
2002-2003 CATALOG

CHIPOLA JUNIOR COLLEGE



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

Chipola Junior College is accredited by the Commission on Colleges
of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4098; telephone number 404-679-4501)
to award Associate in Arts degrees, Associate in Science degrees, and Certificates of Training.

NOTICE REGARDING CHANGES TO POLICIES

The provisions of this publication are not to be construed as a contract between the student and Chipola Junior College. The College reserves the right to change any provision or requirement when such action becomes necessary. The student is advised to work closely with the counselors/advisors to verify the appropriateness of the courses for which to register.

The student is expected to be familiar with all rules and regulations of the College, including official announcements listed in the Class Schedule. The student will be held responsible for the observance of all rules and regulations.

An Equal Access/Equal Opportunity Institution.

This publication is available in alternative format upon request.

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Chipola provides excellent opportunities for its students

A half-century ago, a few visionary educators and citizens dreamed of a new kind of higher education opportunity for the people of North Florida. Their dream became a reality with the creation of Chipola Junior College.

During 54 years of continuous operation, the college has become known for its high academic standards, excellent teaching, small classes, reasonable fees, beautiful campus, and friendly hometown atmosphere.

The one constant that has made Chipola great is its emphasis on excellence in academic and extracurricular programs. Chipola 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.

Chipola utilizes a Success Center, Writing Center and Math

and Science Computer Lab with faculty to help the student outside of regular class time. Students also have the latest in internet access in the college's Technology Center. 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 star-quality drama productions, instrumental music, show choir, chorus, and visual arts presentations.

Chipola's athletic teams have a strong tradition of winning programs in men's and women's basketball; baseball and softball. 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 during its second half-century.

Dale O'Daniel, President



ABOUT CHIPOLA



Report Card
Philosophy
Innovations & Achievements
Background
Demographics

OVERVIEW OF THE COLLEGE

Report Card

"Though Chipola has changed on the outside, what goes on inside these buildings remains the same: caring, professional instructors - teaching, and the finest students anywhere - learning."

Dale O'Daniel, President

At a recent graduation ceremony, Dr. Dale O'Daniel provided an explanation of why Chipola after 54 years is still one of the top-ranked community colleges in the state: the success of its students.

Some of Chipola's most successful alumni include: Malcolm Gillis, president of Rice University; Johnnie Mae Gibson, once the highest-ranking Black woman in the FBI; Buck Showalter, former manager of the New York Yankees and the Arizona Diamondbacks; Amos McMullian, the president and CEO of Flowers Industries; and Col. Westanna Harvey Bobbitt, once the chief protocol officer at the Pentagon.

In 1999, Chipola ranked first in the percentage of Florida Undergraduate Scholars enrolled. One of every 17 students attending Chipola had received one of the prestigious scholarships. These scholars are students whose high school grade point averages and SAT scores entitle them to state scholarships of over \$2,000.

"The credit for preparing students to become undergraduate scholars belongs to their grammar and high schools," Dr. O'Daniel said, "but the fact that so many of them choose to attend Chipola says a lot about our reputation for quality instruction."

"Undergraduate Scholars are going to succeed, no matter what college they attend, but Chipola also has great success with below-average or underprepared students," the president said. "We have an open door policy, which means we accept students no matter what their previous level of achievement. We accept students who cannot get into the universities at the freshman level. Then we 'add value' to them by getting them ready to compete successfully at the universities."

In support, Dr. O'Daniel cited three state reports.

- One report shows that CJC ranks first in the percentage of students who have to take college prep or remedial math courses when they enroll at CJC, but who then go on to pass their required college-level math courses. CJC's success rate for these students is 73 percent; the statewide rate is 46 percent.

- CJC ranks sixth in the state in the percentage of students who have to take college prep or remedial reading when they enroll, but who go on to pass their required college-level English courses. CJC's success rate is 77 percent, while the state rate is 62 percent.

- CJC ranks fourth in the state in the percentage of students who have to take college prep or remedial courses when they enter college, but who go on to pass the CLAST exam. Chipola's suc-

cess rate with these students is 76 percent, while the statewide rate is 63 percent.

Whether individuals start out as Undergraduate Scholars, average students or below-average students, by the time they graduate from Chipola, they are ready to compete with university students who began as freshmen at the university.

The grades of CJC students who are now attending the universities give CJC a fourth place ranking statewide in the percentage of students who make passing grades (2.0 or better). Chipola's passing rate is 91 percent; the state average is 87 percent.

Chipola ranks fourth in the state in the percentage of job placements of students who complete one of its Workforce Development programs. State reports show that 97.40 percent are placed in jobs; the statewide average is 83 percent.

Credits and Official Standing

Accreditation & Affiliations

Chipola Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4098; telephone number 404-679-4501) to award Associate in Arts degrees, Associate in Science degrees, and Certificates of Training.

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 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 nondiscrimination with regard to all employees, students, and services to

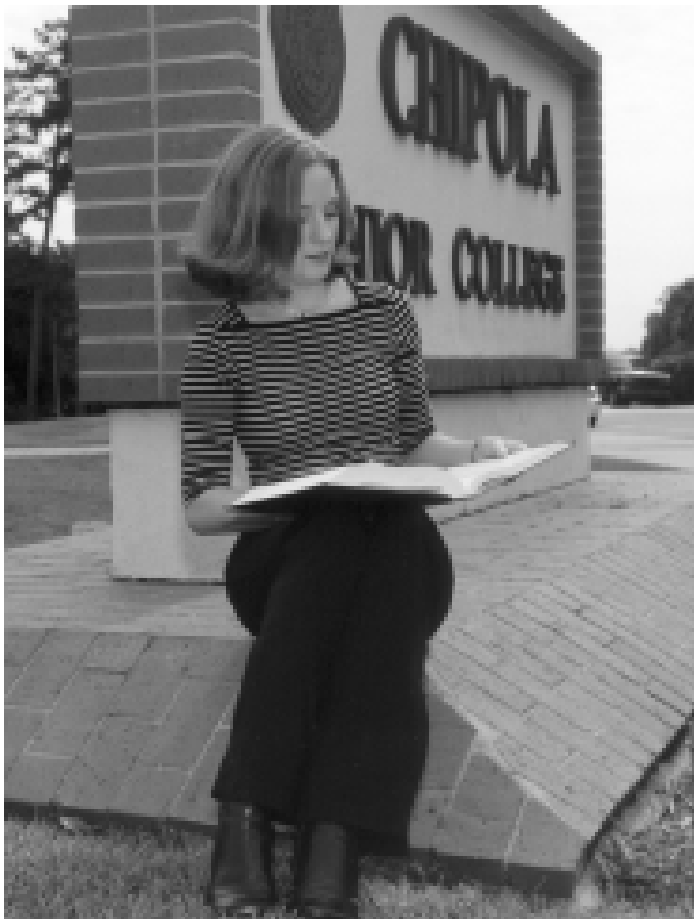
the community. Specifically, the college has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246, as amended. All members of the college faculty, staff, and student body are expected to subscribe to this assurance of compliance and to assist 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, color, creed, national origin, age, sex, veteran's status, disability, or marital status in its employment practices or in the admission and treatment of students.

The Equal Access/Equal Opportunity Office is in Building G.

Philosophy and Purpose

Chipola is a comprehensive public community college whose primary purpose is to provide accessible, affordable, quality educational opportunities to the residents of Calhoun, Holmes, Jackson, Liberty and Washington counties and to all others who choose to attend. The college creates a student-oriented atmosphere of educational excellence and maintains an intellectual environment which inspires the full development of each individual's goals, abilities, and interests. Because there is no substitute for quality instruction, the college empowers faculty members to establish and achieve the highest possible standards. The college also promotes a strong working relationship with communities, businesses, state agencies, and other educational institutions.



Mission and Programs

Revised in 1996

The Chipola Junior College mission is to serve students in four major areas:

1. Providing educational programs which include general and pre-professional classes which lead to the Associate in Arts degree for transfer to other colleges and universities.
2. Providing Workforce Development programs which lead to Associate in Science degrees which prepare students for jobs in their communities, and Certificates of Training to develop or upgrade career skills.
3. Providing continuing education opportunities related to cultural and governmental changes and personal development, both mentally and physically.
4. Providing a broad range of student services and instructional and administrative support.

Goals

To fulfill this mission, Chipola Junior College is committed to the following:

1. Providing quality academic, Workforce Development and continuing education programs, including sufficient instructional support to meet the needs of students.
2. Presenting the college and its programs in positive ways, making every effort to attract and enroll as many students as possible by marketing the college through a variety of methods, and enrolling students in efficient and customer-oriented ways.
3. Providing a wide range of academic, developmental and support services to help retain students in educational programs, to decrease the percentage of students who drop out, and to increase the percentage who complete their programs of study.
4. Promoting the responsible management of college resources by maintaining sound fiscal operations, seeking additional resources, improving college facilities, and providing an environment conducive to progressive implementation of technology.
5. Encouraging staff and organizational development by supporting an efficient and productive work environment where employees demonstrate competence, integrity, and professional excellence.
6. Fostering strong community involvement and Workforce Development by supporting local and state economic growth and encouraging civic, cultural, recreational and service activities.
7. Maintaining a strong reputation of promoting satisfaction and long-term success by equipping students with the knowledge and skills necessary to pursue their goals and become more productive citizens.

Innovations and Achievements

Chipola is one of the oldest junior colleges in the nation. Thus, it 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.

Technology

People of all ages, from toddlers to senior citizens, are embracing technology as never before. This increased dependence has been recognized, and embraced, at Chipola Junior College. From “hand-holding” the beginner to supplementing the proficient, Chipola provides the technological resources for students to advance their skills, no matter the level of expertise.

2000-2001 ushered-in a new age of technological integration into the curriculum. Automotive Service Technology students and Electronics Technology students now have some of the most advanced, computer-assisted diagnostic equipment available. Instructors have the capability to simulate equipment failures and electronically track students’ progress toward diagnosing the simulated failure. Supplemented by expert instruction, students receive valuable “hands-on” training.



Shortages in the technology industry have not gone unnoticed either. Students interested in the high-demand field of computer support may now take advantage of a state-of-the-art lab designed to help students certify as Microsoft Certified Service Engineers (MCSE). Supplemented by two software contracts with Microsoft Corporation, students are insured of access to the latest releases of industry-leading software. Curricula in programming, networking, office applications and business applications are all available at Chipola.

Chipola’s networking infrastructure was upgraded in March 2001. All new Cisco switching equipment was installed to support a new Gigabit Ethernet backbone. Additional fiber optics were also installed to supplement data/video transmission. In addition, Internet bandwidth was quadrupled, with the capability of expanding seven times more.

Plans for 2002-2003 include newly renovated business/networking/programming facilities, installing multimedia capability in more classrooms, additional student services via the Web, and the addition of an electronic bulletin board system.

Arts

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.

The 2001-2002 season saw outstanding productions of “Rumors” and “Footloose.” All performances were sold out. “Footloose” sold out in a record breaking less than two days box office.

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. Show Choir routinely performs its popular show at Walt Disney World in Orlando.

Athletics

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 regularly appear in the state tournaments.

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

The 2001-2002 year was memorable for several reasons. In March 2001, the Men’s and Women’s State Basketball Tournament returned to CJC for the seventh year. The tournament is co-spon-

sored by the state's most active community college booster organization—the Chipola Appreciation Club. The group has successfully captured a five-year contract for Chipola to host the tournament through 2006. The Appreciation Club has raised over \$500,000 for CJC athletics over the past ten years.

In 2001, the baseball team continued its winning tradition with wins over nationally ranked teams, winning the conference title and finishing second in the state championship tournament. Many graduating sophomores have accepted scholarships in Division I schools.

The softball team and the women's basketball team continue to be competitive in conference play, including a state tournament appearance in 2000.

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.

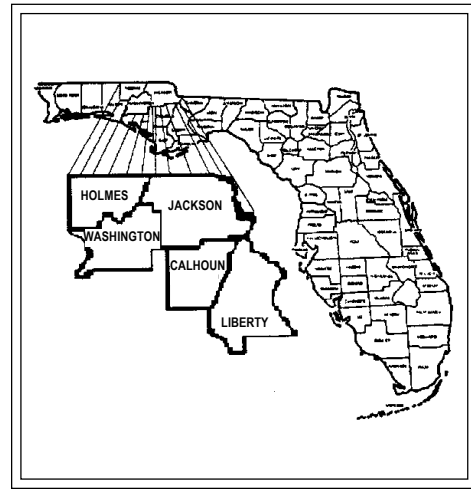
The original district of Calhoun, Jackson and Washington Counties was expanded later to include Holmes and Liberty Counties.

A milestone in the history of CJC occurred in 1953 when the campus moved from its original location at the former Graham 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 26. 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, 1987, and 1997.

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 40 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.

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 road through the campus and additional parking spaces were completed during the Summer of 1995.

A new wing on the Fink Natural Science Building, housing state-of-the-art science labs, opened for the Spring Semester of 1996.

A Child Care Center was dedicated by the Board of Trustees in February of 1996 and is caring for up to 80 children. A new parking lot, adjacent to the Workforce Development Building, was completed during the Summer of 1996.

During the Spring of 1996, crews laid fiber optic and copper cabling for Chipola's new \$380,000 telecommunications upgrade. Telephone service over the system was implemented during the Summer of 1996, followed by electronic linkage of all computers on campus during the 1997-98 school year.

The 1998-99 year saw the completion of the Public Service Building. A new Literature/Language Building opened in the Summer of 2000. Also during the 2000-2001 year, the college saw the completion of the renovation of the Continuing Education/Conference Center building and the Cafeteria. A new Literature/Language parking lot, Firing Range Classroom and Defensive Driving Range were also added. The Physical Education Complex/Health Center addition, a new Health Sciences facility and a substantial Library renovation will be completed by the Fall of 2002.

Demographics

The majority of students who attend Chipola Junior College are natives of the five-county district served by the college. Thus, most students are from a rural or small town background. Marianna, with a population of about 10,000, is the largest city in the district. The population of the entire district is less than 94,000. Most regional students commute to the campus. Most out-of-state and foreign students live in Chipola's Residence Hall.

The major industries of the Chipola District are agriculture and forestry. The district is Florida's top producer of peanuts and a major producer of beef cattle. The second largest income producing industry in the area is corrections. A federal correctional facility, six state prisons, and a juvenile corrections center are located within the five counties. Unlike most of the state, tourism is not a major industry in the district, although thousands visit annually to fish in Lake Semi-

nole and the many other rivers, lakes, streams and ponds.

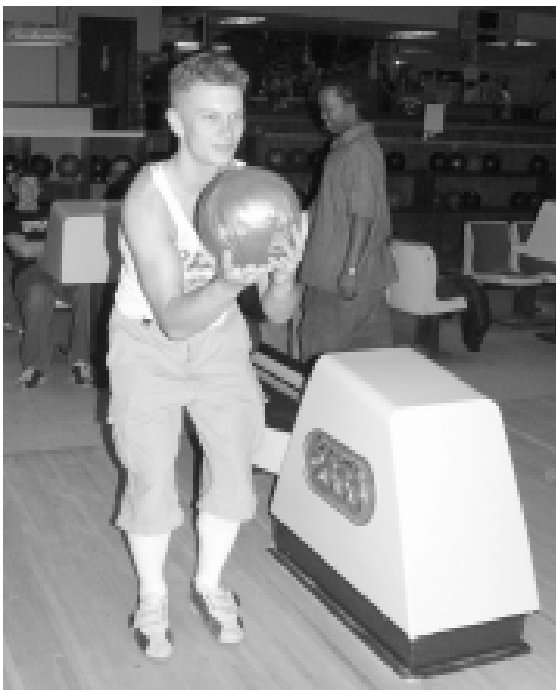
The racial makeup of the college is 77 percent white, 20 percent black, 2 percent Hispanic and 1 percent Native American or other.

The gender mix at CJC is 55.6 percent female and 44.4 percent male.

In contrast with most urban community colleges, students 17 to 24 years old make up the majority of Chipola's student body, some 61 percent. The remaining age groups are represented as follows: 11 percent 25 to 29, 24 percent 30 to 49, and 4 percent 50 and above.

Because the majority of students commute and some 60 percent hold part or full time jobs, most classes are scheduled between 8 a.m. and 2 p.m. Evening classes meet Monday through Thursday. During the summers, classes meet four days a week, Monday through Thursday.





STUDENT SERVICES



- Student Activities**
- Financial Aid**
- Library**
- Residence Hall**
- Student Center, Cafeteria, & Bookstore**
- Services for Students with Special Needs**
- Accident, Illness, Medical Services
& Health Insurance**
- Safety**

STUDENT SERVICES

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 a voice for the students. All students enrolled at Chipola are SGA members and are invited to come to the meetings. It is a great opportunity to meet people, learn leadership skills, and be more interactive with your experience at CJC. All students with a 2.0 or higher Grade Point Average are eligible to run for an SGA office or to serve the Association through an appointed position. Elections are held twice a year, once in the fall and once in the spring.

Special Events: Check the calendar for special SGA sponsored events such as Fall Festival, Spring Frolics, Homecoming, seminars, blood drives and more. Admission to these events is free to any CJC student with a current I.D.

Theater: Students are encouraged to participate in the college theater program, which presents a season of two or three major productions each year. Students and 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 Rock and Jazz Ensemble for instrumental students. All music organization personnel cooperate in the production of musical programs. Students interested in any of the music activities are urged to contact the Director of Fine and Performing Arts.

Sports and Intramurals: The Intercollegiate Athletics program at Chipola has a rich history and a winning tradition. The college participates in intercollegiate men's baseball and basketball and women's softball and basketball. The games that draw the most fans are those played against opponents in CJC's league, the Panhandle Conference.

The college provides a variety of opportunities for students to participate in individual and team sports through its intramural and extramural programs. These activities are open to all CJC students. They enrich the student's total educational experience by helping to build friendships and by providing valuable social skills. Students should watch for announcements throughout the year concerning various tournaments and competitions. Female students are encouraged to participate. Contact the Office of Student Activities for information.

Campus Organizations

Chipola sets aside an activity period on Wednesdays and Fridays at 10 a.m. so all students may participate in organizations. Very few classes are scheduled during the activity period.

Baptist Campus Ministry. Sponsored by the Florida Baptist Convention and local Southern Baptist churches, BCM is open to people 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.

Brain Bowl Team. This group of academically talented students represents Chipola at the Regional and State Brain Bowl Tournaments.

CJC Collegiate FFA Chapter. This organization is comprised of former members of local FFA Chapters who want to continue their leadership and service on behalf of the college. Its purpose is to provide service and support to the college, local FFA chapters and the state FFA organization through the agricultural community.

CJC Players. This organization provides service through theatre projects, awareness of theatre productions and social events. If you like acting, singing, or just being part of the show this is the ticket for you!

Cheerleaders. The cheerleaders promote school spirit at sports events. Membership is determined by competitive tryouts.

Chi Alpha. Sponsored by the West Florida Assemblies of God Association, Chi Alpha is open to people of all denominations. Its purpose is to provide worship experience and Christian fellowship for participating students.



Fellowship of Christian Athletes. This is a national organization which exists to serve the athletic community, undergirded by God's Spirit, and operating in the lives of available persons.

Freshmen Student Nurses Association. The Freshmen Student Nurses Association begins preparing nursing students for the assumption of the professional responsibilities of a Registered Nurse.

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

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.

Nightingales. This organization, open to students in the LPN program, provides opportunities for interaction with students in other programs.

Papoose. The Papoose members are responsible for producing and publishing the student newspaper under the direction of a faculty advisor.

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.

Sophomore Student Nurses Association. The Sophomore Student Nurses Association is a continuing group of nursing students that has completed 24 hours or more of course work. The association prepares students for the assumption of professional responsibilities of a Registered Nurse.

Students in Free Enterprise. SIFE exists to create an atmosphere of cooperation, creativity, competition and awareness of the free enterprise system.

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. A GPA of 3.0 is required.

Student Government Association. All students enrolled at Chipola are members of SGA and are invited to come to the meetings. SGA sponsors student activities and represents students' interest through contact with the college administration.

Voter Registration

Chipola Junior College offers the opportunity for each student to register to vote in the State of Florida. You may pick up a Florida Voter Registration Application Form in the Student Activities Office, Building K, Room 104 or in the Office of Students with Disabilities, Building G, Room 109.

Financial Aid

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, or call (850) 718-2293. New scholarships are created and added to the list throughout the year, and the office receives many notices of university scholarships that are intended for graduates of community colleges.

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/her family, as well as any special problems. Such need is determined by completing the Free Application for Federal Student Aid (FAFSA) or applying over the internet with FAFSA on the web (www.fafsa.ed.gov). Financial Assistance may consist of scholarships, grants, loans, and part-time employment, individually 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 outlined in the "Academic Standards" section of this catalog. Additionally, students who are in default on federal student loan or who owe the college for an overpayment of the grant are ineligible for additional financial aid until the debt is satisfied.

The following types of aid are administered:

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 a maximum of 15 to 20 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 FAFSA 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 fresh-

man year and \$3500 during their sophomore year at CJC. Interest is paid by the Federal Government 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 FAFSA 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 FAFSA must be submitted to participate in this program.

According to Federal Regulations for Stafford Loans, Chipola Junior College must delay payment to all first-time borrowers until 30 days after the first day of class. Students should note this delay in payment and make the appropriate financial arrangements. All borrowers must participate in pre-loan counseling prior to receiving the loan. Prior to leaving Chipola Junior College, Stafford Loan borrowers are required to undergo exit counseling. Loan recipients who graduate or drop below half-time status or will not return to Chipola Junior College should contact the Financial Aid Office to obtain the appropriate paper work.

(Exit Only) If a student has contacted the school, the lender, and the guarantor agency regarding a dispute on the loan(s) and the dispute has not been resolved, the student may contact the Department of Education's Student Loan Ombudsman's Office. An Ombudsman is available as a neutral party to work with the student and all agencies involved to assist in resolving disputes. The DE Ombudsman may be contacted at the address below:

Office of the Ombudsman,
Student Financial Assistance
Room 3012 ROB #37th and D Street SW
Washington, DC 20202

Federal Parent's Loan for Undergraduate Students is a loan made available to parents of dependent undergraduate students. The interest rate is variable.

Industrial Education Scholarship for recent high school graduates will pay a student's tuition for one semester a year while he or she is enrolled in a vocational industrial program of study. For further information contact the Dean of the Workforce Development 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 Director of Fine and Performing Arts, in addition to making application for aid.

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

c. Science lab assistantships—Awards are recommended by a committee of the natural science and mathematics faculty. Contact the Associate Dean of Mathematics and Sciences for further information.

d. *The Papoose*—Awards are made to outstanding leaders of *The Papoose* (student newspaper) staff. They are recommended by the Board of Student Publications.

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

f. Theater scholarships—The Theater Department recommends these awards. Contact the Director of Fine and Performing Arts for additional information.

g. Dual Enrollment—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 Grant (FSAG), is a need based grant awarded to Florida Residents for educational purposes of at least one year, who demonstrate exceptional need, who are enrolled full-time by the end of regular drop/add. Part-time funding is also available to students. Funds are limited and CJC will notify students of their eligibility.

Students with a documented disability, as defined by the Americans with Disabilities Act, shall be eligible for consideration for State financial aid while attending Chipola Junior College on a part-time basis. The State Board of Education has established the necessary criteria for documentation of the student's disability; Chipola Junior College will make the determination as to whether or not the disability is such that part-time status is a necessary accommodation.

Florida Bright Futures Scholarships

Florida Academic Scholars is a merit scholarship program for students with outstanding high school academic achievement. This scholarship pays 100% of tuition and those fees determined by DOE (including lab fees up to \$300 per semester) plus \$300 per semester book allowance (excluding summer term).

Florida Gold Seal Vocational Scholars is a scholarship awarded to high school graduates who have earned the Vocational Gold Seal Endorsement and will enroll in a post secondary degree or certificate program. This scholarship pays 75% of tuition and those fees determined by DOE (including lab fees up to \$300 per semester).

Florida Merit Scholars is a merit scholarship for students with outstanding high school academic achievement. This scholarship pays 75% of tuition and those fees determined by DOE (including lab fees up to \$300 per semester).

Florida Academic Scholars is a merit scholarship program for students with outstanding high school academic achievement. This scholarship pays 100% of tuition and those fees determined

State Scholarships

"Chappie" James Most Promising Teacher Scholarship Program is a scholarship program for public high school seniors who plan to pursue a teaching career. Applications must be submitted by the high school.

Children of Deceased or Disabled Veterans Scholarship is for dependent students of deceased or 100% disabled veterans. Scholarship includes tuition and fees.

Robert C. Byrd Scholarship is a merit scholarship awarded to outstanding high school graduates. Nominations are made by high school principals.

Seminole/Miccosukee Indian Scholarship is for Seminole and Miccosukee Indians of Florida - amount of scholarships determined by tribe.

Additional state programs are described in the State of Florida brochure available in the Office of Financial Aid. For applications and further information, contact the Florida Department of Education, Office of Student Financial Assistance, 255 Collins, 325 W. Gaines Street, Tallahassee, Florida 32399-0400 or call 1-888-827-2004.

How to Apply

All students applying for financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Applications are available in the Financial Aid Office and at most high school counselors' offices. Paper processing requires four to six weeks; however, students may choose to access the federal internet website at www.fafsa.ed.gov and provide the CJC school code (001472). Applying on the Internet shortens the processing time to approximately two weeks. Students must reapply each year beginning in January using current income tax information.

Applications for financial aid should be made well in advance of registration. The **PRIORITY CONSIDERATION DEADLINE** for applying for financial aid at CJC for 2002-2003 year is May 1. If a student is determined to be eligible for financial aid by the Department of Education and meets the priority consideration deadline, he or she may expect to receive an award letter indicating the amount of available funds. Students who failed to meet the May 1 deadline are not guaranteed to receive an award letter before the registration deadline and must assume responsibility for any necessary payments for fees and books.

In addition, all applications dated May 1 or earlier will be given first priority in determining eligibility for the Florida Student Assistance Grant, Federal Supplemental Education Grant and Federal Work-Study Program.

Foundation Assistance

The Chipola Junior College Foundation, a nonprofit support organization for the college, provides a means for individuals, groups and businesses to make tax deductible 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 2000-01

fiscal year, over \$663,000 was expended by the Foundation for tuition and books for the students on scholarships administered by the Foundation.

Some Foundation scholarships are designated for specific majors; others are designated by county of residence or high school attended. Many scholarships are based on financial need and merit; some 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 (850) 718-2370 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.

Library

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia formats to support the educational objectives of the College. The collection consists of more than 38,000 print books, 15,000 electronic books, 3,800 audiovisuals and over 220 periodical subscriptions to magazines, journals, and newspapers. Computers with Internet access offer a gateway to the CJC online catalog and numerous full-text databases. LINCCWeb, Florida's Library Information Network for Community Colleges, can be accessed on the Internet at <http://www.lincweb.org>, either on campus or remotely from any computer. Chipola's e-books are available through NetLibrary at <http://www.netlibrary.com>. The Library also has connections to NewsBank for online newspaper articles and the Electric Library for multimedia articles.

Library services include "Ask-A-Librarian," local reference assistance available 24-hours a day through LINCCWeb. Reserve materials for courses, audiovisual viewing/listening equipment, photocopy machines, study rooms, and individual carrels are also provided. The Library instructional program offers reference and research support, print "how-to" guides, orientations, as well as group and individual instruction on use of information resources.

Currently enrolled students and College employees may check out Library materials. The CJC photo ID card serves as a Library card. Reciprocal borrowing privileges are extended to students and staff of Florida's public colleges and universities. Members of the local community are invited to purchase lifetime membership cards to borrow items.

The Information Technology Center on the second level of the Library is equipped with 25 computer workstations operating state-of-the-art hardware and software. Admittance to the lab requires current CJC photo ID.

Library and Information Technology Center hours are posted each semester at the building entrance.

Student Center, Cafeteria, and Bookstore

Student Center

The Student Center Building (K) contains the Cafeteria and Office of Student Activities/SGA on the main floor, and the Bookstore in the basement.

Special groups who wish to use areas of the Student Center must schedule with the Vice President, Administrative Affairs.

The Student Center is subject to much use and the cooperation of everyone is necessary in keeping it neat and attractive. The following rules are in effect:

1. Trash should be deposited in appropriate containers.
2. Used dishes and glasses should be returned to the dish-receiving room.
3. Excessive noise or disorderly behavior will not be tolerated.
4. The cafeteria will not cash checks or extend credit.
5. No gambling or profanity is allowed in the Student Center.

College Cafeteria

The college cafeteria operates in conjunction with the Culinary Management instructional program. The cafeteria operates during both the fall and spring semesters offering breakfast and lunch selections. It is located in the Student Center. Vending machines are located in most buildings on campus.

College Bookstore

Refund Policy: New and Used Books

Students may return any purchased textbook(s) and receive a refund providing the following conditions are met:

1. Students must present the cash register when books are returned. A receipt will be given when books are purchased. It is the responsibility of the student to keep it.
2. Books purchased prior to the beginning of the Fall or Spring semester must be returned no later than the tenth class day (14 calendar days) into the current semester, and the fourth class day into the Summer terms.
3. A student I.D. and the student's official drop/add form must be presented at time of refund request.
4. To receive a 100% refund, all new books must be clean and in absolutely new condition when returned. **Students should not remove any plastic covering or "shrink wrap" from books nor should they write in or make any notations within the books until they are absolutely positive they will keep the purchase.**
5. A 75% refund will be given to students who return new books if the plastic covering or "shrink wrap" has been removed, or if the books have been written in or are not clean and in absolutely new condition.
6. A 100% refund will be given to students who return used books, with register receipt, no later than the tenth class

day (14 calendar days) into the Fall or Spring semester, and the fourth class day into the summer terms if those books are in the same condition as when purchased.

7. Books purchased after the tenth class day (14 calendar days) into the Fall or Spring semester, and the fourth class day into the Summer terms, must be returned within three days from date of cash register receipt or with proof of schedule change. Books must be in original condition to receive 100% refund of purchase price.

Defective Books

If a student purchases a new textbook and it is found to be defective, it should be returned to the bookstore immediately. It will be replaced at no charge.

If a student purchases a used textbook and it is found to be defective, it should be returned to the bookstore immediately. It will be replaced with another used book, if one is available. If no used books are available, a new textbook will be offered to the student; however, the student must pay the difference between the cost of the used textbook and the cost of the new textbook.

Cancelled Classes

If Chipola Junior College cancels a class, the refund policies outlined above apply to the return of textbooks purchased for that class.

Services for Students with Special Needs

Office of Students with Disabilities

Chipola Junior College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students who have disabilities are requested to voluntarily contact the Office of Students with Disabilities, located in Building G. Students who identify themselves and provide necessary documentation will be eligible for support services. Documentation should be provided by a medical doctor, a psychologist or by other licensed or certified specialists recognized to treat the specific disability. To ensure timely accommodations, students should request services prior to the beginning of classes for each semester. Accommodations such as note takers, tutors, interpreters, untimed testing, and individualized pre-registration assistance are available. Specialized equipment such as cassette recorders for "Books on Tape" and closed caption TV are available. The Kurzweil Reading System, a voice synthesized computer aid, may be used in the math lab, both English labs and the Success Center. Wheelchair desks are available as needed.

The Board of Trustees of Chipola Junior College has established policies and procedures for reasonable substitutions for eligible students to meet admission and graduation requirements. A student may appeal a denial of the course substitution request. To begin the appeals process, the student should contact the Dean of Student Services, located in Building G.

The college campus is accessible and special parking is available. The decal used for disabled campus parking must be the official disabled student parking decal. All other disability decals will be ticketed. For information and assistance, students should contact the Office of Students with Disabilities located in Building G, (850) 718-2417.

Note: The college does not provide personal attendant care or transportation.

Displaced Homemaker

Usually referred to as “New Beginnings,” this program is designed for the single parent who would like to return to school. Assistance is available for Workforce Development Certificate Programs, Associate Degree Programs, or Continuing Education Classes. This program serves students who are 35 years old, or older, and have lost their main source of income due to divorce or death of a spouse. Services available include assessment, advisement and referrals, and financial assistance. This program is funded by a state grant and provides for cost of tuition, books, and supplies for those who qualify.

Success Center

The Success Center is a learning program designed to assist all students and potential students in identifying academic deficiencies which may prevent them from achieving their college goals. Students are encouraged to visit the Success Center and take an assessment test in math, reading and language. Any academic deficiencies can be corrected with an individualized learning program. Students work at their own pace and trained personnel assist students individually. For further information, see page 99.

Career Services

Students who have questions about various careers may visit Student Services located in Building G. Career information and CHOICES—a computerized career exploration system—provide career information to students. Student Services has catalogs from several public and private institutions in Florida available for student use, as well as a variety of printed materials. Check the Career Center website for online career exploration and information. Applications for all state universities in Florida are also available.

Accident, Illness, Medical Services and Health Insurance

In the case of accident or illness occurring on campus, students should contact the Administrative Services Office in Room 146, Building A (Extension 2207 or 2202); or, during the evening, if an actual emergency exists, dial 911 and report the emergency to the Jackson County Sheriff's Office. A Jackson County Sheriff's officer is assigned to this campus. The officer will be dispatched immediately to the emergency location. Although the college has no medical facilities, Jackson Hospital is located only blocks away. Emergency First Aid kits are located in each building on campus.

Medical Services

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.

Emergency treatment by private physicians or hospitalization is at the students' or parents' expense; however, the Administrative Services Office or the Student Services Office should be notified in the event of illness or accident.

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

Health Insurance

The college does not provide health or hospitalization insurance for any student. Students or parents must provide health insurance.

Safety

Student Rights

The college seeks to prevent disease and accident by maintaining a healthful environment. Students are furnished with safeguards to reduce or eliminate accidents and injuries. Faculty responsible for supervision of students and student activities take precautions to protect the health and safety of every student. Students who work or study in areas where accidents are more likely to happen will be properly oriented in the use of equipment, safety procedures to help protect fellow students, and proper action in case of an emergency.

The annual Crime Statistics report is available to all students in the Student Services Office, G-105.

In case of emergency, call the Vice President for Administrative and Business Services, ext. 2202 or 2207, or the Dean of Student Services, ext. 2228 or 2424.

Student Responsibilities

Students are required to wear safety devices and protective clothing and take such safeguards as are necessary to reduce or eliminate accidents and injuries. Refusal or failure by a student to use or wear such devices or protective clothing or equipment shall be grounds for appropriate disciplinary action. Students who work or study in areas where accidents are more likely to happen (i.e., pool, drama workshop, science labs) will be required to follow instructions regarding potential dangers (i.e., tools, chemicals). Students should note the location of fire extinguishers, first aid kits, blood-borne pathogen kits, and evacuation routes. Safety diagrams are posted in all classrooms and hallways in campus buildings.

Eye protective devices - Florida Statute 232.45 requires eye protection devices be worn by any student, teacher or visitor involved in an activity likely to cause injury to the eye.

Foot protection - Bare feet are not allowed on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work and photo processing.

ANNUAL REPORT OF CRIME STATISTICS

Offense	Number of Offenses Reported		
	1998	1999	2000
1. Homicide Offenses	0	0	0
2. Forcible Sex Offenses	0	0	1
3. Nonforcible Sex Offenses	---	---	0
4. Robbery	0	0	0
5. Aggravated Assault	0	0	0
6. Burglary/Breaking & Entering	2	1	11
7. Motor Vehicle Theft	1	1	0
8. Arson	0	0	0
9. Negligent Manslaughter	0	0	0

Campus Safety

Students and employees are encouraged to take the following precautions to help make the campus safer:

1. Students should keep car doors locked and all valuables out of sight and park only in designated areas.

2. Students living in the Residence Hall should keep their room locked at all times. Students should never leave laundry or other personal property unattended.

3. Students should mark all books and personal property for identification. Students should not leave them unattended.

4. When on campus at night, students should stay in well-lighted areas. Students should try to avoid traveling across campus alone and report any poorly lighted areas.

5. Since the Chipola campus is set in "natural" surroundings, students should stay on sidewalks as much as possible when traveling across campus and watch for protruding roots and fallen limbs.

6. Students should report any suspicious activities or persons to any college official or call 911.

7. When walking, particularly at blind corners, students should keep to the right and use a handrail when using stairs.

8. Bicycles, skate boards, roller blades, etc. are not allowed on sidewalks, grass, tennis or handball courts, or in any building on campus.

9. The speed limit is 15 mph. Students should use caution when approaching cross-walks, and remember, the pedestrian has the right of way.

10. Emergency information showing locations for fire extinguishers, fire alarms, first aid kits, blood-borne pathogen kits, disabled student exits, and safe areas is strategically posted throughout each building. Students should locate and be familiar with this information for each building.

11. In case of fire, students should immediately evacuate the building in an orderly fashion to the predetermined, designated safe areas. Reentry to the building will not be permitted until properly authorized by the fire department or College administration.

12. In case of bomb threat, students should immediately evacuate the building in an orderly fashion to the predetermined, designated safe area and remain there until inspection is carried out and further instructions are received. If total evacuation is ordered, students should leave campus at once in a safe and orderly manner.

If you see any unusual object, notify the proper authorities, but do not touch it.

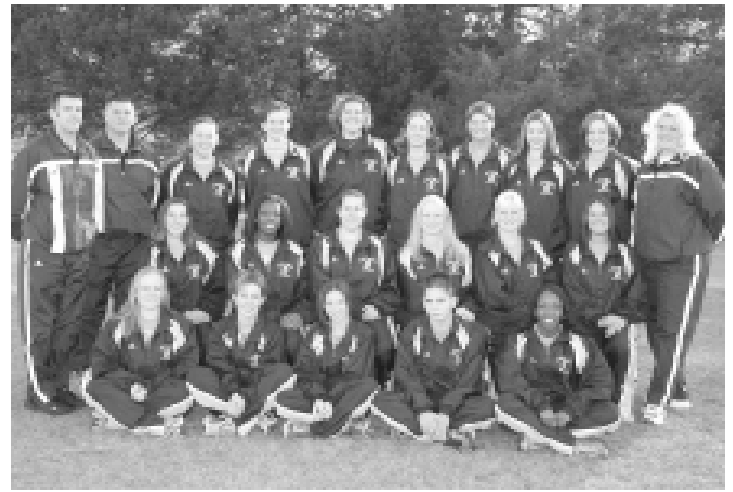
13. Any violence on campus should be reported immediately to the Vice President of Administrative Affairs (718-2202), the Dean of Student Services (718-2228), or any other employee.

14. In case of hurricane or other disaster, the decision to close the College will be based upon whether a life threatening situation is determined to exist or is projected to exist during the time classes are scheduled. For information concerning school closure, students should call 526-2761 or tune in to one of the local television or radio stations.

15. Incidents of seizure or other medical emergencies should be reported immediately to the Vice President of Administrative Affairs (718-2202), the Dean of Student Services (718-2228), or any other employee for appropriate medical attention.

16. *CJC Safety and Security Manuals* are located in each office on campus.





STUDENT GOVERNANCE



**Student Rights, Responsibilities,
and Code of Conduct**

STUDENT GOVERNANCE

Student Rights, Responsibilities, and Code of Conduct

Preamble

Chipola Junior College exists for the open interchange of knowledge and philosophies, the development of a capacity for critical judgement, and the creation of an atmosphere conducive to the gaining of practical experience in our community. The institution has a responsibility to develop policies and procedures which encourage the broadest possible participation of the campus community.

A student is, first, a citizen of the nation and is entitled to its freedoms and benefits, as well as being responsible for compliance with its laws and regulations - local, state, and national.

When students are admitted to Chipola they are subject to the jurisdiction of the college during their enrollment. As members of the college community, students are expected to act responsibly in all areas of personal and social conduct. In order for students to live in harmony with others in the college setting, they must recognize that their actions reflect upon the total student body and upon the college, as well as upon themselves personally. Each student, by registering, pledges to accept and obey the rules and regulations of the college. Students are responsible for the observance of all board policies and procedures as published in the College Catalog and other college information bulletins. Violations of any of these rules may lead to disciplinary action in accordance with prescribed procedures for the handling of disciplinary cases.

Freedoms

Freedom of Access to Higher Learning—Within the limits of its facilities, Chipola Junior College is open to all persons who are qualified according to its admissions and good standing policies. Under no circumstances will a U.S. citizen be barred from admission to the college on the basis of sex, race, creed, national origin or handicap. It is the responsibility of the college to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the students to avail themselves of the knowledge of these objectives and criteria as published and set forth by the college. The facilities and services of the college will be open to all enrolled students provided facilities are used in a manner appropriate to the academic community and in compliance with college policies.

Freedom of Inquiry and Expression—Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support by orderly, peaceful, and acceptable means those causes which do not disrupt the regular and essential operations of the college.

Freedom of Assembly—The education of students can never be limited to what takes place in a classroom. It is necessary for them, from time to time, to have the privilege of availing them-

selves of the stimulation that visiting speakers can afford. In order for such speakers to be invited to the campus, certain rules must be met by the inviting person or persons. Any speaker, entertainer, consultant, or other person(s) not employed by the college or enrolled in the college, invited or uninvited to the campus for the purpose of addressing, entertaining, consulting, or otherwise contacting any group of students, faculty, or other employees of Chipola Junior College, must have the approval of the president of the college or his designated representative. The approval or disapproval shall be obtained from the president or his designee upon written request. If the person is invited by any college organization, the organization shall secure approval for the visit. If the person or persons desire to come on campus uninvited, then it will be the responsibility of the person or persons to secure the approval or disapproval of the president or his designee.

The institutional control of campus facilities will not be used as a device of censorship. In cases involving a reasonable prediction of disruptions on the campus, because of the controversial nature of a speaker or the speaker's subject, or both, an invitation may be withheld. It is the responsibility of the persons who invite outside speakers to make it clear to the academic and larger community that all views expressed are not those of the students, faculty, or employees of Chipola Junior College.

Freedom in the Classroom—Instructors in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Student grades are based on academic achievement and not on opinions expressed by students in or outside of class.

Protection of Freedom of Expression—Students are free to take reasonable exception to the data or views offered in any course of study and to reserve judgement about matters of opinion; however, they are responsible for learning the content of any course of study for which they are enrolled.

Protection Against Improper Disclosure—Information about student views, beliefs, and political associations which instructors acquire in the course of their work as instructors, advisers, and counselors is considered confidential.

Freedom of Religion—Chipola Junior College will reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Students will give their instructors a reasonable notice of at least one week prior to an intended religious observance and will make up any required work, including tests, within one week of the absence.

Students who believe that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may seek redress through the Student Grievance Policy as outlined in this catalog.

No adverse or prejudicial effects shall result to any students availing themselves of the provisions of this policy.

Freedom of Privacy—Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community. Those rights of privacy extend to residence hall living. Nothing in the Chipola Junior College relationship or residence hall contract may either express, imply or give CJC or residence hall officials authority to a search of a student's room by police or government without a search warrant.

Chipola officials may conduct a search of a student's room in the residence hall to determine compliance with federal, state, and local criminal law where there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists when the facts and circumstances within the knowledge of college officials are sufficient in themselves to warrant the belief that an offense has been or is being committed. There may be entry made into a residence hall room without notice in emergencies where there is reasonable fear of imminent danger to life, safety, health, or property.

Confidentiality of Student Records

The privacy and confidentiality of all student records shall be preserved. Official student records, supporting documents, and other student files shall be accessed only by members of the college staff employed for that purpose.

Regulations of the State Board of Education prescribe the content and custody of limited access records which a community college may maintain on its students.

Chapter 6A-14.051 of State Board of Education Rules states that health and medical records involved with personal counseling, required student and family financial income records, transcripts or student permanent academic records, and student placement records shall be open to inspection only by the students, the eligible parents/guardian of the students, and such members of the professional staff of the college as have responsibility for working with the students.

Discipline

Chipola Junior College has the right and the duty to protect its educational purposes and its students through the reasonable regulation of student conduct and the use of the institution's facilities. In order to accomplish this goal, the college finds it necessary to set forth the following regulations which require student compliance for the welfare of the college community.

Students who are alleged to have violated one or more of the regulations stated in the Catalog may be charged with the violation(s) in accordance with Chipola Junior College Disciplinary Procedures. Due process and proper procedural safeguards will be observed to insure that student rights are protected.

The standards of conduct, together with the jurisdictions of faculty-student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, are clearly communicated in this Catalog.

Academic Dishonesty

Cheating, plagiarism, and any other misrepresentation of work are prohibited. Each student has the responsibility (1) to uphold the highest standards of academic honesty in his/her own work; (2) to refuse to tolerate academic dishonesty in the college community; and (3) to foster a high sense of honor and social responsibility on the part of students.

During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor. It shall further include receiving written or oral information from a fellow student.

In the instance of papers written outside the class, academic dishonesty shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless it shall otherwise be defined, plagiarism shall include failure to use quotation marks or other conventional marking around material quoted from any printed source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what the source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment, or submitting as one's own an assignment written in whole or in part by another student.

Academic dishonesty shall include stealing, buying, selling, or referring to a copy of an examination, or parts thereof, before the examination has been administered.

A student who shall have assisted in the forms of dishonesty mentioned above shall be considered equally guilty as the student who accepts such assistance.

When a faculty member learns of an instance of dishonesty in one of his/her classes, he/she may impose such academic penalty as he/she may deem appropriate within the context of the course. In place of (or in addition to) such penalty, the instructor may report the student to the Dean of Student Services for action or referral to the College Disciplinary Committee.

Any student who observes or learns of another student's academic dishonesty should report this violation to the instructor in whose class it has taken place.

Arson

No student shall commit, or aid in the intentional commission of, an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the college or to the property of any other person.

Assault and/or Battery

No student shall threaten or cause bodily harm or discomfort to another as such would constitute assault. Nor shall any student commit, or aid in the intentional commission of an act which causes bodily harm or discomfort to another person as such would constitute a battery.

Bad Checks

Students shall not make and/or deliver any check to the college which is not supported by sufficient funds on deposit or which is in any way worthless.

Complicity

A student present during the commission of an act by another student which constitutes a violation of college policy may also be charged if his/her subsequent behavior constitutes permission or

approval of the violation. Students witnessing any act(s) which constitute(s) violation of college policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the college to burden innocent witnesses.

Complying with Reasonable Requests

Students are required to comply with reasonable requests or orders by authorized college officials acting in behalf of the college. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

Contracting or Representing in the Name of the College

Students are prohibited from contracting in the name of the college and may not claim to be official representatives of the college for any commercial purposes.

Damage or Destruction of Property

Accidental damage, vandalism, or malicious damage to property belonging to Chipola Junior College or others may require restitution from the person responsible for such damage and/or disciplinary action.

Defamation, Threats, and Extortion

Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Verbal or written communication which threatens another with a crime or offense, threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

Dishonesty

All forms of dishonesty, including knowingly furnishing false information to the institution, and forgery, alteration, or use of institution documents, or instruments of identification with intent to defraud are prohibited.

Disorderly Conduct

Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or college controlled property or at college sponsored or college supervised functions is prohibited.

Disruption

Florida Statute 877.13 provides that disruption of the normal activities of the institution is prohibited. Disruption shall include, but is not limited to, the following:

- a) Physical violence or abuse of any person or college owned or college controlled property, or at college sponsored or college supervised functions, or conduct which threatens or endangers the health or safety of any person.
- b) Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by a section of the college community to express his/her views. (Faculty are authorized to have students removed from class if warranted.)
- c) Forcible interference with the freedom of movement of any member or guest of the college.
- d) Blocking of entrances to buildings, rooms, or sections of

buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.

e) Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.

f) Congregating in such a fashion as to create a situation which could endanger life or property.

g) Incitement to any of the above mentioned actions, or to other violations of college policy which could result in such actions, whether orally or through written materials or pictures.

h) Any disruption of teaching, research, administration, disciplinary proceedings, or other college activities.

In addition, the following statutes pertain.

Florida Statutes 877.12, Chapter 69-274: The statute makes it unlawful for any person to intentionally act to disrupt or interfere with the lawful administration or functions of any educational institution in this state. Any person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than five hundred dollars or imprisonment not to exceed six months, or both."

"Chapter 69-279: Any person who shall accept the privilege extended by the laws of this state of attendance or employment at any state college, state junior college or state university shall, by so attending or working at such institution, be deemed to have given his consent to the policies of that institution, prohibition against disruptive activities at state institutions of higher learning.

If after it has been determined that a student or employee of a state institution of higher learning has participated in disruptive activities, the following penalties may be imposed against such person: (1) Immediate termination of contract of such employee of the state institution of higher learning, and thereafter such person shall not be employed by a state public school, or state college or state university; (2) Immediate expulsion of such student from the institution of higher learning for a minimum of two years."

Distribution or Sale of Literature or Goods

The distribution or sale of literature or goods without the express written approval of the president or his designee is prohibited.

Dress Standards

Students must comply with standards of dress established for safety or health reasons in specific classes. Students will be expected to be neat and clean in appearance and to dress in a manner that does not bring discredit to the campus.

Falsification of Records

Falsification of college records, including, but not limited to admission, registration, student disciplinary and health records, by forgery, or other means of deception, is prohibited.

Gambling

Gambling in any form is prohibited on college property. This prohibition extends to the school buses used to transport students to the campus from the district counties.

Hazing

Florida Statute 240.326 prohibits students from engaging in any kind of hazing action or situation on or off-campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with or participation in any student organization.

Identification of Students

Students are required to present identification when requested by authorized college officials. Any misrepresentation, alteration, or misuse of identification is prohibited.

Illegal Drugs and Narcotics

Chipola adopted a Drug-Free Campus Policy and Program in 1994.

The major objectives of Chipola Junior College involve providing educational opportunities that develop the personal educational and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in society. No student can realize his or her full potential without maintaining optimum mental and physical health. Mental and physical health are severely impaired by drug and alcohol abuse. The Drug-Free Campus Program of Chipola Junior College is outlined as follows:

Standards of Conduct—Chipola Junior College prohibits the unlawful possession, use or distribution of illicit drugs and possession or use of alcohol by all students and employees on school premises or as part of any of its activities. Compliance with this policy is mandatory for all students and employees of Chipola Junior College.

Health Risks—Alcohol and illicit drugs can have a pronounced detrimental effect on the health and welfare of users and those with whom users come in contact. Most cause psychological and physical dependence. Others affect the central nervous system to such an extent that they cause users to be dangerous to themselves and those around them. All illicit drugs cause obvious social and behavioral problems.

Institutional Penalties—The minimum penalty for illegal possession of illicit drugs shall be probation or suspension, depending upon the substance abused, as identified in Schedules I-V of Chapter 893.02 of the Florida Statutes.

Students, faculty members, career services personnel, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Chapter 893, Sections .035, .0356 of Florida Statutes. Any violation of this policy may result in discipline up to and including dismissal and referral for prosecution.

Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy will be subject to penalties under the provisions indicated in the Catalog.

Faculty and staff in violation of this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures and/or the collective bargaining agreement. Mandatory participation in rehabilitation and educational programs will be regulated by state and federal statutes.

Legal Sanctions—Students and all college employees will be subject to all the penalties prescribed by applicable Florida Statutes. For more detailed information refer to Chipola Junior College Policy, Number 6Hx4-3.25, as revised 4/94.

Counseling, Treatment and Rehabilitation Programs—Students or employees wishing detailed information about available referral services or help should contact the Student Services Division.

Misuse of Emergency Equipment

Fire escapes, ground level fire doors, fire hoses, fire extinguishers, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited.

Parking

Students are required to park in student-designated spaces only and to display a current parking decal on their vehicles. Parking decals may be obtained at the Cashier’s Window (A). Failure to do so may result in a citation and fine as well as disciplinary action. Grades may be withheld until all fines are paid. There are designated handicapped parking spaces in each parking lot on campus. It is a violation for non-handicapped students to park in these spaces.

Parking Permit—Students are required to purchase parking permits for their vehicles if they wish to park on campus. This sticker must be displayed on the left side of the back windshield of automobiles and in a visible spot on motorcycles. Parking stickers cost \$3 and should be secured from the Business Office (A). The parking permit is valid for one year and renewable each August.

Parking Areas—Students who have parking permits displayed on their vehicles may park in the non-painted areas. Areas marked with blue are reserved for handicapped access, areas marked with red denote fire hydrants, areas marked with yellow are no parking areas, and areas marked with green are reserved for faculty and staff. Vehicles without parking permits must be parked on College Street just west of the campus or on any of the streets coming into College Street, as permitted by city ordinance.

Visitor Parking—Visitor parking is available in front of the Administration Building. Visitor permits may be obtained in the office of the Dean of Administrative and Business Services

Traffic and Parking Violations—Parking regulations are in effect at all times, including weekends and holidays. Penalties will be imposed for the following violations:

1. Parking in restricted area.
2. Parking in handicapped zone.
3. No college permit.
4. Improper parking (on left side of street).
5. Parking in visitor space.
6. Blocking crosswalk or driveway.
7. Parking in “No Parking” zone.
8. Driving on grounds.
9. Parking in bus zone.
10. Failing to observe parking and directional signs.
11. Parking on grass.
12. Obstructing a fire plug.
13. Double parking.
14. Making excessive noise.
15. Driving wrong way on one-way street.
16. Exceeding 15 MPH.
17. Parking out of lined areas.

Fines—All fines, except for parking in spaces reserved for the handicapped, are \$5 per violation and \$8 if not paid within 24 hours. The fine for illegal parking in a handicapped zone is \$50.

Fines may be paid at the Cashier’s Window in the Administration Building (A).

Pets

Seeing eye dogs are permitted on the campus, but no other pets or animals of any kind are permitted on the campus without specific approval from the president or his designated official.

Possession of Weapons, Firearms, Fireworks, Explosives

No students, except law enforcement officers, may have weapons in their possession at any time on college property. Weapons are defined as firearms, knives, explosives, inflammable materials, or any other item that may cause bodily injury or damage to property. Possession is defined as including possession within the student's car while parked on campus.

Public Laws

Any act by a student which constitutes a charge of violation of a public law, occurring on campus, may establish cause for legal and/or disciplinary action by the college.

Recognition of Student Groups

Established recognition procedures must be met and approved by the administration of the college in order for any group to be classified as a student organization. See "Procedure for Establishing a New Organization."

Residence Hall Regulations

It is expected that students residing in the Residence Hall will cooperate with college officials, the Residence Hall Council, and with each other in maintaining a routine of living conducive to study and to wholesome college life. All students are reminded that they are also subject to and will be held responsible for all rules and regulations as published in this document and in other college publications, including announcements on the bulletin boards.

A copy of the Residence Hall Regulations will be given to each student and must be read and signed by him/her (also by his/her parents if under 18) prior to occupancy of a Residence Hall room. The student must signify that he/she understands and will abide by these regulations.

A disciplinary system used to enforce residency rules will also be made available to each resident and will be enforced by the Residence Hall Council, the Residence Hall Manager, the Dean of Student Services and the College Disciplinary Committee.

Search and Seizure

Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community. See "Freedom of Privacy."

Smoking

Smoking is prohibited in all buildings on campus.

Theft, Unauthorized Possession and/or Sale of Property

Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to college disciplinary action as well as the arrest and prosecution by legal authorities.

Unauthorized Use of Facilities

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields), whether by force or not, is prohibited.

Use of Vehicles

Riding of bicycles in hallways, in buildings or on sidewalks is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles. Roller skating or skateboarding is prohibited on the campus in any locations or at times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health or safety of persons and property on the campus.

Violation of Probation

A student who is alleged to have violated the Code of Conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

Disciplinary Procedures

Reporting of Violations

Any administrative official, faculty member, or student may file charges through the Dean of Student Services against any student for an alleged violation of the conduct provisions of the Catalog.

Pending charges, the status of the student will not be denied, nor his right to be present on the campus and to attend classes, except for reasons relating to his/her physical and emotional safety and well-being, or for reasons relating to the safety and well-being of the students, faculty, or college property, or for other reasons as discussed elsewhere in this Catalog. Any person may be suspended immediately by the president of the college or his duly-appointed representative if it is deemed that the student's actions have been of such a nature that they endangered the safety and well-being of persons affiliated with the college. However, any individual suspended under this emergency measure otherwise retains his rights of due process, including the right to a hearing by the College Disciplinary Committee.

Administration of Discipline

The administration of discipline will guarantee procedural fairness and due process to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. Each particular case will be judged by its own merits. The jurisdiction of faculty/students, the disciplinary responsibilities of the institutional officials, and the disciplinary procedures, including the student's rights to appeal a decision, shall be executed as set forth in college policy. In all situations, procedural fair play requires that the student be informed of the nature of the charges, and that a fair opportunity to refute them be given, that the accuser be identified if practical, and that there be provisions for appeal of a decision.

In cases in which there are alleged violations of the conduct provisions outlined in the Catalog, students have the right to a hearing of the College Disciplinary Committee.

However, in cases involving less serious infractions not likely to result in final disciplinary probation, suspension, or expulsion, the Dean of Student Services has the primary responsibility for the administration of student discipline.

If the Dean of Student Services believes, after review and investigation of the charges, that the charges have merit, the dean will schedule an appointment with the student for an information session. At this session the dean will explain to the student:

1. The disciplinary procedures as given in the Catalog including information relevant to the student's rights, hearing procedures, and sanctions.

2. The charge(s) and the information which the dean has obtained pertinent to the charge(s). The student will have the opportunity to respond to this information.

In cases involving less serious infractions (not likely to lead to final disciplinary probation, suspension, or expulsion), the dean may then state what sanction(s), if any, are appropriate for the violation. The Dean of Student Services may schedule a second meeting for this purpose.

While the Dean of Student Services will always attempt to resolve cases involving less serious infractions at this level, the dean, at his/her discretion, may decline to rule on the case and may elect to refer the case to the College Disciplinary Committee.

Furthermore, as each disciplinary problem has unique characteristics which are often unforeseeable and thus cannot be adequately planned for, the Dean of Student Services, at his/her discretion and in keeping with the spirit of fairness and due process, may, without prior written notice, alter any of the policies and procedures contained in this Catalog, in order to best expedite the handling of any particular case.

Other college personnel, including the chairman of the College Disciplinary Committee, also may use their discretion in performing flexibly within the guidelines stated in this Catalog. In all cases, deviation from the guidelines stated will be in the interest of fairness and/or the effective handling of a case or cases.

Disciplinary Options

Once the dean has stated the sanction the student will choose one of the following options:

1. To accept the decision of the Dean of Student Services. In such a case, the student will sign a statement waiving both his/her right to a hearing and his right to appeal the decision.

2. To have a formal hearing before the College Disciplinary Committee.

Disciplinary Committee Request

In cases in which the student has chosen option 2 above, or in cases involving more serious infractions possibly resulting in final disciplinary probation, suspension, or expulsion, the Dean of Student Services will schedule a College Disciplinary Hearing. The student will sign a Disciplinary Committee Hearing Form and will receive a copy of it. The time set for the hearing shall be not less than forty-eight hours or more than ten school days after the informational meeting.

If the student cannot be contacted or fails to attend the information session, the Dean of Student Services may set a time for a hearing on the charge(s) and will attempt to communicate the time for the hearing to the student through normal and reasonable college and non-college communication channels. If, after three attempts, the student cannot be reached, the Dean will send a certified letter, return receipt requested, to the current address provided by the student.

It is the student's responsibility to attend the hearing of the College Disciplinary Committee. If the student has been informed and does not attend; or if the Dean of Student Services, after having made

reasonable attempts, including certified letter, to contact the student, has failed; the hearing will proceed without the student.

It is the student's responsibility to see that his/her witness or witnesses appear at the hearing. Failure of the student's witness(es) to attend shall not be grounds for a postponement of a hearing.

College Disciplinary Committee

This committee consists of faculty, career services and administrators appointed by the Governance Council and approved by the President of the college and students selected by the Student Government Association.

The committee's chairman will preside over the hearing. The chairman is charged with the responsibility for maintaining proper decorum and order, and may exclude any person who, in the chairman's opinion, has no legitimate interest in the hearing or whose conduct impedes or threatens to impede a fair and orderly hearing.

Each committee member shall have one vote. The chairman will vote only in the event of a tie vote.

No member of the disciplinary committee who has a personal interest in a particular case, other than through his assigned duties, should sit in judgment during the proceedings.

If a student challenges a committee member for cause or if it is felt there may be a conflict of interest, the chairman shall have the right to excuse for cause any faculty or student member of the committee at any time, either upon the chairman's own initiative or at the request of the college or the charged student.

Disciplinary Committee Hearings

The recommended form for a committee hearing is as follows. The chairman may use his discretion in ordering hearings:

1. Introduction of participants.
2. Reading of charges.
3. Explanation to the charged student(s) of the manner in which the hearing will be conducted and how a decision in the case will be reached, and to apprise the student of his/her responsibility to be truthful in his/her testimony and in the presentation of witnesses.
4. Dean of Student Services summary of findings resulting from his/her investigation.
5. Student's response to charges and findings.
6. Introduction of written evidence and testimony of witnesses with questions from committee and student(s) charged.
7. Questioning of the charged student(s) by the committee.
8. Closing statements.

The following hearing procedures satisfy the requirements of "due process":

1. The accused student has the right to be represented by counsel or an adviser who may come from within or outside the college. If an adviser is to be present at the hearing, the student must notify the Dean of Student Services at least two days prior to the hearing.

2. The burden of proof will rest upon the person or persons bringing the charge.

3. The student will be considered innocent until the appropriate hearing body determines otherwise beyond a reasonable doubt.

4. The student will have the right to testify and to present evidence and witnesses. The student will have the right to examine

evidence and to hear and question all witnesses during the hearing only.

5. The committee will insure, to the maximum extent possible, that all questions asked and information offered are relevant to the question of guilt or innocence.

6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Disciplinary Committee. The decision will be based solely upon such matters.

At the conclusion of the fact-finding portion of the hearing participants will be excused and, in a closed session, a decision will be rendered on the guilt or innocence of the student. If the accused student admits guilt during the fact-finding portion of the hearing, the committee will immediately go into the penalty-recommending portion of the hearing.

A tape recording shall be made of all hearings, including the evidence presented and the recommendation of the Disciplinary Committee. The committee's discussion of the evidence prior to its rendering a recommendation is not required to be recorded. The college will keep a copy of the tape which will be made available to the student in the event of an appeal. Accidental recording losses due to technical problems shall in no way invalidate the committee's recommendation.

Appeal Procedure

Recommendations of the Disciplinary Committee are reviewed by the president. After reviewing the committee's recommendations, the president makes the final decision on whatever action is to be taken.

Sanctions (Punishment)

With the exception of the warning (which, as indicated below, may be imposed without the establishment of student guilt), the following sanctions may be imposed upon students found guilty of violation of the policies in the College Catalog.

These sanctions may be imposed by (1) the Dean of Student Services, or (2) the President of the College, who may act on the basis of a recommendation of the College Disciplinary Committee.

1. **Warning**—Notice, orally or in writing, warning the student to refrain from violations of the Code of Conduct. Clear establishment of student guilt or previous violation of the Code of Conduct is not necessary for a warning to be issued.

2. **Censure**—A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.

3. **Restriction or Revocation of Privileges**—Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility or parking privileges.

4. **Restitution**—Reimbursement for damage to, or misappropriation of, property of the college, students, staff, or other on campus. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages as directed by the Dean of Student Services.

5. **Disciplinary Probation**—A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.

A time period is indicated for this probation. Students will be released from the Disciplinary Probation status after the specified time period has elapsed.

6. **Final Disciplinary Probation**—A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of the college standards and one of the following conditions exists:

a. The sanction is the remainder of the student's attendance at the college.

b. Another conviction of a violation of the Code of Conduct will result in the imposition of the minimum sanction of suspension.

7. **Suspension**—Mandatory separation from the college for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling in any classes at Chipola Junior College during the suspension. Students may re-enroll at the college when the suspension order has elapsed.

8. **Expulsion**—Mandatory separation from the college with no promise of future readmission. An application for readmission will not be considered until such time has elapsed as specified in the order of dismissal. Readmission is subject to the approval of the administration of the college.

Student Grievance Procedure

A grievance policy is developed in order to protect the rights of Chipola Junior College students. Every effort will be made to resolve each grievance through the informal route. If the informal route is not sufficient, then the formal route will be taken. **A Student Grievance** form should be filled out if a student's grievance is to take the formal route. These forms are located in the Dean of Student Services office.

1. Informal – It is understood that the informal route outlined below will be without the use of a secretary, minutes or any recording device. In the event that a student or group of students believes there is a basis for a grievance the following should apply:

A. Informally discuss the grievance with respondent concerned within two weeks

B. If the grievance is unresolved within one calendar week, they should informally discuss the grievance with instructor, the EA/EO coordinator, or the Dean of Student Services.

C. If the grievance is still unresolved within one calendar week, they should carry the matter, still on an informal basis, to the Dean of Student Services.

2. Formal – If, as a result of informal discussion, the grievance is still unresolved, the student or group of students may invoke a formal grievance procedure by outlining the grievance in writing on the prescribed form. Two copies of the grievance form, signed by the person(s) concerned, shall be filed with the Dean of Student Services. The respondent will be given a copy of the grievance and may respond in writing or by personally appearing at the hearing.

Within one calendar week of the receipt of the formal grievance, the Dean of Student Services shall transmit the grievance to the Admissions/Appeals/Grievance Committee. The committee shall, within one calendar week of receipt of the grievance, hold a hearing on the grievance.

Within one calendar week of the end of the formal hearing the Admissions/Appeals/Grievance Committee shall indicate its recommendation with regard to the disposition of the grievance, in writing, to the President.

The President may approve, disapprove, or amend the committee's recommendation. If the President approves the disposition of the grievance as recommended by the Admissions/Appeals/Grievance Committee, he shall, within one week of the date of delivery of the recommendation, so state, in writing, to the Dean of Student Services with a copy to the Chairman of the Admissions/Appeals/Grievance Committee. If the President rejects or disapproves the recommendation, he shall, within one calendar week so notify the Dean of Student Services, with a copy to the Chairman of the Committee.

The Dean of Student Services shall administer the decision of the President, including communication of the decision to the aggrieved and to the respondent.

No respondent by the President within the time limits of any step in the process shall be interpreted as a disapproval or rejection of the grievance or the recommendation of the Admissions/Appeals/Grievance Committee and shall result in referral of the grievance to the District Board of Trustees. In such cases the matter of the grievance shall be placed on the agenda of the next regularly scheduled meeting of the District Board of Trustees if a meeting is scheduled more than two calendar weeks in the future. If the next regularly scheduled meeting of the District Board of Trustees is scheduled for a time less than two weeks from the date of the President's failure to respond within the time limits, the grievance shall be placed on the agenda of the regularly scheduled meeting of the following month.

If the President approves the recommendation of the Committee with regard to the disposition of the grievance and the aggrieved student is unwilling to accept the decision as approved by the President, and administered by the Dean of Student Services, the student may within one calendar week of being notified, appeal and request a hearing by the District Board of Trustees.

No reprisals of any kind shall be taken against any student for participating in any grievance. Any student under expulsion or suspension who files a grievance related to the expulsion or suspension and whose grievance is resolved in favor of the student shall be restored to the former student status.

For further information contact the Dean of Student Services or pick up a copy of the grievance form.

Student Activities Policies

Student activities provide the opportunity for students to learn responsible citizenship, and they serve to complement the academic programs of the college. A variety of clubs and organizations are operated under the jurisdiction of the Student Government Association and supervised by student activity sponsors. At times specific activities sponsored by clubs and organizations may be limited to Chipola students and their dates.

Student I.D. and Activity Cards

Chipola students will be issued an I.D. card after their tuition has been paid upon initial registration. The Cashier will validate the card upon completion of registration each time after that. This

card must be carried at all times for identification and will be the only means of attaining free admission to many college-sponsored activities, checking books out of the library, using the Information Technology Center and receiving financial aid checks.

Activity Approval

Any club or organization desiring to hold a meeting or sponsor an activity on the campus must clear a time and place on the College Calendar, and secure approval forms from the Student Activities Office. Activity approval forms must be completed and submitted to the Student Activities Office not less than two weeks in advance of the date the function is to be held.

Activity Period

The 10:00 a.m. period on all Wednesdays and most Fridays is free for students to attend activities scheduled by clubs, campus organizations, and intramural teams. Some classes, however, may be scheduled during this time.

Grade Requirement

To be eligible for office in any student organization, or for a place of leadership in any activity, a student must have at least a 2.0 (C) cumulative average on his or her scholastic work during the preceding term and must maintain a 2.0 average while in office.

Organizations

Student Government Association Regulations

All clubs and organizations are operated under the jurisdiction of the SGA. All students enrolled at Chipola are members of the SGA and may, through their chosen representatives, have a voice in the curricular and extracurricular programs of the college. Student Government should serve the purpose of promoting a climate encouraging responsible participation and leadership in the college community. The SGA should also facilitate good relationships and understanding between the student body and the faculty and administration of Chipola Junior College.

All students with a 2.00 or higher Grade Point Average are eligible to run for an SGA office or to serve the Association through an appointed office. Campaigns and voting are held twice a year to elect student body leaders, once in the fall and once in the spring.

The role of the Student Government Association shall be to provide students with the means to regulate student-sponsored activities, organizations and other matters properly subject to their jurisdiction.

Designation of delegates, officers, committees, and boards within the SGA shall be by student government vote only, shall be nondiscriminatory, and shall be subject to administrative or faculty approval. The college administration may, however, set up a uniform and reasonable system of scholastic eligibility requirements for major student offices.

On questions of educational and institutional policy, students are entitled to participatory function in the form of a voting member on specific committees under the following provisions:

1. Faculty-student committees shall be created to consider questions of policy affecting student life.
2. Students shall be nominated by the president of the SGA, recommended by the student activities adviser, and approved by the president of the college as voting members of the Governance

Council, as well as standing and special committees concerned with institutional policy affecting academic and student affairs.

Standing Committees with student members:

Alumni/Homecoming
Calendar
Disciplinary/Residence
Facilities & Grounds
Honors
Intercollegiate Athletics
Marketing/Recruitment
Safety
Student Aid & Scholarship
Theatre

Honors Organizations

Honors Program
Brain Bowl Team
Mu Alpha Theta
Phi Theta Kappa

Interest Groups and Co-Curricular Organizations

Black Student Union
Cheerleaders
CJC Players
Fellowship of Christian Athletes
Indian Princesses
New Beginnings
Nightingales
Phi Beta Lambda
Science Club
Student Ambassadors
Student Nurses Association
Students in Free Enterprise

Musical Groups

Campus musical groups include Rock & Jazz Band, Chamber Chorus, Show Choir and College Chorus. A knowledge of music fundamentals is required and past choral and/or band experience is highly desirable.

Publications

The Papoose

Religious Organizations

Baptist Campus Ministry
Chi Alpha

Service Clubs

Compass Club
Optimist Club

Intramurals

Students compete against one another in several sports, including basketball, football, volleyball and softball. Any student or staff person is eligible to participate in intramurals. Anyone who has played professional sports or has lettered in intercollegiate sports is not allowed to participate in a like intramural event. Students may sign up to participate in these activities at the Health Center.

Organized Athletics

The organized athletic program is composed of basketball and baseball for men and softball and basketball for women. The athletic teams compete as members of the Florida Community Col-

lege Activities Association and the National Junior College Athletic Association.

Guidelines for all organized athletics at Chipola are contained in the Mission, Goals, and Policy Statement prepared by the Athletic Committee in Spring 1993. Any student interested in trying out for an athletic team should contact the coach of the sport during the first week on campus.

Conduct at Off-Campus Activities

Students representing Chipola Junior College at off-campus activities such as sporting events, dances, contests, or conferences shall conduct themselves in such a manner so as not to bring discredit to the college. Reports of unacceptable conduct at such affairs shall be investigated and may result in disciplinary action. On college sponsored trips students should behave according to the following established guidelines.

1. Obey sponsor(s) at all times.
2. Do not leave the motel and/or conference site without sponsor's permission.
3. Attend all required meetings unless the sponsor allows otherwise.
4. Follow all house rules of the motel and/or conference site.
5. Represent him/herself and Chipola in a favorable manner.

Use of Posters, Leaflets and Bulletin Boards

Bulletin boards may be provided for the use of student organizations. School-wide circulation of all notices and leaflets, which meet uniform and nondiscriminatory standards, shall be permitted with the approval of the Student Activities Office.

A weekly bulletin is issued by the Office of Publications and Public Relations. Academic and activity information, or personal notices, may be placed therein by any student with the approval of a faculty member.

Use of College Facilities

College facilities shall be assigned to organizations, groups, and individuals within the college community for regular business meetings, for social programs and for programs open to the public, according to the following guidelines.

1. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
2. Preference may be given to programs designed for audiences consisting primarily of members of the college community.
3. Allocation of space may be based on priority of requests and the demonstrated needs of the organization, group, or individual.
4. The president has delegated the assignment function to the Physical Plant office.
5. Charges may be imposed for any unusual costs for use of facilities.
6. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damage.

7. The individual, group, or organization requesting space must inform the college of the general purpose of any meeting open to persons other than members and the names of outside speakers.

Procedure for Establishing a New Organization

Student activities are regarded as part of the total educational program at the College in that they contribute to the academic, recreational, and cultural climate of the institution. It is for this reason that the college reserves the right to charter all organizations and requires that they function in accordance with their constitutions.

A group of students shall become an organization when formally recognized by the college. In order to be recognized a group must meet the following requirements:

1. Obtain a faculty sponsor approved by the president of the college.
2. Submit to the Student Activities Office a request form for establishing a new organization.
3. Submit a written formal constitution to the Student Activities Office, which in turn will be submitted to the Student Government Association.

This constitution will consist of the following:

- a. Name of the organization

- b. Purpose of the organization
- c. Means of determining membership
- d. Method by which the organization will be governed (officers, elections, terms of office, etc.)
- e. Functioning procedures and methods by which decisions will be made
- f. Source of revenue

4. After the constitution has been submitted to the Student Government Association and approved, it is subject to review by the Senior Staff of the College.

5. The decision of the Senior Staff shall in turn be presented to the president of the college. (If at any point the request is denied, the constitution may be revised and the process repeated.)

6. Recognition of an organization by Chipola Junior College infers neither approval nor disapproval of the aims, objectives, and policies of the organization.

7. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition. This organization may re-apply for a charter after a period of one year.

8. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institutional community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.







ADMISSIONS



Getting In
Admission Standards
Transfer Credit
Special Categories of Admissions
Placement Testing
Counseling & Advising
FACTS

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 (850) 718-2211, 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

Or visit CJC's web site at www.chipola.edu

Open Door Policy

Chipola has an Open Door Admissions Policy which provides educational opportunities to all students 18 years of age or older or high school graduates 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. Students should visit CJC's website at www.chipola.edu for admissions information or call, visit, or write the 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 also should request a financial aid packet from the Financial Aid Office.

2. Students should fill out the application form and complete the residency section, since this will affect tuition, and return the application to the college.

3. Students should 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. As soon as the college receives the application and the other required documents, students will be sent a notice of acceptance. An appointment time for advising and registration will be sent by Student Services.

5. Degree-seeking applicants who did not take the ACT or SAT in high school must 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. Scores are valid for two years. Applicants for Workforce Development Certificate Programs may also be asked to come to the college for an interview or testing.

6. Students should attend the advising and registration appointment. If they cannot attend it, they should call Student Services at (850) 718-2424 and reschedule.

Admission Standards

Associate in Arts and Associate in 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.

Workforce Development Certificate Programs

The admission or entrance requirements for Workforce Development 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 Workforce Development 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 programs 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.

Students may transfer college credit from other institutions into CJC; however, at least 25% of the semester hours of the AA, AS or college certificate program must be earned in college semester hours at CJC (excluding CLEP or credit by exam or prior learning). All courses received for transfer college credit must be evaluated and approved by the College Registrar's Office. The amount of credit allowed would not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours. Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Exceptions will be considered on a case-by-case basis. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies. (Information on these companies is available in the Registrar's Office.)

Appeals for evaluations should be addressed to the campus registrar.

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 (see page 43).

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

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

Workforce Development Certificate

A student who has previously attended or been enrolled in an area technical center will be considered a transfer student upon admission to a Chipola Workforce Development 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. Workforce Development course credit will be awarded by the in-

structor 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 for specific fields of study under the following conditions: if it applies to the major field of study, and the credit 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 at the Registrar's Office *after* enrolling at Chipola.

Experiential Learning

Students may be awarded college or workforce development credit based on special training, work experience, and/or demonstrated skills obtained outside the traditional classroom. Credits will be awarded for skills and knowledge directly related to a particular program of study, not simply for years of work experience. Training, experience, and/or skills must be evaluated and documented before credit is awarded; therefore, tests may be administered for verification purposes. Students may attempt tests no more than one time.

A maximum of 25% of college credit or workforce development hours may be awarded. Students will not have experiential learning credit posted on their transcript until they have completed 12 college credit semester hours or 350 workforce development hours at Chipola, have earned a 2.0 GPA, and are currently enrolled. All experiential learning students must complete the last 15-college credit semester hours or the last 450 workforce development hours at Chipola Junior College. For degree completion, at least 25 percent of semester credit hours, or the equivalent workforce development hours, must be earned through instruction at Chipola Junior College.

Interested students should contact the Registrar for information on the process and to request an evaluation. A nonrefundable fee will be charged for each examination.

Workforce Development Programs

Chipola provides students who have completed Workforce Development course work the opportunity to transfer Workforce Development course work toward their AS Degree in specific programs. The courses are treated like transfer credit. Students will not have the Workforce Development credit posted to their permanent record until they have completed 12 college credit semester hours, have earned a 2.0 GPA, and are currently enrolled at Chipola Junior College. For degree completion, at least 25 percent of the college semester hours must be earned through instruction in the

academic instruction of Chipola Junior College. This provision currently applies to the Criminal Justice, Firefighting and Electronic Engineering Technology AS degree programs of study. Interested applicants must initiate this process through the Registrar's Office.

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 \$15,000 per year; a total of \$30,000 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.
- 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.

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, unless they plan to enroll in an English or mathematics course.

Dual Enrollment

The Dual Enrollment Program allows eligible high school students to enroll in college courses applicable toward a workforce development certificate or an associate degree. The Dual Enrollment program applies only to students enrolled in district high schools that have an articulation agreement with Chipola. Students must meet the following requirements to be eligible:

1. Completion of 9th grade and be at least 14 years of age at time of admission.

2. Eligibility Requirements:

College Credit - Unweighted Cumulative GPA of: 3.00 or higher for the 9th, 10th, and 11th grades or an Enhanced-ACT composite score of 21 or an SAT-1 score of 500 verbal and 500 quantitative.

Workforce Development - Unweighted Cumulative GPA of 2.00 or higher for the 9th, 10th, and 11th grades or TABE score on Level A of 10th grade.

3. Written approval of the high school principal or the district school board home education liaison.

4. Official passing scores on the appropriate test:

Academic - Have passing scores on E-ACT, SAT-1, or FCE-LPT (Scores must indicate no remediation required.)

Workforce Development - TABE (Scores must indicate no remediation required.)

5. All students participating in the program must maintain a minimum term and cumulative college grade point average of 2.0.

6. Students may not repeat college credit or Workforce Development courses in which they have earned grades of W, D, or F until after high school graduation.

Academic 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. This will include combined on and off campus classes. Students enrolling for 12 or more hours will be considered Early Admission and must meet the criteria for that program. Workforce Development students may enroll for up to 330 clock hours during the fall or spring semester and 180 clock hours during a summer session.

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.

Tech Prep

Students who take a specified workforce development curriculum in high school and then pass competency tests administered by CJC may receive college credit for certain applied technology courses taken in high school. Credit will be awarded after completion of one three-hour course at Chipola.

Through the Chipola Area Tech Prep Consortium, CJC offers various Tech Prep options at 16 district high schools and Washington-Holmes Technical Center in Chipley. Students may begin a Tech Prep program of study as early as the ninth grade.

Early Admission

The Early Admission Program allows eligible students to enroll in college on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree or workforce development certificate. Students must meet the following requirements to be eligible:

1. Completion of 11th grade and twelve or more credits or units toward graduation and be at least 16 years of age at time of admission.

2. Eligibility Requirements:

College Credit - Unweighted Cumulative GPA of: 3.00 or higher for the 9th, 10th, and 11th grades or an Enhanced-ACT composite score of 21 or a SAT-1 score of 500 verbal and 500 quantitative

Workforce Development - Unweighted CGPA of 2.00 or higher for the 9th, 10th, and 11th grades or TABE score on Level A of 12th grade.

3. Attainment of 16 years of age at the time of admission

4. Written approval of the principal or the district school board home education liaison

5. Written approval of the County School Board

6. Official passing scores on the appropriate test:

College credit - E-ACT, SAT-1, or FCE-LPT

Workforce Development - TABE

7. All students participating in the program must maintain a minimum term and cumulative college grade point average of 2.0. Students who fail to meet this requirement may appeal to the college Admissions Committee.

8. Students may not repeat college credit or Workforce Development courses in which they have earned grades of W, D, or F until after high school graduation.

Students 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.

Provisional college credit will be granted for work satisfactorily completed. Final credit is granted after the student earns a high school diploma or equivalent.

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. Contact the Vice President for Instructional and Student Affairs for application information.

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 col-

lege to advise students and to place them in courses which will best assist them in improving reading, writing, and mathematics skills. Degree-seeking students who require college preparatory instruction must begin competency-based preparatory course work within the first 12 semester hours. Students must maintain continuous enrollment in preparatory courses until successfully completed.

AA/AS Requirements

All students entering Chipola Junior College for the first time are required to take the Enhanced American College Test (ACT), the Scholastic Achievement Test-I (SAT-I), or the Florida College Entry-Level Placement Test (FCE-LPT).

All high school students seeking dual enrollment must complete placement testing. A score on any portion of the placement test that falls below the state required minimum precludes dual enrollment at Chipola.

For students who have not taken the ACT or SAT-1 for placement purposes, Chipola will administer the FCE-LPT during registration.

Students can retake the FCE-LPT every two years. **This means placement test scores are valid for two years. Students can retake the FCE-LPT ninety days after first attempt. After the second attempt, students must wait two (2) years before a third attempt can be made.**

Placement Testing Exemptions

Transfer students who have completed Communications Skills I (ENC 1101) or its equivalent and have completed College Algebra (MAC 1105) or its equivalent may be exempt from placement testing.

TABE Testing Requirements

Students who are enrolled in a postsecondary workforce development certificate program shall complete the TABE (Test of Adult Basic Education) within the first six weeks after admission into the program. However, a student is exempt from taking the TABE if any of the following criteria are met: 1. The student possesses an earned A.A., A.S., or higher degree. 2. The student has a minimum passing score on a standardized test provided the test scores are not over two years old. 3. The student has successfully completed college level English and mathematics courses. 4. The student has completed preparatory courses with a "C" grade or higher. 5. Students with disabilities as defined in Section 239.105 may be exempt also. No student will be awarded a workforce development certificate until the student achieves the minimum level of basic skills required for that program by the Department of Education.

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 Registrar's Office. For the CEEB Advanced Placement Tests, CJC awards credit in the appropriate subject or discipline as per CEEB's recommendation for scores 3, 4, or 5.

For the CLEP tests, CJC awards credit for each Subject Examination as approved by the State Department of Education. The

maximum credit for the Subject Exams is 45 semester hours. CLEP credit in English Composition with Essay will satisfy the writing requirements of the Gordon Rule (SBE 6A.10.30) English Composition without Essay will NOT satisfy the writing requirement of the Gordon Rule.

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, Florida public institutions will accept credit as noted above. This does not apply to all out-of-state institutions.

No CLEP credit will be allowed in a course if the student has previously attempted or earned college credit in that course.

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 the 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 complete a Tech Prep program of study in Business may receive credit-by-exam for selected courses which are included in Associate of Science degree or Workforce Development Certificate programs. Testing must be completed prior to first semester enrollment.

Specific information about required test scores and testing dates is available from the Testing Center (718-2309) and from the Chipola Junior College Testing Website: <http://www.chipola.cc.fl.us/student-services/testing/testing.htm>

Counseling & Advising

Counselors and faculty members work together to provide academic advising for new and returning students.

A counselor or faculty member will provide academic advising on an individual basis for each student. All entering first year AA/AS degree students and all transfer students with less than 12 semester hours of credit are required to enroll in SLS 1101 (Orientation).

Students planning to obtain an Associate in Arts degree and transfer to a university should discuss with a counselor/advisor the specific course requirements of the transfer institution. The counseling staff 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 in Science degree or a Workforce Development certificate should check the catalog for the course requirements of their programs, secure a curriculum

guide from Student Services (located in Building G), and consult with the faculty advisor for their particular program of study.

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

Students should contact the college Articulation Officer at (850) 718-2290 for problems unique to their enrollment in postsecondary institutions in Florida. He acts on their behalf as a mediator.

FACTS

FACTS stands for **F**lorida **A**cademic **C**ounseling and **T**racking **S**ystem. The State of Florida, the Florida Community College System and the State University System have joined forces to provide students web-based access to unofficial transcripts, degree audits, degree shopping, career information and much more!

Unofficial Transcripts

The transcript function allows you web-based access to look at your courses, your grades and your GPA. Many students will use this feature to find out what grades were earned in a semester. At Chipola, your grades/courses are available as soon they are entered into the school's database.

Degree Audit

After you have enrolled in a state university or community college, a degree audit will help you determine which of the courses you have taken will count toward the degree you have chosen. The degree audit will compare courses you have already taken against a listing of courses required for graduation in your major. You can use it as your roadmap for graduation. **REMEMBER:** A degree audit is just a TOOL to help you along your way. Always schedule an appointment with your advisor prior to enrolling each semester. Be sure to take a copy of your degree audit with you when you meet with your advisor.

Degree Shopping

Degree shopping allows you the luxury of performing "what if" scenarios with different majors. For instance, "what if" you want to change majors? The degree shopping function will evaluate the courses you have already taken against the course requirements for the new major.

You can degree shop at other institutions as well. For instance, "what if" you are attending Chipola and want to transfer to the University of Florida and major in electrical engineering? The degree shopping function will allow you to see which of your Chipola courses will count towards the requirements of the electrical engineering program at UF.

Career Information

You may access career information and explore career choices via FACTS. New career information on resumes and portfolios will be available soon.

More to Come

FACTS is a system that keeps on growing. New online functions yet to come include:

- financial aid applications and status checks
- fee payments

How to Get to FACTS

Visit the FACTS site at WWW.FACTS.ORG. Once there, select the option you want. For Degree Audits and Transcripts, go to "Academic Advising and Transcripts". Make your choice from the options listed there.

What You Will Need

You will need your personal identification number (PIN) and Social Security number (SSN) to access your Chipola information. All students enrolled at CJC beginning with Fall 2000 have been

assigned an 8 digit PIN according to the following criteria.

- The first four digits of the PIN equal the last four digits of your SSN
- The next two digits of the PIN equal your numeric birth month (i.e. January = 01, February = 02, December = 12, etc.)
- The last two digits of the PIN equal the numeric YEAR of your birth.

EXAMPLE: If your social security number is 123-45-6789 and your birthday is January 6, 1965, your pin would be 67890165.

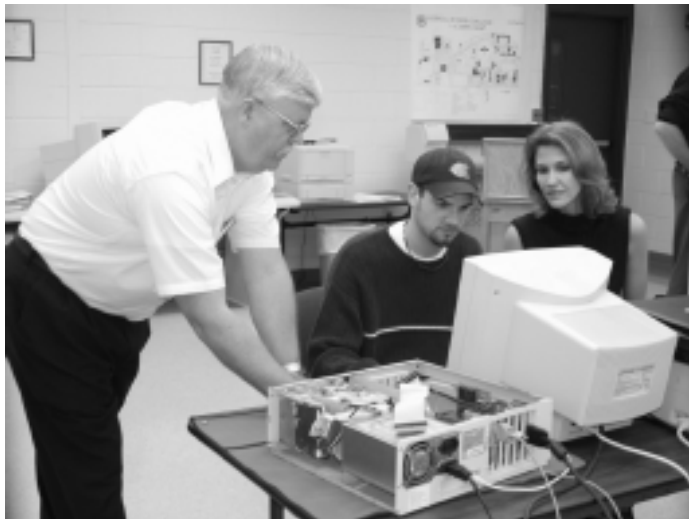
Your PIN should be valid for the next 6-8 years. If you forget your PIN or you would like to change your PIN, please drop by the Registrar's Office in the Administration Building (Bldg. A) for assistance.

For help in navigating the FACTS website, visit WWW.FACTS.ORG, go down to ***How do I Use FACTS*** and click on ***Getting Started***.





ACADEMIC STANDARDS



- Enrollment Policies**
- Attendance**
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ACADEMIC STANDARDS

Enrollment Policies

Registration

AA and AS degree 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. Exceptions are workforce development programs that may accept students whenever space is available and continuing education classes, and courses that begin at various times throughout the semester, as listed in the class schedule.

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, except in classes that do not follow the college calendar.

Student Load

The minimum load for full-time college-level students is 12 semester hours per semester or 6 semester hours per term of the summer session. All other college level students are classified as part-time students.

The following regulations apply concerning the maximum student load.

1. The maximum student load for first-time students is 18 semester hours per semester and six 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 8 semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Vice President of Instructional & Student 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.

Workforce Development 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.

Classification of College Credit Students

Freshman: A student having fewer than 30 semester hours of earned credit.

Sophomore: A student having 30 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 noncredit 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."

Attendance

Regular attendance is expected of all students. 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.

Chipola policy allows each instructor to specify in the course syllabus the number of acceptable absences they will accept. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

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

If students are to be off campus for official business or for a college activity, they may be excused. The activity adviser will turn in a list of students to the Vice President of Instructional and Student Services, who will in turn furnish the list to all instructors. Students should still notify their instructor before leaving and obtain permission to miss class. If students are doing failing work or if an absence might jeopardize their standing, they should not be absent from class, even on official school business.

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 from a course.

Driver's License Attendance Law

Chipola Junior College students who are non-high school graduates and who have not reached their eighteenth birthday are subject to Florida Statute 322.091. If you need additional information contact the Dean of Student Services.

Withdrawal

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. This is also the last date that students may change their status in a course from credit to audit. After this date, students may not drop a course. Their only option after the deadline to withdraw from a class without a penalty is to withdraw from all courses.

To withdraw from a course without penalty, the student should obtain the proper form from the Registrar’s Office, have it signed by the indicated persons and **return to the Registrar’s Office for processing.**

The college permits a maximum of two withdrawals (without penalty) per course. The student will not be permitted a third withdrawal in a course and will receive the grade earned.

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 70 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.

Grading System

Grades & Quality Points

Final grades are available through FACTS (as indicated on page 36) following the close of each term. **Grades may be withheld by the college for reasons such as unpaid parking fines and fees, overdue loans and 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 Vice President of Instructional & Student Services.

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

F, I, W, and X Grades

Students should clearly understand the differences between F, I, W, 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.

Students 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. The student receives neither semester hours nor quality points for courses in which the grade is W, 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. 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.”

Dean’s List

The college uses the Dean’s List to recognize academic achievement. To be included on the Dean’s List, students must earn a grade point average of 3.25 while taking a minimum load of 12 semester hours (excluding remedial work) during the fall or spring semester; or, earn a GPA of 3.25 while taking a minimum load of six semester hours (excluding remedial work) during a summer term.

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-

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
Audit	X	0

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 1105	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**

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

Penalties

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 defi-

ciency 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 Workforce Development clockhour students. Full-time Workforce Development certificate students pursue the equivalent of 15 semester hours credit during the fall and spring semesters and 6 semester hours of credit in a summer session. Full-time Workforce Development 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 Vice President of Instructional and Student Services.

Appeals

Appeals of probation and suspension decisions may be made to the Admissions/Appeals Committee. Contact the Registrar for the Admissions/Appeals Committee meeting schedule. This committee’s decision is final, except that action may be appealed through the President to the Board of Trustees.

Satisfactory Progress for Financial Aid Recipients and Veterans

To be eligible for financial aid and veterans benefits, all students, including students transferring to Chipola from another institution, must meet the satisfactory progress for financial aid recipients and veterans. Student financial aid includes institutional scholarships, state scholarships and grants, federal grants, work study, loan programs, and Veteran’s 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

- Maintain National Junior College Athletic Association standards.
- Maintain Florida Community College Activities Association standards.

2. Other Scholarships

- Maintain a 2.00 grade point average (GPA) each term or semester.
- Complete 24 semester hours each academic year.

B. State of Florida Satisfactory Progress Standards

The State of Florida has established standards of satisfactory academic progress for their programs that may differ from the standards established by CJC. Examples for the FSAG Program: A full-time student must earn a 2.0 each academic year and earn at least 24 credits over the fall and spring terms. A part-time student must earn a 2.0 each academic year and earn required hours. Please consult the Financial Aid Office, or the State of Florida with questions about their requirements.

C. State Scholarships and Grants

1. Florida Student Assistance Grants

Maintain a 2.00 GPA and complete a minimum of 24 semester hours each academic year.

2. Florida Academic Scholars

Maintain a 3.0 cumulative GPA and earn 12 credit hours per year.

3. Florida Gold Seal Vocational Scholars

Maintain a 2.75 cumulative GPA and earn 12 credit hours per year.

4. Florida Merit Scholars

Maintain a 2.75 cumulative GPA and earn 12 credit hours per year.

5. 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.

D. Federal Aid Recipients and Veterans

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. [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 "C" 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 student must complete his/her educational program within a time frame of 150 percent of the total hours required for the program.

d. Title IV (Pell Grant Program) requires that vocational students complete the total number of clock hours in the payment period before receiving additional Pell 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.

E. Course Work Evaluation

All attendance, including remedial courses at Chipola, is considered in determining satisfactory progress before a student may re-

ceive aid. Students who attended Chipola in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended Chipola. Transferring students' satisfactory progress will be determined from the academic history at all previously attended institutions. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid.

F. 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.

G. Removal from Probation

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

H. Suspension

Students who do not meet all satisfactory progress criteria at the end of a probationary period will be placed on financial aid suspension. Also students that have an A.A. or A.S. Degree or have completed two certificate programs will automatically be on financial aid suspension. Appeals for reinstatement may be made to the Financial Aid Committee.

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.

J. Financial Aid Catalog Information

Every effort has been made to ensure the accuracy of the information in this catalog; however, Federal and State law supersede any information contained herein, and the information provided is subject to change without notice.

Forgiveness Policy

Students may repeat courses to earn higher grades as indicated in these guidelines:

1. An AA or AS degree has not yet been awarded.
2. The grade to be forgiven is a "D" or "F". **Students can not repeat a course if they have made a "C" or better.**
3. The number of repeat attempts per course is limited to two.
4. The grade on the last attempt must be accepted.
5. 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 suspension; for all other purposes, such grades will be counted as any other transfer credit.

Students should be aware of the following:

1. Students receiving financial aid of any type are cautioned

to check with the Financial Aid Office to ensure that the repeated course will not affect their financial aid award.

2. 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 Workforce Development programs.

Associate in Arts Degree

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 (including the 36 hours of required general education courses), 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 a CLAST alternative). The 60 semester hours may not include physical education activity courses nor occupational courses. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at CJC.

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 or state regulations in effect.

Associate in Science Degree

The requirements for the Associate in Science degree are the same as for the Associate in Arts degree with two exceptions. Instead of the General Education requirements, the student must follow a Workforce Development curriculum guide and students are not required to take the CLAST exam.

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.

Workforce Development Certificate

Graduation requirements for Workforce Development certificate programs vary with each program. To be awarded a Workforce Development certificate, a student must be eligible to re-enroll,

and must have satisfactorily completed the clock hours of instruction and/or competencies as specified in the Workforce Development 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 Registrar's Office 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 Registrar's Office. Students who wish to challenge the contents of their records should contact the Registrar's Office concerning the procedures to be followed.

Any students desiring complete information relating to student access and student protection of records should contact the Registrar's Office.

Official Transcripts

The official transcript of the record of a Chipola Junior College student will be furnished only upon his or her written request to the Registrar's Office. The college reserves the right to deny a transcript or withhold any information on any student whose financial record is not clear.



COSTS & FINANCIAL POLICIES



Fees
Florida Residency Requirements
Refund Policy

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.

The Business Office is located in Room 135 of the Administration Building; call (850) 718-2204.

Fees

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. **It is the student's responsibility to alert the cashier of any scholarship or financial aid awards at time of registration. All students must go by the Cashier's Window.** 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.

For the definition of Florida Residency, see page 47.

Associate in Arts, Associate in Science and College Credit Certificate Programs

Type of Course	Per Semester Hour	
	Florida Residency	Non-Florida Residency
College Credit and College Prep Courses*	\$ 50.00	\$ 188.90

*These amounts include a \$3 financial aid fee, a \$3 student activity fee, a \$1 capital improvement fee and a \$1.80 technology fee for in-state students (\$11.65, \$4, and \$5.40 for out-of-state students).

Workforce Development Certificate Programs and Continuing Education

Type of Course	Per Clock Hour	
	Florida Residency	Non-Florida Residency
Post Secondary		
Adult Vocational	\$ 1.55	\$ 6.22
Vocational Preparatory	\$ 1.55	\$ 6.22
Supplemental	Varies per course	
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 noncollege 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.

In addition to the cost per semester hour or clock hour, the following fees apply.

Additional Fees

1. Evaluation of noncredit program: A fee will be assessed to evaluate a noncredit program of study for optional credit in an AS degree program of study. (See page 34 for requirements.)
2. Special Fees: Special course fees may apply. When required, they are listed in the course schedule.
3. Graduation Fee (applicable only to graduating sophomores): \$25, whether or not the student participates in the graduation ceremony.
4. 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.
5. Late Registration Fee: \$25. A student who both applies late and registers late only pays \$25.
6. Student ID: \$2.00.
7. Parking decal: \$3.00.
8. Experiential Learning Evaluation fee: (Contact College Registrar)

Methods of Payment

The college will accept personal checks for payment of tuition, fees, fines and other charges.

Students may cash personal checks in amounts up to \$15 at the Cashier's Window in the Administration Building (A). There is a ten cents charge for this service.

Students will be charged \$15 for any check returned by the bank, if the bank or college is not at fault.

If students receive a certified letter notifying of a bad check, they have ten days to redeem the check. If the check is not redeemed within this time, students will be withdrawn from classes.

VISA and MasterCard are accepted at the Cashier's Window.

Textbooks and Supplies

The cost per school year depends upon the program of study. For most academic students the total should not exceed \$375 per semester. For Workforce Development students the costs vary with the program, depending upon whether or not specialized clothing and tools are required. Except for programs requiring specialized clothing, uniforms, the total costs for textbooks and supplies should not exceed \$650 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 expenses, exclusive of room and board, transportation, and personal expenses, range from \$1,825 to \$2,200 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

Florida resident students who rent a room in Marianna should add \$4,610 to \$5,438 to the amounts estimated above for a total estimated expense of \$6,435 to \$7,638 per school year (or two semesters) for fees, room and board, textbooks and supplies. This does not include expenditures for clothing, transportation or incidental expenses.

Non-Florida residents should add out-of-state tuition to the estimates shown.

Florida Residency Requirements

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 reclassification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve months and, 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 and Workforce Development 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.

Noncredit 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. Late application.
- C. Late registration.

Exceptions to Refund Criteria

Students receiving Federal Student Aid (Title IV) who withdraw from or cease attendance in all courses prior to completing 60.5% of the term enrolled, may be required to repay all or part of the Title IV Financial Aid received that term. Before withdrawing from any class, it is strongly recommended that students consult the Financial Aid Office regarding potential financial liability. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Subsidized and Unsubsidized Stafford Loans, and PLUS loans.

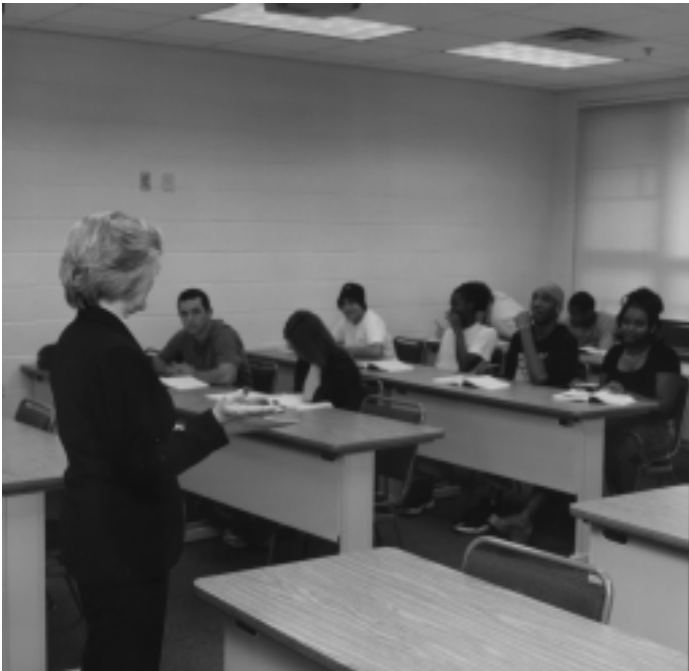
Fines

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.





DEGREE PROGRAMS



**Differences Between Associate in Arts Degrees
& Associate in Science Degrees
Associate in Science Degree Programs
College Credit Certificate Programs
The University Center**

DEGREE PROGRAMS

Differences between Associate in Arts and Associate in 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 in Arts and Associate in Science degree programs, as well as certificate (nondegree) programs, short courses and special interest courses.

Students should understand that there is a distinct difference between the Associate in Arts and the Associate in Science degrees.

AA Guarantees Acceptance at State Universities

As the pages that follow explain in detail, the Associate in 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 in 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 the AA degree at Chipola include the requirements that Florida universities demand—the Gordon Rule requirement, the CLAST requirement, and 60 hours of courses designated [A] or [D] in the “Course Descriptions” section of the catalog (including 36 hours of general education). Also, the universities in Florida strongly recommend that students who do not fulfill the universities’ foreign language requirement in high school do so at the community college level. The University of Florida and Florida State University require students to complete the foreign language requirement before applying.

AS Designed for Entry into Specialized Employment

The Associate in Science degree is basically designed for students who are interested in preparing for a career that requires study beyond high school but does not require a four-year degree. If AS graduates decide, at a later point, to attend a university, they may contact Student Services for additional information and assistance. Other university program prerequisite courses may also be required. Courses designated [O] in the “Course Descriptions” of this catalog count only toward the AS degree and will not transfer to a state university.

Two of the A. S. degrees at Chipola, Nursing and Business Administration and Management, are covered in the state’s “career ladder agreement” Under this agreement, students who complete these programs are guaranteed admission to any of the state universities in the program designated to articulate with their degree, except for limited access programs and those requiring specific

grades on particular courses for admission. For these two programs, the designated curriculum must be followed, and the general education courses must be transferable.

Associate in 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 in Arts degree program is designed for students who plan to complete their first two years of college work at Chipola and then transfer to a senior institution in Florida.

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 in 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.

State universities in Florida have agreed on a list of common prerequisites for admission into most academic programs. However, for students who plan to transfer to an out-of-state institution, the requirements will differ. To maximize transferability, students are advised to choose a major and transfer university as early as possible while at CJC.

Students transferring with the AA degree are guaranteed the transferability of credits earned toward that degree and junior level standing at a Florida public university by the State Articulation Agreement (see Student Bill of Rights). 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.

Some private universities and colleges in Florida honor the community college AA degree. See Student Services for a list of these institutions.

It is the responsibility of each student to consult a counselor or an assigned adviser to plan 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 in 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 state public 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 community 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, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advanced 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 in Arts Degree Requirements

- I. SLS 1101, orientation course.
- II. The Gordon Rule.
- III. The College Level Academic Skills Test (CLAST).
- IV. Sixty hours of college credit courses, including 36 hours of General Education courses.

Each student is advised to secure a Curriculum Guide for his major and transfer institution, and to take the courses recommended in the guide.

State University System's Foreign Language Requirement

Although Chipola does not require a foreign language for completion of the AA Degree, all state universities in Florida have a foreign language requirement for the Bachelor's Degree. The universities recommend that the foreign language requirement be fulfilled by taking two years of a single foreign language at the high school level or 8-10 hours at the community college level. Most Florida universities will admit AA Degree holders without a foreign language; however, the student must complete the requirement before earning the Bachelor's Degree. The University of Florida and Florida State University require students to complete the foreign language requirement before applying.

I. Orientation Course Requirement (SLS 1101)

To 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 the first five weeks of the semester.

II. 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 course work 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 course work, including college algebra, trigonometry, and calculus shall be exempt from the mathematics requirements of this rule.

4. CLEP credit in English Composition with Essay will satisfy the writing requirements of the Gordon Rule (SBE 6A.10.30) English Composition without Essay will NOT satisfy the writing requirement of the Gordon Rule.

5. Any student who completes the first six hours of English course work required by this rule with a grade point average of 4.0 in the six hours of English 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 in Arts degree.

See page 53 for the required mathematics courses and page 53 for the required English/communications courses.

III. College Level Academic Skills Test (CLAST) Requirement

The College Level Academic Skills Test (CLAST) assesses 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 in Arts (AA) degree programs and are applying for admission to upper division programs in Florida state universities must take the exam or meet one of the required alternatives. University students who are completing their sophomore year also must meet the same requirements.

If a student does not qualify for one of the CLAST alternatives and does not pass the exam, the Associate in Arts degree will not be granted, and admission to upper division status at Florida state universities may be denied.

The CLAST requirements also apply to students transferring to Florida state universities from private colleges in Florida and from out-of-state colleges and universities.

CLAST Testing Requirements

1. All AA degree-seeking students must apply for the CLAST or CLAST alternative through the Office of Testing (Building G).
2. Students must complete 18 hours of college courses before taking the CLAST.
3. Students with less than an overall 3.0 GPA who take the CLAST are required to take the CLAST review courses in math and English before taking the CLAST. The math CLAST review course has a prerequisite of MAC 1105 or higher math course. Students with a 3.0 or higher GPA may take the review course as an elective to better prepare themselves for the test.
4. Students are encouraged to take the CLAST as soon as they complete the CLAST skills courses.
5. Students planning to retake any section of the CLAST must take the appropriate review course(s) before retaking the CLAST.
6. Students planning to take the CLAST on one of the 2002-2003 administration dates must register in the Office of Testing (Building G) for the exam by the registration deadline.
7. The State Board of Education has established the following minimum passing scores for the CLAST. These scores became effective Oct. 1, 1992.

Reading 295
Writing 295
Computation 295
Essay 6

CLAST Testing Alternatives

All CLAST exemptions must be approved by the Office of Testing.

Students who have earned a 2.5 grade point average in both Communications Skills I & II (ENC 1101 & 1102) may be exempt from the Reading, English Language Skills, and Essay sections of the CLAST.

Students who have earned a 2.5 grade point average in two 3-credit-hour Gordon Rule mathematics courses may be exempt from the Mathematics section of the CLAST.

2002-2003 CLAST Dates

Registration Deadline	Test Administration
Sept. 6, 2002	Oct. 5, 2002
Jan. 17, 2003	Feb. 15, 2003
May 2, 2003	June 7, 2003

IV. 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 in Arts degree, 36 must be in General Education courses. Moreover, a specific number of hours is required in each of the five general education areas.

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

AREA	HOURS
1. Social Sciences	6
2. Natural Sciences	6
3. Mathematics	6
4. Communications	12
5. Humanities	6
TOTAL	36

Note: There is no Foreign Language requirement for the AA Degree from Chipola; however, students should be aware that the State University System requires its Bachelor Degree candidates to have 8-10 semester hours of college credit in the same foreign language, unless they have earned two years of high school credit in the same foreign language. Students planning to transfer to a Florida university should fulfill this requirement before graduating from Chipola. In addition, some university programs of study may require additional credits in a foreign language. The University of Florida and Florida State University require students to complete the foreign language requirement before applying.

Area 1—Social Sciences

Minimum: 6 semester hours from among the following

Course	Title	Hours
AMH 2010 - 2020	American History	3,3
ECO 2013 - 2023	Principles of Economics	3,3
GEA 2001 - 2002	World Geography	3,3
POS 2041	American Federal Government	3
POS 2112	State and Local Government	3
PSY 2012	General Psychology	3
REL 2300	World Religions	3
SYG 1000	Introductory Sociology	3
SYG 1010	Contemporary Sociology	3
WOH 2012-2022	World History I/II	3,3

Area 2—Natural Sciences

Minimum: 6 semester hours from among the following

Course	Title	Hours
AST 1002	Astronomy	3
BSC 1005	Introduction to Biological Sciences	3
BSC 2010 - 2011	Integ. Principles of Biology I/II	3,3
BSC 2093C - 2094C	Human Anatomy & Physiology I/II	4,4
CHM 1030	General Organic & Biochemistry for Health Related Sciences I	3
CHM 1045 - 1046	General Chemistry I/II	3,3
CHM 2210 - 2211	Organic Chemistry I/II	4,3
GLY 1001	Introduction to Earth Science	3
GLY 1010	Introduction to Physical Geology	3
MCB 2010	Microbiology	3
PHY 1053C - 1054C	General Physics I/II	4,4
PHY 2048C - 2049C	General Physics with Calculus I/II	5,5
PSC 1121	Introduction to Physical Science	3

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, or CPT. 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 19 on the mathematics section of the Enhanced ACT or 72 on the CPT 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 1105	College Algebra	3
MAC 1114	Plane Trigonometry	3
MAC 1140	Precalculus Algebra	3
MAC 1311	Calculus and Analytic Geometry I	5
MAC 2233	Calculus for Non-Science Majors	3
MAC 2312	Calculus and Analytic Geometry II	4
MAC 2313	Calculus and Analytic Geometry III	4
MGF 1106	Mathematics for Liberal Arts I	3
STA 2023	Introduction to Statistics	3

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, or CPT. Students whose scores fall below college or state-designated levels are required to take non-credit remedial courses and attain minimum grades of “C” before taking college credit communications courses.

Specifically, students who score below 17 on the English usage section of the Enhanced ACT or 83 on the CPT are required to register for ENC 0004. Students who score below 18 on the reading section of the Enhanced ACT or 83 on the CPT are required to register for REA 0004. Students who score 18-19 on the Enhanced ACT or 83-95 on the CPT are required to register for REA 1205 as a corequisite with ENC 1101 or ENC 0004.

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	Communications Skills I	4
ENC 1102	Communications Skills II	4
Choose the remaining 4 hours from:		
AML 2010	Survey of American Literature I	3
AML 2020	Survey of American Literature II	3
ENC 1133	Research Writing	1
ENC 2210	Technical Writing	3
ENL 2011	Survey of English Literature I	3
ENL 2022	Survey of English Literature II	3
HUM 2216	The Humanities with Writing	4
HUM 2233	The Humanities with Writing	4
LIT 2110	Survey of World Literature	3

Note: A course cannot be used to meet the General Education requirements in both Communications and Humanities.

Area 5—Humanities

Minimum: 6 semester hours

Note: English 1101 and 1102 are prerequisites to humanities courses with an HUM prefix.

Note: A course cannot be used to meet the General Education requirements in both Communications and Humanities.

Select one of the four options:

Option 1

Choose six semester hours from

HUM 2212	The Humanities	3
HUM 2230	The Humanities	3

Option 2

Choose six semester hours from

HUM 2212 or HUM 2230	The Humanities	3
AND		

Any ARH or ART course, any literature course including THE 2014 (Modern Dramatic Literature), or THE 1020 (Introduction to Theatre), or any music course (except organization courses and applied music courses) 3

Option 3

Choose six semester hours from

Any ARH or ART course		3
AND		
Any music course (except organization courses and applied music courses)		3

Option 4

Choose six semester hours from

If HUM 2216 or HUM 2233 (Humanities with Writing) is taken as the third Gordon Rule course in Area 4--Communications, two courses in art (ARH and ART only), literature, or music (except organization courses and applied music courses) may be used to satisfy the 6 hours in humanities.

Courses with International or Diversity Focus

The following courses taught at Chipola Junior College have been designated as courses with an international/diversity focus:

AMH 2091	African American History
GEA 2001, 2002	World Geography I & II
REL 2300	World Religions
SYG 1010	Contemporary Sociology
WOH 2012, 2022	World History I & II



Associate in Arts Degree Programs

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 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 their major and transfer school can conserve time by taking the specific general education courses and prerequisites recommended.

Some state universities in Florida publish manuals which list specific courses required for admission to each major offered at the individual institution. Since there are over 600 individual majors or tracks available at the state universities, only a sample A. A. Curriculum Guide is included in this catalog.

All students are required to meet with an advisor before each registration period. This allows the students and the advisor to review the student's current major, course work, future plans, and complete the class registration schedule for the upcoming term. Whenever possible, students should use one of the preplanned A. A. Curriculum Guides to facilitate their academic progress. These guides are available in Student Services, Bldg. G and on the college website. If students are interested in majors or transfer institutions not listed, they may talk with a counselor in Student Services.

Students who have not identified a major or a transfer institution 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 and to work closely with an academic advisor in selecting appropriate courses.

Latest AA Degree Curriculum Guides

The following pre-planned curriculum guides are available from Student Services counselors, faculty advisers, or on the web at www.chipola.edu/studentservices/cguides/guides.htm

Florida A & M University

Architecture
Business Administration
Criminal Justice
Elementary Education
Engineering
Health Information Management
Health Sciences
Health Services Administration
Nursing
Occupational Therapy
Pharmacy
Psychology
Respiratory Therapy
Social Work

Florida State University

Art or Art Education
Biological Sciences
Business Administration
Chemical Sciences
Communication
Communication Disorders
Computer Science
Criminology
Early Childhood Education
Elementary Education
Engineering
English Education
Information Studies
Management Information Systems
Mathematics Education
Music Education

Music General
Nursing
Physical Education
Political Science
Psychology
Science Education
Social Science Education
Social Work
Special Education
Sports Management
Sports Medicine
Theater/Drama

University of Florida

Agriculture
Animal Science
Business Administration
Chemistry
Communication
Communication Sciences & Disorders
Criminology
Elementary Education
Engineering
Exercise & Sport Sciences
Food & Resource Economics
Forest Resources & Conservation
Health Science
Microbiology & Cell Science
Nursing
Nutritional Sciences
Occupational Therapy
Pharmacy
Political Science

Pre-professional Dentistry
Pre-professional Medicine
Pre-professional Veterinary Medicine
Psychology

University of West Florida

Business Administration
Computer Science
Criminal Justice
Elementary Education
Legal Administration
Medical Technology
Physical Education
Psychology

University of Central Florida

Health Information Management
Health Sciences
Health Services Administration
Radiologic Sciences

Troy State University at Dothan

Business Administration
Computer Information Systems
Criminal Justice
Elementary Education
English Education
Mathematics Education
Psychology
Science Education
Social Science Education
Special Education

Undecided Majors

A. A. Early Childhood/CDA
General College/ College Prep

If you are interested in a major or a state university that is not listed, please consult your counselor/adviser.

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 are required to complete the prerequisite course work for that major and/or transfer school.

Students who have decided their major and transfer university should secure a Curriculum Guide (see list on page 55) from their adviser, or from the Student Services Office, or online. 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

SLS 11011	
ENC 1101	4
NATURAL SCIENCE (Choose from courses listed on page 53)	3
SOCIAL SCIENCE (Choose from courses listed on page 52)	3
MAC 1105 (Or higher math courses, if eligible; see page 53)	3
TOTAL 14	

2nd Semester

ENC 1102	4
NATURAL SCIENCE (Choose from courses listed on page 53)	3
SOCIAL SCIENCE (Choose from courses listed on page 52)	3
MGF 1106 (Or higher math courses, if eligible; see page 53)	3
ELECTIVE (Choose course in area of career interest)	3
TOTAL 16	

SOPHOMORE YEAR

1st Semester

COMMUNICATIONS (Gordon Rule Course)	4
(Choose from courses listed on page 53)	
HUMANITIES (Choose from courses listed on page 54)	3
ELECTIVES (Choose courses in area of career interest)	8
TOTAL 15	

2nd Semester

HUMANITIES (Choose from courses listed on page 54)	3
ELECTIVES (Choose courses in area of career interest)	12
TOTAL 15	



WORKFORCE DEVELOPMENT AS PROGRAMS

Associate in Science Degree Programs

The Associate in Science degree is basically designed for students who are interested in preparing for a career that requires study beyond high school but does not require a four-year degree. If AS graduates decide, at a later point, to attend a university, they will be

required to complete additional hours at the freshman and sophomore levels to meet specific general education requirements. Other university program prerequisite courses may also be required. Also, courses designated [O] in the "Course Descriptions" of this catalog count only toward the AS degree and will not transfer to a state university.

Business Administration and Management *Program Code 2185*

This curriculum prepares students for employment as managers in a variety of business environments such as an owner/manager for a small business, or for continued education beyond the Associate degree level. Students who plan to pursue a bachelor's degree in any

area of business at a four-year college or university may instead fulfill the Associate in Arts degree requirements for a major in Business at the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	ENC 1102	4	OST 1335	3	OST 2501	3
CGS 1060 or CIS 1000	3	GEB 1011	3	SPC 2600	3	TAX 2000	3
HUMANITIES ²	3	STA 2023	3	ACG 2021	3	ACG 2071	3
MAC 1140	3	CGS 1100	3	ECO 2013	3	ECO 2023	3
BUL 2131	3	CGS 1510	3	MAC 2233	3	ACG 2002	3
SLS 1101	1					CGS 1540	1
Total	17	Total	16	Total	15	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses may also be required, depending on placement test scores.

² Choose from MUL 2010, MUE 1290, THE 2014, THE 1020, or any ART or ARH course.

A **minimum** of 64 semester credit hours is needed to graduate with an A.S. degree in Business Administration and Management from Chipola Junior College.



Child Development and Education *Program Code 2197*

This curriculum, leading to the Associate in Science degree, is designed for persons seeking employment in the child care field. Students who plan to pursue a bachelor's degree in early childhood

or elementary education at a four-year college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	HSC 2400 or ELECTIVE ³	3	CHD 1941 ² or ELECTIVE ³	3	CHD 1941 ² or ELECTIVE ³	3
CHD 1220	3	NATURAL SCIENCE	3	PSY 2012	3	DEP 2102	3
CHD 1941 ²	3	CHD 1430	3	HUN 1201	3	CHD 2322 or ELECTIVE ³	3
SOCIAL SCIENCE	3	CHD 1941 ² or ELECTIVE ³	3	HUMANITIES ⁴	3	ELECTIVE ³	4
SLS 1101	1	HSC 1100 or ELECTIVE ³	3	CHD 2432	3	APA1251 or ACG 2002	3
				ELECTIVE ³	3		
Total	14	Total	15	Total	18	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college prep reading, writing, and/or math courses may also be required, depending on placement test scores.

² May repeat four (4) times for credit.

³ Suggested electives include CHD 2800, CGS 1060, CGS 1505, SPC 2600, REA 1205, ORI 2000, ENC 1153, OST 1102, any ART course.

⁴ Choose from MUL 2010, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.

Certification in First Aid and CPR is also required; this may be obtained by completing HSC 2400.

A **minimum** of 63 semester credit hours is needed to graduate with an A.S. degree in Child Development and Education from Chipola Junior College.

Computer Information Technology *Program Code 2172*

This program prepares students for entry level positions as microcomputer support specialists, help desk representatives, and software application technicians. Students who plan to pursue a

bachelor's degree in computer or management information science at a four-year college or university should fulfill the Associate of Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
CIS 1000	3	CET 1263	3	APA 1251 or ACG 2021	3	MAC 1105	3
MGF 1106 ^{1,2}	3	ENC 1101 ¹	4	HUMANITIES ⁴	3	GEB 1011	3
CET 1171	3	CGS 1550	3	OST 1335	3	BUSINESS/COMPUTING	
SOCIAL SCIENCE	3	CGS 1565	3	SPECIALTY COURSE ³	3	ELECTIVE	3
OST 1582	3	CET 1178	3	SPECIALTY COURSE ³	3	SPECIALTY COURSE ³	3
SLS 1101	1					SPECIALTY COURSE ³	3
						CIS 1949 or CIS 2949	1
Total	16	Total	16	Total	15	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses may also be required, depending on placement test scores.

² Prerequisite: MAT 1033, depending on placement test scores and previous high school algebra courses.

³ Select one of the following specialities:

Computer Programming - COP 2000, COP 2224, CGS 1540, either CGS 1545 or COP 2800, CIS 2900

Network Support - CEN1300, CEN 2301, and CEN 2320

Web Site Development - COP 2000, CGS 1540, CGS 1557, CGS 1521, CGS 1876, CIS 2900

Computer Software Support - Software/Programming classes (any CGS, COP, CIS chosen with consent of departmental advisor), ACG 2002, TAX 2002

Computer Electronics - CET 2114, CET 2152C, CET 2173C, and either CET 1111 or CET 1631

⁴ Students may choose from MUL 2010, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.

⁵ Chosen with consent of departmental advisor.

A **minimum** of 63 semester credit hours is needed to graduate with an A.S. degree in Computer Information Technology from Chipola Junior College.

Criminal Justice Technology *Program Code 2168*

This curriculum, leading to the Associate in Science degree, is designed for individuals currently employed in the field of Criminal Justice, including Corrections and Law Enforcement. Students

who plan to pursue a bachelor's degree in criminology or criminal justice at a four-year college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
CJD 2602	2	CJD 2332	2	CCJ 2350	3	ENC 1101 ¹	4
CJD 2604	2	CJD 2626	2	CJL 2130	3	CGS 1060	3
CJD 2647	2	CJD 2632	2	CCJ 1500	3	ARH 1003	3
CJD 2677	2	CJC 2162	3	CCJ 2930	3	POS 2112	3
CJD 2691	2	ELECTIVE	3	CCJ 1020	3	MGF 1106 ¹	3
CJD 2603	2			CJC 1000	3	SLS 1101	1
CJD 2681	2					ELECTIVE	3
Total	14	Total	12	Total	18	Total	20

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses may also be required, depending on placement test scores.

Advanced training courses taken as Continuing Education Courses WILL NOT transfer to the A.S. Degree.

A minimum of 64 semester credit hours is needed to graduate with an A.S. degree in Criminal Justice Technology from Chipola Junior College.

Culinary Management *Program Code 2140*

This program of study prepares students for a career in commercial and institutional management positions leading to employment as an executive chef, steward, food and beverage director, restaurant manager, or caterer. This program would also provide supplemental training for persons previously or currently employed in the above occupations. Culinary Management focuses on broad,

transferable skills and stresses understanding and demonstration of the following elements of the culinary industry: planning; management; finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	HFT 2840C	2	MATHEMATICS ¹ or	3	FSS 2382L	1
FOS 2201C	2	FSS 2224C	4	NATURAL SCIENCE		FSS 2247L	2
FSS 1002C	2	FSS 1105	2	FSS1248C	2	ELECTIVE	2
FSS 1202C	4	FSS 2380	4	FSS2247L	2	FSS 2381	4
FSS 1246C	4	GENERAL	3	FSS 2240C	3	HFT 1860	2
SLS 1101	1	EDUCATION COURSE		HFT 2264C	2	SYG 1000	3
Total	17	Total	15	HFT 1213C	2	HUMANITIES ³	3
				SPC 2600 ²	3		
				Total	15	Total	17

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses (including MAT 1033, a credit course that does not count as a Gordon Rule course) may also be required, depending on placement test scores.

² Check prerequisites.

³ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.

A minimum of 64 hours is needed to graduate with an A.S. degree in Culinary Management from Chipola Junior College.

Dental Hygiene *Program Code 9096*

Articulation Agreement between Chipola Junior College and Tallahassee Community College

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 enroll in the Dental

Hygiene Program at Tallahassee Community College. The program classes begin in May or Summer I Term each academic year. Check with Tallahassee Community College for application deadlines.*

First Semester	Sem Hrs	Second Semester	Sem Hrs
BSC 2093C and 2093L ^{1,2}	4	BSC 2094C and 2094L ^{1,2}	4
MGF 1106 ³	3	MCB 2010 & 2010L ¹	4
ENC 1101 ³	4	SPC 2600 ¹	3
SYG 1000	3	PSY 2012	3
CHM 1030 & 1030L ^{1,2}	4	HUN 1201 ¹	3
SLS 1101	1		
Total	19	Total	17

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Check prerequisites.

² Must be completed with a grade of "C" or better **OR** must complete 18 semester hours from the courses listed with a GPA of 2.5; all must be completed within five (5) years of the application deadline. Students must also be eligible for MGF 1106 and ENC 1101 at the time of application unless those courses are already completed.

³ Non-credit college-prep reading, writing, and/or math courses (including MAT 1033, a credit course that does not count as a Gordon Rule course) may also be required, depending on placement test

scores.

*Students must write the Technology and Professional Programs Division, Tallahassee Community College, 444 Appleyard Drive, Tallahassee, FL 32304 to obtain an application packet and should indicate they wish to enroll under the articulation agreement with Chipola Junior College when the application is submitted. This process should be completed before the application deadlines listed above.

Electronic Engineering Technology *Program Code 2176*

The Electronic Engineering Technology program is a competency-based, self-paced, technical program leading to an Associate in Science degree.

This program uses theories in conjunction with applied technical skills to carry out and support engineering activities and is designed to give students a strong background in digital electronics and modern technology.

Employment opportunities exist with electronic and electrical equipment and manufacturers, the communications industry, electrical service companies/centers, medical laboratories and hospitals, government agencies, power production facilities, research and development laboratories, semiconductor manufacturing and electric/electronic-controlled manufacturing facilities.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	CGS 1100 ²	3	ENC 1102	4	ETD 2320C	3
MTB 1327	3	MTB 1328	3	EET 2119C	4	CET 2114C	4
EET 1015C	4	EGS 2110C	3	HUMANITIES ³	3	CET 2152C	4
EET 1607C	4	EET 1025C	4	SOCIAL SCIENCE	3	CET 2173C	3
SLS 1101	1	EET 2104C	4	GENERAL EDUCATION	3	TECHNICAL ELECTIVE ⁴	4
				COURSE			
Total	16	Total	17	Total	17	Total	18

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses may also be required (including MAT 1033, a credit course that does not count as a Gordon Rule course) may also be required, depending on placement test scores.

² Check prerequisites.

³ Choose from MUL 2010, MUE 1290, THE 2014, THE 1020 or any ARH or ART course.

⁴ Students will select a course approved by the program manager.

A **minimum** of 68 semester credit hours is needed to graduate with an A.S. degree in Electronic Engineering Technology from Chipola Junior College.

Fire Science Technology *Program Code 2166*

This program is designed for working firefighters who may have already taken a variety of courses. It 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 completed 40 hour advanced training course and three college credit hours for any completed 45 hour advanced training course, providing the course is listed in the Chipola catalog.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
FFP 1506	3	FFP 2740	3	ENC 1101 ¹	4	CGS 1060	3
FFP 1610	3	FFP 2811	3	MGF 1106 ¹	3	POS 2112	3
FFP 1540	3	FFP 2401	3	GENERAL ED ELECTIVE	3	ARH 1003	3
FFP 2780	3	FFP 2402	3	ELECTIVE ²	3	ELECTIVE ²	3
FFP 2720	3	FFP ELECTIVE	3	SLS 1101	1	ELECTIVE ²	4
Total	15	Total	15	Total	14	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses may also be required (including MAT 1033, a credit course that does not count as

a Gordon Rule course), depending on placement test scores.

² Select electives with permission of faculty advisor.

A **minimum** of 60 semester credit hours is needed to graduate with an A.S. degree in Fire Science Technology from Chipola Junior College.

Networking Services Technology *Program Code 2173*

This program of study focuses on computer systems and network support. The courses cover a broad set of skills and knowledge in computer network administration. Courses emphasize objectives as outlined in recognized industry certification including the CompTIA A+ and Network + certifications, as well as, for the

MCSE, Microsoft Certified Systems Engineer. Students who plan to pursue a bachelor's degree in computer science or management information systems at a four-year college or university should fulfill the Associate of Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101	4	GENERAL EDUCATION ³	3	OST 1335	3	CEN 2321	3
CET 1171	3	CGS 1550	3	CEN 2301	4	CEN 2305	4
CGS 1060 ²	3	CGS 1263	3	CEN 2320	4	CEN 2323	3
OST 1582	3	CET 1178	3	CIS 1949/2949	3	GENERAL EDUCATION ³	3
SLS 1101	1	GENERAL EDUCATION ³	3	CET 1631	1		
Total	14		15	Total	15	Total	13
Summer Session I		Sem Hrs					
CEN 1300	3						
GENERAL EDUCATION ³	3						
Total	6						

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or mathematics courses may be required, depending on placement test scores.

² Students who lack high school preparation in keyboarding skills must take OST 1141.

³ Students must complete the following general education courses: MGF 1106¹ or higher; MAC 1105¹ or higher; any general education social science course; and one humanities course from among MUL 2010, MUE 1290, THE 1014, THE 1020, or any ARH or ART course.

A **minimum** of 63 semester credit hours is needed to graduate with an A.S. degree in Networking Services Technology from Chipola Junior College.

Nursing *Program Code 2194*

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 third term of the program, enabling them to acquire their ADN in two 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.

This is a limited access, limited enrollment program; request a complete packet of information from the Health Sciences Department, Bldg. Q, Room 209 at 718-2316.

FALL ADMISSION

General Education Coursework	
Course No.	Sem Hrs
SLS 1101	1
ENC 1101 ¹	4
MAT 1033 or MAC 1105 ¹	3
PSY 2012 ¹	3
American Heart CPR Level C ²	
	11

Freshman Year				Sophomore Year			
1st Sem (Fall)	Sem Hrs	2nd Sem (Spring)	Sem Hrs	1st Sem (Fall)	Sem Hrs	2nd Sem (Spring)	Sem Hrs
NUR 1020C&1020L	6	NUR 1210C & 1210L	8	NUR 2211C & 2211L	6	NUR 2291C & 2291L	3
NUR 1260C & 1260L	1	NUR 1420C & 1420L	1	NUR 2140	2	NUR 2420C & 2420L	2
NUR 1010	1	NUR 1310C & 1310L	2	HUMANITIES ⁴	3	NUR 2310C & 2310L	3
NUR 1141	1	BSC 2094C & 2094L	4	MAC 1105	3	NUR 2810	1
BSC 2093C & 2093L ³	4			Total	14	Total	12
DEP 2004	3						
Total	16		15				
Summer Session I	Sem Hrs	Summer Session II	Sem Hrs				
NUR 2520C & 2520L	3	NUR 2000C & 2000L	3				
MCB 2010 & 2010L	4						
Total	7		3				

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

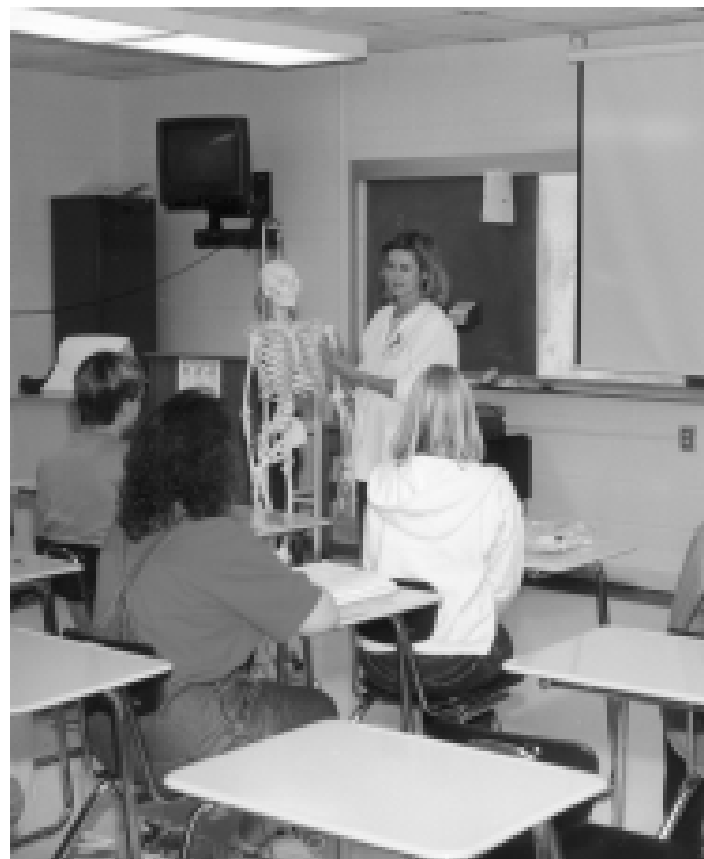
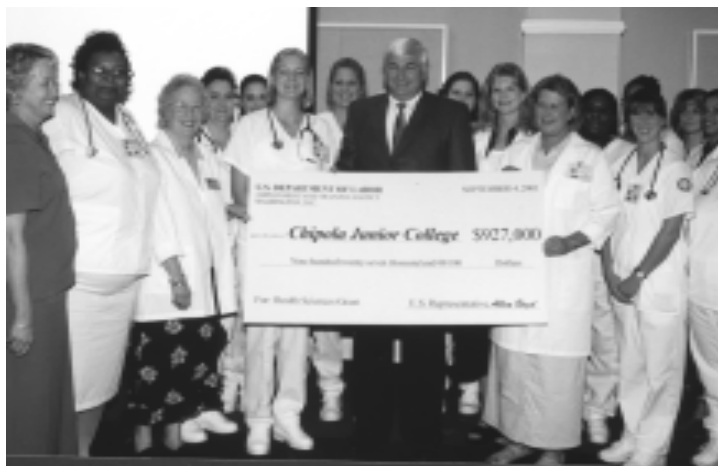
¹ Non-credit college-prep reading and/or writing courses may also be required, depending on placement test scores.

² Contact the Continuing Education office at 718-2395 for information or scheduled classes.

³ BSC 1005 or a passing score on the Anatomy & Physiology pretest is prerequisite.

⁴ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020 or any ARH or ART class.

A **minimum** of 72 semester credit hours is needed to graduate with an A.S. degree in Nursing from Chipola Junior College.



SPRING ADMISSION

General Education Coursework

Course No.	Sem Hrs
SLS 1101	1
ENC 1101 ¹	4
MAT 1033 or MAC 1105 ¹	3
PSY 2012 ¹	3
American Heart CPR Level C ²	
Total	11

Freshman Year

1st Sem (Spring)	Sem Hrs
NUR 1020C&1020L	6
NUR 1260C & 1260L	1
NUR 1010	1
NUR 1141	1
BSC 2093C & 2093L ³	4
DEP 2004	3
Total	16

Summer Session I	Sem Hrs	Summer Session II	Sem Hrs
NUR 1420C & 1420L	1	NUR 1210C & 1210L	8
NUR 1310C & 1310L	2		
BSC 2094C & 2094L	4		
Total	7		8

2nd Sem (Fall)	Sem Hrs
NUR 2520C & 2520L	3
MCB 2010 & 2010L	4
NUR 2000C & 2000L	3
Total	7-10

Sophomore Year

1st Sem (Spring)	Sem Hrs
NUR 2211C & 2211L	6
NUR 2140	2
HUMANITIES ⁴	3
MAC 1105	3
Total	11-14

Summer Session I	Sem Hrs	Summer Session II	Sem Hrs
NUR 2420C & 2420L	2	NUR 2291C & 2291L	6
NUR 2310C & 2310L	3	NUR 2810	1
Total	5		7

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading and/or writing courses may also be required, depending on placement test scores.

² Contact the Continuing Education office at 718-2395 for information or scheduled classes.

³ BSC 1005 or a passing score on the Anatomy & Physiology pretest is prerequisite.

⁴ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020 or any ARH or ART class.

A **minimum** of 72 semester credit hours is needed to graduate with an A.S. degree in Nursing from Chipola Junior College.

Office Systems Technology

Legal Office Systems Concentration *Program Code 2163*

This program of student is designed for students who plan to enter the workforce as legal secretaries or legal office managers. Students who plan to pursue a bachelor's degree at a four-year

college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	OST 1324	3	OST 1335	3	HUMANITIES ⁴	3
OST 1101 ^{2,5}	2	OST 1402	3	POS 2041	3	OST 2431	3
CGS 1060 ²	3	OST 1601	3	APA 1251	3	MAC 1105 ^{1,3} , MGF 1106 ^{1,3}	
OST 1582	3	OST 1102	3	OST 1211	3	or NATURAL SCIENCE	3
CGS 1500 ^{2,5,6}	2	GEB 1011	3	BUL 2131	3	POS 2112	3
SLS 1101	1			ELECTIVE	2	OST 2501	3
Total	15	Total	15			OST 1941 or OST 2949	1
				Total	17	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep writing, reading, and/or math courses may also be required, depending on placement test scores.

² Prerequisite: OST 1141 or the ability to type 35 correct wpm via the touch typing method.

³ Prerequisite: MAT 1033, depending on placement test scores and previous high school algebra courses.

⁴ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020, or

any ARH or ART course.

⁵ If a student has successfully completed BST 1 and BST 2 at the High School level, she/he may be eligible for college credit through credit-by-exam.

⁶ If a student has successfully completed Microsoft Word at the High School/Technical Center level, she/he may be eligible for college credit through credit-by-exam.

A **minimum** of 63 hours is needed to graduate with an A.S. degree in Office Systems Technology from Chipola Junior College.

Medical Office Systems Concentration *Program Code 2162*

This program of study prepares students to who plan to enter the workforce as medical secretaries or medical office managers. Students who plan to pursue a bachelor's degree at a four-year

college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	OST 1324	3	OST 1335	3	BSC 2093C & 2903L	4
OST 1101 ^{2,4}	2	GEB 1011	3	BSC 1005	3	ECO 2013, ECO 2023, SYG 1000	
CGS 1060 ²	3	OST 1461	3	APA 1251	3	SYG 1010, or PSY 2012	3
OST 1582	3	OST 1402	3	HSC 1531	3	OST 1455	3
CGS 1500 ^{2,4,5}	2	OST 1601	3	HUMANITIES ³	3	OST 1102	3
SLS 1101	1			ELECTIVE	3	OST 2501	3
Total	15	Total	15			OST 1949 or 2949	1
				Total	16	Total	17

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep writing, reading, and/or math courses may also be required, depending on placement test scores.

² Prerequisite: OST 1141 or the ability to type 35 correct wpm via the touch typing method.

³ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.

⁴ If a student has successfully completed BST 1 and BST 2 at the High School level, she/he may be eligible for college credit through credit-by-exam.

⁵ If a student has successfully completed Microsoft Word at the High School/Technical Center level, she/he may be eligible for college credit through credit-by-exam.

A **minimum** of 63 hours is needed to graduate with an A.S. degree in Office Systems Technology from Chipola Junior College.

Office Management Technology Concentration *Program Code 2160*

This program of study is designed for students who plan to complete two years of college and then enter the workforce as office systems managers, administrative secretaries, administrative assistants, personal secretaries, or office systems technicians. Students

who plan to pursue a bachelor's degree at a four-year college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	OST 1324	3	OST 1335	3	HUMANITIES ⁴	3
OST 1101 ^{2,6}	2	GEB 1011	3	MAC 1105 ^{1,3} , MGF 1106 ^{1,3}	3	ECO 2013, ECO 2023, SYG 1000, or NATURAL SCIENCE	3
CGS 1060 ²	3	OST 1102	3	APA 1251	3	ACG 2002	3
OST 1582	3	OST 1402	3	BUL 2131	3	TAX 2000	3
CGS 1500 ^{2,6,7}	2	OST 1601	3	GENERAL EDUCATION ³	3	OST 2501	3
SLS 1101	1			CGS 1510	2	OST 1949 or 2949	1
Total	15	Total	15	Total	17	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep writing, reading, and/or math courses may also be required, depending on placement test scores.

² Prerequisite: OST 1141 or the ability to type 35 correct wpm via the touch typing method.

³ Prerequisite: MAT 1033, depending on placement test scores and previous high school algebra courses.

⁴ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.

⁵ Select appropriate course; contact advisor for assistance.

⁶ If a student has successfully completed BST 1 and BST 2 at the High School level, she/he may be eligible for college credit through credit-by-exam.

⁷ If a student has successfully completed Microsoft Word at the High School/Technical Center level, she/he may be eligible for college credit through credit-by-exam.

A **minimum** of 63 hours is needed to graduate with an A.S. degree in Office Systems Technology from Chipola Junior College.

Word Processing Concentration *Program Code 2159*

This program of study is designed for students who plan to enter the workforce as office systems technicians, administrative secretaries, or personal secretaries. Students who plan to pursue a

bachelor's degree should follow the Associate in Arts degree curriculum of the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	OST 1324	3	OST 1335	3	HUMANITIES ⁴	3
OST 1101 ²	2	OST 1102	3	MAC 1105 ^{1,3} , MGF 1106 ^{1,3}	3	GENERAL ED ⁵	3
CGS 1060 ²	3	GEB 1011	3	or NATURAL SCIENCE	3	ECO 2013, ECO 2023, SYG 1000, SYG 1010, or PSY 2012	3
OST 1582	3	OST 1402	3	APA 1251	3	OST 2501	3
CGS 1500 ²	2	OST 1601	3	OST 1211	3	CGS 1505	3
SLS 1101	1			CGS 1525	2	OST 1949 or 2949	2
Total	15	Total	15	Total	16	Total	17

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep writing, reading, and/or math courses may also be required, depending on placement test scores.

² Prerequisite: OST 1141 or the ability to type 35 correct wpm via the touch typing method.

³ Prerequisite: MAT 1033, depending on placement test scores and previous high school algebra courses.

⁴ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020, or any ARH or ART course.

⁵ Select appropriate course; contact advisor for assistance.

A **minimum** of 63 hours is needed to graduate with an A.S. degree in Office Systems Technology from Chipola Junior College.

Recreation Technology *Program Code 2151*

This degree prepares students for employment as recreation leaders, recreation supervisors, group recreation workers or recreation facility attendants. This program would also be beneficial for persons previously or currently employed in the above mentioned

occupations. Students who plan to pursue a bachelor's degree in physical education or recreation at a four-year college or university should fulfill the Associate in Arts degree requirements for the chosen transfer school.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	SPC 2600 ²	3	PSY 2012 ¹	3	HUN 1201 ²	3
REA 1205 ¹	2	ELECTIVE	2	BSC 1005 ¹	3	HSC 2400 ²	3
MAT 1033 ¹	3	HSC 1100 ²	3	PEO 2003 ²	2	ELECTIVE	3
PET 1000 ²	3	PEL activity courses ²	2	PET 2622 ²	3	DEP 2004 ²	3
PEM 1104 ²	2	SYG 1000 ²	3	PEO 2624, PEL 2219, or PEL 2211 ²	2	HUMANITIES ³	3
PEL activity course ²	1	CGS 1060	3	PEL activity course ²	1		
SLS 1101	1			ELECTIVE	3		
Total	16	Total	16	Total	16	Total	16

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, writing, and/or math courses may also be required, depending on placement test scores.

² Indicates core courses.

³ Students may choose MUL 2010, MUE 1290, THE 2014, THE 1020 or any ARH or ART class.

A **minimum** of 64 semester credit hours is needed to graduate with an A.S. degree in Recreation Technology from Chipola Junior College.

Telecommunications Technology *Program Code 2180*

This two-year program is designed to train students for employment in the telecommunications industry. Students receive lineman installation training including splicing and activation of cable line

(fiber, broad band, co-ax). A strong background in electronics technology is also incorporated into the program.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 ¹	4	EET 1025C	4	HUMANITIES ⁴	3	CET 2114C	4
MAC 1105 ²	3	MAC 1114	3	EET 2119C	4	CET 2152C	4
EET 1015C	4	EET 2104C	4	ECO 2013, POS 2041, or SYG 1000	3	CET 2173C	3
ELECTIVE	3	CGS 1550 ³	3	ETD 2320C	3		
SLS 1101	1			ELECTIVE	3		
Total	15		14	Total	13	Total	14
				Fall Semester	Sem Hrs		
				EET 1371	8		
				Total	8		

All Associate in Science degree students must complete the required English and mathematics courses with a grade of "C" or higher.

¹ Non-credit college-prep reading, and/or writing courses may also be required, depending on placement test scores.

² Check prerequisites. Non-credit college-prep and other lower level mathematics courses may be required depending on placement test scores and previous mathematics course work.

³ Check prerequisites. Students who lack microcomputer use skills will need to take CGS 1060 as a prerequisite.

⁴ Choose MUL 2010, MUE 1290, THE 2014, THE 1020 or any ARH or ART class.

A **minimum** of 64 semester credit hours is needed to graduate with an A.S. degree in Telecommunications Technology from Chipola Junior College.

College Credit Certificate Programs

Health Sciences Programs

To inquire about any Health Sciences Program, contact Health Sciences at 718-2316, Building Q, Room 209.

Certain programs offered by the Health Sciences Department are limited enrollment programs with special requirements. These are Emergency Medical Technician, Patient Care Assistant 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.

Dental Assisting *Program Code 9097*

Articulation Agreement Between Chipola Junior College and Gulf Coast Community College

Chipola Junior College and Gulf Coast Community College have an articulation agreement which allows students to enroll and complete two courses at Chipola before transferring to Gulf Coast to complete the program.

Once students are accepted into the program at Gulf Coast they may attend either full or part time in either the regular daytime program or the new IDEA Dental Outreach (video at home) program. During the first year of training, clinicals for the IDEA program are held every Saturday at Gulf Coast. During the second year, clinicals are held every other Saturday at Gulf Coast.

Interested students should complete the following steps:

1. Contact Health Sciences Department, Chipola Junior College (718-2316), for program specific information.
2. Complete the Chipola Junior College application process. Applications are available in the Admissions Office in Building A.
3. Take the Test of Adult Basic Education (TABE); must score at 11th grade level. Contact Success Center to schedule this test (718-2284).
4. Take the College Placement Test. Contact the Testing Office to schedule this test (718-2271).
5. Complete basic CPR training. Contact the Continuing Education Office to schedule this training (718-2297).

6. Check prerequisites and complete BSC 1005 (Introduction to Biological Sciences) and HUN 1201 (Elements of Nutrition) before transfer to Gulf Coast.

Interested students may also contact Kim Gillford, IDEA Coordinator, at Gulf Coast Community College at (850) 872-3827.

Emergency Medical Technician *Program Code 5279*

This is a limited enrollment program preparing students for employment as 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 64E-2 of the Florida Administrative Code.

Upon successful completion of EMS 1159C Emergency Medical Technician, an eleven-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	11

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



Business Programs

Accounting Applications *Program Code 5201*

This college credit certificate program prepares students for employment in business and industry as accounting clerks, assistant or junior accountants, or provides supplemental training for persons previously or currently employed in these occupations. Entry requirements are the same as for the AA or AS degree. Courses completed may also apply toward the AS degree in Business Administration and Management or Office Systems Technology.

Accounting Applications Course of Study	
First Semester	Sem Hrs
ENC 1153 ² or 1101 ¹	3-4
ACG 2021	3
OST 1335	3
OST 1582	3
SLS 1101	1
TOTAL	13-14
Second Semester	
	Sem Hrs
OST 1324	3
ACG 2002	3
TAX 2000	3
GEB 1011	3
CGS 1510 ²	2
TOTAL	14

Required English courses must be completed with a grade of "C" or higher.

¹ Non-credit college-prep writing, and/or reading courses may also be required, depending in placement test scores.

² Prerequisite: CGS 1060

A minimum of 27 semester credit hours is needed to receive the Accounting Applications Certificate from Chipola Junior College.

Office Systems Specialist *Program Code 5292*

This college credit program prepares students for employment in business and industry as office systems specialists, correspondence specialists, electronic workstation specialists, and/or reprographics specialists. Entry requirements for this program are the same as for the AA or AS degree. Courses completed may also be counted toward the Associate in Science degree in Office Systems Technology.

Office Systems Specialist Course of Study

First Semester	Sem Hrs
ENC 1153 ⁴ or 1101 ¹	3-4
OST 1101 ²	2
CGS 1060 ²	3
CGS 1500 ²	2
OST 1582	3
SLS 1101	1
TOTAL	14-15
Second Semester	
	Sem Hrs
OST 1324	3
OST 1402	3
OST 1601	3
SPECIALTY COURSES ³	6
OST 1949 or 2949 ²	1
TOTAL	16

Required English courses must be completed with a grade of "C" or higher.

¹ Non-credit college-prep reading and/or writing courses may be required, depending on placement test scores.

² Prerequisite: OST 1141 or the ability to type 35 correct wpm via the touch typing method.

³ Specialty Courses:

Word Processing Technology: CGS 1505 and OST 1102.

Legal Office Systems: OST 1102 and OST 2431

Medical Office Systems: HSC 1531 and OST 1461

³ Prerequisite: CGS 1060

A **minimum** of 30 semester credit hours is needed to receive the Office Systems Specialist Certificate from Chipola Junior College.

Child Development Associate *Program Code 5297*

As of July 1, 1995, for every 20 children in a licensed child care facility, there must be one worker with a Child Development Associate (CDA) credential or a credential that is equivalent to or greater than the CDA.

To receive the approved Children and Family Services C/F Florida CDA Equivalence you must complete four child care training courses. The courses may be taken for academic college credit or clock-hour credit and are offered through the Department of Continuing Education.

CHD 1120 Child Growth and Development

(3 college credits or 45 clock-hours)

CHD 2432 Curriculum for Young Children

(3 college credits or 45 clock-hours)

CHD 1430 Observing and Recording Child Behavior

(3 college credits or 45 clock hours)

CHD 1941 Early Childhood Internship

(3 college credits or 45 clock-hours)

The University Center @ Chipola Junior College

http://www.chipola.edu/university_center

The mission of the University Center at Chipola Junior College is to respond to the educational needs of Chipola's service area by assisting students in the pursuit of upper-level degrees. The University Center is based on the belief that everyone who is capable of success has the right to an education. Traditionally, it has been necessary for residents of Chipola's district to move away or commute long distances in order to continue their education past the AA or AS degree. With the creation of The University Center at Chipola Junior College, graduates with a two-year degree now have the opportunity to pursue higher education at Chipola.

The University Center is collaborating with four-year universities and colleges to bring Bachelor and Graduate Degree opportunities to our area and to assist students in their efforts to pursue a baccalaureate or post-graduate degree. University personnel teach all of the classes and the universities award the degrees. University Center programs provide students with a rigorous university experience in the supportive, student-centered atmosphere to which Chipola students are accustomed.

University Center students have access to Chipola's computer labs, library, and other facilities, just as Chipola students do.

The following degree programs will be offered in cooperation with the University Center during the 2002-2003 school year. Class schedules for on campus degrees will be posted on the University Center Web-site, http://www.chipola.edu/university_center, as they become available. The site contains extensive information about all University Center programs. The following courses with an asterisk are taught on Chipola's campus.

Florida State University - (FSU)

2+2 Programs: Supported distance learning programs that feature specially designed, state-of-the-art, instructional materials, CJC computer access, and local mentors. Degrees may be earned in Computer Science, Criminology & Criminal Justice, Information Studies, Interdisciplinary Social Science and Software Engineering

***RN to BSN/MSN Bridge program:** An innovative program that allows registered nurses to continue working while seeking career advancement through courses taught on CJC's campus and on-line which lead to a Bachelor's degree. The MSN degree is not yet available. A program coordinator teaches some classes, meets periodically with students on Chipola's campus, and provides advising and assistance throughout the program.

FSU Program Coordinator	CJC Recruiter and Advisor
Michelle Diamanti	Barbara Taylor
(850) 644-2647	(850) 718-2294
mdiamont@mailier.fsu.edu	taylorb@chipola.edu

Masters in Library Science or Information Studies: Students who have a BS or a BA degree and are interested in library science may earn a masters in this on-line program .

University of West Florida - (UWF)

***BS in Social Work** – This versatile and nationally recognized degree enables graduates to work with diverse population groups in a wide variety of settings. Social workers are professionals who help individuals, groups, or communities by obtaining services, providing counseling, and improving social and health services. Classes are taught in the evening on Chipola's campus.

Department Chair: Terri Glass (850) 526-2761, ext. 3356
glasst@chipola.edu

Located on Chipola's campus in L400.

***BA in Special/Elementary Education** – The full-time, on-campus program coordinator will teach classes, provide academic advising, and offer assistance throughout the program. Courses are offered during the day, in the afternoon and evenings on Chipola's campus.

Program Coordinator: Patti Davis (850) 718-2361
davisp@chipola.edu

Located on Chipola's campus in L400.

***BA in Criminal Justice:** The full-time, on-campus program coordinator will teach classes, provide academic advising, and offer assistance throughout the program. Courses are offered in the day, evening, and on Saturday on Chipola's campus.

Program Coordinator: April Robinson (850) 526-2761, ext. 3285.
robinsona@chipola.edu

Located on Chipola's campus in L400.

***Masters in Educational Leadership with Administrative Certification**

Courses are taught in the evenings and on weekends on Chipola's campus. Students must have a Bachelor's degree and a teaching certificate.

Program Coordinator: Dr. Sherri Zimmerman (850) 863-0730
szimmerman@uwf.edu

***Specialist and Doctorate in Curriculum and Instruction**
Courses are taught in the evenings on Chipola's campus. Students must have a Masters degree.

Program Coordinator: Dr. Michael Barry (850) 863-6538
gbarry@uwf.edu

Several online degrees are available from Florida Gulf Coast University, University of Central Florida, the University of Florida, and other institutions. These are detailed on the University Center web-site.

It is the goal of the University Center to increase the number of degrees available to area residents and to expand university participation in this endeavor. Consequently, the Center's offerings will change and evolve over time.

For information on the University Center contact Dr. Kitty Myers at (850) 718-2260 or myersk@chipola.edu and visit the University Center web-site at Chipola's homepage, http://www.chipola.edu/university_center



COURSE DIRECTORY



**Florida's Statewide Course
Numbering System
Self-Directed Study Programs
Course Descriptions**

COURSE DIRECTORY

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 twenty-six participating non-public 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 recommends 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 a 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."

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 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 the 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 institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete 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 the 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.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory 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(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and 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

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

when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

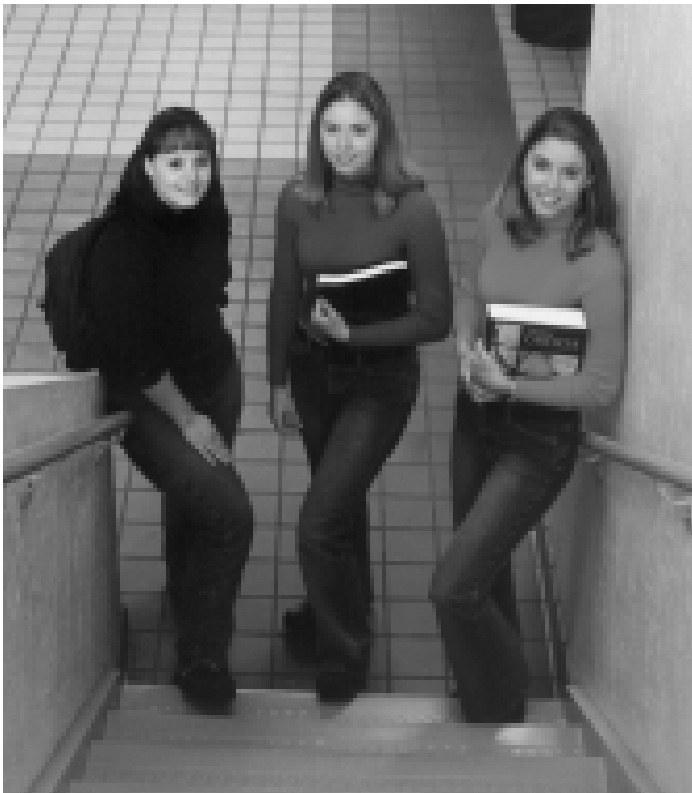
Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. 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
- F. Courses not offered by the receiving institution

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 decisions should be directed to Chipola's Vice President of Instructional & Student Services, A106, 718-2350, or the Florida Department of Education, K-16 Articulation, 401 Turlington Building, Tallahassee, FL, 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or Suncom 278-6402.



Self-Directed Study Programs

Independent Study

Independent Study courses are provided for students who cannot attend campus classes. In effect, Independent Study students set their own study hours.

Students will have a syllabus to follow and instructional materials such as a text and/or videotaped lectures. However, students enrolled in one of these courses must attend the orientation and examination sessions on campus on the dates specified in the syllabus for each course. Times that the instructor can be contacted are published in the syllabus.

Also, students taking an Independent Study class must meet the placement testing and admissions requirements of the college. Students must register during the registration dates listed in the college calendar. All college policies and deadlines apply to Independent Study students. Course work should be completed during the term in which it is started.

Sample syllabi may be reviewed in advance of the orientation session in the college library, in Student Services, or in the offices of the instructional deans.

When videotapes are to be used with a course, they may be viewed or checked out at the Chipola Junior College Library or at the following county public libraries: Calhoun, Holmes, Jackson, Liberty, and Washington.

Independent Study classes cost an additional \$25 per semester hour.

Directed Individualized Study

Students may wish to pursue individualized study in courses that may not be offered in the current schedule or offered at a time available to them. DIS course work should be completed during the term in which it is started. Currently-enrolled students who desire to register for DIS and who have not registered by the Drop Without Penalty Date for that term may appeal to the Vice President of Instructional & Student Services.

DIS courses cost an additional \$25 per credit hour. Students should contact the appropriate instructional dean 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 in Arts degree and transfer to the SUS.

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

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

P—Preparatory course which will not count toward a degree or will **not** transfer or apply toward the Associate in Arts Degree.

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

Course descriptions are listed in alphabetical order by prefix.
To determine a prefix see the Directory of Courses by Prefixes listed by major disciplines.

Directory of Courses by Prefixes

Discipline	Course Prefixes	Discipline	Course Prefixes
Accounting	ACG, APA, TAX	Human Development	DEP
Art	ARH, ART, GRA	Humanities	HUM
Astronomy	AST	Journalism	JOU, MMC
Biological Sciences	BSC, MCB	Mathematics	MAC, MAP, MAT, MGF, MTB, STA
Business	BUL, GEB, OST, QMB	Music	MUC, MUE, MUH, MUL, MUN, MUT, MV_
Chemistry	CHM	Nursing	NSP, NUR, RET
Child Care	CHD	Occupational Therapy Assisting	OTH
Computing	CDA, CEN, CGS, CIS, COP, GRA	Office Technology	OST
Criminal Justice	CCJ, CJD, CJE, CJL, CJT	Physical Education	PEL, PEM, PEN, PEO, PET
Culinary Management	FOS, FSS, HFT	Physical Science	GLY, PSC
Economics	ECO	Physics	PHY
Education	EDF, EDG, EME	Political Science	POS
Emergency Medical Services	EMS	Religion	REL
Engineering Graphics	EGS	Psychology	CLP, DEP, PSY
Electronic Engineering Tech	CET, EET, ETD	Sociology	SYG
English	AML, ENC, ENL, LIT, REA, THE	Spanish	SPN
Fire Science	FFP	Speech	ORI, SPC
French	FRE	Student Development	SLS
Geography	GEA	Telecommunications	EER
Health	HSC	Theater	THE, TPA, TPP
History	AMH, HIS, WOH		
Home Economics	HUN		
Honors	IDH		

Course Descriptions

A

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]

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. African-American History. An introductory course designed to acquaint students with, and stimulate interest in, the culture and history of the African-American. Emphasis is on the origins, struggles, fears, aspirations, and achievements of African-Americans. No prerequisite, but either AMH 2010-2020 or SYG 1000-1010 is recommended. This course has been designated as an international/diversity course. 3 semester hours credit. [A]

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 2020. 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]

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]

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 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 1750C. 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 1751C. Introduction to Ceramics. A continuation of ART 1750C, 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 1750C or consent of instructor. Four hours studio per week. 3 semester hours credit. [D]

ART 2500C. 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 2501C. Color and Pictorial Composition. Advanced study of the problems of pictorial composition, with greater emphasis upon individual creativity and invention. Prerequisite: ART 2500C 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]

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]

B

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. Prerequisite: Acceptable placement scores in reading or a grade of "C" or higher in REA 0004. 3 semester hours credit. [D]

BSC 2010. Integrated Principles of Biology I. An introductory study of the mechanisms 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. Integrated Principles of Biology 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. Integrated Principles of Biology II. An introduction to structure and function at the cellular and organismal level; modern concepts of physiology with emphasis on man; and principles of ecology. 3 semester hours credit. [D]

BSC 2011L. Integrated Principles of Biology 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]

BUL 2131. Legal Environment of Business. A survey course of the legal environment of business. It provides an overview of the major areas of the law that shape the environment in which businesses operate. Areas covered include an introduction to law and the legal system, contracts, sales of goods and commercial paper under the UCC, property, agency and employment, business organizations, bankruptcy, and consumer protection. 3 semester hours credit. [D]

C

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 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 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 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 interrelationships among segments of the Criminal Justice System and various problem solving techniques. 3 semester hours credit. [D]

CEN 1300. Microsoft Systems Administration. This course provides students with the knowledge and skills necessary to install, configure, customise, and troubleshoot Microsoft Windows 2000 Professional. Note: This course may also be used in preparation for the Microsoft Certification exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional. Prerequisite: CGS 1263 and CGS 1550. 3 semester hours credit. [D]

CEN 2301. Microsoft Advanced Systems Administration. This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Server to create file, print and terminal servers. Note: This course may also be used in preparation for the Microsoft Certification exam 70-215, Installing, Configuring and Administering Microsoft Windows 2000 Server. Prerequisite: CEN 1300. 4 semester hours credit. [D]

CEN 2305. Administering Directory Services. This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policies and understanding the group policies tasks required to centrally manage users and computers. Note: This course may also be used in preparation for the Microsoft Certification exam 70-217 Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure. Prerequisite: CEN 2301. 4 semester hours credit. [D]

CEN 2307. Internet/Intranet Site Management. This course covers the procedures and issues involved in setting up and managing a Web site, including legal issues, security, marketing, domain name registration, and Web server software installation and management. Prerequisite: CGS 1550 or consent of department. 3 semester hours credit. [D]

CEN 2320. Administering Network Infrastructure. This course is designed to provide students with the knowledge and skills necessary to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, network protocols, IP routing, and WINS in a Microsoft Windows 2000 network infrastructure. Note: This course may also be used in preparation for the Microsoft Certification exam 70-216 Implementing and Administering a Microsoft Windows 2000 Network Infrastructure. Prerequisite: CEN 2301. 4 semester hours credit. [D]

CEN 2321. Designing Directory Services. This course provides students with the knowledge and skills necessary to design a Microsoft Windows

2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory structure that meets those needs. This course helps you prepare for the following Microsoft Certified Professional exam: Exam 70-219, Designing a Microsoft Windows 2000 Directory Services Infrastructure Prerequisites: CEN 2305 Administering Directory Services. 3 semester hours credit. [D]

CEN 2323. Designing a Secure Network. The goal of this course is to provide Information Technology (IT) professionals with the knowledge and skills to make the right design decisions to protect your business network. This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. NOTE: This course can be used in preparation for the MCSE Exam 70-220. Prerequisites: CEN 2320 Administering Network Infrastructure; Pre/ Co-requisite: CEN 2305 Administering Directory Services. 3 semester hours credit. [D]

CET 1111. Logic Circuits. A study of Boolean algebra which covers binary arithmetic, decimal-to-binary conversion logic gates, logic simplification and combinational logic. 1 semester hour credit. [D]

CET 1171. Introduction to Microcomputer Maintenance. This course introduces computer hardware components and system software needed to set up, install, configure, upgrade, and maintain a microcomputer system. 3 semester hours credit. [D]

CET 1178. Microcomputer Maintenance and Repair. This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on diagnosing, troubleshooting, disassembling, replacing, and repairing the microcomputer. Prerequisite: CET 1171 or consent of department. 3 semester hours credit. [D]

CET 1631. Network Cabling. An introduction to network cabling using copper and fiber optics cables. The focus of the course covers basic cabling theory, tool use, troubleshooting and repair of copper wires and fiber optics cables. 1 semester hour credit. [D]

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]

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. No previous computer experience required but keyboarding or typing skill recommended. 3 semester hours credit. [D]

CGS 1100. Microcomputer Applications for Business and Economics.

The course provides a survey of current microcomputer applications software, including general terminology, features and operating procedures for specific software, and techniques for accomplishing a variety of business and personal tasks. The student will acquire operational skills for using microcomputers in support of business and personal tasks. Prerequisite: CGS 1060 and acceptable college placement test scores or successful completion of the appropriate college-prep classes, or consent of department. 3 semester hours credit. [D]

CGS 1263. Introduction to Networking and Communications. 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 1100 or consent of department. 3 semester hours 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. Topics include editing and formatting, tables, sort, mail merge, labels, search and replace, columns, and graphics. Prerequisite: OST 1141 or typing skills or consent of department. 2 semester hours credit. [D]

CGS 1505. Word Processing. Explores the various advanced word processing functions. Topics include report creation—outline, table of contents, index—import and export files, charts, and forms. Prerequisite: CGS 1500 or CGS 1100 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. 2 semester hours credit. [D]

CGS 1521. Introduction to Computer Graphics. This course covers the procedures involved in creating, capturing, editing, and applying special effects to 2-D and 3-D graphic images. Includes hands-on assignments using current graphics design software for microcomputers. Prerequisite: CGS 1060 or consent of department. 2 semester hours credit. [D]

CGS 1525. Introduction to Presentation Software. An introduction to the use of presentation software on microcomputers. Covers the process of planning a presentation, presentation design principles, and the use of software to create effective visuals to support business presentations. Prerequisite: CGS 1060 or consent of department. 2 semester hours 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. 2 semester hours credit. [D]

CGS 1545. Database Programming. An advanced course in database management. Topics include relational database design and normalization, the process of custom application development, techniques for customizing the user environment, and the use of microcomputer database software to develop custom business applications. Prerequisite: CGS 1540 or consent of department. 3 semester hours credit. [D]

CGS 1550. Introduction to LAN Management. 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 1060 and acceptable college placement test scores or successful completion of

the appropriate college-prep classes, or consent of department. 3 semester hours credit. [D]

CGS 1557. Introduction to Web Authoring and Design. This course covers the procedures involved in designing and creating Web pages and Web sites. Includes hands-on assignments using current Web development software and/or current Web languages. Prerequisite: CGS 1060 or consent of department. 2 semester hours credit. [D]

CGS 1565. Microcomputer Operating Systems. A survey of operating systems for microcomputers, including basic operating system functions such as disk and file management, customizing system configuration, and optimizing system performance. Prerequisite: CGS 1060 or consent of department. 3 semester hours 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 and desktop publishing software. Prerequisite: CGS 1060 or consent of department. 2 semester hours credit. [D]

CGS 1876. Introduction to Desktop Multimedia. This course covers the procedures involved in capturing and editing audio and video, creating animated graphics, and incorporating graphics, animations, audio and video into Web pages. Includes hands-on assignments using current multimedia software and Web tools. Prerequisite: CGS 1060 or consent of department. 2 semester hours credit. [D]

CGS 2930-2931. Topics in Computer Software. A seminar covering a software package of current interest. Open to all students. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit. [D]

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 toward the Child Development Associate Credential, Occupational Certificate, and Associate in 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 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]

CHD 2800. Child Care/Education Administrative Overview. This course is designed to meet the educational requirements for the Foundation Level Child Care and Education Administrator Credential as defined by the State of Florida. The curriculum provides for administrative skills in the

areas of personnel selection and management, ethics, finances, legal issues and early childhood education. Prerequisite: CHD 1220 or consent of the department. 3 semester hours credit. [D]

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 1105. 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, premedical, and engineering curricula. Includes units and measurements, chemical calculations, thermochemistry, gases, liquids, solids, atomic structure, and bonding. Prerequisite: CHM 1030 (with a grade of C or better) or one credit in high school chemistry and eligibility for MAC 1140 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 II. 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 Laboratory II. A continuation of CHM 1045L. Prerequisite or corequisite: CHM 1046. Three hours laboratory per week. 1 semester hour credit. [A]

CHM 2210. Organic Chemistry I. 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 II. 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]

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: Eligible to enroll in MAC 1140 or higher mathematics course, or consent of department. 3 semester hours. [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 course sequences 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, CGS 1525, CGS 1540-1545, CGS 1550-1551, CGS 1580 or consent of department. 1-2 semester hours credit. [D]

CIS 1941. Internship in Computer Science. Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Computer Science/Programming/Networking/Computer Support field of study. A minimum of 45 clock hours is required for each semester hour of credit earned. 1-3 semester hours credit. Prerequisites: A minimum of 15 semester hours of credit earned toward a degree in Computer Science, Computer Programming, or related field; completion of an internship application; interview with the coordinator of the internship program, and the availability of a training slot. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. [D]

CIS 2900. Applied Programming Specialty. 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]

CIS 2930-2931. 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 2949. Cooperative Education in Computer Science. Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Computer Science/Programming/Networking/Computer Support field of study. A minimum of 60 clock hours is required for each semester hour of credit earned. Prerequisites: A minimum of 35 semester hours of credit earned toward a degree in Computer Science, Computer Programming or related field; completion of a cooperative education application; interview with the coordinator of the cooperative education program; and the availability of a training slot. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. [D]

CJC 1000. 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]

CJC 2162. 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]

CJD 1615. Radar Speed Measurement. This course is designed to provide the officer with increased knowledge and experience related to radar speed measurement. The objective of this course is to improve the effectiveness of speed enforcement through the proper and efficient use of police traffic RADAR speed measurement instruments. 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 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 are explored. 2 semester hours credit. [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 techniques; holding, escape, defense techniques; defenses against armed attacks, including club, gun and knife attacks; take down techniques, wristlock/come-along hold, and baton techniques. Laws and regulations pertaining to the use of force will be covered. 2 semester hours credit. [O]

CJD 2254. First Responder to Medical Emergencies. A course to acquaint the officer with effective medical procedures and life saving techniques for handling emergency illness or injuries should he/she be the first to arrive at a scene where such aid is required. Practical exercises are an important aspect of this course and must be successfully performed. 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 Advanced 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 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 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 2665. Computer Application. This is a course designed to introduce the employee to computer applications in criminal justice and to the process of customizing programs for specific agency use. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

CJD 2672. School Resource Officer Training. A course designed to teach the knowledge, skills and attitudes that will enable a police officer to become a successful School Resource Officer. 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, pretrial 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 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]

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]

CJE 2500. 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]

CJL 2100 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]

CJL 2130 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]

CJL 2062. 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]

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 2230. Breath Test Operator. This course is designed to provide the officer with increased knowledge and experience related to Breath Test Operator. To gain the knowledge necessary to operate Breath Testing equipment, and to acquire a working understanding of 11D-8 of the Florida Administrative code and rules. 2 semester hours credit. [O]

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]

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]

COP 2000. Introduction to Computer Programming. An introduction to computer programming Prerequisite: CIS 1000 with a grade of "C" or better and eligibility to enroll in MAC 1140 or higher mathematics course, or consent of department. 3 semester hours credit. [D]

COP 2000L. Introduction to Computer Programming Lab. A beginning course in computer programming, with an emphasis on the problem-solving process, problem analysis, design decisions, and creative algo-

rithm development. Topics will include organization and structure of computer programs; interface design techniques; algorithm design and development; a survey of programming paradigms; syntax and semantics of specific statements in one or more representative computer languages. Prerequisite: Must be eligible to enroll in MAC 1105 or higher mathematics course. The prerequisite may be waived by consent of department for students with previous appropriate coursework or work experience. Contact the course instructor for details. 3 semester hours credit. [D]

COP 2224. C++ Programming. A survey of the C ++ programming language, with special attention to language features that support an object-oriented approach to programming. Topics include a review of basic programming control structures, input/output operations, and mathematical and logical operations; data types and basic data structures including arrays, records, files, classes, and pointers; functions; parameters; language extensibility using libraries. Prerequisite: COP 2000. The prerequisite may be waived by consent of department for students with previous appropriate coursework or work experience. Contact the course instructor for details. 3 semester hours credit. [D]

COP 2535. Introduction to Data Structures and Algorithms. A third course in computer programming. Topics will include standard data structures, such as lists, queues, stacks, trees, graphs; associated algorithms; and an introduction to algorithms analysis techniques. A comparison of pointer-based implementations and array-based implementations will be made. Prerequisite: COP 2224. Prerequisite may be waived by consent of department for students with previous appropriate coursework or work experience. Contact the course instructor for details. 3 semester hours credit. [D]

COP 2800. Java Programming. This course provides an introduction to the Java programming language. Topics include basic operations, controls, data, objects, graphics, applets, method abstraction, class abstraction, and event handling. Prerequisite: COP 2000 or COP 1822 or consent of department. 3 semester hours credit. [D]

D

DEP 2004. Human Growth and 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]

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]

E

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]

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 proc-

esses, teaching as a profession, and 20 hours of field experience. 3 semester hours credit. [A]

EDG 2701. Teaching Diverse Population. A course that provides the student with the opportunity to explore personal values and attitudes toward diverse populations. Designed for the prospective educator, the theoretical component will examine the issues of teaching diverse learners. Attention will be given to teaching about ethnicity in a pluralistic society. Field experience and examination of educational materials will enhance the student's understanding of multi-culturalism. 3 semester hours credit. [A]

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 1371. Telecommunications Installation Technician. This course prepares students for employment in the telecommunications installation technician field. Students receive installation training, splicing and activation of broad band and telephone installation. First Aid, CPR and Pole climbing is included. This is a seven week course, five days per week ending with a certificate in this area. Combination lecture/lab. 8 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, PNP'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]

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. Prerequisite: MAC 1105 or consent of the department. 3 semester hours credit. [D]

EME 2040. Introduction to Educational Technology. A course designed to assist students in developing the skills and competencies essential to integrating conventional instructional media and computer based technologies into the instructional process. Students will operate, select, produce and manage instructional technology materials and systems. Issues relating to the use of technology in schools will be covered. 3 semester hours credit. [A]

EMS 1159C. Emergency Medical Technician. 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. 11 semester hours credit. [O]

ENC 0003. Applied English. This four-hour noncredit 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 9 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. This course does not earn college credit but counts 4 semester hours for load purposes. [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 17 on the Enhanced ACT or a score of 83 on the FCE-LPT must make a grade of "C" in this course and pass an exit exam 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 17 on the Enhanced ACT or below 83 on the FCE-LPT, specifically those who score 14-16 on ACT and 60-82 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. Communications 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, and poetry. Gordon Rule: 8,000 words. Brief oral presentations are required. Prerequisite: A grade of "C" in ENC 1101 and an acceptable placement score in reading or REA 1205. 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 1153. Writing for Technical Students. This course prepares students to communicate information in the work place. It will prepare the student to compose and organize all types of reports, prepare technical documents, and write various types of letters using various computer applications. Good sentence structure and mechanics will be emphasized. This course is for certificate or specified A.S. degree programs. It does not fulfill the Gordon Rule requirement. Prerequisite: CGS 1060. 3 semester hours credit. [O]

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. 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. Institutional credit is offered, but this course does not apply toward satisfying general education requirements in communications. 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 communications. 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 communications. 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 satisfying general education requirements in communications. 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 2011. Survey of English Literature I. A survey of English literature and authors of the Old English, Middle English, Restoration and Neoclassical 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 2022. 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]

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]

F

FFP 1506. 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 1610. 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 1570. 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]

FFP 1521. 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 1302. 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 2811. 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 1540. 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 1301. 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 2780. 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 2720. 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 2740. 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 2120. 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 2401 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 2402. 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 2050. 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]

FOS 2201C. Food Service Sanitation and Safety. This course will provide the student with a background in sanitation as it applies to health and the ability to recognize proper sanitation techniques and an explanation of how to implement a sanitation program in his/her food service operation. 2 semester hours credit. [O]

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]

FSS 1002C. Introduction to Hospitality. This course will expose the student to the many different opportunities industry wide, the challenges they may face, trends impacting the industry, future industry issues, guides for educational and professional development. 2 semester hours credit. [O]

FSS 1105. Food Purchasing. This course is an introduction to the selection and procurement system of food and non-food items utilized in the food service industry. 2 semester hours credit. [O]

FSS 1202C. Basic Food Preparation. This course will provide the student with a basic knowledge of fundamental cooking skills as related to cooking methods, use of kitchen equipment, hand tools and smallwares, recipe reading and conversion, weight and measures, basic food costing theories and product identification and usage. 4 semester hours credit. [O]

FSS 1246C. Food Specialty Baking I. This course will provide the student with a basic knowledge of the fundamentals related to baking science. Students will be exposed to baking terminology, equipment operation, ingredients, weights and measures, formulas and storage. 4 semester hours credit. [O]

FSS 1248C. Food Specialty Garde Manager. This course will provide the student with a basic knowledge of fundamental cooking skills as related to Garde Manager, specifically: cold food preparation, hors d'oeuvres, canapés, charcuterie, curing, smoking, preservation methods, sorbets, granites, ice creams, display platters and buffet set up. 2 semester hours credit. [O]

FSS 2224C. Advanced Food Preparation. This course will provide the student with a thorough knowledge of fundamental cooking skills as related to meat cookery including beef, pork, veal and game as well as poultry and fowl, seafood including fin-fish and shellfish, and breakfast cookery. 4 semester hours credit. [O]

FSS 2240C. Food Specialties: World Cuisine. This course will provide the student with a basic knowledge of fundamental cooking skills as related to cuisines throughout the world. Emphasis will be placed on product identification and use for different regions of the world along with relation to culture and local customs. 3 semester hours credit. [O]

FSS 2247L. Food Specialties IV: Pastry Specialties. This course will provide the student with a basic knowledge of fundamentals related to baking science. Students will be exposed to baking terminology, equipment operation, ingredients, weights and measures, formulas and storage. 2 semester hours credit. [O]

FSS 2380. Culinary Management Practicum I. This course will review and support previously learned skills as well as introduce new ones. Emphasis will be placed on quality food preparation in an operational food service facility. Students will be expected to operate efficiently and effectively in all kitchen stations. 4 semester hours credit. [O]

FSS 2381. Culinary Management Practicum II. This course will review and support previously learned skills as well as introduce new ones. Emphasis will be placed on management principals in both the front and back of the house environments. Students will gain valuable management experience by hands on management in an operational food service facility. 4 semester hours credit. [O]

FSS 2382L. Practical Exam. This course will serve as a capstone course integrating all competencies attained. Students will be encouraged to elaborate on previously learned theories to produced food items on a more “up-scale” basis with attention focused on menu planning, cooking techniques, plate presentation, dish originality, costs and marking. 1 semester hours credit. [O]

G

GEA 2001. World Geography I. 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. This course has been designated as an international/diversity course. 3 semester hours credit. [D]

GEA 2002. World Geography II. The second half of the course sequence 2001-2002. GEA 2001 is not a prerequisite, but the sequence is recommended. This course has been designated as an international/diversity course. 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 business in a global environment, starting and growing your business, management, marketing, managing technology and information, managing financial resources, business law and risk management. 3 semester hours credit. [D]

GEB 1941. Internship in Business. Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to a Business-related field of study. A minimum of 45 clock hours is required for each semester hour of credit earned. Prerequisites: A minimum of 15 semester hours of credit earned toward a degree or certificate in Accounting, Economics, or Business Administration and Management; completion of an internship application; interview with the coordinator of the internship program, and the availability of a training slot. 1-3 semester hours credit. May be repeated up to a total of 3 hours credit. [D]

GEB 2949. Cooperative Education in Business. Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Business field of study. A minimum of 60 clock hours is required for each semester hour of credit earned. Prerequisites: A minimum of 35 semester hours of credit earned toward a degree in Business Administration, Accounting, or Economics; completion of a cooperative education application; interview with the coordinator of the cooperative education program; and the availability of a training slot. 1-3 semester hours credit. May be repeated up to a total of 3 hours credit. [D]

GLY 1001. Introduction to Earth Science. A general education course involving an introductory study of geology, oceanography, and meteorology. Demonstrations and practical applications are emphasized. Cannot be taken to satisfy the general education requirement if GLY 1010 has already been taken. 3 semester hours credit. [D]

GLY 1010. Introduction to Physical Geology. An introductory geology course which includes a comprehensive study of the earth's physical processes and properties, with emphasis on understanding the scientific theories behind the geological principles. The course covers the origin,

structure, and composition of the earth; the physical processes acting upon the earth; and the development of the continents and ocean basins through time. Cannot be taken by students who have taken GLY 1001. 3 semester hours credit. [A]

GRA 1100C. Beginning Computer Graphics. An introduction to Photoshop 5.0 through guided instruction and practical use. Concepts taught in this course will include: scanning of images, manipulation of those images, combining text with graphics effectively and creating original pieces. Enrollment is recommended for art majors or art related majors. Class will consist of three one hour classroom sessions and a required minimum of 3 hours lab time per week. (A \$42 lab fee will be charged.) 3 semester hours credit. [D]

H

HFT 1213C. Food Service Supervision. This course introduces the student to the importance of human resources functions in an organization and the responsibilities of management. The course will offer management techniques that will aid students in solving the problems that they are likely to encounter in the workplace. 2 semester hours credit. [O]

HFT 1860. Beverage Management. This course will provide the student with a working knowledge of beverage management for the food service industry. Students will develop an understanding of beer, wine, and liquor production methods along with inventory control and basic bartending skills. 2 semester hours credit. [O]

HFT 2264C. Banquet and Convention Management. This course will familiarize the students with the necessary theories to perform both on and off-site events. Emphasis will be placed on banquet and ala carte style service, specialty foods, beverage service, and legal issues. 2 semester hours credit. [O]

HFT 2840C. Dining Room Operations. Types of dining room and beverage service techniques found in the hospitality industry. Lab Fee. 2 semester hours credit. [O]

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]

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. \$5 Lab Fee. 3 semester hours credit. [D]

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 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 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 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]

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]

I

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

J

JOU 1400-1401. College Newspaper I & II. 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 2402-2403. College Newspaper III & IV. A continuation of the JOU 1400-1401 sequence. Students enrolled bear primary responsibility for the production of The Papoose (student newspaper). Prerequisite: JOU 1400 or 1401. One hour lecture and three hours of workshop per week. 2 semester hours credit for each course. [A]

L

LIT 2110. Survey of World Literature. A study of selected important writings (non-English texts in translation) from the ancient world until the present day. This course aids students in learning to appreciate the essential human values embodied in literary masterpieces. Prerequisites: Grades of "C" in ENC 1101-1102. Gordon Rule: 6,000 words. 3 semester hours credit. [A]

M

MAC 1105. College Algebra. This course is primarily a conceptual study of functions and graphs, their applications, and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions will be investigated. A graphing calculator is required for this course. Prerequisites: Successful completion of the equivalent of one year of Algebra I and one year Algebra II and an acceptable score on a state approved mathematics placement test or a "C" or higher in MAT 1033. A "C" grade or higher must be earned in this course to satisfy part of the general education requirements in mathematics and to advance to a higher mathematics course. 3 semester hours credit. [D]

MAC 1114. Plane Trigonometry. This course deals with the solution of triangles, trigonometric relations, and functions of an angle, logarithms, and complex numbers. Prerequisite: MAC 1105 or MAC 1140, or consent of the department. MAC 1140 may be taken concurrently with MAC 1114. Note: MAC 1140 is a prerequisite for any Calculus course. A "C" grade or higher must be earned in this course to satisfy part of the general education requirements in mathematics and to advance to a higher mathematics course. 3 semester hours credit. [D]

MAC 1140. Precalculus Algebra. This course is for students who will take MAC 1311, Calculus & Analytic Geometry I or MAC 2233 Calculus for Non-Science Majors. Topics for this course include review of algebraic techniques or operations, radicals, exponents, complex numbers, absolute value, linear and quadratic equations and inequalities, exponential and logarithmic functions, simultaneous equations and inequalities, roots of polynomials, matrices, determinants, applications, mathematical proof techniques, mathematical induction, binomial theorem, sequences and series. Prerequisite: Successful completion of the equivalent of one year of Algebra I and one year of Algebra II and an acceptable score on a mathematics placement test or a "C" grade or higher in MAC 1105 or consent of the 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. This is a course including analytic geometry of the line and circle, limits, continuity, derivatives and integrals of the algebraic and transcendental functions, applications of integrals to finding area and volume, exponential growth and decay, Riemann sums and the Riemann integral, trapezoidal and Simpson's Rule. Prerequisite: A "C" or higher in MAC 1114 and MAC 1140 or consent of the department. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit. [A]

MAC 2233. Calculus for Non-Science Majors. This is a brief calculus course designed primarily for business administration majors and other non-science majors. This course includes: limits, basic techniques of differentiation and integration, word problems with applications to business and economics. A graphing calculator is required. Prerequisite: A "C" grade or higher in MAC 1140 or department consent. A "C" grade or higher must be earned to satisfy part of the general education requirements in mathematics or to advance to a higher mathematics course. 3 semester hours credit. [D]

MAC 2312. Calculus and Analytic Geometry II. This is 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: A "C" grade or higher in 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. 4 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. MAP 2302 is an introductory course in ordinary differential equations. Topics covered are linear first-order differential equations and their applications; methods for solving non-linear differential equations, second order equations, Wronskians, power series solutions, methods of undetermined coefficients, Laplace transforms; and Fourier series solutions. Prerequisite or corequisite: 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 and elementary algebra. Topics include fractions, decimals, percents, ratio and proportion, integers, solving simple equations, and exponents. This course is not open to anyone who has previously completed any other college mathematics course. Students will be enrolled in this course by vertical transfer from MAT 0024. A grade of "C" or higher must be earned in the course or consent of department is needed to advance to the next higher mathematics course which is MAT 0024. This course does not meet general education requirements in mathematics. 5 noncredit semester hours. [P]

MAT 0024. College Prep Algebra. This is an elementary algebra course designed for the student who has little or no secondary school background in algebra and needs preparation for MAT 1033, Intermediate Algebra. Topics included: operations on and properties of real numbers; algebraic 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 the next higher mathematics course which is MAT 1033. This course does not meet general education requirements in mathematics. 5 noncredit semester hours. [P]

MAT 1033. Intermediate Algebra. This course includes the study of real numbers, linear and quadratic equations, linear inequalities, systems of linear equations, exponents, polynomials, factoring, rational expressions and related equations, radicals, quadratic formula, completing the square, complex numbers, absolute value, graphing, and applications. This is not a Gordon Rule course and does not satisfy part of the general education requirements in mathematics. Prerequisite: An acceptable score on a state approved mathematics placement test and successful completion of the equivalent of one year of Algebra I, or a "C" or higher in MAT 0024. A "C" grade or higher must be made in this course to advance to a higher level mathematics course. 3 semester hours elective credit. [A]

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]

MCB 2010. 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 1030 or consent of department. MCB 2010L should be taken concurrently. Three hours lecture per week. 3 semester hours credit. [D]

MCB 2010L. 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 1030. Two hours laboratory per week. MCB 2010 should be taken concurrently. 1 semester hour credit. [D]

MGF 1106. Mathematics for Liberal Arts I. This course is designed to enable students to meet part of the general education requirement in mathematics and receive instruction in a broad range of skills beyond algebra. Topics include: sets, logic systems of numeration, counting principles, the metric system, mathematical systems, geometry, probability, statistics, permutations and combinations. Prerequisite: Eligibility for MAC 1105. A “C” grade or higher must be earned in this course to satisfy part of the general education requirements in mathematics and to advance to a higher mathematics course. 3 semester hours credit. [D]

MGF 2118. Mathematics CLAST Review. This is a review of the essential mathematics skills included in the CLAST exam. It provides additional practice 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, permutations and combinations, algebraic operations; statistics. The course is mandatory for all education majors and 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 1105/1106 or above. 1 semester hour credit. [A]

MGF 2118A. Mathematics CLAST Retake Review I. This course is for students who must retake the math section of the College Level Academic Skills Test (CLAST). The student will study the skills needed to pass the concepts failed in the first attempt. This course cannot be used to meet the mathematics general education requirement. Prerequisite: A grade of “C” or higher in MGF 2118. 1 semester hour credit. [A]

MGF 2118B. Mathematics CLAST Retake Review II. This course is for students who must retake the math section of the College Level Academic Skills Test (CLAST). The student will study the skills needed to pass the concepts failed in the second attempt. This course cannot be used to meet the mathematics general education requirement. Prerequisite: A grade of “C” or higher in MGF 2118A. 1 semester hour credit. [A]

MGF 2118C. Mathematics CLAST Retake Review III. This course is for students who must retake the math section of the College Level Academic Skills Test (CLAST). The student will study the skills needed to pass the concepts failed in the third attempt. This course cannot be used to meet the mathematics general education requirements. Prerequisite: A grade of “C” or higher in MGF 2118B. 1 credit. [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]

MNA 1161. Introduction to Customer Service. This course provides individuals pursuing a career in the technical customer support field with the “soft skills” and the “self-management skills” needed to deliver excellent customer support at the help desk. It includes activities that provide the student with a better understanding of customer support careers and practical experience with the skills needed to succeed in this field. 3 semester hours credit. [D]

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]

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 1290. 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. 3 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 1310-MUN 2310. College Chorus. (Freshman and Sophomore) 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. (Freshman and Sophomore) 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]

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 noncredit basis. Public performances scheduled at frequent intervals throughout the year. Prerequisite: Audition or consent of department. Credit will be granted twice for each course. 2 semester hours 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 noncredit basis. Two or more hours of instruction per week. Credit will be granted twice for each course. 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 Department of Fine and Performing Arts 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. A study of the fundamentals of music, including clefs, accidentals, enharmonics, and scales. Students will study chordal construction, figured bass, Roman numerals, 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 and ear-training 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 1231. 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 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]

MVK 1111. Class Piano. A course designed for students who desire general keyboard proficiency. Primary emphasis is on development of music reading and playing for personal satisfaction. Credit will be granted twice for each course. 1 semester hour credit per course. [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. Credit will be granted twice for each course. 1 semester hour credit per course. [A]

MVK 2621. Basic Piano Pedagogy. This introductory course prepares the student for professional piano teaching at the beginner and intermediate 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 performance course 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 three recitals 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
MVS 1311-2311. App. Music - Violin
MVS 1316-2316. App. Music - Guitar
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

N

NSP 2094C. 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. [D]

NUR1010. Professional Seminar I. This course is designed as an introduction to the healthcare career of nursing. Information will be provided to give the student nurse an overall view of the nursing profession. Included in the information will be such issues as the historical events that influenced nursing. The legal, ethical, political and on-the-job issues that today's nurse must be aware of are presented. Workplace communication, time management, and self-care strategies are among the career advancement tools provided. Information related to effective resume' writing, interviewing tips and employee benefits is also provided. One hour of lecture per week for one academic hour of credit. 1 semester hour credit. [D]

NUR1020C. Fundamentals. 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 will lay 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 necessary to meet the needs of the moderately ill, hospitalized patient. The content includes consideration of growth and development, socio-economic, ethnocultural, spiritual needs, community health concepts, nutrition, professional role and function, health counseling, current issues in nursing, end of life care, HIV, and domestic violence. Instruction includes the development of critical thinking skills. 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 to insure rational and optimal patient care. Serious attention is given to the mathematical knowledge and skills which are essential to safe nursing practice. Supervised practice and planned hospital experience will provide the student opportunities to assist patients to an optimal level of wellness. Theoretical instruction and clinical experience in geriatric nursing are incorporated throughout the course. Three hours lecture and fourteen hours clinical and skills lab per week. 6 semester hours credit. [D]

NUR1020L. Fundamentals Lab. This lab 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 will lay 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 necessary to meet the needs of the moderately ill, hospitalized patient. The content includes consideration of growth and development, socio-economic, ethnocultural, spiritual needs, community health concepts, nutrition, professional role and function, health counseling, current issues in nursing, end of life care, HIV, and domestic violence. Instruction includes the development of critical thinking skills. 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 to rational and optimal patient care. Serious attention is given to the mathematical knowledge and skills, which are essential to safe nursing practice. Supervised practice and planned hospital experience will provide the student opportunities to assist patients to an optimal level of wellness. Theoretical instruction and clinical experience in geriatric nursing are incorporated throughout the course. [D]

NUR1141. Pharmacology I. This course introduces the study of drugs designed to provide the nursing students with a basic background of drug classifications, actions, dosages, and side effects. This course includes basic drugs and reviews the mathematical computations that are necessary for safe administration in the clinical setting. This course also presents subject matter related to the reduction of errors in drug administration. Drug therapy will be integrated throughout the curriculum. Students will demonstrate safe techniques of medication administration in the skills laboratory prior to administration medications in the clinical area. One hour of lecture per week. 1 semester hour credit.

NUR1210C. Basic Medical Surgical. This introductory course is designed to provide students with the opportunity to acquire the knowledge and skills to provide safe and effective care for clients with simple medical and/or surgical problems. This course builds upon foundation material from previous courses. The nursing process provides a framework for the students to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings. Observational time may be scheduled to enhance learning experiences. Class will be four (4) hours lecture with sixteen (16) hours clinical per week. 8 semester hours credit. [D]

NUR1210L. Surgical Lab. This introductory lab course is designed to provide students with the opportunity to acquire the knowledge and skills to provide safe and effective care for clients with simple medical and/or surgical problems. This course builds upon foundation material from previous courses. The nursing process provides a framework for the students to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings. Observational time may be scheduled to enhance learning experiences. [D]

NUR1260C. Geriatrics. This unit of study is designed to help the student understand the health related needs that result from the normal aging process. The unit will also discuss assistance for the older adult with age related diseases. One hour of lecture per week. 1 semester hour credit. [D]

NUR1260L. Geriatrics Lab. This lab unit of study is designed to help the student understand the health related needs that result from the normal aging process. The unit will also discuss assistance for the older adult with age related diseases. [D]

NUR1310C. Basic Pediatrics. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from birth through childhood and adolescence. The course will present and introduction to the nursing role in supporting the health of ill children and their families. The nursing process provides a framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships and current issues in nursing. Clinical experience is provided in both clinical and acute care settings. Observational time may be scheduled to enhance learning experiences. One hour of lecture and three hours of clinical per week. 2 semester hours credit [D]

NUR1310L. Basic Pediatrics Lab. This lab course is designed to present the nursing student with basic knowledge and skills related to care of a client from birth through childhood and adolescence. The course will present and introduction to the nursing role in supporting the health of ill children and their families. The nursing process provides a framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. [D]

NUR1420C. Basic Obstetrics. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from conception, concentration on the stages of normal pregnancy, labor and delivery through postpartum. The course will present and introduction of high risk factors in these areas. The nursing process provides a framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, culture diversity, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Concepts related to pre, intra, and postoperative care are discussed. Clinical experiences are provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. One hour of lecture and three hours of clinical per week. 1 semester hour credit. [D]

NUR1420L. Basic Obstetrics Lab. This lab 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 normal pregnancy, labor and delivery through postpartum. The course will present and introduction of high risk factors in these areas. The nursing process provides a framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, culture diversity, pharmacology, and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Concepts related to pre, intra, and postoperative care are discussed. Clinical experiences are provided in both clinical and acute care settings. Observational time may be scheduled to enhance learning experiences. [D]

NUR 2000C. LPN Transition. This course is designed to facilitate the entry of Licensed Practical Nurses into the Associate Degree Nursing Program. All students will demonstrate safe performance of selected nursing procedures included on the Fundamental Skills List. Theoretical components will include those not commonly included in the practical nursing curriculum. Information related to the roles of the registered nurse as well as additional theory related to obstetric and pediatric nursing is emphasized. 3 semester hours credit. [D]

NUR2000L. Licensed Practical Nursing Transition Lab. This lab course is designed to facilitate the entry of Licensed Practical Nurses into the Associate Degree Nursing Program. All students will demonstrate safe performance of selected nursing procedures included on the Fundamentals Skills List. Theoretical components will include those not commonly included in the practical nursing curriculum. Information related to the roles of the registered nurse as well as additional theory related to obstetric and pediatric nursing in emphasized.[D]

NUR2140. Pharmacology II. This course builds on the acquired knowledge of basic pharmacology and is designed to prepare the advanced students to perform safe and effective medication administration. Emphasis is provided in the preparation and administration of intravenous medications. Content will include information developed to decrease the errors associated with medication administration. The nursing process is applied to the nursing skills of medication administration. There is no clinical component but the administration of medication is an integral part of clinical experiences. Students will demonstrate safe techniques in the skills laboratory prior to administering medications in the clinical setting. Two hours of lecture per week. 2 semester hours credit. [D]

NUR2211C . Advanced Concepts Medical Surgical. This course is designed to provide information to assist the student in acquiring the knowledge and skills to provide safe and effective care for clients with complex medical and /or surgical problems. This course builds upon material from basic medical surgical concepts. The nursing process will be a guide for the student to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings and specialty care areas. Observational time may be scheduled to enhance learning experiences. Three hours of lecture and six hours of clinical per week. 6 semester hours credit. [D]

NUR2211L. Advanced Concepts Medical Surgical Lab. This lab course is designed to provide information to assist the student in acquiring the knowledge and skills to provide safe and effective care for clients with complex medical and/or surgical problems. This course builds upon material from basic medical surgical concepts. The nursing process will be a guide for the student to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings and specialty care areas. Observational time may be scheduled to enhance learning experiences. [D]

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. Prerequisite: NUR 2521C. 8 semester hours credit. [D]

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, musculoskel-

etal 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. Prerequisite: NUR 2224C. Corequisite: NUR 2824C. 8 semester hours credit. [D]

NUR2291C. Medical Surgical Critical Concepts. This course is designed to provide information to assist the student in acquiring the knowledge and skills to provide safe and effective care for clients with critical medical and/or surgical problem. This course builds upon material from basic and advanced medical concepts. The nursery process will be a guide for the student to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Special emphasis will be given to the following topics: Hemodynamic monitoring, Monitoring Intracranial Pressure, Dialysis, Complex IV Therapy, Trauma, Post anesthesia, Organ transplants, Shocks, Multiple Organ Dysfunctional Syndrome, Burns. Clinical experience is provided in acute care setting and specialty care areas. Observational time may be scheduled to enhance learning experiences. Three hours of lecture per week and six hours of clinical per week. 6 semester hours credit. [D]

NUR2291L. Medical Surgical Critical Concepts Lab. This course is designed to provide information to assist the student in acquiring the knowledge and skills to provide safe and effective care for clients with critical medical and/or surgical problem. This course builds upon material from basic and advanced medical concepts. The nursery process will be a guide for the student to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care setting and specialty care areas. Observational time may be scheduled to enhance learning experiences. [D]

NUR 2310C. Advanced Concepts Pediatrics. This course is designed to present the nursing student with advanced concepts of knowledge and skills related to care of a client from birth through childhood and adolescence. The nursing process is utilized in caring for the high-risk pediatric client on the wellness-illness continuum with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. Three hours lecture and six hours of clinical per week. 3 semester hours credit. [D]

NUR2310L. Advanced Concepts Pediatrics Lab. This lab course is designed to present the nursing student with advanced concepts of knowledge and skills related to care of a client from birth through childhood and adolescence. The nursing process is utilized in caring for the high-risk pediatric client on the wellness-illness continuum with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. [D]

NUR 2420C. Advanced Concepts Obstetrics. This course is designed to present the nursing student with advanced concepts of knowledge and skills related care of a client from conception, labor and delivery, and through postpartum. The nursing process is utilized in caring for the high-risk obstetric client on the wellness-illness continuum with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. Two hours of lecture and four hours of

clinical per week. Concepts related to pre, intra, and post-operative care are discussed. 2 semester hours credit. [D]

NUR2420L. Advanced Concepts Obstetrics Lab. This lab course is designed to present the nursing student with advanced concepts of knowledge and skills related care of a client from conception, labor and delivery, and through postpartum. The nursing process is utilized in caring for the high-risk obstetric client on the wellness-illness continuum with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. [D]

NUR 2520C. Mental Health. This course provides the student with the opportunity to acquire knowledge and skills needed to care for patients with maladaptive coping disorders. Therapeutic nurse/patient interaction skills are stressed. Clinical experiences are selected to help students increase their understanding of the interdisciplinary health team and the nurse's role as a member of the team. Clinical practice is provided in a psychiatric setting. Four hours lecture per week and 16 clinical hours per week. 3 semester hours credit. [D]

NUR2520L. Mental Health Lab. This course provides the student with the opportunity to acquire knowledge and skills needed to care for patients with maladaptive coping disorders. Therapeutic nurse/patient interaction skills are stressed. Clinical experiences are selected to help students increase their understanding of the interdisciplinary health team and the nurse's role as a member of the team. Clinical practice is provided in a psychiatric setting. [D]

NUR 2810. Professional Seminar II. This course is designed to assist the student in the transition from the role of student to that of graduate enabling effective practice at entry level. It is also designed to assist the graduate nurse to anticipate the challenges of a rapidly changing work environment. Information will be provided on such issues as dealing effectively with social and economic factors that impact the profession, the role of professional organizations and licensure requirements. Tools for developing leadership-management roles, delegating appropriately, thinking critically and creatively will be presented. One hour of lecture per week for one academic hour of credit. 1 semester hour credit. [D]

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. Prerequisite: NUR 2224C. Corequisite: NUR 2243C. Two hours of lecture per week. 2 semester hours credit. [D]

NUR 2930. A.D.N. Remedial Course. This course provides the student with the opportunity to acquire knowledge and skills needed to care for patients with medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing needs. The curriculum includes theoretical instruction and clinical application of nursing process; human growth and development through the life span; culture diversity; community health concepts; pharmacology and administration of medications; nutrition; legal aspects of practice; interpersonal relations and leadership skills; professional role and function; health teaching and counseling skills; and current issues in nursing practice. Clinical experiences are selected in the medical-surgical nursing setting. This course is 60 hours didactic and 96 hours clinical experience. Selected clinical experiences make the theory content more meaningful. 5 semester hours credit. [D]

O

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]

OST 1101. Document Processing. This course develops skills for producing business documents, including improved keyboard skills, creating and formatting documents, proofreading and editing. Prerequisite: OST 1500 or consent of department. 2 semester hours credit. [D]

OST 1102. 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 and CGS 1505 or consent of department. 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 alphanumeric keyboard, stressing basic skills needed to operate a computer keyboard accurately and efficiently. The "touch system" will be stressed. 2 semester hours credit. [O]

OST 1211. Introduction to Shorthand. An introductory course in the principles of "SuperWrite" shorthand, this course includes dictation and transcription. Prerequisite: OST 1102 or previous document processing or word processing experience. 3 semester hours credit. [O]

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. [O]

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

OST 1335. 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 or ENC 1153, and CGS 1500 or previous word processing experience. 3 semester hours credit. [D]

OST 1402. 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 1102, or consent of department. 3 semester hours credit. [O]

OST 1455. Medical Insurance Billing and Coding I. This course introduces the student to patient billing and CPT & ICD-9-CM, the major coding system for procedures and services performed by physicians for diagnoses used in hospitals and other health care settings. Prerequisite: HSC 1531 or consent of department. 3 semester hours credit. [O]

OST 1461. Medical Office Technology. This course prepares the student to perform standard duties of medical office personnel, including scheduling, billing, maintaining patient records, preparing insurance claims, coding, and the use of the computer in the medical office. Prerequisite: OST 1102 or previous document processing or word processing experience. 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. 3 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, proofreading and editing. Prerequisite: OST 1102 or previous document processing or word processing experience. 3 semester hours credit. [O]

OST 1941. Internship in Office Technology. Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to an Office Technology field of study. A minimum of 45 clock hours is required for each semester hour of credit earned. Prerequisites: A minimum of 15 semester hours of credit earned toward a degree or certificate in Office Systems, Office Management, Medical Secretary, or Word processing; completion of an internship application; interview with the coordinator of the internship program, and the availability of a training slot. 1-3 semester hours credit. May be repeated up to a total of 3 semester hours credit. [D]

OST 2431. Legal Office Procedures. This course will provide students with the terminology, background, and knowledge of the legal procedures required to work in a law office. The course is designed to assist students who have little or no background in the legal office. Prerequisite: OST 1102 or consent of the 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: CGS 1060 and ENC 1101 or consent of department. 3 semester hours credit. [D]

OST 2949. Cooperative Education in Office Technology. Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Office Technology field of study. A minimum of 60 clock hours is required for each semester hour of credit earned. Prerequisites: A minimum of 35 semester hours of credit earned toward a degree in Office Management, Office Systems, or Medical Secretarial Technology; completion of a cooperative education application; interview with the coordinator of the cooperative education program; and the availability of a training slot. 1-3 semester hours credit. May be repeated up to a total of 3 semester hours credit. [D]

P

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. Varsity Softball I. An activity course designed to serve varsity softball team members. May be taken two semesters freshman year for credit. 1 semester hour credit.

PEL 2215. Varsity Softball II. An activity course designed to serve varsity softball team members. May be taken two semesters sophomore year for credit. 1 semester hour credit.

PEL 1218. Varsity Baseball I. An activity course designed to serve varsity baseball team members. May be taken two semesters freshman year for credit. 1 semester hour credit.

PEL 2219. Varsity Baseball II. An activity course designed to serve varsity baseball team members. May be taken two semesters sophomore year 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. Varsity Basketball. An activity course designed to serve varsity basketball team members. May be taken two semesters freshman year for credit. 1 semester hour credit.

PEL 2625. Varsity Basketball. An activity course designed to serve varsity basketball team members. May be taken two semesters sophomore year 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.

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.

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 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.

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.

PHY 1053C. General Physics I. 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 II. 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: MAC 1114 or consent of department and PHY 1053C. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [A]

PHY 2048C. General Physics I with Calculus. 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 or prerequisite: MAC 2312. Four hours lecture and two hour laboratory per week. 5 semester hours credit. [A]

PHY 2049C. General Physics II with Calculus. 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 or Corequisite: MAC 2313. Prerequisite: PHY 2048C. Three hours lecture and two hours laboratory per week. 5 semester hours credit. [A]

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 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]

PSC 1121. Introduction to Physical Science. A general education course involving an elementary study of the physical laws that govern the universe, and characteristics of matter, including the changes it undergoes. Demonstrations and practical applications are emphasized. This course is not intended for science majors. Credits will not be granted to students who have previously received credit for Chemistry 1045 or above or any physics course. Prerequisite: Eligibility for MAC 1105. 3 semester hours credit. [D]

PSC 1121L. Physical Science Laboratory. A laboratory course designed to provide hands on laboratory experiences which will supplement topics covered in PSC 1121. These exercises will emphasize lab safety, use of the metric system, accuracy in measurement and experiments dealing with motion, electricity and chemistry. Corequisite: PSC 1121. 1 semester hour credit. [A]

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]

Q

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 MAT 1033 and completion of OST 1324 (or a department-approved Tech Prep high school equivalent), or consent of department. 3 semester hours credit. [O]

R

REA 0003. Applied Reading. This four-hour noncredit 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 below 9 on the TABE. 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. This course does not earn college credit but counts 4 semester hours for load purposes. [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 18 on the Enhanced ACT Social Studies Reading Score or a score below 83 on the FCE-LPT. Students must make a grade of "C" in this course and pass an exit exam before registering for ENC1101. 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 18-19 on the Enhanced ACT or a score of 83-95 on the FCE-LPT. Required for all students who take REA 0004. 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]

REL 2300. World Religions. An introduction to the study of major religions of the world and the historical framework within which they developed. Attention will be given to their origins, nature, classic beliefs, and practices. Among the religions to be considered are Hinduism, Buddhism, East Asian religions, Judaism, Christianity, and Islam. Prerequisite: Acceptable placement scores in reading or a grade of "C" or higher in REA 0004. This course has been designated as an international/diversity course. 3 semester hours credit. [D]

RET 2445. Hemodynamics Monitoring. This course is designed for the individual who takes care of critically ill patients with pressure monitoring to include arterial, Swans Ganz catheter monitoring and left atrial monitoring. 1 semester hour credit. [A]

S

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 1261-1262-2265-2266. 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]

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]

SPC 2600. 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]

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 university 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]

STA 2023. Introduction to Statistics. An introductory statistics course covering various statistical applications for business, medical/nursing, education, psychology, natural science, and social science majors. The course introduces descriptive and inferential statistics through such topics as measures of central tendency and dispersion, discrete and continuous probability distributions, sample designs and sampling distributions, statistical estimation, correlation, regression, Chi-Square analysis, hypothesis testing, and computer analysis of various statistical concepts. Prerequisite: MAC 1105 or MAC 1140 or consent of department. 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 other 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. This course has been designated as an international/diversity course. 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]

T

TAX 2000. Income Tax Accounting. Introduction to Individual Income Tax Accounting. Covers fundamental federal income tax regulations applicable to individuals, including preparation of forms, documentation requirements, computation of tax, tax planning, and use of computerized tax preparation programs. No prerequisite. 3 semester hours credit. [O]

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. This class meets the Humanities requirement. 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 1925-1926-1927. Rehearsal/Performance Lab. A course for 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 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]

THE 2721. Children's Theatre. 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 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 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. 1 semester hour credit. [A]

TPA 1291-1292. 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 1290. 1 semester hour credit. [A]

TPA 2200. Stagecraft. 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. 3 semester hours credit. [A]

TPA 2295-2296. 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]

W

WOH 2012. World History I. This course is a comprehensive global perspective of world history. It is the study of all geographical areas and civilizations. It identifies and explores the links among civilizations that produce a multicentered world history while paying particular attention to unique identities and contributions. It examines briefly the various political and economic systems, religions, philosophies and renowned leaders of the world civilizations and societies. The perspective is multicultural and multifaceted to effect a more integrated understanding of global development. This course spans the origins of civilizations through the Enlightenment. This course has been designated as an international/diversity course. 3 semester hours credit. [D]

WOH 2022. World History II. This course is a comprehensive global perspective of world history. It is the study of all geographical areas and civilizations. It identifies and explores the links among civilizations that produce a multicentered world history while paying particular attention to their identities and unique contributions. It examines briefly the various political and economic systems, religions, philosophies and renowned leaders of the world civilizations and societies. The perspective is multicultural and multifaceted to effect a more integrated understanding of global development. This course spans the eras from the Enlightenment to the present. This course has been designated as an international/diversity course. 3 semester hours credit. [D]





WORKFORCE DEVELOPMENT CERTIFICATE PROGRAMS



**Vocational Preparation/Success Center
Health Sciences Programs
Career & Technical Training Programs
Continuing Education
Public Service Programs**

WORKFORCE DEVELOPMENT CERTIFICATE PROGRAMS

Preparation for Employment

To inquire about enrolling in a particular program, contact the instructor listed for that program on the following pages or Gary Cook, Workforce Counselor, 718-2397.

Workforce Development certificate programs are intended for students who want specialized training in a career field before entering the job market. These programs also provide additional training for people already employed. All classes are a combination of lecture and lab.

Workforce Development certificate programs are generally based upon the number of clock hours spent in class. The programs may range from one to two years. A student completing any portion of the program may automatically continue or exit the program. Credits reflect hours rounded to the nearest whole number from the Florida Department of Education.

The courses of study consist chiefly of preparatory training for employment or advanced training in skilled occupations. 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 within program guidelines.

Limited Programs

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

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 Health Sciences 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 or exempt TABE as outlined on page 35. Arrangements for the test are made through workforce

development 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.

Program Completion

Technical Education Workforce Development 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, the student 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.

Work/Lab-Based Training

The Work/Lab-Based Training Program is a planned paid work experience in which students are employed in jobs directly related to their Workforce Development field of study. For further information, contact the Workforce Development instructor for the individual program.

Displaced Homemaker Program

Participants in this program receive special assistance in making the transition into Workforce Development 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, contact Rose Parramore, Building G, Room 104, telephone 718-2208.

Programs for High School Students

Dual Enrollment

Dual enrollment is available to area high school students. See page 34 for specific dual enrollment information.

Tech Prep

The Tech Prep Articulation Agreement offers college credit to students who take a specified Workforce Development curriculum in high school and then pass competency tests at CJC in the Workforce Development courses.

Through the Chipola Area Tech Prep Consortium, CJC offers various Tech Prep options at 16 district high schools and the Washington-Holmes Vocational Technical Center in Chipley, Florida.

Students may begin a Tech Prep program of study as early as the tenth grade.

To enter a Tech Prep program, the student should contact the counselor at his or her high school.

Workforce Development 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 prescription 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.

The Success Center offers the TABE (Test of Adult Basic Education). See page 35 for information on TABE testing requirements. Basic skills instruction for Workforce Development students to meet the basic-skills level required for completion of a program is provided concurrently through Vocational Preparatory Instruction. Staff are available daily to provide professional assistance to students who need help with required course work in reading, mathematics, language, employability skills, and complimentary skills needed in the workplace.

For more specific information regarding the TABE or vocational preparatory courses contact Angie Tyler at (850) 718-2457, Building O, Room 119F, or e-mail at tylera@chipola.edu. FAX 718-2357.

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 9.0 on the Test of Adult Basic Education. The courses are graded Satisfactory or Unsatisfactory. Fees are dependent upon the number of hours needed to complete the course.

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 9.0 on the Test of Adult Basic Education. The courses are graded Satisfactory or Unsatisfactory. Fees are dependent upon the number of hours needed to complete the course.

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 9.0 on the Test of Adult Basic

Education. The courses are graded Satisfactory or Unsatisfactory. Fees are dependent upon the number of hours needed to complete the course.

Health Sciences Programs

To inquire about any Health Sciences Program, contact director Kathy Wheeler at 718-2278, Building N, Room 440.

Certain programs offered by the Health Sciences Department are limited enrollment programs with special requirements. These are Emergency Medical Technician, Patient Care Assistant 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.

Patient Care Assistant Program Code 2217

This program is designed to prepare Patient Care Assistants (70060400) 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 employment as a nursing assistant in a nursing home in accordance with Chapter 82-163 of 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 290 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	Hour	Credits
HCP 0103V	Health Careers	90	3
HCP 0600V	Nursing Assistant	75	2
HCP 0610L	Patient Care Assistant	75	2
HCP 0613L	Home Health Aide	50	1

Total 290 8

Patient Care Assistant Course Descriptions

HCP 0103V. Health Careers. This course provides theoretical and clinical experiences necessary for students to acquire the entry level competencies required of a Home Health Aide. Learning experiences, related to specific performance objectives in the course outline, include formal classroom lectures and discussions, written and oral reports, simulated labs, and clinicals. Classes and clinicals meet Monday through Thursday, with a few arranged Friday clinicals. 90 hours/3 credits.

HCP 0600V. Nursing Assistant. This course provides 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. 75 hours/2 credits.

HCP0610V. Patient Care Assistant. 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. 75 hours/2 credits.

HCP0613V. Home Health Aide. Competencies specific to the Home Health Aide, such as principles of nutrition and home health care services, are presented in this course, 50 hours/2 credit.

Practical Nursing Program Code 2265

The Practical Nursing Program is a limited access 1350-hour/45 credit 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 Physiology 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 Health Sciences department. (For information about the Associate Degree in Nursing, leading to licensure as a Registered Nurse, see page 62.) The fol-

lowing courses must be taken in the sequence listed and completed successfully in order to graduate from this program and take the state exam.

Practical Nursing Course of Study

Course	Title	Credits
PRN0020V	Life Span	30 1
PRN0080V	Structure and Function	60 2
PRN0011V	Vocational & Personal Adjustment	60 2
CGS0040V	Intro to Computer Use for Health Sciences	30 1
PRN0001V	PRN Fundamentals	310 10
PRN0100V	PRN Maternal/Child Nursing	150 5
PRN0030V	Pharmacology	30 1
PRN0070V	Nutrition	30 1
PRN0006V	Practical Nursing Communications	30 1
PRN0040V	PRN Family & Community Health	150 5
PRN0200V	PRN Advanced Med/Surg I	180 6
PRN0400V	Mental Health Concepts	30 1
PRN0500V	Geriatric Nursing	80 3
PRN0201V	PRN Advanced Med/Surg II	180 6

Total 1350 45

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.

PRN0006V. Practical Nurse Communications. This course is designed to promote the development and effective use of various forms of communication. It consists of identifying components of communication and identifying barriers to communication. It includes developing and/or utilizing verbal and written information in the classroom setting and in the clinical setting. It involves use of basic medical terminology and approved abbreviations. 30 hours/1 credit.

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. This is a knowledge and skills course designed to orient the student to the Practical Nursing Program and the practical nursing occupation utilizing scientific principles. Legal issues and terms will be discussed. Basic human needs, health and wellness are discussed. Safety in the healthcare environment is introduced as well as medical asepsis and universal precautions. 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. Emphasis will be on acquiring the skills to provide basic patient care and will include the following: transcultural considerations, admission, transfer, discharge of patients, vital signs, body mechanics, beds and bed making, person hygiene and skin care, elimination, specimen collection, bandages and binders, heat and cold application, infection control techniques and patient comfort and pain management. CPR certification is included in this course. Principles of emergency care, preoperative care and surgical asepsis are present. The adult requiring more complex interventions related to nutrition and elimination will be a focus. 310 hours/10 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 introduces the study of broad groups of drugs designed to provide the practical nursing student with a basic background of drugs, their actions, dosages, and side effects. This course includes basic drugs and solutions and reviews the mathematics computations that are necessary to administer safe and accurate dosages of medications. With demonstrated laboratory competence, the student will initiate drug administration in the clinical setting. Drug therapy will be 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.

PRN0040V. Family and Community Health Nursing. This is an introduction to personal, family and community health. The

nursing process provides a framework for understanding the common health problems within the community and the illnesses that bring the client to the hospital or health care agency. The infectious disease process, cancer and its treatment, sexually transmitted diseases, fluid and electrolyte balance, and fluid and blood replacement, are topics covered in this course. Rehabilitation of the chronically ill client will be discussed. The clinical portions of the course are in the acute and long-term care settings. There will be observational clinical hours in outpatient oncology facilities, STD clinics, and rehabilitation facilities. 150 hours/5 credits.

PRN 0200V. PRN Advanced Medical/Surgical I. This course introduces medical and surgical nursing as specialties. 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/surgical management of these disease processes as they relate to the individual client. The focus is on the adult patient who is experiencing insults to cardiovascular integrity, disturbances of body supportive structures and locomotion, and disturbances of sexual structure or reproductive function. 180 hours/6 credits.

PRN 0400V. Mental Health Concepts. This course focuses on interpersonal relationships. This course discusses mental health versus mental illness, introduces the student to methods of psychiatric therapy, the therapeutic environment, rights of the patient and the relative nursing care. Emphasis is given to increasing the student's awareness of the importance of the interrelationship of the physical, emotional and psychosocial needs of the patient. The focus is on psychosocial adaptation and coping mechanism and the practical nursing role in meeting the needs of the client through effective communications skills. Recognizing and dealing with domestic violence is a part of this course. 30 hours/1 credit.

PRN0500V. Geriatric Nursing. This unit of study is designed to help the student understand the health related needs that result from the normal aging process. The unit will also discuss assistance for the older adult with age related disease. 80 hours/3 credits.

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.

CGS 0040V. Introduction to Computer Use for Health Sciences. An introduction to the use of microcomputers. Includes terminology and an introduction to the operation of typical microcomputer hardware and software. No prerequisite but typing or keyboarding experience is helpful. Only students accepted in the LPN program of study may take this course. 30 hours/1 credit.

Career and Technical Education Programs

Applied Welding Technologies Program Code 2275

Applied Welding Technologies is designed to prepare students for employment or advanced training in the welding industry. The program also provides supplemental training for persons previously or currently employed in these occupations. Hands on training, combined with laboratory and classroom experiences will give the students a full understanding of welding processes and equipment. Planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues are also included in the program of study. It is a competency-based, self-paced program with open-entry. The student is expected to purchase tools costing approximately \$200.

This program follows a sequence of instruction and when followed the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic Skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Welding Assistant**, learns basic shop skills, basic oxyfuel gas cutting principles and practices, basic shielded metal arc welding, intermediate oxyfuel gas cutting, gains a better understanding of basic science, develops math and communications skills, and demonstrates employability skills and a foundation for entrepreneurship.

(B) **Shielded Metal Arc Welder**, completes (A) and drawing and welding symbol interpretation, metals identification, learns intermediate shielded metal arc welding skills, and demonstrates arc cutting principles and practices.

(C) **Gas Metal Arc Welder**, completes (A) and learns basic and intermediate gas metal arc welding skills;

(D) **Flux Cored Arc Welder**, completes (A) and learns flux cored arc welding skills;

(E) **Gas Tungsten Arc Welder**, completes (A) and basic and intermediate gas tungsten arc welding skills;

(F) **Pipe Welder**, completes (A) and learns to fabricate and weld pipe joints and to perform fabrication using welding skills.

For further information, contact Freddie Foran, 718-2303, Building N, Room 113-B.

Applied Welding Technologies Course Descriptions

PMT 0012V. 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. Includes instruction in welding multiple joints in all positions and guided bend test and cutting with air ARC equipment. 250 hours/8 credits.

PMT 0013V. 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. 125 hours/4 credits.

PMT 0015V. Gas Tungsten Arc Welding (GTAW). Content includes safety requirements, 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. 175 hours/5 credits.

PMT 0011V. Welding Technology Introduction Core. This course is designated for the beginning welding student. It will include basic shop safety, proper use of hand and power tools, welding using oxygen and acetylene and electric arc. 130 hours/4 credits.

PMT 0016V. Pipe Welding. To develop proficiency in welding pipes in all positions. 270 hours/9 credits.

PMT 0101V. Blueprint Reading for Welders Core. This course teaches symbols and application of these symbols used on blueprints. Design and structural layout in relation to stress and materials will be introduced. 90 hours/3 credits.

PMT 0014V. Flux Cored Welding. This course teaches the application of flux cored welding of carbon steel joints in all positions including equipment operation and weld quality. 100 hours/3 credits.

PMT 0933V. Special Topics in Applied Welding Technology. This is a special course centering around current topics or special interests to meet the needs of the community. Various hours/credits.

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours/1 credit.

Applied Welding Course of Study				
Course	Title	Hours	Credits	
PMT 0011V	Welding Technology Introduction (Core)	130	4	
PMT 0101V	Blueprint Reading for Welders (Core)	90	3	
SLS 0341V	Employability Skills and Entrepreneurship (Core)	30	1	
PMT 0012V	Shielded Metal ARC Welding (SMAW)	250	8	
PMT 0013V	Gas Metal ARC Welding (GMAW)	125	4	
PMT 0014V	Flux Cored Welding	100	3	
PMT 0015V	Gas Tungsten Arc Welding (GTAW)	175	5	
PMT 0016V	Pipe Welding	270	9	
PMT 0936V	Special Topics in Applied Welding		various	
		Total	1170	37

Automotive Service Technology *Program Code 2215*

Automotive Service Technology prepares students for employment, and/or specialized training in the automotive industry. This program prepares students for positions as an automotive lube technician, automotive service assistant, engine repair technician, automatic transmission and transaxle technician, manual drive train and axle technician, automotive suspension and steering technician, automotive brake system technician, automotive electrical/electronic system technician, automotive heating and air conditioning technician, and automobile engine performance technician. This program also provides supplemental training for persons previously or currently employed in the automotive industry. It is a competency-based, self-paced program with open-entry.

Automotive Service Technology follows a sequence of instruction and when followed the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic Skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Automotive Lube Technician**, learns introductory equipment and math skills; safety regulations; an understanding of basic sciences, maintenance and consumer services; employability skills and a foundation for entrepreneurship.

(B) **Automotive Service Assistor**, becomes proficient in routine maintenance and consumer services.

(C) **Engine Repair Technician**, becomes proficient in engine theory and repairs.

(D) **Automatic Transmission and Transaxle Technician**, becomes proficient in the operation and servicing of automatic transmissions and transaxles.

(E) **Manual Drive Train and Axle Technician**, becomes proficient in the operation and servicing of manual and drive trains and axles.

(F) **Automotive Suspension and Steering Technician**, becomes proficient in the operation of steering, suspension and wheel systems.

(G) **Automotive Brake System Technician**, becomes proficient in the operation and servicing of automotive brake systems.

(H) **Automotive Electrical/Electronic System Technician**, becomes proficient in diagnosing and troubleshooting electrical/electronic components as related to power train.

(I) **Automotive Heating and Air Conditioning Technician**, becomes proficient in heating, air conditioning and engine cooling systems.

(J) **Automotive Engine Performance Technician**, becomes proficient in engine performance service.

For further information, call John Gardner at 718-2306, Building P, Room 496.

Automotive Technology Course of Study				
Course	Title		Hours	Credits
AER 0006V	Automotive Lube Technician	Core	105	3
SLS 0341V	Employability Skills and Entrepreneurship	Core	30	1
AER 0300V	Automotive Service Assistor	Core	285	9
AER 0110V	Engine Repair Technician		135	4
AER 0250V	Automatic Transmission and Transaxle Technician		185	6
AER 0270V	Manual Drive Train and Axle Technician		135	4
AER 0450V	Automotive Suspension and Steering Technician		135	4
AER 0411V	Automotive Brake System Technician		135	4
AER 0310V	Automotive Electrical/Electronic System Technician		235	7
AER 0171V	Automotive Heating & Air Conditioning Technician		135	4
AER 0503V	Automotive Engine Performance Technician		285	9
AER 0936V	Special Topics in Automotive Service Technology			various
Total			1800	55

Automotive Service Technology Course Descriptions

AER 0006. Automotive Lube Technician Core. Content includes applying appropriate math skills; an understanding of basic sciences; safety regulations; routine maintenance and consumer services; appropriate communication skills and employee behavior in the automotive industry. 105 hours/3 credits.

SLS 0341. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship 30 hours/1 credit.

AER 0300. Automotive Service Assistor Core. Content includes demonstrating a proficiency in routine maintenance and consumer services in the automobile industry. 285 hours/9 credits.

AER 0310. Automotive Electrical/Electronic System Technician. Content provides the skill training in diagnosis and service of batteries; diagnosis and repair of starting systems, charging systems, lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer and accessories. 235 hours/7 credits.

AER 0450. Automotive Suspension and Steering Technician. Content provides the skill training in diagnosis, troubleshooting, service and repair of the steering, suspension and wheel systems in the automobile industry. 235 hours/4 credits.

AER 0411. Automotive Brake Technician. Content provides the skill training enabling proficiency in the diagnosis, operation, servicing, and repair of automotive brake systems in the automobile industry. 135 hours/4 credits.

AER 0171. Heating, Air Conditioning and Engine Cooling Systems. Content provides the skill training enabling proficiency in the heating, air conditioning and engine cooling systems in the automobile industry. 75 hours/2 credits

AER 0110. Engine Repair Technician. Content provides the principles and procedures in engine diagnosis, removal, disassembly, rebuilding, and dynamic check out enabling proficiency in engine theory and repairs in the automobile industry. 135 hours/4 credits.

AER 0503. Automotive Engine Performance Technician. Content provides the skill training in introduction to computer command control, electronic engine control, and electronic fuel injection systems in the automobile industry. 285 hours/9 credits.

AER 0270. Manual Drive Train and Axles Technician. Content provides the skill training enabling proficiency in the operation and servicing of manual and drive trains and axles. 135 hours/4 credits.

AER 0250. Automatic Transmission and Transaxle Technician. Content provides the skill training enabling proficiency in the operation and servicing of automatic transmission/transaxle. 185 hours/6 credits.

AER 0936. Special Topics in Automotive Service. This is a special course centering around current topics or special interests to meet the needs of the community. Various hours/credits.

Commercial Foods and Culinary Arts

Program Code 2240

Commercial Foods and Culinary Arts prepares students for employment, and/or specialized training in the Commercial Foods and Culinary Arts industry. This program prepares students for positions as a bus person/waiter or waitress, steward, salad person, utility cook, breakfast cook, line cook, and pastry cook.

It is designed to assist with supplemental training for persons previously or currently employed in the Culinary Foods and Culinary Arts industry. It is a competency-based, self-paced program with open-entry.

Commercial Foods and Culinary Arts follows a sequence of instruction and when followed, the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic Skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Bus Person/Waiter or Waitress**, becomes proficient in dining room operations.

(B) **Steward**, becomes skilled in general housekeeping operations, understands basic science, and becomes proficient in appropriate communication skills.

(C) **Salad Person**, becomes skilled in fruit, vegetables, salad, buffet food, beverage, and related food preparation.

(D) **Utility Cook**, becomes skilled in equipment operation.

(E) **Breakfast Cook**, becomes skilled in dairy, egg, and farinaceous product preparation.

(F) **Line Cook**, becomes skilled in stock, soup, meat, poultry, fish, and seafood preparation.

(G) **Pastry Cook**, becomes skilled in bakery goods and dessert preparation.

Commercial Foods and Culinary Arts Course of Study

Course	Title	Hours	Credits
HMV 0144V	Bus Person/Waiter Or Waitress Core	45	2
SLS 0341V	Employability Skills & Entrepreneurship Core	30	1
HMV 0111V	Steward Core	75	2
HMV 0105V	Salad Person	150	5
HMV 0013V	Utility Cook	150	5
HMV 0107V	Breakfast Cook	300	10
HMV 0015V	Line Cook	450	15
HMV 0108V	Pastry Cook	300	10
Total		1500	50

Commercial Foods and Culinary Arts Course Descriptions

HMV 0144V. Bus Person/Waiter or Waitress Core. This course is a familiarization with the types of dining room operations found in the food service industry. 45 hours/2 credits.

HMV 0111V. Steward Core. This course is a familiarization with the types of chemicals, cleaning supplies and methods used within the food service operation. 75 hours/2 credits.

HMV 0105V. Salad Person. This course is a familiarization with tools, equipment, the organization of a classical kitchen, and a study of basic salad recipes. Special emphasis is given to the study of ingredients, terminology, weights and measures, form conversions, and procedures. 150 hours/5 credits.

HMV 0013V. Utility Cook. This course is a familiarization with tools, equipment, organization of the classical kitchen, and a study of basic food recipes. 150 hours/5 credits.

HMV 0107V. Breakfast Cook. This course is a familiarization with tools, equipment, the organization of a classical kitchen, and a study of basic food recipes. Students will demonstrate dairy, egg and farinaceous(starchy) food preparation skills. Special emphasis is given to the study of ingredients, cooking theories, terminology, weights and measures, form conversions, and procedures for breakfast cookery. 300 hours/10 credits.

HMV 0015V. Line Cook. This course is a familiarization with tools, equipment, the organization of a classical kitchen, and a study of basic food recipes. The student will demonstrate stocks, soups, sauces, meat, poultry, and seafood preparation skills. Special emphasis is given to the study of ingredients, cooking theories, terminology, weights and measures, form conversions, and procedures. 450 hours/15 credits.

HMV 0108V. Pastry Cook. Instruction will include fundamentals of baking, which involves preparation of yeast rolls, breads, pies, cakes, tarts, doughnuts, holiday specialties, and tortes. The proper use and care of equipment, sanitation and hygienic work habits and conformation with health laws. 300 hours/10 credits.

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours/1 credit.

For further information, call Mark Panichella at 718-2256, Building K, Room 814.

Electronic Technology

Computer Electronics Technology Program Code 2254

Computer Electronics Technology prepares students for employment, and/or specialized training in a variety of occupations in the computer electronics industry. The focus is on broad, transferable skills and stresses understanding and demonstration of planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. This program is a sequence of instruction preparing students for positions as an End User Support Technician, Level I Support Technician, Help Desk Specialist; PC Electronics Installer; PC Technician, field Technician, Level II Support Technician; Computer Support Specialist, Level I LAN Technician, Field Service Technician; and Digital Electronics Repairer.

Computer Electronics Technology follows a sequence of instruction and when followed, the structure will allow students to complete specified portions of the program for employment or to remain for advance training. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **End User Support Technician - Level I Support Technician- Help Desk Specialist** learns software fundamentals; consumer relations; communication skills; employability skills and entrepreneurship.

(B) **PC Electronics Installer - Level II** learns soldering; basic laboratory skills; basic D.C. and A.C. circuits; and basic math and science.

(C) **Computer Support Specialist - Level I - LAN Technician** learns proficiency in electronic information exchange and site requirements and considerations.

(D) **Field Service Technician/P.C. Technician** learns proficiency in computer systems architecture and peripheral equipment.

(E) **Digital Electronics Technician** learns proficiency in digital circuits and fundamental microprocessors.

For further information, call John Watson at 718-2392, Building O, Room 107-F.

Computer Electronics Technology Course of Study

Course	Title	Hours	Credits
EEV 0533V	Computer Hardware and Software	420	14
SLS 0341V	Employability Skills and Entrepreneurship Core	30	1
EEV 0251V	Basic Soldering CET	45	1
EEV 0601V	Fundamentals of DC Circuits CET	45	1
EEV 0792V	Applied Math for DC Circuits CET	30	1
EEV 0602V	Fundamentals of AC Circuits CET	30	1
EEV 0531V	Computer System Architecture	150	5
EEV 0536V	Peripherals Equipment	150	5
EEV 0535V	Computer Networks	150	5
EEV 0539V	Site Requirements	150	5
EEV 0607V	Digital Fundamentals CET	300	10
EEV 0816V	Microprocessor Fundamentals	150	5
CET 0930V	Special Topics in Computer Electronics	various	
Total		1650	54

Computer Electronics Technology Course Descriptions

EEV 0251V. Basic Soldering CET. 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. 45 hours/1 credit.

EEV 0531V. Computer System Architecture. Provides the student in microcomputer maintenance and repair troubleshooting skills associated with computers. Areas covered are computer system teardown, inspection and repair, and system upgrades using replacement motherboards, memory and software. 150 hours/5 credits.

EEV 0533V. Computer Hardware and Software. An in-depth study of personal computer peripheral devices: floppy drives, hard drives and other essential devices. Areas covered are hardware and software. 420 hours/14 credits.

EEV 0535V. Computer Networks. Define interface standards, configure sync and async devices, identify networking levels and protocols and troubleshoot network systems. 150 hours/5 credits.

EEV 0536V. Peripherals Equipment. Designed to familiarize students with peripheral equipment associated with computers. Study of hard, floppy, CD-ROM and tape drives are covered. Also, drive replacement and using configuration software are covered. 150 hours/5 credits.

EEV 0539V. Site Requirements. Site requirements and consideration by applying effective customer relations to consider customer needs and desires. Includes design and maintenance requirements for optimum customer satisfaction. 150 hours/5 credits.

EEV 0601V. Fundamentals of DC Circuits. A basic course in DC Circuits designed to prepare the student for circuit analysis including series and parallel circuits. Hands on experience in the use of electronic test equipment and in the proper techniques for data measurement, problem solving and troubleshooting. Classroom lectures will be used to supplement hands-on and lab exercises. 45 hours/1 credit.

EEV 0602V. Fundamentals of AC Circuits CET. A basic course in AC circuits designed to teach the student the nature of AC current. Classroom lectures along with hands-on exercises will allow the student to identify properties of an AC signal using VOM, and DVM. 30 hours/1 credit.

EEV 0607V. Digital Circuits. This course introduces the principles and techniques required for the development of analytical skills in digital circuitry. Topics include computer number systems, digital codes and parity error detection methods. Boolean algebra, Karnaugh mapping, logic gates minimization techniques, arithmetic operation via combination logic, flip-flop timing, synchronization circuits, and pulse waveform generation. Lab projects provide hands-on experience in the use of test instruments and techniques for measurement of digital data. 300 hours/10 credits.

EEV 0792V. Basic Math and Science. A study of the basic concepts of math and science. Topics covered include solving problems for volume, weight, area and circumference for rectangles, squares, and cylinders. Fractions, decimals and electronic formulas will also be included. Students will be introduced to temperature relationships, tolerance, taxes and wages, and invoices. 30 hours/ 1 credit.

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.

SLS 0341.V Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours/1 credit.

CET 0930V. Special Topics in Computer Electronics Technology. This is a special course centering on current topics or special interests to meet the needs of the community. Various hours credit.

Electronic Technology *Program Code 2251*

The Electronic Technology Program is designated as a Center of Excellence Electronics Technology by the Department of Education .

Electronic Technology prepares students for employment, and/or specialized training as electrical and electronics technicians. This program is a sequence of instruction preparing students for positions as an Electronic Assembler, Electronics Tester, Electronics Equipment Repairer, and Electronics Technician. Electronic Technology focuses on broad, transferable skills and stresses understanding and demonstration of the Electronic industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Electronic Technology follows a sequence of instruction and when followed, the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Electronics Assembler** learns proficiency in soldering, basic laboratory practices basic D.C. circuits employability skills and entrepreneurship.

(B) **Electronics Tester** learns proficiency of basic computer usage, advanced D.C. circuits, A.C. circuits, and solid state devices.

(C) **Electronics Equipment Repairer** learns proficiency in digital circuits and fundamental micro-processors.

(D) **Electronics Technician** learns proficiency in analog circuits, skills in technical recording, and understanding of basic math and science skills, and communications skills.

For further information, call James Bailey at 718-2452, Building O, Room 107-C.

All courses except EEV 0794 and SLS 0341 have a lab fee, in addition to tuition.

Electronic Technology Course of Study			
Course	Title	Hours	Credits
EEV 0821V	Basic Soldering	70	2
EEV 0811V	Fundamentals of DC Circuits	150	5
SLS 0341V	Employability Skills and Entrepreneurship Core	30	1
EEV 0542V	Industrial Computer Applications	50	1
EEV 0819V	Advanced DC Circuits	50	1
EEV 0812V	Fundamentals of AC Circuits	150	5
EEV 0813V	Solid State Devices	150	5
EEV 0815V	Digital Fundamentals	225	7
EEV 0816V	Microprocessor Fundamentals	150	5
EEV 0814V	Analog Circuits	150	5
EEV 0793V	Technical Reporting and Lab Practices	75	2
EEV 0794V	Applied Math for DC Circuits	150	5
EEV 0930V	Special Topics in Electronics		various
		Total	1400 44

Electronic Technology Course Descriptions

EEV 0542V. Industrial Computer Applications. Introduces the student to basic use of application software and developing source code for programming. Students cover basic skills using Word 97 and Excel 97. Basic programming language allows students to develop code, understand the use of functions and use programming techniques for various software models. 50 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. 75 hours/ 2 credits.

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. 150 hours/ 5 credits.

EEV 0811V. Fundamentals of DC Circuits. A fundamental course in DC circuit analysis designed 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 uti-

lizing trigonometric concepts are supplemented with laboratory projects to provide the students with practical hands-on experience 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. 225 hours/7.5 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.

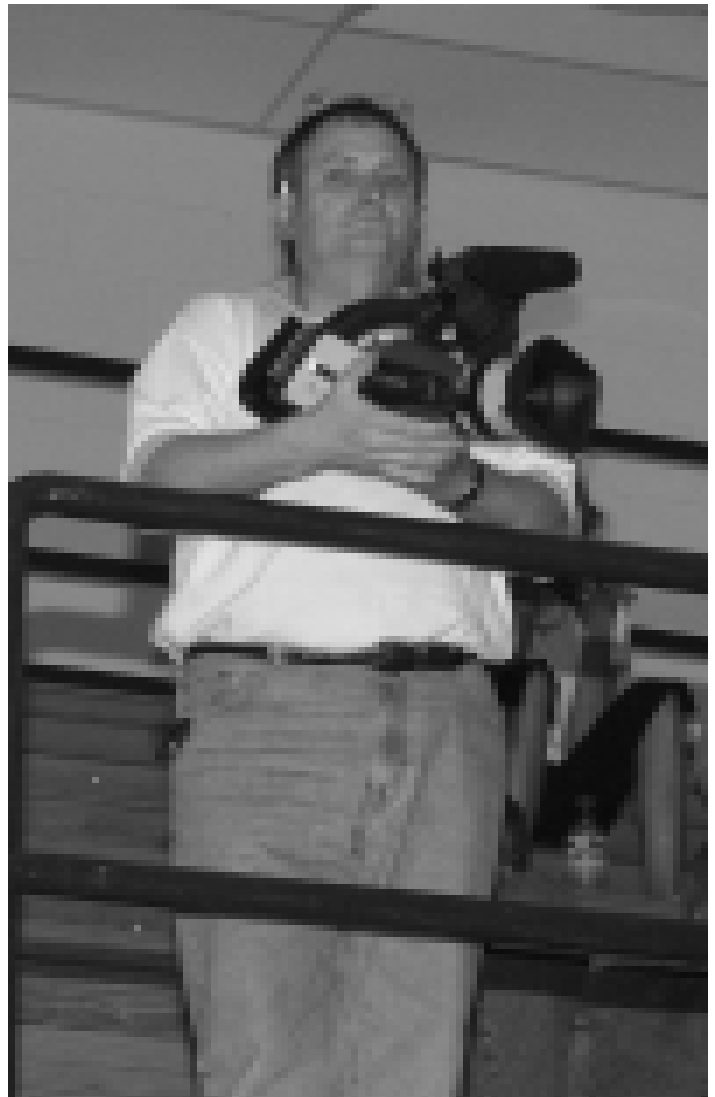
EEV0819V. Advanced DC Circuits. Demonstrate the ability to apply and solve principles of Kirchhoff's laws and network theorems in network analysis. Students learn advance techniques using Kirchhoff's Voltage and Current Laws. Also, node voltage analysis, method of mesh currents and superposition are covered. Basic skills remediation is required as indicated by the TABE (Test of Adult Basic Education). 50 hours/1 credit.

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. 70 hours/2 credits.

EEV 0930V. Special Topics in Electronics Technology. this is a special course centering around current topics or special interests to meet the needs of the community. Various hours/credits.

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. (Instructor approval.) 60 hours/2 credits.

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours/1 credit.



Grooming and Salon Services

Grooming and Salon Services is designed to prepare students for employment as a licensed hairdresser and cosmetologist, registered nails or facial specialist or to provide supplemental training for persons previously or currently employed in these occupations. Students learn communication skills, leadership skills, human relations skills and employability skills; develops safe and efficient work practices; learns applicable Florida cosmetology law and rules; becomes knowledgeable of cosmetologist, nails specialist, and facial specialist industry; develops a working knowledge of the chemistry, bacteriology, anatomy and physiology in relation to the field; learns the art of make-up; and develops skills in performing the manipulative and electrical techniques required in the practice of cosmetology, nail specialist and facial specialist occupations. This program prepares the student for successful completion of the State Board Licensing Examination which is required for the practice of cosmetology. It is a competency-based, self-paced program with open-entry. A special fee is charged for liability insurance. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education). For further information call Penny Bevis, 718-2285, Building N, Room 454.

Cosmetology-Hairdresser and Cosmetologist

Program Code 2235

This program follows a sequence of instruction for licensing as a cosmetologist. The student learns to identify career opportunities; develops a better understanding of employability skills, management skills and entrepreneurship; gains an understanding of basic science as related to grooming and salon services; learns applicable Florida Law and State Board requirements; learns the proper application and performs shampoos, applies hair conditioners and scalp treatments; develops skills in trimming and shaping hair, hair styles, hair pieces, wigs, and hair attachments; learns the techniques and performs permanent waving, constructing curls, chemical relaxing; learns the application of temporary, semi-permanent and permanent color, bleach and specialty color techniques; learns and performs manicures and pedicures; develops skills in applying artificial nails and nail wraps; and learns the techniques of facial manipulation, make-up, hair removal, and artificial lash application. 1200 hours/40 credits.

Students will be required to attend workshops, style shows and seminars outside of class.

Cosmetology Course of Study			
Course	Title	Hours	Credits
COS 0011V	Fundamentals of Cosmetology	150	5
SLS 0341V	Employability Skills and Entrepreneurship Core	30	1
COS 0510V	Scalp and Hair Care	95	3
COS 0301V	Hair Cutting and Shaping	125	4
COS 0400V	Hair Styling	185	6
COS 0644V	Chemical Hair Restructuring	340	11
CSP 0010V	Manicure, Pedicure and Nail Extensions I	120	4
CSP 0300V	Facials and Makeup	155	5
COS 0927V	Special Topics in Cosmetology	various	
Total		1200	39

Grooming and Salon Services 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, professional ethics, and salon management. 150 hours/5 credits.

CSP 0010V. Manicure, Pedicure, and Nail Extensions I. This course 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. Also includes hygiene, visual poise, personality development, professional ethics, salon management and Florida Law. 120 hours/4 credits.

CSP 0300V. 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. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 155 hours/5 credits.

COS 0510V. Scalp and Hair Care. Content includes preparation of patron, analyzing scalp and hair conditions, proper brushing techniques, selection of shampoos, rinses and scalp treatments, and application of manipulative skills, including manual and electrical equipment. Demonstrate time management techniques with patrons, from scheduling appointments through the completion of service. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 95 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 shaping techniques with the razor, scissors, thinning shears and clippers. It also includes safety precautions employed during the hair cutting procedures. Demonstrate time management techniques with patrons, from scheduling appointments through the completion of service. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 125 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. Demonstrate time management techniques with patrons, from scheduling appointments through the completion of service. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 185 hours/6 credits.

COS 0644V. Chemical Hair Restructuring. This course 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 color to the hair. Safety precautions are taught through the course. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 340 hours/11 credits.

COS 0927V. Special Topics in Cosmetology. This is a special course centering on current topics or special interests to meet the needs of the community. Various hours/credit.

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours/1 credit.



Telecommunications Program Code 2252

This program prepares students for initial employment as a telecommunications installation technician. Students receive line-man, installation training, splicing and activation or cable line (fiber, broad band, co-ax). First Aid, CPR and pole climbing is included. This is a seven-week course leading to a certificate upon completion of required courses and/or competencies. For further information, contact Harry Fleener at 718-2214, Building N, Room 111-B.

Telecommunications Course of Study			
Course	Title	Hours	Credits
EER 0541V	Telecommunications Installation Technician	270	9
SLS 0341V	Employability Skills and Entrepreneurship Core	30	1
		Total	300 10

Only 300 hours of the 600 hours of this program are available.

Telecommunications Course Descriptions

EER 0053V. Installer II Technician. This program prepares students for initial employment as interior Telecom Technical Installation Technicians. Students receive training in installation plans, procedures, layouts, equipment use and placement, support systems, cable requirements and testing, in addition to employability skills. This program prepares the student with on-the-job training with an approved company. 240 hours/8 credits. (SLS 0341V – co-requisite)

EER 0541V. Telecommunications Installation Technician. This program prepares students for initial employment as a telecommunications installation technician. Students receive installation training, splicing and activation of broad band and telephone installation. First Aid, CPR and pole climbing is included. This is a seven-week course leading to a certificate upon completion of the required courses and /or competencies. Combination lecture/lab. (270 hours/9 credits w/SLS 0341V as a co-requisite)

EER 0542V. Telecommunications Cable Splicing Technician. This program prepares students for employment as a telecommunications cable splicing technician. Students receive print reading, splicing, and activation. First Aid, CPR and pole climbing is included. This is a seven-week course leading to a certificate upon completion of the required courses and/or competencies. 250 hours/8 credits.

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours/1 credit.

Continuing Education

Continuing Education activities consist of seminars, courses, programs, workshops, teleconferences, camps, conferences, etc. These events are designed to meet the lifelong learning needs of our community. Professional Continuing Education activities are designed to meet and maintain current licensure for many professionals in a myriad of occupations. Some examples are

Nurses	Social Workers
Building Contractors	Real Estate Salespeople
Child Care Providers	Electrical Contractors
Certified Public Accounts	Doctors
Dentists	Dental Hygienists
Lifeguards	Teachers
Life Insurance Agents	Cosmetologists

Chipola awards Continuing Education Units (CEU's) and/or certificates of completion when deemed appropriate. CEU's are calculated on the basis of one CEU for each ten contact hours of instruction.

Chipola's Continuing Education programs welcome the opportunity to assist local agencies with entry level training. The Office of Continuing Education organizes and administers in-service activities for employees of local businesses and industries. Through these Workforce Development initiatives the following is available:

Computer Classes	Technical Writing
Keyboarding Skills	Workshops
Introduction to	Fiber Optics
Computers and Windows	CPR and First Aid
Word I and II	Lineman/Pole Climbing
Excel I and II	Employability Skills
Access I and II	Stress Management
Internet	Case Management
PowerPoint	Customer Service
Business Specific –	Telephone Skills
New Employee Orientation	Cross Selling
Disease Transmission in the Work Place	AIDS Awareness
Worker's Compensation and Safety	Domestic Violence Issues
Introduction to Directional Boring	Lifeguard

Many courses are designed for recreation/leisure type activities. The Office of Continuing Education maintains a list of classes that community members request. Please contact our office if you have a request in an area that is not currently listed or offered. Some of the most popular classes have been

Instant Piano	Cake Decorating I, II, and III
Crochet	Fire Arm Safety
Floral Design	Photo and Album
Square Dancing	Dog Training
Tole Painting	Drawing I
Stained Glass	Genealogy
Quilting	Beginning Country/Western Line Dance

The Continuing Education program also provides on-line courses. You can acquire valuable new skills from the comfort and convenience of your home or office. Our partnership with EducationToGo will provide you a more comprehensive selection of programs. The major categories and some example of classes in each area are:

Internet Courses

Creating Web Pages	Dreamweaver
Microsoft Front Page	Programming
JavaScript	

Computer Courses

Microsoft Office Suite (all levels)	Palm Pilot
Microsoft Works	QuickBooks
Oracle	Red Hat Linux

Certification Prep Courses

Basic, Intermediate and Advanced A+ Certification Prep
MCSE Certification Prep (7 course series)
CCNA Certification Prep

Writing Courses

The Keys to Effective Writing	Write Like a Pro
eBook Publishing Essentials	Travel Writing
Fundamentals of Technical Writing	

Personal Enrichment Courses

Speed Spanish	A to Z Grantwriting
Genealogy Basics	Medical Terminology
Insurance: Unraveling the Maze	Online Investing
Debt Elimination Techniques That Work	

Test Prep Courses

GED
GRE

If you are interested in any of these activities, would like to set up customized training, or receive current scheduling information for Continuing Education, please contact Margie Williams in Building S or call 718-2239, 718-2297, or 718-2395. Our office is here to assist you with your training or recreational needs.

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.

The Chipola Junior College Criminal Justice Center's overall goal is to attract, screen and select candidates for the Law Enforcement/Correctional Officer/Firefighting Academy. Key elements of the applicant screening process consist of: drug testing, physical examination, military history and a full background investigation as well as a Chipola Junior College student applications process.

After successful completion of the Academy and State Examination requirements, eligible candidates will be placed in a pool

where they may be called for interviews by participating agencies.

Individuals who would like more specific information about any Public Service Program should contact Harrell Glisson at 718-2253, Building Y, Room 148.

Law Enforcement *Program Code 2213*

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.

All courses have special lab fees.

Law Enforcement Course of Study			
Course	Title	Hours	Credits
CJD 0760V	Law Enforcement: Legal I	46	2
CJD 0761V	Law Enforcement: Legal II	48	2
CJD 0730V	Law Enforcement: Legal III	32	1
CJD 0762V	Law Enforcement: Communications	56	2
CJD 0763V	Law Enforcement: Interpersonal Skills I	66	2
CJD 0704V	Criminal Justice: Defensive Tactics	106	3
CJD 0705V	Criminal Justice: Weapons	64	2
CJD 0256V	Criminal Justice: Medical First Responder	48	2
CJD 0731V	Law Enforcement: Patrol	64	2
CJD 0732V	Law Enforcement: Traffic	46	2
CJD 0723V	Law Enforcement: Vehicle Operations	32	1
CJD 0734V	Law Enforcement: Investigations	64	2
Total		672	23

Correctional Officer *Program Code 2212*

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.

Correctional Officer Course of Study			
Course	Title	Hours	Credits
CJD 0770V	Corrections: Legal I	46	2
CJD 0771V	Corrections: Legal II	22	1
CJD 0772V	Corrections: Communications	42	1
CJD 0773V	Corrections: Interpersonal Skills I	62	2
CJD 0704V	Criminal Justice: Defensive Tactics	106	3
CJD 0705V	Criminal Justice: Weapons	64	2
CJD 0256V	Criminal Justice: Medical First Responder	48	2
CJD 0750V	Corrections: Interpersonal Skills II	50	2
CJD 0741V	Corrections: Emergency Preparedness	26	1
CJD 0752V	Corrections: Operations	64	2
Total		530	18

Cross-Over Law Enforcement to Corrections

Program Code 2222

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 Enforcement to Corrections Course of Study			
Prerequisite: Completion of the Basic Law Enforcement Program			
Course	Title	Hours	Credits
CJD 0780V	Cross-Over Corrections	16	1
CJD 0750V	Corrections: Interpersonal Skills II	50	2
CJD 0741V	Corrections: Emergency Preparedness	26	1
CJD 0752V	Criminal Justice: Operations	64	2
Total		156	6

The following courses are required by the hiring agencies before employment:

CJT 0949U	Proficiency in Weapons in Corrections	8	1
CJT 0913U	Proficiency in Defensive Tactics	8	1
CJT 0914U	Proficiency in Medical First Responder	16	1
Total		32	3

Cross-Over Corrections to Law Enforcement

Program Code 2221

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 to Law Enforcement Course of Study			
Prerequisite: Completion of the Basic Corrections Program			
Course	Title	Hours	Credits
CJD 0781V	Cross-Over Law Enforcement	48	2
CJD 0730V	Law Enforcement: Legal III	32	1
CJD 0731V	Law Enforcement: Patrol	64	2
CJD 0732V	Law Enforcement: Traffic	46	2
CJD 0723V	Law Enforcement: Vehicle Operations	32	1
CJD 0734V	Law Enforcement: Investigations	64	2
Total		286	10

The following courses are required by the hiring agencies before employment:

CJT 0912U	Proficiency in Weapons in Law Enforcement	40	1
CJT 0913U	Proficiency in Defensive Tactics	8	1
CJT 0914U	Proficiency in Medical First Responder	16	1
Total		64	3

Correctional Probation Officer

Program Code 2225

The Correctional Probation program prepares students for employment as a State of Florida Correctional Probation Officer. Students must meet the minimum employment requirements as set forth by the State of Florida prior to entry.

Course	Title	Hours	Credits
CJD 0790V	Correctional Probation Legal	60	2
CJD 0791V	Correctional Probation Operations	16	1
CJD 0792V	Correctional Probation Interpersonal Skills	68	2
CJD 0793V	Correctional Probation Communication Skills	70	2
CJD 0794V	Correctional Probation Supervision	54	2
CJD 0704V	Criminal Justice Defensive Tactics	106	3
CJD 0795V	Correctional Probation Firearms	16	1
CJD 0256V	Medical First Responder	48	2
Total		438	15

Public Service Course Descriptions

CJD 0250V. Interviews and Interrogations. An advanced course designed to cover the techniques, methods, principles, and issues of interviews and interrogations. 40 hours/2 credits.

CJD 0253V. Self Defense and Use of Force. A course with emphasis placed on physical conditioning, evaluation and exercises; falling techniques; holding, escape, defense techniques; defenses against armed attacks, including club, gun and knife attacks; take down techniques, wristlock/come-along hold, and baton techniques. Laws and regulations pertaining to the use of force will be covered. 40 hours/2 credits.

CJD 0254V. 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. 40 hours/2 credits.

CJD 0256V. 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 0310V. 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. 40 hours/2 credits.

CJD 0320V. 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. 40 hours/3 credits.

CJD 0330V. 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. 40 hours/2 credits.

CJD 0331V. 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. 40 hours/2 credits.

CJD 0332V. 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. 40 hours/2 credits.

CJD 0461V. Advanced Correctional Operations. An advanced course in correctional operations for in-service Florida Correctional Officers, designed to increase skills in correctional agency organization and mission, records and reports, legal applications to correctional operations, correctional facility security, intake/classification/release procedures, fire safety and discipline procedures, introduction to supervision and release and bonding procedures. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours/2 credits.

CJD 0467V. 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. 40 hours/2 credits.

CJD 0468V. 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. 40 hours/2 credits.

CJD 0470V. 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. 40 hours/2 credits.

CJD 0471V. 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. 40 hours/2 credits.

CJD 0476V. 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. 40 hours/2 credits.

CJD 0477V. 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. 40 hours/2 credits.

CJD 0501V. 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. 40 hours/4 credits.

CJD 0602V. 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. 40 hours/2 credits.

CJD 0603V. 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. 40 hours/2 credits.

CJD 0604V. 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. 40 hours/2 credits.

CJD 0626V. 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. 40 hours/2 credits.

CJD 0630V. 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. 40 hours/2 credits.

CJD 0632V. 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. 40 hours/2 credits.

CJD 0647V. 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. 40 hours/2 credits.

CJD 0649V. 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. 40 hours/2 credits.

CJD 0660V. 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. 40 hours/2 credits.

CJD 0661V. 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. 40 hours/2 credits.

CJD 0663V. 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. 40 hours/2 credits.

CJD 0665V. Advanced Training Courses in Criminal Justice. This is a course designed to introduce the employee to computer applications in criminal justice and to the process of customizing programs for specific agency use. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours/2 credits.

CJD 0677V. 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. 40 hours/2 credits.

CJD 0681V. 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, pretrial 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. 40 hours/2 credits.

CJD 0691V. 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. 40 hours/2 credits.

CJD 0693V. 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. 40 hours/2 credits.

CJD 0696V. 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. 40 hours/2 credits.

CJD 0697V. 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. 40 hours/2 credits.

CJD 0672V. School Resource Officer Training. A course designed to provide the officer with increased knowledge and experience related to the grade school environment. 0 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. 106 hours/3 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. 64 hours/2 credits.

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. 32 hours/1 credit.

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. 32 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, wants and 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. 64 hours/2 credits.

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. 46 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. 64 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. 26 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. 50 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 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. 46 hours/2 credits.

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. 56 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. 66 hours/2 credits.

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. 46 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. 22 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. 42 hours/1 credit.

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 crises intervention techniques for various situations, including suicide, and recognition of signs of stress and other behaviors. 62 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. 16 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 0790V. Correctional Probation Legal. This course is an introductory overview of the Criminal Justice System as it relates to the public and probation officers. Study of principles of corrections, ethical and professional behavior, elements of a crime, arrest laws, violation and warrant procedures, court procedures, sentencing guidelines, legal term definitions, and use of force are included. 40 hours/2 credits. [O]

CJD 0791V. Correctional Probation Operations. This course covers the purpose and important considerations for proper inmate classification including disciplinary procedures, sentence reduction procedures, organization, and chain of command. 40 hours/1 credit. [O]

CJD 0792V. Correctional Probation Interpersonal Skills. This course covers interpersonal skills and techniques recognized as aids in effective communication with clients, orientation to crisis intervention, human diversity, persons with mental disorders, handicapped persons, substance abusers, criminal subcultures, stress recognition and reduction. 40 hours/2 credits. [O]

CJD 0793V. Correctional Probation Communication Skills. This course covers the report writing process including interviewing techniques, taking statements, reporting procedures, The Management Information System and the Florida Crime Information Center. 40 hours/2 credits. [O]

CJD 0794V. Correctional Probation Supervision. This course covers supervision concepts and techniques, community programs, victim/witness assistance procedures, domestic violence interviews, substance abuse, child abuse, animal handling procedures, and officer survival considerations. 40 hours/2 credits. [O]

CJD 0795V. Correctional Probation Firearms. This course involves the handgun, shotgun, and ammunitions use with emphasis on safety procedures and chemical agent training. 30 hours/1 credit. [O]

Firefighting *Program Code 2210*

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 Firefighting 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 Firefighting program termination policy will be strictly enforced. Roll call will be held at each class meeting and attendance is considered an essential requirement of Firefighting students.

A minimum grade of seventy percent must be maintained on each evaluation. One retake is permitted on each evaluation; fail-

ure to reach a seventy percent grade on a retake would result in dismissal. A student is allowed to take only two retake examinations.

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 turnout (bunker) gear must be furnished by the student. Also required: TABE Level A-Reading 10; Math 10; Language 10.

Course	Title	Hours	Credits
FFP 0080V	Introduction to Firefighting	72	2
FFP 0203V	Emergency Medical Care	48	2
FFP 0081V	Introduction to Fire Streams	93	3
FFP 0860V	Introduction to Firefighting Tactics	79	2
FFP 0265V	Introduction to Firefighting Support Practices	108	3
FFP 0565V	Introduction to Fire Prevention Practices	19	1
FFP 0403V	Hazardous Materials	31	1
Total		450	14

Firefighting Course Descriptions

FFP 0080V. 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. 72 hours/2 credits.

FFP 0203V. 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 0081V. 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. 93 hours/3 credits.

FFP 0860V. 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. 79 hours/2 credits.

FFP 0265V. 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. 108 hours/3 credits.

FFP 0565V. 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. 19 hours/1 credit.

FFP 0403.V Hazardous Materials. The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 31 hours/1 credit.



PERSONNEL



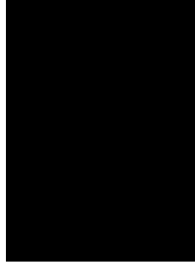
District Board of Trustees
Administration
Faculty and Administrators
Non-Teaching Staff
Faculty Emeriti

PERSONNEL

District Board of Trustees

The board meets on the third Tuesday of each month at 7 p.m. in the Public Service Building (Building Y).

Calhoun County



Ryals

Liberty County



Plummer

Holmes County



Goodman



Taylor

Jackson County



Crawford



Padgett



Stuart

Washington County



Clark



Hinson

Dates indicate expiration of the trustee's current appointment to the board.

Jennie B. Goodman (2003), 1510 Jenkins Road, Bonifay, FL 32425

Brenda G. Taylor (2005), 3268 Cody Taylor Lane, Bonifay, FL 32425

Jeff Crawford, Jr. (2003), 2542 Indian Springs Road, Marianna, FL 32446

John W. Padgett (2002), 1885 Spring Lake Trail, Marianna, FL 32448

Danny Ryals (2005), Post Office Box 100, Blountstown, FL 32424

Gina Stuart (2005), 2929 Russ Street, Marianna, FL 32446-2927

Mark S. Plummer (2002), Post Office Box 214, Bristol, FL 32321

Gary F. Clark (2003), 1670 Peel Road, Chipley, FL 32428

Abby Hinson (2003), 843 Clayton Road, Chipley, FL 32428

T. Gerald Holley, Board Attorney, Post Office Box 268, Chipley, FL 32428

Administration

H. Dale O’Daniel
President



Gene Prough
Executive Vice President



Charlton Keen
Vice President,
Instructional &
Student Services



Ron Ward
Vice President,
Administrative &
Business Services



Dennis Everett
Associate Vice President,
Information Systems



Joan Miller
Dean of
Student Services



Steve Young
Associate Vice President,
Finance



Marion “Bud” Riviere
Dean of
Workforce Development
& Continuing Education



Sarah Clemmons
Dean of
Instruction



Ryan Cross
Director of
Athletics



Gail Hartzog
Director of
Planning &
Effectiveness



Rene Tharpe
Associate Dean
of Instruction



Bryan Craven
Director of
Public Relations



Kitty Myers
Director of
University Center



Faculty & Administrators

Italics indicates administrators.

Dates indicate beginning of employment at CJC.

- Alford, Brenda**—(1993) Mathematics
A.A., Chipola Junior College
B.A., M.S., Florida State University
- Andreu, Mary Lu**—(1973) Counselor
A.A., Chipola Junior College
B.S., M.A., University of Florida
Ed.S., Florida State University
- Bailey, James**—(1996) Electronics
Certified Fiber Optics Installer and Certified Category
5/5E/6 Standards and Technician / Designer
B.S., University of South Alabama
M.S., University of West Florida
- Bevis, Penny**—(2000) Cosmetology
- Bodart, Jeffrey R.**—(1995) Physics
B.S., University of Missouri-St. Louis
M.A., Ph.D., Washington University
- Breivogel, Francis W.**—(1983) Chemistry/Physics
B.S., University of Notre Dame
Ph.D., University of California
- Burns, Nancy**—(1986) Computer Science/Business
B.S., University of Houston
B.S., Troy State University
M.Ed., North Texas State University
- Cavin, Rose**—(1996) Mathematics
B.S., Florida State University
M.Ed., University of West Florida
- Clemmons, Sarah M.**, (1979) *Dean of Instruction*
B.A., University of West Florida
M.S., Troy State University
M.A., Ph.D., Florida State University
- Cleveland, Linda L.**—(1982) Mathematics
B.S., M.S., Adv.M., Ed.D., Florida State University
- Cloud, Sybil**—(1975) *Director of Financial Aid*
- Cooley, Rachel**—(1993) English
B.A., Florida State University
M.A., University of Central Florida
- Cook, Gary**—(1993) Counselor
B.A., Southern College of the Assemblies of God
M.S., Florida State University
- Cooley, Cecilia**—(1995) Nursing
B.S.N., M.S.N., Troy State University
- Cox, Mil**—(1994) Nursing
A. A., Chipola Junior College
B.S.N., Florida State University
M.S.N., University of South Alabama
- Craven, Bryan**—(1988) *Director of Public Relations*
A. A., Chipola Junior College
B.S., M.S., Florida State University
- Crawford, Beverly**—(1996) Nursing
B.S.N., Troy State University
- Cross, Ryan**—(1999) *Director of Athletics*
B.S., University at Buffalo
M.S. Fort Hays State University
- Culbreth, Laurie B.**—(1990) English
B.S., M.S., Troy State University
Ph.D., Florida State University
- Davis, Karan**—(1986) *Director of Human Resources*
A.A., Chipola Junior College
B.S., Troy State University
- DeFelix, Geraldine**—(1997) English
A.A., Chipola Junior College
B.A., University of West Florida
M.S., Troy State University
- Dolan, Michael**—(1983) Criminal Justice
B.S., Florida A&M University
M.S., Troy State University
- Duncan, Gayle**—(1990) Counselor
A.A., Chipola Junior College
B.S., M.S., Troy State University
- Dunkle, J. Robert**—(1988) English/Humanities
B.A., University of Florida
M.A., University of Nevada-Las Vegas
Ph.D., Florida State University
- Everett, Dennis F.**—(1984) *Associate Vice President, Information Systems*
B.S., University of West Florida
- Everett, JoAnn**—(1986) Mathematics
A.A., Chipola Junior College
B.S., University of West Florida
- Fleener, Harry**—(1996) Telecommunications
- Foran, Freddie**—(1978) Welding
- Fuqua, Julie A.**—(1994) *Director of Foundation*
B.S., University of Florida
- Gardner, John**—(2000) Automotive Technology
A.S., Broward Community College
- Glisson, Harrell**—(1983) *Director of Criminal Justice/Public Service*
B.S., M.S., Troy State University
- Grantham, Roberta E.**—(1991) English
B.A., University of Alabama
M.A., Florida State University
- Hardin, Carol L.**—(1988) Nursing
A.S., Glendale Community College
Critical Care Nursing
B.S.N., State University of New York
M.S., Troy State University
- Hartzog, Gail**—(1982) *Director of Planning & Effectiveness*
B.S., Mississippi College
M.S., Troy State University
- Henson, Loletia S.**—(1986) Spanish/French
B.A., Newcomb College
M.A., University of Wisconsin
- Hilton, David**—(1997) Natural Science
D.C., Texas Chiropractic College

- Hinson, Richard**—(1999) English
A.A., Chipola Junior College
B.S., M.S., Florida State University
- Holley, Janice Y.**—(1988) Success Center
B.S., M.S., Troy State University
- Huang, Paul C.**—(1966) Biology/ Science Fair Coordinator
B.S., National Taiwan University
M.S., University of Southern Mississippi
- Ivey, Robert**—(1993) History
B.A. University of West Florida
M.S. Troy State University
- Keen, Charlton D.**—(1965) *Vice President of Instructional & Student Services*
B.A., Birmingham Southern College
M.S., Florida State University
- Kind, Lou**—(1997) Computer Science/Public Service
B.S., University of Alabama
M.P.A., University of Central Florida
Ed.S., University of West Florida
- Kuszynski, Lawrence J.**—(1995) *Director of Distributed Systems*
B.S., B.A., M.B.A., University of Central Florida
Ed.S., University of West Florida
- Leavins, Tamara**—(1997) Nursing
A.A., A.D.N., Chipola Junior College
B.S.N., Troy State University
- Lyon, Edward**—(1998) Music/Voice
B.S., M.M., Samford University
D.M., Florida State University
- McAllister, Gina**—(1998) Business
B.S., Troy State University
M.Ed., Auburn University
- McClendon, Mary M.**—(1975) History/Social Science
B.S., Florida A&M University
M.A.T., University of Florida
- Mays, June**—(1981) Biological Science/Chemistry
M.A., University of West Florida
M.S., Chicago State University
- Miller, Joan**—(1982) *Dean of Student Services*
B.A., M.Ed., University of Central Florida
Ed.S., Ed.D., Florida State University
- Milton, Vikki**—(1993) Business/Computer Science
B.S., University of Florida
M.B.A., Troy State University
M.C.P., M.C.S.E., M.C. T.
- Molineux, Allen W.**—(1988) Music
B.M., DePauw University
M.M., University of Rochester
D.M., Florida State University
- Myers, Kitty**—(1981) *Director of University Center*
B.A., University of Georgia
M.A., Ph.D., Florida State University
- Nobles-Dunkle, Nancy D.**—(1978) Librarian/Head Cataloger
B.A., M.S., Florida State University
- O'Daniel, H. Dale**—(1967-86; 1995) *President*
B.S., M.B.A., Murray State University
Ed.D., Nova Southeastern University
- Panichella, Mark**—(2000) Culinary Arts Management
A.O.S. Culinary Institute of America
B.S. Sullivan College
C.E.C. (Certified Executive Chef); C.H.E. (Certified Hospitality Educator); C.C.E. (Certified Culinary Educator); C.F.B.E. (Certified Food and Beverage Executive)
- Parramore, Rose**—(1992) Counselor
A.A., Chipola Junior College
B. S., M.S., Troy State University
- Poole, Carolyn E.**—(1999) *Director of Library Services*
B.A., Purdue University
M.Ed., University of Illinois
M.A., University of South Florida
Ed.S., Ph.D., University of Florida
- Prough, Gene A.**—(1994) *Executive Vice President*
B.S., M.B.A., University of West Florida
Ed.D., University of West Florida
- Quivey, Byron**—(1995) Criminal Justice
B.S., M.S., Troy State University
Ed. S., University of West Florida
- Reagan, Royce**—(1998) *Director of Distance Learning*
B.S., M.S., Troy State University
- Rhynes, Helen**—(1981) Clerical/Secretarial
A.A., Chipola Junior College
- Riviere, Marion "Bud"**—(1997) *Dean of Workforce Development & Continuing Education*
B.S., University of Florida
M.Ed., Florida A & M University
- Roach, R. Lindsay**—(1991) Counselor
A.B., M.Ed, University of South Carolina
- Roberts, Jayne P.**—(1986) Counselor and EA/EO Coordinator
B.S., Florida State University;
M.S., Troy State University
Ed.S., Ed.D., Florida State University
- Roberts, Kathryn A.**—(1979) Economics & Business
B.S., M.S., Florida State University
Ed.S., University of West Florida
- Saunders, Carol I.**—(1988) English/Speech
A.A., Chipola Junior College
B.S., M.S., Auburn University
- Shimmel, Stephen**—(1985) Biological Sciences/Mathematics
B.S., M.S., Ph.D., University of Georgia
- Shook, Lee B.**—(1993) Accounting
B.A., University of Virginia
M.P.A., University of Southern Mississippi
- Sirmon, Charles**—(1999) *Coordinator of Theatre*
B.A., Auburn University
M.A., Roosevelt University
- Smelcer, Connie**—(1999) Nursing
A.A., Chipola Junior College
B.S.N., University of Florida
- Smith, Bonnie B.**—(1986) Mathematics
B.A., University of West Florida
M.A., Troy State University

Spires, Willie E.—(1987) Psychology
B.A., University of West Florida
M.S., Ed.S., Troy State University

Spooner, Joseph—(1997) English
B.A., Yale University
M.A., Florida State University

Stadsklev, Joan B.—(1986) *Director of Fine Arts*
B.M., M.S., Florida State University

Taylor, Barbara—(1988) Nursing
A.A., Chipola Junior College
A.D.N., Wallace Community College
B.S.N., Florida State University
M.S.N., Troy State University

Tharpe, Rene C.—(1978) *Associate Dean of Instruction*
B.S., M.S., Ph.D., Florida State University

Tidwell, Allan—(1994) Natural Science
B.S., University of West Florida
M.S., Troy State University

Tyler, Angela V.—(1989) Success Center
A.A., Chipola Junior College
B.S., M.S., Troy State University
Ed.S. University of West Florida

Vaughn, Brandon—(1997) Mathematics Lab
B.A., M.A., Ed.S., University of West Florida

Walker, Jane P.—(1980) Success Center
B.S., University of West Florida
M.S., Troy State University

Ward, Ron—(1995) *Vice President of Administrative & Business Services*
C.P.M.
B.S., Golden Gate University
M.B.A., Liberty University

Watson, John—(1999) Computer Electronics Technology
A.S., Chipola Junior College
A+ Certified Professional (CompTIA)
M.C.P., M.C. S.E., M.C. T.

Wheeler, Kathy—(1994) *Director of Health Sciences*
B.S.N., M.S.N., Ohio State University

White, E. Bruce—(1990) English
B.A., University of South Florida
M.A., Florida State University

Widner, Annette—(1964-72; 1973) *Director of Registration and Admissions*

Williams, Margie B.—(1986) *Director of Continuing Education*
A.A., Chipola Junior College
Certified Program Planner
B.S., Troy State University
M.S., University of West Florida

Wilson, Carolyn—(1968) Music/Humanities
B.M., Shorter College
M.M., Northwestern University
D.M.A., University of South Carolina

Young, Steve—(1999) *Associate Vice President of Finance*
C.P.A.
B.S., Florida State University

Non-Teaching Staff

*Italics indicates managerial staff.
Dates indicate beginning of employment at CJC.*

Anderson, Jenny—(2000) Assistant Coach, Women's Basketball
B.G.S., University of New Orleans

Anderson, Kathy—(1977) Staff Assistant: Admissions & Registration
A.A., Chipola Junior College

Baker, Lucinda—(1987) Custodian

Barnes, Ionia L.—(1976) Departmental Staff Assistant: Instructional & Student Services
A.A., Chipola Junior College

Bell, Dorothy—(1965-78; '80) Residence Hall Assistant

Berry, Laurie—(2000) Senior Office Assistant: Financial Aid

Boyle, Douglas—(2001) Assistant Coach, Softball
A.A., Enterprise State Junior College

Broome, Betty S.—(1969-72; '89) Senior Office Assistant: Counseling & Advising
A.A., Chipola Junior College

Brown, Robert—(1983) Custodian

Coleman, Sharon—(1996) Coach, Softball
B.S., DePaul University

Collins, Kim B.—(1989) Clerk: Registration

Cooper, Cassandra J.—(1988) Departmental Staff Assistant: Associate Dean of Instruction

Crawford, Carol Jean—(1997) Clerk: Accounts Receivable

Crawford, Cecil—(1992) Parking Citation Officer

Cummings, Jan—(1984-86; '89) Departmental Staff Assistant: Dean of Instruction
A.A., Cantonsville Community College

Desrosier, Carl—(1997) Maintenance Repairman

Donaldson, Nell—(2000) Senior Office Assistant: Library
A.A., Chipola Junior College

Dudley, Paul—(1998) Assessment Center Manager
A.A., Chipola Junior College
B.S., Florida State University
M.Ed., Georgia State University
M.S., Troy State University

Edenfield, Carole—(1975) Staff Assistant: Planning

Edenfield, Richard D.—(1986) Electrician

Finch, Edward E.—(1993) Range Master: Public Service

Folsom, Larry—(1995) Maintenance Repairman

Foran, Laurel—(1996) Staff Assistant: Accounts Payable

Graham, Annie—(1990) Custodian

Granberry, Boris—(2000) Custodian

Hamilton, Mary B.—(1989) Senior Staff Assistant: Public Service

Hargrave, Laurie—(2000) Senior Office Assistant: Public Relations
A.S., Chipola Junior College

Harrell, Sandra—(1989) Senior Office Assistant: Athletics
A.A., Chipola Junior College

Harris, Lori—(1998) Senior Staff Assistant: Physical Plant

Herring, Wayne—(1980) Maintenance Repairman

Hill, Wayne—(1984) Property/Inventory & Records Coordinator
Holley, Roger—(2001) Distributed Systems Technician
Ingram, Bill—(1999) Lead Groundskeeper
Johnson, Dana—(1998) Senior Office Assistant: Information Systems
Johnson, Jeff—(1996) Coach, Baseball and Assistant Athletic Director
 A.A., Gulf Coast Community College
 B.S., University of Central Florida
Johnson, Nancy—(2000) Student Activities Coordinator
 A.A., Chipola Junior College
 B.S., University of Central Florida
 M.S., Florida A&M University
Johnson, Timothy—(1999) Custodian
Jones, Vickie—(1999) Custodian
Jordan, Brenda—(1988) Success Center Laboratory Aide
 A.A., Chipola Junior College
Keene, Jason—(2000) Coach, Women's Basketball
 A.A., Chipola Junior College
 B.S., Florida State University
King, Kevin—(1999) Senior Distributed Systems Technician
 M.C.S.E. (Microsoft Certified Systems Engineer)
 M.C.P.I. (Microsoft Certified Professional + Internet)
Kosciw, Dennis—(1998) HVAC Technician
Lasseter, Joan—(1997) Departmental Staff Assistant: University Center
Long, Edna L.—(1972) Departmental Associate: Library
 A.S., A.A., Chipola Junior College
Martin, Robert—(2001) Custodian
Massengill, Rance—(2001) Pool Manager
 A.A., Chipola Junior College
 B.S. University of West Florida
Mathis, Vicki—(1994) Business and Industry Liaison
McNeal, Denise—(2000) Residence Hall Manager
 A.A., Chipola Junior College
Meadows, Vanessa—(2000) Clerk: Telephone Attendant/Mailroom
Mercer, Sheila—(2000) Cashier
Meredith, Johnny—(1988) Groundskeeper
Mitchell, Joyce—(1996) Success Center Laboratory Aide
Neal, Tammy—(1998) Departmental Staff Assistant: Public Service
Neel, Louise—(1983) Senior Office Assistant: Continuing Education
 A.A., Chipola Junior College
O'Bryan, Shanda—(1994) Accountant
 A.A., Chipola Junior College
 B.S., Florida State University
O'Pry, Annie—(1981) Clerk: Financial Aid
 A.A., A.S., Chipola Junior College
Pendergrass, Alice—(1990) Senior Staff Assistant: Foundation
Pittman, Alice—(2001) Custodian
Pope, Wanda—(2002) Custodian
Rash, Annette—(1973) Administrative Services Coordinator
Rehberg, Richard—(1997) Maintenance Repairman
Reid, Sean—(2002) Custodian
Reid, Shirley E.—(1981) Clerk: Data Entry
Richard, Don—(1998) Programmer/Operator: Information Systems
Riviere, Judy—(1997) *School-to-Work Manager*
 B.S., University of Montevallo
Shealy, Anita—(1988) Staff Assistant: Fine Arts
Sherrill, Melinda—(1997) Senior Staff Assistant: Financial Aid
Shores, Lisa—(1989) Clerk: Testing
Sledge, Phillip—(2001) Assistant Coach, Baseball
 A.A., Chipola Junior College
Smith, Jeremy—(2000) Groundskeeper
Staley, Virginia—(2000) Custodian
Stephens, Ana—(1996) Senior Programmer Analyst:
 A.A., Chipola Junior College
 B.S., M.S., University of West Florida
Stone, Michelle—(1986) Senior Programmer Analyst:
 A.A., Chipola Junior College
 B.S., University of West Florida
Suggs, Amanda—(2000) Staff Assistant: Student Services
Taylor, Traci—(1998) Senior Staff Assistant: Human Resources
Thomas, Angie—(1995) Staff Assistant: Health Sciences
Thomas, Lucy W.—(1986) Custodian
Timmons, Diane—(1985) Senior Staff Assistant: Human Resources
 A.A., Chipola Junior College
Trammell, Robert—(1996) Special Assistant for Development and Alumni Affairs
 A.A., Chipola Junior College
 B.S., M.S., Florida State University
 J.D., University of Mississippi
Traynom, Joyce A.—(1982) Executive Assistant
VanMeter, Joel—(2000) Assistant Coach, Men's Basketball
 B.A., Morehead State University
Ward, Evelyn C.—(1996) Publications Coordinator
 A.A., Chipola Junior College
 B.A., University of West Florida
 M.S., Florida State University
Williams, Doris—(1986) Staff Assistant: Public Service
Wise, Janet M.—(1973) Senior Office Assistant: Continuing Education
Wise III, Guy M.—(1987) *Director Physical Plant*
 U.B.C.I (Unified Building Code Inspector)
Wyckoff, Janet—(1992) Electronics Laboratory Assistant
 A.S., Chipola Junior College

Faculty Emeriti

Donald W. Adams—(1967-69, 1976-99)

English

Augustus M. Adkison (1965-83) *Deceased*

Music

G. W. Allen, Jr. (1948-78) *Deceased*

Dean of the College

Warren H. Almand (1964-2002)

English

Miriam S. Bailey (1972-96) *Deceased*

Director, Publications & Public Relations

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) *Deceased*

Mathematics

R. Earl Carroll (1957-58, 1960-95)

Dean, Instructional Services

Albert B. Caraway (1966-82) *Deceased*

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) *Deceased*

President

Eva J. Dixon (1955-79) *Deceased*

Director, Library Services

Eulles Edenfield (1969-85)

Automotive

Joe Fagan (1967-93)

Director, Testing

John E. Flynn (1964-81) *Deceased*

Humanities

Marlon W. Godsey (1965-91)

Counseling

Doris B. Herring (1979-99)

Librarian-Circulation/Reference/Audiovisual

Donald G. Holley (1970-91)

Major Appliances

Bonnie Holt (1956-91) *Deceased*

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

Lonnie H. Keene (1970-98)

Humanities

Elek J. Lehoczky (1965-76)

Mathematics

James A. Lewis (1957-93)

Business Manager, Academic Dean

Business

Albert E. Lightfoot (1963-76) *Deceased*

English

Charlene T. Lord (1990-2002)

Mathematics

Arthur R. Manning (1965-76)

Social Science

James H. McGill (1952-83)

Director, Physical Plant

Fauline J. Mathis (1965-95)

Mathematics

Patricia B. Mathis (1965-95)

Mathematics

Jay L. Mitchell (1962-90)

Physics and Physical Science

Margie G. Mixson (1966-79)

English

Faye F. Monahan (1968-98)

Business

Darrell H. Morton (1965-85) *Deceased*

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

Gloria Peacock (1966-97)

Division Chairman Physical Education,

Continuing Education

Chester H. Pelt (1948-50, 1954-73) *Deceased*

Philosophy and Sociology

Frederick B. Peters (1957-65, 68-93)

Business Manager, Business

Harriet R. Reeves (1989-1996)

English

Peggy Register (1967-97)

Cosmetology

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) *Deceased*
Carpentry

Maria E. Scott (1986-1996)
Nursing

William H. Stabler (1961-89)
Director, Library Services

Josephine Story (1955-86)
Chairman, Natural Science and Mathematics

Addie Summers –(1988-96)
Single Parent/Displaced Homemaker Programs

Tommy J. Tharp (1965-94)
Physical Science

Wilbur I. Throssell (1954-71)
Chairman, Literature and Language

Cleatus C. Toole (1967-78)
Welding

Richard H. Vail –(1970-99)
Art

Jeanette P. Watford (1969-88)
English and Speech

Kelly Weems (1986-1997)
English

C. D. West, Jr. (1960-78)
Registrar and Admissions Officer

Kenneth R. Whitehead (1983-95) *Deceased*
Electronics

Horace Williams (1974-82, 1984-2001)
Automotive Mechanics

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