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# 2004-2005 CATALOG

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# CHIPOLA COLLEGE



A Level II baccalaureate degree granting institution and a comprehensive public community college supported by the State of Florida and Calhoun, Holmes, Jackson, Liberty, and Washington Counties.

Chipola 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 Baccalaureate degrees, 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 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.



## **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 College.

In over 50 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 the bachelor's degree program, 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.

*Gene Prough, President*

*“While I’ve been here at college I’ve been on my own. When I moved here I left behind my family and friends. Since I started Chipola I have felt like I have made a new family and many new friends.”*

James Spooner  
Theatre Major  
Sophomore

*“The most enjoyable part of Chipola is the way people treat me. Chipola is like a second family to me.”*

Georgia Britt  
Sophomore

*“Chipola was a generally fun experience for me. With it being so close to home, I am glad that I had the opportunity to attend.”*

2004 Graduating Student Survey

# About Chipola



*“Choosing Chipola was one of the most beneficial decisions that I have made since graduating from high school. The knowledgeable faculty and staff have definitely helped prepare me for my future.”*

Tracy Brock  
Accounting Major  
Transfer Student to Florida State University

*“Chipola is a place where teachers care, students try, excellence is achieved, and life begins!”*

Seabron Chad Fears  
Business Administration/Political Science Major  
Transfer Student to the University of Florida

*“I am very much in debt for the educational opportunity provided me by Chipola. Without that opportunity, higher education would probably not have been an option for me.”*

Dr. Malcolm Gillis  
Outstanding Alumnus  
President, Rice University

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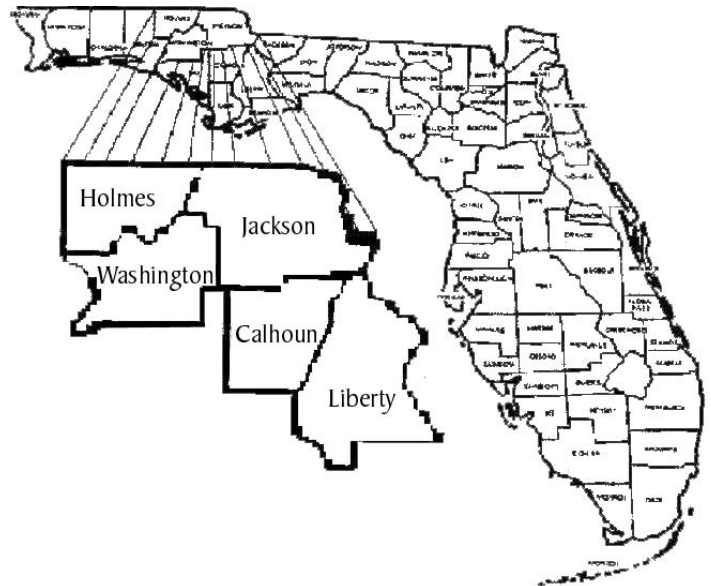
**History**  
**Documented Performance of Chipola and Its Students**  
**Vision, Mission & Goals**

## History

Chipola College is a public, open-admissions institution in Marianna, Florida, serving the five Florida panhandle counties of Calhoun, Holmes, Jackson, Liberty, and Washington. Located in the Florida Panhandle, 70 miles west of Tallahassee, 60 miles from the Gulf of Mexico, and 30 miles from the Alabama state line, Chipola was established as the third oldest of Florida's 28 state-supported community colleges. The institution's name was changed from Chipola Junior College in 2003, after the Florida Legislature granted permission for Chipola to offer selected baccalaureate degrees to address documented workforce needs in the region. Chipola opened its doors in 1946 as a private institution with six full-time teachers and 65 students. The college served 3063 students in its regular degree and certificate programs in 2003-04 and an additional 2,667 through Continuing Education and Public Service training.

Chipola was brought under state control and financing in 1947 when Florida's Minimum Foundation Law initiated a plan to place two years of college education within commuting distance of every Florida citizen. The original district of Calhoun, Jackson and Washington Counties was expanded later to include Holmes and Liberty Counties.

A milestone in the college's history occurred in 1953 when the campus moved from its original location at the former Graham Army Air Base to the present location near the banks of the Chipola River. The first permanent buildings were completed and occupied in 1954. Additions through the years have created a complex of 26 buildings, arranged on a wooded campus, on about 50 acres of a 120-acre tract. The remainder is in its natural state—covered with pines, cedars and hardwoods. The campus also includes outdoor physical education fields and a pool.



Programs in workforce education began in 1967-68. In January 2004, Chipola enrolled its first students in the new Teacher Education Program to earn the Bachelor of Science Degree in Secondary Education with emphasis in math or science. Most of these students will graduate in 2006 and begin teaching careers in middle and high school math and science classrooms in the district.

Chipola operates under a nine-member District Board of Trustees appointed by the governor for four-year terms. All operations are governed by the Florida Department of Education and policies set forth by the District Board of Trustees. The college was accredited in 1957 by the Southern Association of Colleges and Schools (SACS) and has maintained continuous accreditation since that time. The most recent reaffirmation of accreditation of all programs occurred in 1998. SACS granted Chipola permission to offer baccalaureate degrees in December of 2003.

## Documented Performance of Chipola and Its Students

Chipola is one of the top-ranked community colleges in the state because of the success of its students. Shown below are highlights of success on a variety of indicators. Similar results have been achieved by Chipola each year since the identification of the college's success factors, institutional indicators, and the state's accountability measures.

- **Florida Bright Futures Scholars:** A recent state report ranks Chipola first in the percent of Florida's Bright Futures Scholarship recipients. Over 16% of the total student population is attending Chipola on these prestigious scholarships; 24% of the 2003 entering freshmen were Bright Futures Scholars. Most of these students will transfer to professional schools in medicine, law, pharmacy, engineering, and business, but the fact that so many of these scholars receive their general education at Chipola speaks well for the college's reputation for high standards and quality instruction.

- **Outstanding Instruction at All Levels:** There are many other indicators of instructional quality. Chipola ranks consistently among the top colleges in Florida on CLAST scores and GPAs among transfers to state universities. Licensure passing rates and job placement rates are consistently above 90%, including Registered Nursing Exam passing rates of 100%. Among the underprepared students who are placed in college-prep/remedial courses on entry, Chipola has unprecedented success. Some 73% of the students who take college prep/remedial math go on to pass their required college-level math courses, compared to the statewide rate of only 46%. Chipola ranks fourth in the state in the percentage of students (76%) who take any college prep/remedial math, reading, or writing course and then go on to pass or exempt the CLAST exam. The state rate is only 63%. In 2003-2004, the grade point average of Chipola's AA graduates who transferred to the State University System (all universities/all students) was 3.04, compared to the state average of only 2.93. Chipola's most recent CLAST overall passing or exemption rate was 94%.

- **Chipola Honors Program:** The Chipola Honors Program is a member of the National Collegiate Honors Council. The Honors Program at Chipola offers weekly seminars for the brightest and best students. Teachers of honors classes guide students through research projects, beyond the regular course requirements.

- **Nationally Recognized Scholars, and Phi Theta Kappa and Phi Beta**

**Lambda Chapters:** Chipola's students and academic organizations have earned state and national recognition, including the number one college student among all students in Florida's colleges and universities - Christiana Prichard. Prichard was selected from hundreds of nominees from public and private colleges and universities in Florida. In addition, at the Phi Theta Kappa National Convention in Anaheim, California, Chipola's PTK chapter was named the 2003 Most Distinguished Chapter among 1200 chapters nationwide. During the last six years, Chipola has had Florida's Top Scholar named in *USA Today*/All American and recognized at the AACC National Convention. Three of

these scholars received the prestigious Guistwhite Scholarship, a \$5,000 cash award.

Another received a coveted summer internship with the National Science Foundation in Washington, DC.

Members of Phi Beta Lambda have also won special recognition for themselves and the college by competing in state and national



Chipola's Chrissie Prichard earned the title of the 2003 Florida College Student of the Year over the state's best and brightest student leaders. After her graduation in Spring 2004, Prichard transferred to Mississippi State University where she has not slowed down in her commitment to campus involvement. Prichard has become involved in the Student Association as a member of the External Events committee, Chi Omega sorority, Golden Key International Honour Society, and the American Society of Civil Engineers. She has accepted an Engineering Congressional Fellowship for Spring 2005. This program offers engineering students an opportunity to intern in a senator's office. She plans to work for Senator Trent Lott's Office.

*In the last six years, six Chipola scholars have been named to the USA Today – All American team and recognized at the AACC Convention.*

*A Chipola scholar received a prestigious 2003 summer internship at the National Science Foundation (NSF) in Washington, D.C.*

*Chipola's Phi Theta Kappa Chapter was named the 2003 Most Distinguished Chapter among 1200 chapters internationally.*

**PREVIOUS HONOREES**  
2003—Chrissie Prichard  
Chipola College  
2002—Jose Diaz  
University of Miami  
2001—Brian Dassler  
University of Florida  
2000—Rick Vidal  
Florida State University



contests in business-related fields. In addition, the faculty sponsor was recently named The Florida Sponsor of the Year. Chipola's first place winners in state contests have represented Florida in national competitions in Los Angeles, San Francisco, Long Beach, Nashville, Orlando, and Dallas.

· **Fine and Performing Arts:** Chipola College serves as the cultural arts center for five counties by bringing outstanding musical and theatre performances to the area as well as art exhibits.

Chipola sponsors an annual Artist Series that brings visiting artists of national and international reputation to the campus each year.

The Theatre Department's 2003-04 student productions, the comedy "Last Night of Ballyhoo" and the classic musical "Gypsy", were both rated "superior" by the Florida Community College Activities Association and were enjoyed by sold-out audiences. Chipola theatre productions have been ranked "superior" for the past five consecutive years.

Each summer the department buses in thousands of area children to see its annual children's theater production. This past summer the production was the popular "Charlotte's Web."

The college's three musical ensembles, Chamber Chorus, Rock and Jazz Ensemble, and Show Choir, perform throughout the Southeast. The Show Choir's annual "Jazzmatazz" concerts held in January are traditionally performed to sold out audiences. As one of the finest college show choirs in the southeast, Chipola's Show Choir routinely performs its popular show aboard cruise ships and at Walt Disney World in Orlando. Chipola's Chamber Chorus performs major classical works and standard choral literature. In addition to its spring concert, the Chamber Chorus serves and performs at the very popular Christmas Dinners.

The Fine and Performing Arts Department sponsors a "Music Through Performance" program which brings together area private music teachers and their students four to five times a year for performances and workshops.

Visual art students and visiting art exhibitors display their work in the student gallery of the McLendon Building as well as mount art shows and exhibits in the Arts Center.

In affiliation with the Chipola Regional Arts Association (CRAA), the college hosts over a thousand students for musicals, operas or plays. In the spring of 2004 students enjoyed a musical adaptation of "Lewis and Clark". The CRAA annually funds programs for children, contributes to the Artist Series, provides mini-grants to area art, music and theatre teachers, and offers scholarships for students in the arts at Chipola.

· **Emphasis on Instructional Programs and Student Outcomes:**

Throughout Florida, Chipola is recognized for the quality of its instructional programs, all of which undergo annual program assessments according to specific student outcomes. A rigorous Program Viability Review helps deans, department chairs, and lead faculty determine program strengths and weaknesses. All academic departments require common course syllabi, departmental final exams, use the same textbooks, and provide access to the same labs and instructional materials. Data show that, by many measures of success, students excel. Students must take the CLAST when approaching graduation (60 sem. hrs.) unless their grades allow them to exempt.

In addition, Governor Jeb Bush recently named Chipola's Fire Science program "Best in the State" because of its high retention and graduation rates and 100% passing rates on the state licensure examination. Many other indicators

*Chipola is a Rural Cultural Arts Center with outstanding drama and music programs.*

*In the last five years, Chipola's theatre productions have received "superior" ratings by the Florida Community College Activities Association (FCCAA).*

*Chipola's production of Big River won 2003 Kennedy Center American College Theatre Festival (ACTF) scholarships and Irene Ryan awards. Chipola Theatre Majors Jill White and Mavis Flowers earned chances to perform at Kennedy Center.*



confirm Chipola's outstanding scholarship, not the least of which is that Chipola's graduates in biology, chemistry, and physics are recruited as lab assistants in state universities, and engineering students consistently earn top honors in colleges of engineering.

· **Excellent Advising and Orientation:** Chipola's students take fewer excess hours in state universities. In fact, the college's effective advising and orientation were recently confirmed when a special "Excess Hours Report" showed that graduates who transfer and graduate from state universities have completed fewer unnecessary hours. Chipola's transfer students have completed only 12.31 "excess hours" (more than required for the degree they actually received), compared to the highest mean in the state, 39.03. This confirmed that Chipola's students get a better start and receive better information about degree requirements than students in other community colleges in Florida. Curriculum guides and other aids in educational planning are now available electronically for all students from kindergarten through graduate school via the Florida Academic Counseling and Tracking for Students (FACTS). Also, results of the 2003 Graduating Student Survey showed that 96% of the graduates were satisfied with academic advising. Over 94% felt that SLS 1101—Orientation had helped them "learn about programs and services"; 100% felt that the course had helped them "learn about transferring to a state university"; 81% of the graduates reported that the course had helped them "develop college survival skills."

· **Excellent Student Retention Rates:** Chipola ranks among the best in retaining students and helping them complete their degrees or certificates. The state's 2002 "Enrollment, Retention, and Success Report" ranked Chipola first in the percent of students still enrolled (74.65%), second in its retention rate (83.1%), and third in its overall completion rate (44%). The 2003 report showed Chipola's retention rate at 73%, compared to a state retention rate of only 62%. The total success rate for the same cohort at Chipola was 91%, compared to only 81% at the state level. The 2003-04 "Fall-to-Spring Retention and Enrollment Profile" shows that 83% of the students in the Fall returned in the Spring. An additional 12 percent returned to Chipola after stopping out. This excellent performance results from a coordinated effort, including academic advising by faculty, report and follow-up of excessive absences, counselor phone and mail contacts with at-risk students, and extensive analysis and publication of retention data. The college's retention program has been featured at five regional and national meetings, including the 2001 AIR Forum in Toronto, Canada.

*Governor Jeb Bush  
named Chipola's Fire  
Science Program,  
"Best in the State."*

*Chipola's advising  
program was a finalist  
for the 1999 League for  
Innovation's Terry  
O'Banion "Shared  
Journey" Award.*

## Congratulations Kimberly Rogers



**Chipola College's  
2004 Florida College  
Student of the Year honoree**

On April 16, 2004, Chipola College sophomore Kimberly Rogers was named an Honorable Mention winner in the Florida College Student of the Year competition. *Florida Leader* magazine selected Rogers from among thousands of exceptional campus leaders. The prestigious awards program recognizes students who support themselves financially through college, excel academically, and are involved in community service and political activism.

As a microbiology major, one would expect Rogers to focus solely on her academics. But Rogers, 19, concentrates just as much on the betterment of the community surrounding her as she does on her own academic performance.

Rogers implemented the Adopt-a-Grandparent program in two Blountstown nursing homes. She enlisted more than 30 of her fellow Chipola classmates and local high school students to volunteer time with a local senior citizen. More than 50 "grandparents" have been adopted.

Rogers also volunteers her time at the McLane Community Center, mentoring and tutoring children from financially unstable homes. There she organized the First Annual McLane Center Fall Festival and raised over \$700 to buy Christmas gifts for the children.

For all her excellence in service and scholarship, Rogers has earned several awards, which include the Academic All American Third Team, Phi Theta Kappa Most Outstanding Officer Award, All USA Academic Team, a spot on the National Dean's List and the Phi Theta Kappa Leaders of Promise Scholarship.

Rogers hopes to study medicine and specialize in pediatrics. She has been accepted to the University of North Carolina at Chapel Hill and is considering attending Duke University.

*The nationally ranked Chipola Indians are the 2004 State Basketball Champions and placed sixth in the FJCAA National Championship.*

*Chipola's Phi Beta Lambda has won numerous state and national awards. The faculty sponsor was named Florida's 2003 Sponsor of the Year.*

**Athletics:** Although Chipola has fewer than 3,000 students, it is a “big name” in sports and always has been. Its basketball and baseball teams regularly appear in the state tournaments. Chipola hosts the men’s and women’s state basketball tournament each year in the Milton H. Johnson Health Center on Chipola’s campus.

Playing in one of the toughest leagues in the nation—the Panhandle Conference—Chipola’s men’s basketball teams have won seven state basketball championships — more than any other Florida community college. It has won 12 Panhandle Conference championships and made ten trips to the national tournament, placing sixth in the nation in 2004. The women’s basketball team also earned a berth in the state tournament in 2004.

Chipola’s Baseball and Softball programs have great winning traditions with successful conference and state championship competition.

Athletics at Chipola enjoys one of the highest transfer rates of student/athletes to Division One schools.

The Chipola Appreciation Club is one of the most active athletic booster groups in the nation.

The entire focus of athletics at Chipola is to make student athletes successful on the playing court or field while at same time insuring success in the classroom to allow them to move on to the next level.



## Course Offerings

The most popular majors among A.A./Transfer students are Business, Engineering, Education, and Computer Science. Most A.S. degree students enroll in Nursing, Criminal Justice, Corrections, and Firefighting. The most popular certificate programs are Automotive Technology, Computer Electronics, and Fire Science.

At the request of current students, most classes are now scheduled from 7:00 a.m -2:00 p.m., to meet the needs of employed, commuting students with family responsibilities. All departments schedule classes on Monday through Thursday evenings. Saturday classes are offered in some departments.

Training programs are changed or continued as dictated by documented need. Needs assessments precede all major program changes. Program Reviews are based on indicators of student learning, cost effectiveness, faculty qualifications, and community impact. The college fosters training partnerships with area businesses and agencies. Recent responses to community training needs include: (1) initiating a special Para-Professional Program to help public schools meet the requirements of the “No Child Left Behind” law; (2) offering high school Dual-Enrollment classes in 16 district high schools at the request of parents, students, and school officials; (3) beginning a Child Care Training Program to provide the Florida Child Care Credential and establish on-campus child care; (4) doubling the RN, LPN, and PCA programs and developing an integrated curriculum approved by the State Board of Nursing and local health care employers; (5) expanding Public Service training programs at the request of the Department of Corrections and the Florida Department of Law Enforcement; and (6) establishing a University Center to bring university bachelor’s and master’s degrees to Chipola in response to a community needs assessment.



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## Outstanding Faculty

One of Chipola's greatest assets is its outstanding faculty. There are 62 full-time faculty members. About 87% are tenured, with 21% within five years of retirement. About 18% hold doctorates; 66% hold Master's or Education Specialist degrees. At least 10% have completed course work toward the doctorate.

All faculty members meet the requirements of the Southern Association of Colleges and Schools (SACS). Several instructors have received prestigious teaching awards and won state and regional recognition for instructional projects at Chipola. Faculty also regularly participate at state meetings and conduct in-service activities for public school teachers in the college district. When available, adjunct faculty are also engaged to teach classes, mostly in the arts, social sciences, criminology, and corrections.

Over 80% of student contact hours are taught by full-time faculty. Highly qualified instructors are hired in full-time positions. This has prevented fragmented approaches to instruction that are frequently reported in schools with high percentages of adjunct teachers. Inherent in the college's philosophy is the belief that full-time teachers have a full-time commitment to teaching and that interaction in the workplace creates a willingness to learn from each other, share departmental resources, and gain expertise.

### Awards and Recognition

- Rose Cavin, Math—Recipient, 2004 Kirkland Teaching Excellence Award
- Rachel Coeey, English—Recipient, 2003 Horace Mann Scholarship for Educators and the 2002 Louis W. Bender Endowed Scholarship for graduate students at Florida State University
- Dr. Jayne Roberts, Enrollment Services—Recipient, 2004 Faculty/Administrator of the Year Award
- Jody Spooner, English—Recipient, 2004, Faculty Connection Award, Student Development Commission of the Florida Association of Community Colleges (FACC)

### State/Regional Leadership

- Dr. Laurie Culbreth, English —2004 Chair of Curriculum Commission, FACC
- Dr. Carolyn Poole, Library—2003-04 Chair of Learning Resources Commission, FACC and 2004-05 President, Florida Association of College and Research Libraries (FACRL)
- Lindsay Roach, Counselor— FACC Student Development Commission: 2002, State Chair; 2003, Immediate Past Chair; 2004, Corresponding Secretary/Membership Chair

### Compositions/Performances

- Dr. Allen Molineux—Music, "Lachrymae for Brass Quintet," Ball State University, Muncie, IN. February 8-10, 2004.

### Professional Presentations

- Cuccio, Santine. "Linking Science and Literacy: Instruction Through Ecology." International Reading Association, 49<sup>th</sup> Convention, *Teaching the World to Read*, Reno, Nevada, May 2-6, 2004.
- DeFelix, Geraldine, English/Reading—Statewide 2003 FLARE Summer Reading Workshops for public school teachers.

### Professional Publications

- Andreu, M.L. "Developing and Implementing Local-Level Retention Studies: A Challenge for Community College Institutional Researchers." *Community College Journal of Research and Practice*, 26:4, p. 333-334.
- Bodart, Jeff (with Kiho Kim and N.S. Sullivan). "H<sub>2</sub> NMR Line Shapes for Orientational Ordering Study." *Physica*. B 329-333, 423, 2003.
- Cuccio, Santine. "Relationship Between Reading Comprehension and Science Question Level." Research Project Submitted for Publication, 2004.
- Poole, Carolyn. "Importance of Research and Publication by Community College Librarians." *College and Research Libraries*, November, 2004.
- Poole, Carolyn. "A Missing Link: Counselor and Librarian Collaboration." *Community & Junior College Libraries*, Volume II, Number 4, 2003.
- Spooner, Jody. "Cities and Public Spaces," a research project funded by the National Endowment for the Humanities and the Community College Humanities Association, to be published Fall 2004.
- Taylor, Barbara. Co-author, "LPN Mental Health Study Guide." Prentice Hall Publishers, to be published July 2004.

*Yahoo's Internet magazine named Chipola one of the "100 Most Wired Community Colleges in the Nation."*

## **Growth of Facilities and Technology**

During the last five years, the college has received over \$16 million in funds to build or renovate 174,000 square feet. Since 1998 the college has also undergone a technological renaissance and has been recognized by Yahoo's *Internet Life Magazine* as one of the nation's 100 "most wired" colleges. Over 85 percent of the classrooms are equipped with "smart" classroom technology. Chipola has student computer labs in every classroom building and a state-of-the-art library, which houses the student Technology Center and provides numerous databases as part of the Florida LINCC system. During this unprecedented period of growth in facilities and technology, the state has strengthened the college's ability to meet the educational needs of district citizens.

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 College. From "hand-holding" the beginner to supplementing the proficient, Chipola provides the technological resources for students to advance their skills, no matter their level of expertise.

The new century 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 track students' progress toward diagnosing the failure. Students receive valuable "hands-on" training supplemented by expert instruction.

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. Because of the college's 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.

## **Credits and Official Standing Accreditation & Affiliations**

Chipola 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, Certificates of Training, and selected Baccalaureate degrees.

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

Being affiliated with these organizations means that credits earned at Chipola are recognized and accepted by other colleges and universities throughout the United States. Students planning to earn advanced degrees at four-year colleges and universities may transfer work completed at Chipola, generally with no loss of credit.



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# Chipola College Vision, Mission, and Goals

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## Vision

Chipola College promotes learning and student achievement through excellence, opportunity, diversity, and progress.

## Mission

Chipola is a comprehensive public college whose mission 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. Chipola provides the following:

- Educational programs which include general and pre-professional classes leading to the Associate in Arts degree for transfer into baccalaureate degree programs;
- Selected Baccalaureate degree programs which produce educated and capable professionals;
- Workforce Development programs leading to Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training to prepare students for careers;
- Continuing Education programs related to professional and personal development; and
- A broad range of enrollment and student services and instructional and administrative support to facilitate student success.

—Adopted June 15, 2004

## Success Factors and Institutional Goals

### *Success Factor 1: Quality Educational Programs*

Institutional Goal 1: Provide quality instruction in academic, workforce development, and continuing education programs, including sufficient instructional support to meet the needs of students.

### *Success Factor 2: Effective Marketing, Recruitment, and Enrollment*

Institutional Goal 2: Present the college and its programs in positive ways, making every effort to attract and enroll as many students as possible by marketing the college in a variety of methods and enrolling students in efficient and customer-oriented ways.

### *Success Factor 3: Student Retention, Satisfaction, and Completion*

Institutional Goal 3: Provide a wide-range of academic, developmental and support services to help retain students in programs by decreasing the percent of students who drop- or stop-out during their studies and increasing the percentage who persist through completion of a degree or certificate.

### *Success Factor 4: Responsible Resource Management*

Institutional Goal 4: Promote the responsible management of resources by maintaining sound fiscal operations, seeking additional resources, improving college facilities, and providing an environment conducive to progressive implementation of technology.

### *Success Factor 5: Staff and Organizational Development*

Institutional Goal 5: Encourage staff and organizational development by supporting an efficient and productive work environment where employees demonstrate competence, integrity, and professional excellence.

### *Success Factor 6: Community Involvement and Development*

Institutional Goal 6: Foster strong community involvement and workforce development by supporting local and state economic growth and encouraging civic, cultural, recreational, and service activities.

### *Success Factor 7: Post-Chipola Student Satisfaction and Success*

Institutional Goal 7: Maintain a strong reputation for promoting student satisfaction and long-term success by equipping students with the knowledge and skills necessary to pursue their goals and become more productive citizens.

Success Factors are  
“the things that must go  
right for an organization to  
flourish and achieve its goals.”  
DeAnza College





*"I have dual-enrolled for two years. I absolutely love the campus at Chipola! I have had a wonderful educational experience here."*

Amelia Medina  
Freshman

*"Being a part of the Honors Program has greatly influenced the way I look at things. It has opened my mind to different and greater things, while giving me the opportunity to excel in numerous facets of life."*

Nicole Vaughan  
Sophomore

*"Through my experiences with service learning, I have not only been able to enrich my own academic experience, I have felt I've made a legitimate impact as well as lifelong friends."*

Waylon Lewis  
Sophomore

# Enrollment Services



*"Attending Chipola provided the critical academic foundation upon which I built. [My] involvement in activities at Chipola provided the quality background necessary for my acceptance into Officer Training School. I thought I was just having a good time enjoying college life, but the Air Force thought I was demonstrating something called leadership and organizational management."*

Colonel Westanna Harvey Bobbitt, US Air Force  
Outstanding Alumnus

**Equity**

**Admissions**

**Testing**

**Fees**

**Financial Aid**

**Attendance**

**Maximum Attempts, Grade Forgiveness, and Withdrawal**

**Grading System**

**Standards of Academic Progress**

**Graduation Requirements**

**Student Records**

# ENROLLMENT SERVICES

## Equity

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### Civil Rights Compliance

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

Chipola is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, 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 Chipola College Equity Officer may be contacted through Admissions and Records (850-718-2209).

### Change of Rules

**The college reserves the right to deny admission to any applicant except for reasons of race, creed, color, disability, national origin, marital status, veteran's status, 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

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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 for assistance.

To request information by mail, write to the following:

Admissions and Records

Chipola College

3094 Indian Circle

Marianna, FL 32446-2053

Or visit Chipola's web site at [www.chipola.edu](http://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 Chipola College's website at [www.chipola.edu](http://www.chipola.edu) for admissions information or call, visit, or write Admissions and Records, Chipola College, 3094 Indian Circle, Marianna, FL 32446-2053, for an Application Packet for general admission and/or for the Baccalaureate Program. Application deadlines are published in the Calendar (**Inside Front Cover**). Students who want to apply for financial aid also should request a financial aid packet from the Financial Aid Office.

2. All students should fill out the application form and complete the residency section. Alabama and Georgia residents should request the Residency Classification for Alabama/Georgia Out-of-State Differential Tuition Plan form. Please note that two documents are required to establish residency.

3. Students applying to the Baccalaureate Program should complete the application to Chipola College and the Baccalaureate Supplemental Application. Students are responsible for submitting all admission requirements prior to enrolling in the Baccalaureate Program. Please see the Baccalaureate Program brochure for more information.

4. All students should request that high school and all previously attended college transcripts be forwarded to Admissions and Records directly from previous school(s) after completion of all grades and/or graduation.

5. As soon as the college receives the application and the other required documents, students will be sent a notice of acceptance.

6. 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.

7. An appointment time for advising and registration will be sent by Student Services. Students should make every effort to keep the advising and registration appointment.

### Meningococcal Meningitis and Hepatitis B

Florida Statutes require that a postsecondary institution provide information concerning the risks associated with meningococcal meningitis and hepatitis B to every student who has been accepted for admission.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence of meningitis occurs during late

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winter and early spring (flu-season). When not fatal, bacteria meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 die.

Although there have been no reported cases of meningitis or hepatitis B at Chipola College, we are taking the proactive steps towards informing and protecting our students.

This same law requires students who live in an on-campus residence hall to provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the student declines the vaccination. If the student is a minor, the student's parent(s) must decline the vaccinations. If a student or the parent of a minor student declines the vaccinations, a separate waiver for each of these vaccines must be signed. The waiver forms are available in the Admissions Office and on the College web site. The signed waiver form will acknowledge the receipt and review of information concerning meningococcal meningitis and hepatitis B. This law does not require the College to provide or pay for vaccinations against meningococcal meningitis and hepatitis B.

Check the College website at [www.chipola.edu](http://www.chipola.edu) for links to the Center for Disease Control. This link will provide detailed information about the availability, effectiveness, and known contraindications of any required or recommended vaccine.

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## Admission Standards

### Baccalaureate Degree Programs *(See page 56)*

#### Associate in Arts, Associate in Science and Associate in Applied 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."
4. Programs offered in Health Science have special admissions criteria set by state agencies.

#### *High School Credits*

**Florida law (1003.43) provides that students graduating from a Florida public high school after August 1, 1987, must meet specific general high school graduation requirements.**

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## 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 and Public Service have limited enrollments. Additionally, Public Service programs have special admission criteria set by state agencies.

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## Transfer Credit

### BS/AA/AS/AAS Degree

Students who have attended any college or university prior to enrolling at Chipola 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 Admissions and Records.

Students may transfer college credit from other institutions into Chipola College; however, at least 25% of the semester hours of the BS, AA, AS, AAS or college certificate program must be earned in college semester hours at Chipola College (excluding CLEP or credit by exam or prior learning). All courses received for transfer college credit must be evaluated and approved by the Dean of Enrollment Services. 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 Dean of Enrollment Services 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 Dean's Office.)

Appeals for evaluations should be addressed to the Dean of Enrollment Services.

Credit is granted only for courses with a grade of "D" or better, except for grades in college credit English and math courses. Credit is granted only for grades of "C" or better in college-level English and math courses. Courses with grades of "D" or lower may be repeated under the provisions of Chipola College's Forgiveness Policy (*see page 29*).

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



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of their suspension. In exceptional cases, students may petition the Dean of Enrollment Services.

### **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 instructor of the program, based on the documented competencies previously achieved. Work may be wholly accepted, partially accepted, or not accepted. Students who enroll for a specific competency or to participate in supplemental or technical updating classes are exempt from this agreement.

### **Armed Forces Education Experience**

The college will grant credit for military education 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 Chipola College 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 Admissions and Records *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 360 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 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 College.

Interested students should contact Admissions and Records 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 College. For degree completion, at least 25 percent of the college semester hours must be earned through instruction in the academic instruction of Chipola 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 Admissions and Records.

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## **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 525/195 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 form 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, accident insurance, and evacuation/repatriation insurance must be provided before the term of intended enrollment. This insurance coverage must continue for the entire period of enrollment at the college.
6. Return the completed forms to the Admissions and Records Office with the one-time fee of \$100 that must be included with application.



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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 or courses that require pre-requisites.

## Dual Enrollment and Early Admission

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.

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.

1. In order to be eligible for participation in the *college credit Dual Enrollment Program* a student must:

a. Have completed ninth grade and be at least 15 years of age and not more than 18 years of age by August 1 of the academic year in which enrolling.

b. Have appropriate scores on the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the College Placement Test (CPT). Official results must be on file with the Admissions and Records Office before the initial registration period. Scores can be no more than two years old.

c. Have a minimum unweighted cumulative high school grade point average of 3.0 or an American College Test (ACT) composite score of 21, or a College Placement Test (CPT) composite score of 96, or a Scholastic Aptitude Test (SAT) score of 500 verbal and 500 quantitative. Scores can be no more than two years old.

d. Have written approval of the high school principal.

e. Secure written verification of home-school status from your local school board (per Florida Statute).

f. All students participating in the Dual Enrollment 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.

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

2. In order to be eligible for participation in the *college credit Early Admissions Program* a student must:

a. Have completed the eleventh grade and twelve (12) or more credits/units toward graduation and be at least 16 years of age at the time of admission and not more than 18 years of age by August 1 of the academic year in which enrolling.

b. Have appropriate scores on the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the College Placement Test (CPT). Official results must be on file with the Admis-

sions and Records Office before registration. Scores can be no more than two years old.

c. Have a minimum unweighted cumulative high school grade point average of 3.0 or higher for the ninth, tenth, and eleventh grades or an American College Test (ACT) composite score of 21, or a College Placement Test (CPT) composite score of 96, or a Scholastic Aptitude Test (SAT) score of 500 verbal and 500 quantitative. Scores can be no more than two years old.

d. Have written approval of the high school principal and the local school board.

e. Secure written verification of home-school status from your local school board (per Florida Statute).

f. All students participating in the Early Admission 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.

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

3. In order to be eligible for participation in the *Workforce Development Dual Enrollment Program* a student must:

a. Have completed ninth grade and be at least 15 years of age and not more than 18 years of age by August 1 of the academic year in which enrolling.

b. Have on file with the Admissions and Records Office appropriate scores on the Test of Adult Basic Education (TABE). Scores can be no more than two years old.

c. Have a minimum unweighted cumulative high school grade point average of 2.0 or a score of 10<sup>th</sup> grade, level A, on the Test of Adult Basic Education (TABE).

d. Have written approval of the high school principal.

e. Secure written verification of home-school status from your local school board (per Florida Statute).

f. All students participating in the Dual Enrollment 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.

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

4. In order to be eligible for participation in the *Workforce Development Early Admissions Program* a student must:

a. Have completed the eleventh grade and twelve (12) or more credits/units toward graduation and be at least 16 years of age at the time of admission and not more than 18 years of age by August 1 of the academic year in which enrolling.

b. Have on file with the Admissions and Records Office, official passing scores on the Test of Adult Basic Education (TABE). Scores can be no more than two years old.

c. Have a minimum unweighted cumulative high school grade point average of 2.0 or higher for the ninth, tenth, and eleventh grades or a score of 12<sup>th</sup> grade, Level A, on the Test of Adult Basic Education (TABE).

d. Have written approval of the high school principal and the local school board.

e. Secure written verification of home-school status from your local school board (per Florida Statute).

f. All students participating in the Early Admission 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.

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

Academic students enrolled in the Dual Enrollment 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 enrolled in the Dual Enrollment Program may enroll for up to 330 clock hours during the fall or spring semester and 180 clock hours during a summer session.

Dual Enrollment courses taught at high school sites are college courses which earn college credit and therefore, must conform to college grading policy. 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.

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.

## 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. Forty students will be chosen each year. Contact Lindsay Roach in Student Services, Building G, for application information.

## Enrollment Policies

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### Registration

Baccalaureate, AA, AS and AAS degree students are required to register at the beginning of each semester or session for assignment to classes. College credit registration will be accepted until 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. Schedule changes or refunds are allowed until 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 Dean of Enrollment 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 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.

**Junior:** A student having 60 or more semester hours of earned credit.

**Senior:** A student having 90 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 College with the approval of some other college or university where he or she is regularly enrolled, or a Chipola College student who is temporarily in attendance at another college or university with the approval of Chipola College.

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**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.”

## Testing

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### Placement Testing

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

All students entering Chipola College for the first time are required to take the Enhanced American College Test (ACT), the Scholastic Achievement Test-I (SAT-I), or the Computerized Placement Test (CPT).

All high school students seeking dual enrollment must complete placement testing. See [page 19](#) for Dual Enrollment requirements.

Students who have not taken the ACT or SAT-1 for placement purposes can take the CPT at the Chipola Testing Center.

**Placement test scores are valid for two years. Students can retake the CPT ninety days after the 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., 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 1007.264 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.

### CGS 1100 Screening Exam

The CGS 1100 Screening Exam allows computer proficient students the ability to be exempt from the introductory computer course CGS 1060 providing that they score 70% or better on the exam. Students must purchase a personal license that will be used in both CGS 1060 and CGS 1100 in order to test. The license may be purchased in the Success Center/Testing Center or the Chipola Bookstore.

### Nurse Entrance Test (NET)

The NET assesses skills in mathematics, reading comprehension, and written expression for potential nursing students. It is designed to help you identify which of your academic skills must be sharpened before you begin your nursing education.

### Advanced Placement /Credit by Exam (CLEP)

Students who have taken the College Entrance Examination Board’s Advanced Placement (CEEB) and College Level Examination Program (CLEP) tests should have the results forwarded to Admissions and Records. For the CEEB Advanced Placement Tests, Chipola College awards credit in the appropriate subject or discipline as per CEEB’s recommendation for scores 3, 4, or 5.

For the CLEP tests, Chipola College 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 from which the student was exempt. 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 in which are included in the Associate in Science degree, Associate in Applied Science degree, or Workforce Development Certificate



programs. Testing must be completed prior to first semester enrollment.

### College Level Academic Skills Test (CLAST)

1. All AA degree-seeking students must apply for the CLAST or CLAST alternative through Enrollment Services.
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 must register at Enrollment Services 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 Dean of Enrollment Services.

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.

### Florida Teachers Certification Exam (FTCE)

Graduates of Florida state-approved teacher preparation programs who have passed all three portions of the Florida Teacher Certification Examination (FTCE) will qualify for a Professional Florida Educator's Certificate. All three portions of the FTCE are given at Chipola College. Registration Bulletins are available at Enrollment Services.

*Specific information about required test scores and testing dates is available from the Success Center/Testing Center (718-2284) and from the Chipola College Testing Website: <http://www.chipola.edu/instruct/riviere/success/success.htm>*

### 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 109](#).

### Fees

*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. All fees and policies are subject to change, even after this schedule has been printed. Call the Chipola College Business Office at 718-2204 or check out our website at [www.chipola.edu/fiscal/fees.htm](http://www.chipola.edu/fiscal/fees.htm) for current fee information before registering.*

*The Business Office is located in Room 114 of Building L; call (850) 718-2204.*

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.** 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 24](#).





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## Bachelor's Programs

Type of Course	Per Semester Hour		
	Florida	Residency AL and GA	Other
College Credit and College Prep Courses*	\$ 68.50	\$ 69.50	\$ 293.50

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

Type of Course	Per Semester Hour		
	Florida	Residency AL and GA	Other
College Credit and College Prep Courses*	\$ 59.00	\$ 60.00	\$ 181.00

## Workforce Development Certificate Programs and Continuing Education

Type of Course	Per Clock Hour		
	Florida	Residency AL and GA	Other
Post Secondary			
Adult Vocational	\$ 1.74	\$ 1.77	\$ 6.07
Vocational Preparatory	\$ 1.74	\$ 1.77	\$ 6.07
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. Special Fees: Special course fees may apply. When required, they are listed in the course schedule.
2. Processing Fee: \$20.00 per semester. Processing Fee includes application, I.D., parking and graduation fees. Processing Fee will be charged at one-half the rate for those taking 6 or fewer credit hours or 225 or fewer clock hours. (Non-refundable fees)
3. Late Registration Fee: \$25.00 per occurrence.
4. Evaluation of noncredit program: \$100.00 per occurrence. Fee will be assessed to evaluate a noncredit program of study for

optional credit in an A.S. and A.A.S. degree program of study. (See page 34 for requirements.)

5. Experiential Learning Evaluation fee: (Contact Dean of Enrollment Services)

6. International Student Fee: \$100.00.

## 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 may be withdrawn from classes. Legal actions will also be taken.

VISA, MasterCard, Discover and American Express 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 \$400 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 \$800 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 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.

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## Florida Residency Requirements

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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 College.

b. In all applications for admission by students as citizens of the state, the applicant, if married or 24 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. Alabama and Georgia residents need to check with Admissions and Records concerning the differentiated fees.

e. 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 provide evidence of establishing Florida as a permanent residence, having 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.

f. Two documents issued by the state of Florida are required and must be issued 12 months before the first day of classes. Acceptable documents are: Driver's License, Vehicle Registration, or Voter Registration.

g. 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.

h. Persons in nonimmigrant visa F-1 category shall be considered ineligible to establish Florida residency for tuition purposes

In addition to any other penalties which may be imposed, the college may deny credits for work done by the student at the col-

lege if it finds that the applicant has made false or fraudulent statements regarding residency in his or her application or accompanying documents or statements.

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## Refund Policy

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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.

### Federal Financial Aid Refund and Repayment Policy

Chipola College is required to follow a Federal Financial Aid repayment policy for any student who receives the following Federal Financial Aid.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan

The refund policy specifies that you are not entitled to 100% of your federal financial aid until you have completed more than 60% of a semester.

If you receive Federal Financial Aid funds and you withdraw or cease attendance in all courses on or before completing 60% of the term enrolled you may be required to repay all or part of the Title IV aid you receive. This will result in a debt to Chipola, and may result in an additional debt to the Federal Government.

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Students who withdraw or cease attendance in all courses on or before 60% of the term may have the following payment obligations as mandated by the Federal Government.

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV Programs

Chipola will be required to return a portion of the federal funds you received. When this occurs, you will owe this amount to Chipola as unpaid fees. You will be billed for the unpaid fees and your grades and transcripts will be held until all Chipola debts have been paid. You must repay your Federal Stafford Loan in accordance with the conditions on your promissory note. Any additional grant money (Federal Pell or FSEOG) you must repay to the Federal Government is considered a federal overpayment. You must either repay the amount in full to Chipola within 45 days of the date you are notified of the overpayment, or make satisfactory arrangements with the United States Department of Education (USDOE) to repay the amount that is owed. If you fail to repay or make satisfactory arrangements to repay a federal grant overpayment, you will lose further eligibility for all federal aid, for attendance at any college. This loss of eligibility will continue until the debt is paid in full, or satisfactory repayment arrangements are made with the USDOE.

If you are having difficulty with any of your courses, you are encouraged to seek advice from your instructor. You may also receive assistance from a counselor/advisor at Chipola. You are encouraged to make every effort to maintain attendance in your courses and to avoid withdrawing from all of your courses.

Contact the Chipola Financial Aid Office with any questions or to receive an example of a "Return of Title IV" calculation.

## 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.

## Financial Aid

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**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 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](http://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.

Students receiving Federal Student Aid (Title IV) who withdraw from or ceases attendance in all courses on or before completing 60% 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.

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 freshman year and \$3500 during their sophomore year at Chipola College. 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 is required to pay

the interest while in school, or have the interest capitalized into the loan for repayment after graduation or dropping below half time status. 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 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 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 College should contact the Financial Aid Office to obtain the appropriate forms.

(Exit Only) If a student has contacted the school, the lender, and the guarantor agency regarding a dispute that 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.

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

- a. Art and 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. Theatre scholarships—The Theatre 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** The College is certified by the Florida State Approving Agency for the training under the various veterans' training laws. The college's policies and procedures are applicable to all eligible students who make application for, and receive, V.A. Educational Assistance benefits under Chap-

ters 30, 31, 34, 35 or 1606 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. Eligible Veterans (students) planning to enroll at Chipola and wishing to receive VA benefits should consult with the Veterans Affairs Office well in advance of registering and complete an application for VA educational benefits for initial certification. The veteran assumes responsibility for all fees at registration. Veterans attending the college under Chapter 31 who have approval from the Veterans Administration will have registration fees paid directly to the college by the federal government.

Veterans (students) desiring information about benefits and requirements should contact Chipola College's Veterans Affairs Office at 718-2224 or the VA Regional Office at 1-888-442-4551.

For VA purposes, training time is usually computed as follows:

12 or more credit hours	Full-time
9-11 credit hours	$\frac{3}{4}$ time
6-8 credit hours	$\frac{1}{2}$ time
1-5 credit hours	less than half time

For the summer term, training time is computed different. Veterans are advised to contact the VA office before registering.

**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 Chipola College 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 College on a part-time basis. The State Board of Education has established the necessary criteria for documentation of the student's disability; Chipola 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 Medallion 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).



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## State Scholarships

**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.

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](http://www.fafsa.ed.gov) and provide the Chipola College 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 Chipola College for 2004-2005 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.

## Students Rights and Responsibilities

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedure for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will be paid.
- Appeal any decision of the financial aid office with regard to your application.
- View the contents in your financial aid file, in accordance with the Family Education Rights and Privacy Act.
- Know the conditions of any loan that you accept.
- Know the job description and rate of pay for any student job you accept.

- To be advised of the requirements in cases of withdrawal, such as refunds or repayment of financial aid.

It is your RESPONSIBILITY to:

- Complete application materials correctly and submit them on time.
- Read all materials sent to you from the Office of Student Financial Aid agencies awarding your aid. **Read, understand and keep copies of all forms you sign.**
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Office of Student Financial Aid.
- Comply with the provisions or any promissory notes and all other agreements you sign.
- Use financial aid only for expenses related to your college attendance.
- Maintain satisfactory academic progress.
- Notify the Office of Financial Aid of any resources not considered during your original need analysis and any aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
- Keep your local and permanent addresses current at the Office of Registrar and Admissions.
- Register for the required number of hours eligible for a grant, loan, or scholarship.



## Estimated Cost of Attendance

Listed below is the estimated cost of attendance for a student attending Chipola for 30 credit hours or 900 vocational clock hours during the Fall and Spring terms (9 months). The tuition figures are based on academic year 2004-2005 and are subject to change. Since a student's actual budget may differ, based on actual expense, he/she is encouraged to compare his/her estimated budget or contact the Financial Aid Office.

<b>Academic Students Residing With Parents</b>	<b>Florida Resident (In-State)</b>	<b>Alabama/Georgia Resident (Differential)</b>	<b>Non-Florida Resident (Out of State)</b>	<b>BS Program Resident (In-State) O.S. Add \$6,750 AL/GA Add \$30</b>
Tuition and Fees	\$1,830	\$1,860	\$5,490	\$2,115
Books and Supplies	800	800	800	800
Room and Board	2,220	2,220	2,220	2,220
Transportation	1,856	1,856	1,856	1,856
Personal/Medical	1,540	1,540	1,540	1,540
<b>Total</b>	<b>\$8,246</b>	<b>\$8,276</b>	<b>\$11,906</b>	<b>\$8,531</b>
<b>Academic Students Not Residing With Parents</b>	<b>Florida Resident (In-State)</b>	<b>Alabama/Georgia Resident (Differential)</b>	<b>Non-Florida Resident (Out of State)</b>	<b>BS Program Resident (In-State) O.S. Add \$6,750 AL/GA Add \$30</b>
Tuition and Fees	\$1,830	\$1,860	\$5,490	\$2,115
Books and Supplies	800	800	800	800
Room and Board	5,388	5,388	5,388	5,388
Transportation	1,856	1,856	1,856	1,856
Personal/Medical	1,540	1,540	1,540	1,540
<b>Total</b>	<b>\$11,414</b>	<b>\$11,444</b>	<b>\$15,074</b>	<b>\$11,699</b>
<b>Students Residing In Residence Hall</b>	<b>Academic Florida Resident (In-State)</b>	<b>Academic Alabama/Georgia Resident (Differential)</b>	<b>Academic Non-Florida Resident (Out of State)</b>	<b>Vocational (In-State) O.S. Add \$3,987 AL/GA Add \$27</b>
Tuition and Fees	\$1,830	\$1,860	\$5,490	\$1,566
Books and Supplies	800	800	800	430
Room and Board	4,560	4,560	4,560	4,560
Transportation	935	935	935	935
Personal/Medical	1,540	1,540	1,540	1,540
<b>Total</b>	<b>\$9,665</b>	<b>\$9,695</b>	<b>\$13,325</b>	<b>\$9,031</b>
<b>Vocational Students Residing With Parents</b>	<b>Florida Resident (In-State)</b>	<b>Alabama/Georgia Resident (Differential)</b>	<b>Non-Florida Resident (Out of State)</b>	
Tuition and Fees	\$1,566	\$1,593	\$5,463	
Books and Supplies	430	430	430	
Room and Board	2,220	2,220	2,220	
Transportation	1,856	1,856	1,856	
Personal/Medical	1,540	1,540	1,540	
<b>Total</b>	<b>\$7,612</b>	<b>\$7,639</b>	<b>\$11,509</b>	
<b>Vocational Students Not Residing With Parents</b>	<b>Florida Resident (In-State)</b>	<b>Alabama/Georgia Resident (Differential)</b>	<b>Non-Florida Resident (Out of State)</b>	
Tuition and Fees	\$1,566	\$1,593	\$5,463	
Books and Supplies	430	430	430	
Room and Board	5,388	5,388	5,388	
Transportation	1,856	1,856	1,856	
Personal/Medical	1,540	1,540	1,540	
<b>Total</b>	<b>\$10,780</b>	<b>\$10,807</b>	<b>\$14,677</b>	

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## Foundation Assistance

The Chipola 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 2002-03 fiscal year, over \$687,000 was expended by the Foundation for tuition and books for 1,301 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 on the college website, or by calling the Foundation Office at (850) 718-2445 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.

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## 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 attendance policy. 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.

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## Driver's License Attendance Law

Chipola 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 Enrollment Services.

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## Maximum Attempts, Grade Forgiveness, and Withdrawals

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### Maximum Attempts for Full Cost of Instruction

Students are permitted to enroll in the same college preparatory course or college credit course a maximum of three times. Students will be assessed 100% of the full cost of instruction on the third attempt unless the College grants a one-time exception to the student due to extenuating circumstances or financial hardship. Contact Dean of Enrollment Services for more information.

A fourth attempt may be granted through the College's appeals process and based on major extenuating circumstances. Students will be assessed the full cost of instruction on the fourth attempt. There are no appeals to reduce the full cost assessment on the fourth attempt.

The full cost assessment is the equivalent of the non-resident fee for college credit and college preparatory courses.

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### Grade Forgiveness

Grade forgiveness applies when students repeat the same college preparatory or college credit course in which they earned a "D" or "F" grade. Students may not repeat the same college credit or college preparatory course to improve a "C" grade or better. Students may repeat a course for grade forgiveness twice. Upon the third attempt in the same course, the grade earned is a final grade and cannot be forgiven. If there are three or fewer attempts, only the grade from the last attempt will be used to compute the grade point average. However, third and fourth attempts will both be calculated in the student's grade point average.

Students should understand that other institutions may not honor Chipola's grade forgiveness policy. As a result, students grade point average may change when they transfer to another institution. Students receiving financial aid should contact the Financial Aid Office prior to repeating any course.

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### Withdrawal, Audit, and Resignation

Students who drop any course during the Drop/Add period or who will enroll in a course as an audit student are not impacted by this policy.

Students may withdraw from or change to audit status a college preparatory or college credit course anytime prior to the withdrawal deadline published in the college calendar. Students may resign from the college by withdrawing from all coursework anytime prior to the resignation deadline published in the college calendar. Students are responsible for the completion of the formal withdrawal/resignation process. Students who remain enrolled in courses after the deadline will be assigned a final grade for the course by the instructor.



Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than “W” (withdraw).

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. No refund of fees will be given for withdrawals, audits, and resignations.

## 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, academic probation, and expulsion.** Exceptions may be made by the Dean of Enrollment 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 Bachelor’s, AA, AS or AAS 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 sel-

dom 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-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**





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## Standards of Academic Progress

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Chipola 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 deficiency of 30 or more points; or (2) completion of two semesters on Warning with less than a 2.00 Cumulative Grade Point Average.

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

These same standards may apply to Workforce Development clockhour students. Full-time Workforce Development certificate students pursue 450 clockhours credit during the fall and spring semesters and 180 clockhours 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 College are eligible for readmission on Warning status only after their period of suspension. The readmission student must have less than a cumulative quality point deficiency of 30 points after one semester or be suspended again. Clockhour students must show continued progress toward their program of study in order to continue.

Further, the readmission student must have a 2.00 or higher cumulative grade point average after two semesters or be suspended again. While on Alert or Warning, a student will be required to

participate in counseling sessions and related activities as may be prescribed by the Dean of Enrollment Services.

### Appeals

Appeals of probation and suspension decisions may be made to the Dean of Enrollment Service. If unresolved, the appeal may be made to the Admissions/Appeals Committee by contacting the Dean of Enrollment Services about the meeting schedule. This committee’s decision is final.

### Satisfactory Progress for Financial Aid Recipients and Veterans

To be eligible for financial aid and veterans benefits, all students, including transferring to Chipola from another institution, must meet the satisfactory progress for financial aid recipients and veterans. The standards for financial aid recipients are different than the institutional academic standards of progress. Student financial aid includes any type of Federal IV funds, state scholarships or grants 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. The exact “Standards” are listed below. However, as a general rule, a financial aid student having a 2.0 cum GPA and a 67% completion rate in all attempted courses (including transfer) will maintain eligibility for financial aid. A student’s progress is monitored at the end of the Fall, Spring, and Summer II terms and the student is notified of their status.

Students requesting a Federal Stafford Subsidized or Unsubsidized Loan must have a minimum of a 2.0 (including transfer courses) and a 67% completion rate to apply for a loan. (No exceptions!)

#### 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 Chipola College. 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.

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## 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 Medallion Scholars

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

## D. Federal Aid Recipients and Veterans

### 1. A.A., A.S., A.A.S Degree Students

- 1-15 hours attempted and have a cumulative grade point average of 1.00 or above
- 15-29 hours attempted and have a cumulative grade point average of 1.50 or above
- 30 or more credit hours attempted and have a cumulative grade point average of a 2.00 or above
- Have a minimum of a 67% completion rate on all hours attempted (example: 12 hrs. attempted multiplied 67% completion rate = 8.04 hrs completed.)
- A student who has attempted in excess of 150% of the required hours to complete their program (90 for 60 hour programs) will be ineligible for financial aid. Changes in program of study do not extend a student's eligibility beyond the 150% credit hours maximum time frame.

### 2. B.S. Degree Students in the Secondary Educational Programs

- Students must maintain a 2.00 Cum G.P.A. and have a 67% completion rate on all hours attempted.
- A student who has attempted in excess of 150% of the required hours to complete their program (180 for 120 hour program) will be ineligible for financial aid. Changes in program of study do not extend a student's eligibility beyond the 150% credit hours maximum time frame.

### 3. Clock Hour or Certificate Program.

- Must earn 67% all hours attempted with a "C" or better.
- An "F" grade on 450 or more clock hours attempted in a term will result in suspension from college, and therefore, financial aid suspension.
- Students who have attempted in excess of 150% of the required hours to complete their program will be ineligible for financial aid. Changes in program of study do not extend a student's eligibility beyond the 150% credit hours/clock hours maximum time frame.
- Title IV (Federal Pell Grant Program) requires that vocational students complete the total number of clock hours in the payment period before receiving additional Federal Pell funds.

## E. Course Work Evaluation

All hours attempted (including transfer hours) will be used in determining student Standards of Satisfactory progress. In addition to hours attempted a student must have a completion rate of 67%. Grades of A,B,C,D,P,S are considered completed grades for this policy. Incomplete grades for this policy is F,I,W,XW,WX,X,U. Students must also have the required Cum G.P.A. for all hours attempted as previously mentioned.

## 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 cumulative G.P.A. and hours by the end of the semester 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. 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 problem 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 laws supercede any information contained herein, and the information provided is subject to change without notice.

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## Graduation Requirements

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Chipola College awards four degrees, the Bachelor's Degree, the Associate in Arts, the Associate in Science and the Associate in Applied Science, and certificates in Workforce Development programs.

### Bachelor's Degree

To be awarded the Bachelor in Science in Secondary Education degree, a student must satisfy the following requirements.

- Two years in high school **or** one year of college instruction (8 Chipola College credits) in a single foreign language.
- Completion of all required coursework. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.
  - Cumulative GPA of 2.5 for professional studies and content area courses
  - Satisfactory completion of Student Teaching
  - Demonstration of satisfactory performance at the pre-professional level on the Florida Educator Accomplished Practices

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· Passing scores on the basic skills, professional knowledge, and subject area parts of the Florida Teacher Certification exam

### **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 Chipola College.

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 and Associate in Applied Science**

The requirements for the Associate in Science degree and the Associate in Applied Science degrees 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 except a cumulative grade point average of 2.0 or better for either the Associate in Arts, the Associate in Science, or the Associate in Applied Science degree 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.

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## **Student Records (FERPA)**

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Chipola 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 Admissions and Records 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, published photographs, 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 Admissions and Records. Students who wish to challenge the contents of their records should contact Admissions and Records concerning the procedures to be followed.

Any students desiring complete information relating to student access and student protection of records should contact Admissions and Records.

### **Official Transcripts**

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





*“Any good show is backed up by a good team. The crew members, the performers, the audience members, the contributors —Chipola Theatre Department is a close-knit community that I personally have adopted as my second family. The experience I acquired here in just one year alone made such a profound impact on my outlook toward a solid career in the arts.”*

Melody Ruano  
Theatre Major  
Sophomore

*“I enjoyed being a student at Chipola. All of the staff showed me nothing short of encouragement and kindness and a real desire to help me succeed.”*

2004 Graduating Student Survey

# Student Services



*“Overall, I am glad I stayed at Chipola instead of beginning at a university. The advising, staff and faculty have all been extremely helpful”*

2004 Graduating Student Survey

*“Chipola has been a place for new experiences and a time for me to grow as a person. My involvement in Student Government Activities allowed me to meet new people and make lifelong friendships.”*

Meaghan Spear  
Nursing Major

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**Student Activities**  
**Counseling and Advising**  
**FACTS**  
**Library**  
**Student Center, Cafeteria, & Bookstore**  
**Services for Students with Special Needs**  
**Accident, Illness, Medical Services & Health Insurance**  
**Safety**

# STUDENT SERVICES

## Student Activities

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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 Chipola. All students with a 2.5 or higher Grade Point Average are eligible to run for an SGA executive office. A 2.0 GPA is required 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 Chipola student with a current I.D.

**Theatre:** Students are encouraged to participate in the college theatre 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 theatre 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 Chipola'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 Chipola 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.

**Chipola Yearbook.** Yearbook members are responsible for producing and publishing the student yearbook under the direction of a faculty advisor.

**Chipola 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.

**Chipola 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.

**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 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.

**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 additional opportunities for students in business to develop career abilities and to display group programs and activities. Any student interested in business is welcome; students do not have to be a business major.

**Realizing Our Cause (ROC).** The purpose of ROC is to reinforce the faith of Christians attending Chipola, to provide a

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basis to learn about biblical teaching and the experience of the Apostolic faith, and to provide opportunities for wholesome fun and entertainment in harmony with Christian and family values.

**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 23 or more hours of course work with an NUR prefix. The association prepares students for the assumption of professional responsibilities of a Registered Nurse.

**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 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.

## Counseling & Advising

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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/AAS 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, Associate in Applied 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

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FACTS stands for Florida Academic Counseling and Tracking System. 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. Resumes and portfolio development are now available.

### 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



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## How to Get to FACTS

Visit the FACTS site at [WWW.FACTS.ORG](http://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 Chipola 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 Admissions and Record’s Office in the Administration Building (Bldg. L) for assistance.

For help in navigating the FACTS website, visit [WWW.FACTS.ORG](http://WWW.FACTS.ORG), go down to *How do I Use FACTS* and click on *Getting Started*.



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## 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 30,000 print books, 38,000 electronic books, 3,100 audiovisuals and over 240 periodical subscriptions to magazines, journals, and newspapers. Computers with Internet access offer a gateway to the Chipola 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 Chipola 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 Chipola photo ID.

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

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## Student Center, Cafeteria, and Bookstore

### Student Center

The Student Center Building (K) contains the Cafeteria and the Office of Student Activities/SGA on the main floor; the Bookstore is located on the lower level.

Special groups who wish to use areas of the Student Center must schedule with the Dean of Workforce Development.

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. Excessive noise or disorderly behavior will not be tolerated.
3. The cafeteria will not cash checks or extend credit.



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## College Cafeteria

The college cafeteria operates in conjunction with Jackson Hospital Morrison Health Care. The cafeteria operates during the fall and spring semesters offering breakfast and lunch selections. Summer hours and meal offerings are based on student demand. 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 receipt 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 College cancels a class, the refund policies outlined above apply to the return of textbooks purchased for that class.

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## Services for Students with Special Needs

### Office of Students with Disabilities

Chipola 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. Official documentation information can be no more than two years old. 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 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 permit used for disability campus parking must be the official college disability student parking permit. All other disability permits 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, disability, or death of a spouse. Services available include assessment, advisement and referrals, and financial assistance. This program is funded by a state grant and supplements PELL awards for the cost of tuition, books, and supplies for those who qualify.

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## Career Services

Students who have questions about various careers may visit Student Services located in Building G. Computerized career exploration programs 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.

## Educational Talent Search

The Educational Talent Search (ETS) Program is a one of several federal TRIO programs. Through this program, the College identifies and assists middle and high school students from disadvantaged backgrounds who have the potential to succeed in higher education. Special consideration is given to students who qualify financially and are potential first-generation college students. Services include academic, career, and financial counseling. The ETS Program also serves high school dropouts by encouraging them to reenter the educational system and complete their education. The goal of the ETS Program is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecondary education institution of their choice.

The many services provided by ETS include academic, financial, career, and/or personal counseling including advice on entry or re-entry to secondary or postsecondary programs; career exploration and aptitude assessment; tutorial services; information on postsecondary education; exposure to college campuses; information on student financial assistance; assistance in completing college admissions and financial aid applications; assistance in preparing for college entrance exams; mentoring programs; special activities for sixth, seventh, and eighth graders; and workshops for the families of participants. For more information, contact Judy Riviere at (850) 718-2363.

## Tech Prep

The purpose of the Chipola Consortium Tech Prep Program is to broaden the educational, career, and economic opportunities of all students in the Chipola district. This approach combines academic learning in the classroom with hands-on learning through a technical program, a work site, or in a simulated work setting.

The Tech Prep program also promotes a system of connecting activities that link Chipola College, Washington-Holmes Technical Center, civic and business partners, and the high schools in our five-county area.

The knowledge of Tech Prep students is enhanced with information on Bright Futures Scholarships, academic planning for the world of work or for post-secondary education, focus on the future, four + two year academic plans, preparation for post-secondary programs, opportunities for dual enrollment, and improvement in FCAT scores.

For more information, you may contact Judy Riviere at (850) 718-2363.

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## 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 L102 (718-2299 or 718-2207); 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.

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## 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, G107.

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 1006.063 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			
	2000	2001	2002	
Murder/Non-negligent Manslaughter	0	0	0	
Forcible Sex Offenses	1	0	0	
Nonforcible Sex Offenses	0	0	0	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Burglary	11	1	2	
Motor Vehicle Theft	0	0	0	
Arson	0	0	0	
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 by calling 911 or to any college official.
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 by calling 911 and then notifying the Administrative Services Office (718-2299 or 718-2207), the Dean of Student Services (718-2228 or 718-2424), 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. For incidents of seizure or other medical emergencies contact the nearest college employee and then report immediately to the Administrative Services Office (718-2299 or 718-2207) or the Dean of Student Services (718-2228 or 718-242) for appropriate medical attention.

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







*"I have thoroughly enjoyed being a student at Chipola because I can get a good education close to home, and am able to accommodate my love for performing by participating in the Show Choir and Theatre productions."*

Tara Padgett  
Elementary Education Major  
Sophomore

*"The support for athletes is unbelievable, and the student activities/clubs are an excellent way for people to get involved. The college has just an outstanding "family like" atmosphere! I love it!"*

Andrea Spataro  
Sophomore  
2004-2005 SGA President

# Student Governance



*"The SGA at Chipola prepared and encouraged me to take a leadership role anywhere I go in my future. I will continue to develop my leadership skills."*

Tab Bright  
Business Major  
Transfer Student to the University of West Florida

*"The Honors Program inspires us to become better leaders and accomplish our goals."*

Jeff Bosse  
Sophomore

*"Chipola and its teachers gave me the opportunity to prepare myself. The things I learned there have helped me not only to survive, but to ready myself to take on the obligations necessary to find my niche in the world."*

Johnnie Mae Gibson  
Outstanding Alumnus  
At one time the FBI's highest ranking black female

# STUDENT GOVERNANCE

## Student Rights, Responsibilities, and Code of Conduct

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### Preamble

Chipola College exists for the open interchange of knowledge and philosophies, the development of a capacity for critical judgment, 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 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 disability. 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 themselves 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 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 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 judgment 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 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.

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**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 College relationship or residence hall contract may either express, imply or give Chipola College 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. Entry may be 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.

Florida Statute 1002.22 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.

### **Academic Honor Code**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students.

### **Discipline**

Chipola 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 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 Honor Code—Violations & Consequences**

The conduct set forth hereinafter constitutes academic dishonesty; those adjudged to have committed such conduct shall be subject to discipline, up to dismissal.

Cheating is the improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the instructor; looking or attempting to look at another student's paper during an examination and; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after having taken an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

Plagiarism is the attempt to represent the work of another as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else's paper as your own work.

Bribery is the offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

Misrepresentation is any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

Conspiracy is the planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

Fabrication is the use of invented or fabricated information, or the falsification of research or other finding with the intent to deceive for academic professional advantage.

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. 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 student is alleged to have committed academic dishonesty, the faculty member involved should meet with the student and attempt to resolve the issue. The faculty member may request



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that the department chair or appropriate College administrator attend this meeting as a witness. The faculty member may impose the sanction of a Reduced or Failing Grade on the disputed assignment and at the instructor's discretion, the student may be required to fulfill an appropriate educational assignment if the faculty member believes the violation would be a first offense and no circumstances require the imposition of a sanction other than Reduced or Failing Grade and a discretionary Education assignment and; the student and faculty member reach a written agreement as to the sanctions. The student's agreement to a sanction shall constitute a waiver of all other available adjudicatory procedures or appeals. The faculty member shall retain a copy of the agreement.

The Vice-President of Instructional and Student Services may assist the faculty member and the student in reaching an acceptable agreement. If no agreement is reached, the Vice-President shall proceed to handle the alleged violation as a disciplinary matter by reporting the student to the Dean of Student Services for the appropriate disciplinary action.

### **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.

### **Abuse**

Nothing is more important than the safety and security of the students and employees of the College. Any act of physical abuse, verbal abuse, profanity, indecent or abusive language, intimidation, harassment, stalking, coercion, or other conduct which threatens or endangers the health, safety, or well being of any person may be subject to disciplinary action.

### **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 includes providing identification when requested and keeping 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 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. A faculty member is 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.



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h) Any disruption that interferes with teaching and learning, research, administration, disciplinary proceedings, or other college activities.

### **Distribution of Literature**

Students may post/distribute literature according to college policy (6Hx4-1.122). In the event of congestion or unreasonable interference with the flow of students passing through the area, such activity may be reasonably regulated. Students are expected to use mature judgment and a sense of discretion in the publication, posting and distribution of any materials on campus and to realize that they and their group or organization must accept responsibility for the consequences of their behavior.

### **Sale of Literature or Goods**

Approved student organizations may sell literature or goods on campus within the public areas set aside by the College. Tables and easels may be set in designated areas. In these designated areas, signs may be used in conjunction with the tables; table should be supervised at all times. In the event of congestion or unreasonable interference with the flow of students passing through the area, such activity may be reasonably regulated. Students are expected to use mature judgment and a sense of discretion when selling literature/goods on campus and to realize that they and their group or organization must accept responsibility for the consequences involved with those sales.

### **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, student identification cards, etc. by forgery, or other means of deception, is prohibited.

### **Gambling**

Gambling in any form is prohibited on college property, including College vehicles used for transportation.

### **Harassment**

Chipola College is committed to maintaining a supportive educational environment for all members of the college community. **The Board will not tolerate harassment activity by any of its employees, non-employee volunteers who work subject to control of school authorities, and/or other third parties.** A key component of this commitment is the elimination of disability, racial, and ethnic harassment on campus. Harassment of any nature is prohibited whether it is sexual, racial, disability, or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a college employee or student. Note: This policy (6Hx4.421) also applies to employment applicants and prospective students.

Harassment includes unwelcome conduct and verbal or physical conduct reflecting on an individual's race, disability, ethnic background, or national origin which has the purpose or effect of creating intimidating, hostile, or offensive educational or work environment, has the purpose or effect of unreasonably interfering

with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

The college is equally opposed to bad faith claims of race and national origin harassment which have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

This document shall be included in all future publications of the College Catalog, Full Time and Part Time Faculty Handbooks, and similar handbooks issued for other employees and will provide basic steps of due process available to the complainant.

Filing of a complaint or otherwise reporting harassment will not affect the individual's status, future employment, future promotion, extracurricular activities or work assignments. Retaliation against any individual for good faith reporting of a claim of harassment or cooperating in an investigation will not be tolerated and will itself be subject to appropriate discipline. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

### **Hazing**

Florida Statute 1006.63 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 College has Drug Free Campus Policy and Program (6Hx4-3.370 & 6Hx4-4.280). The major objectives of Chipola 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. Both mental and physical health are severely impaired by drug and alcohol abuse. The Drug-Free Campus Program of Chipola College is outlined as follows:

**Standards of Conduct**—Chipola 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 of Chipola 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 (6Hx4-3.370 and 6Hx4-4.280) will be subject to penalties under the provisions indicated in the Catalog.

**Legal Sanctions**—Students will be subject to all the penalties prescribed by applicable Florida Statutes.

**Counseling, Treatment and Rehabilitation Programs**—Students who want detailed information about available referral services or assistance should contact Student Services.

### **Misuse of Computer and Computer Information Resources**

Students will be subject to disciplinary action and all penalties prescribed by Florida law for altering, modifying, destroying, disclosing or taking information resource property, (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization; unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification and/or password; use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system; use of any computing facilities, either locally or remotely, to transmit or display obscene or abusive content/material through the College network and/or computing system; and use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system. See IMM #29, Chipola College Network, Internet, and Lab Use Acceptable Use Procedure, for detailed information concerning responsibilities and penalties.

### **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 located in the Business Office. 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-handi-

capped students to park in these spaces.

**Parking Permit**—Students are required to display parking decals on their vehicles if they wish to park on campus. The parking decal must be displayed on the left side of the back windshield of automobiles and in a visible spot on motorcycles.

**Parking Areas**—Restricted campus parking areas are as follows:

Blue: Restricted for handicapped access

Red: Restricted for fire hydrants

Yellow: Restricted no parking areas

Green: Restricted for faculty and staff

White/Nonpainted: Student parking—must have current parking decal properly displayed

**Visitor Parking**—Visitors may park in unrestricted areas. Visitor permits may be obtained in the office of the Administrative Services & Capital Projects (L102).

**Traffic and Parking Violations**—All parking regulations are in effect from 7:00 a.m. until 4:00 p.m. daily, Monday through Friday. Students may park in the green staff parking areas after 4:00 p.m. daily and on weekends and holidays. Parking in handicapped areas, no parking areas, and around fire hydrants remain restricted parking at all times. Penalties will be imposed for the following violations:

1. Parking in restricted area.
2. Parking in handicapped zone.
3. No college parking permit.
4. Improper parking.
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 \$20 per violation. The fine for illegal parking in a handicapped zone is \$50 per violation. Fines may be paid at the Cashier’s Window located in the Business Office.

### **Pets**

Seeing-eye dogs are permitted on the campus, but no other pets or animals of any kind are permitted on the campus or in Residence Hall apartments.

### **Possession of Weapons, Firearms, Fireworks, Explosives**

Weapons are defined as firearms, knives, explosives, inflammable materials, or any other item that may cause bodily injury or damage to property. The possession or use of any firearm, weapon and/or ammunition on campus, which includes the Residence Hall and any apartment or other room located within its confines, is a violation of State and local laws. Possession is also defined as

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including possession within the student's vehicle while parked on campus or at any off-campus site where students are officially representing the College, such as student clinical or intern experiences at hospitals, nursing homes, schools, etc., or as a participant in officially sponsored college activities.

Violators will face disciplinary action, including loss of housing privileges, loss of scholarship, and dismissal from school, as well as any penalties imposed by Federal and State laws.

No person shall possess or carry a firearm on College property except municipal, county, state, and federal law enforcement officers either on or off duty and except students at the Chipola College firing range. When said law enforcement officers are not in uniform and carry an exposed firearm on their person, they shall be required to display their officially issued badge, shield or identification tag while participating as a student or instructor in the Criminal Justice program. Any registered student licensed to carry concealed weapons or firearms as authorized by Florida Statute 790.06, must register and receive written permission from the President or his designee to carry an authorized weapon on College property. Said weapons shall be limited to a stun gun or non lethal electric weapon or device solely designed for defensive purposes and the weapon does not fire a dart or projectile and shall be concealed at all times.

### **Public Laws**

Any act by a student that occurs on campus and constitutes a charge of violation of a public law 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," in the [Campus Organization Manual](#), available from the Student Activities Office.

### **Residence Hall Regulations**

It is expected that students residing in the Residence Hall will cooperate with college officials 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 bulletin boards.

A copy of the Residence Hall Regulations will be given to each student and must be read and signed by the student (and by the student's parents if the student is under age 18) prior to occupancy of a Residence Hall room. The student's signature signifies that he/she understands and will abide by these regulations.

### **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."

### **Sexual Harassment**

It is the policy that no member of the college community may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy (6Hx4-4.420). Sexual harassment is illegal under both state and federal laws and is a violation of the rules and regulations of the

College. Sexual harassment should not be tolerated by any member of the college community, and any action should be reported.

The college is equally opposed to bad faith claims of sexual harassment which have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

### **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, except wheelchairs or mobility scooters, 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 location at all times.

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

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 the Student Code of Conduct, Rights and Responsibilities. 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



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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 Student Code of Conduct, Rights and Responsibilities, students have the right to a hearing before 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 printed in the Student Code of Conduct, Rights and Responsibilities, 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 the Student Code of Conduct, Rights and Responsibilities, 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 discretion in performing flexibly within the guidelines stated in the Student Code of Conduct, Rights and Responsibilities. 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 two 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 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 service and administrative personnel appointed by the Governance Council and approved by the President of the college and student(s) selected by the Student Government Association and approved by the President.

The Disciplinary Committee 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 assisted by an adviser of their choice, at their own expense. The adviser may be an attorney. The accused is responsible for presenting his/her own case and, therefore, advisers are not permitted to speak or participate directly in any hearing before a judicial body. 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 Student Code of Conduct, Rights and Responsibilities.

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 Student Code of Conduct, Rights and Responsibilities. Clear establishment of student guilt or previous violation of the Student Code of Conduct, Rights and Responsibilities 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 others 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 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 Student Code of Conduct, Rights and Responsibilities 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 attending or enrolling in any classes at Chipola College during the suspension. Students may reenroll 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.

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## Student Grievance Procedure

A grievance policy is developed in order to protect the rights of Chipola 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. If a student grievance is to be considered a “formal grievance,” it must be submitted in writing, signed and dated by the student, and presented to the Dean of Student Services.

**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 the student should informally discuss the grievance with the College administrator who directly supervises the respondent.

**C.** If the grievance is still unresolved, within one calendar week, the student 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 as prescribed above. Two copies of the grievance, signed and dated by the student, 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 Appeals/Grievance Committee. The committee shall, within two calendar weeks of receipt of the grievance, hold a hearing on the grievance. The student will receive notification at least five days in advance of the grievance hearing, and should appear at the hearing to present information. The student has the right to be assisted by an adviser of their choice, at their own expense. The adviser may be an attorney. The student is responsible for presenting his/her own case, and therefore, advisers are not permitted to speak or participate directly in the grievance hearing.

Within one calendar week of the end of the formal hearing the 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 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 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 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. A grievance may be withdrawn at any level by the student filing the grievance. All documents, forms, communications, and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the Dean of Student Services.

Faculty members assign a student’s final grade in each class at the end of each session (semester). Only a student may request a review of his/her grades(s) for a possible grade change. Such a request must be made to the faculty member involved. A student has ten school days from the time the final grade is posted on the FACTS (Florida Academic Counseling & Tracking for Students) system, to initiate a grade appeal. After the ten day period, the student loses the right to file an appeal and no other administrative remedy or option is available. For further information contact the Dean of Student Services.

## 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 are supervised by the Student Activities Coordinator. At times specific activities sponsored by clubs and organizations may be limited to Chipola students and their invited guest(s).

### 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 during each succeeding registration by placing a special sticker on the back of the I.D. card. This card must be carried at all times for identification and will be the only means to gain free admission to many college-sponsored activities, to check books out of the library, to use the Information Technology Center, and to receive 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 10:00-10:50 a.m. time block on Wednesday and Friday is set aside for students to attend activities scheduled by clubs, campus organizations, and intramural teams; however, some classes 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 a minimum cumulative GPA on his/her scholastic work and must maintain a

minimum cumulative GPA while in office. See the [Campus Organization Manual](#) and the SGA Constitution & By-Laws for specific GPA requirements. Copies are available in the Student Activities 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 Association 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 College.

All students with a 2.5 or higher Grade Point Average are eligible to run for an SGA office or to serve the Association in an Executive position; Legislative and judicial positions require a 2.0 or higher Grade Point Average. 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 certain SGA delegates, officers, committees, and boards shall be by student government vote only; others shall be appointed by the SGA President. All are 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 Director, 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  
Facilities & Grounds  
Intercollegiate Athletics  
Marketing/Recruitment  
Residence Hall  
Safety  
Student Appeals/Grievance  
Theatre

### Honors Organizations

Honors Program  
Brain Bowl Team  
Mu Alpha Theta  
Phi Theta Kappa

### Interest Groups and Co-Curricular Organizations

Baptist Campus Ministries  
Black Student Union  
Cheerleaders  
Chipola Collegiate FFA Chapter  
Chipola Players Club  
Fellowship of Christian Athletes  
Indian Princesses  
New Beginnings  
Phi Beta Lambda  
Realizing Our Cause (ROC)  
Science Club  
Show Choir  
Student Ambassadors  
Freshmen Student Nurses Association  
Sophomore Student Nursing Association  
Student Government Association

### Musical Groups

Campus musical groups include Rock & Jazz Band, Chamber Chorus, Show Choir and College Chorus. Past choral and/or band experience is highly desirable. Auditions are required for membership in the Chipola Show Choir.

### Publications

Chipola Yearbook  
The Papoose

### Religious Organizations

Baptist Campus Ministries  
Fellowship of Christian Athletes  
Realizing Our Cause (ROC)

### Intramurals

The College provides a variety of opportunities for students to participate in individual and team sports through its intramural programs. These programs enrich your total educational experience by helping to build friendships and by providing valuable social skills. Watch for announcements throughout the year concerning various tournaments and competitions.

### 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 College Activities Association and the National Junior College Athletic Association.

Guidelines for all organized athletics at Chipola are located in the Office of the President

### Conduct at Off-Campus Activities

Students representing Chipola College at off-campus activities such as sporting events, dances, contests, conferences, etc., 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 hotel 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 hotel 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, *Chipola This Week*, is issued by the Office of Publications and Public Relations. Academic and activity information may be submitted for publication in the bulletin with appropriate staff approval.

### 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 Executive Council of the College.
  5. The decision of the Executive Council 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 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.





*“My Cosmetology certificate will allow me to work while I pursue my degree in physical therapy.”*

Meghan Holley  
Dual Enrollment

*“I chose the firefighting program here because it was named the best in the State of Florida.”*

Bill Costello  
Firefighting Major

*“The Success Center has allowed me to obtain my high school diploma. I am very happy about it, because I usually don’t finish things I start.”*

Michael Smart  
Success Center



# Certificate Programs

*“With my degree in Culinary Arts, I hope to own my own restaurant one day.”*

Kathryn Meadows  
Culinary Arts Major

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**Preparation for Employment**  
**Workforce Development 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 21. 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.

## Programs for High School Students

### Dual Enrollment

Dual enrollment is available to area high school students. See page 19 for specific dual enrollment information.



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## Workforce Development Preparation/ Success Center

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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 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 21 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 Workforce Development preparatory courses contact Angie Tyler at (850) 718-2457, Building O, Room 119F, or e-mail at [tylera@chipola.edu](mailto: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 instructional 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.

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## Health Sciences Programs

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To inquire about any Health Sciences Program, contact director Kathy Wheeler at 718-2278, Building Q.

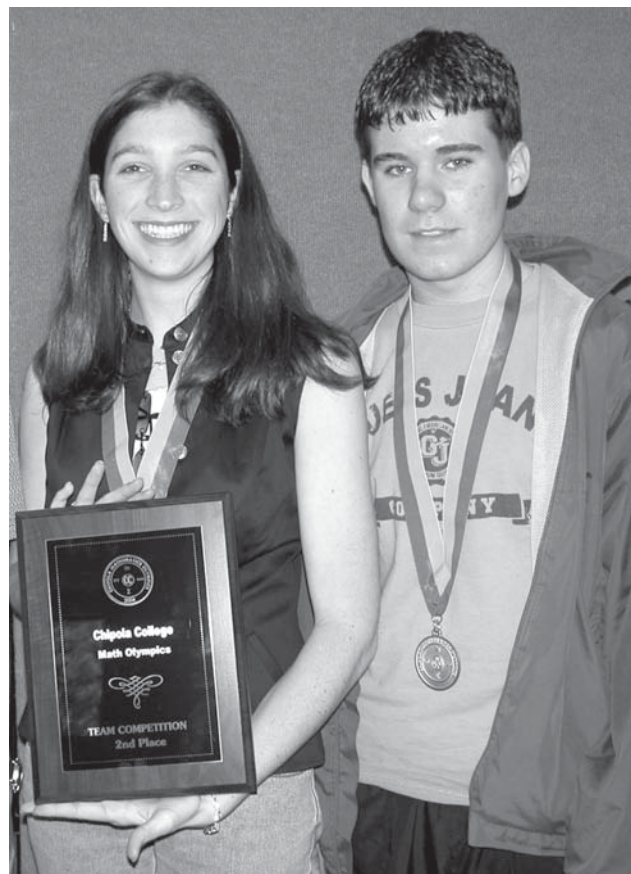
Certain programs offered by the Health Sciences Department are limited enrollment programs with special requirements. These are Emergency Medical Technician, Nursing Assistant and Patient Care Assistant.

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, Florida EMS Division, and the Florida State Board of Nursing.

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, Chapter 10D-66 Minimum Standards for Home Health Agencies. The Patient Care Assistant Course is 290 hours in length.

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 0610V	Patient Care Assistant	75	2
HCP 0613V	Home Health Aide	50	1
Total		290	8

### Patient Care Assistant Course Descriptions

**HCP0103V. 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.

**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.

## Nursing Assistant (Long Term Care)

### *Program Code 2218*

This program is designed to prepare Nursing Assistant students for employment as Certified Nursing Assistants and to provide supplemental training for persons previously or currently employed in this occupation.

The program provides a broad foundation of knowledge and skills for the role of Nursing Assistant. Upon completion the graduate will be prepared to take care of patients in the health care facility (e.g. hospital, nursing home). Successful completion of the program qualifies the student to take the state certification exam for employment as a nursing assistant. The Nursing Assistant Course is 120 hours in length. Classroom instruction will be offered on campus while local clinical facilities will be used for clinical experiences.

Each student must complete the following course of studies:

Nursing Assistant Course of Study		
Course	Title	Hours
HCP 0100V	Nursing Assistant	120
Total		120

### Nursing Assistant Course Descriptions

**HCP 0100V. 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. 120 hours/4 credits.

## 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 dem-



onstrates 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.

Course	Applied Welding Course of Study Title	Hours
PMT 0011V	Welding Technology Introduction (Core)	130
PMT 0101V	Blueprint Reading for Welders (Core)	90
SLS 0341V	Employability Skills and Entrepreneurship (Core)	30
PMT 0012V	Shielded Metal ARC Welding (SMAW)	250
PMT 0013V	Gas Metal ARC Welding (GMAW)	125
PMT 0014V	Flux Cored Welding	100
PMT 0015V	Gas Tungsten Arc Welding (GTAW)	175
PMT 0016V	Pipe Welding	270
PMT 0936V	Special Topics in Applied Welding	various
Total		1170

### 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.

**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.

**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.

**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.

**PMT 0016V. Pipe Welding.** To develop proficiency in welding pipes in all positions. 270 hours.

**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.

**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.

**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.

**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.

### 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
AER 0006V	Automotive Lube Technician Core	120
SLS 0341V	Employability Skills and Entrepreneurship Core	30
AER 0300V	Automotive Service Assistor Core	150
AER 0110V	Engine Repair Technician	150
AER 0250V	Automatic Transmission and Transaxle Technician	150
AER 0270V	Manual Drive Train and Axle Technician	150
AER 0450V	Automotive Suspension and Steering Technician	150
AER 0411V	Automotive Brake System Technician	150
AER 0310V	Automotive Electrical/Electronic System Technician	300
AER 0171V	Automotive Heating & Air Conditioning Technician	150
AER 0503V	Automotive Engine Performance Technician	300
AER 0936V	Special Topics in Automotive Service Technology	various
Total		1800

### Automotive Service Technology Course Descriptions

**AER 0006V. 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. 120 hours.

**SLS 034V. 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.

**AER 0300V. Automotive Service Assistor Core.** Content includes demonstrating a proficiency in routine maintenance and consumer services in the automobile industry. 150 hours.

**AER 0310V. 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. 300 hours.

**AER 0450V. 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. 150 hours.

**AER 0411V. 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. 150 hours.

**AER 0171V. 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. 150 hours.

**AER 0110V. 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. 150 hours.

**AER 0503V. 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. 300 hours.

**AER 0270V. 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. 150 hours.

**AER 0250V. Automatic Transmission and Transaxle Technician.** Content provides the skill training enabling proficiency in the operation and servicing of automatic transmission/transaxle. 150 hours.

**AER 0936V. 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.

### 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
EEV 0533V	Software Fundamentals	420
SLS 0341V	Employability Skills and Entrepreneurship Core	30
EEV 0251V	Basic Soldering CET	45
EEV 0601V	Fundamentals of DC Circuits CET	45
EEV 0792V	Applied Math for DC Circuits CET	30
EEV 0602V	Fundamentals of AC Circuits CET	30
EEV 0531V	Computer System Architecture	150
EEV 0536V	Peripherals Equipment	150
EEV 0535V	Computer Networks	150
EEV 0539V	Site Requirements	150
EEV 0607V	Digital Fundamentals CET	300
EEV 0816V	Microprocessor Fundamentals	150
CET 0930V	Special Topics in Computer Electronics	various
Total		1650

### 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.

**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.

**EEV 0533V. Software Fundamentals.** 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.

**EEV 0535V. Software Fundamentals.** Define interface standards, configure sync and async devices, identify networking levels and protocols and troubleshoot network systems. 150 hours.

**EEV 0536V. Peripherals Equipment.** Designed to familiarize students with peripheral equipment associated with computers. Study of hard, floppy, CD-ROM and tape drivers are covered. Also, drive replacement and using configuration software are covered. 150 hours.

**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.

**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.

**EEV602V. 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.

**EEV607V. 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.

**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.

**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.

**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.

**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.

### 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 posi-



tions 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
EEV 0821V	Basic Soldering	70
EEV 0811V	Fundamentals of DC Circuits	150
SLS 0341V	Employability Skills and Entrepreneurship Core	30
EEV 0542V	Industrial Computer Applications	50
EEV 0819V	Advanced DC Circuits	50
EEV 0812V	Fundamentals of AC Circuits	150
EEV 0813V	Solid State Devices	150
EEV 0815V	Digital Fundamentals	225
EEV 0816V	Microprocessor Fundamentals	150
EEV 0814V	Analog Circuits	150
EEV 0793V	Technical Reporting and Lab Practices	75
EEV 0794V	Applied Math for DC Circuits	150
EEV 0930V	Special Topics in Electronics	various
Total		1400

\*EEV 0795V Applied Math for AC Circuits 120

\*EEV 0822V Soldering Rework and Repair 60

*\*These courses are not required for certificate. Students should take these courses if transferring into the AS program in Electronic Technology.*

#### 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.

**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.

**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.

**EEV 0795V. Applied Math for AC Circuits.** A study of the basic concepts of trigonometry, vector analysis and logarithms used in AC circuits. Topics covered include circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance. Pythagorean theorem, resonant circuits, power factors, complex numbers, logarithmic and mathematical tables. Prerequisites: EEV0794V. 120 hours.

**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.

**EEV 0812V. Fundamentals of AC Circuits.** A fundamental course in AC circuit analysis and transit-response networks designed to prepare the student for advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing trigonometric concepts are supplemented with laboratory projects to provide the students with practical hands-on 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.

**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.

**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.

**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.

**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.

**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.

**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.

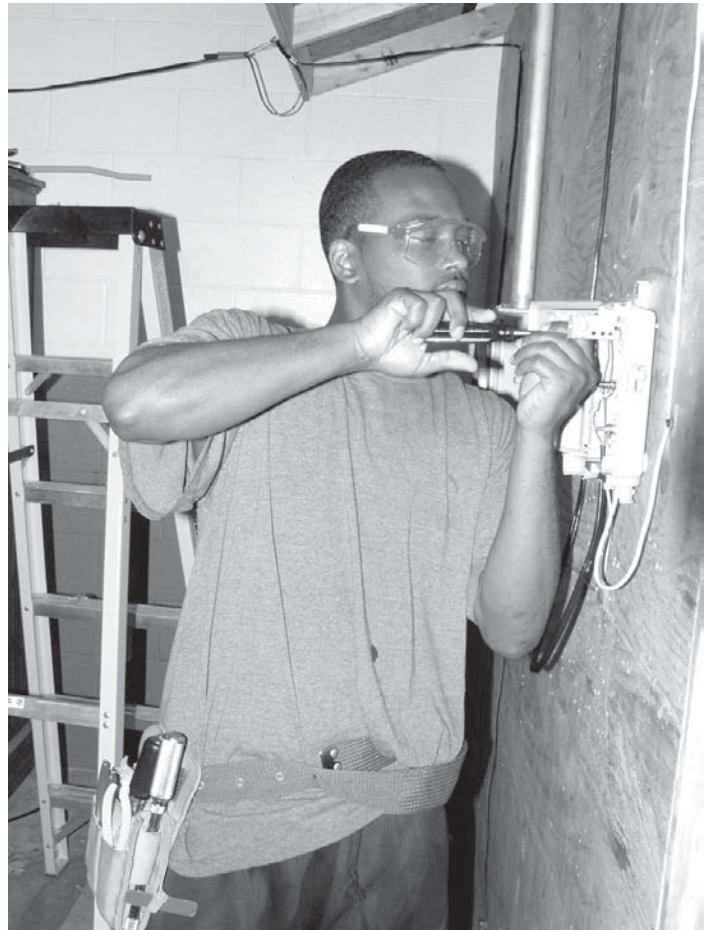
**EEV 0930V. Special Topics in Electronics Technology.** this is a special course centering around current topics or special interests to meet the needs of the community. Various hours.

**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.

**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.

## 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.

Students will be required to attend workshops, style shows and seminars outside of class.

### Cosmetology Course of Study

Course	Title	Hours
COS 0011V	Fundamentals of Cosmetology	150
SLS 0341V	Employability Skills and Entrepreneurship Core	30
COS 0510V	Scalp and Hair Care	95
COS 0301V	Hair Cutting and Shaping	125
COS 0400V	Hair Styling	185
COS 0644V	Chemical Hair Restructuring	340
CSP 0010V	Manicure, Pedicure and Nail Extensions I	120
CSP 0300V	Facials and Makeup	155
COS 0927V	Special Topics in Cosmetology	various
Total		1200

### 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.



## 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 Charlie Burch at 718-2214, Building N, Room 111-B.

Telecommunications Course of Study		
Course	Title	Hours
EER 0541V	Telecommunications Installation Technician	270
SLS 0341V	Employability Skills and Entrepreneurship Core	30
Total		300

Only 300 hours of the 600 hours of this program are available.

### Telecommunications Course Descriptions

#### 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 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.

#### 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.

## Continuing Education

Continuing Education activities consist of seminars, courses, programs, workshops, teleconferences, 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	Fiber Optics
Keyboarding Skills	CPR and First Aid
Introduction to Computers and Windows	Lineman/Pole Climbing
Word I and II	Employability Skills
Excel I and II	Stress Management
Access I and II	Case Management
Internet	Customer Service
PowerPoint	Telephone Skills
Business Specific –	Cross Selling
New Employee Orientation	Motivation
Technical Writing	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	Dog Training
Floral Design	Photo and Album
Tole Painting	Drawing I
Stained Glass	Genealogy
Quilting	Ballroom Dancing

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 and Gatlin Educational Services 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



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### 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

## **On-Line Courses**

### **EducationToGo**

Acquire valuable new skills from the comfort and convenience of your home or office. To provide you a more comprehensive selection of programs, Chipola College has partnered with EducationToGo, to provide our district with an online option. The classes last six weeks. Registration for classes must be received prior to the start date of each session. For more course information you can check it out on the web at [www.ed2go.com/chipola](http://www.ed2go.com/chipola). To register contact us at 718-2395. Samples of courses offered are listed below:

### Entrepreneur/Business Courses

Become a Grant Writing Consultant  
Administrative Assistant Fundamentals  
Learn to Buy and Sell on Ebay  
Creating a Successful Business Plan

### Legal Courses

Paralegal Certificate Program 1-6  
Evidence Law  
Introduction to Criminal Law

### Health Care Professional Courses

Certificate in Gerontology  
Pain Assessment and Management/Adult Cert. in Complementary and Alternative Med  
Bodywork Healing Therapies  
Therapeutic Massage  
Cert. in Spirituality, Health and Healing

### Large Business/Management Courses

Supply Chain Management  
Customer Service 1-3  
Project Management Principles 1-5  
Total Quality 1-5  
Understanding the Human Resources Function  
Intro to Business Analysis  
Mastery of Business Applications 1-5  
Purchasing 1-5

### Design and New Media Certification Programs

*Note: Unlike all of our other courses, these certificate programs are offered in an unique open-entry/open-exit format, which means they have no specific start or end dates. A new program begins every day of the year, affording students the opportunity to begin learning shortly after you have completed the online orientation and your registration has been verified.*

Graphic and Digital Design  
Digital Design and Multimedia  
Graphic and Web Design  
Multimedia and Graphic Design  
Web Design and Multimedia Web and Digital Design

### **Gatlin Education Services (GES)**

Chipola College in partnership with Gatlin Education Services (GES) offers online open enrollment programs designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations.

To register for any of the following courses, please visit our website at [www.chipola.edu](http://www.chipola.edu), click on departments, click on Continuing Education, click on Legal/Business/Travel On-Line Classes or Internet/Graphic & Web Design On-Line Classes. Or visit [www.gatlineducation.com/chipola/](http://www.gatlineducation.com/chipola/) for course outlines and registration information.

### Healthcare Profession

Administrative Medical Specialist  
Advanced Coding for the Physician's Office  
Advanced Hospital Coding and CCS Prep  
Coding Reimbursement and Documentation for Physicians  
Health Insurance Portability Assurance Act Compliance  
Medical Transcription  
Pharmacy Technician  
Revenue Cycle Management for Healthcare Providers

### Internet/Graphic & Web Design/Technical

Web Database Developer Certificate

### Legal/Business/Travel

Bookkeeping the Easy Way  
Certified Bookkeeper  
Records Management  
Travel Agent

If you are interested in any of these activities, would like to set up customized training, or receive current scheduling information for Continuing Education, call 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 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 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 CMS Academy *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 CMS Academy Course of Study		
Course	Title	Hours
CJK 0006V	Introduction and Law	67
CJK 0010V	Human Issues	50
CJK 0015V	Communications	77
CJK 0020V	Vehicle Operations	48
CJK 0031V	First Aid for Criminal Justice	40
CJK 0040V	Firearms	80
CJK 0050V	Defensive Tactics	100
CJK 0060V	Patrol	57
CJK 0070V	Investigations	53
CJK 0075V	Investigating Offenses	40
CJK 0080V	Traffic Stops	62
CJK 0085V	Traffic Crash Investigations	32
CJK 0090V	Tactical Applications	54
Total		760

### 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
CJD 0770V	Corrections: Legal I	46
CJD 0771V	Corrections: Legal II	22
CJD 0772V	Corrections: Communications	42
CJD 0773V	Corrections: Interpersonal Skills I	62
CJK 0050V	Defensive Tactics	100
CJK 0040V	Firearms	80
CJK 0031V	First Aid for Criminal Justice	40
CJD 0750V	Corrections: Interpersonal Skills II	50
CJD 0741V	Corrections: Emergency Preparedness	26
CJD 0752V	Corrections: Operations	64
Total		532

### 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
CJD 0780V	Cross-Over Corrections	16
CJD 0750V	Corrections: Interpersonal Skills II	50
CJD 0741V	Corrections: Emergency Preparedness	26
CJD 0752V	Criminal Justice: Operations	64
Total		156

The following courses are required by the hiring agencies before employment:

CJT 0949U	Proficiency in Weapons in Corrections	8
CJT 0913U	Proficiency in Defensive Tactics	8
CJT 0914U	Proficiency in Medical First Responder	16
Total		32

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## 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
CJD 0781V	Cross-Over Law Enforcement	48
CJD 0730V	Law Enforcement: Legal III	32
CJD 0731V	Law Enforcement: Patrol	64
CJD 0732V	Law Enforcement: Traffic	46
CJD 0723V	Law Enforcement: Vehicle Operations	32
CJD 0734V	Law Enforcement: Investigations	64
		Total 286

The following courses are required by the hiring agencies before employment:

CJT 0912U	Proficiency in Weapons in Law Enforcement	40
CJT 0913U	Proficiency in Defensive Tactics	8
CJT 0914U	Proficiency in Medical First Responder	16
		Total 64

## 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
CJD 0790V	Correctional Probation Legal	60
CJD 0791V	Correctional Probation Operations	16
CJD 0792V	Correctional Probation Interpersonal Skills	68
CJD 0793V	Correctional Probation Communication Skills	70
CJD 0794V	Correctional Probation Supervision	54
CJK 0050V	Defensive Tactics	100
CJD 0795V	Correctional Probation Firearms	16
CJK 0031V	First Aid for Criminal Justice	40
		Total 424

## 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

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**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. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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, formula-

tion 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.



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**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.

**CJD 0680 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. 40 hours. [O]

**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.

**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.

**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.

**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.

**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.

**CJD 0672V. School Resource Officer Training.** A course designed to provide the officer with increased knowledge and experience related to the grade school environment. 40 hours.

**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.

**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.

**CJD 0731V. Law Enforcement: Patrol.** Addresses the daily skills and techniques needed by officers to perform patrol tactics

and respond to various types of calls, including prowler response, crime-in-progress response, foot pursuit techniques, warrants 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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



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mischievous, 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.

**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.

**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.

**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.

**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.

**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.

**CJD 0773V. Corrections: Interpersonal Skills I.** Covers personal relations techniques with emphasis on human behavior and needs, including those of various inmate groups such as juvenile and youthful offenders, ethnic and cultural minorities, mentally ill or retarded, handicapped, substance abusers. Includes crisis intervention techniques for various situations, including suicide, and recognition of signs of stress and other behaviors. 62 hours.

**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.

**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.

**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. [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. [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.[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.[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. [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. [O]

**CJK 006V. Introduction and Law.** This course presents an overview of the Basic Law Enforcement Academy, Constitutional Law and Florida Statutes. Values, ethics, interpersonal skills, and Human Diversity issues are also examined. 73 hours.

**CJK 0010V. Human Issues.** A Basic Law Enforcement Academy course that deals with mental retardation, mental illness, alcoholism and substance abuse. Physical disabilities, criminal street gangs, the elderly and note taking are also discussed. 55 hours.

**CJK 0015V. Communications.** A Basic Law Enforcement Academy course that deals with report writing, interviewing, taking statements, telecommunications, officer safety and survival, crisis intervention, community orientated policing, and the secure approach to Law Enforcement. 65 hours.

**CJK 0020V. Vehicle Operations.** A Basic Law Enforcement Academy course that deal with vehicle inspections, proactive driving skills, practical exercises, and the use of lights and sirens. 40 hours.

**CJK 0031V. First Aid for Criminal Justice.** A Basic Law Enforcement Academy course that deals with the First Responder to Emergencies, introduction to the Emergency Medical System (EMS), and hazardous materials awareness. 48 hours.

**CJK 0040V. Firearms.** A Basic Law Enforcement Academy course that deals with firearms familiarization, ammunition characteristics, fundamentals of marksmanship, drawing and holstering a handgun, the use of cover, weapon malfunctions, live fire exercises, weapons cleaning, qualifications, and survival shooting. 80 hours.

**CJK 0050V. Defensive Tactics.** A Basic Law Enforcement Academy course that deals with the minimal force necessary to overcome resistance to arrest, or control of violent behavior. Demonstration of officer presence, communication skills, falling techniques, use of restraint devices, physical frisk and searches, transporter techniques, take down maneuvers, pressure points, counter moves, escape and ground defense techniques, and prisoner transport. Demonstrate proficiency in the use of intermediate weapons, defense against edged weapons and handgun retention. 100 hours.

**CJK 0060V. Patrol.** A Basic Law Enforcement Academy course that deals with Patrol procedures. Discussions include types of patrol, officer survival considerations, crimes in progress, pursuits, hazardous materials, missing persons, referral procedures, landlord/tenant disputes, vehicle pullover's, and prisoner transport. 54 hours.

**CJK 0070V. Investigations.** A Basic Law Enforcement Academy course that deals with the initial response to a call for service, processing, protecting, and surveying a crime scene, investigating and pursuing leads. 51 hours.

**CJK 0075V. Investigating Offenses.** A Basic Law Enforcement Academy course that deals with the investigation of domestic violence, child abuse, abuse of the elderly and disabled, lost or endangered persons investigation, assessment, and search. 40 hours.

**CJK 0080V. Traffic Stops.** A Basic Law Enforcement Academy course that deals with unknown risks, traffic stops, unattended vehicles, high risk, and DUI traffic stops. 47 hours.

**CJK 0085V. Traffic Crash Investigations.** A Basic Law Enforcement Academy course that deals with traffic crash investigations. Demonstration of proficiency in securing a crash scene, interviewing witnesses and drivers, investigating and documenting the traffic crash. 32 hours.

**CJK 0090V. Tactical Applications.** A Basic Law Enforcement Academy course that deals with the court process, rescue operations, bombs, explosives, and crowd control. 54 hours.

## 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; failure 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
FFP 0080V	Introduction to Firefighting	72
FFP 0203V	Emergency Medical Care	48
FFP 0081V	Introduction to Fire Streams	93
FFP 0860V	Introduction to Firefighting Tactics	79
FFP 0265V	Introduction to Firefighting Support Practices	108
FFP 0565V	Introduction to Fire Prevention Practices	19
FFP 0403V	Hazardous Materials	31
Total		450

### Firefighting Course Descriptions

#### FFP 0010V. Firefighting I.

#### FFP 0020V. Firefighting II.

**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.

**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.

**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.

**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.

**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.

**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.

**FFP 0403.V Hazardous Materials.** The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 31 hours.

*“I enjoyed the Fine Arts faculty and staff. I have to say that being a part of the Fine Arts Department was an overall life changing experience for me in a very positive way.”*

Milton Pate, III  
Freshman

*“The Honors Program offers a relaxed learning environment and stimulates excellence in and out of the classroom.”*

Kelly Slichter  
Sophomore

*“Chipola gave me an example of teaching for learning, not for tradition, determination for self, not others, and a community united, not divided.”*

Holli Crawford  
Special/Elementary Education Major  
Transfer Student to the University of West Florida, Chipola Campus

# Course Directory



*“I would like to thank you for providing the Bachelor’s degree. I couldn’t go to college because of my work and family without this program. I’m 37 years old, married to a wonderful special education teacher, have four kids, and have done many various jobs. The older I get, the more I see that a good solid high school education is the best way to improve an individual, the community and the world. “*

David Shuler  
Math Education Major  
Junior

*“The community college program has been a tremendous asset to the citizens of Florida. Many students would not have been able to achieve a college education without it. This is probably more true at Chipola than anywhere else.”*

Amos McMullian, CEO, Flowers Baking Co.  
1996 Outstanding Alumnus

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**Florida’s Statewide Course Numbering System**  
**Self-Directed Study Programs**  
**Directory of Courses by Prefixes**  
**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 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 "statewide course details."

### 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 34 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. 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 may meet 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 while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. 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 on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution 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 sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix designation.

### 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 when the courses are judged by the appropriate

#### 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



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., HUM 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 course 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 (**Name of Institution Statewide Course Numbering System Contact**) in the (**Office where Institution Contact may be located**) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.



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

## 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 I.** 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]

**AMH 2092. African-American History II.** African-American is an introductory course designed to acquaint students with, and stimulate interest in the culture and history of African-Americans from the Reconstruction period to the present. Emphases are on the struggles, fears, aspirations and achievements of the people. 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. [O]

**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,

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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. 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. 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

### **BCH 3023 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY**

A survey of organic chemistry and modern biochemistry with special emphasis on those concepts which are of use to science educators. Prerequisite: A grade of C or better in CHM 1046. 3 semester hours credit. [A]

**BOT 3015 Plant Biology** BOT 3015 is an introduction to evolutionary relationships, natural history, ecological adaptations and physiology of plants, fungi, selected protista and prokaryotes. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for teacher certification. Prerequisites: BSC 2010, BSC 2011, CHM 1046. 3 semester hours credit. [A]

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



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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, customize, 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. Prerequisites: CGS 1263 and CGS 1550. 3 credit hours. [O]

**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. [O]

**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. [O]

**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. [O]

**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. [O]

**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. [O]

**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. [O]

**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]

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**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 1060 or consent of department. 3 semester hours credit. [D]

**CGS 1500. Word Processing.** An in-depth course in word-processing software and functions. Topics include creating, editing, and formatting documents; report creation including outline, table of contents, footnote/endnote, and index; merging documents; form letters and mail merge; and creating tables, charts, forms, newsletters and Web pages. Prerequisites: CGS 1060 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. [O]

**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. [O]

**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 course may be repeated four times. Prerequisites: CHD 1430 and CHD 2432. 3 semester hours credit. [O]

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

**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. 3 semester hours credit. [O]

**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. [O]

**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 or consent of department. 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 with a grade of "C" or better. 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 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 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



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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. 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 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. FDLE - 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 2481. 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 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. 2 semester hours credit. [O]

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**CJD 2660. Forensic Photography.** A course covering practical exercises to allow students adequate time to demonstrate their capability to produce, process and prepare photographs suitable for court presentation. This course is for the patrol officer and for law enforcement and correctional investigators. FDLE -CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2661. Special Tactical Problems.** A course providing an overview of special tactical problems for officers. It will provide the trainee with a working knowledge of special problems faced by law enforcement or corrections to include natural and man-made disorders. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2663. Writing and Reviewing Reports.** A course providing a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2677. Drug Abuse Awareness and Education.** A course providing the informed criminal justice officer with the methodologies necessary to educate members of the community. This is achieved through various modes of presentation on current and critical issues relevant to drug abuse FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2680 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. 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 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. 2 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 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.** A beginning course in computer programming, with an emphasis on the problem-solving process, problem analysis, design decisions, and creative algorithm 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 algorithm 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 or consent of department. 3 semester hours credit. [D]

**CTS 2310. 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

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Administering Network Infrastructure; Pre/ Co-requisite: CEN 2305 Administering Directory Services. 3 semester hours credit. [O]

## 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 processes, teaching as a profession, and 20 hours of field experience. 3 semester hours credit. [A]

**EDF 3214. Human Development and Learning** This course is designed to cover myriad learning theories as they apply to student development, learning styles, learning ability as well as disabilities. Students will be afforded the opportunity to explore varying ideologies relative to intelligence and intellectual assessment. Additionally, students will be required to arrange visits totaling at least 15 hours to area schools to observe teaching and learning styles, the interactions between student and teacher, and intervention techniques. Prerequisite: PSY 2012. 3 semester hours credit. [A]

**EDG 2701 Teaching Diverse Populations** 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. Fifteen hours of field experience and examination of educational materials will enhance the student's understanding of multi-culturalism. 3 semester hours credit. [A]

**EDG 4410 Classroom Management & Communication** This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes attitudes, language patterns, values, and behaviors. The course also includes methods and strategies for consulting with other school professionals and parents. Prerequisite or/corequisite EDF 3214. 3 semester hours credit. [A]

**EDF 4430 Measurement & Evaluation in the Classroom** This course helps you obtain skills relevant to the development and use of classroom assessments. Course content addresses four themes: (1) How to establish a framework for assessing your students, (2) How to develop and score your own assessments, (3) How to interpret and use internally and externally developed assessments, and (4) How to communicate assessment results to others. Each week, our class will include presentation and application

components. The presentation component involves lectures and demonstrations related to classroom assessment. The application components involve small groups within the class where you apply what you are learning and share your applications with others in the class. You will also apply these skills through a series of projects. These projects focus on designing and using various assessment tools such as performance assessments, portfolios, and written tests. Focus is on the assessment of skills related to the Florida Sunshine Standards. Significant attention is given to evaluating validity evidence related to external measures and those you develop, and on techniques that facilitate the generalization of what you observe to relevant performances not measured by the assessments. 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, PNPN'S, and other devices. Prerequisite: EET 1025C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit. [O]

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

**EET 2322C. Fundamentals of Analog Communications.** A study of the fundamentals of communication, including AM and FM receivers and transmitters comprised of both discrete and integrated circuits. Involves a practical hands-on application of troubleshooting 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** Technology for Teachers will provide participants with knowledge of and hands-on experience with integrating technology into classroom instructional activities.



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Special focus will be placed on the incorporation of computer- based productivity tools for instruction and instructional support tasks. 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 course helps develop written language skills including basic sentence structure, paragraph organization, usage, punctuation, capitalization and grammatical concepts. This four-hour non-credit course is designed for students who do not possess entry skills for college prep writing as indicated by ACT or FCE-LPT scores: students scoring from 0 to 8 on the Enhanced ACT or below 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,

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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 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 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 1505. 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 1510. 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 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 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 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 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 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 2810. Firefighting Strategy and Tactics I.** A study of multiple company operations, logistics, strategy, use of mutual aid forces, and conflagration control. 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 2811. Firefighting Tactics and Strategy II.** A study of action plans, command and control, safety, building dynamics, sprinkler operations, fire company operations, and various types of fires. An advanced study intended for higher ranking officers, using state or locally provided scenarios. 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]

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**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



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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]

**GRA 2151C-2152C. Computer Based Design I & II.** This course explores the computer's capabilities as a tool for artists and graphic designers. Students will use a variety of layout and image-processing programs, digital photography and digital scanning in assignments that stress creativity and technical proficiency. This course provides students with practical experience in the planning, design, editing and production processes of special, non-newspaper publications. Students will develop skills in the shaping of major college publications, including a college yearbook. 2 semester hours credit for each course. [D]

**GRA 2153C-2154C. Advanced Computer Based Design I & II.** A continuation of the GRA 2151C - 2152C sequence using advanced software and programs. Directed at, but not limited to, artists and graphics designers. Prerequisite: GRA 2151C or 2152C or consent of the department. 2 semester hours credit for each course. [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]

**HUM 2740. European Study in the Humanities.** This course consists of seminars and travel. Pre-travel seminars establish a foundation for critically examining art, architecture, literature and music in relation to significant historical, philosophical and religious currents in European culture. Prerequisite: Consent of the college. 3 semester hours credit. [A]

**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]

## 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]

**MAE 3320 Teaching Methods in Middle School Mathematics** This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course is offered concurrently with MAE 3940, a one credit hour practicum in which students present their projects in middle school classroom environments. This course addresses specific Sunshine State Standards subject matter competencies and pedagogy pertinent to the discipline and required for certification. Co-requisite: MAE 3940. 3 semesters hours credit. [A]

**MAE 3651 Learning Mathematics with Technology** This course is designed for pre-service and practicing middle and high school teachers. It includes the use of innovative computer software and graphing calculators for students to experience learning mathematics with technology at the middle and secondary school levels. The use and integration of dynamic geometry software, computer algebra, electronic spreadsheets, data analysis, and instructional software will be studied from a problem solving perspective. Students will also create programs on a graphing calculator. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and is required for certification. A programmable graphing calculator will be required for this course. Prerequisite: CGS 2415 or consent of the department. 3 semester-hours credit [A]

**MAE 3940 Teaching Middle School Mathematics Practicum** This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This practicum accompanies MAE 3320 and provides students with opportunities to present their interactive curriculum projects to middle school students in local area school districts. Students spend a minimum of 30 school-based hours in the middle school classroom. Project presentations will be coordinated with inservice middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Corequisite: EDF 3214 and MAE 3320 1 semester hour credit. [A]

**MAE 4330 Teaching Methods in Secondary School Mathematics** This course is designed for students who are majoring in secondary mathematics education and is offered concurrently with the practicum in teaching secondary mathematics. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of secondary mathematics including the pedagogy of early algebra,

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geometry, trigonometry and calculus using problems solving, cooperative learning and appropriate technology. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. Corequisite: MAE 49413 semesters hours credit. [A]

**MAE 4941 Teaching Secondary School Mathematics Practicum** This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This practicum accompanies MAE 4330 and provides students with opportunities to present their interactive curriculum projects to secondary school students in local area school districts. Students spend a minimum of 30 school-based hours in the secondary school classroom. Project presentations will be coordinated with in-service secondary school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Corequisite or Prerequisite: EDF 3214 and MAE 4330. 1 semester hour credit. [A]

**MAE 4943 Seminar in Mathematics Education** This course is designed to provide students with instructional strategies, planning techniques, evaluation procedures and class management skills. Pre-requisites: all program requirements complete. Co-requisite: MAE 4945. 3 semester hours credit. [A]

**MAE 4945 Student Teaching in Mathematics** This course requires a teacher candidate to demonstrate pre-professional competencies during a 16 week, full-time internship in a public school approved by the department. Contact hours: a minimum of 35 hours per week for 15 weeks. 10 semesters hours credit. Prerequisites: Completion of all program requirements. Co-requisite: MAE 4943. 10 semester hours credit. [A]

**MAP 2302. Differential Equations.** MAP 2302 is an introductory course in ordinary differential equations. Topics covered are linear first-ordered 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]

**MAS 3105 Linear Algebra :** This course provides a thorough treatment of linear algebra using a matrix-oriented approach. Major topics include: matrices, systems of linear equations, linear transformations, determinants, eigenvectors and eigenvalues, vector spaces and subspaces, inner product spaces, and orthogonality. 4 semester hours credit [A]

**MAS 4203 Number Theory** This course offers an investigative approach to number theory in which students develop their capacity to formulate conjectures and explore their ideas and inquires through the use of a computer algebra system. Conjectures are developed based in part on computer-generated data and formal proofs are then constructed. There is an emphasis on gaining an understanding of the nature of mathematical thinking and learning. 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. MCB 2010L should be taken concurrently. Prerequisite: NUR 1020 or CHM 1030 or consent of department. 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: NUR 1020 or CHM 1030 or consent of department. 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]

**MHF 4404 History of Mathematics** This course is designed as a capstone course for those students who are majoring in secondary mathematics education. This course consists of readings in the history and philosophy of mathematics and in current issues involving mathematics and society. Contributions from mathematicians such as Archimedes, Descartes, Fermat, Newton, Leibnitz, Euler and Gauss are discussed. Emphasis is given to how mathematics relates across disciplines as well as mathematical connections within the discipline; fundamental ideas of high school mathematics are examined from an advanced standpoint. This is a writing-intensive course in which each student develops a portfolio of course accomplishments. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and is required for certification. Corequisites: MAE 4330. 3 semester hours 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]

**MTG 3212 Modern Geometries** This course presents the axioms, basic concepts, proofs and constructions of Euclidean geometry involving line segments, angles, triangles, polygons, circles, parallel lines and similarity. Constructions are made using both compass and straightedge and interactive geometry software. The course also presents basic concepts of non-Euclidean geometries including hyperbolic and spherical. 3 semester hours credit. [A]

**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-MUN 2372. 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]

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**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 1311-2321-1411. 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 1311-2321-1411. App. Music - Piano

MVP 1311-2321. App. Music - Percussion

MVS 1311-2311. App. Music - Violin

MVS 1316-2316. App. Music - Guitar

MVV 1311-2321-1411. 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

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## N

**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, interview tips, and employee benefits is also provided. 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. 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 socio-economic, ethnocultural, spiritual needs, community health concepts, nutrition, and HIV/AIDS education. Instruction includes the development of critical thinking skills. The student will be introduced to medication administration. The clinical application of drugs is also emphasized to insure rational and optimal patient care. Serious attention is given to the skills that 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. This course will also present HIPPA regulations and the implications related to the provision of healthcare. 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 administering medications in the clinical area. 1 semester hour credit. [D]

**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 and will be scheduled in addition to clinical days. There will also be outside assignments such as virtual experiences on the computer that will be included in the clinical experience. 8 semester hours credit. [D]

**NUR1210L. Basic Medical 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. 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]

**NUR1312C. 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 an 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. 2 semester hours credit [D]

**NUR1312L. 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]

**NUR1422C. Basic Obstetrics.** This course is designed to present the nursing student with basic knowledge and skills related to care of a client from conception, concentrating on the stages of normal pregnancy, labor and delivery through postpartum. The course will present an 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



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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. 1 semester hour credit. [D]

**NUR1422L. 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 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]

**NUR2142. 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 medications is an integral part of clinical experiences. Students will demonstrate safe techniques in the skills laboratory prior to administrating 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. 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]

**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 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. Special emphasis will be given to the following topics: ECG Interpretation, Hemodynamic monitoring, Monitoring Intracranial Pressure, Dialysis, Complex IV Therapy, Trauma, Post anesthesia, Organ transplants, Shocks, Multiple Organ Dysfunction Syndrome and Burns. Clinical experience is provided in acute care setting and specialty care areas. Observational time may be scheduled to enhance learning experiences. 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 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 setting and specialty care areas. Observational time may be scheduled to enhance learning experiences. [D]

**NUR 2350C. Advanced Concepts Pediatrics.** This course is designed to present the nursing student with advanced concepts of knowledge and skills related to the 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 will also be scheduled to enhance learning experiences. 3 semester hours credit. [D]

**NUR2350L. 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 2450C. Advanced Concepts Obstetrics.** This course is designed to present the nursing student with advanced concepts of knowledge and skills related to the 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 will be scheduled to enhance learning experiences. Concepts related to pre, intra, and post-operative care are discussed. 2 semester hours credit. [D]

**NUR2450L. 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

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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. 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 nurse 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, and thinking critically and creatively will be presented. 1 semester hour 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. Keyboarding and Document Processing.** This course includes practice in keyboard control; developing speed and accuracy; and typing reports, tables, memorandums, and business letters. No prerequisite, but concurrent enrollment in CGS 1060 or basic computer skills recommended. 3 semester hours credit [O]

**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. Change prerequisite(s) as follows: Prerequisite: OST 1101, CGS 1500 or consent of department. 3 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 1101 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, mark-ups, 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: Eligibility for ENC 1101 and previous word processing or document processing experience. 3 semester hours credit. [D]

**OST 1402. Office Practice.** This course is designed to integrate communication and computer usage skills essential to the office professional. A setting will be provided for studying the duties of an office professional, such as telephone techniques, greeting clients, processing mail, filing, locating information, and finding and applying for a job. Pre- or co-requisite: OST 1101 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: CGS 1060 or consent of department. 3 semester hours credit. [O]

**OST 1501. Office Management.** This course will assist the student to develop skills for managing an office. Topics include leadership, productivity, automation, human resources, ergonomics, budgets, cost control, problem-solving, and ethics. Prerequisite: OST 1402 and CGS 1060 or consent of department. 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 1101 or previous document processing or word processing experience. 3 semester hours credit. [O]

**OST 1941. Internship in Office Administration.** Supervised, practical unpaid work experience in an appropriate business, industry, government agency, or institution which relates to an Office Administration 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 certificate or degree in Office Administration; completion of an internship application and/or approval of the course instructor; and 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 terminology, background, and knowledge of 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 1101 and OST 1601 or consent of department. 3 semester hours credit. [O]

**OST 2949. Cooperative Education in Office Administration.** Supervised, practical paid work experience in an appropriate business, industry, government agency, or institution which relates to an Office Administration 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 Administration; completion of a cooperative education application and/or approval of the course instructor; and availability of a training slot. 1-3 semester hours credit. May be repeated up to a total of 3 semester hours credit. [D]

## P

**PCB 3063 Genetics** PCB 3063 is an introductory study of the principles of inheritance and the molecular genetics of prokaryotes and eukaryotes including gene regulation. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for teacher certification. Prerequisites: BSC 2010, CHM 1045, CHM 1046. 3 semester hours credit. [A]

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**PCB 4043C and PCB 4043L Ecology with Lab** PCB 4043 is an introduction to living systems at the population and community/ecosystem levels. It includes energy flow and nutrient cycling in ecosystems; community organization, development and classification; population structure and dynamics. Labs include field work, lab analysis and use of interactive software. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for teacher certification. Prerequisites: BSC 2010/2010L, BSC 2011/2011L, and CHM 1046/1046L. 3 semester hours credit. [A]

**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



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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 PSC1121. 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. A grade of "C" or higher is required to enter the ASDN program at Chipola. 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 course is designed to improve reading speed, vocabulary, comprehension and study skills. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. 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]

**RED 3360 Teaching Reading in Middle/Secondary Schools** This course is designed to promote the effective teaching of literacy skills across the curriculum. The major emphasis of this course is placed on current theories, methods, and materials used in content area literacy instruction. Lecture, discussion, simulated teaching and field work constitute different course activities. 3 semester hours 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]

## S

**SCE 3320 Teaching Middle School Science** This course covers contemporary thinking, practices, and research in the teaching of science (pedagogical content knowledge) as it relates to middle school children. It is designed to introduce middle school teachers to a knowledge-based approach to the teaching and learning of science. In doing so, the course will focus on core concepts and principles in science which will serve as the context for course activities (e.g., in-class inquiry activities; assignments; assessment; lesson planning and concept mapping). This course is required for certification. Corequisite: SAE 3940. Prerequisite: 18 semester hours of science. 3 semester hours credit. [A]

**SCE 3940 Teaching Middle School Science Practicum** This course is designed for students who are majoring in secondary science education and who will be obtaining teacher certification in grades 6-12. This practicum accompanies SCE 3320 and provides students with opportunities to present their interactive curriculum projects to middle school students in local area school districts. Students spend a minimum of 30 school-based hours in the middle school classroom. Project presentations will be coordinated with inservice middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Corequisite or Prerequisite: EDF 3214 and SCE 3320. 1 credit hour. [A]

**SCE 4330 Teaching Methods in Secondary Science** This course covers contemporary thinking, practices, and research in the teaching of science (pedagogical content knowledge, and pedagogical knowledge in general) as it relates to secondary school students. It is designed to introduce secondary school teachers to a knowledge-based approach to the teaching and learning

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of science which includes knowledge construction. In doing so, the course will focus on core concepts and principles in science which will serve as the context for course activities (e.g., in-class inquiry activities; assignments; assessment; lesson planning and concept mapping). Corequisite: SCE 4941. 3 semester hours credit. [A]

**SCE 4941 Teaching Secondary School Science Practicum** This course is designed for students who are majoring in secondary science education and who will be obtaining teacher certification in grades 6-12. This practicum accompanies SCE 4330 and provides students with opportunities to present their interactive curriculum projects to secondary school students in local area school districts. Students spend a minimum of 30 school-based hours in the secondary school classroom. Project presentations will be coordinated with inservice secondary school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Corequisite: SCE 4330. 1 semester hour credit. [A]

**SCE 4943 Seminar in Science Education** This course is designed to provide students with instructional strategies, planning techniques, evaluation procedures and class management skills. Pre-requisites: All other program requirements complete. Co-requisite: SCE 4945. 3 semester hours credit. [A]

**SCE 4945 Student Teaching in Science** This course requires a teacher candidate to demonstrate pre-professional competencies during a 16 week, full-time internship in a public school approved by the department. Contact hours: a minimum of 35 hours per week for 15 weeks. Prerequisites: Completion of all program requirements. Co-requisite: SCE 4943. 10 semesters hours credit. [A]

**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, 2263-2264. SGA Leadership Development I, II, III, IV.** A course designed for student leaders to participate in the SGA 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. Required for all Student Government Association Officers. 1 semester hour credit. [A]

**SLS 1265-1266, 2267-2268. Ambassador Leadership Development I, II, III, IV.** A course designed for student leaders to participate in the Student Ambassador program. The course includes the dynamics of student organizational behavior, personal and group goal setting, conflict resolution, and development of leadership skills. Required for all Student Ambassadors. 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 2016. Speech Communication for Educators.** This course is designed to help future teachers become more effective communicators, particularly through the medium of public speaking, with emphasis on the demands specific to the education profession. Also, the demands of conveying such information to secondary students will be emphasized. Open to Chipola Secondary Education applicants only. Requires approval of the Director of the Chipola Teacher Education Department. 1 semester hour credit. Prerequisites: ENC1101 and ENC 1102 with grade of "C" or higher. Prerequisite or corequisite: EME 2040.[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

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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]

## 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]

**TSL 3080 ESOL Issues: Principles and Practices** The course is designed to provide students with information and skills concerning the education of students who have limited English proficiency (LEP). The course addresses recognizing the need for training in order to work with LEP students and focuses on cross cultural understanding and methods of teaching speakers of other languages. It also focuses on working with the families of the LEP students. Ten hours field experience. Prerequisite: EDF 3214. 3 semester hours. [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]



*"The nursing program at Chipola College is wonderful. The instructors are willing to go out of their way to help the students."*

Stephanie Mann  
Sophomore

*"I have enjoyed my experience at Chipola College, and I am confident that its curriculum has adequately prepared me for the University level of education."*

2004 Graduating Student Survey

*"Chipola is a great learning institution because it offers small classes and has teachers that go the extra mile to help you succeed."*

Savannah Bennett  
Communications Major  
Transfer Student to Florida State University, Panama City

# Degree Programs



*"The best teachers I've ever had are in the Chipola Math Department, and I hope to be as good as they are when I finish the bachelor's degree."*

Meghan Smith  
Math Education Major  
Junior

*"Chipola, thank goodness, is greater than the sum of its parts."*

Faculty Member  
Employee Survey

*"Because of my time at Chipola, when I began classes at the University of Florida, I felt I was better prepared than the students who took their first two years at the university."*

David Melvin  
2003 Outstanding Alumnus  
CEO, Melvin Civil Engineering

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**Baccalaureate Degree Programs**  
**Associate in Arts Degree Programs**  
**Associate in Science Degree Programs**  
**Associate in Applied Science Degree Programs**  
**College Credit Certificate Programs**  
**The University Center**

# DEGREE PROGRAMS

Chipola College offers four types of degrees: Baccalaureate (four-year), Associate in Arts (AA), Associate in Science (AS) degrees, and Associate in Applied Science (AAS) degrees.

## Baccalaureate Degree Programs

(Chipola expects to add new baccalaureate programs soon, so visit [www.chipola.edu](http://www.chipola.edu) often)

### Bachelor in Science in Secondary Education High School Mathematics Education Major Middle School Mathematics Education Major High School Biology Major Middle School Science Major

Chipola College's Secondary Education degree prepares students to teach mathematics and/or science in middle and/or high school. Graduates of these programs will be certified to teach either mathematics and/or science in Florida middle and high schools.

If you are interested in becoming a teacher and making a difference in someone's life, come take advantage of Chipola's student-centered environment, full-time educators, small classes, student support network, and low costs.

Contact Dr. Kitty Myers at (850) 718-2276 or [myersk@chipola.edu](mailto:myersk@chipola.edu) or Dr. Lou Cleveland at (850) 718-2416 or [clevelandl@chipola.edu](mailto:clevelandl@chipola.edu) for more information.

## Admission Requirements for the Secondary Education Degree

- Associate in Arts degree from a regionally accredited institution. (Students with at least 60 semester credit hours of postsecondary education who have completed the general studies requirement may be admitted on a case-by-case basis.)
- Completion of all lower division state mandated common prerequisites including the three Education prerequisites EDF 1005, EDG 2701, EME 2040. See the [pages 58-61](#) for freshman and sophomore requirements.
- Earned overall GPA of 2.5 in all lower division coursework.
- Demonstrated proficiency in state mandated General Knowledge content through satisfactory completion of all four (4) parts of the CLAST examination or the General Knowledge part of the Florida Teachers Certification Exam.
- Satisfactory background check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- Submission of completed Chipola application and official transcripts.
- Submission of a satisfactory brief narrative that includes a request for admission to the program, factors influencing the applicant's decision to teach, the applicant's philosophy of education, and previous teaching or related experiences which demonstrate the applicant's potential as an educator.

- Written recommendations from three (3) individuals familiar with the applicant's academic work, personal character, and/or ability to work with children and/or youth.

## Fee Schedule

The following fee schedule applies to all 3000-4000 level courses:

In-state residents (per credit hour) .....	\$68.50
Alabama & Georgia residents (per credit hour) .....	\$69.50
Out-of-state residents (per credit hour) .....	\$293.50

## Applying for Admission

1. Submit the following to the Admissions and Records Office in L 112; Phone: (850) 718-2211:

- a. Completed Chipola College application. If you were not enrolled within the last year at Chipola College, you will need to submit a new application.
- b. Completed Chipola College Baccalaureate Supplemental Application (<http://www.chipola.edu/Secondary%20Education/index.htm>) for the Bachelor's program.
- c. A High School Transcript denoting graduation and all college transcripts.

## Applying for Financial Aid

At Chipola College, we can help you pay for your bachelor's degree through our Foundation Office and our Financial Aid Office.

**Chipola Foundation**  
718-2478

**Financial Aid**  
526-2761, Ext. 3293

All students who apply for financial assistance *must* complete the Free Application for Federal Student Aid (FAFSA). Sources for financial aid include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Florida Student Assistant Grant (FSAG), Institutional Scholarships, Federal Work-Study and Subsidized Stafford Loans. The Beall Endowment Fund provides **free tuition to the first 20 students enrolled in Secondary Education classes. (Students must first apply for Federal, State, and Chipola Foundation financial aid and use toward tuition costs. Any tuition fees left over will be paid by Chipola's Beall Endowment Fund.)**

## Florida Education Scholarships – Critical Teacher Shortage Areas

Middle/high mathematics and science are critical teacher shortage areas.

Financial assistance, scholarships and loan forgiveness for teachers in critical teaching shortage areas\* include:

- **Critical Teacher Shortage Tuition Reimbursement Program** Those currently teaching or preparing to teach in a Pre K-12 critical teacher shortage area as approved by the State Board of Education.

▪ **Critical Teacher Shortage Student Loan Forgiveness Program** Those who are certified through the Florida Department of Education and have taught full-time for 90 days in a critical teacher shortage area may apply for loan forgiveness of up to \$10,000 for loans received while pursuing teaching degrees.

To access detailed information about the above programs—as well as information about the application process—go to the Florida Department of Education web site at: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)

**Florida Fund for Minority Teachers Scholarship**

This collaborative, performance-based scholarship program is designed for African-American/Black, Hispanic/Latino, Asian/

Pacific Islander, and American Indian/Alaskan Native community college graduates interested in teaching careers in Florida public schools.(Money for this scholarship is contingent on funding by Florida Legislature.)

The scholarship also is offered to Florida residents who are newly enrolled in a bachelor’s program in Education who will become full-time teachers in a K-12 Florida public school. Scholarships are awarded in an annual amount of \$4,000.

The deadline for fall enrollment is July 1; for spring, November 15.

Upon graduation, MTES recipients are required to teach one year in Florida public school for each year they received the scholarship. For information and an application, visit: [www.ffmt.org](http://www.ffmt.org)





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## Bachelor of Science Degree

# Secondary Education - Mathematics *Program Code 1057*

### FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
MAC 1311	Calculus & Analytical Geometry I	5	MAC 2312	Calculus & Analytical Geometry II	4
BSC 1005	Intro to Biological Science	3	XXX XXXX	HUMANITIES ELECTIVE	3
EDF 1005	Intro to Education	3	EME 2040	Intro. to Educational Technology	3
SLS 1101	Orientation	1			
TOTAL		16	TOTAL		14

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
HUM 2216 or 2233	Humanities with Writing I or II	4	SPC 2016	Speech Communication for Education	1
MAC 2313	Calculus & Analytical Geometry III	4	XXX XXXX	SOCIAL SCIENCE ELECTIVE	3
EDF 2701	Teaching Diverse Populations	3	CGS 2415	Programming Languages for Educators	3
GLY 1001	Intro to Earth Science	3	PSC 1121 & 1121L	Intro. to Physical Science with Lab	4
PSY 2012	General Psychology	3	AMH 2010 or 2020	American History I or II	3
TOTAL		17	TOTAL		14

### JUNIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDF 3214	Human Development & Learning	3	TSL 3080	ESOL Issues: Principles & Practices	3
MAS 3105	Applied Linear Algebra	4	MAE 3651	Learning Math. with Technology	3
MAE 3320	Teach. Mid. Sch. Mathematics	3	MAP 2302	Introduction to Ord. Diff. Equations	3
MAE 3940	Teach. Mid. Sch. Math Practicum	1	STA 2023	Introduction to Statistics	3
MTG 3212	Modern Geometries	3	RED 3360	Teach. Reading in Mid/Sec Schools	3
TOTAL		14	TOTAL		15

### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	4	MAE 4945	Student Teaching in Mathematics	10
EDF 4430	Measure. & Eval. in Classroom	3	MAE 4943	Seminar in Mathematics Education	3
MAS 4203	Number Theory	3			
MHF 4404	History of Mathematics	3			
MAE 4330	Teach. Methods in Sec. Sch. Math.	3			
MAE 4941	Teach. Sec. Sch. Math Practicum	1			
TOTAL		17	TOTAL		13

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## Bachelor of Science Degree

### Middle School Education - Mathematics

#### FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
MAC 1105	College Algebra	3	MAC 1140	Precalculus	3
BSC 1005	Intro to Biological Science	3	XXX XXXX	HUMANITIES ELECTIVE	3
EDF 1005	Intro to Education	3	EME 2040	Intro. to Educational Techology	3
SLS 1101	Orientation	1	GLY 1101	Intro to Earth Science	3
TOTAL		14	TOTAL		16

#### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
HUM 2216 or 2233	Humanities with Writing	4	SPC 2016	Speech Communication for Education	1
MAC 1114	Trigonometry	3	MAC 1311	Calculus & Anal. Geometry I	5
EDF 2701	Teaching Diverse Populations	3	XXX XXXX	Social Science Elective	3
CGS 2415	Programing Language for Educators	3	PSC 1121 & 1121L	Intro. to Physical Science with Lab	4
PSY 2012	General Psychology	3	AMH 2010 or 2020	American History I or II	3
TOTAL		16	TOTAL		16

#### JUNIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDF 3214	Human Development & Learning	3	TSL 3080	ESOL Issues: Principles & Practices	3
MAS 3105	Applied Linear Algebra	4	MAE 3651	Learning Math. with Technology	3
MAE 3320	Teach. Methods in Mid. Sch. Math	3	EDM 3001	Introduction to Middle School	3
MAE 3940	Teach. Mid. Sch. Math Practicum	1	STA 2023	Introduction to Statistics	3
MAE 3815	Elements of Geometry	3	RED 3360	Teach. Reading in Mid/Sec Schools	3
TOTAL		14	TOTAL		15

#### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	4	MAE 4945	Student Teaching in Mathematics	10
EDF 4430	Measure. & Eval. in Classroom	3	MAE 4943	Seminar in Mathematics Education	3
MAE 4816	Elements of Algebra	3			
MHF 4404	History of Mathematics	3			
MAE 4330	Teach. Methods in Sec. Sch. Math.	3			
MAE 4941	Teach. Sec. Sch. Math Practicum	1			
TOTAL		17	TOTAL		13

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## Bachelor of Science Degree

# Secondary Education - Science - Biology *Program Code 1073*

### FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
GLY 1001	Introduction to Earth Science	3	CHM 1045 & 1045L	General Chemistry I with Lab	4
MAC 1105 or 1140	College Algebra or Precalculus Alg.	3	EDG 2701	Teaching Diverse Populations	3
EDF 1005	Intro to Education	3	XXX XXXX	HUMANITIES ELECTIVE	3
SLS 1101	Orientation	1	MAC 1140 or STA 2023	Trigonometry or Intro to Statistics	3
TOTAL		14	TOTAL		17

Summer I		Sem. Hrs.
CHM 1046 & 1046L	General Chemistry II with Lab	4
TOTAL		4

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
HUM 2216 or 2233	Humanities with Writing I or II	4	SPC 2016	Speech Communication for Education	1
MGF 1106 or MAC 1311	Math for Liberal Arts or Calculus w/ Anal. Geometry I	3 (5)	XXX XXXX	SOCIAL SCIENCE ELECTIVE	3
PSY 2012	General Psychology	3	EME 2040	Intro to Educational Technology	3
BSC 2010 & 2010L	Int. Principles of Biology I w/ Lab	4	BSC 2011& 2011L	Int. Principles of Biology II w/ Lab	4
			AMH 2010 or 2020	American History I or II	3
TOTAL		14-(16)	TOTAL		14

### JUNIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDF 3214	Human Development & Learning	3	BCH 3023	Intro. to Organic & Biochemistry	3
SCE 3320	Teach. Meth. in Mid. Sch. Science	3	PCB 3043 & 3043L	Ecology w/ Lab	4
SCE 3940	Teach. Mid. Sch. Science Pract.	1	BOT 3015	Plant Biology	3
BSC 2094 & 2049L	Anatomy & Physiology II w/h Lab	4	TSL 3080	ESOL Issues: Principles & Practices	3
PCB 3063	Genetics	3	RED 3360	Teach. Reading in Mid/Sec Schools	3
TOTAL		14	TOTAL		16

### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	3	SCE 4940	Student Teaching in Science	10
EDF 4430	Measure. & Eval. in Classroom	3	SCE 4943	Seminar in Science Education	3
SCE 4330	Teach. Methods in Sec. Science	3			
PCB 4043C & 4043L	Ecology with Lab	4			
SCE 4941	Teach. Sec. Sch. Science Pract.	1			
TOTAL		14	TOTAL		13



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## Bachelor of Science Degree

# Middle School Education - Science

### FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
GLY 1001	Introduction to Earth Science	3	XXX XXXX	SOCIAL SCIENCE ELECTIVE	3
MAC 1105 or 1140	College Algebra or Precalculus Alg.	3	EDG 2701	Teaching Diverse Populations	3
EDF 1005	Intro to Education	3	XXX XXXX	HUMANITIES ELECTIVE	3
SLS 1101	Orientation	1	MAC 1140 or STA 2023	Trigonometry or Intro to Statistics	3
TOTAL		14	TOTAL		16

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
HUM 2216 or 2233	Humanities with Writing I or II	4	SPC 2600	Speech	3
MGF 1106	Math for Liberal Arts	3	AST 1002 & 1002L	Astronomy	4
PSY 2012	General Psychology	3	EME 2040	Intro to Educational Technology	3
BSC 2010 & 2010L	Int. Principles of Biology I w/ Lab	4	BSC 2011 & 2011L	Int. Principles of Biology II w/ Lab	4
			AMH 2010 or 2020	American History I or II	3
TOTAL		14	TOTAL		17

### JUNIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDF 3214	Human Development & Learning	3	SCE 3651	Learning Science with Technology	3
SCE 3320	Teach. Meth. in Mid. Sch. Science	3	EDM 3001	Introduction to Middle School	3
SCE 3940	Teach. Mid. Sch. Science Pract.	1	PHY 3021	Physics for Science Teachers B	4
CHM 1045 & 1045L	General Chemistry I	4	TSL 3080	ESOL Issues: Principles & Practices	3
PHY 3020	Physics for Science Teachers A	4	RED 3360	Teach. Reading in Mid/Sec Schools	3
TOTAL		15	TOTAL		16

### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	3	SCE 4940	Student Teaching in Science	10
EDF 4430	Measure. & Eval. in Classroom	3	SCE 4943	Seminar in Science Education	3
SCE 4330	Teach. Methods in Sec. Science	3			
PCB 4043C & 4043L	Ecology with Lab	4			
SCE 4941	Teach. Sec. Sch. Science Pract.	1			
TOTAL		14	TOTAL		13

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## Associate in Arts Degree Programs

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### Differences between Associate in Arts, Associate in Science, and Associate in Applied Science Degrees

**All courses designated [A] and [D] in the “Course Descriptions” section of this Catalog will transfer to state colleges and universities in Florida.**

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

Students should understand the differences between the Associate in Art, the Associate in Science degrees and the Associate in Applied Science degrees.

### AA Guarantees Acceptance at State Universities

As the pages that follow explain, the Associate in Arts degree is intended for students who plan to attend a Florida college or university to complete their bachelor’s degree. Various agreements 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 college or university.

### AA Curricula

The programs of study (curricula) for the AA degree at Chipola include the requirements that Florida colleges and 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 colleges and universities in Florida strongly recommend that students who do not fulfill the foreign language requirement in high school do so at the community college level. The University of Florida and Florida State University require students to meet the foreign language requirement **before** admission.

### AS and AAS Curricula

The programs of study (curricula) for the Associate in Science degree at Chipola include many courses that are transferable to Florida universities. Each AS degree contains a minimum of 15 hours of general education courses, all of which are transferable. Only courses designated [O] in the “course description” section of this catalog may not transfer. Interested students should check with Student Services for additional information and assistance.

Two of the A. S. degrees at Chipola, Nursing and Business Administration, 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 colleges or 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.

### Students who Plan to Transfer to a College or University and Complete a Bachelor's Degree

Often referred to as the Transfer Program, the Associate in Arts degree is designed for students who plan to complete their first two years of college work at Chipola and then transfer to another Florida college or university. Credits earned are transferable 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 colleges and 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 Chipola.

Students transferring with the AA degree are guaranteed the transferability of credits earned toward that degree and junior level standing at a Florida public college or 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 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 ac-

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cess 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

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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.

### Foreign Language Requirement

Although Chipola does not require a foreign language for completion of the AA Degree, all state colleges and universities in Florida have a foreign language requirement for the Bachelor's Degree. The foreign language requirement should be fulfilled by taking two years of a single foreign language at the high school level or 8-10 hours at the college level. Most Florida colleges and 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 meet the foreign language requirement before admission.

### 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 65 for the required mathematics courses and 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 colleges and 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 colleges and universities may be denied.

The CLAST requirements also apply to students transferring to Florida state colleges and 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 Admissions and Records Office (Building L).

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 2004-2005 administration dates must register in the Admissions and Records Office (Building L) 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 Dean of Enrollment Services.

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.

#### 2004-2005 CLAST Dates

Registration Deadline	Test Administration
Sept. 3, 2004	Oct. 2, 2004
Jan. 21, 2005	Feb. 19, 2005
May 6, 2005	June 4, 2005



## 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 general education areas.

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

AREA	HOURS
<b>1. Social Sciences</b>	<b>6</b>
<b>2. Natural Sciences</b>	<b>6</b>
<b>3. Mathematics</b>	<b>6</b>
<b>4. Communications</b>	<b>8</b>
<b>5. Humanities</b>	<b>7</b>
<b>6. General Education Elective</b>	<b>3</b>
<b>TOTAL</b>	<b>36</b>

**Note: There is no Foreign Language requirement for the AA Degree from Chipola; however, students should be aware that Bachelor Degree candidates must 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 college or university should fulfill this requirement before graduating from Chipola. In addition, some college and university programs of study may require additional credits in a foreign language. The University of Florida and Florida State University require students to meet the foreign language requirement before admission.**

### 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
EDF 3214*	Human Development & Learning	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

*\*This course is only available to students enrolled in baccalaureate programs.*

## 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 (6A10.030) 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 (6A10.030) 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. Eight hours and 16,000 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: 8 semester hours**

Course	Title	Hours
<b>Required</b>		
ENC 1101*	Communications Skills I	4
ENC 1102*	Communications Skills II	4

\*The Gordon Rule (6A10.0312) requires all Florida college students to complete at least 12 hours of writing courses at the ENC 1101 level or higher, to write 24,000 words, and to make at least a “C” in each course and any remedial courses taken as prerequisites. Eight hours and 16,000 words required by the Gordon Rule will be satisfied by these two courses.

Transfer students with less than eight (8) hours in ENC 1101 and 1102 will be required to take additional Gordon Rule writing courses.



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## Area 5—Humanities

**Minimum: 7 semester hours**

**Choose from one of the following two options.**

### Option 1

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**Choose seven semester hours as follows:**

Select 3 semester hours: Any ARH or ART course, HUM 2212/2230, THE 1020, or any music course\*

Select 4 semester hours: Select 3 hours from American Literature (AML 2010 or 2020), English Literature (ENL 2011 or 2022) **PLUS** 1 hour of Research Writing (ENC 1133)\*\*

### Option 2

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**Choose seven semester hours as follows:**

Select 3 semester hours: Any ARH or ART course, AML 2010 or 2002, ENL 2011 or 2022, THE 1020, or any music course\*

Select 4 semester hours: HUM 2216 or HUM 2233\*\*

\*Except organization and applied music courses

\*\* The Gordon Rule (6A10.030) 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 pre-requisites. Four hours and 8,000 words required by the Gordon Rule will be satisfied by these courses.

## Area 6—General Education Elective

**Minimum: 3 semester hours**

Select three (3) additional hours from any of the general education courses listed in Areas 1-5.

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## Courses with International or Diversity Focus

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

AMH 2091, 2092	African American History I & II
GEA 2001, 2002	World Geography I & II
REL 2300	World Religions
SYG 1010	Contemporary Sociology
TSL 3080*	ESOL Issues: Principles and Practices
WOH 2012, 2022	World History I & II

*\*This course is only available to students enrolled in baccalaureate programs.*





## 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 college or university.

Although an AA degree from Chipola will transfer to any public Florida college or university (State Board of Education Rule 6A10.024, FAC), students who know their major and transfer school can conserve time by taking the specific general education courses and prerequisites recommended.

Since there are over 600 individual majors or tracks available at state colleges or universities, only a sample AA 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 re-

view 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 colleges or 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/student-services/cguides/guides.htm](http://www.chipola.edu/student-services/cguides/guides.htm)

#### **Florida A & M University**

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

#### **Florida State University**

Art Education  
Art History or Studio Art  
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  
(Pre-Occupational Therapy)  
(Pre-Physical Therapy)  
Microbiology & Cell Science  
Nursing  
Nutritional Sciences  
Pharmacy  
Political Science  
Psychology

#### **University of West Florida**

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

#### **University of Central Florida**

Health Sciences  
Radiologic Sciences

#### **Undecided Majors**

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 college

or university should secure a Curriculum Guide (see list on page 67) 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 Chipola 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			Sem. Hrs.	2nd Semester			Sem. Hrs.
ENC 1101	Communications Skills I (page 65)	4		ENC 1102	Communication Skills II (page 65)	4	
SLS 1401	Career and Life Planning	2		CGS 1060	Intro to Microcomputer Use	3	
XXX XXXX	NATURAL SCIENCE (page 65)	3		XXX XXXX	NATURAL SCIENCE (page 65)	3	
XXX XXXX	SOCIAL SCIENCE (page 64)	3		XXX XXXX	SOCIAL SCIENCE (page 64)	3	
XXX XXXX	MATHEMATICS (page 65)	3		XXX XXXX	MATHEMATICS (page 65)	3	
SLS 1101	Orientation	1					
TOTAL			16	TOTAL			16

## SOPHOMORE YEAR

1st Semester			Sem. Hrs.	2nd Semester			Sem. Hrs.
XXX XXXX <sup>1</sup>	HUMANITIES (page 66) (Gordon Rule Writing Course)	4		XXX XXXX <sup>4</sup>	GENERAL ED ELECTIVE (page 64-66)	3	
XXX XXXX <sup>2</sup>	HUMANITIES (page 66)	3		XXX XXXX <sup>3</sup>	ELECTIVE (Area of career interest)	3	
XXX XXXX <sup>3</sup>	ELECTIVE (Area of career interest)	3		XXX XXXX <sup>3</sup>	ELECTIVE (Area of career interest)	3	
XXX XXXX <sup>3</sup>	ELECTIVE (Area of career interest)	3		XXX XXXX <sup>3</sup>	ELECTIVE (Area of career interest)	3	
XXX XXXX <sup>3</sup>	ELECTIVE (Area of career interest)	3					
TOTAL			16	TOTAL			12

<sup>1</sup> Choose 4 hours from HUM 2216 or 2233 OR choose 4 hours from any AML or ENL PLUS ENC 1133.

<sup>2</sup> Choose 3 hours from any ARH or ART course, HUM 2212 or 2230, THE 1020, any AML or ENL, or any music course except organization and applied music courses.

<sup>3</sup> Electives: These courses should be prerequisites for the student's intended major.

<sup>4</sup> Choose 3 hours from any of the general education courses listed in areas I-V.



## Associate in Science Degree Programs

The programs of study (curricula) for the Associate in Science degree at Chipola include many courses that are transferable to Florida colleges and universities. Each AS degree contains a minimum of 15 hours of general education courses, all of which

are transferable. Only courses designated [O] in the "course description" section of this catalog may not transfer. Interested students should check with Student Services for additional information and assistance.

## Business Administration *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. All courses, with the exception of the TAX 2000, taken in this Associate in Science degree are transferable to state universities in Florida. An additional 13 hours of specific general education courses and completion of CLAST requirements would be needed to earn an Associate in Arts degree.

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
ENC 1101 <sup>1</sup>	4	ENC 1102	4	OST 1335	3	ELECTIVE	3
CGS 1060 or CIS 1000	3	GEB 1011	3	SPC 2600	3	TAX 2000	3
HUMANITIES <sup>2</sup>	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
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>

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

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

<sup>2</sup> Choose from MUL 2010, MUE 1290, 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 College.

## Early Childhood Education Associate Degree *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 <sup>1</sup>	4	HSC 2400 or ELECTIVE <sup>3</sup>	3	CHD 1941 <sup>2</sup> or ELECTIVE <sup>3</sup>	3	CHD 1941 <sup>2</sup> or ELECTIVE <sup>3</sup>	3
CHD 1220	3	NATURAL SCIENCE	3	PSY 2012	3	DEP 2102	3
CHD 1941 <sup>2</sup>	3	CHD 1430	3	HUN 1201	3	CHD 2322 or ELECTIVE <sup>3</sup>	3
SOCIAL SCIENCE	3	CHD 1941 <sup>2</sup> or ELECTIVE <sup>3</sup>	3	HUMANITIES <sup>4</sup>	3	ELECTIVE <sup>3</sup>	4
SLS 1101	1	HSC 1100 or ELECTIVE <sup>3</sup>	3	CHD 2432	3	APA1251 or ACG 2002	3
				ELECTIVE <sup>3</sup>	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>16</b>

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

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

<sup>2</sup> May repeat four (4) times for credit.

<sup>3</sup> Suggested electives include CHD 2800, CGS 1060, CGS 1505, SPC 2600, REA 1205, ORI 2000, OST 1101, any ART course.

<sup>4</sup> Choose from MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

**Certification in First Aid and CPR is also required; this may be obtained through Continuing Education.**

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



# Computer Engineering Technology Program Codes 2174, 2175 and 2177

This program is designed to prepare students for employment as computer engineering technicians, network engineering technicians and in other occupations in electronics and information technology. Also, this program provides supplemental training for persons currently in these occupations. This specialized training

includes system architecture, software, communications, programming, analysis and design of computer systems. Students acquire the necessary skills to operate and maintain various computer systems. Also, students develop skills in hardware and software needed to upgrade and troubleshoot computer circuitry.

Freshman Year				Sophomore Year			
Summer Session II	Sem Hrs			First Semester	Sem Hrs	Second Semester	Sem Hrs
CIS 1000	3			ENC 1101 <sup>1</sup>	4	CET 1178	3
First Semester	Sem Hrs	Second Semester	Sem Hrs	OST 1335	3	HUMANITIES <sup>4</sup>	3
MAC 1105 <sup>1,2</sup>	3	MAC 1114	3	CGS 1565	3	ECO 2013	3
EET 1015C	4	EET 1025C	4	OST 1582	3	SPECIALTY COURSE <sup>3</sup>	3
ELECTIVE	3	CGS 1263	3	SPECIALTY COURSE <sup>3</sup>	3	SPECIALTY COURSE <sup>3</sup>	3
CET 1171	3	CGS 1550	3	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
COP 2000	3	CET 1631	1				
SLS 1101	1	SPECIALTY COURSE <sup>3</sup>	3				
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>				

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

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

<sup>2</sup> Prerequisite: MAT 1033, depending on placement test scores and previous high school algebra classes.

<sup>3</sup> Select one of the following specialties:

**Computer Programming (2177)**—COP 2224, CGS 1540, either CGS 1545, COP 2800, or COP 2535 and 4 hours from CIS 2900, CIS 1941,

or CIS 2949

**Network Support (2175)**—CEN 1300, CEN 2301, and CEN 2320  
**Computer Electronics (2174)**—CET 2114C, CET 2152C, CET 2173C, and CET 1111.

<sup>4</sup> Choose from MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

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

# Computer Information Administrator 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 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
CIS 1000	3	CET 1263	3	APA 1251 or ACG 2021	3	MAC 1105	3
MGF 1106 <sup>1,2</sup>	3	ENC 1101 <sup>1</sup>	4	HUMANITIES <sup>4</sup>	3	GEB 1011	3
CET 1171	3	CGS 1550	3	OST 1335	3	BUSINESS/COMPUTING	
SOCIAL SCIENCE	3	CGS 1565	3	SPECIALTY COURSE <sup>3</sup>	3	ELECTIVE	3
OST 1582	3	CET 1178	3	SPECIALTY COURSE <sup>3</sup>	3	SPECIALTY COURSE <sup>3</sup>	3
SLS 1101	1					SPECIALTY COURSE <sup>3</sup>	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>			CIS 1949 or CIS 2949	1
				<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>

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

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

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

<sup>3</sup> Select one of the following specialties:

**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

<sup>4</sup> Students may choose from MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

<sup>5</sup> Chosen with consent of departmental advisor.

A minimum of 63 semester credit hours is needed to graduate with an A.S. degree as a Computer Information Administrator from Chipola 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 <sup>1</sup>	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 <sup>1</sup>	3
CJD 2603	2			CJC 1000	3	SLS 1101	1
CJD 2681	2					ELECTIVE	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>20</b>

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

<sup>1</sup> 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 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 <sup>1</sup>	4	HFT 2840C	2	MATHEMATICS <sup>1</sup> or	3	FSS 2382L	1
FOS 2201C	2	FSS 2224C	4	NATURAL SCIENCE		FSS 2247L	2
FSS 1002C	2	FSS 1105	2	FSS 1248C	2	ELECTIVE	2-3
FSS 1202C	4	FSS 2380	4	FSS 2240C	3	FSS 2381	4
FSS 1246C	4	GENERAL	3	HFT 2264C	2	HFT 1860	2
SLS 1101	1	EDUCATION COURSE		HFT 1213C	2	SYG 1000	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>	SPC 2600 <sup>2</sup>	3	HUMANITIES <sup>3</sup>	3
				<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17-18</b>

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

<sup>1</sup> 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.

<sup>2</sup> Check prerequisites.

<sup>3</sup> Students may choose MUL 2010, MUE 1290, 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 College.

## Dental Hygiene *Program Code 9096*

### Articulation Agreement between Chipola College and Tallahassee Community College

Chipola 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 <sup>1,2</sup>	4	BSC 2094C and 2094L <sup>1,2</sup>	4
MGF 1106 <sup>3</sup>	3	MCB 2010 & 2010L <sup>1</sup>	4
ENC 1101 <sup>3</sup>	4	SPC 2600 <sup>1</sup>	3
SYG 1000	3	PSY 2012	3
CHM 1030 & 1030L <sup>1,2</sup>	4	HUN 1201 <sup>1</sup>	3
SLS 1101	1		
<b>Total</b>	<b>19</b>	<b>Total</b>	<b>17</b>

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

<sup>1</sup> Check prerequisites.

<sup>2</sup> 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.

<sup>3</sup> 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 College when the application is submitted. **This process should be completed before the application deadlines listed above.**

## Electronics Engineering Technology *Program Code 2176*

The Electronics 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 <sup>1</sup>	4	CGS 1100 <sup>2</sup>	3	ENC 1102	4	ETD 2320C	3
MAC 1105	3	MAC 1114	3	EET 2119C	4	CET 2114C	4
EET 1015C	4	HUMANITIES <sup>3</sup>	3	PHY 1053C & 1053L	4	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 <sup>4</sup>	3
				COURSE			
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>17</b>

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

<sup>1</sup> 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.

<sup>2</sup> Check prerequisites.

<sup>3</sup> Choose from MUL 2010, MUE 1290, THE 1020 or any ARH or ART course.

<sup>4</sup> 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 Electronics Engineering Technology from Chipola 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 1505	3	FFP 2740	3	ENC 1101 <sup>1</sup>	4	CGS 1060	3
FFP 1610	3	FFP 2811	3	MGF 1106 <sup>1</sup>	3	POS 2112	3
FFP 1540	3	FFP 2810	3	GENERAL ED ELECTIVE 3		ARH 1003	3
FFP 2780	3	FFP 2120	3	ELECTIVE <sup>2</sup>	3	ELECTIVE <sup>2</sup>	3
FFP 2720	3	FFP ELECTIVE	3	SLS 1101	1	ELECTIVE <sup>2</sup>	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>

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

<sup>1</sup> 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.

<sup>2</sup> 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 College.

## Network Administrator *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 <sup>3</sup>	3	OST 1335	3	CEN 2321	3
CET 1171	3	CGS 1550	3	CEN 2301	4	CEN 2305	4
CGS 1060 <sup>2</sup>	3	CGS 1263	3	CEN 2320	4	CEN 2323	3
OST 1582	3	CET 1178	3	CIS 1949/2949	3	GENERAL EDUCATION <sup>3</sup>	3
SLS 1101	1	GENERAL EDUCATION <sup>3</sup>	3	CET 1631	1		
<b>Total</b>	<b>14</b>		<b>15</b>	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>13</b>
Summer Session I		Sem Hrs					
CEN 1300	3						
GENERAL EDUCATION <sup>3</sup>	3						
<b>Total</b>	<b>6</b>						

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

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

<sup>2</sup> Students who lack high school preparation in keyboarding skills must take OST 1141.

<sup>3</sup> Students must complete the following general education courses: MGF 1106<sup>1</sup> or higher; MAC 1105<sup>1</sup> or higher; any general education social science course; and one humanities course from among MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

A minimum of 63 semester credit hours is needed to graduate with an A.S. degree as a Network Administrator from Chipola College.



## Nursing (RN) *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. Refer to the Chipola Nursing Course Syllabi and Nursing Handbook for specifics. A copy is available online on the Chipola website or in Q229.

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 three semesters.

The program also facilitates articulation toward an upper division baccalaureate program in nursing. ADN students will adhere to standards as listed in the Chipola 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. All courses taken in this Associate in Science degree are transferable to state universities in Florida. An additional 17 hours of specific general education courses and completion of CLAST requirements would be needed to earn an Associate in Arts degree. All common prerequisites must be completed before acceptance into baccalaureate program.

### FALL ADMISSION

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

Freshman Year			
1st Sem (Fall)	Sem Hrs	2nd Sem (Spring)	Sem Hrs
NUR 1020C&1020L	6	NUR 1210C & 1210L	8
NUR 1260C & 1260L	1	NUR 1422C & 1422L	1
NUR 1010	1	NUR 1312C & 1312L	2
NUR 1141	1	BSC 2094C & 2094L	4
BSC 2093C & 2093L <sup>3</sup>	4		
DEP 2004	3		
<b>Total</b>	<b>16<sup>6</sup></b>		<b>15</b>

Summer Session I Sem Hrs	
NUR 2520C & 2520L	3
MCB 2010 & 2010L	4
<b>Total</b>	<b>7<sup>7</sup></b>

Sophomore Year			
1st Sem (Fall)	Sem Hrs	2nd Sem (Spring)	Sem Hrs
NUR 2211C & 2211L	6	NUR 2291C & 2291L	6
NUR 2142	2	NUR 2450C & 2450L	2
HUMANITIES <sup>4</sup>	3	NUR 2350C & 2350L	3
MAC 1105 <sup>5</sup>	3	NUR 2810	1
<b>Total</b>	<b>11-14</b>	<b>Total</b>	<b>12</b>

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

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

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

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

<sup>4</sup> Students may choose MUL 2010, MUE 1290, THE 1020 or any ARH or ART class.

<sup>5</sup> If not already taken.

<sup>6</sup> CNA requirements met.

<sup>7</sup> PN requirements met.

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

## SPRING ADMISSION

### General Education Coursework

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



### Freshman Year

1st Sem (Spring)	Sem Hrs
NUR 1020C&1020L	6
NUR 1260C & 1260L	1
NUR 1010	1
NUR 1141	1
BSC 2093C & 2093L <sup>3</sup>	4
DEP 2004	3

**Total 16<sup>6</sup>**

Summer Session I	Sem Hrs	Summer Session II	Sem Hrs
NUR 1422C & 1422L	1	NUR 2520C & 2520L	3
NUR 1312C & 1312L	2		
BSC 2094C & 2094L	4		
<b>Total</b>	<b>7</b>		<b>3</b>

2nd Sem (Fall)	Sem Hrs
NUR 1210C & 1210L	8
MCB 2010 & 2010L	4
<b>Total</b>	<b>12<sup>7</sup></b>

### Sophomore Year

1st Sem (Spring)	Sem Hrs
NUR 2211C & 2211L	6
NUR 2142	2
HUMANITIES <sup>4</sup>	3
MAC 1105 <sup>5</sup>	3

**Total 11-14**

Summer Session I	Sem Hrs	Summer Session II	Sem Hrs
NUR 2291C & 2291L	6	NUR 2450C & 2450L	2
		NUR 2350C & 2350L	3
		NUR 2810	1

**Total 6 6 6**

**All Nursing Associate in Science degree students must complete the required academic courses with a grade of "C" or higher.**

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

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

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

<sup>4</sup> Students may choose MUL 2010, MUE 1290, THE 1020 or any ARH or ART class.

<sup>5</sup> If not already taken.

<sup>6</sup> CNA requirements met.

<sup>7</sup> PN requirements met.

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

## Office Administration *Program Code 2161*

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.

Certificates are issued for completion of the courses indicated:

\***Office Support** (12 semester hours) Program Code 5260

+**Office Specialist** (18 semester hours) Program Code 5264

#**Office Management** (27 semester hours) Program Code 5292

Freshman Year				Sophomore Year			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
*+# CGS 1060	3	+# CGS 1500	3	SLS 1101	1	MAC 1105 <sup>1,3</sup> MGF 1106 <sup>1,3</sup>	
*+# OST 1101	3	+# OST 1102	3	OST 1335	3	or NATURAL SCI	3
*+# OST 1582	3	# OST 1601	3	APA 1251	3	HUMANITIES	3
*+# OST 1402	3	# OST 1501	3	GEB 1011	3	ACG 2002	3
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>	CGS 1540	2	BUL 2131	3
<b>Summer Session I Sem Hrs</b>				<b>Summer Session II Sem Hrs</b>			
# OST 1324	3	ENC 1101 <sup>1</sup>	4	SOCIAL SCIENCE	3	OST 1941 or 2949	2-3
GEN ED ELECTIVE <sup>2</sup>	3			<b>Total</b>	<b>15</b>	<b>Total</b>	<b>14-15</b>
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>4</b>				

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

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

<sup>2</sup> Choose 3 hours from any of the general education courses listed in areas I-V. Social Science is preferred.

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

ous high school algebra courses.

<sup>4</sup> Students may choose ECO 2013, ECO 2023, SYG 1000, SYG 1010, or PSY 2012.

<sup>5</sup> Students may choose MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

A **minimum** of 63 hours is needed to graduate with an A.S. degree in Office Administration from Chipola 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. All courses taken in this Associate in Science

degree are transferable to state colleges and universities in Florida. An additional 14 hours of specific general education courses and completion of CLAST requirements would be needed to earn an Associate in Arts degree.

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

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

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

<sup>2</sup> Indicates core courses.

<sup>3</sup> Students may choose MUL 2010, MUE 1290, 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 College.

# Telecommunications Engineering 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 <sup>1</sup>	4	EET 1025C	4	HUMANITIES <sup>4</sup>	3	CET 2114C	4
MAC 1105 <sup>2</sup>	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 <sup>3</sup>	3	ELECTIVE	3	ETD 2320C	3
SLS 1101	1						
<b>Total</b>	<b>15</b>		<b>14</b>	<b>Total</b>	<b>13</b>	<b>Total</b>	<b>14</b>
				<b>Fall Semester</b>	<b>Sem Hrs</b>		
				EET 1371	8		
				<b>Total</b>	<b>8</b>		

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

- <sup>1</sup> Non-credit college-prep reading, and/or writing courses may also be required, depending on placement test scores.
- <sup>2</sup> 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.

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

<sup>4</sup> Choose MUL 2010, MUE 1290, 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 College.**





## Associate in Applied Science Degree Programs

The programs of study (curricula) for the Associate in Applied Science degree at Chipola includes many courses that are transferable to Florida colleges and universities. Each AAS degree contains a minimum of 15 hours of general education courses, all of which are transferable. Only courses designated [O] in the

“course description” section of this catalog may not transfer, although all faculty meet the Southern Association of Colleges and Schools requirements for teaching transferable courses. Interested students should check with Student Services for additional information and assistance.

## Electronic Engineering Technology

Program Code 2476

The Electronic Engineering Technology program is a competency-based, self-paced, technical program leading to an Associate in Applied 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 <sup>1</sup>	4	CGS 1100 <sup>2</sup>	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 <sup>3</sup>	3	CET 2152C	4
EET 1607C	4	EET 1025C	4	SOCIAL SCIENCE	3	CET 2173C	3
SLS 1101	1	EET 2104C	4	GENERAL ED COURSE	3	TECHNICAL ELECTIVE <sup>4</sup>	4
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>

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

<sup>1</sup> 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.

<sup>2</sup> Check prerequisites.

<sup>3</sup> Choose from MUL 2010, MUE 1290, THE 1020 or any ARH or ART course.

<sup>4</sup> 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 College.



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# College Credit Certificate Programs

## Health Sciences Programs

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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, Nursing Assistant and Patient Care Assistant.

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, Florida EMS Division, and the Florida State Board of Nursing.

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 College and Gulf Coast Community College

Chipola 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 College (718-2316), for program specific information.
2. Complete the Chipola College application process. Applications are available in the Admissions and Records Office in Building L.
3. Take the Test of Adult Basic Education (TABE); must score at 11th grade level. Contact Testing Center to schedule this test (526-2761, Ext. 3459).
4. Take the College Placement Test. Call 718-2309 for testing information.
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 Guilford, DEAL Coordinator, at Gulf Coast Community College at (850) 747-3244.

### 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 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.

### Child Development Early Intervention *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 1220 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)

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## The University Center @ Chipola College

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The mission of the University Center at Chipola is to respond to the educational needs of Chipola's service area by assisting students in the pursuit of baccalaureate and graduate degrees. The University Center is based on the principle 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, graduates with a two-year degree now have the opportunity to pursue higher education at Chipola.

The University Center collaborates 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 these degrees. 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.

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) 718-2276 or [myersk@chipola.edu](mailto:myersk@chipola.edu) and visit the University Center web-site at Chipola's homepage, [http://www.chipola.edu/university\\_center](http://www.chipola.edu/university_center)

The following degree programs will be offered during the 2004-2005 school year. Class schedules for on-campus degrees are posted on the University Center website.

### Florida State University Panama City Campus

*Coordinator: Renee Green 718-2419 [greenr@chipola.edu](mailto:greenr@chipola.edu) L103*

**\*Master of Social Work** - The Florida State University School of Social Work and The Florida State University Panama City Campus are pleased to offer part-time students a master's degree program in Social Work (MSW). This program is fully accredited through CSWE. It is designed for adults who cannot set aside full-time job and family responsibilities for full-time graduate study but who are willing to make the commitment to a part-time program.

The School of Social Work offers Traditional and Advanced Standing MSW tracks. The Traditional track is for persons with a bachelor's degree in any field other than social work or with a BA or BS from a non-CSWE accredited program. It requires 61 semester hours of course work including two field placements: the first is 432 clock hours; the second is 512 clock hours. The Advanced Standing track is for persons with a BA or BS in social work from a CSWE accredited program. It requires 39 semester hours of course work including one 512 clock hour field placement.

### Florida State University Tallahassee Campus

**\*2+2 Programs:** Supported distance learning programs that feature specially designed, state-of-the-art, instructional materials, Chipola computer access, and local mentors. Degrees may be earned

in Computer Science, Criminology & Criminal Justice, Information Studies, Interdisciplinary Social Science and Software Engineering

**\*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

On-campus program coordinators teach classes, provide academic advising, and offer assistance throughout the program. Classes are offered in the afternoon and evenings on Chipola's campus.

**\*BS in Special/Elementary Education** – This program will comprehensively train pre-service teachers to serve both in the elementary and special education settings. A large component of practical experience in elementary classrooms will be incorporated into the curriculum. This program is NCATE/DOE approved.

*Coordinator: Patti Davis Holley 718-2361 [davisp@chipola.edu](mailto:davisp@chipola.edu) L101*

**\*BS in Criminal Justice:** This degree offers an interdisciplinary, issue-oriented program focusing upon the issues of crime, law enforcement, corrections, and the criminal justice system.

*Coordinator: April Robinson 718-2407 [robinsona@chipola.edu](mailto:robinsona@chipola.edu) L101*

**\*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.

*Coordinator: Sherri Stone 526-2761 Ext. 3356 [stones@chipola.edu](mailto:stones@chipola.edu) L101*

**\*AS in EET to Baccalaureate in Electronic Engineering Technology:** This program prepares students for employment and/or specialized training as electrical or electronic technicians. It is in a sequence of instruction preparing students for positions as Electronic Assemblers, Electronics Testers, Electronics Equipment Repairers and Electronic Technicians. Electronic Technology focuses on board, transferable skills and stresses understanding and demonstration of the Electronics industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues and health, safety and environmental issues. Contact: Dr. Kitty Myers 718-2260, Gary Cook 718 2397, James Bailey 718-2452.

### Troy State University, Florida Region

**\*Masters in Counseling and Psychology:** Courses are taught in the evenings and on Saturdays on Chipola's campus. Students must have a Bachelors degree to enroll in the program. (This program is not offered every semester.) *Coordinator: Lisa Kitto (850) 244-7414*

### University of Florida

The University Center at Chipola College is pleased to announce an exciting educational opportunity for students interested in pursuing a degree from the University of Florida College of Agricultural and Life Sciences. Under a joint agreement, this fall semester UF will offer courses that apply toward a degree in Animal Science. Some courses will also apply to a pre-veterinary curriculum.

### Online Degrees

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 website.



*During my two years at Chipola I found all the faculty and staff very supportive and helpful. The faculty and staff in the music department helped me get through my two years at Chipola, as well as, fully prepare me for my transfer to a University. Being in the Chipola Rock and Jazz ensemble allowed me to experience as well as play many different varieties of music. The experience I had at Chipola will always be with me.*

Jenny Parmer, Alumna  
Music Major

*The teachers have been wonderful and extremely helpful. I have also enjoyed cheering for the basketball team and fans. Both have been extremely supportive.*

Jessica Crutchfield  
Sophomore



*“I was so excited when I heard about the science education degree at Chipola. I got my AA degree at Chipola and got to know my instructors well. I learn best in small classes when the instructors are also available to help me. I want to intern close to my home, so I can get a teaching job here.”*

Star Young  
Science Education Student

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**District Board of Trustees**  
**Administration**  
**Faculty and Administrators**  
**Non-Teaching Staff**  
**Faculty Emeriti**



# PERSONNEL

## District Board of Trustees

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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** (2007), 1510 Jenkins Road, Bonifay, FL 32425

**Brenda G. Taylor** (2005), 3268 Cody Taylor Lane, Bonifay, FL 32425

**Jeff Crawford, Jr.** (2007), 2542 Indian Springs Road, Marianna, FL 32446

**John W. Padgett** (2006), 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** (2006), Post Office Box 214, Bristol, FL 32321

**Gary F. Clark** (2007), 1670 Peel Road, Chipley, FL 32428

**Abby Hinson** (2007), 884 Clayton Road, Chipley, FL 32428

**T. Gerald Holley**, Board Attorney, Post Office Box 268, Chipley, FL 32428

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## Administration

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Dr. Gene Prough  
President



Steve Young,  
Vice President  
of Finance



Dr. Sarah Clemmons  
Vice President  
of Instruction and  
Student Services



Dr. Kitty Myers  
Associate Vice  
President of Instruction  
& Baccalaureate  
Program Development



Marion "Bud" Riviere  
Dean of  
Workforce Development  
& Continuing Education



Dr. Joan Miller  
Dean of  
Student Services



Dr. Jayne Roberts  
Dean of  
Enrollment Services



Karan Davis  
Associate Vice  
President of  
Human Resources



Dr. Dale O'Daniel  
Special Assistant for  
Institutional Programs  
and Athletic Director



Dennis Everett  
Associate Vice President  
of Information Systems



Gail Hartzog  
Associate Dean of  
Institutional Development  
& Planning




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Director of Continuing Education - Margie Williams  
 Director of Distance Learning - Royce Reagan  
 Director of Distributed Systems - Larry Kuszynski  
 Director of Financial Aid - Sybil Cloud  
 Director of Fine and Performing Arts - Joan Stadsklev  
 Director of Foundation - Julie Fuqua  
 Director of Health Sciences - Kathy Wheeler  
 Director of Library Services - Dr. Carolyn Poole

Director of Mathematics, Natural Science  
 and Education - Dr. Lou Cleveland  
 Director of Physical Plant - Harry Fleener  
 Director of Public Relations - Bryan Craven  
 Director of Public Service - Harrell Glisson  
 Director of Registration & Admissions - Annette Widner  
 Director of Social Science & Business - Willie Spires  
 Director of Theatre - Charles Sirmon

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## Faculty & Administrators

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*Italics indicates administrators.*

*Dates indicate beginning of employment at Chipola College.*

- 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  
Cosmetology Certificate, Chipola Junior College
- 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
- Clark, Chastity**—(2003) Nursing  
A.D.N., George C. Wallace State Community College  
B.S.N., M.S.N., Florida State University
- Clemmons, Sarah M.**, (1979) *Vice President of Instruction & Student Services*  
A.A., Chipola Junior College  
B.A., University of West Florida  
M.S., Troy State University  
M.A., Ph.D., Florida State University
- Cleveland, Linda L.**—(1982) *Director of Mathematics, Natural Science and Education*  
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
- 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
- Cruz-White, Irma**—(2003) Mathematics  
B.S., University of Puerto Rico  
M.S., Ph.D., Florida State University
- Cuccio, Santine**—(2003) Biological Science  
B.S., St. Johns University  
M.S., Ph.D., University of South Florida
- Culbreth, Laurie B.**—(1990) English  
B.S., M.S., Troy State University  
Ph.D., Florida State University
- Davis, Karan**—(1986) *Associate Vice President 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*  
A.A., Chipola Junior College  
B.S., University of West Florida
- Everett, JoAnn**—(1986) Mathematics  
A.A., Chipola Junior College  
B.S., University of West Florida
- Fleener, Harry**—(1996) *Director of Physical Plant*
- Foran, Freddie**—(1978) Welding
- Fowler, Martin**—(2002) Fire Science
- 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
- Graven, Lucinda J.**—(2003) Nursing  
A.A., Chipola Junior College  
B.S.N., M.S.N., Florida State University

- Hartzog, Gail**—(1982) *Associate Dean of Institutional Development & Planning*  
A.A., Chipola Junior College  
B.S., Mississippi College  
M.S., Troy State University
- 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  
A.A., Chipola Junior College  
B.S., M.S., Troy State University
- Ivey, Robert**—(1993) History  
B.A. University of West Florida  
M.S. Troy 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
- Leonard, Kelley**—(2004) Nursing  
B.S.N., Troy State University
- Lipford, Karen**—(2003) Nursing  
A.D.N., Chipola Junior College  
B.S.N., M.S.N., Florida State University
- Lusk, Louise**—(2004) Nursing  
B.S.N., M.S.N., Samford University
- Lyon, Edward**—(1998) Music/Voice  
B.S., M.M., Samford University  
D.M., Florida State University
- McAllister, Gina**—(1998) Education  
A.A., Chipola Junior College  
B.S., Troy State University  
M.Ed., Auburn University  
Ed. S., University of West Florida
- 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) *Associate Vice President of Instruction & Baccalaureate Program Development*  
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**—(2003) *Special Assistant for Institutional Programs and Athletic Director*  
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
- Porter-Lankist, Donna E.**—(2003) Nursing  
A.A., Chipola Junior College  
B.S., Florida State University  
B.S.N., Auburn University-Montgomery  
M.S.N., Troy State University
- Prough, Gene A.**—(1994) *President*  
A. A., Chipola Junior College  
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"**—(2004) *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) *Dean of Enrollment Services*  
A.A., Chipola Junior College  
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) *Director of Theatre*  
B.A., Auburn University  
M.A., Roosevelt University

**Smith, Bonnie B.**—(1986) Mathematics  
A.A., Chipola Junior College  
B.A., University of West Florida  
M.A., Troy State University

**Spires, Willie E.**—(1987) *Director of Social Science and Business*  
A.A., Chipola Junior College  
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 and Performing 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) Social Science  
A.A., Chipola Junior College  
B.S., M.S., Ph.D., Florida State University

**Tidwell, Allan**—(1994) Natural Science  
A.A., Chipola Junior College  
B.S., University of West Florida  
M.S., Troy State University

**Tyler, Angela V.**—(1989) Success Center & Testing  
A.A., Chipola Junior College  
B.S., M.S., Troy State University  
Ed.S. University of West Florida

**Walker, Jane P.**—(1980) Success Center  
B.S., University of West Florida  
M.S., Troy State 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.  
B.S., Southern Christian University

**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**—(1997) *Vice President of Finance*  
C.P.A.  
A.A., Chipola Junior College  
B.S., Florida State University  
M.B.A., Troy State University

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## Non-Teaching Staff

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*Italics indicates managerial staff.*

*Dates indicate beginning of employment at Chipola College.*

**Amison, Blanche**—(2002) Custodian

**Anderson, Kathy**—(1977) Assistant to the Director of Registration and Admissions  
A.A., Chipola Junior College

**Baker, Lucinda**—(1987) Custodian

**Barfield, Patricia**—(2004) Departmental Staff Assistant: Institutional Development and Planning

**Barnes, Ionia L.**—(1976) Departmental Staff Assistant: Mathematics, Natural Science and Education  
A.A., Chipola Junior College

**Bennett, Christen**—(2004) Departmental Staff Assistant: Workforce Development  
A.A., Chipola Junior College  
B.S., Florida State University

**Bethel, Glenda**—(2004) Programmer/Operator: Information Systems

**Berry, Laurie**—(2000) Senior Office Assistant: Financial Aid

**Bradley, Lauren**—(2004) Assistant Coach: Women's Basketball

**Broome, Betty S.**—(1969-72; '89) Department Associate: Counseling & Advising  
A.A., Chipola Junior College

**Brown, Robert**—(1983) Custodian

**Clark, Sheherah**—(2002) Office Assistant: Athletics

**Coley, David**—(2004) Special Services Coordinator

**Collins, Kim B.**—(1989) Office Assistant: Registration

**Cooper, Cassandra J.**—(1988) Departmental Staff Assistant: Social Science and Business

**Crawford, Carol Jean**—(1997) Clerk: Accounts Receivable

**Crawford, Cecil**—(1992) Parking Citation Officer

**Culpepper, Bruce**—(2003) Career Specialist: Educational Talent Search  
A.S., Andrew College

- Cummings, Jan**—(1984-86; '89) Departmental Staff Assistant: Vice President of Instructional & Student Services  
A.A., Catonsville Community College
- Davis, Rebecca**—(2003) Success Center Laboratory Aide  
B.S., Troy State University
- 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
- Dunaway, Kathy**—(2004) Funds Manager  
A.A., Chipola Junior College  
B.S., Troy State University
- Edenfield, Carole**—(1975) Mail Clerk/Residence Hall Assistant
- Edenfield, Richard D.**—(1986) Electrician
- Finch, Edward E.**—(1993) Range Master: Public Service
- Folsom, Sid**—(2002) Custodial Supervisor
- Foran, Laurel**—(1996) Staff Assistant: Accounts Payable
- Graham, Annie**—(1990) Custodian
- Gainer, Stacey**—(2003) Custodian
- Granberry, Boris**—(2000) Custodian
- Green, Dianne**—(2003) Senior Staff Assistant: Physical Plant
- 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) Assistant Athletic Director-Operations  
A.A., Chipola Junior College  
B.S., Florida State University
- Heiar, Greg**—(2003) Assistant Coach: Men's Basketball  
B.S., The Franciscan University
- Hendrix, Belinda**—(2004) Coach: Softball  
B.S., Troy State University
- Herring, Wayne**—(1980) Maintenance Repairman
- Hill, Wayne**—(1984) Property/Inventory & Records Coordinator
- Holley, Roger**—(2001) Distributed Systems Technician
- Hupp, Scarlett**—(2003) Custodian
- Ingram, Bill**—(1999) Lead Groundskeeper
- Jans, Chris**—(2003) Coach: Men's Basketball and Coordinator of P.E. Instruction  
B.A., Loras College
- Johnson, Dana**—(1998) Senior Office Assistant: Information Systems
- Johnson, Jeff**—(1996) Coach, Baseball and Assistant Athletic Director-Eligibility  
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
- Kosciw, Dennis**—(1998) HVAC Technician
- Lane, David**—(2003) Coach: Women's Basketball  
B.A., Coe College
- 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
- 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) Director of Accounting Services  
A.A., Chipola Junior College  
B.S., Florida State University
- O'Pry, Annie**—(1981) Office Assistant: Financial Aid  
A.A., A.S., Chipola Junior College
- Oliver, Gwen**—(2002) Office Assistant: Foundation  
A.S., Chipola Junior College
- Peace, Bobbie**—(2003) Custodian
- Pendergrass, Alice**—(1990) Senior Staff Assistant: Foundation
- Pippen, Wendy L.**—(2003) Human Resources Coordinator  
A.A., Chipola Junior College  
B.S., Florida State University
- Pittman, Alice**—(2001) Custodian
- Pope, Wanda**—(2002) Custodian
- Rash, Annette**—(1973) Administrative Services & Capital Projects Coordinator
- Rehberg, Richard**—(1997) Maintenance Repairman
- Reid, Shirley E.**—(1981) Data Entry Operator
- Rennspies, Dustin**—(2004) Assistant Coach: Baseball
- Riviere, Judy**—(1997) *Director of Educational Talent Search and Tech Prep*  
B.S., University of Montevallo  
M.Ed., University of West Florida
- Shealy, Anita**—(1988) Departmental Staff Assistant: Fine and Performing Arts
- Sherrill, Melinda**—(1997) Senior Staff Assistant: Financial Aid
- Shores, Lisa**—(1989) Senior Office Assistant: Dean of Enrollment Services
- Smith, Jeremy**—(2000) Groundskeeper

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**Smith, Kristie**—(2003) Career Specialist: Educational Talent Search

A.A., Chipola Junior College

B.S., Troy State University

**Spikes, John Tracy**—(2004) Maintenance Repairman

**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) Departmental Staff Assistant:  
Educational Talent Search

A.A., Chipola Junior College

**Thomas, Angie**—(1995) Staff Assistant: Health Sciences

A.A., Chipola Junior College

**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

**Walters, B.J.**—(2003) Custodian

**Ward, Evelyn C.**—(1996) Publications Coordinator

A.A., Chipola Junior College

B.A., University of West Florida

M.S., Florida State University

**Ward, Frederick**—(2002) Custodian

**White, Matthew**—(2004) Senior Distributed Systems

Technician: Information Systems

**Williams, Doris**—(1986) Staff Assistant: Public Service

**Wise, Janet M.**—(1973) Senior Office Assistant: Continuing Education

**Wise III, Guy M.**—(2004) Building Code Administrator

U.B.C.I (Unified Building Code Inspector)

**Wyckoff, Janet**—(1992) Electronics Laboratory Assistant

A.S., Chipola Junior College

## Faculty Emeriti

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**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** (1964-02)

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

**Carol L. Hardin** (1988-03)

Nursing

**Doris B. Herring** (1979-99)

Librarian-Circulation/Reference/Audiovisual

**Loletia S. Henson** (1986-04)

Foreign Language/English

**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

**Paul C. Huang** (1966-2003)

Biology

**Milton H. Johnson** (1961-93)

Head Basketball Coach, Athletic

Director, Division Chairman Physical Education

**Charlton D. Keen** (1965-2003)

Social Science

Vice President, Instructional and Student Services

**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

**H. Dale O'Daniel** (1967-86; 1995-02)  
Economics  
Vice President of Administrative & Business Services  
President

**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

**Marion "Bud" Riviere, Marion "Bud"** (1997-2004)  
Dean of Workforce Development & Continuing  
Education

**R. A. Rogers** (1970-82) *Deceased*  
Carpentry

**Maria E. Scott** (1986-96)  
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

**Ron Ward** (1995-2003)  
Vice President: Administrative Services

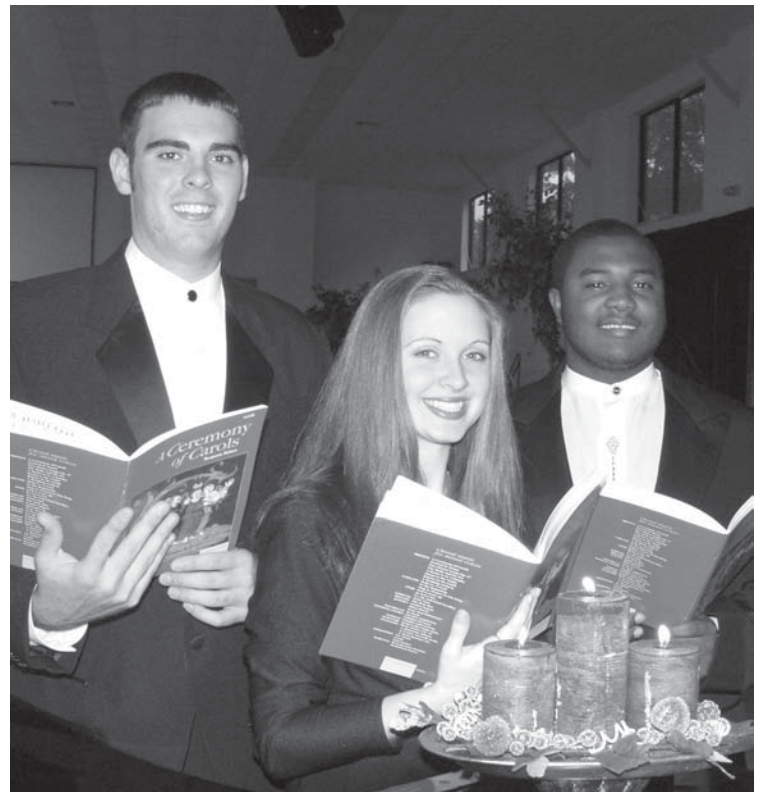
**Jeanette P. Watford** (1969-88) *Deceased*  
English and Speech

**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, 1984-01)  
Automotive Mechanics





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# Calendar 2004-2005

## Fall Semester 2004

### August

- 05 College Application Deadline - Fall Term
- 16 Return To Regular Work Week  
Faculty Returns — Fall Term
- 18 New Student Testing  
Returning Student Reg & Drop/Add 8 a.m. - 3 p.m.
- 19 New & Returning Student Reg & Drop/Add 8 a.m. - 6 p.m.
- 20 New & Returning Student Reg & Drop/Add 8 a.m. - 3 p.m.
- 23 Classes Begin  
Late Reg & Drop/Add 8 a.m. - 3 p.m.
- 24-25 Late Reg & Drop/Add 8 a.m. - 3 p.m.
- 26 Late Reg & Drop/Add 8 a.m. - 6 p.m.  
Distance Learning Orientation 5:15 p.m.  
Employee Fee Waiver Reg 8 a.m. - 6 p.m.
- 27 Late Reg & Drop/Add 8 a.m. - 12 Noon  
Employee Fee Waiver Reg 8 a.m. - 12 Noon

### September

- 03 CLAST Reg Deadline  
Florida Teachers Certification Exam Reg Deadline
- 06 Labor Day Holiday — College Closed
- 17 ACT Reg Deadline

### October

- 02 CLAST
- 05 Last Day For Vertical Transfer
- 06 Fall Festival – Classes Dismissed 10 a.m. – 2 p.m.
- 20 Senior Day
- 23 ACT Test / Florida Teachers Certification Exam

### November

- 03 Last Day To Withdraw from A Class For Fall Term
- 04 Early Spring Reg For Currently Enrolled Honor Students, 8 a.m. – 12 Noon
- 05 ACT Reg Deadline
- 08 Early Spring Reg For Currently Enrolled Students with 45+ Hrs. 8 a.m. - 3 p.m.
- 09 Early Spring Reg For Currently Enrolled Students with 1+ Hrs. 8 a.m. - 6 p.m.
- 10-11 Early Spring Reg For Currently Enrolled Students with 1+ Hrs. 8 a.m. - 3 p.m.
- 16-17 Career Fair – Region III
- 17 Last Day To Resign from All Classes For Fall Term
- 24-26 Thanksgiving Holidays — College Closed

### December

- 01 Deadline To Apply For Graduation - Fall Term
- 03 Florida Teachers Certification Exam Reg Deadline
- 06 College Application Deadline - Spring Term
- 09 Last Class Day — Fall Term
- 10 Final Exams
- 11 ACT Test
- 13-14 Final Exams
- 16 Grades Due 8 a.m. (Including "I" Grades from SS I & II)  
Last Faculty Work Day — Fall Term
- 17-31 Christmas Holidays — College Closed

## Spring Semester 2005

### January

- 01-03 New Year's Holidays — College Closed
- 04 Faculty Returns — Spring Term  
New Student Testing  
Returning Student Reg & Drop/Add 8 a.m. - 3 p.m.
- 05 New & Returning Student Reg & Drop/Add 8 a.m. - 6 p.m.
- 06 Classes Begin  
Late Reg & Drop/Add 8 a.m. - 3 p.m.  
Distance Learning Orientation 5:15 P.M.
- 07 Late Reg & Drop/Add 8 a.m. - 3 p.m.  
ACT Reg Deadline
- 10 Late Reg & Drop/Add 8 a.m. - 3 p.m.
- 11 Late Reg & Drop/Add 8 a.m. - 6 p.m.  
Employee Fee Waiver Reg 8 a.m. - 6 p.m.
- 12 Late Reg & Drop/Add 8 a.m. - 12 Noon  
Employee Fee Waiver Reg 8 a.m. - 12 Noon
- 17 Martin Luther King Holiday - College Closed
- 21 CLAST Reg Deadline
- 22 Florida Teachers Certification Exam

### February

- 12 ACT Test
- 18 Last Day To Vertically Transfer For Spring Term
- 19 CLAST Test
- 25 Florida Teachers Certification Exam Reg Deadline

### March

- 01 Deadline To Apply For Graduation For Spring Term
- 04 ACT Reg Deadline
- 21-25 Spring Break Holidays — College Closed
- 28 Last Day To Withdraw from A Class For Spring Term

### April

- 06 Spring Frolics-Classes Dismissed 10 a.m. - 2 p.m.
- 09 ACT Test
- 11 Last Day To Resign from All Classes For Spring Term
- 12 Early Summer Reg For Currently Enrolled Students with 30+ Hours 8 a.m. – 6 p.m.
- 13 Early Summer Reg For Currently Enrolled Students with 1+ Hours 8 a.m. – 3 p.m.
- 16 Florida Teachers Certification Exam
- 22 College Application Deadline—Summer I
- 28 Last Class Day — Spring Term
- 29 Final Exams

### May

- 02-03 Final Exams
- 05 Grades Due 8 a.m. (Including "I" Grades from Fall)  
Last Faculty Work Day — Spring Term  
Graduation 7 p.m.
- 06 ACT Deadline – CLAST Deadline

## Summer Session I, 2005

### May

- 09 Faculty Returns 10 a.m.— Summer I  
New & Return Stu Reg & Drop/Add 8 a.m. - 6 p.m.  
College Begins Four-Day Work Week
- 10 Classes Begin  
Distance Learning Orientation – 5:15 p.m.  
Late Reg & Drop/Add 8 a.m. - 3 p.m.  
Employee Fee Waiver Reg 8 a.m. - 3 p.m.
- 11 Late Reg & Drop/Add 8 a.m. - 12 Noon  
Employee Fee Waiver Reg 8 a.m. - 12 Noon
- 24 Last Day To Vertically Transfer For Summer I Term
- 30 Memorial Day Holiday — College Closed

### June

- 01 Deadline To Apply For Graduation For Summer I
- 03 Florida Teachers Certification Exam Reg Deadline
- 04 CLAST Test
- 06 Early Fall Reg For Currently Enrolled Students with 45+ Hours – 8 a.m. – 6 p.m.
- 07 Last Day To Withdraw from A Class For Summer I  
Early Fall Reg For Currently Enrolled Students with 1+ Hours – 8 a.m. –3 p.m.
- 08-09 Early Fall Reg For Currently Enrolled Students with 1+ Hours – 8 a.m. –3 p.m.  
College Application Deadline — Summer II
- 11 ACT Test
- 14 Last Day To Resign from All Classes For Summer I
- 21 Last Class Day — Summer I
- 21 Last Faculty Day For Summer I  
Grades Due 4 p.m. (Including "I" Grades from Spring)

## Summer Session II, 2005

- 23 Faculty Returns — Summer II - 10 a.m.  
New & Return Stu Reg & Drop/Add 10 a.m. - 6 p.m.
- 27 Classes Begin  
Late Reg & Drop/Add 8 a.m. - 3 p.m.  
Employee Fee Waiver Reg 8 a.m. - 3 p.m.
- 28 Late Reg & Drop/Add 8 a.m. - 12 Noon  
Employee Fee Waiver Reg 8 a.m. - 12 Noon

### July

- 04 Independence Day Holiday — College Closed
- 05 Deadline To Apply For Graduation For Summer II
- 11 Last Day To Vertically Transfer For Summer II Term
- 18 Early Fall Reg For Students Enrolled In Spring or Summer I/II 1+ Hrs. 8 a.m. - 6 p.m.
- 19-20 Early Fall Reg For Students Enrolled In Spring or Summer I/II 1+ Hrs. 8 a.m. - 3 p.m.
- 23 Florida Teachers Certification Exam
- 26 Last Day To Withdraw from A Class For Summer II

### August

- 01 Last Day To Resign from All Classes For Summer II
- 04 College Application Deadline — Fall Term
- 08 Last Class Day — Summer II  
Last Faculty Day For Summer II  
Grades Due 4 p.m.

August 2004							September 2004							October 2004							November 2004							December 2004							January 2005													
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S							
1	2	3	4	5	6	7				1	2	3	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8							
8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	19	20	21	22	23	24	25	9	10	11	12	13	14	15
15	16	17	18	19	20	21	12	13	14	15	16	17	18	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22	23	24	25	26	27	28	19	20	21	22	23	24	25	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	30	31										
29	30	31	26	27	28	29	30	31																																								

February 2005							March 2005							April 2005							May 2005							June 2005							July 2005						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
			1	2	3	4				1	2	3	4	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
6	7	8	9	10	11	12	6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
13	14	15	16	17	18	19	13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
20	21	22	23	24	25	26	20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
27	28	27	28	29	30	31													29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	31							





# CHIPOLA COLLEGE CAMPUS MAP



## Buildings

- A— Administration
- B— Library
- C— Social Science
- D— Fink Natural Science
- E— Receiving/Maintenance
- F— Residence Hall
- G— Student Services
- H— McLendon Fine Arts
- I— Arts Center
- J— Theatre
- K— Student Center/Bookstore/Cafeteria
- L— University Center/Enrollment Services/Business Office
- M— Business/Cosmetology
- N— Workforce Development
- O— Electronics/Success Center
- P— Automotive
- Q— Health Science
- R— Johnson Health Center
- S— Continuing Education/Conference Center
- T— Pool Complex
- U— Foundation
- V— Child Care
- Y— Public Service
- Z— Literature/Language/BS Programs
- BB— Bus Barn
- BC— Baseball Complex
- FS— Foundation Storage
- P3— Property 3 (Porter)
- P5— Property 5 (Tatum)
- P6— Property 6 (Maddox)
- SB— Storage Building
- SC— Softball Complex
- SS— Shower Storage

