Health, have limited enrollments. Furthermore, admission to the college does not mean that a student has been admitted to Cosmetology or to a program in Allied Health or Public Service. Also, classes offered in some programs may not start and end according to the regular college calendar.

Dual Enrollment

Dual enrollment is available to area high school students with a grade point average of 2.0 or better when approved by high school principals and instructors of the vocational program. Dual enrollment in certificate programs is accomplished through attending class half days at the high school and half days in the applied technology class.

Admission Requirements

Admission or entrance requirements for certificate programs depend upon the program of study to be pursued. A student may be admitted to some programs if it can be shown that he or she could profit by enrollment and attendance.

On the other hand, certificate programs in Allied Health and Public Service have strict entrance requirements as well as limited enrollments.

To enter one of these programs, students must make arrangements in advance by contacting the person in charge of the program, listed on the following pages.

All adult clockhour 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 remediation to meet Department of Education minimum basic skill requirements and to enhance individualized approaches to skill training.



Dan Braxton of Cottondale learns a skill that is greatly in demand in the surrounding area—machining.

Clockhours/Course Credits

At this time, applied technology certificate programs are being converted from clockhours to course credits. Because this process is incomplete, the following pages reflect the clockhours assigned and the proposed number of course credits that may be assigned. During this transitional period, some programs may enroll students under the previous system, while other programs may use the new system.

Program Completion

Trade and industrial applied technology certificate programs are competency-based, self-paced, open-entry/open-exit courses of study. Therefore, when a student completes all required course work/competencies and is recommended by the program instructor, he will be awarded the appropriate certificate, even though he or she may not have completed the total average number of clockhours listed for the program.

Cooperative Training

The Cooperative Training Program is a planned paid work experience in which students are employed in jobs directly related to their applied technology field of study.

Students should contact the applied technology instructor for the program in which they are enrolled for further information.

Single Parent, Displaced Homemaker, Single Pregnant Woman

Participants in this federally-funded program receive special assistance in making the transition into applied technology training for high-wage occupations. Services include assessment, vocational counseling, career planning and a peer-support group. Limited financial aid is available to eligible students. For more information, see Addie Summers in Room N436 or call 526-2761.

Vocational Preparation/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 prescrip-

tion of work is developed to correct problem areas.

Students attend the Success Center as their schedule permits and work on assignments individually, receiving assistance as needed. 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 on a space-available basis.

Vocational Preparation Course Descriptions

VPI 0100V-0111V. Vocational Preparatory: Reading. These courses are designed for students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following diagnostic assessment, an individualized prescription is developed. A post-test is administered upon completion of the prescription. The second course is designed for students with diplomas and scores above 8.0 on the Test of Adult Basic Education. The courses are graded Passing or Not Passing. Fees are dependent upon the number of hours needed to complete the course. 1 to 5 hours credit.

VPI 0200V-0211V. Vocational Preparatory: Math. These courses are designed for students who need to improve their basic math skills before entering a vocational program. Following the diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. The second course is designed for students with diplomas and scores above 8.0 on the Test of Adult Basic Education. The courses are graded Passing or Not Passing. Fees are dependent upon the number of hours needed to complete the course. 1 to 5 hours credit.

SAIL

SAIL is a program that assists students currently enrolled in Associate of Science degree or certificate programs. It offers instruction in basic skills, employability skills, and other skills needed in the workplace.

Information about specific vocational preparation courses of study may be obtained by contacting Jane Walker at 526-2761, Extension 284, Building O.

VPI 0300V-0311V. Vocational Preparatory: Language. These courses are designed for students who need improvement in basic English skills prior to entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. The second course is designed for students with diplomas and scores above 8.0 on the Test of Adult Basic Education. The courses are graded Passing or Not Passing. Fees are dependent upon the number of hours needed to complete the course. 1 to 5 hours credit.

Business Programs

Office Systems Specialist

This 32-semester-hour course of study prepares students for employment in business and industry as office systems specialists, correspondence specialists, electronic workstation specialists, or reprographics specialists. Courses completed may also be counted toward the Associate of Science degree in Office Systems Technology. The program ordinarily takes one year to complete. For further information, contact Helen Rhynes or Kathryn Roberts at 526-2761, Extension 267 or 269, Building L, Room 401C or 404C.

Office Specialist Course of Study

First Semester		Semester Hours
Course	Title	
SLS 1101	Orientation	1
ENC 1101	Communication Skills I	4
GEB 1011	Introduction to Business	3
#OST 1211	Gregg Shorthand	3
OST 1582	Human Relations	1
*CGS	[Microcomputer Electives]	4
Second Semester		Semester Hours
Course	Title	
#QMB 1001	Business Mathematics	3
#CGS 1160	Microcomputer Applications	3
#CGS 1560	Introduction to MS-DOS	1
OST 1601	Machine Transcription	3
OST 2402	Office Practice	3
OST 2335	Business Communications	3

*Course requires specific prerequisites or completion of an appropriate Tech Prep high school equivalent or consent of department.

*Choose one of the following specialities:

Information Processing—CGS 1500, 1510, 1530, 1540

Word Processing—CGS 1500, 1505

Software Applications—CGS 1510, 1530, 1540, 1580

Descriptions of these courses are in the Course Descriptions section of this catalog.

Allied Health Programs

To inquire about an Allied Health Program, contact Kathy Wheeler at 526-2761, Extension 278, Building N, Room 439.

Certain programs offered by the Allied Health Department are limited enrollment programs with special requirements. These are Emergency Medical Technician, Patient Care Attendant and Practical Nursing.

Due to the unique responsibilities involved in the delivery of health care services, students seeking admission to these programs must meet certain selection and admission criteria. Applicants with the best qualifications will be selected.

Furthermore, these programs have special attendance requirements, grading policies, dress codes and fees.

Curricula for these programs are prescribed by the Department of Education's Program Standards, Health Rehabilitative Services-EMS Division, and the Florida State Board of Nursing.

All who satisfactorily complete these programs will receive certificates from Chipola

Junior College. However, licensure to practice is dependent upon passing a state licensing or certification examination.

Applicants are advised that if they have been arrested or convicted of anything other than a minor traffic violation, the certifying or licensing agency may deny licensing or certification.

To inquire about these programs, contact Kathy Wheeler at 526-2761, Extension 278, Building N, Room 439.

Emergency Medical Technician

This is a limited enrollment program preparing 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.

Upon successful completion of EMS 1159C Emergency Medical Technician, a five-semester-hour course, the student will

be eligible to take the state certification examination.

The curriculum encompasses theory, simulated learning and clinical study. This is an evening program with selected weekend clinical study.

EMS students will adhere to standards as listed in the Chipola Junior College Emergency Medical Services Student Handbook that complies with the HRS-EMS Requirements for Written Rules and Policies.

Emergency Medical Course of Study

Course	Title	Semester Hours
EMS 1159C	Emergency Medical Technician	5

The course for the Emergency Medical Technician Program is listed in the Course Descriptions section of this catalog.

Mental Retardation

The Mental Retardation Program is a 32-semester-hour certificate program to prepare students for human service work in community agencies or in the institutions which serve people who are mentally retarded.

Students are required to take standardized entrance tests. Exams will be proficiency exams related to work training.

Students may take a maximum of 15 credit hours in internship and 26 credit hours in mental retardation courses to meet the minimum 32 semester hours required.

Further information is available from the program instructor, Mary Lu Andreu, at 526-2761, Extension 241, Building C., Room 1.

Mental Retardation Course of Study

Required Courses

Course	Title	Semester Hours
SLS 1101	Orientation	1
MER 1000	Introduction to Mental Retardation	3
MER 1101	Seminar in Daily Living Skills	1
MER 1101L	Daily Living Skills Laboratory	3
MER 2200	Seminar in Behavior Management	1
MER 2200L	Behavior Management Laboratory	3
MER 2800	Directed Field Work and Study	15
Electives		5

Descriptions of Mental Retardation courses are in the Course Descriptions section of this catalog.

Patient Care Assistant

This program is designed to prepare health care technicians (70060400) Patient Care Assistants or Patient Care Technician students for employment as Health Care Technicians or Patient Care Assistants, or to provide supplemental training for persons previously or currently employed in these occupations.

This program provides a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Upon completion, the graduate will be prepared to care for patients in a hospital, nursing home, home health agency or private home. Successful completion of the program qualifies the student to take state certification for em-

ployment as a nursing assistant in a nursing home in accordance with Chapter 82-163 of the Florida Statutes. It also meets requirements of home health aide as stated in the Rules of the Department of Health and Rehabilitative Services, Chapter 10D-66 Minimum Standards for Home Health Agencies. The Patient Care Assistant Course is 300

hours in length, meeting five days a week, 8:30 a.m. to 2:30 p.m.

Classroom instruction will be offered on campus while local clinical facilities will be used for clinical experiences. The attendance policy must be strictly observed.

Each student must complete the following course of studies:

Patient Care Assistant Course of Study

Course*	Title	Hours/Credits
HCP 0600V	Beginning Nursing and Patient Care Skills	90/3
HCP 0610L	Clinical Practice for Patient Care Assistants	150/4
HCP 0613L	Home Health for the Patient Care Assistants	30/1
SLS 0341V	Employability Skills	30/1

Patient Care Assistant Course Descriptions

HCP 0600V. Beginning Nursing and Patient Care Skills. The course is designed to provide students with job related competencies, such as communication skills, legal and ethical behavior, employability skills, and knowledge of the function, interrelatedness and needs of human body systems. Patient care activities of daily living, health and hygiene are provided for all age groupings with particular emphasis on gerontology. 90 hours/3 credits.

HCP0610L. Clinical Practice for Patient Care Assistants. Clinical experience is provided under the direct supervision of the teacher in licensed

nursing homes, hospitals and home health agencies. Patient care activities including specified treatments and procedures are practiced. Patient need for rehabilitation, tender loving care and well-being are stressed. 150 hours/4 credits.

HCP0613L. Home Health for the Patient Care Assistants. The Patient Care Assistant Program provides all the general competencies for certification as a Home Health Aide. Only competencies specific to the Home Health Aide are presented in this course, such as principles of nutrition and home health care services. 30 hours/1 credit.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for job information, making preparation for applying for a job, preparing a resume, preparing a job application letter, completing a job application form and interviewing for a job. It also includes instruction on maintaining employment, such as proper work habits, attitudes, human relations, appropriate dress and grooming, health habits and job change techniques. 30 hours/ 1 credit.

Practical Nursing

The Practical Nursing Program is a limited access 1260 hour program approved by the Florida Board of Nursing. Upon successful completion of the prescribed course of study, the graduates will receive a certificate and will be eligible to take the NCLEX (National Council Licensure Examination) for licensure as a licensed practical nurse (LPN).

The program prepares students for entry level positions as Licensed Practical Nurses. It provides a curriculum for theoretical, simulated laboratory and clinical study. 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 may have some selected weekend courses and/or clinicals. Students will be able to transfer up to three college credit courses into the Practical Nursing Program in lieu of vocational courses. Transferable courses are Human Anatomy and Physi-

ology I and II, and Elements of Nutrition. Students who complete this program are eligible to apply to the LPN transition component of the ADN program in Chipola's Allied Health Department. (For information about the Associate Degree in Nursing, lead-

ing to licensure as a Registered Nurse, see page 38.)

The following courses must be taken in sequence listed and completed successfully in order to graduate from this program and take the state exam.

Practical Nursing Course of Study

Number	Title	Hours/Credits
PRN0020V	Life Span	30/1
PRN0005V	Practical Nurse Communications	60/2
PRN0011V	Vocational & Personal Adjustment	60/2
PRN0001V	PRN Fundamentals I	180/6
PRN0100V	PRN Maternal/Child Nutsing	150/5
PRN0030V	Pharmacology	30/1
PRN0070V	Nutrition	30/1
PRN0080V	Structure and Function	60/2
PRN0002V	PRN Fundamentals II	120/4
PRN0040V	PRN Community Health Nursing	150/5
PRN0200V	PRN Advanced Med/Surg I	180/6
PRN0400V	Mental Health Concepts	30/1
PRN0201V	PRN Advanced Med/Surg II	180/6
	Total	1260/42

Practical Nursing Course Descriptions

PRN 0020V. Life Span. This course provides learning experiences in normal growth and development from birth to death. It provides a basis for the student to improve behavioral aspects of nurse/patient relationships and better understand physical and behavioral problems of patients. Emphasis is placed on the influences that promote normal growth and development. Developmental stages explored are infancy, preschool age, school age (six through eleven), preadolescence, adolescence, young adulthood, middle-age adulthood and geriatrics. 30 hours/1 credit.

PRN0005V. Practical Nurse Communications. This course promotes effective communication skills through written work and the use of electronic equipment. It focuses on vocabulary, standard written English, grammar, punctuation, capitalization and sentence structure. The student is required to demonstrate the ability to read, analyze and interpret communications. The course introduces basic computer terminology and the functions of a microcomputer for business and personal use. Hands-on experience and an introduction to major software applications in health care are included. 60 hours/2 credits.

PRN0011V. Vocational and Personal Adjustment. This course involves three components. The career planning component consists of a survey of job opportunities, personal finances, and personal responsibilities for growth that will guide the student in preparing for employment in Practical Nursing. The math component addresses the basic mathematics computations necessary to administer safe and accurate dosages of medications, which will prepare the student for Pharmacology and the administration of medications to follow. The medical terminology component provides a basis for understanding basic principles of medical word building. The material prepares students to analyze words structurally, to spell and pronounce medical terms accurately and to understand certain word elements related to anatomy and physiology. 60 hours/ 2 credits.

PRN0001V. PRN Fundamentals I. This is a fundamental knowledge and skills course designed to orient the student to the Practical Nursing Program and the Practical Nursing occupation utilizing scientific principles. The course encompasses the five basic steps of the nursing process and the practical nurse's role in assisting with the collection of data, contributing to the plan of care, performing basic therapeutic techniques, preventive measures and assisting in the evaluation of nursing interventions. The assessment phase emphasizes acquiring the skills of body measurements, infection control and provision for nutrition and elimination. Sterile aseptic technique is addressed, along with the administration of medications, nursing interventions to promote nutrition and elimination and the care of the chronically and terminally ill. First aid techniques are reviewed with a focus on emergency care. A

foundation for specific communication and documentation in charting and reporting will be emphasized. Legal issues and terms also are discussed. 180 hours/6 credits.

PRN 0100V. PRN Maternal/Child Nursing. This course covers the needs of the expectant mother, infant and family from the beginning of pregnancy through the child-bearing period. It includes the needs of children as they grow and development to adulthood. The focus of the course is on the promotion and maintenance of health during these rapid developmental years. Emphasis is placed on the impact to normal family life and growth and development tasks when illness occurs. Students learn the nursing processes involved in basic therapeutic and preventive nursing. 150 hours/5 credits.

PRN0030V. Pharmacology and the Administration of Medications. This course provides knowledge of the broad groups of drugs and their actions, dosages and side effects. It includes the mathematics necessary to administer safe and accurate dosages of medications. Drug therapy is also a component. The student will begin clinical administration of medications in the PRN Fundamentals I course; drug therapy is integrated throughout the curriculum. 30 hours/1 credit.

PRN0070V. Nutrition and Diet. This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing, and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health are emphasized. 30 hours/1 credit.

PRN0080V. Structure and Function. This course covers basic normal anatomy and physiology and provides the student with a basic foundation upon which to build subsequent learning involving human structure and function norms and abnormalities. Medical terminology for each system is integrated throughout the course. 60 hours/2 credits.

PRN0002V. PRN Fundamentals II. This is a second level fundamental knowledge and skills course that presents health problems requiring more complex nursing interventions. Included are admission and discharge of the patient, assisting with examinations, nursing interventions to promote nutrition and elimination and tissue healing. A more detailed historical perspective with emphasis on education opportunities and professional services and responsibilities is provided. 120 hours/4 credits.

PRN0040V. Community Health Nursing. This is an introduction to personal, family and community health, providing an understanding of how the nursing process provides a framework for the common health problems within the community and the illnesses that bring a client to the hospital or health care agency. Included are complex body

defenses utilized to fight disease and the more complex nursing measures necessary to combat the spread of infection. Topics include: perioperative care, community health care, fluid and electrolyte balance, fluid and blood replacement, the patient in pain, infectious disease process, emergency care, cancer and its treatment and sexually transmitted diseases. 150 hours/5 credits.

PRN 0010V. Vocational Adjustment and Leadership. This course combines vocational adjustments and interpersonal relationships into one course. It is designed to orient the student to a Practical Nursing Program and the practical nursing occupation and to increase the student's awareness of the importance of the interrelationship of physical, emotional and psychosocial needs of the patient. Focus is on the psychosocial adaptation and coping mechanisms. This course also emphasizes the practical nursing role in meeting the needs of patients with common health problems through effective communication skills. 30 hours/1 credit.

PRN 0200V. PRN Advanced Medical/Surgical I. This courses introduces medical and surgical nursing as specialties. Focus is on the adult patient who is experiencing disturbances of body supportive structures and locomotion, threats to adequate respiration, insults to cardiovascular integrity, disturbances of sexual structure or reproductive function, and problems resulting from endocrine imbalances. The nursing process provides a framework for the student to learn the common disease entities that interfere with normal body functions of the adult and the nursing and medical management of these disease processes as they relate to the individual client/patient. 180 hours/6 credits.

PRN 0400V. Mental Health Concepts. This course focuses on interpersonal relationships. It is designed to orient the student to mental health concepts and the Practical Nursing occupation, and to increase the student's awareness of the importance of the interrelationship of physical, emotional and psychosocial needs of the patient, including psychosocial adaptation and coping mechanisms. The practical nursing role in meeting the needs of the patient through effective communications skills is emphasized. 30 hours/1 credit.

PRN0201V. PRN Advanced Medical/Surgical II. This course continues study of the nursing care of the adult patient, focusing on adults who are experiencing disorders of the cognitive, sensory or psychomotor functions, disturbances of ingestion, digestion, absorption and elimination, and common problems involving disfigurement. Students will acquire the knowledge necessary to care for patients with commonly occurring health problems that have predictable outcomes. 180 hours/6 credits.

Public Service Programs

All programs offered by the Public Service Department teach objectives specified by the Criminal Justice Standards and Training Commission. These minimum standards classes are regulated by Florida Statutes and

are disciplined programs with special rules and procedures.

All Public Service Programs have special criteria for entrance—age, education, scores on entry exams—plus an interview.

Individuals who would like more specific information about any Public Service Program should contact Harrell Glisson at 526-2761, Extension 212, Building S, Room 1016A.

Law Enforcement

The Law Enforcement Program prepares students as entry level law enforcement officers, such as Police Officer and Deputy Sheriff. Practical skills and field exercise are an integral part of this program.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination.

The following courses have special lab fees: CJD 0704, 0705, 0254 and 0723.

Course	Law Enforcement Course of Study Title	Hours/Credits
CJD 0719V	Law Enforcement: Basic Law Enforcement Review	40/1
CJD 0760V	Law Enforcement: Legal I	38/1
CJD 0761V	Law Enforcement: Legal II	48/2
CJD 0730V	Law Enforcement: Legal III	34/1
CJD 0762V	Law Enforcement: Communications	48/2
CJD 0763V	Law Enforcement: Interpersonal Skills I	58/1
CJD 0704V	Criminal Justice: Defensive Tactics	80/2
CJD 0705V	Criminal Justice: Weapons	80/3
CJD 0254V	Criminal Justice: Medical First Responder	48/2
CJD 0731V	Law Enforcement: Patrol	38/1
CJD 0732V	Law Enforcement: Traffic	48/2
CJD 0723V	Law Enforcement: Vehicle Operations	48/2
CJD 0734V	Law Enforcement: Investigations	62/2
		670/22

Correctional Officer

The Basic Corrections Program prepares students for employment as correctional officers and provides supplemental training for persons previously or currently employed in this occupation.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination.

Course	Correctional Officer Course of Study Title	Hours/Credits
CJD 0770V	Corrections: Legal I	48/2
CJD 0771V	Corrections: Legal II	24/1
CJD 0772V	Corrections: Communications	48/2
CJD 0773V	Corrections: Interpersonal Skills I	72/2
CJD 0704V	Criminal Justice: Defensive Tactics	80/2
CJD 0705V	Criminal Justice: Weapons	80/3
CJD 0254V	Criminal Justice: Medical First Responder	48/2
CJD 0749V	Criminal Justice: Basic Corrections Review	40/1
CJD 0750V	Corrections: Interpersonal Skills II	56/2
CJD 0741V	Corrections: Emergency Preparedness	40/1
CJD 0752V	Corrections: Operations	64/2
		600/20

Combination Law Enforcement & Corrections

The Combination Law Enforcement & Corrections Academy Program prepares students for employment as correctional officers and law enforcement officers and provides supplemental training for persons previously or currently employed in these occupations.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination. This program is open to high school enrollment.

Course	Combination Course of Study Title	Hours/Credits
CJD 0710V	Criminal Justice: Legal I	90/3
CJD 0711V	Criminal Justice: Legal II	48/2
CJD 0712V	Criminal Justice: Communications	90/3
CJD 0713V	Criminal Justice: Interpersonal Skills I	90/3
CJD 0704V	Criminal Justice: Defensive Tactics	80/2
CJD 0705V	Criminal Justice: Weapons	80/3
CJD 0254V	Criminal Justice: Medical First Responder	48/2
CJD 0730V	Law Enforcement: Legal III	34/1
CJD 0731V	Law Enforcement: Patrol	38/1
CJD 0732V	Law Enforcement: Traffic	48/2
CJD 0723V	Law Enforcement: Vehicle Operations	48/2
CJD 0734V	Law Enforcement: Investigations	62/2
CJD 0750V	Corrections: Interpersonal Skills II	56/2
CJD 0741V	Corrections: Emergency Preparedness	40/1
CJD 0752V	Corrections: Operations	64/2
		916/31

Cross-Over Law Enforcement to Corrections

Persons who have received their certificates in Basic Law Enforcement may also become certified in Basic Corrections by successfully completing this course of study.

Cross-Over Law/Corrections Course of Study

Prerequisite: Completion of the Basic Law Enforcement Program

Course	Title	Hours/Credits
CJD 0780V	Cross-Over Corrections	40/1
CJD 0750V	Corrections: Interpersonal Skills II	56/2
CJD 0741V	Corrections: Emergency Preparedness	40/1
CJD 0752V	Criminal Justice: Operations	64/2
*CJD 0704V	Criminal Justice: Defensive Tactics	80/2
or CJT 0913V	Proficiency in Defensive Tactics	24/1
*CJD 0705V	Criminal Justice: Weapons	80/3
or CJT 0912V	Proficiency in Weapons	24/1
*CJD 0254V	Criminal Justice: Medical First Responder	48/2
or CJT 0914V	Proficiency in Medical First Responder	16/1

*CJD 0704, 0705 and 0254 are considered high liability courses and will not be honored if taken at another training site. CJT 0912, 0913 and 0914 may be taken *only* by students who have successfully completed CJC 0704, 0705 and 0254 at Chipola Junior College.

Cross-Over Corrections to Law Enforcement

Persons who have received their certificates in Basic Corrections may also become certified in Basic Law Enforcement by completing the following course of study.

Cross-Over Corrections/Law Course of Study

Prerequisite: Completion of the Basic Corrections Program

Course	Title	Hours/Credits
CJD 0781V	Cross-Over Law Enforcement	40/1
CJD 0730V	Law Enforcement: Legal III	34/1
CJD 0731V	Law Enforcement: Patrol	38/1
CJD 0732V	Law Enforcement: Traffic	48/2
CJD 0723V	Law Enforcement: Vehicle Operations	48/2
CJD 0734V	Law Enforcement: Investigations	63/2
*CJD 0704V	Criminal Justice: Defensive Tactics	80/2
or CJT 0913V	Proficiency in Defensive Tactics	24/1
*CJD 0705V	Criminal Justice: Weapons	80/3
or CJT 0912V	Proficiency in Weapons	24/1
*CJD 0254V	Criminal Justice: Medical First Responder	48/2
or CJT 0914V	Proficiency in Medical First Responder	16/1

*CJD 0704, 0705 and 0254 are considered high liability courses and will not be honored if taken at another training site. CJT 0912, 0913 and 0914 may be taken *only* by students who have successfully completed CJC 0704, 0705 and 0254 at Chipola Junior College.

Public Service Course Descriptions

CJD 0254V. Criminal Justice: Medical First Responder. Covers the Department of Transportation's First Responder techniques needed in emergency medical situations. Includes major types of communicable diseases among adults, signs and symptoms of each disease and the methods of transmission. 48 hours/2 credits.

CJD 0704V. Criminal Justice: Defensive Tactics. Covers techniques needed for an officer's personal safety and those necessary to subdue, search and transport inmates. Includes use of restraining devices, impact weapons and pressure points. 80 hours/2 credits.

CJD 0705V. Criminal Justice: Weapons. The use of officer firearms, including handguns, shotguns and chemical agents, with emphasis on safety procedures. Practical exercises included. 80 hours/3 credits.

CJD 0710V. Criminal Justice: Legal I. A study of the history, philosophy, ethics, development and objectives of the criminal justice systems. The court system of the United States will be studied at all levels. The use of probation, parole and community control are also examined, as well as the roles of the judge, prosecutor, defense and jury. 90 hours/3 credits.

CJD 0711V. Criminal Justice: Legal II. A study of Constitutional Law and its impact on various criminal justice issues. The course also covers basic concepts of evidence and how they relate to criminal proceedings, as well as Florida laws and their impact on law enforcement.

CJD 0712V. Criminal Justice: Communications. This course emphasizes correct preparation techniques necessary for effective writing skills in both corrections and law enforcement. Effective interpersonal skills will be presented and students will be required to demonstrate proficiency. The student will also demonstrate inter-

viewer responsibilities and techniques for proper interrogation of a subject. 90 hours/3 credits.

CJD 0713V. Criminal Justice: Interpersonal Skills I. This course covers special groups and their impact on criminal justice systems as well as prevention, recognition and various intervention techniques for social problems. Also covered are ethnic groups, cultural groups and human diversity. 90 hours/3 credits.

CJD 0719V. Law Enforcement: Basic Law Enforcement Review. This course is designed for students who have completed the required courses in Basic Law Enforcement. It contains learning goals and objectives necessary for students to prepare to take the Florida Police Standards and Training Commission Officer Certification Exam. 40 hours/1 credit.

CJD 0723V. Law Enforcement: Vehicle Operations. Covers basic vehicle operation skills of police vehicles. Includes vehicle pullovers and felony traffic stops. Includes practical exercises on driving range. 48 hours/ 2 credits.

CJD 0730V. Law Enforcement: Legal III. Covers various criminal laws with emphasis on those specific to police work, including juvenile, alcohol and tobacco control, public nuisance, unlawful assembly, weapons, child abuse, burglary, fraud, repossession, vessel, victim/witness assistance, traffic, driver's license and other vehicle laws. 34 hours/1 credit.

CJD 0731V. Law Enforcement: Patrol. Addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls, including prowler response, crime-in-progress response, foot pursuit techniques, warrants procedures, as well as handling unusual occurrences, crowd control, animal handling, environmental enforcement responsibilities, missing persons/children procedures, recognition of controlled substances, landlord/tenant dispute procedures. Covers methods of approach to various high-risk situations, officer survival considerations, and referral procedures to social service agencies. Practical exercises included. 38 hours/1 credit.

CJD 0732V. Law Enforcement: Traffic. Covers traffic law enforcement and control, including DUI offenses, accident investigation, scene management and reporting procedures, alcohol violations and field sobriety tests. 48 hours/2 credits.

CJD 0734V. Law Enforcement: Investigations. Covers investigations of various crimes, including those against property and persons, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death. Teaches techniques to follow from observation through processing of a crime scene and case preparation, including photography techniques, handling evidence and fingerprinting. Also includes familiarization with Florida's computer network as an information source. 62 hours/2 credits.

CJD 0741V. Corrections: Emergency Preparedness. Covers skills and techniques for riot and disturbance control, handling unusual occurrences, emergency procedures, firefighting principles, and procedures if taken hostage. Includes prevention procedures. 40 hours/1 credit.

CJD 0749V. Basic Corrections Review. This course is designed for students who have completed the required courses in the Basic Corrections Program. It contains learning goals and objectives necessary for students to prepare to take the Florida Police Standards and Training Commission Officer Certification Exam. 40 hours/1 credit.

CJD 0750V. Corrections: Interpersonal Skills II. Covers interpersonal skills and techniques needed by officers to understand incarcerated persons, including human adjustment to imprisonment, inmate societies, criminal types and careers, institutional criminalities, female inmates, inmate homosexuality, recognition of inmate deception and manipulation. Also includes inmate supervision techniques. 56 hours/ 2 credits.

CJD 0752V. Corrections: Correctional Operations. Covers operation of correctional facilities, including chain of command, facility and vehicle inspection, safety, environmental, health and food services, control room operations, intake procedures and classification, fingerprinting, transfer, release, disciplinary confinement, referral, cell and area search procedures, officer survival considerations, patrol concepts, techniques and hazards, accountability, security, inmate movement procedures, investigation procedures, and state rules and regulations. 64 hours/2 credits.

CJD 0752LV. Correctional Operations Lab. An introduction to forensic science tasks, fingerprinting, crime laboratory examination, and forensic photography. Prisoner intake and release procedures will be practiced. The proper use of security equipment will be explored. Prerequisite: CJD 0572 in conjunction with the Combination Corrections and Law Enforcement Academy course of studies. 26 hours/1 credit.

CJD 0760V. Law Enforcement: Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. Includes the foundation and basic components of law enforcement and its organizations, legal terms and definitions, classification of offenses, civil and criminal liability, court structure, rules and trial procedures, subpoena, burden of proof and use of force. Court procedure and testimony are examined. 38 hours/1 credit.

CJD 0761V. Law Enforcement: Legal II. Covers constitutional law and its application to the public and officers. Includes evidence procedures, arrest, search and seizure, and other statutory laws common to police and correctional officers. Emphasis on elements of various crimes and application of civil laws, including civil and criminal

liability of officers, as well as drug, criminal mischief, Baker Act, Myers Act, obstruction of justice, pornography, obscenity, Rico Act, extortion, gambling, conspiracy, arson, assault, sex crimes, robbery, kidnapping, homicide and theft laws. 48 hours/2 credits.

CJD 0762V. Law Enforcement: Communications. Covers report writing process, including interview, statement taking, note taking, differences between interviewing and interrogating, interpersonal communication skills, radio and telephone procedures, with emphasis on techniques of interviewing and interrogating witnesses and prisoners. 48 hours/2 credits.

CJD 0763V. Law Enforcement: Interpersonal Skills I. Covers community relations techniques with emphasis on crime prevention. Examines needs of various societal groups, including juveniles, elderly, ethnic minorities, mentally ill, retarded, handicapped, substance abusers. Includes intervention techniques for various situations, such as suicide and domestic violence, and recognition signs of stress and other behaviors. 58 hours/1 credit.

CJD 0770V. Corrections: Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. Includes study of probation and parole, inmate rights and responsibilities, privileged communication, correctional officer's rights and responsibilities, classification of offenses, civil and criminal liability, bribery, rules and trial procedures and burden of proof. 48 hours/2 credits.

CJD 0771V. Corrections: Legal II. Covers constitutional law and its application to corrections officers, including rules of evidence, arrest laws, search and seizure concepts, obstruction of justice, arson, assault and sexual battery, theft, homicide, extortion, Myers Act, Baker Act, Corrections Mental Health Act. Includes the civil and criminal liability of officers. 24 hours/1 credit.

CJD 0772V. Corrections: Communications. Covers report writing process from interview through final product. Includes communication equipment, radio codes, telephone procedures and interpersonal skills. Includes practical exercises. 48 hours/2 credits.

CJD 0773V. Corrections: Interpersonal Skills I. Covers personal relations techniques with emphasis on human behavior and needs, including those of various inmate groups such as juvenile and youthful offenders, ethnic and cultural minorities, mentally ill or retarded, handicapped, substance abusers. Includes crisis intervention techniques for various situations, including suicide, and recognition of signs of stress and other behaviors. 72 hours/2 credits.

CJD 0780V Cross-Over Corrections. Provides an overview of liability issues, correctional officer rights and responsibilities and inmate rights. Covers laws pertaining to work in corrections

facilities, as well as techniques for dealing with juvenile and youthful offenders and suicide prevention and intervention. 40 hours/1 credit.

CJD 0781V. Law Enforcement: Cross-Over. This course provides an overview of investigative techniques, elements of crime and privileged communication. It also covers legal aspects of various laws and specific problems facing special groups. Prerequisite: Completion of Basic Corrections Program or consent of the department. 48 hours/2 credits.

CJD 0940V. Practicum in Criminal Justice. This course involves participation in the public or private sector of law enforcement, corrections,

community-based corrections, courts, or substance rehabilitation programs. The course is structured to provide field experience and practical knowledge within the work environment. Each student will be evaluated by the participating agency. Prerequisite: Concurrent enrollment in a criminal justice program and consent of the department. 40 hours/1 credit.

CJT0912V. Proficiency in Weapons. This course is designed to evaluate a student's proficiency skills with weapons, according to a proficiency check-off sheet issued by the Florida Department of Law Enforcement. 24 hours/1 credit.

CJT 0913V. Proficiency in Defensive Tactics. This course is designed to evaluate a student's proficiency skills in Defensive Tactics, according to a proficiency check-off sheet issued by the Florida Department of Law Enforcement. 24 hours/1 credit.

CJT 0914V. Proficiency in Medical First Responder. This course is designed to evaluate a student's proficiency skills in First Responder techniques, according to a proficiency check-off sheet issued by the Florida Department of Law Enforcement. 16 hours/1 credit.

Firefighting

The Firefighting Program prepares students for certification and employment as Fire Fighters in accordance with Florida Statutes.

Special Program Requirements: An academic average of "C" or higher must be earned in each Fire Fighting course in the program to receive a certificate. To be eligible for the state exam a student must complete all requirements set forth by the college and the Bureau of Fire Standards and Training.

This program requires that students follow the BFST attendance policy, which basically states that no student may miss more than ten percent of any course. Some class experiences, however, have a mandatory attendance requirement. The Fire Fighting program termination policy will be strictly enforced. Roll call will be held at each class meeting and attendance is considered an essential requirement of Fire Fighting students.

A minimum grade of seventy percent must be maintained on each evaluation. One retake is permitted on each evaluation; failure to reach a seventy percent grade on a retake would result in dismissal. A student is allowed to take only two retake examinations.

The grading scale for this program is:

- A=96—100%
- B=86—95%
- C=75—85%
- D=70—74%
- F=69— 0%

Firefighting Course of Study

Prerequisites: Candidates are required to take a physical examination. Entry requirements of the Bureau of Fire Standards and Training (BFST) must be met. Students must be physically fit to perform all tasks assigned. Complete turn-out (bunker) gear must be furnished by the student. Also required: TABE Level A-Reading 10; Math 10; Language 10.

Course	Title	Hours/Credits
FFP 0060V	Introduction to Firefighting	58/2
FFP 0077V	Emergency Medical Care	48/2
FFP 0061V	Introduction to Fire Streams	82/3
FFP 0063V	Introduction to Firefighting Tactics	58/2
FFP 0065V	Introduction to Firefighting Support Practices	96/3
FFP 0066V	Introduction to Fire Prevention Practices	24/1
FFP 0067V	Hazardous Materials	30/1
FFP 0069V	Practicum and Review	40/1

Firefighting Course Descriptions

FFP 0060V. Introduction to Firefighting. This course examines fire departments' organizations and procedures. The study of combustion, extinguishing methods and fire control behavior are presented through lecture and drills. 58 hours/2 credits.

FFP 0077V. Emergency Medical Care. This course covers first responder training and response to hazardous materials, as well as health issues as they relate to emergency medical care. 48 hours/2 credits.

FFP 0061V. Introduction to Fire Streams. This course consists of lecture and drills concerning water supply systems, fire streams and hose applications. Students will be required to demonstrate proficiency and pass required examinations. The course will also require physical fitness training. 82 hours/3 credits.

FFP 0063V. Introduction to Firefighting Tactics. This course covers various firefighting tactics which include fire suppression and company performance tactics. Automatic sprinkler systems are discussed and salvage techniques are practiced. This course requires physical fitness training, and students will be required to demonstrate proficiency and pass required examinations. 58 hours/2 credits.

FFP 0065V. Introduction to Firefighting Support Practices. This course demonstrates rope practices and applications. Rescue and extrication principles are presented and practiced. Forcible entry techniques are explored as well as ventilation procedures. Functions of ladders are practiced. Physical fitness training is required. Also required are proficiency testing and examinations. 96 hours/3 credits.

FFP 0067V. Introduction to Fire Prevention Practices. The course presents building construction concepts and fire cause determination. It will focus on fire safety and fire prevention practices. 24 hours/1 credit.

FFP 0067.V Hazardous Materials. The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 30 hours/1 credit.

FFP 0069V. Practicum and Review. This course consists of at least one live burn of a dwelling to provide supervised training and on the spot evaluations. It also provides a review of materials and physical skills needed to take the state examination. 40 hours/1 credit.

Trade and Industrial Programs

Air Conditioning, Refrigeration & Heating Service Technology

This program prepares a person for initial employment as an Air Conditioning Mechanic, Air-Conditioning Installer Servicicer, Environmental Control System Installer, Air-Conditioning Installer, Oil Burner Servicicer 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. This two-year program features open-entry/open exit competency-based, self-paced instruction leading to a certificate upon satisfactory

completion of required courses and/or competencies. For further information, contact

John Lamar at 526-2761, Extension 362, Building P, Room 496.

Air Conditioning, Refrigeration & Heating Course of Study

Course	Title	Hours/Credits
ACR 0100V	HARV Electrical Fundamentals	360/12
ACR 0001V	HARV Mechanical Fundamentals	420/14
ACR 0201V	Advanced Refrigeration	300/10
ACR 0124V	Advanced Air Conditioning	585/19
ACR 0600V	Advanced Heating	435/15
ACR 0075V	Computer and Record Keeping Fundamentals	30/1
SLS 0341V	Employability Skills	30/1
SLS 0380V	Principles of Entrepreneurship	30/1
Total		2190/73

Air Conditioning, Refrigeration & Heating Service Technology Course Descriptions

ACR 0100V. HARV Electrical Fundamentals. Content includes electrical theory, schematic symbols, motor theory and solid state devices and hands-on instruction in basic electrical system components, building and testing of basic circuits and system components. 360 hours/12 credits.

ACR 0001V. HARV Mechanical Fundamentals. Content includes identifying and using trade tools and piping, as well as soldering, brazing and welding techniques, identifying refrigerants and their uses, refrigeration cycles and components, testing and servicing components, reading blueprints, troubleshooting and preventive maintenance procedures on refrigeration systems. 430 hours/14 credits.

ACR 0201V. Advanced Refrigeration. Content covers installing and troubleshooting chiller systems, cooling towers, water treatment systems and specialty refrigeration systems. It includes advanced blueprint reading, load calculations, equipment selection and advanced preventive

maintenance skills. 300 hours/10 credits.

ACR 0124V. Advanced Air Conditioning. Content includes installing and troubleshooting pneumatic controls, air to air, water to air, heat pump, chiller, cooling tower and water treatment systems. Also included are psychometric techniques, advanced blueprint reading, load calculations, selection of equipment duct and air movement systems and advanced preventive maintenance skills. 585 hours/19 credits.

ACR 0600V. Advanced Heating. Content includes theory of heat pumps, installation and repair of heating systems and associated electrical components and controls. Also included are psychometric techniques, heating and cooling load requirement, selections of equipment, duct fabrication and advanced preventive maintenance techniques. 435 hours/15 credits.

ACR 0075V. Computer and Record Keeping Fundamentals. Content includes filling out forms, basic computer start-ups and operation and the

operation of energy management systems. 30 hours/1 credit.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

factory completion of required courses or competencies. For further information, con-

tact Horace Williams at 526-2761, Extension 306, Building N, Room 438A.

Automotive Technology Course of Study

Course	Title	Hours/Credit
AER 0005V	General Automotive Technician	138/5
AER 0170V	Automotive Heating and Air Conditioning Technician	240/8
AER 0410V	Automotive Brakes Technician	125/4
AER 0450V	Automotive Alignment & Suspension Technician	155/5
AER 0270V	Automotive Power Train/Drive Line Assembly Technician	165/9
AER 0113V	Automotive Engine Rebuild Technician	415/14
AER 0280V	Maintaining & Repairing Transmissions	335/11
AER 0522V	Engine Performance Technician	467/16
AER 0272V	Performing Differential Repair & Maintenance	90/3
SLS 0341V	Employability Skills	30/1
SLS 0380V	Entrepreneurship Skills	30/1
Total		2190/77

Automotive Technology

The program prepares 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 to upgrade the skills of a person previously or currently employed. This is a two-year open entry/open exit, competency-based, self-paced program leading to a certificate upon satisfac-

Automotive Technology Course Descriptions

AER 0005V. General Automotive Technician. This course covers the various systems of the automobile and instructs the student in shop practices, safety, service manuals, pay structures, and tools. The student will learn minor repair procedures, including lubrication, wheel, tire and exhaust system service and new care predelivery service. 138 hours/ 5 credits.

AER 0170V. Automotive Heating and Air Conditioning Technician. The course covers the theory and operation of modern heating and air conditioning systems, including diagnostic and repair procedures. 240 hours/8 credits.

AER 0410V. Automotive Brakes Technician. This course covers the theory and operation of brake systems. Students learn all aspects of diagnosis, testing and repair of brakes, including drum and disc brakes and power brakes. 125 hours/ 4 credits.

AER 0450V. Automotive Alignment and Suspension Technician. This course covers diagnosis and repair of steering suspension and wheels, including trueing, balancing and aligning wheels, removing and replacing spindle assemblies and ball joints, shock absorbers and steering dampers, steering linkage components, front control arms and bushing and front coil springs and several types of suspension and steering systems. 155 hours/ 5 credits.

AER 0270V. Automotive Power Train/Drive Line Assembly Technician. This course covers diagnosing and repairing line drive and differential assemblies, including front and rear differential assemblies, drive shafts, rear axle shaft and front transaxle shaft assemblies. 165 hours/6 credits.

AER 0113V. Automotive Engine Rebuild Technician. The course covers the theory, principles of the internal combustion engine and operation. Engines will be disassembled, parts identified, inspected, measured and reassembled. 415 hours/ 14 credits.

AER 0280V. Maintaining and Repairing Transmissions. This course covers the operation of modern transmissions and drive train components. Overhaul, testing, diagnosis, and repair procedures are studied in detail. 335 hours/11 credits.

AER 0522V. Engine Performance Technician. This course covers ignition systems, engine servicing and troubleshooting for 4, 6 and 8 cylinder engines. Diagrams, working models and cutaways are used for in-depth exploration of ignition system theory, including component replacement, timing and dwell adjustment and carburetor adjustments. Logical troubleshooting procedures, as well as diagnostic tests, are used to solve common engine problems. Also covered are use

of the oscilloscope and the operation of computer controlled systems. 467 hours/16 credits.

AER 0272V. Performing Differential Repair and Maintenance. This course covers the operation of modern differential and drive train components. Overhaul, testing, diagnosis and repair procedures are covered in detail. 90 hours/3 credits.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form and interviewing for a job. Includes instruction on maintaining employment, such as proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction on evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Cosmetology

This is a one-year open entry-open exit, competency-based, self-paced program leading to a certificate upon the satisfactory completion of required courses and/or competencies. It 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.

This is a limited access program, and arrangements must be made several months in advance for entry. For further information, contact Peggy Register at 526-2761, Extension 285, Building N, Room 440.

A special fee is charged for liability insurance.

Cosmetology Course Descriptions

COS 0011V. Fundamentals of Cosmetology. Content includes basic chemistry and pH scale, histology of skin, trichology of hair, bacteriology and sanitation techniques. Also includes hygiene, visual poise, personality development and professional ethics. 90 hours/3 credits.

COS 0510V. Scalp and Hair Care. Content includes preparation of patron, analyzing scalp and hair conditions, proper brushing techniques,

Cosmetology Course of Study

Course	Title	Hours/Credits
COS 0011V	Fundamentals of Cosmetology	90/3
COS 0510V	Scalp and Hair Care	90/3
COS 0301V	Hair Cutting and Shaping	120/4
COS 0400V	Hair Styling	180/6
COS 0644V	Chemical Hair Restructuring	330/11
CSP 0010V	Manicure and Pedicure	120/4
CSP 0300V	Facials and Makeup	150/5
COS 0870V	Salon Management	120/4
SLS 0341V	Employability Skills	30/1
SLS 0380V	Principles of Entrepreneurship	30/1
Total		1260/42

selection of shampoos, rinses and scalp treatments, and application of manipulative skills, including manual and electrical equipment. 90 hours/3 credits.

COS 0301V. Hair Cutting and Shaping. This course includes identification and use of hair cutting implements, sectioning the hair and applying various cutting and chaping techniques with the razor, scissors, thinning shears and clippers. It

also includes safety precautions employed during hair cutting procedures. 120 hours/4 credits.

COS 0400V. Hair Styling. This course includes the basic principles of hair design, parting techniques, removing tangles, molding, finger waving, pin curling and roller curling techniques. It also includes pressing, iron curling, wigs and hairpieces and comb-out techniques. 180 hours/6 credits.

COS 0644V. Chemical Hair Restructuring. Content includes proper sectioning techniques, selection of rods and chemical solutions used on the hair during straightening, permanent waving and soft curl perming. It also includes deleting natural pigment and adding artificial color to the hair. Safety precautions are taught throughout the course. 330 hours/11 credits.

CSP 0010V. Manicure and Pedicure. Content includes nail structure and disorders of the nails, proper selection and use of equipment, implements, cosmetics and materials in giving a plain manicure and pedicure. Also included are preparing manicuring table and practicing safety rules when shaping nails and giving hand and arm massage and techniques in nail wrapping and sculptured nails. 120 hours/4 credits.

CSP 0300.V Facials and Makeup. This course includes the effects and purpose of giving a facial and applying makeup. Also covered is massage procedures and manipulative skills, types of corrective facials and makeup and cosmetic chemistry. Safety precautions are taught in conjunction with all aspects of this course. 150 hours/5 credits.

COS 0870V. Salon Management. Content includes all aspects of managing a beauty salon, such as arrangement of the physical layout, developing an operating budget and preparing a marketing and advertising plan. Also includes a comprehensive study of state laws and rules governing cosmetologist and salon owners which prepare the student for the State Board Examination. 120 hours/4 credits.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment,

such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Electronic Technology

This 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.

It is a two-year open entry-open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies.

For further information, call 526-2761, Extension 361, or visit Building O, Room 480.

All courses except EEV 0794, 0795, SLS 0341 and 0380 have a lab fee, in addition to tuition.

Electronic Technology Course of Study

Course	Title	Hours/Credits
EEV 0794V	Applied Math for DC Circuits	120/4
EEV 0795V	Applied Math for AC Circuits	120/4
EEV 0811V	Fundamentals of DC Circuits	150/5
EEV 0812V	Fundamentals of AC Circuits	150/5
EEV 0813V	Solid State Devices	150/5
EEV 0814V	Analog Circuits	150/5
EEV 0815V	Digital Fundamentals	150/5
EEV 0816V	Microprocessor Fundamentals	150/5
EEV 0821V	Basic Soldering	30/1
EEV 0822V	Soldering Rework and Repair	60/1
EEV 0793V	Technical Reporting and Lab Practices	30/1
SLS 0341V	Employability Skills	30/1
SLS 0380V	Principles of Entrepreneurship	30/1
Total		1320/43

Electronic Technology Course Descriptions

EEV 0794V. Applied Math for DC Circuits. A study of the basic concepts of math and algebra. Topics covered include decimals, fractions, scientific notation, roots, powers of ten and the application of Ohm's Law, Kirchhoff's Law, Thevenin, Norton, Millman and Superposition Theorems in Circuit analysis. 120 hours/4 credits.

EEV 0795V. Applied Math for AC Circuits. A study of the basic concepts of trigonometry, vector analysis and logarithms. Topics covered include circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance, Pythagorean theorem, resonant circuits, power factors, complex numbers, logarithmic and mathematical tables. Prerequisite: EEV 0794. 120 hours/4 credits.

EEV 0811V. Fundamentals of DC circuits. A fundamental course in DC circuit analysis de-

signed to prepare the student for fundamentals of AC circuits and subsequent advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing algebraic concepts are supplemented with laboratory projects to provide the student with practical hands-on experience in the use of electronic test equipment and in proper techniques for data measurements/interpretation, problem-solving and trouble shooting. 150 hours/5 credits.

EEV 0812V. Fundamentals of AC Circuits. A fundamental course in AC circuit analysis and transit-response networks designed to prepare the student for advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing trigonometric concepts are supplemented with laboratory projects to provide the students with practical hands-on experi-

ence in the use of electronics test equipment and in the proper techniques for data measurement/interpretation, trouble shooting and documentation of test results and conclusions. 150 hours/5 credits.

EEV 0813V. Solid State Devices. The course provides a basic understanding of electronic circuits which utilize semiconductor diode transistor circuit elements. Approximations and semiconductor devices and their electrical properties are presented. Emphasis is placed on circuit analysis and various small-signal, lineal and power applications utilizing diodes and transistors. The student will complete appropriate hands-on laboratory projects to expose him to practical considerations in implementing the various semiconductor circuits analyzed in the class. 150 hours/5 credits.

EEV 0814V. Analog Circuits. This course covers complex semiconductor electronic circuits to include application of field-effect transistor circuitry. amplitude/phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, active filters, industrial control circuits, switching power supplies, voltage regulators, operational amplifiers, spectrum analysis and harmonic distortion. Practical hands-on experience using an array of test equipment via assigned laboratory projects is provided the student to supplement classroom lectures. 150 hours/5 credits.

EEV 0815V. Digital Fundamentals. This course introduces the principles and techniques required for development of analytical skills in digital circuitry. Topics include computer number systems; digital codes and parity error detection methods; Boolean algebra, Karnaugh mapping; logic gate minimization techniques; arithmetic operations via combination logic, flip-flop timing and synchronization circuits; and pulse waveform generation. Laboratory projects provide hands-on experience in the use of laboratory test instruments and in techniques for measurement and interpretation of digital data. 150 hours/5 credits.

EEV 0816V. Microprocessor Fundamentals. This course is a study of various digital subsystems (logic assemblies) and their use in digital

computing and control systems and the use of analytical tools necessary to perform analysis and problem diagnosis. Topics include counter/shift register systems and applications; digital subsystems using integrated circuit logic chips; encoding/decoding techniques; data interfacing and busing; multiplex demultiplex techniques; analog/digital conversion techniques; static/dynamic memory systems; and computer system organization. Laboratory projects and demonstrations provide the student practical insight into the capabilities and limitations of alternative methods of data transfer, storage and interface conversion commonly utilized in digital computing or control system applications. 150 hours/5 credits.

EEV 0821V. Basic Soldering. This course covers soldering safety standards, use of hand and power tools, soldering techniques, electrical connections, terminals, desoldering techniques, harnessing, cabling, wire wrapping, printed circuit boards and electrostatic discharge safety procedures. 30 hours/1 credit.

EEV 0822V. Soldering Rework and Repair. This course covers electrostatic discharge (ESD), safety procedures, construction of printed circuit boards (PCB's), soldering TO-5 type packages, flat packs and other multi-lead devices to PC board, and rework and repair techniques. 60 hours/1 credit.

EEV 0793V. Technical Reporting and Lab Practices. This course introduces the student to schematic drawings, technical reports, maintaining test logs and making equipment failure reports. The student will requisition electronic parts and components. Computer operation systems, high-level language and application also will be introduced. This course is a corequisite for the following: EEV 0811, 0812, 0813, 0814, 0815, 0816. It may be taken for credit up to six times. 30 hours/1 credit.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Machining

The program is designed to prepare a person for initial employment as a machine shop operator, computer-numerical control operator, grinder operator, milling machine operator, lathe 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.

This is a one and one-half year open entry-open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies. For further information, contact Frank White at 526-2761, Extension 304, Building N, Room 435.

Machining Course of Study

Course	Title	Hours/Credits
PMT 0205V	Introduction to Machine Shop Practices	180/6
PMT 0213V	Lathe Operation I	300/10
PMT 0233V	Lathe Operation II	300/10
PMT 0214V	Mill Operation I	300/10
PMT 0234V	Mill Operation II	300/10
PMT 0250V	CNC Programming	240/8
PMT 0226V	Grinding, Heat Treating & EDM Operation	180/6
SLS 0341V	Employability Skills	30/1
SLS 0380V	Principles of Entrepreneurship	30/1
Total		1860/62

Machining Course Descriptions

PMT 0205V. Introduction to Machine Shop Practices. Content includes safety; materials selection; shop math; planning machine work; reading and interpreting charts, tables, prints and sketches; set up of machinery handbook, planning and estimating work; measuring parts using various instruments, scales and gauges; performing bench work and operating power saws. 180hours/6 credits.

PMT 0213V. Lathe Operation I. Content includes setting up and operating lathes to produce parts to blueprint specifications. Includes such skills as shop math, blueprint reading, precision measurement, layout and inspection. 300 hours/10 credits.

PMT 0233V. Lathe Operation II. This course is a continuation of PMT 0807B and includes further instruction in setting up and operating lathes

to produce parts to blueprint specifications. 300 hours/10 credits.

PMT 0214V. Mill Operation I. Content includes setting up and operating milling machines to produce parts to blueprint specifications. Skills include shop math, blueprint reading, precision measurement, layout and inspection. 300 hours/10 credits.

PMT 0234V. Mill Operation II. A continuation of PMT 0807D. 300 hours/10 credits.

PMT 0250V. Computerized Numerical Control Programming. Content includes application of computerized numerical control operations skills, including the writing of a basic program. 240 hours/8 credits.

PMT 0226V. Grinding, Heat Treating and EDM Operation. Students learn to set up and

operate surface and cylindrical grinders, heat treat furnaces and EDM. 180 hours/6 credits.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and

grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Major Appliance & Refrigeration Repair

The program is designed to prepare a person for initial employment to install, maintain and repair major appliances with occupational titles such as Electrical Appliance Servicer, Household Appliance Installer, Appliance Repairer, Electrical Appliance 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.

This is a two-year open entry-open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies. For further information, contact John Lamar at 526-2761, Extension 362, Building P, Room 496.

Major Appliance & Refrigeration Repair Course Descriptions

EER 0365V. Microwave Service Technician. This course provides instruction in basic appliance repair skills and electrical skills. Students analyze components of electrical systems, diagnose malfunctioning microwave ovens using complete wiring diagrams and sequence charts and test for radiation leaks. 80 hours/3 credits.

EER 0312V. Dishwasher Service Technician. Content includes basic appliance repair skills and electrical skills. Students analyze components of electrical and water systems and diagnose dishwashers using complete wiring diagrams and sequence charts. 80 hours/3 credits.

EER 0311V. Range Service Technician. Content includes basic appliance repair skills and basic electrical skills. Students analyze components of electrical systems and diagnose ranges using wiring diagrams and sequence charts. 100 hours/3 credits.

EER 0320V. Gas Appliance Technician. This course covers basic appliance repair skills, electrical skills and gas skills. Students learn to identify properties of gas and diagnose, repair and adjust gas systems. Also included is analysis of electrical and gas components using wiring diagrams. 100 hours/3 credits.

EER 0315V. Laundry Appliance Service Technician. This course provides basic appliance repair skills and electrical skills. Students analyze components of mechanical, electrical and water systems and diagnose washers and dryers using complete wiring diagrams and sequence charts. 450 hours/15 credits.

ACR 0800V. Air Conditioning Service Technician. Content includes basic appliance repair, electrical and refrigeration skills. Students analyze components of refrigeration and electrical systems and diagnose refrigeration systems using wiring schematics and pressure/temperature relationship charts. 450 hours/15 credits.

ACR 0805V. Refrigerator/Freezer Service Technician. Content includes basic appliance, electrical and refrigeration skills. Students analyze components of refrigeration and electrical systems and diagnose refrigeration systems using wiring schematics and pressure/temperature relationship charts. 450 hours/15 credits.

EER 0318V. Electrical Appliance Technician. This course covers appliance repair and electrical and refrigeration skills. Students analyze components of mechanical and electrical, low temperature/high temperature refrigeration and water sys-

tems for washers, dryers, ranges, refrigerators, freezers, air conditioners and microwave ovens. Students diagnose appliances using diagram, sequence charts and/or pressure/temperature relationship examinations. 450 hours/15 credits.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Major Appliance & Refrigeration Repair Course of Study

Course	Title	Hours/Credits
EER 0365V	Microwave Service Technician	80/3
EER 0312V	Dishwasher Service Technician	80/3
EER 0311V	Range Service Technician	100/3
EER 0320V	Gas Appliance Technician	100/3
EER 0315V	Laundry Appliance Service Technician	450/15
ACR 0800V	Air Conditioning Service Technician	450/15
ACR 0805V	Refrigerator/Freezer Service Technician	450/15
EER 0318V	Electrical Appliance Technician	450/15
SLS 0341V	Employability Skills	30/1
SLS 0380V	Principles of Entrepreneurship	30/1
Total		2220/74

Welding

The program is designed to prepare a person for initial employment as a Welder and Cutter or Combination Welder, or to provide supplemental training for a person previously or currently employed in these occupations. This is a one and one-half year open entry-open exit competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies. For further information, contact Freddie Foran at 526-2761, Extension 303, Building N, Room 436.

Welding Course Descriptions

PMT 0102V. Introduction to Welding. Content provides an introduction to welding skills, including safety, measuring, communication, leadership, use of tools and equipment, cutting, finishing, bending, drilling and punching operations. 30 hours/1 credit.

PMT 0113V. Oxy-Fuel Welding (OFW). Content includes instruction on safety, setting up oxy-fuel equipment, preparation of carbon steel for welding, brazing ferrous and nonferrous metal, welding cast iron, silver brazing ferrous and nonferrous metals and cutting carbon steel using oxy-fuel equipment. 60 hours/2 credits.

PMT 0121V. Shielded Metal Arc Welding (SMAW). Content includes use of shielded metal arc equipment, safety, setting up equipment, preparation of materials for welding and type of electrodes. Also includes instruction in welding multiple joints in all positions and guided bend test and cutting with air arc equipment. 430 hours/14 credits.

PMT 0134V. Gas Metal Arc Welding (GMAW). Content includes safety requirements, setting up GMAW equipment and preparation of materials for welding mild steel, aluminum and stainless steel joints in all positions. Also, instruction is provided in fluxcore welding of carbon steel joints in all positions. 300 hours/10 credits.

PMT 0131V. Gas Tungsten Arc Welding (GTAW). Content includes instruction in safety, setting up GTAW equipment and preparation of materials for welding. Also, instruction is provided in welding of aluminum, mild steel and stainless steel joints in all positions. 300 hours/10 credits.

PMT 0161V. Pipe Welding. Content includes safety, preparing materials and setting up equipment for welding pipe in all positions. Also, instruction is provided in using the following processes: OAW, SMAW, GMAW and GTAW for the welding of pipe joints. 220 hours/7 credits.

Welding Course of Study

Course	Title	Hours/Credits
PMT 0102V	Introduction to Welding	30/1
PMT 0113V	Oxy-Fuel Welding (O/A)	60/2
PMT 0121V	Shielded Metal Arc Welding (SMAW)	430/14
PMT 0134V	Gas Metal Arc Welding (SMAW)	300/10
PMT 0131V	Gas Tungsten Arc Welding (GTAW)	300/10
PMT 0161V	Pipe Welding	220/7
PMT 0153V	Plasma ARC Cutting & Welding	30/1
PMT 0123V	Metal Fabrication	200/7
SLS 0341V	Employability Skills	30/1
SLS 0380V	Principles of Entrepreneurship	30/1
Total		1630/54

PMT 0153V. Plasma Arc Cutting and Welding. Content includes safety, setting up plasma arc equipment, cutting operation of equipment, cutting ferrous and nonferrous metals, welding operations with plasma arc and other specialized welding operations. 30 hours/1 credit.

PMT 0123V. Metal Fabrication. Content includes instruction in interpreting detail drawings, selection of materials and metal identification. Also, instruction is provided in setting up layout and fabricating new metal products. Additional instruction is provided in making repairs to metal products and control of distribution. 200 hours/7 credits.

SLS 0341V. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources

for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380V. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.



Charles Anderson (left) of Marianna and Mike Emanuel of Greenwood learn welding skills by repairing the box blade on a tractor.

Continuing Education

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 and the Department of Criminal Justice and Public Service. Training opportunities for local government officials and employees are offered in cooperation with the Florida Institute of Government.

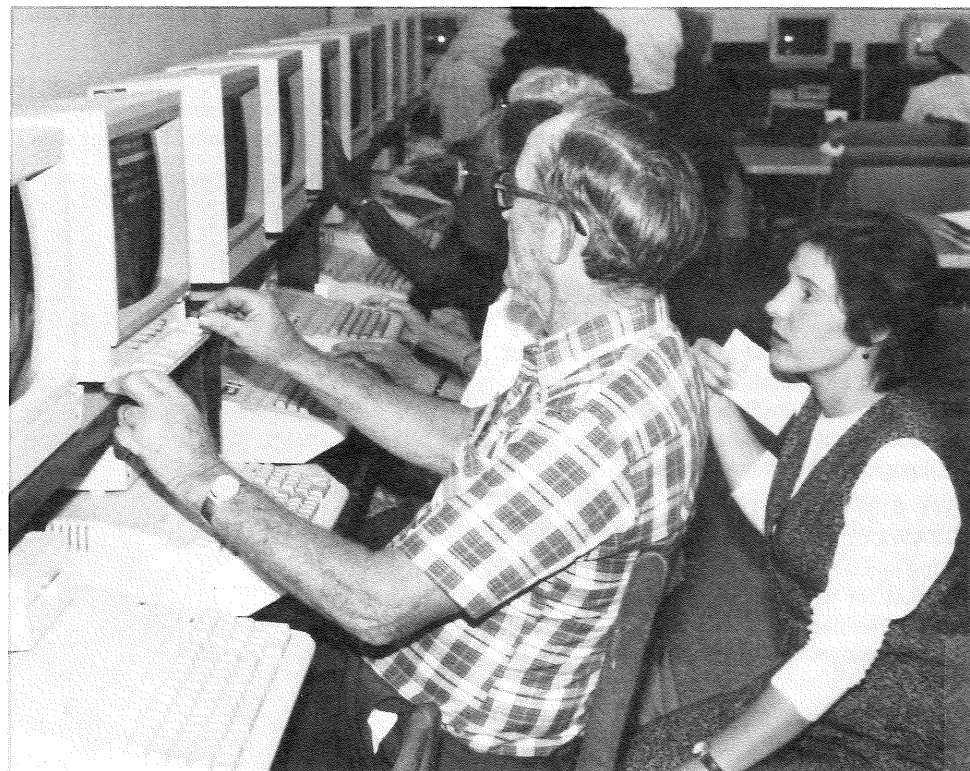
Chipola welcomes the opportunity to assist local agencies with entry level training, and businesses and industries with planning and conducting inservice activities for their employees. Activities can be custom designed to meet the specific needs of each employer.

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, contact

- Life Agents Qualification**
- Emergency Medical Technology Refresher**
- Nursing Continuing Education Activities**
- Child Care Training**
- Real Estate 45-Hour Post Licensure**
- Real Estate Sales**
- Basic Photography**
- Firearms Safety**
- CPR**
- CPR Instructor**
- Standard First Aid**
- AIDS Workshop for Cosmetologists & Barbers**
- Home Health Aide**
- Insurance Continuing Education Activities**
- Child Development Associate Training**
- Craft Classes**
- Sign Language**
- Lifeguard Training**
- Swimming Lessons**
- Contractors C.E. Activities**
- Community First Aid & Safety**

Gloria Peacock at the Office of Continuing Education at 526-2761, Extension 297, 395 or 239; Building S, Room 1007.



Senior citizens enrolled in a Nursing Assistant program sponsored by Green Thumb are taught to use computers by math instructor Jean Taylor. Taylor was the winner of the 1995 Kirkland Award for Teaching Excellence, named for Carolyn and Willis Kirkland.

Directory of Personnel

This directory reflects Chipola's Organizational Chart.

District Board of Trustees

Appointed by the governor to oversee the operation of the college and to insure that it meets the higher education

needs of the area, the board meets on the third Tuesday of each month at 7:00 p.m. in the Administration Building, Room 126.

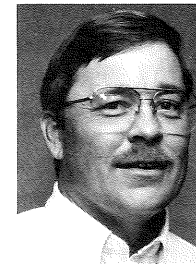
Dates indicate the expiration of the member's current appointment to the board.

Calhoun County



Shuler

Liberty County

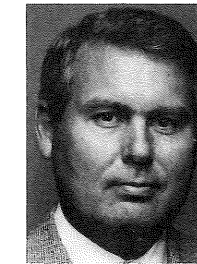


Summers

Holmes County



Feagle

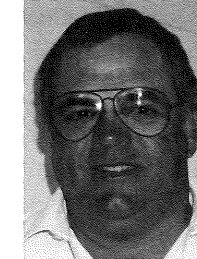


Hudson

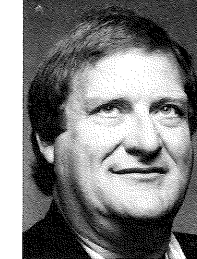
Jackson County



Glass-Troutman

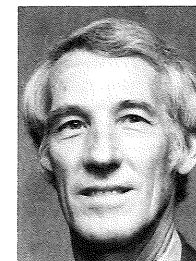


Odom



Westbrook

Washington County



Davis

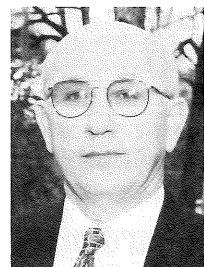


Robinson

- Eddie Davis** (1999), Post Office Box 583, Chipley, FL 32428
- Betty Feagle** (1999), 211 West Iowa Ave., Bonifay, FL 32425
- E. Myron Hudson** (1997), 211 West Iowa Ave., Bonifay, FL 32425
- Suzanne Glass-Troutman** (1998), 3357 Bevia Road, Marianna, FL 32446
- Butch Odom** (1997), P.O. Box 486, Marianna, FL 32447
- Josephine R. Robinson** (1999), Rt. 7, Box 284, Chipley, FL 32428
- Gary H. Shuler** (1997), P.O. Box 760, Blountstown FL 32424
- David Summers** (1998), Post Office Box 384, Bristol, FL 32321
- Jamey W. Westbrook** (1999), Post Office Box 135, Bascom, FL 32423

T. Gerald Holley, Board Attorney, Post Office Box 268, Chipley, FL 32428

O'Daniel



President

H. Dale O'Daniel

(1967-80, 1995) B.S., M.B.A., Murray State University; Ed.D., Nova University

Joyce Traynom, Administrative Specialist
A101, Ext. 201, 299

**Vice President
Planning,
Development &
Governmental
Relations**
Gene Prough
Page 85

**Interim Dean
Instructional
Services**
Charlton Keen
Pages 87

**Dean
Student
Services**
Alfonsa James
Page 91

**Dean
Administrative
& Business
Services**
Ron Ward
Page 92

**Director
Institutional
Effectiveness
& Planning**
Gail Hartzog
Page 85

**Director
Publications
& Public
Relations**
Miriam Bailey
Page 85

**Applied
Technologies
&
Continuing
Education**
Pages 85

**Associate
Dean
Arts,
Letters,
Business &
LRC**
Sarah Clemmons
Page 87

**Associate Dean
Mathematics,
Natural
Sciences,
Social Sciences,
Allied Health
& Physical
Education**
Kitty Myers
Page 89

**Director
Data
Processing**
Dennis Everett
Page 92

Throughout this section dates indicate beginning of professional employment at CJC.

**Vice President
Planning, Development & Governmental Relations
Director, Applied Technologies & Continuing Education**

Gene Prough

(1994) B.S., M.S., University of West Florida
Foundation House, Ext. 288

Margaret Keeman, Secretary
N433, Ext. 270

Vicki Mathis, Grant Specialist
Foundation House, Ext. 289



Prough

Office of CJC Foundation

Julie Fuqua, Manager
(1994)

Alice Capps, Fiscal Assistant
Foundation House, Ext. 370



Fuqua



Hartzog

Office of Planning & Effectiveness

Gail Hartzog, Director

(1982) B.S., Mississippi College;
M.S., Troy State University
Carole Edenfield, Planning Specialist
E62A, Ext. 342



Bailey



Craven

**Office of Publications
& Public Relations**

Miriam S. Bailey, Director
(1972) English/Journalism—
B.S., M.A., Ph.D.,
Florida State University

Bryan Craven, PR Coordinator
(1988) Speech—
B.S., M.S., Florida State University
Cassandra Bellamy, Secretary
B 230, Ext. 264 & 265

Applied Technology & Continuing Education

Public Service

Harrell Glisson—Coordinator
(1988) Criminal Justice—B.S., M.S., Troy State
University—S1016A, Ext. 394

Mary B. Dryden, Secretary—S1016B, Ext. 286
Carolyn Smith, Clerk—S1016C, Ext. 315
E.E. Finch—(1993)-Range Master—S1061, Ext. 315



Glisson

Public Service Faculty

Michael Dolan—(1988) Criminal Justice—B.S., Florida A&M University;
M.S., Troy State University—S1016-C, Ext. 315

Trade & Industrial Faculty

Freddie Foran, Welding (1978)—N436, Ext. 303
John M. Lamar, Appliance Repair (1991)—P0437, Ext. 362
Peggy D. Register, Cosmetology (1967)—N440, Ext. 285
Frank White, Machine Shop (1986) A.A., University of Florida—N435, Ext. 304
Horace Williams, Automotive Mechanics (1984)—P0493, Ext. 306
Janet Wyckoff, Electronics Instructional Aide—O480, Ext. 361

Success Center

Rose Parramore, Instructional Aide—O, Ext. 284
Brenda Jordan, Instructional Aide—O, Ext. 284

Success Center Faculty

Janice Holley—(1988) B.S., M.S., Troy State University—O, Ext. 284
Angela V. Tyler—(1989) B.S., M.S., Troy State University—O, Ext. 284
Jane P. Walker—(1980) B.S., University of West Florida; M.S., Troy State University—O, Ext. 284

Tech Prep

Clifford Lewis, Grant Specialist—
 B.S., Abilene Christian University;
 M.S., Utah State University—N434, Ext. 338

Continuing Education

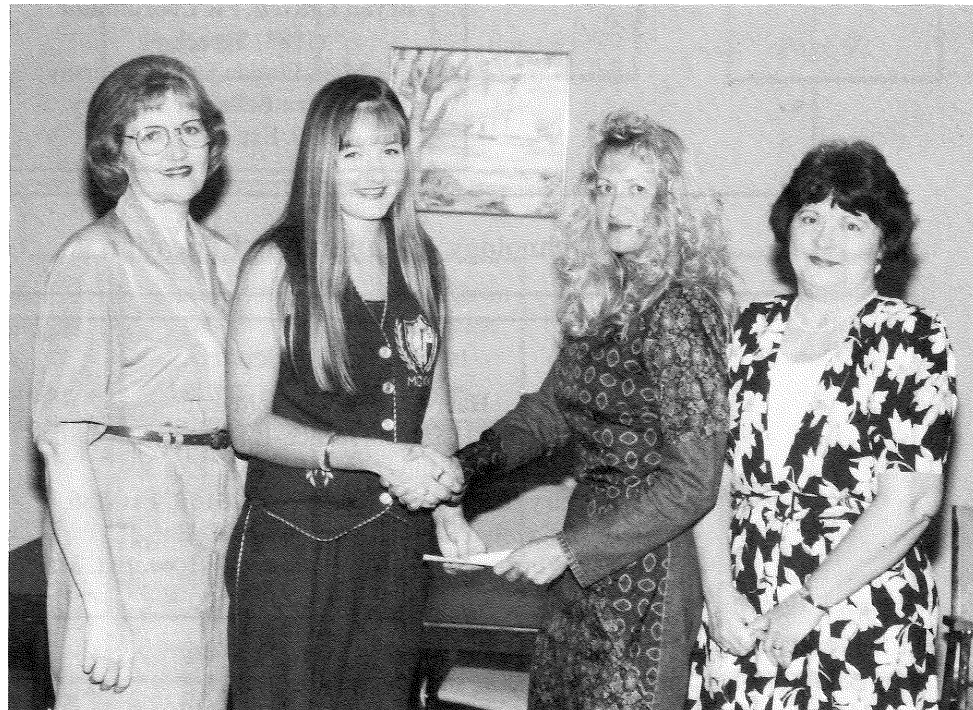
Gloria Peacock—Coordinator
 (1966) B.S., M. S., Florida State University—
 S1007A, Ext. 239
Barbara Gregg, Secretary—S1007, Ext. 395
Louise Neel, Specialist—S1007, Ext. 297



Walker



Peacock



The Chipola Chapter of the Florida Association of Community Colleges awarded a scholarship to Susan Skinner (second from left), who was accompanied by her mother, CJC counselor Joan Miller, when she accepted the grant from chapter officers Dr. Laurie Culbreth and Letia Henson.

Instructional Services

Charlton Keen, Jr., Interim Dean
 (1965) B.A., Birmingham-Southern College;
 M.S. Florida State University

Ionia Barnes, Secretary—A103, Ext. 209



Keen

Office of the Registrar

Annette Widner, Manager
 —A108, Ext. 292

Kathy Anderson,
 Secretary—A108, Ext. 211

Linnette Harris,
 Secretary—A109, Ext. 211



Widner



Anderson

Arts, Letters, Business & Library

Sarah M. Clemmons, Associate Dean
 (1979) B.A., University of West Florida; M.S., Troy State University; M.A., Ph.D., Florida State University
 —M418, Ext. 213

Jan Cummings, Secretary—M426, Ext. 305



Clemmons



Math instructor Jo Ann Everett serves punch to machining instructor Frank White during a reception for the new president, Dr. Dale O'Daniel.

English, Humanities, Speech and Foreign Languages Faculty

- Donald W. Adams**—(1967-69, 1976) English—B.A., University of Florida; M.J., University of California at Los Angeles—M423, Ext. 275
H. Warren Almand—(1964) English—B.S., College of Charleston; M.A., Florida State University—M419, Ext. 283
Miriam S. Bailey—(1972) English/Journalism—B.S., M.A., Ph.D., Florida State University—B226, Ext. 264
Rachel Cooley—(1993) English—B.A., Florida State University; M.A., University of Central Florida—FBTC
Bryan Craven—(1988) Speech—B.S., M.S., Florida State University—B226, Ext. 265
Laurie B. Culbreth—(1990) English—B.S., M.S., Troy State University, Ph.D., Florida State University—M424, Ext. 298
J. Robert Dunkle—(1988) Humanities—B.A., University of Florida; M.A., University of Nevada-Las Vegas; Ph.D., Florida State University—L402A, Ext. 245
Marcella Durr—(1991) English—B.A., University of West Florida; M.S., Florida State University—M402, Ext. 321
Roberta E. Grantham—(1991) English—B.A., University of Alabama; M.A., Florida State University—M402, Ext. 321
Gail Hartzog—(1982) English—B.S., Mississippi College; M.S., Troy State University—A103, Ext. 342
Juanita Hayes—(1988) English—B.S., M.Ed., Florida A&M University—M425, Ext. 287
Loletia Henson—(1986) English/Foreign Languages—B.A., Newcomb College; M.A., University of Wisconsin—M420, Ext. 282
Lonnie H. Keene—(1970) Humanities—B.S., M.A., Florida State University—H703, Ext. 226
Harriet A. Reeves—(1989) English—B.M.E., M.S., Ed.D., Florida State University—L402B, Ext. 322
Carol I. Saunders—(1988) English—B.S., M.S., Auburn University—M417, Ext. 280
Kelly Weems—(1987) English—B.S., University of Mississippi; M.A., Indiana University—M 422, Ext. 276
E. Bruce White—(1990) English—B.A., University of South Florida; M.A., Florida State University—FBTC, Ext. 305

Fine & Performing Arts

Joan B. Stadsklev, Coordinator,
 (1986) B.M., M.S., Florida State University
 —H702, Ext. 301
Anita Shealy, Secretary—H700, Ext. 277



Stadsklev

Music, Art and Theater Faculty

- Judy Laubaugh**—(1989) Music—B.S., Ohio State University; M.S., Georgia State University—H722, Ext. 230
Allen W. Molineux—(1988) Music—B.M., DePauw University; M.M., University of Rochester; D.M., Florida State University—H723, Ext. 257
Adena H. Moree—(1990) Speech/Theater—B.S., Troy State University; M.F.A., University of Southern Mississippi—H718, Ext. 221
Carolyn W. Sapp—(1968) Music/Humanities—B.M., Shorter College; M.M., Northwestern University—H724, Ext. 313
Richard H. Vail—(1970) Art—B.S., Western Carolina College; M.A., George Peabody College—H708, Ext. 225

Business Faculty

- Nancy Burns**—(1986) Computer Science & Business—B.S., University of Houston; B.S., Troy State University; M.Ed., North Texas State University—L401B, Ext. 210
Vikki Milton—(1993) Business & Computer Science—B.S., University of Florida; M.B.A., Troy State University at Dothan—L401A, Ext. 371
Faye F. Monahan—(1968) Business—B.S., Salem State Teachers College; M.Ed., Fitchburg State Teachers College—L404B, Ext. 340
Helen Rhynes—(1981) Clerical/Secretarial—A.A., Chipola Junior College—L401C, Ext. 267
Kathryn A. Roberts—(1979) Economics & Business—B.S., M.S., Florida State University—L404C, Ext. 269
Lee B. Shook—(1993) Accounting—B.A., University of Virginia; M.P.A., University of Southern Mississippi—L404A, Ext. 268

LRC/Library

Janet Wise, Library Specialist—B203, Ext. 273
Edna Long, Periodical Technician—B219, Ext. 274

Librarians

- Doris B. Herring**—(1979) Librarian/Media Specialist—B.S., Florida A&M University; M.A., University of Tampa; Ph.D., Florida State University—B201, Ext. 274
Nancy D. Nobles-Dunkle—(1978) Librarian/Head Cataloger—B.A., M.S., Florida State University—B205, Ext. 353

**Mathematics, Natural Sciences, Social Sciences,
 Allied Health & Physical Education**

Kitty Myers, Associate Dean
 (1981) B.A., University of Georgia;
 M.A., Ph.D., Florida State University
 D330, Ext. 316

Paul Huang—(1966) Biological Sciences/Science Fair Coordinator—
 B.S., National Taiwan University; M.S., University of Southern
 Mississippi—D318, Ext. 244

Pat Barfield, Secretary—D329, Ext. 319



Myers

Mathematics Faculty

- Brenda Alford**—(1993) Mathematics—B.A., M.S., Florida State University—FBTC
Linda L. Cleveland—(1982) Mathematics—B.S., M.S., Adv.M., Ed.D., Florida State University—D329, Ext. 243
C.C. Coleman—(1994) Mathematics—B.S., Auburn University; M.S., Florida State University; M.Ed., University of Georgia—D320, Ext. 343
JoAnn Everett—(1988) Mathematics—B.S., University of West Florida—D310, Ext. 281
Charlene T. Lord—(1990) Mathematics—B.S., Huntingdon College; M.S., Troy State University—D325, Ext. 326
Bonnie B. Smith—(1986) Mathematics—B.A., University of West Florida; M.A., Troy State University—D320, Ext. 324
Jean W. Taylor—(1989) Mathematics Lab—B.A., University of West Florida—D320, Ext. 324

Natural Science Faculty

- Francis W. Breivogel**—(1983) Chemistry/Physics—B.S., University of Notre Dame; Ph.D., University of California—D301, Ext. 250
June Mays—(1981) Biological Science/Chemistry—M.A., University of Florida; M.S., Chicago State University—D302, Ext. 251
Stephen Shimmel—(1985) Biological Sciences—B.S., M.S., Ph.D., University of Georgia—D311, Ext. 246
Allen Tidwell—(1994) Natural Science—B.S., University of West Florida; M.S., Troy State University—D307, Ext. 248



Psychology instructor Willie Spires, voted "Instructor of the Year" by the student body, is congratulated by SGA president Lucinda Griffin during Honors Night.

Social Science Faculty

Mary L. Andreu—(1973) Mental Retardation/Psychology—B.S., M.A., University of Florida—C1, Ext. 241
Melissa T. Cauley—(1994) Social Science—B.S., M.S., Florida State University—D308, Ext. 343
Robert Ivey—(1993) History—B.A. University of West Florida; M.S. Troy State University at Dothan—D302, Ext. 240
Mary M. McClendon—(1975) History/Social Science—B.S., Florida A&M University; M.A.T., University of Florida—D331, Ext. 261
Willie Spires—(1987) Psychology—B.A., University of West Florida; M.S., Ed.S., Troy State University—D309, Ext. 332
Rene C. Tharpe—(1978) Home Economics/Social Science—B.S., M.S., Florida State University—C20, Ext. 263

Allied Health

Kathy Wheeler, Coordinator
 (1995) B.S.N., M.S.N., Ohio State University—N439, Ext. 278
Betty Johnson, Secretary—N439, Ext. 296



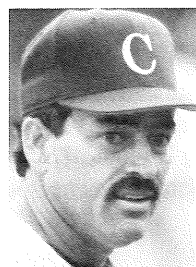
Wheeler

Nursing Faculty

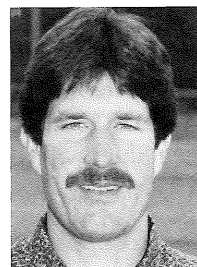
Mildred Cox—(1994) Nursing—B.S.N., Florida State University—N443C, Ext. 334
Sherry Carmichael-Tindall—(1993) Nursing—B.S.N., University of Florida—N443-B, Ext. 334
Carol L. Hardin—(1989) Nursing—B.S.N., State University of New York; M.S., Troy State University—N442, Ext. 294
Maria Scott—(1986) Nursing—B.S.N., Incarnate Word College; M.S.N., Troy State University—N439, Ext. 291
Carol Smith—(1986) B.S.N., M.S.N., University of Alabama—N439, Ext. 278
Barbara Taylor—(1988) Nursing—B.S.N., Florida State University; M.S.N., Troy State University—N439F, Ext. 291

Physical Education Faculty

Dell G. Hughes—(1989) Physical Education/Baseball Coach—B.S., Troy State University; M.Ed., Southeastern Louisiana University—R947, Ext. 234
Gordon B. Wells—(1988) Physical Education/Women's Softball Coach—B.S., Georgia Southwestern College; M.A., Murray State University—R952, Ext. 235
Monte Towe—(1995) Physical Education/Basketball Coach—B.A., North Carolina State University—R950, Ext. 236



Hughes



Wells



Towe

Student Services & Athletics

Alfonsa James, Dean
 (1988) B.S., Palm Beach Atlantic College; M.Ed., Florida A&M University—G413, Ext. 215
Betty Broome, Secretary—G410, Ext. 266



James

Office of Athletics

Annie O'Pry, secretary
 —R953, Ext. 302

Disabled Student Services

Gary Cook—Counselor
 (1993) B.A., Southeastern College of the Assemblies of God; M.S., Florida State University—K804, Ext. 397



Roberts



Cook

Testing

Jayne Roberts—Counselor and EA/EO Coordinator
 (1991) B.S., Florida State University; M.S., Troy State University—K804, Ext. 309
Lisa Shores, Secretary—A106, Ext. 295

Residence Hall

Linda Hatcher, Manager—F, Ext. 232
Dot Bell, Assistant Manager—F, Ext. 232



Hatcher



Roach

Financial Aid

Sybil Cloud, Manager
 —A138, Ext. 224
Cindy Barber, Secretary—A132, Ext. 293

Counseling

Kristin W. Hinson—Counselor/Student Activities
 (1990) B.M.E., M.S., Florida State University—G417, Ext. 314
Joan Miller—Articulation Officer & Counselor
 (1982) B.A., M.A., University of Central Florida—G412, Ext. 228
R. Lindsay Roach, Counselor
 (1991) A.B., M.Ed., University of South Carolina—G411, Ext. 290
Gayle Duncan, (1990) Career Specialist—M.S., Troy State University—G419, Ext. 317



Miller



Hinson

Single Parent/Displaced Homemaker

Addie Summers—(1991) B.S., Florida State University; M.S., Troy State University—N432, Ext. 208



Summers



Williams

JTPA

Margie B. Williams—(1986) B.S., Troy State University; M.S., University of West Florida—L400G, Ext. 339
Sherry Moore, Grant Specialist, L400F, Ext. 363
Sandra Harrell, Grant Specialist, L400E, Ext. 363
Kristine Gray, Instructional Aide, L400C, Ext. 396

Administrative & Business Services

Ron Ward, Dean

(1995) B.S., Golden State University
M.B.A., Liberty University
A146, Ext. 202

Annette Rash, Administrative Specialist—A146, Ext. 207



Ward

Data Processing

Dennis F. Everett, Director

(1984) B.S., University of West Florida—
A150, Ext. 216

Grace Barber, Programmer/Operator—A149, Ext. 217

Michelle Stone, Programmer/Operator—A149, Ext. 218



Everett

Business Office

Sherrill Wimberly, Comptroller—A139, Ext. 203
Carol Jean Crawford, Senior Cashier—A135, Ext. 204
Doris Williams, Accounting Clerk—A135, Ext. 220
Shirley Reid, Accounting Clerk—A135, Ext. 219
Shanda O'Bryan, Accounting Clerk—A135, Ext. 206
Diane Timmons, Fiscal Assistant—A141, Ext. 311

Personnel Services

**Karan Davis, Human Resources Manager—
A121, Ext. 205**
Nora Mayo, Secretary—A119, Ext. 351

Switchboard

Kim Collins, Operator—A, Switchboard, Ext. 0

Book Store

Debbie Dennis, Manager—K Basement, Ext. 258
Jacqueline Strickland, Clerk—K Basement, Ext. 258

Physical Plant

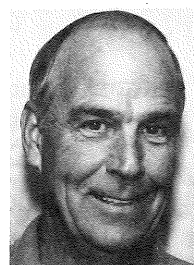
Sonny Wise, Manager—E, Ext. 310



Davis



Dennis



Wise

Physical Plant Staff—E, Ext. 254

Lucinda Baker, Custodian
Aggie Bell, Custodian
Robert Brown, Custodial Supervisor
Richard Edenfield, Electrician
Bernard Felton, Custodian
Annie Graham, Custodian
Wayne Herring, Maintenance Repairman

Bill Gause, Lead Groundskeeper
Wayne Hill, Inventory Clerk
Lucy Thomas, Custodian
Johnny Meredith, Groundskeeper
Craig Hightower, Maintenance Repairman

Faculty Emeriti

Augustus M. Adkison (1965-83)
Music

G. W. Allen, Jr. (1948-78)
Dean of the College

Elizabeth M. Barnes (1966-76)
Social Science

Walter Basford (1967-85)
Automotive

Mary Bennett (1969-74)
Manager, Student Center, (1983-85)
Head Dormitory Resident

Paul Braxton (1968-81)
Electronics

Theodore H. Brittain (1963-74)
Mathematics

R. Earl Carroll (1957-58, 1960-95)
Dean, Instructional Services

Albert B. Caraway (1966-82)
Dean, Vocational-Technical

Dorothy T. Clemmons (1967-88)
English

Robert Collins (1988-95)
Dean, Administration & Business

Ruth Davis (1948-49, 1964-87)
English

Raymond M. Deming (1969-79)
President

Eva J. Dixon (1955-79)
Director, Library Services

Eulles Edenfield (1969-85)
Automotive

Joe Fagan (1967-93)
Director, Testing

John E. Flynn (1964-81)
Humanities

Marlon W. Godsey (1965-91)
Counseling

Donald G. Holley (1970-91)
Major Appliances

Bonnie Holt (1956-91)
Physical Education

Merle Z. Houston (1963-95)
Director, Library

Frederick L. Howell (1965-80)
Dean, Vocational Division

Milton H. Johnson (1961-93)
Head Basketball Coach, Athletic
Director, Division Chairman Physical
Education

Elek J. Lehoczy (1965-76)
Mathematics

James A. Lewis (1957-93)
Business Manager, Academic Dean,
Business

Albert E. Lightfoot (1963-76)
English

Arthur R. Manning (1965-76)
Social Science

James H. McGill (1952-83)
Director, Physical Plant

Fauline J. Mathis—(1965-95)
Mathematics

Patricia B. Mathis—(1961-94)
Mathematics

Jay L. Mitchell (1962-90)
Physics and Physical Science

Margie G. Mixson (1966-79)
English

Darrell H. Morton (1965-85)
Biological Science

Sidney Mordes (1959-83)
Geography and Social Science

Lawrence Nelson (1960-87)
Coordinator, Fine Arts

David Nicholson, (1962-93)
Chairman, Mathematics, Natural &
Social Sciences

James S. Pavy (1956-88)
Physical Education

Chester H. Pelt (1948-50, 1954-73)
Philosophy and Sociology

Frederick B. Peters (1957-65, 68-93)
Business Manager, Business

Mertice B. Ringer—(1961-92)
Director, Institutional Planning & Research
and CJC Foundation

Robert E. Ringer (1960-83)
Chairman, Natural Science and Mathematics

R. A. Rogers (1970-82)
Carpentry

William H. Stabler (1961-89)
Director, Library Services

Josephine Story (1955-86)
Chairman, Natural Science and Mathematics

Tommy J. Tharp—(1965-94) Physical Science
Wilbur I. Throssell (1954-71)

Chairman, Literature and Language

Cleatus C. Toole (1967-78)
Welding

Jeanette P. Watford (1969-88)
English and Speech

C. D. West, Jr. (1960-78)
Registrar and Admissions Officer

Kenneth R. Whitehead (1983-95)
Electronics

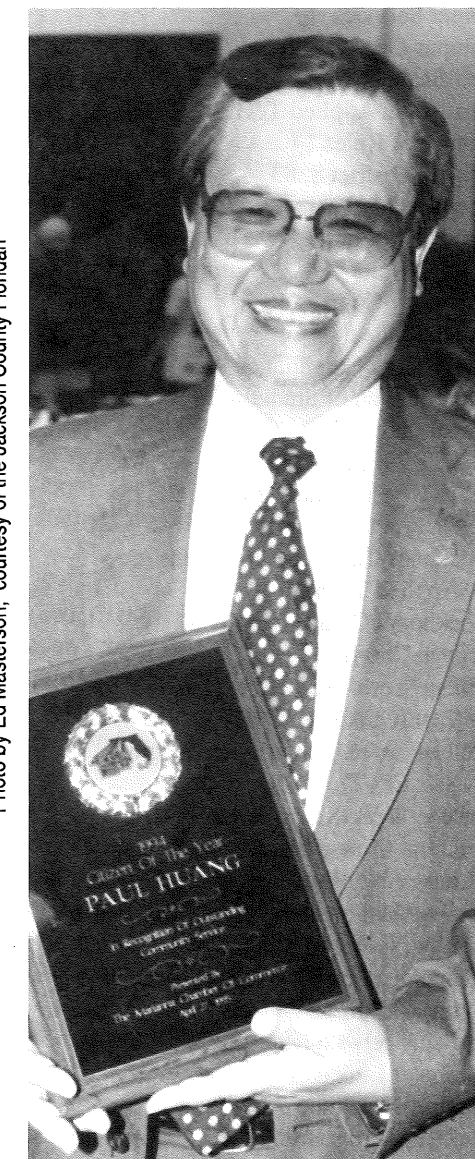


Photo by Ed Masterson, courtesy of the Jackson County Floridian

The Marianna Chamber of Commerce named biology instructor Paul Huang Citizen of the Year in April, recognizing his outstanding leadership, service and positive influence in the community. Whenever he is not teaching students at CJC, he is working on civic projects, especially those that benefit youngsters. Under his leadership, the Optimist Club has raised money and endowed several scholarships at CJC. One of his most time consuming, extracurricular activities is coordinating the Chipola Regional Science and Engineering Fair each year.

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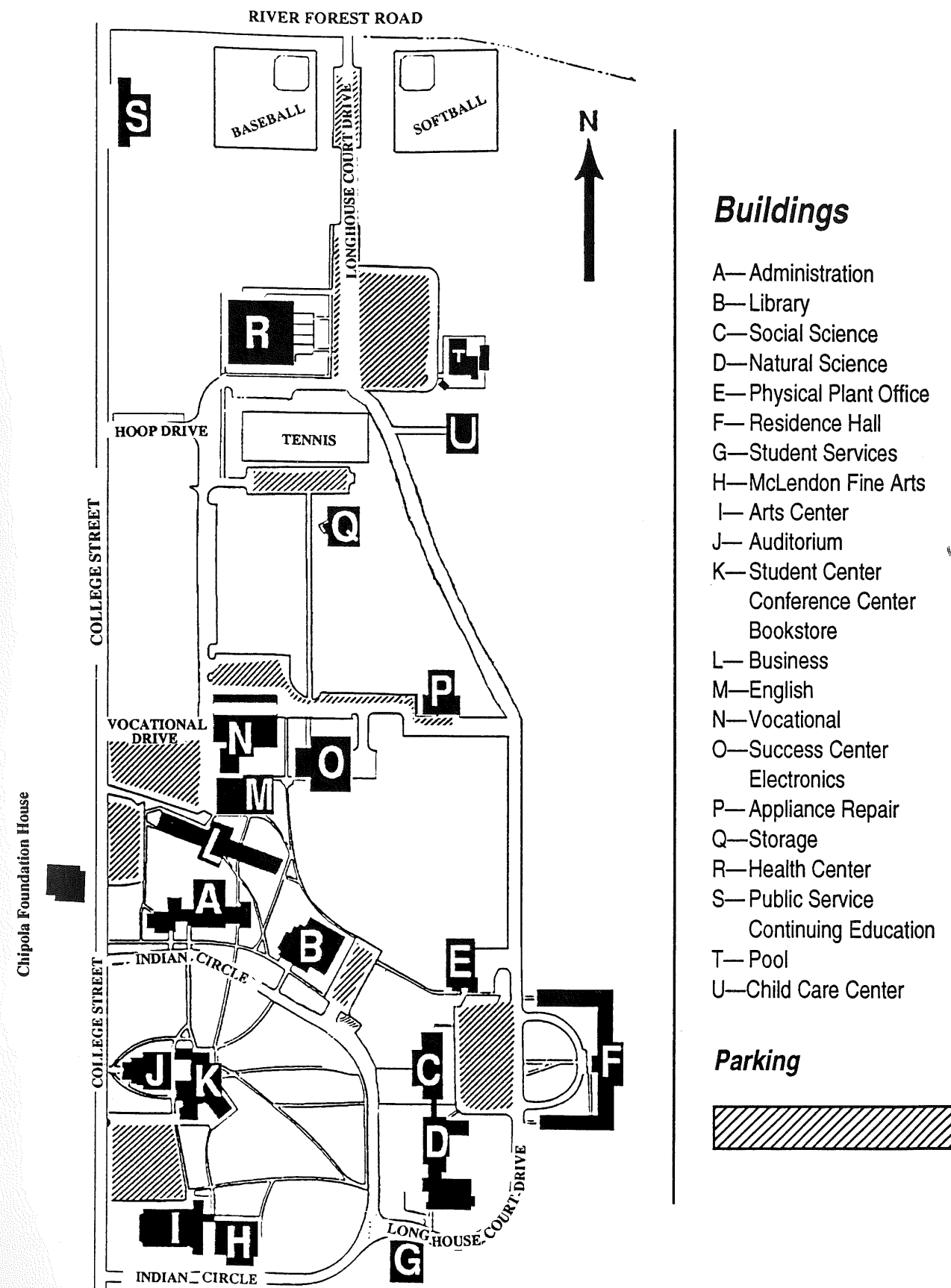
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Campus Map





CHIPOLA
JUNIOR COLLEGE

3094 Indian Circle
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