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# 2007-2008 CATALOG

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# CHIPOLA COLLEGE

1947



2007

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 to award Baccalaureate degrees, Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Chipola College.

#### 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 an advisor to verify the appropriateness of the courses for which to register.

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

#### AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

This publication is available in alternative format upon request.

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## **Chipola provides excellent opportunities for its students**

Over half a 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 sixty 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 a high percentage of full-time faculty. 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 computer labs. 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 in men's and women's basketball, baseball and softball. The college also supports a wide range of academic and extracurricular clubs and activities.

Chipola is understandably proud of its heritage and looks forward to continued success during its second half-century.

*Gene Prough, President*

# About Chipola



*"Chipola has a great atmosphere and a wonderful staff. I've had a wonderful learning experience at Chipola."*

2006 Graduating Student Survey

*"The teachers at Chipola are very interested in helping you do well and trying to accommodate you in every way. I love the teachers, especially in the Math and Science department."*

2006 Graduating Student Survey

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

Georgia Britt  
2005 Graduate

*"Chipola is close to home, the teachers are nice, and I love the beautiful scenery on campus."*

Rachel Powell  
Studio Art Major



*"I really enjoyed my experience at Chipola. When I first came I could hardly pass a 10th grade level math test, but now, since the teachers helped me, I can ace a trigonometry test. They really taught me something. I am smarter now than I've ever been. Thanks."*

2005 Graduating Student Survey

*"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



## History

### Documented Performance of Chipola and Its Students

### Vision, Mission & Goals



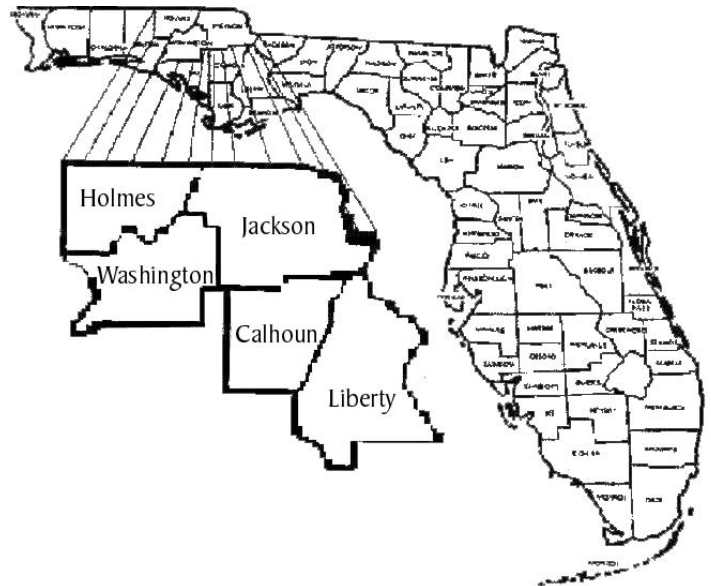
# CHIPOLA COLLEGE

## 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 3262 students in its regular degree and certificate programs in 2005-06 and an additional 2408 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 31 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. There are six buildings at off-campus sites.



Programs in workforce education began in 1967-68.

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 approved Chipola's Application for Substantive Change to a Level II institution and granted permission to offer baccalaureate degrees in December of 2003.

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. Chipola continues to prepare math and science teachers for area middle and high schools in addition to planning to initiate a Bachelor of Applied Science in Business Management in 2007-2008.

After 60 years, Chipola continues its efforts to meet the challenge of its own mission by addressing the postsecondary educational needs of local citizens.

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

*Chipola College Vision*

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## Documented Performance of Chipola and Its Students

Chipola is respected among post secondary institutions in Florida 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:** State reports have ranked Chipola first in the percent of Florida's Bright Futures Scholarship recipients. During a recent year, over 19% of the total degree-seeking student population were on these prestigious scholarships; 43% of entering freshmen were Bright Futures Scholars. Many 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. State accountability reports consistently rank Chipola 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 80%. Among the underprepared students who are placed in college-prep/remedial courses on entry, Chipola has unprecedented success. According to the state's accountability report, 82% of the students who take college prep/remedial reading go on to pass their required college-level reading course, compared to the statewide rate of only 63.4%. The grade point average of Chipola's AA graduates who transferred three years ago to the State University System (all universities/all students) was 3.04, compared to the state average of only 2.92. Chipola's most recent CLAST overall passing or exemption rate was 96%.

- **CAAP Performance:** Chipola's 2005 and 2006 graduating sophomores exceeded the national mean for public two-year college sophomores on every test and subtest of the Collegiate Assessment of Academic Proficiency Exam (CAAP), including a Critical Thinking score of 61.7, compared to the national average of 60.5.

- **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 Christiana Prichard, a former student named the number one college student among all students in Florida's colleges and universities according to *Florida Leader Magazine*. Prichard was selected from hundreds of nominees from public and private colleges and universities in Florida. In 2007, several students were honored. T.J. Walker was named to the *USA Today*/All American Team, the All Florida Academic Team, and a Phi Theta Kappa Leader of Promise. Sarah Cartwright was also named to the All Florida Academic Team and Krystle Shelton was named a Phi Theta Kappa Guistwhite Scholar.

Campus organizations such as Phi Theta Kappa, Brain Bowl, Mu Alpha Theta, and Phi Beta Lambda reflect Chipola College's commitment to academic growth among the student body

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

*Four Chipola scholars were awarded the prestigious Guistwhite Scholarship in the last two years. Only 20 are awarded worldwide annually.*



inside and outside of the classroom. The college nurtures and guides the students in these organizations, expanding their educational opportunities into regional and national arenas. Student members are encouraged to interact and sometimes compete with their peers at community colleges nationwide. Through membership, students are exposed to the diversity within the region and nation and have the opportunity to foster new experiences through conferences throughout Florida and in distant locations like Los Angeles, Dallas, Boston, Denver, Nashville, Minneapolis, and most recently, Seattle.

The Chipola College chapter of Phi Theta Kappa, an honor society for community college students, maintains a legacy of excellence. In 2006, Chipola student and Phi Theta Kappa member, Kimberly H. Garske was named New Century Scholar for the state of Florida. This annual award is reserved for the state's most outstanding student. Additionally, Ms. Garske was named to the All USA Academic 1<sup>st</sup> Team and was selected as one of twenty students nationally to receive the coveted \$5000 Guistwhite Scholarship. Through Phi Theta Kappa, Kimberly received a total of \$10,500 in scholarships. In the same academic year, Cassie Prichard, another chapter member, was named to the All Florida 2<sup>nd</sup> Team and was awarded the Coca-Cola Scholarship. Among other awards, the chapter was recognized as the 2<sup>nd</sup> Most Distinguished chapter in the region.

Chipola College holds its Phi Theta Kappa members in high esteem and has created a wall of honor in the Literature/Language Building to recognize the most outstanding accomplishments earned by individual students throughout the chapter's history. The chapter offers opportunities in scholarship, leadership, and service, and through the society, students learn to understand commitment to community. Although membership is restricted by GPA, the organization opens its doors for non-members to participate in campus and community events.

- **Academic Center for Excellence (ACE):** In 2006, Chipola received a coveted Title III - Strengthening Institutions Grant through the U. S. Department of Education. This provided funds to establish the ACE for instructional support. The ACE features a comfortable learning environment for on-demand tutoring, group study, "Exam Cram" sessions, and computer access to instructional software.

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

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

The Theatre Department's student production, the drama "All My Sons," received two 2006 Irene Ryan Nominations at the Kennedy Center American College Theatre Festival. The 2006-2007 season included Paul Rudnick's I Hate Hamlet and Rogers and Hammerstein's Oklahoma!. Both productions were enjoyed by sold-out audiences. Several other Chipola theatre productions have been ranked "superior" by the Florida Community College Activities Association.

Each summer the department buses in thousands of area children to see its children's theatre production. This past summer the production was The Golden Goose.

The college's three musical ensembles, Chamber Chorus, Rock and Jazz Ensemble, and Show Choir, perform through-



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

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

*Chipola's production of "All My Sons" won Kennedy Center American College Theatre Festival (ACTF) scholarships and Irene Ryan awards.*

out the Southeast. The Show Choir's annual "Jazzmatazz" concerts each January are consistently performed to sold out audiences. As one of the finest college show choirs in the southeast, Chipola's Show Choir routinely performs aboard cruise ships and at Walt Disney World in Orlando. Chipola's Chamber Chorus performs major classical works and standard choral literature.

In affiliation with the Chipola Regional Arts Association (CRAA), the college hosts over a thousand students for musicals, operas, or plays. The CRAA annually funds programs for children, contributes to the Artist Series, provides mini-grants to area art, music, and theatre teachers, sponsors art exhibits, 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 of the same textbooks, and access to appropriate labs and instructional materials.

Many indicators 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.

· **College-Level Competencies:**

Faculty have identified college-level competencies taught in the general education core courses of Associate degrees. Multiple measures are used to evaluate how well students learn to do the following:

- ◆ Evaluate societal and ethical issues, problems, and values;
- ◆ Understand the history, nature, methods, and limits of science;
- ◆ Demonstrate basic mathematical skills and knowledge;
- ◆ Comprehend and articulate effectively in English
  - reading, writing, and oral communication;
- ◆ Interpret, evaluate, and appreciate works of human culture; and
- ◆ Use technology effectively.

· **Excellent Advising and Orientation:** Chipola's students get a good start during one-on-one advising sessions with faculty members and Student Services advisors. Curriculum guides and other aids in educational planning are available on the college's website. Additional academic and career planning tools are also available for students from kindergarten through graduate school via the Florida Academic Counseling and Tracking for Students (FACTS). Entering freshmen learn college survival skills during a five-week orientation course. Recent Graduating Student Surveys show that 93% of the graduates were satisfied with academic advising. Over 88.6% felt that SLS 1101-Orientation had helped them "learn about programs and services," and 91% felt that the course had helped them "learn about transferring to a state university."

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

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



## Congratulations

### T. J. Walker and Sarah Cartwright

#### Chipola College's 2007 Academic All-Americans

T.J. Walker was named Second Team Academic All-American and was featured in the April 16, 2006 edition of *USA Today* as one of 20 members of the All-USA Community College Academic Team. Walker and Sarah Cartwright were both named members of the All Florida Academic First Team.

The pair of students gave hundreds of hours of time to community and campus projects.

"To have two students from the college named Academic All Americans is tremendous. When you consider that these students are ranked out of the 11 million community college students in the country, the magnitude of the honor is even more impressive," states Pam Rentz, Phi Theta Kappa advisor. The All-USA Academic Team is open to associate degree-seeking community college students in the USA and its territories.



*Chipola College made FCCAA state history by garnering four 2007 state championship titles in Men's Basketball, Women's Basketball, Softball and Baseball. All four teams advanced to NJCAA National Championship tournaments.*

**Athletics:** Chipola College marked its 60<sup>th</sup> anniversary in grand style this year by picking up two national championships—baseball and softball—and four state championships in all four of the college's intercollegiate sports, which include men's and women's basketball. Chipola's only other national title came in men's golf in 1967.

The feat put Chipola in the Florida record books as the only team from the state ever to win four state championships in one year.

While Chipola is recognized for its excellent academic program, sports have always been a big part of the college community.

Chipola athletes have played men's basketball and baseball since the college's inception and even fielded a football team for a couple of years. Chipola hosted the first-ever combined men's and women's state basketball tournament in 1997, and has hosted every tournament since then.

Athletics at Chipola enjoys one of the highest transfer rates of student/athletes to Division One schools. Many former players have also advanced to the professional ranks.

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 also ensuring success in the classroom.

For the last two decades, Chipola has competed in men's and women's basketball, men's baseball and women's fast-pitch softball. A women's cross-country team is planned for next year.



*The Chipola Softball team won the college's first national championship title in softball in 2007.*

*The Chipola Baseball team joined the national ranks winning Chipola's first national title in baseball just weeks later.*



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## Course Offerings

Some of the most popular majors among AA/Transfer students are Business, Engineering, Education, Computer Science, Criminal Justice, Social Work, and Psychology. Popular AS degree programs are Nursing, Computer Science, Child Care, and Recreation Technology. Popular certificate programs are Automotive Technology, Computer Electronics, Fire Science, Corrections, Cosmetology and Law Enforcement.

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.

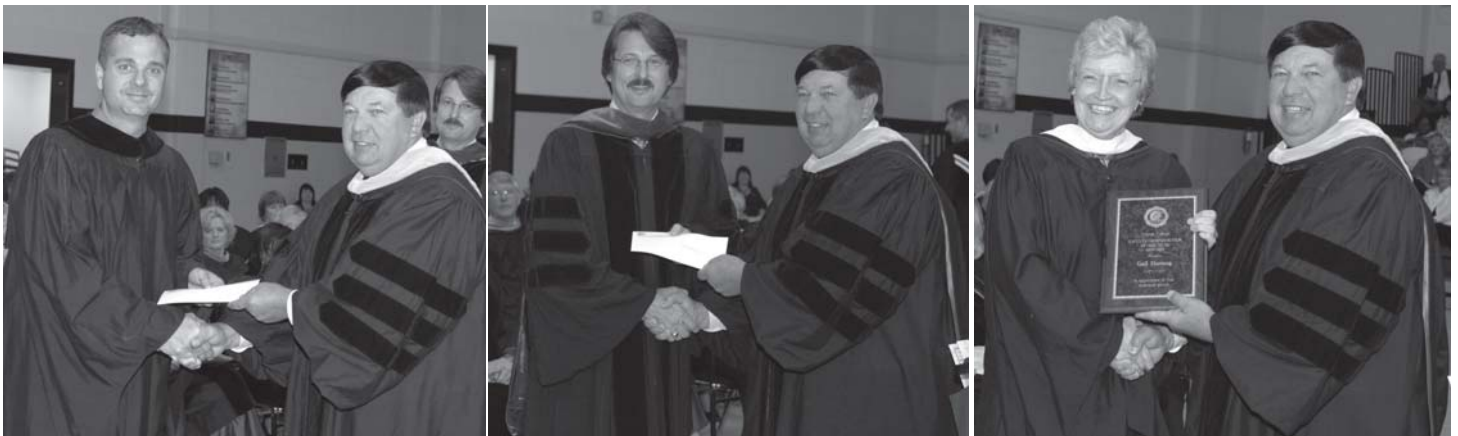
Training programs are changed or continued as dictated by documented need because needs assessments precede all major program changes. Program Reviews are based on indicators of student learning, cost effectiveness, faculty qualifications, and community impact. The college fosters training partnerships with area businesses and agencies. 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; (6) establishing a University Center to bring university bachelor’s and master’s degrees to Chipola in response to a community needs assessment; and (7) initiating a Teacher Education Program to help address Florida’s shortage of qualified math and science teachers; and (8) gaining permission to initiate a Bachelor of Applied Science in Business Management.

## Outstanding Faculty

One of Chipola’s greatest assets is its outstanding faculty. Of the 62 full-time faculty members, about 82% are tenured, with 16% within five years of retirement. About 24% hold doctorates; 63% hold Master’s or Education Specialist degrees. At least 10% of these are completing course work toward the doctorate.

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.



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## Faculty and Staff Accomplishments

### Awards and Recognition

- Rose Cavin, Math – Recipient, Louis W. Bender Scholarship for graduate students at Florida State University.
- John Gardner, Assistant Professor, Automotive Technology – Co-Recipient, 2007 Kirkland Teaching Excellence Award.
- Dr. David Hilton, Science Professor – Co-Recipient, 2007 Kirkland Teaching Excellence Award
- Gail Hartzog, Associate Dean, Development & Planning – Recipient, 2007 Faculty/Administrator of the Year Award.
- Joan Stadsklev, Fine and Performing Arts – Recipient, Special Recognition by the Foundation for Academic Educators, Inc., Ft. Myers, FL; \$10,000 to the Chipola Foundation in honor of Joan Stadsklev.
- Joyce Traynom, Executive Assistant, 2005-06 Career Employee of the Year

### State/Regional/National Leadership

- Christen Bennett, Workforce Development – Board Member, 2006-2008 Region I Representative, Florida Association of Community Colleges (FACC) Student Development Commission.
- Mark Ebel, Language – Hemingway Society. Presentation of Hemingway's Short Stories for Lecture in English 1102, Malaga, Ronda, Pamplona, Spain. June, 2006.
- Sandra Harrell, Athletics – Executive Board Member, 2007 Past President, Florida Association of Community Colleges (FACC).
- Sara Manning, Associate Professor, Nursing – 2007 Ambassador, National League for Nursing.
- Marion C. "Bud" Riviere, Workforce Development – Chipola Regional Workforce Development Board.
- Marion C. "Bud" Riviere, Workforce Development – Advisory Board, University of Florida College of Agricultural and Life Sciences Alumni and Friends.
- Lindsay Roach, Student Services – Corresponding Secretary, Florida Association of Community Colleges (FACC) Student Development Commission.
- Lindsay Roach, Student Services – 2006 Region I Awards Committee, Florida Association of Community Colleges (FACC).
- Charles Sirmon, Director of Theatre – 2005-06 college theatre respondent for the Kennedy Center American College Theatre Festival.
- Charles Sirmon, Director of Theatre – Adjudicator, Florida Junior College Activities Association, Theatre Division.
- Charles Sirmon, Director of Theatre – Participant, The Second City Theatre Training Center, New York City, NY.
- Amanda Suggs, Educational Talent Search – 2007 Public Relations Chair, Florida Association of Community Colleges (FACC) Student Development Commission.
- Jane Walker, Tech Prep Coordinator – Advisory Member, Region I, Training Council for Career and Tech Education; Member, 2006 Florida Tech Prep Network.
- Jane Walker, Tech Prep Coordinator – 2007 CAREERS Conference Advisory Committee, Center on Education and Work, University of Wisconsin-Madison.
- Evelyn Ward, Public Relations – Executive Board Member, 2007 Vice President-Elect, Chapters and Regions, Florida Association of Community Colleges (FACC).
- Kathy Wheeler, Health Sciences – Board Member, Big Bend Area Health Education Coalition (AHEC).
- Matt White, Network Coordinator – Board of Directors Member, Technology Commission Chair, Florida Association of Community Colleges (FACC).
- Margie Williams, Director of Continuing Education – 2007 Chair-Elect, Region I, Continuing and Adult Education Standing Committee.

### Professional Presentations

- Rose Cavin. "Developing Technological Pedagogical Content Knowledge in Pre-service Teachers." Society for Informational Technology and Teacher Education (SITE) Conference, San Antonio, TX. March 2007.
- Irma Cruz-Smith. "National Council of Teachers and Mathematics (NCTM)." Reviewer, Spring 2006.
- Irma Cruz-Smith. "National Council for Accreditation of Teacher Education (NCATE)." Reviewer, Spring 2006.
- DeFelix, Geraldine. "Poetry's Many Facets." Delta Kappa Gamma Society International, Mu State (Florida) Convention, Orlando, FL. April 2007.
- Mark Ebel. "Translation and Triage: Lessons Learned from a Medical Mission to Honduras." Panel discussion, "Health and Society in Latin America." Annual meeting of the Southwest Council on Latin American Studies. Albuquerque, NM. March 1-4, 2006.
- Gail Hartzog. "Practical Steps in Developing a Quality Enhancement Plan (OEP)." 2007 Annual Conference. Southeastern Association for Community College Research (SACCR). Savannah, GA. July 2007.
- Renee Hopkins. "How Electronic Database Training in High School Can Improve Student's Preparedness for College," Chipola Library Seminar on Information Literacy for Secondary School Librarians. April 25, 2006.
- Robert Ivey. "Oxford Round Table," Lincoln College, Oxford, England.

- Judy Riviere. “Chipola Partners Program: An Exemplary Practice.” State FACC Student Development Commission. St. Augustine, FL. May 2007.
- Steve Shimmel and Santine Cuccio. “An Exercise in Collaboration among Teachers of High School Marine Biology, College Ecology and College Teaching Methods in Secondary Science.” Annual Meeting of the Florida Academy of Sciences. Melbourne, FL. March 10-11, 2006.
- Barbara Taylor. Reviewer, Prentice Hall, *Mental Health Nursing*, 6<sup>th</sup> ed., Units I, II, and V. February/March 2006.
- Jane Walker. “Career Pathways.” FTPM Symposium. Jacksonville, FL. October 19, 2006.
- Jane Walker. “Tech Prep on Steroids: Promising Practices in Career Pathways.” Dallas, TX. November 3, 2006
- Cherry Ward. Round Table discussion, Institute on Quality Enhancement and Accreditation, Southern Association of Colleges and Schools, Commission on Colleges. Orlando, FL. July 2006.
- Margie Williams. “Road to Permanence.” Opening Session, 14<sup>th</sup> Judicial Circuit Conference. Gulf Coast Community College, “Leadership.” Region I Conference Group Session. April 20-21, 2006.
- Margie Williams. “Work/Play Yourself Happy.” 2006 FACC State Convention, November 2006, Tampa, FL.
- Margie Williams. “Motivation.” Gulf Coast Community Hospital Annual Employee Recognition Dinner, 2007.
- Margie Williams. “Welcome Back,” Calhoun County School System. Fall 2006.

### **Professional Publications**

- Jeff Bodart, PhD. et al. Entry in *Conference Proceedings*, “Simulated NMR Line Shapes for Random Ordering in Solid Hydrogen Films.” CP850, Low Temperature Physics: 24th International Conference on Low Temperature Physics. November/December 2006.
- Santine Cuccio. “Linking Literacy to Ecology and Science Teaching.” Council on Elementary Science Education International. Winter Journal, 2006/2007.

## **Growth of Facilities and Technology**

During the last five years, the college has received over \$20 million in funds to build or renovate 200,000 square feet. Over 90 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. The new Academic Center for Excellence provides on-demand tutoring and additional academic support.

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. 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 to award Baccalaureate degrees, Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Chipola College.

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

The college is also accredited by the Florida Board of Nursing, Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement (FDLE), Florida Department of Children and Family Services, Bureau of Emergency Medical Services, Bureau of Fire Standards and Training, National Auto Technicians Education Foundation (NATEF), and International Conference on Automotive Collision Repair (I-CAR).

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

**College Motto**  
“A Higher Degree of  
Success”

### 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 increasing the percentage of students who remain continuously enrolled 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*

# Enrollment Services



*"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  
2005 Graduate

*"The Admissions Office has been extremely helpful."*

2007 Graduating Student Survey

*"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**

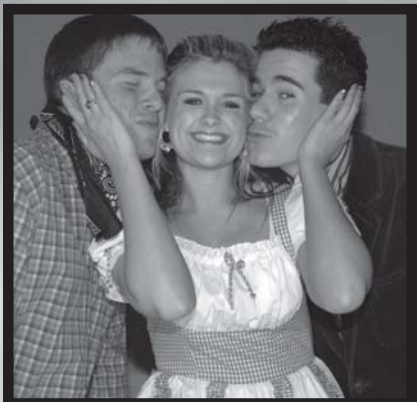
**Maximum Attempts, Grade Forgiveness, and Withdrawal**

**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. Inquiries regarding the college's Equal Opportunity Policies may be directed to Dr. Jayne Roberts, Dean of Enrollment Services, Building A, Room 144, 850-718-2209.

## Admissions

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Chipola College does 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 in any of its educational programs or other programs and practices. Limited Access Programs select students from the applicant pool and consider only the criteria outlined in the program's additional application information.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that the applicant has participated in activities that violate standards provided in the Code of Conduct. (See Student Governance)

Any Admission Application or residency statement submitted by or on behalf of the student that contains false, fraudulent or incomplete statements may result in denial of admission or dismissal. Decisions concerning admission rests with the Dean of Enrollment Services. Applicants who are denied admission may appeal to the Admissions Committee.

### 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 found inside the front cover of this catalog. 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 section on Degree Programs 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. Upon acceptance to the college, 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 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.

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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 and Records 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 60*)

#### Associate in Arts, Associate in Science and Associate in Applied Science Degree Programs

No student is officially accepted into the college until all transcripts are on file. All transcripts should be on file by the end of the first term. A student will be placed on a registration restriction if transcripts are not received by the end of the first term of enrollment. **A student who has not been officially accepted into the college is not eligible for financial aid.**

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 established 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 benefit 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 established 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). All courses received for transfer college credit must be evaluated and approved by the Dean of Enrollment Services. The amount of credit allowed will 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 provided the courses meet academic standards and are relevant to the college's instructional program. 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 an approved commercial evaluating company. (Information is available in the office of Dean of Enrollment Services.)

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.

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



Students under suspension/dismissal from another college or university will not be considered for admission during the period of their suspension. In exceptional cases, students may petition the 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**

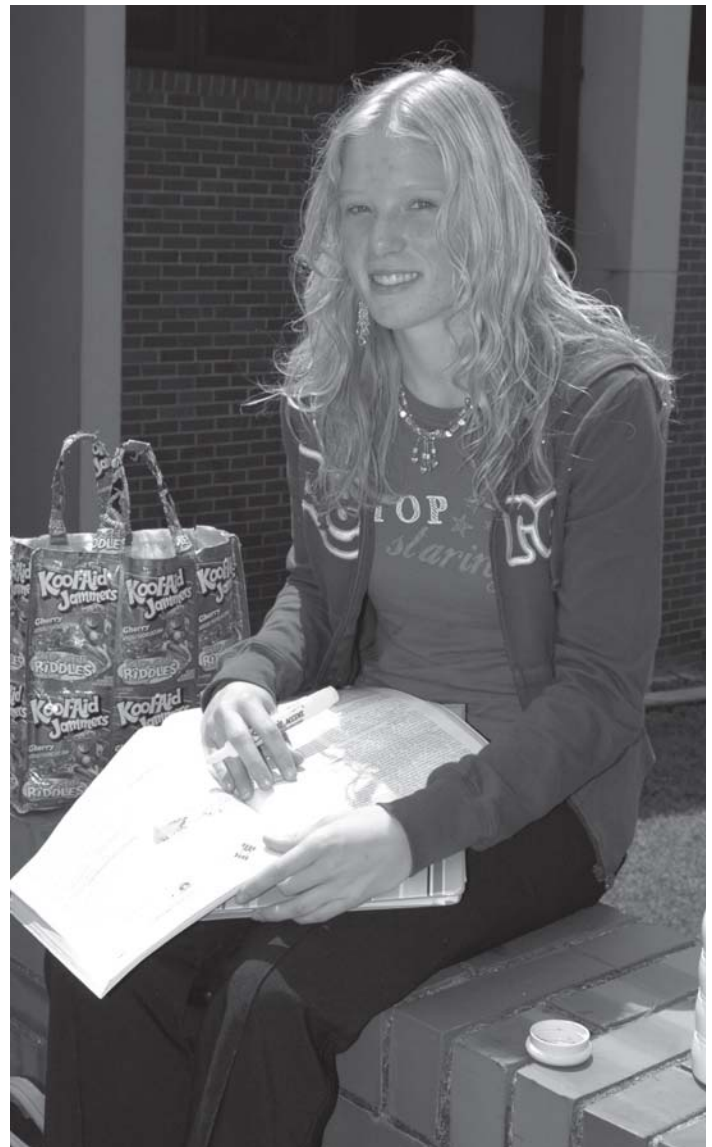
Students may be awarded college or workforce development credit based on special training, work experience, and/or demonstrated skills obtained outside the traditional classroom. Credits will be awarded for skills and knowledge directly related to a particular program of study, not simply for years of 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 following Associate in Science Degree Programs of Study: Criminal Justice, Firefighting and Electronics Engineering Technology. Interested applicants must initiate this process through Admissions and Records.



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## Special Categories of Admissions

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### 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 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 the following minimum scores on the TOEFL as proof of sufficient knowledge of the English Language: 525 on the pencil/paper exam, 195 on the computerized exam, and 70 on the Internet exam. 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 a one-time fee of \$100 that must be included with application.

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 Student

#### A. Transient students from another college

A transient student is one who preserves uninterrupted residency status with the home college while attending Chipola College. Students who wish to attend Chipola College on a transient basis may substitute a Transient Form approved by the home college in lieu of an official transcript. The Transient Form or official transcript must be forwarded along with the Application for Admission to the Admissions and Records Office.

#### B. Transient students from Chipola College

Permission to attend another institution on a transient basis will be granted only to students who have at least a 2.0 "C" average or better at Chipola College. Eligibility for transient status and acceptability of courses is determined by the Dean of Enrollment Services. The student is urged to bring to the Dean course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given to any student for consecutive sessions. A student who requests transient permission and meets the requirement of a 2.0 "C" average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work. Students are encouraged to utilize the Transient Form found at [www.facts.org](http://www.facts.org).

### Dual Enrollment

The Dual Enrollment Program provides the opportunity for qualified high school students from Calhoun, Holmes, Jackson, Liberty and Washington Counties to enroll in Chipola College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees. Books for public school students are provided by the student's high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures which comply with Florida law and regulations are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Admissions and Records Office at 850-718-2233 or visit <http://www.chipola.edu/enrollment/dualenrollment.htm> for the most current admission information and procedures, and a list of approved college courses.

### Early Admissions

Early Admissions is a form of dual enrollment which provides the opportunity for qualified high school students from Calhoun, Holmes, Jackson, Liberty and Washington Counties, who are not currently taking classes in high school, to enroll in Chipola College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria. Eligibility criteria and enrollment procedures which comply with Florida law and regulations are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Admissions and Records Office at 850-718-2233 or visit <http://www.chipola.edu/enrollment/dualenrollment.htm> for the most current admission information and procedures, and a list of approved college courses.

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## 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. Students who complete the program while maintaining the required grade point average will be classified as "Honors Graduates." Contact Mr. Lindsay Roach in Room 114 of the Student Services Building, for more information about the Honors Program.

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## Enrollment Policies

### 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 college calendar. Schedule changes or refunds are allowed until this date, except in classes that do not follow the college calendar.

### Re-Admission

Students who have not been in attendance at Chipola College for one calendar year or more, exclusive of the summer term are required to submit an application to ensure that the College has accurate directory and degree information on file. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university. The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

### Load

The minimum academic load for full-time classification is 12 credit hours for fall or spring term and 6 credit hours per summer term. All others are classified as part-time students.

The maximum academic load for the fall or spring term is 18 credit hours; each summer term is 9 credit hours. Students on scholastic probation are limited to loads of 16 credit hours per fall and spring term and 6 credit hours per summer term.

Students seeking to enroll in more than the maximum number of academic hours in a single term must have prior approval of the Dean of Enrollment Services. Factors to weigh in granting approval may include the following: student's GPA and past record, nature and level of courses, total course time requirements, student's work schedule and/or other outside commitments.

Workforce Development students enrolled in clock hour programs will be classified as either full-time (30 clock hours per week) or half-time (15 clock hours per week). Students who attend fewer than 30 clock 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.

**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."

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## Testing

### Placement Testing

In an effort to provide more effective educational services for students, Chipola College and the State of Florida have estab-



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lished 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.

First-Time-In-College (FTIC) students seeking admission to the Associate in Arts Degree, The Associate in Science Degree or the Associate in Applied Science Degree are required to participate in the **placement testing program** prior to registering for their first term. Chipola College administers the Computerized Placement Test (CPT) as the primary placement test. Students who have completed the Enhanced American College Test (ACT) or the Scholastic Achievement Test-I (SAT-I) within the past two years of the date of admission may request that these scores be accepted for placement purposes.

**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 AA, AS, AAS 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 in order to test. The license may be purchased in the Testing Center or the Chipola Bookstore.

### **BSC 2093C Screening Exam**

The BSC 2093C Screening Exam allows students who have not successfully completed BSC 1005, BSC 2010, or BSC 2011 the ability to exempt the biology pre-requisite for BSC 2093C providing they score 70% or better on the exam. There is a \$5 fee for the Screening Exam which is administered in the Testing Center.

### **Health Education Systems Incorporated (HESI)**

The HESI assesses skills in mathematics, reading comprehension, and written expression for potential nursing students. It is designed to help identify academic skills that must be sharpened before beginning nursing education. There is a \$25 fee for the HESI which is administered in the Testing Center.

### **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 course 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 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 in the Admissions and Records Office located in the Student Services Building 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**

### 2007-2008 CLAST Dates

Registration Deadline	Test Administration
Sept. 7, 2007	Oct. 6, 2007
Jan. 18, 2008	Feb. 16, 2008
May 2, 2008	June 7, 2008

## 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.

## Collegiate Assessment of Academic Proficiency (CAAP)

All students seeking an Associate in Arts Degree must take the Collegiate Assessment of Academic Proficiency (CAAP), an academic exam designed to measure general education foundational skills attained in the first two years of college.

### 2007-2008 CAAP Dates

Registration Deadline	Test Administration
Oct. 5, 2007	Nov. 3, 2007
Feb. 8, 2008	Mar. 15, 2008
May 22, 2008	June 7, 2008

## 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 administered at Chipola College. Registration Bulletins are available in the Admissions and Records Office.

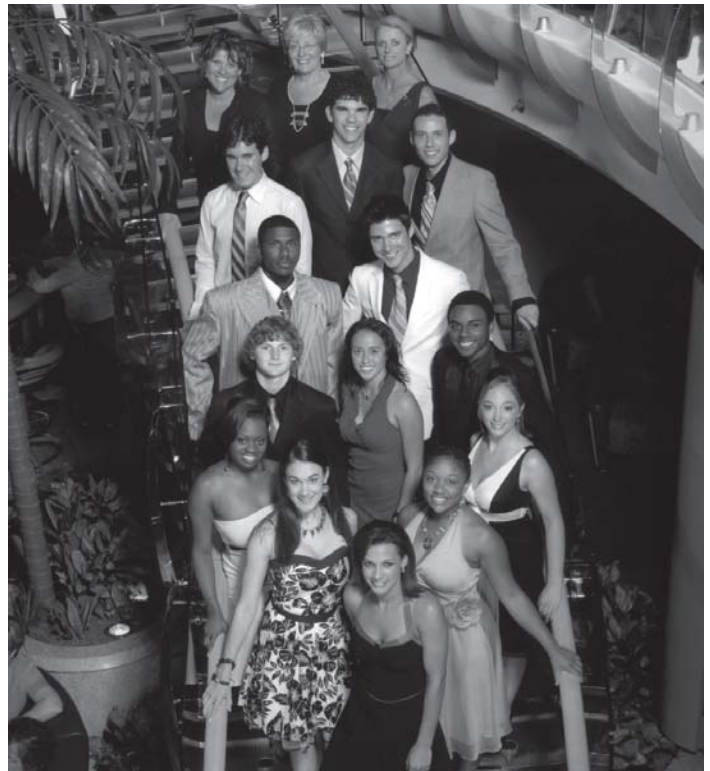
### 2007-2008 FTCE Dates

Registration Deadline	Test Administration
Aug. 24, 2007	Oct. 13, 2007
Nov. 23, 2007	Jan. 12, 2008
Jan. 11, 2008	Mar. 1, 2008
Feb. 29, 2008	Apr. 19, 2008
May 29, 2008	July 26, 2008

**Specific information about required test scores and testing dates is available from the Testing Center (718-2284) and from the Chipola College Testing Website <http://www.chipola.edu/instruct/testing/testing.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 located in the Testing Center of the Student Services Building 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.



## 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 Catalog 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.

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.

### Bachelor's Programs

Type of Course	Per Semester Hour		
	Florida	Residency AL and GA	Other
College Credit and College Prep Courses*	\$ 77.95	\$ 78.95	\$ 305.00

### 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*	\$ 67.90	\$ 68.90	\$ 206.65

### Workforce Development Certificate Programs and Continuing Education

Type of Course	Per Clock Hour		
	Florida	Residency AL and GA	Other
Post Secondary			
Adult Vocational	\$ 1.88	\$ 1.91	\$ 6.54
Vocational Preparatory	\$ 0.77	\$ 0.80	\$ 3.09
Supplemental	Varies per course		
Recreational and Leisure Time	Equal to the cost of instruction.		

## 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. The 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 224 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 AS and AAS degree program of study.
5. Experiential Learning Evaluation fee: (Contact Dean of Enrollment Services)
6. International Student Fee: \$100.00.
7. Printing Fees: Registered Chipola students will be given a \$15.00 printing credit to begin each semester.

All student printing is monitored by Print Limit software. Every time a student prints, the student will be informed of the balance remaining on their print credit. In addition, students will be restricted to 30 pages or less per print request. Print requests of more than 30 pages must be broken into multiple print requests. Printing charges will be assessed as follows:

- \$ .05 per single black/white page
- \$ .75 per single color page
- \$ .05 per printed side of duplexed black/white printing
- \$ .75 per printed side of duplexed color printing

Registered students may purchase additional printing credit in \$5.00 increments from the Chipola College Business Office.

Community users will NOT receive a printing credit to begin each semester. Instead, print fees will be collected by the Library staff as pages are printed. Community use printing fees will be assessed as follows:

- \$ .10 per single black/white page
- \$ .75 per single color page
- \$ .10 per printed side of duplexed black/white printing
- \$ .75 per printed side of duplexed color printing

### 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 in the Business Office located in the Student Services Building (A 165). 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.

Students who issue a bad check will have ten days to redeem the check. If the check is not redeemed within this time, students may be withdrawn from classes. Legal action will also be taken.

VISA, MasterCard, and Discover are accepted at the Business Office.

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## 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, etc. 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.

## State Employee Fee Waiver Information

As a qualified state employee, Chipola College can help you enhance your job skills and work toward a college degree at the same time. As an added benefit, you may be eligible for a tuition fee waiver for up to six semester credit hours of college credit on a space available basis.

All full-time permanent employees of a state agency, as certified by your human resources department, are eligible. (Eligibility is also subject to verification of employment by the State of Florida Comptroller's Office.)

Because the College receives no tuition for waived courses, waivers are only available for those courses that have not been filled by fee-paying students or those utilizing scholarships or grants. Therefore, the dates of registration are limited. Initial registration for each term must be on an approved state waiver registration date, usually the first day of late registration. In addition, some courses, by their nature, do not qualify for the waiver. These include on-line, directed individualized study, independent study, non-college credit (such as workforce development clockhour and continuing education programs/courses), and limited access programs such as Nursing.

A waiver will be allowed for a maximum of six college credit hours per semester. Fees eligible for waiver include tuition, financial aid fee, student activity fee, and capital improvement fee (equates to \$67.90 per credit hour for the 2006-2007 school year). State employees are responsible for paying processing fees, testing fees, lab fees, and any other special fees. Late registration fees will not be assessed for state employees utilizing the fee waiver.

Check the college website at [www.chipola.edu/fiscal/waiver.htm](http://www.chipola.edu/fiscal/waiver.htm) for additional information.

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## Florida Residency Requirements

Chipola College students will be classified as Florida residents or non-Florida residents for tuition assessment purposes. The criteria for determining residency status are detailed in the Florida Statutes and the Administrative Rules of the State Board of Education. Detailed information for residence classification is available in the Admissions and Records Office. The Affidavit of Residency, included on the Application for Admission, is required of all new students and returning students with an absence of 12 months or more.

A student's residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by law; any residency classification changes will be in effect for the next term. To change to resident status, the student must submit supporting documentation of residency prior to the first day of class.

The law allows a United States citizen or permanent resident alien to be classified as a Florida resident if the student, or dependent student's parent or legal guardian, has been a legal resident of the State of Florida for at least 12 consecutive months immediately preceding the first class day for the term in which classification as a Florida resident for tuition purposes is desired. Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.

A dependent student is any student who is eligible to be claimed as a dependent for Internal Revenue purposes. Therefore, any student who is under the age of 24 will be considered a dependent student, and the dependent student's status will be based on the residence status of a parent or legal guardian. A parent or legal guardian must complete the Affidavit of Residency on the Admission Application.

The Affidavit of Residency for the independent student must be completed by the student and submitted with the appropriate documentation.

Any student who is under the age of 24 and can document independent status by presenting evidence that he/she is not claimed as a dependent by another person and is filing his/her own income taxes with an annual income that indicates the ability to be self-supporting may be considered as an independent student.

Florida Statutes allow some applicants who have not met the 12 month residence requirement to be classified as Florida residents for tuition purposes. These exceptions are listed below:

(1) Active duty service-members of the United States not stationed in Florida but whose legal state of residence certificate (DD FORM 2058) is Florida (spouse and dependent children included).

(2) Full-time instructional and administrative personnel employed by the state public school system, community college system, or university system (spouse and dependent children included).

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

(4) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.

(5) Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute 240.551(7)(a).

(6) A student who intends to make Florida his/her permanent home and is married to an individual who meets the requirements for classification as a resident for tuition purposes.

When claiming Florida residency by virtue of one of these exceptional categories, documentation must be submitted to substantiate eligibility.

Any Admission Application or residency statement submitted by or on behalf of the student that contains false, fraudulent or incomplete statements may result in denial of admission or dismissal.

## **Alabama and Georgia Tuition Differential**

The Florida Legislature allows Chipola College the option of providing Alabama and Georgia residents a different tuition assessment for postsecondary classes. The Alabama and Georgia Tuition Differential will be assessed in addition to the current in-state tuition; that is, the eligible Alabama and Georgia student will pay the current in-state tuition and an additional \$1.00 per credit hour.

To be eligible for the Alabama Tuition Differential, the Alabama resident must have maintained legal residence in the State of Alabama for the 12 months immediately preceding the first class day in the term for which differential tuition assessment is requested.

To be eligible for the Georgia Tuition Differential, the Georgia resident must have maintained legal residence in the State of Georgia for the 12 months immediately preceding the first class day in the term for which differential tuition assessment is requested.

The residence status of a dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed by another person for Internal Revenue purposes. If the student requesting the Alabama or Georgia Tuition Differential is under the age of 24, Chipola College will assume that the student is a dependent, and the parent/legal guardian must request the Alabama or Georgia Tuition Differential for the dependent.

An Alabama or Georgia resident who has not met the 12-month residence requirement, but is married to an individual who has otherwise met the requirement may base his/her status on the eligible spouse.

Prospective students interested in the assessment of the Alabama or Georgia Tuition Differential should contact the Admissions and Records Office.

## **Refund Policy**

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

### **Credit 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 and Workforce Development 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 Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS 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 completing 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 Academic Competitiveness Grant
- Federal SEOG

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 an academic 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 Student Services 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 cease 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 Academic Competitiveness Grant (FACG)** is a need base grant. An eligible student may receive an Academic Competitiveness Grant up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study. To be considered, a student must:

- Be a U.S. Citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in an associate's degree program
- Be enrolled in the first or second academic year of his or her program of study at a two - or four year degree - granting institution.

Have completed "a qualifying rigorous secondary school program of study.

Identified by a State or local educational agency and recognized by the Secretary (after January 2005 and beyond). For other criteria see the Financial Aid Office.

**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. Depend-

ing 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, \$3500 during their sophomore year, and \$5500 during their Junior and Senior years 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 Director of Mathematics, Natural Science and Education for further information.

d. *The Papoose*—Awards are made to outstanding leaders of *The Papoose* (student newspaper) staff. They are recommended by the Director of Public Relations.

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.

**Veterans Administration Benefits:** The College is certified by the Florida State Approving Agency for 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 Chapters 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 differently. 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.

## 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 Medallion Scholars** is a merit scholarship for students with outstanding high school academic achievement. This scholarship pays 100% of tuition and fees approved by DOE for courses leading toward an associate degree (including lab fees up

to \$300 per semester). Students seeking a certificate or Bachelor of Science degree will be paid 75% of tuition and fees approved by DOE (including lab fees up to \$300 per semester).

**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).

## State Scholarships

**Children/Spouses of Deceased or Disabled Veterans Scholarship** is for dependent students/spouse 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 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 2006-2007 year is May 1. If a student is determined to be eligible for financial aid 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.

## Student 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.
- 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 by contacting the Admissions and Records Office.
- 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 2007-2008 estimated costs and are subject to change. As 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 \$6,802 AL/GA Add \$30</b>
Tuition and Fees	\$2,137	\$2,167	\$6,299	\$2,448
Books and Supplies	800	800	800	800
Room and Board	2,220	2,220	2,220	2,220
Transportation	2,848	2,848	2,848	2,848
Personal/Medical	1,500	1,500	1,500	1,500
<b>Total</b>	<b>\$9,505</b>	<b>\$9,535</b>	<b>\$13,667</b>	<b>\$9,816</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 \$6,802 AL/GA Add \$30</b>
Tuition and Fees	\$2,137	\$2,137	\$6,299	\$2,448
Books and Supplies	800	800	800	800
Room and Board	5,388	5,388	5,388	5,388
Transportation	2,848	2,848	2,848	2,848
Personal/Medical	1,500	1,500	1,500	1,500
<b>Total</b>	<b>\$12,673</b>	<b>\$12,703</b>	<b>\$16,835</b>	<b>\$12,984</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 \$4,194 AL/GA Add \$27</b>
Tuition and Fees	\$2,137	\$2,164	\$6,299	\$1,804
Books and Supplies	800	800	800	430
Room and Board	4,560	4,560	4,560	4,560
Transportation	1,435	1,435	1,435	1,435
Personal/Medical	1,500	1,500	1,500	1,500
<b>Total</b>	<b>\$10,432</b>	<b>\$10,462</b>	<b>\$14,594</b>	<b>\$9,729</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	\$1,804	\$1,831	\$6,205	
Books and Supplies	430	430	430	
Room and Board	2,220	2,220	2,220	
Transportation	2,848	2,848	2,848	
Personal/Medical	1,500	1,500	1,500	
<b>Total</b>	<b>\$8,802</b>	<b>\$8,829</b>	<b>\$13,203</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	\$1,804	\$1,831	\$6,205	
Books and Supplies	430	430	430	
Room and Board	5,388	5,388	5,388	
Transportation	2,848	2,848	2,848	
Personal/Medical	1,500	1,500	1,500	
<b>Total</b>	<b>\$11,970</b>	<b>\$11,997</b>	<b>\$16,371</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 2005-06 fiscal year, over \$920,000 was expended by the Foundation for tuition and books for 1,446 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 followed 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 instructors before leaving and obtain permission to miss class. If students are failing or if an absence might jeopardize their standing, students should not be absent from class, even on official school business.

Students who flagrantly violate attendance regulations are subject to suspension, or dismissal from a course.

## 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

### 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 Student 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.

### 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. Grades will not be forgiven if a degree has been issued.

Institutions to which subsequent transfer is made may not necessarily honor this policy. As a result, student's 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.



## 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.org 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 audiovisual or physical education materials and equipment, incomplete admissions records, disciplinary actions, academic probation, and expulsion.** Residents of the College Dorms are responsible for loss, damages, or destruction of College supplied furnishings and equipment. Failure to make restitution to the college for loss, damages, or destruction of College supplied furnishings and equipment will result in the withholding of grades/transcripts.

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

### Grading System/Quality Point Scale

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

## How to Compute Grade Point Average (GPA)

The student's GPA is used in determining academic standing, graduation readiness, eligibility for the Dean's List, and in other academically related decisions.

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 cumulative grade point average is determined by dividing the total quality points earned by the total semester hours for GPA (including transfer work). Grade quality points are awarded as follows:

<b>Courses</b>	<b>GPA Hours</b>	<b>Grade</b>	<b>Quality Points</b>
ENC 1101	4	A	16
MAC 1105	3	C	6
SYG 1010	3	F	0
FRE 1120	4	B	12
ART 1300C	3	C	6
SLS 1101	1	B	3

**Total hours for GPA - 18 Total Quality Points Earned - 43**

**18 Hours for GPA divided into  
43 Quality Points Earned= 2.39 GPA**

Grades of S, P, U, W, X and XW do not carry grade quality points. In general, credits for these grades do not count. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA's, credits which carry these grades may be included in the GPA computation.

### Incomplete Grades

Incomplete grades are determined by the instructor and are then reported to the Admission and Records Office. An "I", Incomplete grade, received at the end of any term becomes an "F" if not completed by the succeeding term.

### 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 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 seldom transferable to some private or out-of-state colleges and universities.

Students whose GPA falls below 2.0 will be subject to the penalties described in the following "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.



## Standards of Academic Progress

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

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again. While on Alert or Warning, a student will be required to participate in advising 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 Services. If unresolved, the appeal may be made to the Admissions Committee by contacting the Dean of Enrollment Services about the meeting schedule. The Admission 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 transfer students, must meet 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 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 cumulative GPA and a 67% completion rate in all attempted courses (including transfer) will maintain eligibility for financial aid. Student progress is monitored at the end of the Fall and Spring terms and the student is notified of his/her status. Some clock hour programs and one year certificate programs may differ.

### A. Institutional Scholarships

#### 1. Athletic Scholarships

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

#### 2. Other Scholarships

- a. Maintain a 2.00 grade point average (GPA) each term or semester.
- b. 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.

### 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 Medallion Scholars

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

#### 4. Florida Gold Seal Vocational Scholars

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

### D. Federal Aid Recipients and Veterans

#### 1. AA, AS, AAS Degree Students

- a. 1-15 hours attempted and have a cumulative grade point average of 1.00 or above
- b. 16-29 hours attempted and have a cumulative grade point average of 1.50 or above
- c. 30 or more credit hours attempted and have a cumulative grade point average or a 2.00 or above
- d. Have a minimum of a 67% completion rate on all hours attempted (example: 12 hrs. attempted multiplied 67% completion rate = 8.04 hrs completed)
- e. A student who has attempted in excess of 150% of the required hours to complete their program (example: 60 hrs. needed multiplied by 150% = 90 hrs) 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. BS Degree Students in the Secondary Educational Programs

- a. Students must maintain a 2.00 Cum G.P.A. and have a 67% completion rate on all hours attempted.
- b. Students who have attempted in excess of 150% of the required hours to complete their program (example: 120 hrs. needed multiplied by 150% completion rate = 180 hrs) 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.

- a. Must earn 67% all hours attempted with a "C" or better.
  - b. An "F" grade on 450 or more clock hours attempted in a term will result in suspension from college, and therefore, financial aid suspension.
  - c. 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.
  - d. 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.
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### **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% of all hours attempted at Chipola. Grades of A, B, C, D, P, S are considered completed grades for this policy. Incomplete grades for this policy are F, I, W, XW, X, U. Remedial courses at Chipola will count toward hours attempted, completed and Cumulative GPA. Repeat courses taken will count in all hours attempted, however only the grade from the last attempt will be used to compute the Cumulative GPA. Students must also have the required cumulative GPA for all hours attempted as previously mentioned.

### **F. Probation**

Students who do not meet all criteria of Standards of Satisfactory Progress will be allowed a one-semester probationary period in order to meet the criteria.

### **G. Removal from Probation**

Students who earn the required cumulative GPA 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 Dean of Enrollment Services.

### **I. Financial Aid Catalog Information**

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



## **Graduation Requirements**

Chipola College awards four degrees, the Bachelor's Degree, the Associate in Arts, the Associate in Science and the Associate in Applied Science. Certificates are provided 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.

- Complete 36 hours of General Education coursework and meet requirements of Gordon Rule.
- Two years of 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
- 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 taken the CAAP, 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 degree are the same as the Associate in Arts degree with three exceptions. Instead of the required 36 hours of General Education coursework for the AA Degree, the

student complete 15 to 18 hours of General Education coursework and follow a Chipola College curriculum guide for the chosen degree field, students are not required to take the CLAST exam, and students are not required to take the CAAP 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.

### **Student Records (FERPA)**

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 the Admissions and Records Office not later than the tenth calendar day of classes in each term that this information is to be withheld. Classified as directory information are the student's name, address, educational institution attended; dates of attendance (session dates only); published photographs; degrees and awards received including Dean's List; 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 their child's records without written permission from the child, the parents must certify that the child is economically dependent upon the parent as defined by Section 152 of the Internal Revenue Code of 1954. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded the student.

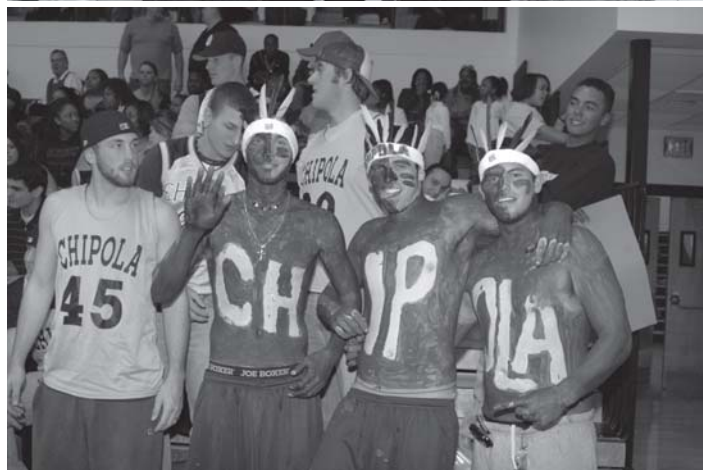
Students who want to see the items in their permanent folders that are available to them should make a request in writing to the Admissions and Records Office. Students who wish to challenge the contents of their records should contact the Admissions and Records Office concerning the procedures to be followed.

Any students who desire complete information relating to student access and student protection of records should contact the Admissions and Records Office.

### **Official Transcripts**

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





# 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 in the Student Handbook/Planner for special SGA sponsored events such as Fall Festival, Spring Frolics, Homecoming, seminars 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 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 music program at Chipola offers three musical ensembles open to all students. The Chamber Chorus is open to all students who enjoy choral singing and the Rock and Jazz Ensemble is open to all students who play musical instruments. Both Chorus and Jazz Band are non-auditioned ensembles. Show Choir combines both singing and choreography; it is an auditioned ensemble. All three ensembles perform throughout the district and on-campus. Chipola students interested in any of the musical ensembles or related music classes are asked 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 program. These activities are open to all Chipola students. They enrich the total educational experience by helping build friendships and by providing valuable social skills. Students should watch for announcements throughout the year concerning various tournaments and competitions. 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 students may participate in organizations. Very few classes are scheduled during this activity period to allow for maximum student involvement.

**Baptist Collegiate 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 an advisor.

**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.

**Future Educators Club.** This organization will provide support and positive feedback to the students enrolled or interested in one of the bachelor of education degree programs at Chipola College.

**Honors Club.** This organization consists of all Honors Program students. The members promote the ideals of Chipola College and provide peer mentoring and service learning opportunities.

**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.

**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 (by invitation) 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.

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**Puertas Abiertas (Spanish Club).** This group will open the door of different acculturative aspects from the Spanish culture and create a link between the non-fluent Hispanic neighbors as well as increase awareness of the importance of diversity.

**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' interests 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 Disability Services, Building A, Room 104.

## Advising

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Student Services advisors and faculty members work together to provide individualized academic advising for new and returning students.

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). All entering first year AA/AS/AAS degree-seeking students who are required to register in three college preparatory courses must also enroll in SLS 1501—College Success Skills. Students planning to obtain an Associate in Arts degree and transfer to a university should discuss with an advisor the specific course requirements of the chosen transfer institution. Student Services 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.

Any students who have not declared a major by the time they complete 24 semester hours of college level course work will be referred to the Career Center to complete online and/or written assessments and work with Center staff to determine a major. Undecided majors will be placed in the general college (1005) track. Students are encouraged to use the FACTS 2+2 program evaluation (go to [www.facts.org](http://www.facts.org) and follow the links) and/or use the program and university specific curriculum guides located on

the college website to closely monitor progression toward graduation.

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 program, secure a curriculum guide from the Advising Office in Student Services (A-112), and consult with the faculty advisor for their particular program of study.

Advising services are available on campus each weekday, Monday through Friday during fall and spring semesters. During the two summer sessions advisors are available Monday through Thursday; the College is closed on Fridays. Appointments may be made for evening sessions.

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

## On-line Registration

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Many currently enrolled students are eligible for on-line registration. To access on-line registration, go to the Chipola College website [www.chipola.edu](http://www.chipola.edu), click on current students, and then click on-line registration and follow the prompts. For assistance please contact your advisor.

Please note: Students utilizing the State Employee Fee Waiver, students participating in the Dual Enrollment/Early Admission Program, students who have a Cumulative GPA less than 2.0, students who have not declared a major, and students who are required to enroll in college preparatory classes are ineligible to register on-line

## FACTS

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**FACTS**, the Florida Academic Counseling and Tracking System, has joined forces with the state community colleges and universities in Florida to provide students web-based access to unofficial transcripts, degree audits, degree shopping, career information and much more!

### Unofficial Transcripts

The transcript function on **FACTS** allows you web-based access to review your courses, your grades and your GPA. Students should use this feature to access grades at the end of each semester. Grades are available, via **FACTS**, 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.

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Schedule an appointment with your advisor prior to enrolling each semester. 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. Resume and portfolio development are also available. Visit the Career Center in A108 for assistance.

## 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 Transcripts, go to “College Transcripts and Grades” and follow the prompts. Be sure to check out the many other helps available.

## What You Will Need

To access your Chipola information via **FACTS**, you will need your personal identification number (PIN) and Social Security number (SSN). 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 Student Services Building (Bldg. A-137) for assistance.

For help in navigating the **FACTS** website, visit [www.facts.org](http://www.facts.org) and click on the “Tour” icon.

## Library

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The library is a comprehensive, learning resource center that is an integral part of the college’s instructional program. The print, electronic, and multimedia materials support the course offerings of the college and the professional and personal growth of the stu-

dents, faculty, administration, and staff. The collection includes approximately 35,000 books, 50,000 electronic books, 2,000 audiovisuals and 200 periodical subscriptions. The Library is open 67 hours a week. The Library faculty and staff provide services that include class and individual library literacy instruction with orientations, reference and research support, plus course reserve materials. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 13 computer stations for reference work. Users with Chipola I.D. can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website ([www.chipola.edu/library/library.htm](http://www.chipola.edu/library/library.htm)) has information about LINCCWeb and other library services.

Students must present a current Chipola Photo ID to check out materials and use reference workstations. Interlibrary loan services are available to students, faculty, and staff. Local community members may purchase lifetime membership cards to borrow items. Designated computers are available at specific times to community users who have the required identification and follow college guidelines.

The Information Technology Center (Tech Lab) on the second level of the Library has 32 computer workstations with word processing and software for specific courses. A current Chipola Photo ID is required to use the lab.

## Copyright Policies

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### Procurement of Copyrights & Patents & Receipt of Royalties

#### Chipola College Board of Trustees Policy 1.091

Faculty, staff and students may procure copyrights and patents, and receive the royalties resulting therefrom, provided that (1) the idea came from the faculty member, staff or student, (2) the products were the results of the faculty member’s, staff or student’s independent labors, and (3) Chipola College was not held responsible for any opinion expressed therein.

If the products were in any way supported by Chipola College funds, personnel, facilities, equipment, or materials, the faculty member, staff or student shall report to the Chief Executive Officer the faculty member’s, staff or student’s interest in having the product copyrighted or patented. Within twenty (20) days after receiving such report, the Chief Executive Officer will inform the faculty member, staff or student whether Chipola College seeks an interest in the copyright or patent.

A written contract shall thereafter be negotiated between Chipola College and faculty member(s), staff or student(s) involved to reflect the interest of all parties. All such agreements shall conform to and satisfy any pre-existing commitments to outside sponsoring agencies, but the faculty member, staff or student shall not commit any act which deprives Chipola College of any vested interest in the copyright or patent.

The Chipola College Procurement of Copyrights & Patents & Receipt of Royalties, in its entirety, is available on the College web site at [http://www.chipola.edu/studentservices/Copyrights\\_Patents.htm](http://www.chipola.edu/studentservices/Copyrights_Patents.htm)

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## Copyright Policy for Materials Developed

### Chipola College Board of Trustees Policy 1.090

It is the policy of the Board that the College as an entity and its employees as individuals conform to the provisions of Florida Statutes and the US Code in respect to copyright of materials in all forms.

These forms may be text, graphic, musical, sculpture or computer programs and may exist on the printed page, on film, recorded on magnetic tape, vinyl record, optical disc, electronic memory or other form.

Departments or individuals may not copy or otherwise reproduce or alter any copyrighted materials without the express written consent of the copyright holder other than as provided in act or statute.

Penalties for violation of this policy shall be established by the President, and published in the Procedures Manual.

The President shall cause a procedure to be developed for implementation of this policy relative to the daily operation of the College.

The Chipola College Copyright Procedure, in its entirety, is available on the College web site at <http://www.chipola.edu/student-services/Copyright%20Policy.htm>.

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## Student Center, Cafeteria, and Bookstore

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.

### College Cafeteria

The cafeteria operates during the fall and spring semesters offering breakfast and lunch selections. It is open during Summer I semester based on student demand. The cafeteria 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 Disability Services

Chipola College is committed to making all programs and facilities accessible. 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 Disability Services located in A-104. Students must identify themselves and provide appropriate documentation which will be used to determine eligibility for reasonable accommodations. Documentation should be provided by a medical doctor, a psychologist or by other licensed or certified special-

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ists 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, extended testing time, and individualized pre-registration assistance are available. Specialized equipment such as cassette recorders and “Books on Tape” 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.

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 Disability Services located in Building A-104, (850) 718-2417.

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

### **Displaced Homemaker**

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.

### **Career Center**

Students who have questions about various careers or need assistance in identifying a career field may visit the Career Center located in Student Services, A-108. Computerized career exploration programs provide career information to students. A variety of printed materials and career assessments are available. Check the Career Center website for online career exploration and information.

### **Educational Talent Search**

The Educational Talent Search (ETS) Program is a federally funded program through TRIO. Through ETS, students in grades 6-12 who have the potential to succeed in postsecondary education are identified and assisted. Two-thirds of students served must qualify financially and be first-generation college students. The other one-third may be students who have the potential to succeed in postsecondary education.

The goal of the ETS Program is to increase the number of youth with potential, but lack of motivation, to complete high school and transition into postsecondary education at an institution of their choice. Some of the services provided by the ETS Program include: academic, financial, or career information, including advice on entry into postsecondary education programs;

career exploration and aptitude assessment; information on postsecondary education; exposure to college and technical center campuses; information on student financial assistance; assistance in completing college admissions and financial aid applications; assistance in preparing for college entrance exams; linking with mentoring programs; and activities for the families of participants.

For more information, contact the ETS office at Chipola College in Student Services, A-117 or call (850) 718-2363.

### **Tech Prep**

The purpose of the 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.

## **Accident, Illness, Medical Services and Health Insurance**

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In the case of accident or illness occurring on campus, students should contact the Human Resources Office in A-184 (718-2269 or 718-2205); or, during the evening, if an 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.

### **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, staff will call 911.

Emergency treatment or hospitalization is at the expense of the student and/or parent(s); however, the Human Resources Office or the Dean of Student Services should be notified in the event of illness or accident.

Students have the responsibility of informing 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 & Security

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### Access to Campus Facilities

The Chipola College campus is open to the public during normal class hours and at other times upon special notice. The public is invited to the college to pursue educational opportunities and to attend college functions and activities. The pursuit of educational opportunities may include attending classes, registering for classes, visiting with instructors or advisors, obtaining information about college programs, or simply becoming familiar with the college facilities and its amenities. When the college is officially closed, any person found on college property without authorization may be considered a trespasser and will be reported to campus security. Loitering and soliciting on college property are strictly prohibited and any person found loitering or soliciting will be asked to leave, or upon refusal will be reported to campus security. **NOTE:** During summer semesters I and II, the college is closed on Friday.

### Campus Security

Chipola College maintains campus security through an agreement with the Jackson County Sheriff's Department. College facilities fall within the jurisdiction of local law enforcement officials and any criminal activity occurring on campus is referred to campus security and/or local law enforcement officials for investigation and prosecution.

### Campus Sex Crimes Prevention Act Notice

Pursuant to Sections 775.21, 943.0435, and 944.607, Florida Statutes requiring notification to institutions of higher education if a sexual predator or sexual offender is enrolled, or carrying on a vocation at an institution of higher education in this state, the Florida Department of Corrections will notify such institution. Information regarding such offenders attending Chipola College may be accessed online at <http://www3.fdle.state.fl.us/sopu/index.asp>.

### Crime Awareness and Prevention Programs

All new Chipola students (and transfer students with less than 12 semester hours of transferable credit) are required to attend student orientation taught each fall and spring semester (students beginning during a summer semester attend a session during the following fall term). As part of the orientation program, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

### Crime Statistics

The annual campus security report contains campus crime statistics for years 2003, 2004, and 2005. Statistics concern criminal offenses as reported to campus security or local police agencies. Additional information can be found at OPE Campus Security Statistics website (<http://ope.ed.gov/security>) brought to you by the U.S. Department of Education.

Offense	ANNUAL REPORT OF CRIME STATISTICS		
	Number of Offenses Reported		
	2003	2004	2005
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	4	4
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. Carry your Student ID card with you at all times while on campus.
2. Students should keep car doors locked and all valuables out of sight and park only in designated areas.
3. Never leave your purse, bookbag, laptop computer, palm pilot, math calculator, etc., unattended. Carry your money, driver's license, and credit cards on your person if possible.
4. Students living in the Residence Hall should keep their room locked at all times and keep their room key in their possession. Students should never leave laundry or other personal property unattended.
5. Students should mark all books and personal property for identification. Students should not leave them unattended.
6. When on campus at night, students should stay in well-lit areas. Students should try to avoid traveling across campus alone and report any poorly lit areas.
7. 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.
8. Students should report any suspicious activities or persons by calling 911 or by contacting any college official.
9. When walking, particularly at blind corners, students should keep to the right and use a handrail when using stairs.
10. Bicycles, skate boards, roller blades, etc. are not allowed on sidewalks, grass, tennis courts, or in any building on campus.
11. The speed limit is 15 mph. Students should use caution when approaching cross-walks, and remember, the pedestrian has the right of way.
12. In case of fire, students should immediately evacuate the building in an orderly fashion. Reentry to the building will not be permitted until properly authorized by the fire department or College administration.
13. In case of bomb threat, students should immediately evacuate the building in an orderly fashion. If the campus is to be totally evacuated, 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.*
14. Any violence on campus should be reported immediately by calling 911 and then notifying the Special Assistant for Institu-

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tional Programs and Athletic Director (718-2299), the Dean of Student Services (718-2228 or 718-2424), or any other employee.

15. 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 (850)526-2761 or tune in to one of the local television or radio stations.

16. For incidents of seizure or other medical emergencies contact the nearest college employee and then report immediately to the Human Resources Office (718-2269 or 718-2205) or the Dean of Student Services (718-2228 or 718-2424) for assistance.

## Classroom Safety

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.

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, etc.

**Eye protective devices** - Florida Statute 1006.063 requires eye protection devices be worn by any student, instructor 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.

## Student ID Cards

All students currently enrolled in at least one college, technical (PSAV) or preparatory credit course are required to obtain a Chipola College Photo Identification Card. Students must carry their ID cards at all time while on campus, present the card to campus security or campus personnel when requested for identification purposes, and must have the card to check out library materials and use computers in the library and tech center. Students must provide their tuition receipts showing that they have paid fees before a card will be issued. The student ID card is valid for the academic term identified by the sticker located on the back of the card. Students must have their card validated for each subsequent semester of enrollment. New ID cards are required annually, beginning with the fall semester of the academic year. Identification cards are made daily during each registration period and are available in A-107 during posted hours.

## Children on Campus

Chipola College values family life and is supportive of families. However, Chipola College employees, students, and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances below.

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. children's theatre programs/workshops, athletic camps, etc.).

2. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college. Courtesy to other campus visitors is important; therefore, please leave young children in the care of others when visiting campus for activities such as advising, registration, seeking financial aid assistance, attending class, conducting research, participating in labs or study groups, or using the library.

3. In no case are minor children permitted in labs, shops, construction/repair sites, classrooms, offices, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.

## Drug Free Campus

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Chipola College:

Prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees;

Enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs or alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;

Believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn babies, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;

Reminds students that by registering at Chipola, they assume the responsibility of becoming familiar with and abiding by the regulations and rules of conduct of the college;

Encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

Alcoholics Anonymous	850-769-0035
Chemical Addictions	
Recovery Effort, Inc.	850-526-3133
Life Management	
Center of NW Florida	850-482-7441

The college provides drug and alcohol abuse educational programs annually. More information may be obtained in A-112.

# Student Governance



*"Chipola is great. The teachers here are so willing to help you in any way possible."*

Lenoris Dixon  
Business Major



*"My favorite memory of Chipola would definitely have to be the basketball games. The excitement in the air as the men and women's basketball teams won the state championship (2005) is just indescribable. The intensity as the fans come up out of their seats after a player has just slam-dunked the ball is definitely something to be seen. If you don't go see a Chipola basketball game at least once, you don't know what you're missing!"*

Keith Sutton  
2006 Student Interview

*"I have enjoyed my time here as a student and have matured greatly from the experiences here. I feel as though I am a better person, and Chipola contributed to that feeling."*

2005 Graduating Student Survey

*"I have had many great opportunities offered to me that would not have happened if I didn't attend Chipola. Thanks Chipola for everything you do.."*

2007 Graduating Student Survey

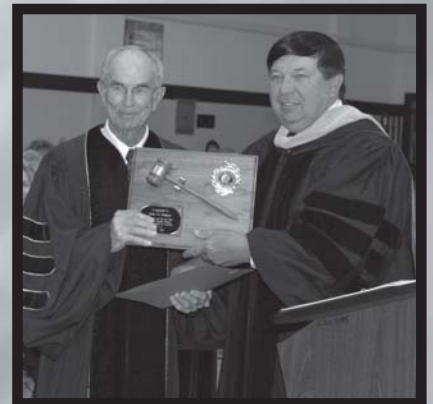


*"Chipola and its teachers gave me the opportunity to prepare myself. The things I learned there have helped me not only to survive, but to ready myself to take on the obligations necessary to find my niche in the world."*

Johnnie Mae Gibson  
Outstanding Alumnus  
First Black Female FBI Agent

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## Student Rights, Responsibilities and Code of Conduct



# STUDENT GOVERNANCE

## Student Rights, Responsibilities, and Code of Conduct

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### Preamble

Chipola College is dedicated to the advancement of knowledge and learning; to the provision of affordable, quality educational opportunities to all who choose to attend; and to the development of students, instilling ethical responsibility and integrity. This Student Code of Conduct is designed to promote the vision, mission, and goals of Chipola College. Students are expected to uphold appropriate standards of behavior and to respect the rights of others. The sanctions outlined through the disciplinary process are imposed to educate students about the seriousness of their actions, to provide a civil atmosphere that allows for positive personal growth, and to maintain campus safety and security.

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, the Student Handbook/Planner, and other college information bulletins.

### 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; however, 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. 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 students to avail themselves of the knowledge of these objectives and criteria as published.

**Freedom of Inquiry and Expression**—Students may examine and discuss questions of interest to them and express opinions. This right must be exercised in a manner that does not interfere with the same rights and freedoms of others. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved.

**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 re-

quest. 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 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.

**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. Student grades are based on academic achievement and not on opinions expressed by students in or outside of class.

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

**Freedom of Privacy**—Students have the same rights of privacy as any other citizen. Those rights of privacy extend to residence hall living. Nothing in the Chipola College residence hall contract may either express, imply or give College officials the authority to allow the police or government to search the room of a student 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. Residence hall students must comply with the Chipola College Residence Hall Rules and Regulations.

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## 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.

The purpose of Florida Statute 1002.22 is to protect the rights of students and their parents with respect to student records and reports as created, maintained, and used by public educational institutions in the state.

## 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.

### 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 instruc-

tor; 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 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 Senior 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.

## 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. The standards of conduct, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures are communicated in these Student Rights and Responsibilities. The following policies and procedures are subject to change, even after the college catalog and the student handbook/planner have been published.

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### **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 to 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. Students are subject to prosecution according to Florida statute.

### **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 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:

- 1) 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.
- 2) 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.
- 3) Forcible interference with the freedom of movement of any member or guest of the college.
- 4) 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.
- 5) 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.
- 6) Congregating in such a fashion as to create a situation which could endanger life or property.
- 7) 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.
- 8) 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 IMM #36. 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

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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 should be neat and clean in appearance and dress in a manner that does not bring discredit to the institution.

### **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, related to a 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 (BOT policy 4.421) 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.

**Disciplinary Action** – Any employee or student of this institution who is found to have harassed another employee or student will be subject to disciplinary action up to and including termina-

tion, suspension, and/or expulsion; within the provisions of applicable current Board rules.

**Steps to Prevent** – Intolerance of race and national origin harassment on the part of students or college employees is not acceptable. It is the responsibility of students and employees to report incidents of harassment. Liability for harassment can be avoided when harassing situations are corrected as soon as the college becomes aware of them. Only by reporting incidents is the college alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of harassment to report such activity.

Failure to report harassment may affect the mental or physical well being of the victim. It can prevent the individual from being a fully productive member of the college community.

Steps to prevent disability, race, and national origin harassment include:

1. Learn to recognize actions that constitute harassment.
2. Do not accept harassment as “the way things are” or as a joking matter. Correct the problem.
3. Encourage individuals who have knowledge of harassment, or may or may not be victims, to report such action.
4. Be supportive of individuals who are victims of harassment.

### **If You Are a Victim**

1. Tell the individual, firmly but politely, that you think what he or she is doing is harassment which is against college policy.

2. If the problem continues, report the problem to an advisor, a faculty member, or a college administrator.

3. The advisor, faculty member, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. If efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written, formal complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of harassment.

4. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of harassment.

5. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files and other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.

6. The EA/EO officer, with advice of counsel, shall file with the president a written report within thirty (30) days after a formal harassment complaint is filed indicating conclusions as to whether or not there is reasonable cause to believe harassment has occurred based on the evidence obtained. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

Filing of a complaint or otherwise reporting harassment will not affect the individual's current employment or enrollment status, future employment or promotion status, work assignments, future enrollment status, or extracurricular activities. Retaliation against any individual for good faith reporting of a claim of harass-

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ment 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. If the harassment issue is sexual in nature, refer to the specific section entitled Sexual Harassment.

### **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 a Drug Free Campus Policy and Program. 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. 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 and employees are responsible 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 (BOT Policies 3.370 and 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 (A-112).

### **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, AED's, 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**

The operation of a private vehicle on the Chipola College campus is a privilege and not a right. Annual parking decals may be obtained at no cost by providing documentation of paid tuition in the Business Office (A-165). All students, including evening students and University Center students, are required to obtain and display a current Chipola College parking decal; documentation of paid tuition is required to receive a decal. 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 on campus. It is a violation for non-handicapped students to park in these spaces.

**Parking Permit**—Students are required to park in student-designated spaces and to display a current parking decal on their vehicle 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 the rear of a motorcycle.

**Parking Areas**—Parking areas with white and non-painted curbs are designated student 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



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**Visitor Parking**—Designated visitor parking is located on Indian Circle in front of the Student Services Building; it is limited to 30 minutes.

**Traffic and Parking Violations**—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. Vehicles blocking the normal flow of traffic, blocking handicapped access ramps, or impeding emergency access to buildings may be towed at the operator's or owner's expense; additionally, vehicles left parked on campus in excess of 72 hours will be considered abandoned and may be towed at the owner's or operator's expense. Parking in handicapped areas, no parking areas, and around fire hydrants remains 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. Parking in visitor space.
5. Blocking road, crosswalk, or driveway.
6. Parking in "No Parking" zone.
7. Driving on grounds.
8. Failing to observe parking and directional signs.
9. Parking on grass.
10. Obstructing a fire plug.
11. Making excessive noise.
12. Driving wrong way on one-way street.
13. Exceeding 15 MPH.
14. Parking outside 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 in the Business Office (A-165). SGA Traffic Court is held monthly; contact the Student Activities Coordinator for additional information.

### **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 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 (Florida Statute 790.115). 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 when on the college campus.

Florida Statute 790.06 (12), Concealed Weapons, states: "No license issued pursuant to this section shall authorize any person to carry a concealed weapon or firearm into any...college or university facility unless the licensee is a registered student, employee, or faculty member of such college or university" *and said weapon can only be* "a stun gun or non-lethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile..."

### **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.

### **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 (BOT Policy 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.

Sexual harassment constitutes a form of misconduct which undermines the integrity of the college. All employees and students must be allowed to work in an environment free from unso-

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licited, unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments; it refers to repeated behavior which is not welcome, which is personally offensive, and which interferes with the work or educational effectiveness of its victims and their co-workers or fellow students.

Sexual harassment may occur between individuals of the opposite sex; between individuals of the same sex; between a supervisor and an employee; between an employee and a co-worker; between an employee and a student; between an employee and an applicant for a position at the college; between an employee and an applicant for academic admission to the college; against men as well as women.

Tolerance of sexual harassment on the part of students or employees is not acceptable. It is the responsibility of students and employees to report incidents of sexual harassment. Liability for sexual harassment can be avoided when sexually harassing situations are corrected as soon as the College becomes aware of them. Only by reporting incidents is the College alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of sexual harassment to report such activity. Failure to report sexual harassment may affect the mental or physical well being of the victim. It can prevent the individual from being a fully productive member of the college community.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards employees, students, applicants for employment, and applicants for academic admission, particularly when one or more of the following circumstances are present: Toleration of sexual harassment as a condition of employment, admission, or academic evaluation; submission to or rejection of sexual harassment as a basis for a personnel or academic decision affecting an individual; interference with an individual's work or academic performance; creation of an intimidating, hostile, or offensive working or learning environment.

Actions That May Constitute Sexual Harassment include but are not limited to:

1. Comments or jokes about individuals of the opposite sex; explicit, derogatory sexual remarks.
2. Placement of obscene photographs, cartoons, graphics, or suggestive objects within the workplace or the academic environment.
3. Physical contact such as patting, grabbing, pinching, or constant brushing against another's body.
4. Repeated or unwanted verbal or physical sexual advances which are offensive or objectionable to the recipient or which cause the recipient discomfort or humiliation or which interfere with the recipient's job or academic performance.
5. Threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties, or academic standing.

If You Are a Victim:

1. Tell the individual, firmly but politely, that you think what he or she is doing is sexual harassment which is against College policy.
2. If the problem continues, report the problem to an advisor, a faculty member, or a college administrator.

3. The advisor, faculty member, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. If efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written, formal complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of sexual harassment.

4. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of sexual harassment.

5. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files and other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.

6. The EA/EO officer, with advice of counsel, shall file with the president a written report within thirty (30) days after a formal sexual harassment complaint is filed indicating conclusions as to whether or not there is reasonable cause to believe sexual harassment has occurred based on the evidence obtained. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

**Filing of a complaint or otherwise reporting sexual harassment will not affect the individual's current employment or enrollment status, future employment or promotion status, work assignments, future enrollment status, or extracurricular activities. Retaliation against any individual for good faith reporting of a claim of sexual 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. If the harassment issue is not sexual in nature, refer to the specific section entitled Harassment.**

### Smoking

Smoking is prohibited in all buildings on campus (Board of Trustees Policy 3.320).

### 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, residence hall rooms), whether by force or not, is prohibited.

### Use of Vehicles

Riding of bicycles and/or mopeds 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. Roller skating or skateboarding is prohibited on the campus in any location at all times.

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## **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.

A student may be suspended prior to a formal disciplinary hearing by the president of the college or designee. This action may be imposed only to ensure the safety and well-being of members of the college community or for the preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption of or interference with the normal operation of the college. During this time students shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. Students shall not normally be given any special considerations because of their separation from the college (i.e., make-up tests, refund of fees, etc.); however, any individual suspended under this emergency measure retains his rights of due process.

### **Administration of Discipline**

The administration of discipline will guarantee procedural fairness and due process to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. Each particular case will be judged by its own merits. Procedural due process requires that the student be informed of the nature of the charges, that a fair opportunity to refute them be given, and that there be provisions for appeal of a decision.

In cases involving 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.
3. The dean may then state what sanction(s), if any, are appropriate for the violation; a second meeting for this purpose may be scheduled.

The Dean of Student Services will always attempt to resolve cases involving less serious infractions at this level; however, at his/her discretion, the dean may decline to rule on the case and

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 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 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 not be more than ten school days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Services.

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 orally communicate the time for the hearing to the student through normal and reasonable 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, 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 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.

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

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Each committee member shall have one 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 chair shall have the right to excuse any faculty, administrative, or student member of the committee at any time.

### **Disciplinary Committee Hearings**

The recommended procedure for a committee hearing is as follows. The chair may use discretion in ordering hearings:

1. Introduction of participants.
2. Reading of charges.
3. Explanation to the charged student(s) as to how the hearing will be conducted and how a decision will be reached, as well as 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 advisor of his/her choice, at his/her own expense. The accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body. If an advisor is to be present at the hearing, the student must notify the Dean of Student Services at least three 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, the committee's decision will be rendered. 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.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Disciplinary Committee. The committee's discussion of the evidence prior to its rendering a decision is not required to be recorded. The record shall be the property of Chipola College. Accidental recording losses due to technical problems shall in no way invalidate the committee's decision.

### **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 a violation of the policies in the Student Code of Conduct, Rights and Responsibilities.

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, the use of campus computers, 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.

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 for the remainder of the student's enrollment 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. Readmission is subject to the approval of the administration of the college.

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## Student Grievance Procedures

### Grievance Procedure

This grievance policy was developed in order to protect the rights of Chipola College students. Every effort will be made to resolve grievances 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. If the grievance involves a grade received in a course, the student should follow the Student Grade Grievance Procedure.

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 ten (10) working days.

b. If the grievance is unresolved, within ten (10) working days the student should informally discuss the grievance with the College administrator who directly supervises the respondent.

c. If the grievance is still unresolved, within ten (10) working days, the student should carry the matter, still on an informal basis, to the Dean of Student Services. If the grievance involves a possible equity issue, the matter will be referred to the EA/EO Coordinator.

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 within ten (10) working days of “Step 1C” outlined in the Informal Grievance Process.

The respondent will be given a copy of the grievance and may respond in writing or by personally appearing at the hearing. If the grievance involves an equity issue, the written documents must be filed with the EA/EO officer.

Within ten (10) working days of the receipt of the formal grievance not involving an equity issue, the Dean of Student Services shall transmit the grievance to the Student Appeals/Grievance Committee; formal grievances involving equity issues will follow the timelines established by the EA/EO Officer. The Student Appeals/Grievance Committee shall, within ten (10) working days of receipt of the grievance, hold a hearing on the grievance. The student will receive notification as to time, date, place, and manner at least five (5) 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 advisor of his/her choice, at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in the grievance hearing.

Within ten (10) working days of the end of the formal hearing, the Student Appeals/Grievance Committee shall indicate its decision with regard to the disposition of the grievance.

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

Furthermore, as each student appeal/grievance 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.

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.

### Student Grade Grievance Procedure

Faculty members assign final student grades in each class at the end of each session (semester). Only a student may request a review of his/her grade(s). A student has ten (10) working days from the time the final grade is posted on the FACTS (Florida Academic Counseling & Tracking for Students) system to appeal an assigned grade. After the ten day period has passed, no other administrative remedy or option is available.

To appeal a grade, a student should initially pursue the following **Informal Student Grievance Process**:

1. Within ten (10) working days of when the student’s grades are posted on the FACTS.org website, the student shall meet with the faculty member and present written data to support his/her assertion. In the event that the faculty member is temporarily away from campus for longer than ten (10) working days, the student should contact the department head. Within ten (10) working days the department head will contact the faculty member and arrange for a meeting.

2. Within ten (10) working days, the faculty member must give fair hearing to the student’s claim and consider the data in an attempt to resolve the issue. In the event that the resolution is not satisfactory to the student, the student may proceed to Step 3.

3. The student may meet with the department head and present written data to support his/her assertion in the dispute. The department head must then meet and discuss the dispute with the faculty member. The department head must then attempt to resolve the dispute within ten (10) working days. In the event that this resolution is not satisfactory to the student, the student may proceed to Step 4.

4. The student may meet with the VP of Instruction & Baccalaureate Program Development to present written data to support his/her assertion in the dispute. The VP of Instruction & Baccalaureate Program Development must then meet and discuss the dispute with the faculty member. The VP of Instruction & Baccalaureate Program Development must attempt to resolve the dispute within ten (10) working days.

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In the event that a resolution cannot be reached via the Informal Student Grievance Process, the student may proceed to the following [Formal Student Grievance Process](#):

1. Within ten (10) working days of when the student is notified of the informal response of the VP of Instruction & Baccalaureate Program Development, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the VP of Instruction & Baccalaureate Program Development.

2. The VP of Instruction & Baccalaureate Program Development will present the written grievance to the Senior VP of Instructional & Student Services. Within ten (10) working days the Senior VP of Instructional & Student Services will appoint a one-time Student Grade Grievance Panel to include a chairperson, three student members, and three faculty members, none of whom shall have any direct connection with the parties involved. At least one of the student members and at least one of the faculty members must be from a related discipline in which the grade is being disputed. In the event that there is not a related discipline, at least one student member and at least one faculty member shall possess demonstrated knowledge of or experience with the discipline area involved in the grade dispute.

3. The chairperson will schedule a formal meeting within ten (10) working days after the panel is appointed. The student will receive notification at least five (5) days in advance of the hearing date outlining the date, time, place, and manner of the hearing. The student should appear to present information to the panel. The student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in the hearing. The panel will hear from all parties; information and testimony in the hearing are limited to the scope of the petition presented to this Senior VP of Instructional & Student Services. After reviewing all information and hearing all testimony, the panel will then meet in a closed session; a decision will be reached via secret ballot.

4. The panel chairperson will communicate the panel's decision, in writing, to the Senior VP for Instructional and Student Services within ten (10) working days.

5. The Senior VP for Instructional and Student Services will review the process followed and the recommendation(s) made. Within ten (10) working days of receipt of the panel's recommendation(s), the Senior VP for Instructional and Student Services will notify the student and the faculty member, in writing, of the panel's decision; copies will also be forwarded to the VP of Instruction & Baccalaureate Program Development and the department chairperson.

6. If the committee finds that no violation has occurred, or that a violation has occurred but recommends that no redress is warranted, these findings will be reported to the Dean of Enrollment Services to become a part of the student's permanent record file.

7. If the committee finds that a violation has occurred and recommends any form of redress for the student, the faculty member will be expected to inform the panel chairperson of his/her compliance or non-compliance with the decision within ten (10) work-

ing days after written notification has been sent to the faculty member. Failure to respond within ten (10) working days will indicate non-compliance.

a. If the faculty member complies with the panel's recommendation(s), the student will be informed, in writing, by the panel chairperson, with copies to the department chair, the VP of Instruction & Baccalaureate Program Development, and the Senior VP of Instructional & Student Services.

b. If the faculty member indicates non-compliance with the panel's recommendation(s), copies of the recommendation(s) and of the faculty member's reply will be sent to the student, the department chair, the VP of Instruction & Baccalaureate Program Development, and the Senior VP of Instructional & Student Services. Additionally, the Dean of Enrollment Services will receive a copy to place in the student's permanent record file; Human Resources will receive a copy to place in the faculty member's personnel file.

## **Student Activities Policies**

Student activities provide an opportunity for students to learn responsible citizenship and to complement the academic programs of the college. A variety of clubs and organizations are operated under the jurisdiction of the Student Government Association and supervised by 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. Cards**

When students register for the first time at Chipola, a photo I.D. card will be issued after tuition has been paid. The Business Office will validate the card during each succeeding registration period by placing a special sticker on the back of the 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, for admission to some final exams, and to receive financial aid checks. New cards are required for all continuing students fall semester of each academic year.

### **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**

See the [Campus Organization Manual](#) and the SGA Constitution & By-Laws for specific GPA requirements for SGA officers. Individual clubs/organizations outline requirements for officers and for membership in their individual constitution and by-laws.

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## Student 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 encourages responsible participation and leadership in the college community; additionally, they facilitate good relationships and understanding between the student body and the faculty and administration of Chipola College. Elections are held twice a year to select 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 approval. The college administration may establish 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. Students shall be nominated by the president of the SGA, recommended by the Student Activities Coordinator, 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 Collegiate Ministries  
Black Student Union  
Cheerleaders  
Chipola Players  
Fellowship of Christian Athletes  
Future Educators Club  
Honors Club

Phi Beta Lambda  
Puertas Abiertas (Spanish Club)  
Science Club  
Show Choir  
Student Ambassadors  
Freshman Student Nurses Association  
Sophomore Student Nursing Association  
Student Government Association

### Musical Groups

Campus musical groups include Rock & Jazz Ensemble, Chamber Chorus, and Show Choir. 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 Collegiate Ministries  
Fellowship of Christian Athletes

### Intramurals

The College provides a variety of opportunities for students to participate in individual and team sports through its intramural programs. These programs enrich the 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, 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. All rules and regulations outlined in the Student Rights and Responsibilities must be followed in addition to these 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 and groups 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 or group.

4. The president has delegated the facility assignment to Physical Plant personnel.

5. Charges may be imposed 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 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. For this reason the college reserves the right to charter all organizations and requires that they function in accordance with a constitution developed for the organization.

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. The constitution must consist of the following:

- a. Organization name
- b. Organization purpose
- c. Means of determining membership
- d. Method by which the organization will be governed (officers, elections, terms of office, etc.)
- e. Organization meeting times
- f. Anti-hazing statement
- g. Organization code of conduct
- h. 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.





# Degree Programs



*"I love the small classes and the individual attention each student receives."*

Kimberly Cross  
Graduate

*"I am from a small town. Chipola is a good school for me to start my college career because of its size. The atmosphere here is family oriented."*

Karisa T.  
2006 Student Interview

*"After many years of not being in school, 30 to be exact, I decided to return and get my Associate in Arts Degree. I was scared beyond words, not to mention the fact that I had no confidence in myself. The staff and instructors at Chipola College took me under their wings and quickly erased my doubts. Everyone was so helpful and made the time there so enjoyable."*

Debbie Lollie  
2006 Student Interview

*"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

### Bachelor of Applied Science in Business Management

In January, 2008, Chipola College will begin delivering a bachelor's degree in Business Management. This program will provide individuals who have earned an AS or AA degree with the opportunity to further their education and advance in their careers. Earning a bachelor's degree in Business Management will expand students' understanding of business administration and prepare them for a broad range of business careers. Applications to enter as a junior in the Business Management program will be available on July 16, 2007. Completed applications may be submitted from August 27 through October 12, 2007. Students should apply for general admission to Chipola and federal financial aid during summer, 2007.

Contact Dr. Kitty Myers at [myersk@chipola.edu](mailto:myersk@chipola.edu) or (850) 718-2276 for information. Students should also complete the online survey at [www.chipola.edu](http://www.chipola.edu) and click on Bachelor Degree Programs.

### Bachelor of Science in Mathematics Education (6-12)

### Bachelor of Science in Biology Education (6-12)

### Bachelor of Science in Middle School Science Education (5-9)

### Bachelor of Science in Middle School Mathematics Education (5-9)

Chipola College's Mathematics and Science Education degrees prepare students to teach math or science in middle or high school settings. All graduates from these programs are state certified.

If you are interested in becoming a teacher and making a difference in someone's life, inquire about Chipola's student-centered environment, small classes, full-time teaching faculty, local internship experiences, and Beall Tuition Scholarships.

Contact Dr. Lou Cleveland at 850-718-2416 or [clevelandl@chipola.edu](mailto:clevelandl@chipola.edu) for advising and registration information. Also check out the Degree Programs section of this catalog.

### Applying for Admission to the Teacher Education Program

1. Submit the following to the Admissions and Records Office in A-137; 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.

d. Background check (see below)

e. Narrative (see below)

f. Three written recommendations (see below)

### Admission Requirements for the Teacher Education Program

▪ Associate in Arts degree from a regionally accredited institution or at least 60 semester credit hours of postsecondary education with completion of the general studies requirement.

▪ Completion of all lower division state mandated common prerequisites including the three Education prerequisites EDF 1005, EDG 2701, EME 2040. See specific curriculum guides on the following pages for freshman and sophomore requirements.

▪ Earned overall GPA of 2.5 in 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)..... \$77.95

Alabama & Georgia residents (per credit hour) \$78.95

Out-of-state residents (per credit hour) ..... \$305.00

### 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**  
**718-2366**

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.

Contact the Chipola Foundation to inquire about the Beall Endowment Fund tuition scholarships.

**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 in****Secondary Education Mathematics (6-12)****FRESHMAN YEAR**

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
MAC 1114	Plane Trigonometry		MAC 1311	Calculus & Analytical Geometry I	5
or XXX XXXX <sup>1</sup>	or ELECTIVE	3	XXX XXXX	NATURAL SCIENCE	3
MAC 1140	Precalculus Algebra		EME 2040	Intro. to Educational Technology	3
or XXX XXXX <sup>1</sup>	or ELECTIVE	3			
EDF 1005	Intro to Education	3			
SLS 1101	Orientation	1			
TOTAL		14	TOTAL		15

**SOPHOMORE YEAR**

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
XXX XXXX <sup>2</sup>	GORDON RULE WRITING	4	SPC 2600 <sup>3</sup>	Effective Public Speaking	3
MAC 2312	Calculus & Analytical Geometry II	4	MAC 2313	Calculus & Analytical Geometry III	4
EDG 2701	Teaching Diverse Populations	3	MAT 2905	Mathematics through Tutoring	
XXX XXXX	NATURAL SCIENCE	3	or XXX XXXX <sup>1</sup>	or ELECTIVE	1
PSY 2012	General Psychology	3	XXX XXXX	SOCIAL SCIENCE	3
			XXX XXXX	HUMANITIES	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 <sup>4</sup>	Applied Linear Algebra	4	EME 3410	Integrating Technology in the Classroom	3
MTG 3212	Modern Geometries	3	MAE 3651	Learning Math with Technology	1
MAT 2905 <sup>5</sup>	Mathematics through Tutoring	1-3	MAP 2302 <sup>4</sup>	Differential Equations	3
MAE 3320	Teach. Mid. Sch. Mathematics	3	RED 3360	Teach. Reading in Mid/Sec Schools	3
MAE 3940	Teach. Mid. Sch. Math Practicum	1	STA 2122	Statistics for the Behavioral and Social Sc	3
TOTAL		15-17	TOTAL		16

**SENIOR YEAR**

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	3	MAE 4945	Student Teaching in Mathematics	10
EDF 4430	Measure. & Eval. in Classroom	3	MAE 4943	Seminar in Mathematics Education	3
MAS 4203 <sup>4</sup>	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		16	TOTAL		13

<sup>1</sup> MAT 2905, Mathematics through Tutoring, is suggested for the elective credit if the student places directly into MAC 1311 Calculus I.

<sup>2</sup> Choose 4 hours from the following: AML 2010, AML 2020, ENL 2012, ENL 2022, ENC 1133, HUM 2216, HUM 2233, or SPT 2521.

<sup>3</sup> Upon departmental approval, students may substitute SPC 2016 for SPC 2600.

<sup>4</sup> Or department-approved mathematics course.

<sup>5</sup> MAT 2905 can be repeated during the junior or senior year if a student needs additional hours after completing all required courses.

To earn a baccalaureate degree from Chipola College the following requirements must be met: At least (40) semester hours in courses numbered 3000 and above must be earned; at least (30) of the forty (40) hours must be earned in residence at Chipola College; and a total of sixty (60) semester hours of the work credited toward the baccalaureate degree must be earned in an accredited senior institution.

## Bachelor of Science Degree in Middle School Mathematics (5-9)

### 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		MAC 1140	Precalculus Algebra	
or XXX XXXX <sup>1</sup>	or ELECTIVE	3	or XXX XXXX <sup>1</sup>	or ELECTIVE	3
XXX XXXX	NATURAL SCIENCE	3	XXX XXXX	HUMANITIES	3
EDF 1005	Introduction to Education	3	EME 2040	Intro. to Educational Technology	3
SLS 1101	Orientation	1	XXX XXXX	NATURAL SCIENCE	3
TOTAL		14	TOTAL		16

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
XXX XXXX <sup>2</sup>	GORDON RULE WRITING	4	XXX XXXX	SOCIAL SCIENCE	3
MAC 1114	Trigonometry		MAT 2905 <sup>1</sup>	Mathematics through Tutoring	
or XXX XXXX <sup>1</sup>	or ELECTIVE	3	or XXX XXXX	or ELECTIVE	3
EDG 2701	Teaching Diverse Populations	3	MAC 1311	Calculus & Anal. Geometry I	5
PSY 2012	General Psychology	3	MGF 1107 <sup>4</sup>	Mathematics for Liberal Arts II	
SPC 2600 <sup>3</sup>	Effective Public Speaking	3	or XXX XXXX	or ELECTIVE	3
TOTAL		16	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
MGF 1106 <sup>5</sup>	Mathematics for Liberal Arts I	3	EME 3410	Integrating Tech. in the Classroom	3
MAE 3320	Teach. Methods in Mid. Sch. Math	3	RED 3360	Teach. Reading in Mid/Sec Schools	3
MAE 3940	Teach. Mid. Sch. Math Practicum	1	EDM 3001	Introduction to Middle School	3
MAE 3816	Elements of Geometry	3	STA 2122	Introduction to Statistics	3
MAT 2905 <sup>1,6</sup>	Mathematics through Tutoring	3			
TOTAL		16	TOTAL		15

### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	3	MAE 4945	Student Teaching in Mathematics	10
EDF 4430	Measure. & Eval. in Classroom	3	MAE 4943	Seminar in Mathematics Education	3
MAE 4815 <sup>5</sup>	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		16	TOTAL		13

<sup>1</sup> MAT 2905, Mathematics through Tutoring, is suggested for the elective credit if the student places directly into MAC 1311 Calculus I. This course may be repeated if the student needs additional hours after completing all required courses.

<sup>2</sup> Choose 4 hours from the following: AML 2010, AML 2020, ENL 2012, ENL 2022, ENC 1133, HUM 2216, HUM 2233, or SPT 2521.

<sup>3</sup> Upon departmental approval, students may substitute SPC 2016 for SPC 2600.

<sup>4</sup> MGF 1107 must be taken if student places directly into Calculus I.

<sup>5</sup> Or department-approved math course.

<sup>6</sup> Or department approved mathematics related course in science or computer science.

To earn a baccalaureate degree from Chipola College the following requirements must be met: At least (40) semester hours in courses numbered 3000 and above must be earned; at least (30) of the forty (40) hours must be earned in residence at Chipola College; and a total of sixty (60) semester hours of the work credited toward the baccalaureate degree must be earned in an accredited senior institution.

## Bachelor of Science Degree in Secondary Education Biology (6-12)

### FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
BSC 2010 & 2010L or CHM 1045 & 1045L	Int. Principles of Biology I w/ Lab or General Chemistry I with Lab	4	BSC 2011 & 2011L or CHM 1046 & 1046L	Int. Principles of Biology II w/ Lab or General Chemistry II with Lab	4
XXX XXXX	MATHEMATICS	3	EDF 1005	Introduction to Education	3
XXX XXXX	ELECTIVE	3	XXX XXXX	HUMANITIES	3
SLS 1101	Orientation	1	STA 2122	Introduction to Statistics	3
TOTAL		15	TOTAL		17

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
XXX XXXX <sup>1</sup>	GORDON RULE WRITING	4	SPC 2600 <sup>2</sup>	Effective Public Speaking	3
BSC 2010 & 2010L or CHM 1045 & 1045L	Int. Principles of Biology I w/ Lab or General Chemistry I with Lab	4	BSC 2011 & 2011L or CHM 1046 & 1046L	Int. Principles of Biology II w/ Lab or General Chemistry II with Lab	4
SCE 2905 or XXX XXXX	Science Through Tutoring or ELECTIVE	1	EME 2040	Intro to Education Technology	3
PSY 2012	General Psychology	3	XXX XXXX	SOCIAL SCIENCE	3
EDG 2701	Teaching Diverse Populations	3			
TOTAL		15	TOTAL		13

### JUNIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDF 3214	Human Development & Learning	3	MCB 2010 & 2010L <sup>3</sup>	Microbiology with Lab	4
BSC 2094C <sup>3</sup> & 2094L	Anatomy and Physiology II with Lab	4	BOT 3015 <sup>3</sup>	Plant Biology	3
PCB 3063 <sup>3</sup>	Genetics	3	EME 3410	Integrating Tech. in the Classroom	3
SCE 2905 <sup>4</sup>	Science Through Tutoring	3	RED 3360	Teach Reading in Mid/Sec Schools	3
SCE 3320	Teach. Meth. in Mid. Sch. Science	3	TSL 3080	ESOL Issues: Principles & Practices	3
SCE 3940	Teach. Mid. Sch. Science Pract.	1			
TOTAL		17	TOTAL		16

### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	3	SCE 4945	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			
SCE 4941	Teach. Sec. Sch. Science Pract.	1			
PCB 4043C & 4043L	Ecology with Lab	4			
TOTAL		14	TOTAL		13

<sup>1</sup> Choose 4 hours from the following: AML 2010, AML 2020, ENL 2012, ENL 2022, ENC 1133, HUM 2216, HUM 2233, or SPT 2521.

<sup>2</sup> Upon departmental approval, students may substitute SPC 2016 for SPC 2600.

<sup>3</sup> Or department-approved science course.

<sup>4</sup> This course may be repeated if a student needs additional hours after completing all required courses.

To earn a baccalaureate degree from Chipola College the following requirements must be met: At least (40) semester hours in courses numbered 3000 and above must be earned; at least (30) of the forty (40) hours must be earned in residence at Chipola College; and a total of sixty (60) semester hours of the work credited toward the baccalaureate degree must be earned in an accredited senior institution.

## Bachelor of Science Degree in Middle School Science (5-9)

### FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4	ENC 1102	Communication Skills II	4
ESC 1001	Introduction to Earth Science	3	XXX XXXX	SOCIAL SCIENCE	3
XXX XXXX <sup>1</sup>	MATHEMATICS	3	EDG 2701	Teaching Diverse Populations	3
EDF 1005	Intro to Education	3	XXX XXXX	HUMANITIES	3
SLS 1101	Orientation	1	STA 2122	Introduction to Statistics	3
TOTAL		14	TOTAL		16

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
XXX XXXX <sup>2</sup>	GORDON RULE WRITING	4	SPC 2600 <sup>3</sup>	Effective Public Speaking	3
XXX XXXX	ELECTIVE	3	EME 2040	Intro to Educational Technology	3
PSY 2012	General Psychology	3	AST 1002	General Astronomy	3
BSC 2010 or 2010L or CHM 1045/1045L or PHY 1053C/1053L	Int. Principles of Biology I w/Lab or General Chemistry I w/Lab or General Physics I w/Lab	4	BSC 2011 or 2011L or CHM 1046/1046L or PHY 1054C/1054L XXX XXXX <sup>4</sup>	Int. Principles of Biology II w/Lab or General Chemistry I w/Lab or General Physics II w/Lab ELECTIVE	4 3
TOTAL		14	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
XXX XXXX <sup>5</sup>	NATURAL SCIENCE	3	EDM 3001	Introduction to Middle School	3
SCE 3320	Teach. Meth. in Mid. Sch. Science	3	RED 3360	Teach. Reading in Mid/Sec Schools	3
SCE 3940	Teach. Mid. Sch. Science Pract.	1	EME 3410	Integrating Technology in the Classroom <sup>3</sup>	3
BSC 2010 & 2010L or CHM 1045 & 1045L or PHY 1053C/1053L	Int. Princ. of Biology I w/ Lab or General Chemistry I w/ Lab or General Physics I w/ Lab	4	BSC 2011 & 2011L or CHM 1046/1046L or PHY 1054C/1054L	Int. Principles of Biology II w/ Lab or General Chemistry II w/ Lab or General Physics II w/ Lab	4
TOTAL		14	TOTAL		16

### SENIOR YEAR

Fall Semester		Sem. Hrs.	Spring Semester		Sem. Hrs.
EDG 4410	Classroom Mgt. & Communication	3	SCE 4945	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			
SCE 4941	Teach. Sec. Sch. Science Pract.	1			
PCB 4043C & 4043L	Ecology with Lab	4			
XXX 4905 <sup>6</sup>	Supervised Research	3			
TOTAL		17	TOTAL		13

<sup>1</sup> Students who plan to take PHY 1053C/1054C should choose MAC 1114. Mathematics elective should meet prerequisite for STA 2122.

<sup>2</sup> Choose 4 hours from the following: AML 2010, AML 2020, ENL 2012, ENL 2022, ENC 1133, HUM 2216, HUM 2233, or SPT 2521.

<sup>3</sup> Upon departmental approval, students may substitute SPC 2016.

<sup>4</sup> SCE 2905, Science Through Tutoring, is suggested for the elective credit. This course may be repeated if a student needs additional hours after completing all required courses.

<sup>5</sup> Students should choose a science class approved by the department in either the biological sciences, earth sciences or physical sciences not covered in the two sequenced laboratory classes that were completed in the sophomore/junior year.

<sup>6</sup> Or department-approved science course.

To earn a baccalaureate degree from Chipola College the following requirements must be met: At least (40) semester hours in courses numbered 3000 and above must be earned; at least (30) of the forty (40) hours must be earned in residence at Chipola College; and a total of sixty (60) semester hours of the work credited toward the baccalaureate degree must be earned in an accredited senior institution.

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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] 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 Arts, the Associate in Science, and the Associate in Applied Science degrees.

### 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, the CLAST, and 60 hours of courses designated [A] in the “Course Descriptions” section of the catalog (including 36 hours of general education). Also, 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.

Two of the AS 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 one 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 a minimum 2.0 GPA must be earned.

### 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.

### Students who Plan to Complete a Bachelor’s Degree

The Associate in Arts degree is designed for students who plan to complete the first two years of college work at Chipola and then transfer into a baccalaureate degree program at either Chipola or another college/university.

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 an advisor 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 11 state universities, except to limited access programs.\*
2. Acceptance of at least 60 semester hours by the state universities.
3. Adherence to the university degree/program requirements, based on the catalog in effect at the time the student first enters the 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 credits earned in accelerated programs (e.g., CLEP, Dual Enrollment, AP, IB, and AICE).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.



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

\*Some degree programs may include additional admission requirements. The programs are referred to as “limited access” programs. These more stringent requirements may include a higher grade point average and/or higher test scores, additional courses or prerequisites, and/or auditions/portfolios.

### Associate in Arts Degree Requirements

- I. SLS 1101, orientation course.
  - II. The Gordon Rule.
  - III. The College Level Academic Skills Test (CLAST).
  - IV. The Collegiate Assessment of Academic Proficiency (CAAP).
  - V. Sixty hours of college credit courses, including 36 hours of General Education courses.
  - VI. Minimum GPA of 2.0.
- Each student is advised to secure a Curriculum Guide for his major and transfer institution, and to take the courses recommended in the guide. Guides are available in Advising (A-112) and on the college website.

### 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 the same foreign language at the high school level or 8-10 hours of the same language 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 is a one-semester-hour course.

### 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 requires all AA degree-seeking college students to take 12 hours from among a list of specified courses that require significant writing assignments 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. 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.

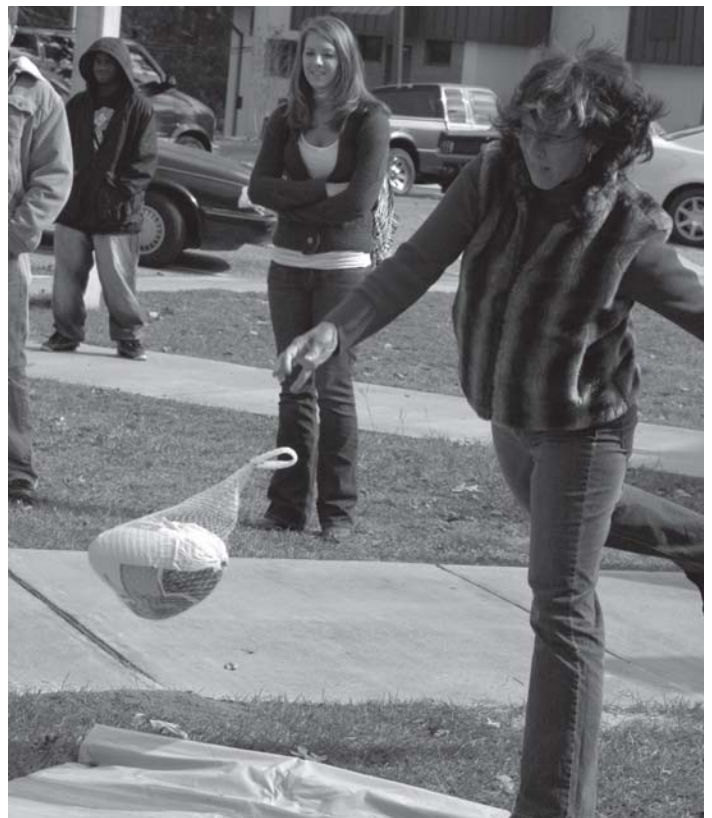
See the mathematics and communications sections of the general education requirements (Areas 3 and 4) for a list of mathematics and English/communications courses that will fulfill this requirement.

### 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 A-141).

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 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 in the Admissions and Records Office (Building A-141) 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.

<b>Reading 295</b>
<b>Writing 295</b>
<b>Computation 295</b>
<b>Essay 6</b>

### 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.

#### 2007-2008 CLAST Dates

Registration Deadline	Test Administration
Sept. 7, 2007	Oct. 6, 2007
Jan. 18, 2008	Feb. 16, 2008
May 2, 2008	June 7, 2008

## 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
1. Social Sciences	6
2. Natural Sciences	6
3. Mathematics	6
4. Communications	8
5. Humanities	7
6. Additional General Education Course (any other course from Areas 1-5)	3
<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 who plan to pursue one of Chipola's baccalaureate programs or transfer to a Florida college or university should fulfill this requirement before earning an AA degree 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
GEA 2001 - 2002	World Geography	3,3
POS 2041	American Federal Government	3
POS 2112	State and Local Government	3
PSY 2012	General Psychology	3
REL 2300	World Religions	3
SYG 1000	Introductory Sociology	3
SYG 1010	Contemporary Sociology	3
WOH 2012-2022	World History I/II	3,3

**Area 1 College Level Competency:** Evaluate Societal and Ethical Issues, Problems, and Values

**Purpose of Area 1:** The purpose of a social and behavioral science component in the core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, and events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

## 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 1052	Conservation Biology	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
ESC 1000	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 2 College Level Competency:** Understand the History, Nature, Methods, and Limits of Science

**Purpose of Area 2:** The purpose of the study of the natural sciences component in the core curriculum is to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories. These discipline-specific objectives are based on the National Science Education Standards.

## 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 course 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
MGF 1106 - 1107	Mathematics for Liberal Arts I/II	3,3
STA 2122	Statistics for the Behavioral/Social Sc	3

**Area 3 College Level Competency:** Demonstrate Basic Mathematical Skills and Knowledge

**Purpose of Area 3:** The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

## 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 courses that require significant writing assignments and to make at least a "C" in each course. Eight hours 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

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

**Area 4 College Level Competency:** Comprehend and Articulate Effectively in English - Reading, Writing, Oral Communication

**Purpose of Area 4:** The purpose of the communications area in the core curriculum is to enable the student to read critically and communicate effectively in clear and correct prose.

**Area 5—Humanities**

**Minimum: 7 semester hours from among the following:**

**Select 3 semester hours from:**

Any ARH or ART course, any AML or ENL course, HUM 2210/2230, MUL 2010, MUE 1290, or any 3 hr. MUT course, SPT 2521, or THE 1020

**Select 4 semester hours from:**

Select 3 hours from American Literature (AML 2010 or 2020), English Literature (ENL 2012 or 2022), or Hispanic Cinema (SPT 2521) **PLUS** 1 hour of Research Writing (ENC 1133)\*

**OR**

select 4 hours from HUM 2216 or HUM 2233\*.

\* 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 and to make at least a “C” in each course. Four hours of course work with significant writing assignments required by the Gordon Rule will be satisfied by these courses.

**Area 5 College Level Competency:** Interpret, Evaluate and Appreciate Works of Human Culture

**Purpose of Area 5:** The purpose of the fine and performing arts in the core curriculum is to expand student knowledge of the human condition and human cultures, especially in relation to behaviors ideas and values expressed in works in the performing arts: music, performance, music history and theory; theatre performance and theatre history; the visual arts and purpose of art. Through study of disciplines such as literature, philosophy and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the fine and performing arts and humanities as fundamental in the stature and sur-

vival of any society. Students should have experiences in both the arts and humanities.

**Area 6—General Education Course**

**Minimum: 3 semester hours**

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

**Technology**

*embedded in Many General Education Core Courses*

**College Level Competency:** Use Technology Effectively

**Purpose:** The purpose of the technology component in the general education core is to equip students with computer application skills.

**Courses with International or Diversity Focus**

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
ASH 1044	Middle Eastern History & Civilization
FRE 1120, 1121, 2220, 2221	Elementary or Inter. French
GEA 2001, 2002	World Geography I & II
MHF 4404*	History of Math
REL 2300	World Religions
SPN 1120, 1121, 2220, 2221	Elementary or Inter. Spanish
SPN 1170	Spanish Language and Culture Study Abroad
SPT 2521	Hispanic Cinema
SYG 1010	Contemporary Sociology
TSL 3080*	ESOL Issues: Principles and Practices
WOH 2012, 2022	World History I & II

*\*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 review the student's current major, course work, future plans, and complete the class registration schedule for the upcoming term. Whenever possible, students should use one of the preplanned AA Curriculum Guides to facilitate their academic progress. These guides are available in Student Services, Bldg. A and on the college website. If students are interested in majors or transfer institutions not listed, they may talk with an advisor 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, faculty advisors, 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 Sciences  
Nursing  
Pharmacy  
Psychology  
Respiratory Therapy  
Social Work

#### Florida State University

Art Education  
Art History or Studio Art  
Biological Sciences  
Business Administration  
Chemistry  
Communication  
Communication Disorders  
Computer Science  
Criminology  
Early Childhood Education  
Elementary Education  
Engineering  
English Education  
Forensic Science  
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/Athletic Training  
Sports Medicine  
Theater/Drama

#### Florida State University-Panama City Campus

Business Administration  
Professional Communication  
Computer Science  
Criminology  
Elementary Education  
Engineering  
Interdisciplinary Social Science  
Nursing  
Psychology  
Social Science Education  
Social Work

#### 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  
Geomatics  
Health Science  
(Pre-Occupational Therapy)  
(Pre-Physical Therapy)  
Microbiology & Cell Science  
Nursing  
Nutritional Sciences  
Pharmacy  
Political Science  
Psychology

#### University of West Florida

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

#### University of Central Florida

Forensic Science  
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 advisor.*

# 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 from their advisor, or from the Advising Center (A-112), 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 student services advisor.

*This pre-planned curriculum guide is only a sample. Consult Student Services advisors in A-112 for the latest and most accurate curriculum guides.*

## FRESHMAN YEAR

1st Semester			2nd Semester		
		Sem. Hrs.			Sem. Hrs.
ENC 1101	Communications Skills I	4	ENC 1102	Communication Skills II	4
SLS 1401	Career and Life Planning	2	CGS 1060	Intro to Microcomputer Use	3
XXX XXXX	NATURAL SCIENCE	3	XXX XXXX	NATURAL SCIENCE	3
XXX XXXX	SOCIAL SCIENCE	3	XXX XXXX	SOCIAL SCIENCE	3
XXX XXXX	MATHEMATICS	3	XXX XXXX	MATHEMATICS	3
SLS 1101	Orientation	1			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>

## SOPHOMORE YEAR

1st Semester			2nd Semester		
		Sem. Hrs.			Sem. Hrs.
XXX XXXX <sup>1</sup>	GORDON RULE WRITING	4	XXX XXXX <sup>4</sup>	GENERAL ED COURSE	3
XXX XXXX <sup>2</sup>	HUMANITIES	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			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>12</b>

<sup>1</sup> Choose 4 hours from the following: AML 2010/2020, ENL 2012/2022, ENC 1133, HUM 2216/2233, SPT 2521.

<sup>2</sup> Choose 3 hours from any ARH or ART course, HUM 2210 or 2230, THE 1020, any AML or ENL, SPT 2521 or any 3 hour MUT course.

<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 taken in this Associate in Science degree are transferable to state universities in Florida. An additional 10 hours of specific general education courses, the Gordon Rule, and completion of CLAST and CAAP 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	GEB 2214	3	APPROVED BUS ELECTIVE	3
CGS 1060 or CIS 1000	3	GEB 1011	3	BUL 2131	3	TAX 2000	3
HUMANITIES <sup>2</sup>	3	MAC 2233	3	ACG 2002	3	ACG 2071	3
MAC 1140 <sup>1</sup>	3	CGS 1100	3	ECO 2013	3	ECO 2023	3
ELECTIVE	2	CGS 1510	2	SPC 2600	3	STA 2122	3
SLS 1101	1			<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17-18</b>
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>				
Summer I or II	Sem Hrs						
ACG 2021	3						

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 AS degree in Business Administration from Chipola College.



## Computer Engineering Technology *Program Code 2174*

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			
First Semester	Sem Hrs	Second Semester	Sem Hrs	First Semester	Sem Hrs	Second Semester	Sem Hrs
MAC 1105 <sup>1,2</sup>	3	MAC 1114	3	GEB 2214	3	ENC 1101 <sup>1</sup>	4
CIS 1000	3	EET 1015C	4	EET 1025C	4	CET 2173C	3
CET 1177	3	CET 1600	3	CET 1631	1	ELECTIVE	3
CET 1513	3	CET 1486	3	CET 2114C	4	HUMANITIES <sup>3</sup>	3
INP 2390	3	COP 2000	3	CET 2152C	4	ECO 2013	3
SLS 1101	1			CET 1111	1	CET 1941/2949	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>19</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> 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 AS 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		CET 1600	3	CET 2724	3	COP 2000	3
or CGS 1060 <sup>1</sup>	3	INP 2390	3	CGS 1557	3	CIS 2930 or 2931	1
MAC 1105 <sup>2</sup>	3	CGS 1100	3	CET 1631	1	CIS 1941 or 2949	2
CET 1177	3	CET 1486	3	GEB 2214	3	APPROVED COMPUTING	
CET 1513	3	CET 1811	3			ELECTIVE <sup>4</sup>	3
SLS 1101	1			MATHEMATICS <sup>3</sup>	3	HUMANITIES <sup>3</sup>	3
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>15</b>			SOCIAL SCIENCE <sup>3</sup>	3
<b>Summer Session I or II</b>				<b>Total</b>	<b>13</b>	<b>Total</b>	<b>15</b>
CET 2722	3						
ENC 1101 <sup>1</sup>	4						
<b>Total</b>	<b>7</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> Students should have keyboarding skills.

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

<sup>3</sup> Students must complete the following general education courses: Math-

ematics: MGF 1106 or higher. Social Science: any general education social science course. Humanities: MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

<sup>4</sup> Requires course approval from program advisor.

A minimum of 63 semester credit hours is needed to graduate with an AS 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	CJT 2100	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	HUMANITIES <sup>2</sup>	3
CJD 2677	2	CJC 1000	3	CJC 2162	3	POS 2112	3
CJD 2691	2	ELECTIVE	3	CCJ 1020	3	MATHEMATICS	3
CJD 2603	2			CJE 2500	3	SLS 1101	1
CJD 2681	2					GEN ED COURSE	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.

<sup>2</sup> Students may choose MUL 2010, MUE 1290, THE 1020, or any ARH

or ART course.

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 AS 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	3	MATHEMATICS <sup>1</sup> or	3	FSS 2382L	2
FOS 2201C	3	FSS 2224C	3	NATURAL SCIENCE		FSS 2065L	3
FSS 1002C	3	FSS 1105	3	FSS 1248C	3	FSS 2381	2
FSS 1202C	3	FSS 2380	2	FSS 2240C	3	HFT 1860	3
FSS 1063C	3	GENERAL	3	HFT 2264C	3	SYG 1000	3
SLS 1101	1	EDUCATION COURSE		HFT 1213C	3	HUMANITIES <sup>3</sup>	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>14</b>	ELECTIVE	2-3		
				<b>Total</b>	<b>17-18</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 (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 AS 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. 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>2</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 within five (5) years of the application to the TCC program. 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 should contact the Technology and Professional Programs Division, Tallahassee Community College, 444 Appleyard Drive, Tallahassee, FL 32304, (850) 201-0695 to obtain an application packet and should indicate they wish to enroll under the articulation agreement with Chipola College when the application is submitted. The application process should begin at least one year in advance of anticipated enrollment at TCC.**

## 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 1500, SPC 2600, REA 1205, ORI 2000, 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 AS degree in Early Childhood Education from Chipola College.**

## 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 1060 or CIS 1000	3	ENC 1102	4	EET 2104C	4
MAC 1105	3	MAC 1114	3	EET 2119C	4	CET 2114C	4
EET 1015C	4	HUMANITIES <sup>2</sup>	3	PHY 1053C & 1053L	4	CET 2152C	4
EET 1084	3	EET 1025C	4	SOCIAL SCIENCE	3	CET 2173C	3
SLS 1101	1	EET 1607C	4	GENERAL EDUCATION COURSE	3	TECHNICAL ELECTIVE <sup>3</sup>	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>	<b>Total</b>	<b>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 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> Choose from MUL 2010, MUE 1290, THE 1020 or any ARH or ART course.

<sup>3</sup> Students will select a course approved by the program manager.

A minimum of 68 semester credit hours is needed to graduate with an AS 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	MATHEMATICS <sup>1</sup>	3	POS 2112	3
FFP 1540	3	FFP 2810	3	GENERAL ED COURSE	3	HUMANITIES <sup>3</sup>	3
FFP 2700	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.

<sup>3</sup> Students may choose MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

A minimum of 60 semester credit hours is needed to graduate with an AS 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
CIS 1000		CET 1600	3	GEB 2214	3	CET 2660	3
or CGS 1060 <sup>1</sup>	3	CET 1486	3	CET 2605	3	CET 2590	3
CET 1177	3	CET 1811	3	CET 2724	3	CET 1941/2949	3
CET 1513	3	INP 2390	3	MATHEMATICS <sup>3</sup>	3	HUMANITIES <sup>3</sup>	3
MAC 1105 <sup>2</sup>	3	SOCIAL SCIENCE <sup>3</sup>	3	CET 1631	1	COMPUTING ELECTIVE <sup>4</sup>	3
SLS 1101	1			<b>Total</b>	<b>13</b>	<b>Total</b>	<b>15</b>
<b>Total</b>	<b>13</b>		<b>15</b>				
Summer Session I or II	Sem Hrs						
CET 2722	3						
ENC 1101 <sup>2</sup>	4						
<b>Total</b>	<b>7</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> Students should have keyboarding skills.

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

<sup>3</sup> Students must complete the following general education courses:

Mathematics: MGF 1106 or higher. Social Science: any general education social science course. Humanities: MUL 2010, MUE 1290, THE 1020, or any ARH or ART course.

<sup>4</sup> Requires course approval from program advisor.

A minimum of 63 semester credit hours is needed to graduate with an AS 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 Q-229.

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 comply with the Florida Board of Nursing 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 229 at 718-2316. All courses taken in this Associate in Science degree are transferable to state universities in Florida. An additional 14 hours of specific general education courses, the Gordon Rule, and completion of CLAST and CAAP requirements would be needed to earn an Associate in Arts degree. All common prerequisites must be completed before acceptance into a 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 1211C & 1211L	7
NUR 1280C & 1280L	1	NUR 1422C & 1422L	2
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 2522C & 2522L	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 2212C & 2212L	6	NUR 2291C & 2291L	7
NUR 2142	2	NUR 2450C & 2450L	1
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 AS 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 1280C & 1280L	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
BSC 2094C & 2094L	4	NUR 2522C & 2522L	3

**Total 4 3**

2nd Sem (Fall)	Sem Hrs
NUR 1211C & 1211L	7
NUR 1422C & 1422 L	2
NUR 1312C & 1312L	2
MCB 2010 & 2010L	4
<b>Total</b>	<b>15<sup>7</sup></b>

### Sophomore Year

1st Sem (Spring)	Sem Hrs
NUR 2212C & 2212L	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	7	NUR 2291C & 2291L continued	
NUR 2450C & 2450L	1	NUR 2450C & 2450L continued	
NUR 2350C & 2350L	3	NUR 2350C & 2350L continued	
NUR 2810	1	NUR 2810 continued	

**Total 12**

**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 AS degree in Nursing from Chipola College.

## Office Administration *Program Code 2161*

Effective Fall 2006, this program will not admit new students. Current continuing, returning, and transfer students must complete the program requirements by Summer II 2009. After that time, students must select an alternate program of study.

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	GEB 2214	3	or NATURAL SCI	3
*+# INP 2390	3	# OST 1601	3	APA 1251	3	HUMANITIES <sup>5</sup>	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	3	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 <sup>4</sup>	3	OST 1941 or 2949	1-2
GEN ED COURSE <sup>2</sup>	3			<b>Total</b>	<b>16</b>	<b>Total</b>	<b>13-14</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 AS 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. Appropriate courses taken in this Associate in

Science degree are transferable to state colleges and universities in Florida. An additional 20 hours of specific general education courses, the Gordon Rule, and completion of CLAST and CAAP 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>	3	HUN 1201 <sup>2</sup>	3
REA 1205 <sup>1</sup>	2	ELECTIVE	2	NATURAL SCIENCE <sup>2</sup>	3	HSC 2400	
MAT 1033 <sup>1</sup>	3	HSC 1100		PEO 2003 <sup>2</sup>	2	or GEN ED COURSE	3
PET 1000 <sup>2</sup>	3	or GEN ED COURSE	3	PET 2622 <sup>2</sup>	3	ELECTIVE	3
PEM 1104 <sup>2</sup>	2	PE activity courses <sup>2</sup>	2	PEO 2624, PEO 2216,	2	DEP 2004 <sup>2</sup>	3
PE activity course <sup>2</sup>	1	SOCIAL SCIENCE <sup>2</sup>	3	or PEL 2211 <sup>2</sup>		HUMANITIES <sup>3</sup>	3
SLS 1101	1	CGS 1060	3	ELECTIVE or ENC 1102	3-4	PE activity course <sup>2</sup>	1
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16-17</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 AS 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>3</sup>	3	CET 2114C	4
MAC 1105 <sup>2</sup>	3	MAC 1114	3	EET 2119C	4	CET 2152C	4
EET 1015C	4	ELECTIVE	3	ECO 2013, POS 2041, or SYG 1000	3	CET 2173C	3
EET 1084	3	CET 1486	3	ELECTIVE	3	EET 2104C	4
SLS 1101	1			<b>Total</b>	<b>13</b>	<b>Total</b>	<b>15</b>
<b>Total</b>	<b>15</b>		<b>13</b>				

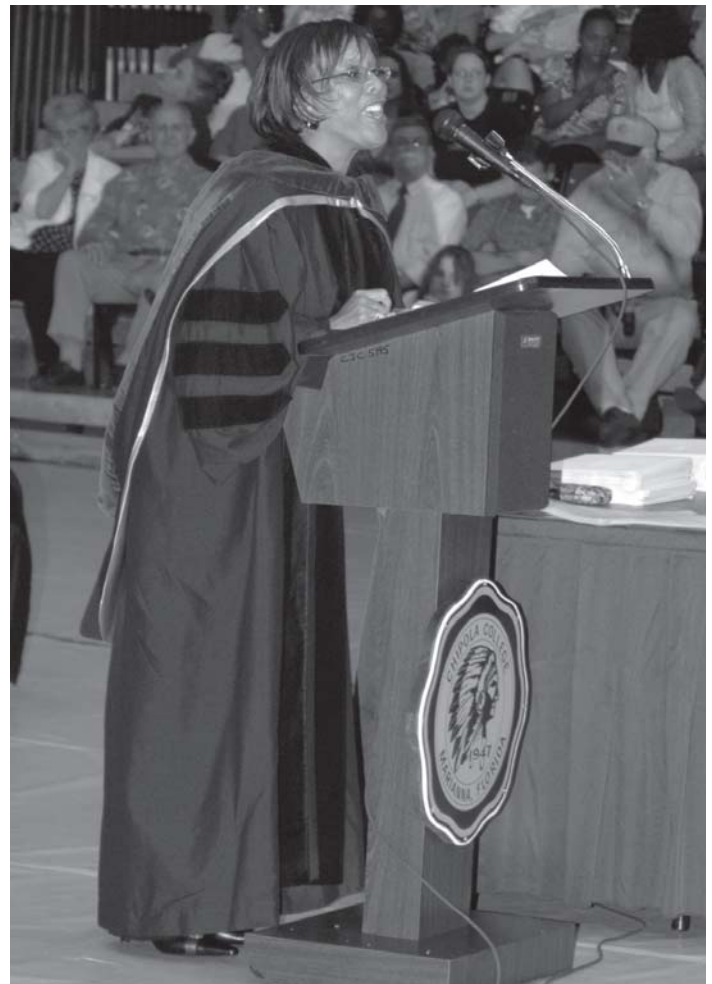
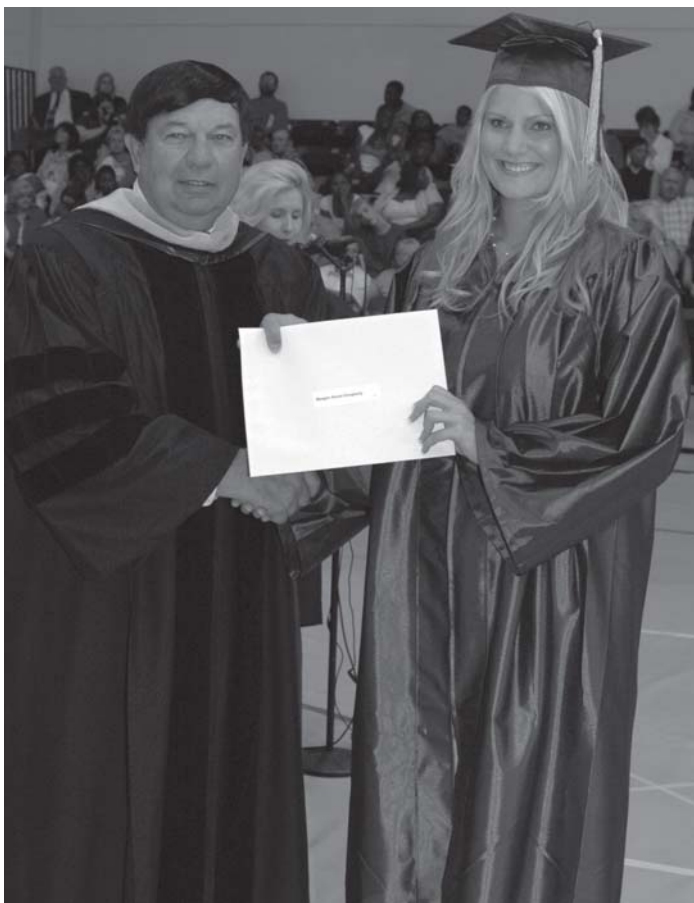
  

Fall Semester	Sem Hrs
EET 1371	8
<b>Total</b>	<b>8</b>

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> 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 AS degree in Telecommunications Engineering 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. 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.

### Electronics Engineering Technology *Program Code 2476*

The Electronics 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 1060	3	ENC 1102	4	EET 2104C	4
MTB 1327	3	MTB 1328	3	EET 2119C	4	CET 2114C	4
EET 1015C	4	EGS 2110C	3	HUMANITIES <sup>2</sup>	3	CET 2152C	4
EET 1084	3	EET 1025C	4	SOCIAL SCIENCE	3	CET 2173C	3
SLS 1101	1	EET 1607C	4	GENERAL ED COURSE	3	TECHNICAL ELECTIVE <sup>3</sup>	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>19</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> Choose from MUL 2010, MUE 1290, THE 1020 or any ARH or ART course.

<sup>3</sup> Students will select a course approved by the program manager. A minimum of 68 semester credit hours is needed to graduate with an AAS degree in Electronic Engineering Technology from Chipola College.

### Telecommunications Engineering Technology *Program Code 2480*

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 2322C	4	HUMANITIES <sup>2</sup>	3	EET 2119C	4
MTB 1327	3	MTB 1328	3	EET 2355C	4	EET 2751C	3
EET 1015C	4	EET 2104C	4	ECO 2013 <sup>1</sup> , POS 2041 <sup>1</sup> , or	3	CET 2152C	4
EET 1084	3	EET 1025C	4	SYG 1000		CET 1600	3
MATH <sup>1</sup> or SCIENCE	3			CET 2114C	4		
SLS 1101	1			GENERAL ED COURSE	3		
<b>Total</b>	<b>18</b>		<b>15</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>14</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 depending on placement test scores.

<sup>2</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 AAS degree in Telecommunications 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 Paramedic.

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 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 program. Courses are a combination of Internet, DVD, and evening classes. Schedules may be arranged full-time or part-time and the program may be completed in as little as eleven months.

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.
3. Take the Test of Adult Basic Education (TABE); must score at 11th grade level. Take the College Placement Test. Call 718-2309 for testing information.
4. Complete basic CPR training. Contact the Continuing Education Office to schedule this training (718-2297).
5. The following courses may be completed at Chipola before transfer to GCCC: BSC 1005, HUN 1201, SPC 2600, MCB 2010 and 2010L, and BSC 2093C and 2093L.

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.

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.

### Paramedic *Program Code 5280*

This is a limited enrollment 42 semester hour, certificate program, approved by the Florida Department of Health, Bureau of Emergency Medical Services.

#### Paramedic Course of Study

Course	Title	Semester Hours
EMS 2620 <sup>1</sup>	Paramedic I	12
EMS 2621	Paramedic II	12
EMS 2622	Paramedic III	6
EMS 2623	Paramedic IV	12
		Total 42

<sup>1</sup> Prerequisite: Must possess a current Florida EMT Basic Certificate and have successfully completed EMS 1159C, Emergency Medical Technician.

### Child Care Center Management *Program Code 5297*

For every 20 children in a licensed child care facility, there must be one worker with a Florida Child Care Professional Credential (FCCPC) (formerly known as CDA) or a credential that is equivalent to or greater than the FCCPC.

To receive the approved Children and Family Services FCCPC 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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## Bachelor and Graduate Degrees at Chipola

### Chipola College Baccalaureate Degree Programs

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#### Bachelor of Applied Science in Business Management

In January, 2008, Chipola College will begin delivering a bachelor's degree in Business Management. This program will provide individuals who have earned an AS or AA degree with the opportunity to further their education and advance in their careers. Earning a bachelor's degree in Business Management will expand students' understanding of business administration and prepare them for a broad range of business careers. Applications to enter as a junior in the Business Management program will be available on July 16, 2007. Completed applications may be submitted from August 27 through October 12, 2007. Students should apply for general admission to Chipola and federal financial aid during summer, 2007.

Contact Dr. Kitty Myers at [myersk@chipola.edu](mailto:myersk@chipola.edu) or (850) 718-2276 for information. Students should also complete the online survey at [www.chipola.edu](http://www.chipola.edu) and click on Bachelor Degree Programs.

#### Bachelor of Science in Mathematics Education (6-12)

#### Bachelor of Science in Biology Education (6-12)

#### Bachelor of Science in Middle School Science Education (5-9)

#### Bachelor of Science in Middle School Mathematics Education(5-9)

Chipola College's Mathematics and Science Education degrees prepare students to teach math or science in middle or high school settings. All graduates from these programs are state certified.

If you are interested in becoming a teacher and making a difference in someone's life, inquire about Chipola's student-centered environment, small classes, full-time teaching faculty, local internship experiences, and Beall Tuition Scholarships.

Contact Dr. Lou Cleveland at 850-718-2416 or [clevelandl@chipola.edu](mailto:clevelandl@chipola.edu) for advising and registration information. Also check out the Degree Programs section of this catalog.

### The University Center @ Chipola College

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Chipola's University Center, in cooperation with several universities, provides access to bachelor's and graduate degrees on Chipola's campus and assists students in their efforts to pursue those 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.

The following University Center degree programs will be offered in 2007-2008. Visit [www.chipola.edu/university\\_center](http://www.chipola.edu/university_center) or contact Dr. Kitty Myers at 850-718-2276 for more information.

#### Florida State University Panama City Campus

**RN to BSN** – This program is designed for practicing RN's with the Associate Degree in Nursing. FSU Panama City is proud to offer this program on the Chipola College campus. Our program has been designed to meet the needs of students working fulltime and trying to meet career goals.

**Masters in Nursing** – This program is available for Registered Nurses who hold a BS in Nursing Degree. This graduate degree prepares nurses to assume administrative and advanced practice roles.

*Coordinator: Angie White 850-718-2419 [whitea@chipola.edu](mailto:whitea@chipola.edu)*

#### University of West Florida - UWF Bachelor's Degrees

**BA 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. Classes are offered in the afternoon and evenings on Chipola's campus.

*Coordinator: Yvonne Melzer 850-718-2361 [ymelzer@uwf.edu](mailto:ymelzer@uwf.edu)*

**BA 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. The program offers day, evening and Saturday courses on Chipola's campus.

*Coordinator: Mark Henry 850-526-2761 Ext. 3285*

**BS in Interdisciplinary Information Technology (IIT)** – On-line degree: The IIT program prepares learners to assume the role of network, telecommunications, and instructional systems support in distance learning, training, or educational environments. For information contact: Dr. Karen Rasmussen 850 - 474-2300 [techrsh@uwf.edu](mailto:techrsh@uwf.edu)

#### University of West Florida - UWF Graduate Degrees

**Masters and Educational Specialist degrees in Educational Leadership with Administrative Certification and Educational Doctorate Degrees.** – UWF offers graduate degrees for individuals in education fields.

*Coordinator: Dr. Lou Kind 850-718-2295 [kindl@chipola.edu](mailto:kindl@chipola.edu)*

#### Troy 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.

*Coordinator: Lisa Kitto 850-283-4449 [lkitto@troy.edu](mailto:lkitto@troy.edu); Tina Provo 850-718-2352*



# Course Directory



*"Chipola College was a great start for me. I would recommend this school to anyone. I'm really going to miss Chipola!"*

2007 Graduating Student Survey

*"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



*"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  
2006 Graduate, Chipola Baccalaureate Program

*"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 numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

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

### General Rule for Course Equivalencies

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

For example, a survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined

lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

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

### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who 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 statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be aca-

#### 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

demically 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 Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### Exceptions to the General Rule for Equivalency

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

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course.

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Dean of Enrollment Services located in Room 142 of the Student Services' Building 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.



## 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 or in the offices of the department directors.

When videotapes are to be used with a course, they may be viewed or checked out at the Chipola College Library.

Independent Study classes cost an additional \$30 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. 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.

Independent study classes cost an additional \$30 per credit hour. Students should contact the appropriate department director 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.

**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	Math Education	MAE
Chemistry	CHM	Mathematics	MAC, MAP, MAS, MAT, MGF, MHF, MTB, MTG, STA
Child Care	CHD	Music	MUC, MUE, MUH, MUL, MUN, MUS, MUT, MV_
Computer Electronics	EEV	Nursing	NUR
Computing	CGS, CIS, COP, GRA	Office Technology	OST
Criminal Justice	CCJ, CJC, CJD, CJE, CJL, CJT	Physical Education	PEL, PEM, PEO, PET
Culinary Management	FOS, FSS, HFT	Physical Science	ESC, PSC
Economics	ECO	Physics	PHY
Education	EDF, EDG, EDM, EME, RED TSL	Political Science	POS
Emergency Medical Services	EMS	Psychology	CLP, DEP, INP, PSY
Engineering Graphics	EGS	Religion	REL
Electronic Engineering Tech	CET, EET	Science Education	SCE
English	AML, ENC, ENL, REA	Sociology	SYG
Fire Science	FFP	Spanish	SPN, SPT
French	FRE	Speech	ORI, SPC
Geography	GEA	Student Development	SLS
Health	HSC	Telecommunications	EET
History	AMH, ASH, HIS, WOH	Theater	THE, TPA, TPP
Home Economics	HUN		

## Course Descriptions

### A

**ACG 2002. Accounting on the Microcomputer.** 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 ACG 2021 or permission of the instructor. 3 semester hours credit. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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 History II 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. [A]

**AML 2010. Survey of American Literature I.** This course is a survey of American literature and literary philosophies from the Colonial Period through the Civil War. AML 2010 fulfills 6,000 words of the Gordon Rule writing requirement. Prerequisites: Grades of "C" or higher in ENC 1101-1102. 3 semester hours credit. [A]

**AML 2020. Survey of American Literature II.** This course is a survey of American literature and literary philosophies from the Civil War to the present. AML 2020 fulfills 6,000 words of the Gordon Rule writing



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requirement. Prerequisites: Grades of "C" or higher 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. [A]

**ARH 1000. 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. [A]

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

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. Six hours lecture and laboratory per week. 3 semester hours credit. [A]

**ASH 1044. Middle Eastern History and Civilization.** This course is an introductory course on a history of the Middle East. It traces the historical and cultural influences that have contributed to the development of the unique region known as the Middle East. It examines the impact of Judaism, Christianity, and Islam in this history, while placing the primary emphasis on

understanding the cultural and historical background of the major problems facing the Middle East today. This course has been designated as an international /diversity course. 3 semester hours credit. [A]

**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. [A]

## 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. [A]

**BSC 1052. Conservation Biology.** This course will concentrate on the conservation and management of our natural resources. Special emphasis will be placed on aquatic, forest and wildlife management. Topics will also include the biological impacts of population growth, pollution and government regulations. The course will highlight past and present conservation movements and the need for a sustainable society. Students will be required to participate in a research project and a service project. To include field experience. Prerequisite: High School Biology, BSC 1005, or consent of department. 3 semester hours credit. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

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**BSC 2093. 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. Prerequisite: BSC 1005, BSC 2010, or equivalent; a pretest can be taken in the Chipola Testing Center to determine preparation for this course. Three hours lecture. 3 semester hours credit. [A]

**BSC 2093L. Anatomy & Physiology I Lab.** A laboratory course that follows the scope of topics in BSC 2093 with dissection and experiments. Two hours of laboratory per week. Corequisite or Prerequisite: BSC 2093. 1 semester hour credit. [A]

**BSC 2094. 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. Prerequisite: BSC2093 or BSC 2010 and BSC 2011 or consent of department. Three hours lecture. 3 semester hours credit. [A]

**BSC 2094L. Anatomy & Physiology II Lab.** A laboratory course that follows the scope of topics in BSC 2094 with dissection and experiments. Two hours of laboratory per week. Corequisite or Prerequisite: BSC 2094. 1 semester hour credit. [A]

**BSC 4905. Supervised Research in Biology.** This course is designed to allow students to participate in a supervised study or research participation in a specific science-related area in Biology. Students must have instructor approval of the topic before enrolling in the course. This course is only open to students who are enrolled in the science education program or who are trying to meet teacher certificate requirements. Prerequisites: BSC 2010/2011 with the corresponding laboratories. 1-3 semester hours credit. [A]

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

## 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. [A]

**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. [A]

**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. [A]

**CET 1177. Introduction to Microcomputer Maintenance and Repair.** 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 1486. 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: CIS 1000 or CGS 1060 and acceptable college placement test scores or consent of department. Corequisite: CET 1600 or consent of department. 3 semester hours credit. [O]

**CET 1513. 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. [O]

**CET 1600. 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 specifications, and requirements and limitations of network components and workstations. Prerequisite: CGS 1000 or CGS 1060 and acceptable college placement test scores or consent of department. Corequisite: CET 1486 or consent of department. 3 semester hours credit. [O]

**CET 1631. Network Cabling.** This course is an introduction to network cabling using various types of copper and fiber optic cables. The focus of the course covers basic cabling theory, tool usage, troubleshooting and repair of copper and fiber optic cables. 1 semester hour credit [A]

**CET 1811. Microsoft Systems Administration.** This course provides students with the knowledge and skills necessary to install, configure, customize and troubleshoot Microsoft Windows client software. Prerequisite: CET 1513 or consent of department. Pre- or Corequisite: CET 1486 or consent of department. 3 semester hours credit. [O]

**CET 1941. Internship in Computer Engineering Technology.** Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Computer Engineering Technology field of study. A minimum of 45 clock hours on the job is required for each semester hour of credit earned. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. [O]

**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. [A]

**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. [A]

**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. [A]

**CET 2590. Introduction to UNIX/Linux System Administration.** An introduction to the UNIX/Linux network operating system. Topics include installation and configuration of both client and server, GUI and command line interface, file management, system utilities, remote connectivity, and scripting. Hands-on laboratory exercises are included. Prerequisite: CEN 2301 or consent of department. 3 semester hours credit. [O]

**CET 2605. Introduction to Network Routing and Switching.** An introduction to network routing and switching. Topics include TCP/IP routing fundamentals; router configuration and troubleshooting; switching concepts and switch configuration; WAN connectivity, VLANs, and VPNs. Hands-on laboratory exercises are included. Prerequisite: CET 1600 or consent of department. 3 semester hours credit. [O]

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**CET 2660. Introduction to Network Security.** This course covers an introduction to network security, concepts, terminology and a basic understanding of available network security methods and programs. Topics include legal issues and policies, managing risks, identifying types of attacks, information security best practices, E-Commerce needs and intrusion detection platform-specific implementations. Prerequisite: CET 1486 or consent of department. 3 semester hours credit. [O]

**CET 2722. Microsoft Advanced Systems Administration.** This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows server software to create file, print, and terminal servers. Prerequisite: CET 1486 or consent of department. Pre- or corequisite: CET 1811 or consent of department. 3 semester hours credit. [O]

**CET 2724. Administering Network Infrastructure.** This course is designed to provide the student with the knowledge and skills necessary to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, network protocols, IP routing in a Windows network infrastructure. Pre- or corequisite: CET 2722 or consent of department. 3 semester hours credit. [O]

**CET 2949. Co-op in Computer Engineering Technology.** Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Computer Engineering Technology field of study. A minimum of 60 clock hours on the job is required for each semester hour of credit earned. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. [O]

**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. [A]

**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 tasks. The student will acquire operational skills for using microcomputers in support of business and personal tasks. Prerequisite: CGS 1060 or an acceptable score on the CGS 1100 Screening Exam. 3 semester hours credit. [A]

**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. [A]

**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. [A]

**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. [A]

**CGS 1540. Introduction to Database Management.** This course covers the concepts and procedures involved in using microcomputers for database management. Provides an overview of database management processes, including database design and normalization, and an introduction to the basic operations and capabilities of database management software for microcomputers through hands-on exercises. Prerequisite CGS 1060 or consent of department. 3 semester hours credit. [A]

**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. [A]

**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 laboratory assignments using current Web development software and/or current Web languages. Prerequisite: CGS 1060 or consent of department. Contact the course instructor for details. 3 semester hours credit. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

**CHM 1030. General, Organic and Biochemistry for Health and Related Science I.** This course consists of selected topics, specifically designed for a health-related major, with practical application of the chemical concepts of matter, atoms, measurement, bonding, reactions, pH, etc. The organic portion will introduce carbon chemistry and its compounds and their relationship to health-related fields. Three hours lecture per week. Prerequisite: Eligibility for MAC 1105. Corequisite: CHM 1030L or consent of department. 3 semester hours credit. [A]

**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. [A]

**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.** This course is a continuation of CHM 1045, which includes solutions, equilibrium, kinetics, acids and bases, redox reactions, electrochemistry, and nuclear chemistry. 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.** This course is a continuation of experimental techniques in chemistry designed to demonstrate basic chemical principles. Prerequisite or corequisite: CHM 1046. Three hours laboratory per week. 1 semester hour credit. [A]

**CHM 2210. Organic Chemistry I.** This course is an introduction to the nomenclature, structure, and reactions of organic 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.** This course is a continuation on the nomenclature, structure, and reactions of organic compounds. 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]

**CHM 4905. Supervised Research in Chemistry.** This course is designed to allow students to participate in a supervised study or research participation in a specific science-related area in Chemistry. Students must have instructor approval of the topic before enrolling in the course. This course is only open to students who are enrolled in the science education program or who are

trying to meet teacher certificate requirements. Prerequisites: CHM 1045/1046 with the corresponding laboratories. 1-3 semester hours 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 1105 or higher mathematics course, or consent of department. 3 semester hours. [A]

**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/Information Technology/Network Administration field of study. A minimum of 45 clock hours on the job is required for each semester hour of credit earned. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. [A]

**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. [A]

**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. [A]

**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/Information Technology/Network Administration field of study. A minimum of 60 clock hours on the job is required for each semester hour of credit earned. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. [A]

**CJB 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]

**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. [A]

**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. [A]

**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 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

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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. 2 semester hours credit.[O]

**CJD 2330. Developing and Maintaining a Sound Organization.** A course designed to acquaint the criminal justice officer with the general concepts and principles of organization and organizational structures. 2 semester hours credit. [O]

**CJD 2331. Planning the Effective Use of Financial Resources.** This course was designed to acquaint the criminal justice officer with general financial concepts and terms, financial systems, budgets, and the effective uses of financial information within a criminal justice agency. An eight-hour practicum has been provided in this course to allow the students to actually develop and justify a working budget. 2 semester hours credit. [O]

**CJD 2332. Building and Maintaining a Sound Behavior Climate.** A course designed to acquaint the criminal justice officer with behavioral concepts, management techniques, motivational techniques, and the role of communication in criminal justice administration. 2 semester hours credit. [O]

**CJD 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 Training.** A course designed to introduce correctional officers to the concept and key components of emergency situations; effective leadership to prevent such occurrences; and internal factors both inside and outside correctional institutions which affect emergency situations. FDL- CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2471. Discipline and Special Confinement Techniques.** A course designed to aid the correctional officer in effectively and properly performing the task requirements inherent in a confinement environment. The student will perform many of these tasks in practical exercises to demonstrate proficiency. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2476. Fire Fighting.** A course designed to provide officers with first-stage firefighting capabilities and thereby reduce the dangers of death and injury in correctional settings. Emphasis will be placed on rescue techniques, the use of breathing equipment, evacuation of prisoners. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

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

**CJD 2665. Computer Applications in Criminal Justice.** This course will provide criminal justice officers, with limited computer and technology experience, information regarding the benefits of computers and technology when managing the operations within the criminal justice systems. 2 semester hours credit. [O]

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

**CJD 2681. Case Preparation and Court Presentation.** A study of the fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer, to include case files, pretrial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 2 semester hours credit. [O]

**CJD 2691. Stress Awareness and Resolution.** A course designed to enhance the law enforcement, correctional and correctional probation officer's ability to deal with stressful situations that are inherent in the criminal justice profession. A general awareness of the causes and types of stress and techniques for managing stress should lead to more effective job performance. This course emphasizes application of stress management techniques related to all areas of the officer's life. 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]

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**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. [A]

**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. [A]

**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. [A]

**CJL 2103. Criminal Law Theory.** This course is designed for the law enforcement and correctional officers to refresh and update his/her basic skills and knowledge in Criminal Law as well as to expand said skills and knowledge into more advanced and specialized areas of Criminal Law. 2 semester hours credit. [O]

**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. [A]

**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. [A]

**CLP 2140. 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. [A]

**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. [A]

**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. [A]

**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. [A]

**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. [A]

## 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. [A]

**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. [A]

## 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. [A]

**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. [A]

**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 35 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]

**EDF 4430. Measurement & Evaluation in the Classroom.** This course involves the study of principles of traditional and alternative assessment strategies. It helps the student obtain skills relevant to the development and use of classroom assessments. Students must attain a basic understanding of the principles of measurement, formative and summative assessment strategies, test construction, performance assessments; and reading and interpreting data from state achievement tests. The course will help students understand the content measured by state tests and use the data to improve student achievement. Prerequisite: STA 2122, MGF 1106, or acceptable score on department exam. 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. Examination

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of educational materials will enhance the student's understanding of multiculturalism. 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 ethics, attitudes, language patterns, values, and behaviors, and includes methods and strategies for consulting with other school professionals and parents. Additionally, students will be required to arrange visits totaling at least 10 hours to area schools to observe various classroom management strategies in action. Prerequisite or Corequisite EDF 3214, or consent of the department. 3 semester hours credit. [A]

**EDM 3001. Introduction to Middle School.** This course is designed to give the student an introduction to the modern middle school, its history, and purpose. It will include the philosophy and practice of the ideal middle school. The roles of middle school teachers and teams will be studied. 3 Credit Hours. [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. [A]

**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. [A]

**EET 1084. Introduction to Electronics.** This course is designated for a telecommunication student. It provides an overview of electronics to acquaint the student with the principles upon which modern electronic devices operate. The course includes an introduction to the basic concepts of electricity and magnetism, electronic circuits and digital electronics. 3 semester hours credit. [A]

**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. [A]

**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. [A]

**EET 2104C. Electronic Devices.** A study of semiconductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FET'S, PNP'S, and other devices. Prerequisite: EET 1025C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit. [A]

**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. [A]

**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. [A]

**EET 2355C. Digital Communications.** This course is designated for a telecommunication student. It emphasizes the equipment, systems and software involved in the sending and receiving of data over modern communications. 4 semester hours credit [A]

**EET 2751C. Telephone Switching Theory.** This course is designated for a telecommunication student. It covers the fundamentals in digital switching systems. It is designed to prepare the student for advanced courses in state-of-the-art telecommunications. 3 semester hours credit. [A]

**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. [A]

**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. Special focus will be placed on the incorporation of computer-based productivity tools for instruction and instructional support tasks. 3 semester hours credit. [A]

**EME 3410. Integrating Technology in the Classroom.** This course is designed for pre-service and practicing middle school teachers. It includes the use of innovative computer software and graphing calculators for students to experience learning with technology at the middle and secondary school levels. The use and integration of software, electronic spreadsheets, data analysis, and instructional software will be studied from a problem solving perspective. Students will also create or use 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: EME 2040 or consent of the department. 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]

**EMS 2620. Paramedic I.** The introduction of advanced life support skills of definitive airway management and intravenous therapy. Also includes sections on foundations, airway, patient assessment, and trauma. Lab included. 12 semester hours credit. [O]

**EMS 2621. Paramedic II.** A continuation of EMS 2620 with emphasis on cardiology and advanced cardiac life support. 12 semester hours credit. [O]

**EMS 2622. Paramedic III.** A continuation of EMS 2621 with emphasis on medicine, special patients assessment-based management and operations. Lab included. 6 semester hours credit. [O]

**EMS 2623. Paramedic IV.** Culmination of paramedic program in which previous education and training are reviewed and applied to simulated situations. Completion of course leads to eligibility for paramedic licensure examination. Lab included. 12 semester hour. [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 CPT scores: students scoring from 20-46 on the CPT, 0 to 8 on the Enhanced ACT or below 9 on the TABE. Students who make a D in this course will be allowed to advance to ENC 0004. 4 semester hours non-college credit. [P]

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**ENC 0004. College Preparatory Writing I.** This course is designed to remediate severe problems in writing skills. Students score between 9-17 on the Enhanced ACT or score between 47-82 on the CPT must take this course. Students must make a grade of “C” or higher in this course and pass an exit exam before registering for ENC 1101. 4 semester hours non-college credit [P]

**ENC 1101. Communications Skills I.** This course in English composition is designed to prepare a student to write successfully throughout the four-year college career. Theme assignments deal with narrative, descriptive, expository, and argumentative writing. Brief oral presentations are required. A documented essay is required. ENC 1101 fulfills 8,000 words of the Gordon Rule writing requirement. Prerequisite: Acceptable placement scores in writing (or a grade of “C” or higher in ENC 0004) and reading (or a grade of “C” or higher in REA 0004). A grade of “C” or higher must be earned to enroll in ENC 1102 or to use this course as part of the general education requirement in English. 4 semester hours credit. [A]

**ENC 1102. Communications Skills II.** This course in English composition is 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. Brief oral presentations are required. ENC 1102 fulfills 8,000 words of the Gordon Rule writing requirement. Prerequisite: A grade of “C” or higher in ENC 1101 and an acceptable placement score in reading or REA 1205. A grade of “C” 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 requirement in English. 4 semester hours credit. [A]

**ENC 1133. Research Writing.** This course is designed to increase proficiency in effective methods of library research and in writing the documented essay. ENC 1133 fulfills 2,000 words of the Gordon Rule writing requirement. Prerequisite: Grades of “C” or higher 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. [A]

**ENC 2110. Reading and Writing CLAST Review.** This course is designed for students who must take the College Level Academic Skills Test (CLAST). The reading skills emphasized are literal and critical comprehension. Writing skills 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 2110A. Reading and Writing CLAST Retake I.** This course is 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 2110. 1 semester hour credit. [A]

**ENC 2110B. Reading and Writing CLAST Retake II.** This course is 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 2110 and 2110A. 1 semester hour credit. [A]

**ENC 2110C. Reading and Writing CLAST Retake III.** This course is 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 2110, ENC 2110A and ENC 2110B. 1 semester hour credit. [A]

**ENC 2210. Technical Writing.** This course is 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. ENC 2210 fulfills 6,000 words of the Gordon Rule writing requirement. Prerequisite: Grades of “C” or higher in ENC 1101-1102. 3 semester hours credit. [A]

**ENC 2905. 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]

**ENL 2012. Survey of English Literature I.** This course is a survey of English literature and literary philosophies from the Old English through the Neoclassical periods. ENL 2012 fulfills 6,000 words of the Gordon Rule writing requirement. Prerequisites: Grades of “C” or higher in ENC 1101-1102. 3 semester hours credit [A]

**ENL 2022. Survey of English Literature II.** This course is a survey of English literature and literary philosophies from the Romantic period to the present. ENL 2022 fulfills 6,000 words of the Gordon Rule writing requirement. Prerequisites: Grades of “C” or higher in ENC 1101-1102. 3 semester hours credit [A]

**ESC 1000. 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. [A]

## 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]



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**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 1741. Fire Science Course Design.** This course is designed to enhance instructor techniques in Curriculum Development. The student will develop objectives, prepare an effective lesson plan and present an active training session. 3 semester hours credit. [O]

**FFP 2120. Building Construction for the Fire Service.** 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 2670. Ethical and Legal Issues for Fire Service.** This course is a study of the entire spectrum of legal issues facing today's fire service leaders. Topics include: Labor relations, human rights and diversity; conflicts of interest and frameworks for ethical decision making. 3 semester hours credit. [O]

**FFP 2700. 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 2706. Public Information Officer.** This course is a study of what public relations is and how a fire department can utilize positive public relations to benefit the organization and the public. The student will demonstrate techniques to bridge public relations with the community. This course describes the functions of a public information officer along with the responsibilities the position holds. 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 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. 3 semester hours credit. [O]

**FRE 1120. Elementary French I.** This course covers the essentials of French, with emphasis on oral expression. It is open to students who enter college without any or with only one year of high school French. This course has been designated as an international/diversity course. Prerequisite: Eligibility to take ENC 1101 or consent of department. 4 semester hours credit. [A]

**FRE 1121. Elementary French II.** This course is a continuation of FRE 1120, with emphasis on oral and written expression. This course has been designated as an international/diversity course. Prerequisite: FRE 1120 or consent of department. 4 semester hours credit. [A]

**FRE 2220. Intermediate French I.** The courses 2220-2221 include the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. This course has been designated as an international/diversity course. Prerequisite: FRE 1121 or two years of high school French. 4 semester hours credit. [A]

**FRE 2221. Intermediate French II.** This course is a continuation of FRE 2220. This course has been designated as an international/diversity course. Prerequisite: FRE 2220. 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. 3 semester hours credit. [O]

**FSS 1063C. 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. 3 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. 3 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. 3 semester hours credit. [O]

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**FSS 1248C. Food Specialty Garde Manger.** This course will provide the student with a basic knowledge of fundamental cooking skills as related to Garde Manger, specifically: cold food preparation, hors d'oeuvres, canapés, charcuterie, curing, smoking, preservation methods, sorbets, granites, ice creams, display platters and buffet set up. 3 semester hours credit. [O]

**FSS 2065L. 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. 3 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. 3 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 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. 2 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. 2 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. 2 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. [A]

**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. [A]

**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. [A]

**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. [A]

**GEB 2214. Business Communications.** This course develops effective oral and written communications skills in a business environment. It includes written correspondence, interviewing, public relations and business presentations. Prerequisite: ENC 1101. 3 semester hours credit. [A]

**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. [A]

**GLY 1010. Introduction to Physical Geology.** An introductory geology course which includes a comprehensive study of the earth's physical processes and properties, with emphasis on understanding the scientific theories behind the geological principles. The course covers the origin, structure, and composition of the earth; the physical processes acting upon the earth; and the development of the continents and ocean basins through time. Cannot be taken by students who have taken GLY 1001. 3 semester hours credit. [A]

**GRA 1100C. Beginning Computer Graphics.** An introduction to Photoshop 5.0 through guided instruction and practical use. Concepts taught in this course will include: scanning of images, manipulation of those images, combining text with graphics effectively and creating original pieces. Enrollment is recommended for art majors or art related majors. Class will consist of three one hour classroom sessions and a required minimum of 3 hours lab time per week. (A lab fee will be charged.) 3 semester hours credit. [A]

**GRA 2151C. Computer Based Design I.** 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. [A]

**GRA 2152C. Computer Based Design II.** A continuation of GRA 2151-2152C sequence. 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. [A]

**GRA 2153C. Advanced Computer Based Design I.** 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. [A]

**GRA 2154C. Advanced Computer Based Design 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. [A]

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## 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. 3 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. 3 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. 3 semester hours credit. [O]

**HFT 2840C. Dining Room Operations.** Types of dining room and beverage service techniques found in the hospitality industry. Lab Fee. 3 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. [A]

**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. [A]

**HUM 2210. The Humanities.** This course increases the student's understanding and appreciation of western culture through the study of art, literature, music, and philosophy. HUM 2210 is a survey of our ancient, medieval and renaissance cultural heritages. It is not open to students who have earned credit in HUM 2216. Prerequisite: Grades of "C" or higher in ENC 1101-1102. 3 semester hours credit [A]

**HUM 2216. The Humanities with Writing.** This course increases the student's understanding and appreciation of western culture through the study of art, literature, music, and philosophy. HUM 2216 is a survey of our ancient, medieval and renaissance cultural heritages. This course fulfills 8,000 words of the Gordon Rule writing requirement. This course is not open to students who have earned credit in HUM2210. Prerequisite: Grades of "C" or higher in ENC 1101-1102. 4 semester hours credit [A]

**HUM 2230. The Humanities.** This course increases the student's understanding and appreciation of western culture through the study of art, literature, music, and philosophy. HUM 2230 is a survey of our baroque, revolutionary and modern cultural heritages. This course is not open to students who have earned credit in HUM 2233. Prerequisite: Grades of "C" or higher in ENC 1101-1102. 3 semester hours credit. [A]

**HUM 2233. The Humanities with Writing.** This course increases the student's understanding and appreciation of western culture through the study of art, literature, music, and philosophy. HUM 2233 is a survey of our baroque, revolutionary and modern cultural heritages. This course fulfills 8,000 words of the Gordon Rule writing requirement. This course is not open to students who have earned credit in HUM2230. Prerequisite: Grades of "C" or higher in ENC 1101-1102. 4 semester hours credit. [A]

**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. [A]

## 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]

**INP 2390. Introduction to Industrial Psychology.** This course is designed to help students understand human relations, getting along with other people, and succeeding in the world of work. 3 semester hours credit. [A]

## J

**JOU 1400. College Newspaper I.** 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. [A]

**JOU 1401. College Newspaper II.** A continuation of the JOU 1400-1401 sequence. 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. [A]

**JOU 2402. College Newspaper III.** A continuation of the JOU 1400-1401 sequence. Students enrolled bear primary responsibility for the production of

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The Papoose (student newspaper). Prerequisite: JOU 1400 or 1401. One hour lecture and three hours of workshop per week. 2 semester hours credit. [A]

**JOU 2403. College Newspaper 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. [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. [A]

**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. 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. [A]

**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. [A]

**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. [A]

**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 with Analytic Geometry III.** This course includes: the study of lines, planes and surfaces in space, functions of several variables, limits and continuity, partial derivatives of functions of several variables, extrema of functions of two variables, iterated integrals using polar, cylindrical and spherical coordinates, differentiation, integration and applications of vector-valued functions and vector fields: calculations of line integrals and flux integrals, the use of Green's Theorem, Divergence theorem and Stoke's Theorem. Prerequisite: A "C" grade or higher in MAC 2312. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 4 semester hours credit. [A]

**MAD 2401. Discrete Mathematics.** This course is designed for students who need an elective in mathematics. Topics included various sets, functions and relations, combinatorics, propositional logic, graphs and trees, and applications with a proof-orientated approach. 3 credit semester hours. Prerequisite: MAC 1105 with a "C" or higher grade. 3 semester hours credit. [A]

**MAE 3320. Teaching Methods in Middle School Mathematics.** This course is designed for students who are majoring in mathematics education and who will be obtaining teacher certification in grades 5-9 or 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. Corequisite: MAE 3940. 10 hours of teaching are required. (3 semesters hours credit) [A]

**MAE 3651. Learning Mathematics with Technology.** This course is designed for pre-service and practicing middle and high school math 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: EME 2040 and Prerequisite or Corequisite: EME 3410 or consent of the department. 1 semester-hour credit. [A]

**MAE 3816. Elements of Geometry.** 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. Prerequisite: MAC 1311. 3 semester hours credit [A]

**MAE 3940. Teaching Middle School Mathematics Practicum.** This course is designed for students who are majoring in *mathematics education and who will be obtaining teacher certification in grades 5-9 or 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 in-service middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject

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matter competencies, and pedagogy pertinent to the discipline and required for certification. Corequisite or Prerequisite: 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 mathematics education and is offered concurrently with the practicum in teaching secondary mathematics. It addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of secondary mathematics including the pedagogy of early algebra, 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 4941. 10 hours of teaching are required. 3 semester hours credit. [A]

**MAE 4815. Elements of Algebra.** 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 presented. There is an emphasis in understanding the nature of integer numbers, congruence classes, and their operations and applications. Prerequisites: MAC 1311 3 semester hours credit. [A]

**MAE 4941. Teaching Secondary School Mathematics Practicum.** This course is designed for students who are majoring in *mathematics education and who will be obtaining teacher certification in grades 5-9 or 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 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. *Prerequisites or Corequisites 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. Prerequisites: all program requirements complete. Corequisite: 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. Corequisite: 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]

**MAS 4301. Introduction to Abstract Algebra.** This course introduces the basic concepts of abstract algebra, including the topics of mappings, relations, number systems, groups, rings, fields, and integral domains. There is an emphasis on the use of sets as a basis for defining and working with groups, rings, fields, and integral domains. Pre- or Corequisites: MAS 4203 or MAS 3105. 3 credit 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, 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 2905. Mathematics Through Tutoring.** The goals of this course are to teach: the general mathematics skills needed for successfully tutoring in an academic setting; general methods of tutoring; and 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, 24 hours; 2 credits, 48 hours; and 3 credits, 72 hours. [A]

**MAT 4905. Supervised Research in Mathematics.** This course is designed to cover special topics not obtainable in the regular course offerings. Prerequisites: MAC 2313 and instructor's approval. 1 - 3 semester hour credits. May be repeated for credit. Maximum of 12 credits. [A]

**MCB 2010. Microbiology.** This course includes the fundamentals of microbiology which include: structure, nutrition, growth, genetics, control mechanisms; and an introduction to immunology, virology, and bacterial pathogens. Prerequisite: NUR 1020 or CHM 1030 or consent of department. Corequisite: MCB 2010L 3 hours lecture per week. 3 semester hours credit. [A]

**MCB 2010L. Microbiology Lab.** An introduction to experimental techniques in microbiology. The exercises include cultivation and various staining techniques, isolation, identification, biochemical activities, antibi-

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otic 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. [A]

**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, counting principles, the metric system, 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. [A]

**MGF 1107. Mathematics for Liberal Arts II.** This course is intended for students who will major in areas that do not require further mathematics. It will also 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: systems of numeration, number theory and the real number system, mathematical systems, exponential functions, consumer mathematics, graph theory, and voting and apportionment. Prerequisite: Eligibility for MAC 1105. A C grade or higher must be earned in this course to satisfy part of the general education requirement in mathematics. 3 semester hours credit. [A]

**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/MGF 1106 or above. 1 semester hour credit. [A]

**MGF 2118A. Mathematics CLAST Retake 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 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 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. This course has been designated as an international/diversity course. 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]

**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. Written proofs are required for topics introduced in this course. Prerequisite: MAC 2312. 3 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. [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. [A]

**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]

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**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]

**MUT 1001. Fundamentals of Music.** A pre-theory course for the non-music major, or for the elementary education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight-singing exercises. The emphasis is on developing music reading skills. 3 semester hours credit. [A]

**MUT 1111. Music Theory I.** A study of the fundamentals of music, including clefs, accidentals, enharmonics, and scales. Students will study chordal construction, figured bass, Roman numerals, pop chord symbols, cadences and non-chord tones. Included are written assignments and class drills. 3 semester hours credit. [A]

**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. [A]

**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. 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]

**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. Credit earned in the MV- (B,K,P,S,V,W) 1011-1016 series will not apply toward the requirement of the principal instrument. Credit will be granted twice for each course. 2 semester hours credit per course. Course may be repeated for a maximum credit of 4 semester hours. [P]

**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. Credit will be granted twice for each course.

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 1311-2321. App. Music - Violin

MVS 1316-2326. 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

**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. 1 semester hour credit. Course may be repeated for maximum credit of 2 semester hours. [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. 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

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accompaniment styles. Two class meetings per week. 1 semester hour credit. Course may be repeated for maximum credit of 2 semester hours. [A]

**MVS 2126. Advanced Class Guitar.** A continuation of MVS 1116 for the more advanced guitar student that will prepare the student to master the guitar as solo and/or ensemble performers. Prerequisite MVS 1116 or consent of department. 1 semester hour credit. Course may be repeated for maximum credit of 2 semester hours. [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]

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**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. [A]

**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. [A]

**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. [A]

**NUR1141. Pharmacology I.** This course introduces the study of drugs, drug standards, and legislation and is 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. 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. [A]

**NUR1211C. 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. A physical assessment review will occur during the first full week of class with a clinical check-off that must be evaluated as satisfactory, as well as outside clinical assignments. 7 semester hours credit. [A]

**NUR1211L. 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. [A]

**NUR1280C. Geriatrics.** This unit of study is designed to help the student understand the health related needs that result from the normal aging process. The focus is on factors that promote a healthy aging process. Discussions will include the demographics and characteristics of the aging population. Special concerns on the elderly such as poly pharmacy, safety/falls, depression, and environments of care will be discussed. End of Life Care is included in the course content. 1 semester hour credit. [A]

**NUR1280L. 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. [A]

**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 [A]

**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



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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. [A]

**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 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. 2 semester hours credit. [A]

**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 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 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. [A]

**NUR2142. Pharmacology II.** This course builds on the acquired knowledge of basic pharmacology and is designed to enhance comprehension and integrate application of knowledge into safe and effective medication administration. Emphasis is provided in areas such as: specific pharmacologic effects and category, cellular or mechanism of action, therapeutic response, major side effects and adverse effects, patient assessment needed prior to medication administration, patient education, and other special nursing implications. The course content is developed to increase the learners' degree of understanding related to medications and to decrease the errors associated with the administration of medications. The learners have previously demonstrated competency in preparing and administering medications via all routes. The administration of medication is integrated throughout the curriculum with the study of disorders of specific body systems. 2 semester hours credit. [A]

**NUR2212C. 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. [A]

**NUR2212L. 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. [A]

**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. Clinical experience is provided in acute care setting and specialty care areas. Observational time may be scheduled to enhance learning experiences. 7 semester hours credit. [A]

**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. [A]

**NUR 2350C. Advanced Concepts Pediatrics.** This course is designed to present the nursing student with advanced concepts of knowledge and skills related to care of a client from birth through childhood and adolescence. The nursing process is utilized in caring for the high-risk pediatric client on the wellness-illness continuum with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time will also be scheduled to enhance learning experiences. Internship/preceptorship is a clinical component of this course. Students are required to obtain a minimum of 48 hours during the internship period as designated by the instructor. 3 semester hours credit. [A]

**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. [A]

**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. Internship/preceptorship is a clinical component of this course. Students are required to obtain a minimum of 48 hours during the internship period as designated by the instructor. 1 semester hour credit. [A]

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**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 current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. [A]

**NUR 2522C. 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. [A]

**NUR2522L. 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. [A]

**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. [A]

## O

**ORI 2000. Oral Interpretation.** This course is designed to develop the ability to analyze the meaning of specific works in major literary genres and deliver oral interpretations of these works. 3 semester hours credit. [A]

**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. [A]

**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. [A]

## 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]

**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 1214. Advanced Softball.** This course is a high intensity, drill oriented program designed to increase skill ability and endurance levels of individuals interested in softball. The continuous development of physical skills is of major importance in this course and it is strongly recommended that students participate in an exercise program outside of class hours. Medical approval may be required before participating in this course. This course may be repeated up to a total of 4 semester hours credit. 1 semester hour credit.

**PEL 1219. Advanced Baseball.** This course is a high intensity, drill oriented program designed to increase skill ability and endurance levels of individuals interested in baseball. The continuous development of physical skills is of major importance in this course and it is strongly recommended that students participate in an exercise program outside of class hours. Medical approval may be required before participating in this course. This course may be repeated up to a total of 4 semester hours 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 1624. Advanced Basketball.** This course is a high intensity, drill oriented program designed to increase skill ability and endurance levels of individuals interested in basketball. The continuous development of physical skills is of major importance in this course and it is strongly recommended that students participate in an exercise program outside of class hours. Medical approval may be required before participating in this course. This course may be repeated up to a total of 4 semester hours 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. [A]

**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

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strength and exercise, a general knowledge of the physical development of the body and basic fundamentals of nutrition. 2 semester hours credit. [A]

**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. [A]

**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. [A]

**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. [A]

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

**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. [A]

**PHY 1053C. General Physics I.** The first course in a two-semester sequence intended primarily for students majoring in biology, pre-medicine, pre-dentistry, pre-pharmacy, pre-optometry, pre-agriculture, pre-forestry, or medical technology. Includes the study of forces, linear motion, circular motion, energy, hydrostatics, heat, thermal expansion and thermodynamics, with laboratory applications of these topics. Corequisite or prerequisite: MAC 1114 or one year of high school trigonometry with grade of C or better. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [A]

**PHY 1054C. General Physics II.** A continuation of PHY 1053. Topics covered are static electricity, magnetism, direct current circuits, alternating current circuits, sound, light, and nuclear physics, with laboratory applications of these topics. Prerequisite: MAC 1114 or consent of department and PHY 1053C. Three hours lecture and two hours laboratory per week. 4 semester hours credit. [A]

**PHY 2048C. General Physics I with Calculus.** The first course in a two-semester sequence intended primarily for students majoring in physics, mathematics, chemistry or engineering. Course includes the study of forces, statics, linear motion, circular motion, momentum, energy, gravity, relativity, oscillatory motion, ideal gases, thermal properties of matter and thermodynamics, with laboratory applications of these topics. Corequisite or prerequisite: MAC 2312. Four hours lecture and two hour laboratory per week. 5 semester hours credit. [A]

**PHY 2049C. General Physics II with Calculus.** A continuation of PHY 2048. Topics covered are electrostatics, direct current circuits, alternating current circuits, magnetism, electromagnetic waves, sound, light, atomic physics, and nuclear physics, with laboratory applications of these topics. Prerequisite or Corequisite: MAC 2313. Prerequisite: PHY 2048C. Three hours lecture and two hours laboratory per week. 5 semester hours credit. [A]

**PHY 4905. Supervised Research in Physics.** This course is designed to allow students to participate in a supervised study or research participation in a specific science-related area in Physics. Students must have instructor

approval of the topic before enrolling in the course. This course is only open to students who are enrolled in the science education program or who are trying to meet teacher certificate requirements. Prerequisites: PHY 1053/1054 with the corresponding laboratories. 1-3 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. [A]

**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. [A]

**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. [A]

**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. [A]

## 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 a CPT score below 38, an Enhanced ACT Social Studies 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. 4 semester hours non-college credit. [P]

**REA 0004. College Preparatory Reading.** This course is designed to improve general study skills: reading, listening, note-taking, and question-answering. It is required of all students who score between 11-18 on the Enhanced ACT Social Studies Reading test or score between 39-82 on the CPT. Students must make a grade of "C" or higher in this course and pass an exit exam before registering for ENC 1101. 4 semester hours non-college credit. [P]

**REA 1205. Advanced Reading.** This course is 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

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who have a score of 19 or below on the Enhanced ACT Social Studies Reading test or a score of 95 or below on the CPT. ENC 1101 or 0004 may be a corequisite. 2 semester hours credit. [A]

**RED 3309. Learning to Read.** This course is designed to increase understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning: reading, writing, listening, speaking and attitude development. The course explores and develops many related activities to foster a balanced, positive, constructive attitude towards literacy in young children. Course includes a minimum of 10 hours of observation/teaching reading in educational setting(s). 2 semester hours 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]

**RED 4511. Reading to Learn.** This course is a beginning reading course that combines the study of theory and practice in the teaching of developmental reading/literacy in the elementary intermediate grades. The major emphasis of the course is placed on current theories, methods, and materials used in reading/literacy instruction. Lecture, discussion, simulated teaching, and field work constitute different course activities. Prerequisite: RED 3309. 2 semester hours credit. [A]

**REL 2300. World Religions.** An introduction to the study of major religions of the world and the historical framework and philosophies 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. [A]

## S

**SCE 2905. Science Through Tutoring.** The goals of this course are to teach: the general science skills needed for successfully tutoring in an academic setting; general methods of tutoring; and 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, 24 hours; 2 credits, 48 hours; and 3 credits, 72 hours. Prerequisite: Eligibility for BSC 2010, CHM 1045 or PHY 1054. [A]

**SCE 3320. Teaching Middle School Science.** This course is designed for students who are majoring in science education and who will be obtaining teacher certification in grades 5-9 or 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive science curriculum projects for middle school students. This course is offered concurrently with SCE 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. 10 hours of teaching are required. Corequisite: SCE 3940. 3 semester hours credit. [A]

**SCE 3940. Teaching Middle School Science Practicum.** This course is designed for students who are majoring in science education and who will be

obtaining teacher certification in grades 5-9 or 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 in-service 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 semester hour credit [A]

**SCE 4330. Teaching Methods in Secondary Science.** This course is designed for students who are majoring in science education and is offered concurrently with the practicum in teaching secondary science. It addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of secondary science including the pedagogy of biology, genetics, ecology, botany, anatomy and physiology; using problem 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: SCE 4941. 10 hours of teaching are required. 3 semester hours credit. [A]

**SCE 4905. Supervised Research in Science.** This course is designed to allow students to participate in a supervised study or research participation in a specific science-related area in Biology, Chemistry or Physics. Students must have instructor approval of the topic before enrolling in the course. This course is only open to students who are enrolled in the science education program or who are trying to meet teacher certificate requirements. Prerequisites: At least two of the following sequences: PHY 1053/1054, BSC 2010/2011 or CHM 1045/1046 with the corresponding laboratories. 1-3 semester hour credits. May be repeated for credit. Maximum of 12 credits. [A]

**SCE 4941. Teaching Secondary School Science Practicum.** This course is designed for students who are majoring in science education and who will be obtaining teacher certification in grades 5-9 or 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 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. Corequisites or Prerequisites: EDF 3214 and 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. Prerequisites: All other program requirements complete. Corequisite: 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. Corequisite: 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. [A]

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**SLS 1106. First Year Learning Experience.** This course is designed to provide students a collaborative forum for transitioning into college and to persisting to graduation. Skills demonstrated in this course are organizing and coordinating current responsibilities with school, establishing reasonable goals, developing career choices, making ethical decisions, time management, identifying learning styles, improving study skills and responsible citizenship. Corequisite: SLS 1101 or IDH 1931. 1 semester hour credit. [A]

**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 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]

**SOW 2020. Introduction to Social Work.** This course is a survey of the Social Worker profession from its historical roots to the present. Emphasis is placed upon introducing students to the field, practice standards, issues in social welfare, and the social work process and practice settings. Specific emphasis will be placed upon the role of social workers in enhancing the human condition. Students will be afforded the opportunity to learn about the role that professional social workers play in attaining equality of opportunities and social justice. Emphasis will also be placed upon the empowerment of humans to attain societal goals. Core societal problems such as incomes inequality, racism, sexism and inequality of opportunity will also be addressed. Students will also be exposed to generalist practice modalities that are designed to effect positive change in the individual and society. 3 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: ENC 1101 and ENC 1102 with grades of "C" or higher. Prerequisite or corequisite: EME 2040.[A]

**SPC 2050. Principles of Speech.** This course is 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.** This course covers 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 or instructor's approval. 3 semester hours credit. [A]

**SPN 1000. Basic Spanish Conversation.** This one-semester course is 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 I.** This course covers the essentials of Spanish, with emphasis on oral expression. Open to students who enter college without any high school Spanish. This course has been designated as an international/diversity course. Prerequisite: Eligibility to take ENC 1101 or consent of department. 4 semester hours credit. [A]

**SPN 1121. Elementary Spanish II.** This course is a continuation of SPN 1120 with emphasis on both oral and written expression. This course has been designated as an international/diversity course. Prerequisite: SPN 1120 or consent of department. 4 semester hours credit. [A]

**SPN 1170. Spanish Travel Study.** This study travel course introduces the student to the Spanish language and the culture of a Spanish-speaking country. It provides opportunities to attain meaningful, relevant, hands-on learning experiences while living in a Spanish-speaking country. All classes are conducted entirely in Spanish to increase oral proficiency. Learning opportunities will include special lectures by Spanish guest speakers, seminars, and travel to sites of historic or cultural significance. This course has been designated as an international/diversity course. SPN 1170 is a co requisite for students taking SPN 1121, SPN 2220 or SPN 2221 while studying intensively in Spain. The appropriate prerequisites will apply. Students who wish to take SPN 1120 must have the consent of the instructor. Course may be repeated. 3 semester hours credit. [A]

**SPN 2220. Intermediate Spanish I.** This course includes the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. This course has been designated as an international/diversity course. Prerequisite: SPN 1121 or consent of department. 4 semester hours credit. [A]

**SPN 2221. Intermediate Spanish II.** This course is a continuation of the courses 2220-2221. This course has been designated as an international/diversity course. Prerequisite: SPN 2220. 4 semester hours credit. [A]

**SPT 2521. Hispanic Cinema.** This course is a study of the films, related philosophic foundations and directors of the cinema of Latin America and Spain. This course will be taught in English. Approximately 14 full-length feature films will be viewed in the original Spanish (one in Portuguese) with English subtitles. Students will write essays examining various themes in the films and discussed in class. This course has been designated as an international/diversity course. SPT 2521 fulfills 6,000 words of the Gordon Rule writing requirement. Prerequisites: Grades of "C" or higher in ENC 1101-1102. 3 semester hours credit [A]

**STA 2122. Statistics for the Behavioral and Social Sciences.** This course is designed for students majoring in the behavioral and social sciences. Topics include collecting and organizing data; measures of central tendency and variation; theoretical distributions including the normal distribution; sampling techniques; confidence intervals; hypothesis testing; nonparametric statistical tests; correlation; analysis of variance; applying statistical procedures to research problems in behavioral and social sciences. Prerequisite: MAC 1105 or MAC 1140 or consent of department. 3 semester hours credit. [A]

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**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. [A]

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

## T

**TAX 2000. Income Tax Accounting.** Introduction to Individual Income Tax Accounting. Covers fundamental federal income tax regulations applicable to individuals, including preparation of forms, documentation requirements, computation of tax, tax planning, and use of computerized tax preparation programs. No prerequisite. 3 semester hours credit. [A]

**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 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 2293. 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 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. [A]

**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. [A]

# Certificate Programs



*"More people should realize that Automotive Technology is no longer a hobby shop, but a top-of-the-line training facility. We are not mechanics, we are technicians"*

2005 Graduating Student Survey

*"I had a great experience at Chipola!"*

2007 Graduating Student Survey

*"I chose the Firefighting Program here because it was named the best in the State of Florida."*

Bill Costello  
Firefighting Major



*"I had fun at Chipola. I'm going to miss it!"*

2007 Graduating Student Survey

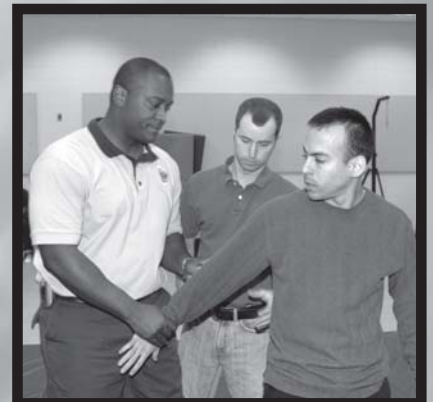
*"The Success Center has allowed me to obtain my high school diploma. I am very happy about it because I usually don't finish things I start."*

Michael Smart  
Success Center



*"With my degree in Culinary Management, I hope to own my own restaurant one day."*

Kathryn Meadows  
Culinary Management Major



# 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, Academic and Workforce Development Student Advisor, 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 a designated time and complete the program at their own pace within program guidelines.

## Limited Programs

Some programs, such as those offered in Cosmetology, Public Service, 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. 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. Certain licensure programs require a minimum number of hours.

## Graduate with Distinction

Students who maintain an A & B average are qualified to be a Graduate with Distinction.

## 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 the Enrollment Services section of this catalog for more information concerning Dual Enrollment.





# Applied Welding Technologies



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 ARC 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 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 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 0014V. Flux Cored ARC 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.

## Applied Welding Technologies Program Code 2275

Applied Welding Technologies is designed to prepare students for employment or advanced training in the welding industry. The program also provides supplemental training for persons previously or currently employed in these occupations. Hands on training, combined with laboratory and classroom experiences will give the students a full understanding of welding processes and equipment. Planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues are also included in the program of study. It is a competency-based, self-paced program with open-entry. The student is expected to purchase tools costing approximately \$200.

This program follows a sequence of instruction and when followed the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic Skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Welding Assistant**, learns basic shop skills, basic oxyfuel gas cutting principles and practices, basic shielded metal arc welding, intermediate oxyfuel gas cutting, gains a better understanding of basic science, develops math and communications skills, and demonstrates employability skills and a foundation for entrepreneurship.

(B) **Shielded Metal Arc Welder**, completes (A) and drawing and welding symbol interpretation, metals identification, learns intermediate shielded metal arc welding skills, and demonstrates arc cutting principles and practices.

(C) **Gas Metal Arc Welder**, completes (A) and learns basic and intermediate gas metal arc welding skills;

(D) **Flux Cored Arc Welder**, completes (A) and learns flux cored arc welding skills;

(E) **Gas Tungsten Arc Welder**, completes (A) and basic and intermediate gas tungsten arc welding skills;

(F) **Pipe Welder**, completes (A) and learns to fabricate and weld pipe joints and to perform fabrication using welding skills.

For further information, contact Freddie Foran, 718-2303, Building N, Room 113-B.

**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 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 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



## 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.

**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 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 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 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 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 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 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 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 0936V. Special Topics in Automotive Service Technology.** This is a special course centering around current topics or special interests to meet the needs of the community. Various 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.



# Cosmetology



## Cosmetology

Cosmetology 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 the 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 designated open-entry enrollment times. 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 Paige Vanderwef, 718-2285, Building M, Room 101.

## Cosmetology

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
<b>Total</b>		<b>1200</b>



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## Cosmetology Course Descriptions

**COS 0011V. Fundamentals of Cosmetology.** Content includes basic chemistry and pH scale, histology of skin, trichology of hair, bacteriology and sanitation techniques. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 150 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 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 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.

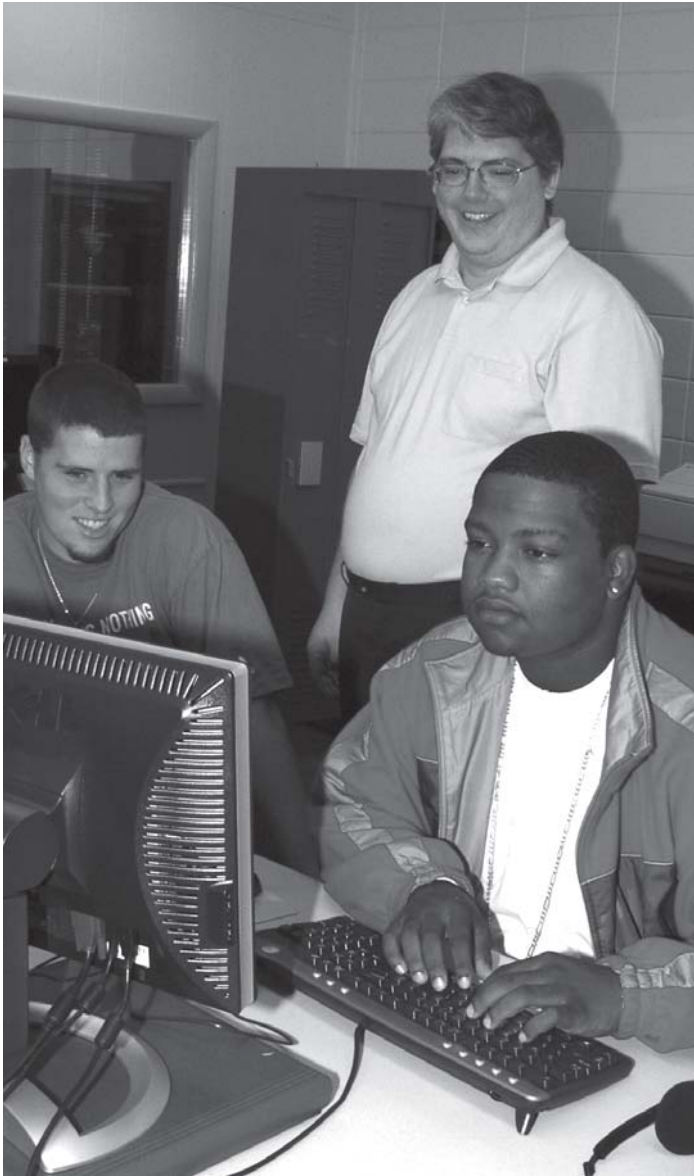
**CSP 0010V. Manicure, Pedicure, and Nail Extensions I.** This course includes nail structure and disorders of the nails, proper selection and use of equipment, implements, cosmetics and materials in giving a plain manicure and pedicure. Also included are preparing manicuring table and practicing safety 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.

**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.



# Electronics



**Computer Systems Technology Course of Study**

Course	Title	Hours
EEV 0533V	Software Fundamentals	420
SLS 0341V	Employability Skills and Entrepreneurship Core	30
EEV 0251V	Basic Laboratory Practices	30
EEV 0601V	Electronic Fundamentals	75
EEV 0792V	Basic Math and Science	45
EEV 0531V	Computer Systems	150
EEV 0536V	Peripherals Equipment	150
EEV 0535V	Network Fundamentals	150
EEV 0539V	Site Requirements	150
EEV 0607V	Advanced Computer Concepts	300
EEV 0544V	Advanced Operating Systems	150
CET 0930V	Special Topics in Computer Systems Tech	various
	<b>Total</b>	<b>1650</b>

## Computer Systems Technology Program Code 2254

Computer Systems 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 planned sequence of instruction consisting of five occupational completion points as follows: (1) End User Support Technician, Level I Support Technician, Help Desk Specialist; (2) PC Electronics Installer; (3) PC Technician, Field Technician, Level II Support Technician; (4) Computer Support Specialist, Level I LAN Technician, Field Service Technician; (5) PC/Network Technician. When the recommended sequence is followed, the structure will allow students to complete specified portions of the program for employment or to remain for advance training. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer. The courses content includes, but is not limited to, installation, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical or electronics, hardware and software malfunctions. 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; and employability skills.

(B) **PC Electronics Installer** learns and demonstrates proficiency in basic laboratory practices; electronic fundamentals; basic math and science.

(C) **PC Technician, Field Technician, Level II Support Technician** learns and demonstrates proficiency in computer systems and peripheral equipment.

(D) **Computer Support Specialist, Level I LAN Technician, Field Service Technician** learns and demonstrates proficiency in network fundamentals and network equipment and physical site requirements and considerations.

(E) **PC/Network Technician** learns and demonstrates proficiency in advanced computer concepts; advance operating systems and demonstrates an understanding of entrepreneurship.

For further information, call Dean Giles at 718-2392, Building O, Room 102 A.

## Computer Systems Technology Course Descriptions

**CET 0930V. Special Topics in Computer Systems Technology.** This is a special course centering on current topics or special interests to meet the needs of the community. Various hours.

**EEV 0251V. Basic Laboratory Practices.** This course covers electrical, voice and data connections, the application of proper OSHA safety standards, the identification and proper use of hand and power tools. ESD safety procedures and acceptable soldering and desoldering procedures will also be covered. 30 hours.

**EEV 0531V. Computer Systems.** Provides the student in microcomputer maintenance and repair troubleshooting skills associ-

ated 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 software and operating systems, as well as installation and troubleshooting. 420 hours.

**EEV 0535V. Network Fundamentals.** The student will be able to define interface standards, use file systems on a server, 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.** The student will demonstrate knowledge of communication test equipment, cable and LAN topology, hubs, switches and routers. 150 hours.

**EEV 0544V. Advanced Operating Systems.** This course will describe and explain directory services in advance operating systems. Explain secure file systems use in and advance operating systems. Describe secure file, printer, and resource sharing in advanced operating systems. Install, configure advance operating systems. 150 hours.

**EEV 0601V. Electronic Fundamentals.** A basic course in electronic fundamentals preparing the student to solve problems in the computers electronic units, identify sources of electricity, apply Ohm's law and analyze and measure AC voltages using test equipment. 75 hours.

**EEV 0607V. Advanced Computer Concepts.** This course will allow the student to explain and describe the OSI protocol model and the TCP/IP protocol, use utilities in troubleshooting a TCP/IP network and use TCP/IP application protocols and services, DNS, DHCP, FTP, HTTP, and LDAP. The student will be able to install configure and troubleshoot simple peer to peer networks, and remote control software used in help desk operations. 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. 45 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.



## **Electronic Technology** *Program Code 2251*

The Electronic Technology Program is designated as a Center of Excellence Electronics Technology by the Department of Education .

Electronic Technology prepares students for employment, and/or specialized training as electrical and electronics technicians. This program is a sequence of instruction preparing students for positions as an Electronic Assembler, Electronics Tester, Electronics Equipment Repairer, and Electronics Technician. Electronic Technology focuses on broad, transferable skills and stresses understanding and demonstration of the Electronic industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Electronic Technology follows a sequence of instruction and when followed, the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Electronics Assembler** learns proficiency in soldering, basic laboratory practices basic D.C. circuits employability skills and entrepreneurship.

(B) **Electronics Tester** learns proficiency of basic computer usage, advanced D.C. circuits, A.C. circuits, and solid state devices.

(C) **Electronics Equipment Repairer** learns proficiency in digital circuits and fundamental micro-processors.

(D) **Electronics Technician** learns proficiency in analog circuits, skills in technical recording, and understanding of basic math and science skills, and communications skills.

For further information, call James Bailey at 718-2452, Building O, Room 107-C.

All courses except EEV 0794 and SLS 0341 have a lab fee, in addition to tuition.

Electronic Technology Course of Study		
Course	Title	Hours
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/de-



coding 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 Krichhoff'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 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.

**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.

**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.



# Masonry Apprenticeship



## Masonry Apprenticeship Course Descriptions

**BCA 0150V. Masonry I.** This course teaches the competencies essential to the masonry industry. These competencies include knowledge and skills related to safety practices, the masonry industry in America, the use of hand tools, the selection and mixing of mortars and concrete, and brick and block laying. 550 hours.

**BCA 0151V. Masonry II.** This course teaches building layout with specifications and construction drawings for residential

## Brick and Block Masonry

### (1650 clock hours certificate) Program Code 2242

The Masonry Instructional Program prepares students for employment in the brick, block, and concrete industry. The program focuses on broad, transferable skills, stresses the understanding of all aspects of the masonry industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

The 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. The apprenticeship method is utilized to verify and support competencies gained through related instruction. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

Masonry I	BCA 0150V	550
Masonry II	BCA 0151V	550
Masonry III	BCA 0152V	<u>550</u>
		1,650 hours

## Brick and Block Masonry

### (6000 clock hours apprenticeship) Program Code 2243

Apprenticeship is a method of instruction designed to prepare students for jobs within the community it serves. Utilization of this method is a joint effort between the college and the masonry industry. Apprentices receive a combination of technical instruction in the classroom and related on-the-job training through employment in the masonry field. Apprentices must be employed by a licensed masonry contractor. Learning experiences are jointly planned and supervised by the Masonry Apprentice Instructor and the employer. Masonry Apprenticeship is relevant to the needs of the student-trainee, the employer, the industry and will assist the student in obtaining the Masonry Certificate. The apprenticeship also requires 160 hours of related classroom instruction for every 2000 hours of on-the-job training for Levels I, II, and III with a total program length of 6000 hours of on-the-job training.

plans, residential masonry, metal work in the industry, advanced laying techniques, construction techniques and moisture control, and construction inspection and quality control. 550 hours.

**BCA 0152V. Masonry III.** This course teaches masonry in high-rise construction with specialized materials, repair, restoration, estimating, commercial drawings, and project planning and supervision. 550 hours.

# Surveying and Mapping



## Surveying and Mapping *Program Code 2241*

This program is designed to prepare students for employment as a surveying and mapping technician and to provide training for persons previously or currently employed in these occupations. Students will learn transferable skills as well as obtain an understanding of surveying and mapping in the areas of planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Shop and laboratory activities are an integral part of this program and provide instruction in chaining, rod and level activities, angle measurements, electronic distance measurement, land surveying and construction layout.

Surveying and Mapping 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).

## Surveying and Mapping Instruction

Surveying and Mapping I	SUR 0130V	420
Employability Skills and Entrepreneurship Core	SLS 0341V	30
Surveying and Mapping II	SUR 0131V	450
Surveying and Mapping III	SUR 0132V	<u>450</u>
		1,350 hours

## Surveying and Mapping Course Descriptions

**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.

**SUR 0130V. Surveying and Mapping I.** This course will introduce the student to the surveying trade, proper communication techniques in the field, safety procedures, basic methods of using a chain, basic methods of leveling techniques of surveying equipment, angle measuring, basic trade math, conversion methods and computations used in the trade, and related computer assisted drafting. 420 hours.

**SUR 0131V. Surveying and Mapping II.** This course will introduce the student to methods of leveling techniques of surveying equipment to include transit and EDM(Electronic Distance Measuring) equipment used as a total station, measuring horizontal/vertical curves related to excavations, operations of satellite surveying systems known as Global Positioning System(GPS), and related computer assisted drafting. 450 hours.

**SUR 0132V. Surveying and Mapping III.** This course will introduce the student to one person surveying techniques, surveying and fieldwork/office work pertaining to public land including writing descriptions of land and research of previous survey evidence, and related computer assisted drafting. 450 hours

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## Success Center/Testing Center

### Workforce Development Preparation/ Success Center / Testing 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 "Testing Information" in the Enrollment Services section of this catalog 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 A, or e-mail at tylera@chipola.edu. FAX 718-2357.



### Vocational Preparation Course Descriptions

#### VPI 0100V-0111V. Vocational Preparatory: Reading.

These courses are designed for students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following diagnostic assessment, an individualized 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.



# Continuing Education and Professional Development Center

## Education for Life. . . .

Our top-rated training will boost your performance on the job so you can get right down to business. And when you're ready to relax, we have just the right mix of courses to make the most of your leisure time.

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.

## Personal Enrichment

Maybe you've obtained the education and skills you set out to achieve and are now working in your field of choice. But you may have realized that to get ahead, you'll need additional skills or knowledge. Or maybe you just enjoy being in a collegiate atmosphere. Either way, our professional development and recreational learning courses can provide you with new skills and offer the opportunity to have fun while in pursuit of lifelong learning. Professional development courses include computer training, financial planning, payroll and leadership.

## Professional Development

Are you striving to keep your competitive edge by having the best-trained work force? Your employees can continue their education and training at Chipola College, upgrade their work skills, or get valuable certifications.

## Customized Training/Consulting

Is your organization looking for targeted individual, team, or organizational development training? Within each of these areas, we can partner with you to design the **customized training programs** you need. You can choose how the training is delivered—from workshops or classroom-based instruction to technology-based formats such as multi-media or distance learning.

Sample training programs include: Supervisory/Leadership, Communications, Conflict Resolution, Team Building, and Interviewing & Selecting Employees. Workplace readiness and literacy programs are also available, and the **Center for Computer Education** offers employers customized computer training.

Do you need someone to perform a needs analysis, facilitate meetings, coach performance, or train management? We can partner with you on these types specialized projects. Whether you're trying to help current employees reach their potential or to make a hiring decision, you've come to the right place. We offer assessment services to improve individual performance and to meet organizational effectiveness needs.

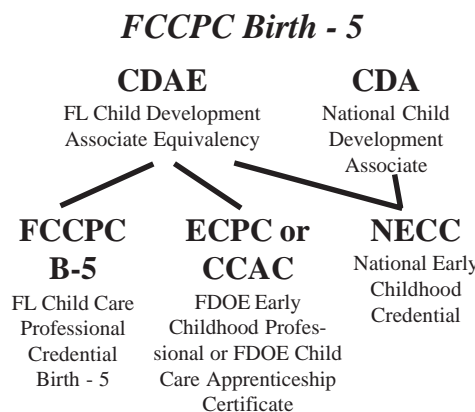
Sample tests identify work attitudes, workplace readiness, personality traits, and computer application skills. Eliminate unnecessary risks from your hiring decisions by taking advantage of this unique program. How does it work? We help your job applicants or new hires throughout their probationary period to develop skills that are customized to fit your organization. You can expect:

- ♦ A broad base of management, supervisory, and business development courses
- ♦ The flexibility to provide training for all sizes and levels of staff
- ♦ Training delivery at our site or yours
- ♦ State-of-the-art equipment

## Child Care Credentials

For every 20 children in a licensed child care facility, there must be one worker with a Florida Child Care Professional Credential (FCCPC) (formerly known as CDA) or a credential that is equivalent to or greater than the FCCPC.

To receive the approved Children and Family Services FCCPC 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.



## Online Courses

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, Gatlin Educational Services, and OLT On-line Training will provide a more comprehensive selection of programs.

## Education ToGo

Acquire valuable new skills from the comfort and convenience of your home or office. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

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. Some of the major categories of courses offered are:

## Basic Computer Literacy

Computer Skills for the Workplace  
Introduction to the Internet  
Keyboarding  
Introduction to Windows XP  
Introduction to Linux  
101 Tips and Tricks for the iMac and Macintosh

## Computer Applications

Microsoft Office  
Microsoft Project  
QuickBooks  
QuickBooks for Contractors  
Crystal Reports

## Graphic Design & Multimedia

Design Projects for Adobe Illustrator  
CorelDRAW  
Photoshop Elements 5.0 for the Digital Photographer  
Photoshop  
FreeHand  
Adobe FrameMaker  
Design Projects for Adobe Illustrator  
Flash  
Imaging for the Web Using Fireworks  
Macromedia Director

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Drawing for the Absolute Beginner  
Imaging for the Web Using Fireworks

### **The Internet**

Introduction to the Internet  
Achieving Top Search Engine Positions

### **Web Page Design**

Creating Web Pages I and II  
Introduction to CSS and XHTML  
Designing Effective Websites  
Introduction to Dreamweaver  
Introduction to Microsoft FrontPage  
Achieving Top Search Engine Positions

### **Web & Computer Programming**

ASP.NET  
JSP Programming  
Java for the Absolute Beginner  
C++ for the Absolute Beginner  
C# Programming  
Perl Programming  
VBA  
Visual Basic  
Database Management & Programming  
Database Development

### **SQL**

Oracle  
Crystal Reports  
ASP.NET  
Introduction to the Game Industry  
Creating User Requirements Documents  
Project Management @ e-Speed

### **PC Troubleshooting, Networking, & Security**

PC Troubleshooting  
PC Security  
Creating a Home Network  
Creating a Home or Small Office Network  
Wireless Networking  
Networking

### **Certification Prep**

CompTIA Security+ Certification Prep  
Network+ Certification Prep  
Basic A+ Certification: Hardware I  
A+ Certification: Operating Systems  
A+ Certification: Hardware/OS II  
Microsoft Windows Certification Prep: Exam  
70-270  
PMP Certification Prep I & II  
Digital Photography & Digital Video  
Mastering Digital Photography  
Photoshop Elements Projects  
Macromedia Director

### **Languages**

Speed Spanish I, II, and III  
Beginning Conversational French

Writing and Grammar for ESL  
Braille and Braille Transcription

### **Writing & Publishing**

Romance Writing Secrets  
Writing for Children  
Mystery Writing  
Write Like a Pro  
Grammar Refresher  
Writeriffic: Creativity Training for Writers  
Writeriffic 2: Advanced Creativity Training  
for Writers  
Effective Business Writing  
The Craft of Magazine Writing  
Fundamentals of Technical Writing  
Writing Great Technical Documents

### **Entertainment Industry**

Introduction to the Game Industry  
Marketing Tools for Actors  
Theme Park Engineering  
Your Screenwriting Career  
Get Paid to Travel  
Get Funny!  
Music Made Easy

### **Test Prep**

GED Preparation  
Prepare for the GED Language Arts, Writing Test  
Prepare for the GED Math Test  
GRE Preparation - Part 1 and 2  
GMAT Preparation  
Grammar for ESL  
LSAT Preparation - Part 1 and 2  
SAT/ACT Preparation - Part 1 and 2

### **Personal Finance & Wealth Building**

Real Estate Investing  
Debt Elimination Techniques That Work  
Building Wealth  
Where Does All My Money Go?  
Personal Finance  
Stocks, Bonds, and Investing: Oh, My!  
The Analysis and Valuation of Stocks  
Introduction to Stock Options

### **Health Care, Nutrition, & Fitness**

Medical Terminology: A Word Association  
Approach  
Human Anatomy and Physiology  
Become a Veterinary Assistant I, II, and III  
Luscious, Low-Fat, Lightning-Quick Meals  
Introduction to Natural Health and Healing  
Outdoor Survival Techniques  
Handling Medical Emergencies  
Assisting Aging Parents  
Legal Nurse Consulting

### **Personal Enrichment**

Write Your Life Story  
Genealogy Basics  
Film Literacy for Everyone  
Wine Appreciation for Beginners  
The Magic of Hypnosis  
Merrill Ream Speed Reading  
Achieving Success with Difficult People  
Keys to Effective Communication  
Interpersonal Communication  
Goodbye to Shy  
Luscious, Low-Fat, Lightning-Quick Meals  
Outdoor Survival Techniques  
Handling Medical Emergencies  
Assisting Aging Parents

### **Child Care & Parenting**

Ready, Set, Read!  
Caring for Children  
Parenting: The First Five Years  
Enhancing Language Development in Childhood  
Understanding Adolescents  
Guiding Kids on the Internet

### **Art, History, Psychology, & Literature**

Film Literacy for Everyone  
Music Made Easy  
Enjoying European Art Online  
Drawing for the Absolute Beginner

### **Math, Philosophy, & Science**

Theme Park Engineering  
Everyday Math  
Introduction to Algebra

### **Accounting**

Creating a Successful Business Plan  
QuickBooks for Contractors  
Performing Payroll in QuickBooks

### **Grant Writing & Nonprofit Management**

Creating Your Own Nonprofit  
Introduction to Nonprofit Management  
Marketing Your Nonprofit  
Wow, What a Great Event!  
A to Z Grantwriting  
Get Grants!  
Writing Effective Grant Proposals  
Advanced Grant Proposal Writing  
Becoming a Grant Writing Consultant

### **Start Your Own Business**

Creating a Successful Business Plan  
Learn to Buy and Sell on eBay  
Marketing Your Business on the Internet  
Start your own Home-Based Business  
Publish It Yourself  
Secrets of the Caterer  
Growing Plants for Fun and Profit

Wow, What a Great Event!  
Start Your Own Consulting Practice  
Caring for Children  
Beginning Braille  
Intermediate Braille Transcription  
Grammar Refresher  
Computer Skills for the Workplace  
Effective Business Writing  
Administrative Assistant Fundamentals  
Become a Veterinary Assistant  
Mastery of Business Fundamentals  
Get Assertive  
Merrill Ream Speed Reading  
Leadership  
Listen to Your Heart, and Success Will Follow  
Communicating Like a Leader  
Achieving Success with Difficult People  
Get Paid to Travel  
Keys to Effective Communication  
Interpersonal Communication  
High Powered Communication  
Get Funny!  
Individual Excellence  
Introduction to Journaling  
12 Steps to a Successful Job Search  
Everyday Math  
Resume Writing Workshop

### **Business Administration**

Project Management  
Fundamentals of Supervision and Management I and II  
Administrative Assistant  
Understanding the Human Resources Function  
Mastery of Business Fundamentals and Applications  
Employment Law Fundamentals  
Six Sigma: Total Quality Fundamentals and Applications  
Purchasing Fundamentals and Applications  
Introduction to Business Analysis  
Customer Service Fundamentals  
Distribution and Logistics Management  
Supply Chain Management Fundamentals and Applications  
Project Management @ e-Speed  
Successful Construction Business Management  
Principles of Sales Management  
Manufacturing Fundamentals and Applications  
PMP Certification Prep I and 2

### **Sales & Marketing**

Professional Sales Skills

Business and Marketing Writing  
Marketing Your Business on the Internet  
Customer Service Fundamentals  
Principles of Sales Management

### **Law & Legal Careers**

Employment Law Fundamentals  
Workers' Compensation  
Introduction to Criminal Law  
Criminal Procedure: From Arrest to Appeal  
Evidence Law  
Real Estate Law  
Winning Strategy for the Courtroom  
Legal Nurse Consulting  
Constitutional Law: Bill of Rights  
Paralegal Certificate Program 1-6  
LSAT Preparation - Part 1 and 2

### **Health Care Continuing Education**

Gerontology  
Complementary and Alternative Medicine  
Spirituality, Health, and Healing  
End of Life Care  
Growth and Development Through the Lifespan  
Legal and Ethical Issues in Nursing  
Issues in Oxygenation  
Pain Assessment and Management  
Perinatal Issues  
Death and Dying

### **Courses for Teaching Professionals**

Solving Classroom Discipline Problems  
Ready, Set, Read!  
Teaching Science: Grades 4-6  
The Creative Classroom  
Differentiated Instruction in the Classroom  
Integrating Technology in the K-5 Classroom  
The Classroom Computer  
Using the Internet in the Classroom  
Microsoft 2003 in the Classroom  
Big Ideas in Little Books  
Speed Spanish  
Creating Web Pages  
Get Assertive  
Leadership  
A to Z Grantwriting  
Enhancing Language Development in Childhood  
Understanding Adolescents  
Guiding Kids on the Internet

### **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. Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

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 Gatlin Education. Or visit [www.gatlineducation.com/chipola/](http://www.gatlineducation.com/chipola/) for course outlines and registration information. Some of the major categories of courses offered are:

#### **Administrative Dental Assistant**

Administrative Medical Specialist with Medical Billing and Coding  
Advanced Coding for the Physician's Office  
Advanced Hospital Coding and CCS Prep  
Advanced Personal Fitness Trainer  
Certified National Pharmaceutical Representative  
Coding, Reimbursement and Documentation for Physicians  
HIPAA Compliance  
Human Resources for Healthcare Professionals  
ICD-10 Medical Coding: Preparation and Instruction for Implementation  
Medical Billing and Coding Training Course  
Medical Transcription Training Course - Certificate  
Personal Fitness Trainer  
Pharmacy Technician Training Course  
Revenue Cycle Management for Health Care Providers  
Veterinary Assistant

## Business/Legal Programs

Administrative Professional with Microsoft Office Specialist  
Bookkeeping the Easy Way with Quickbooks  
Certified Bookkeeper  
Certified Global Business Professional  
Certified Wedding Planner  
Corporate Governance and Ethics  
eBusiness Certificate  
Freight Broker/Agent Training  
Global English  
Lean Mastery  
Microsoft Office Specialist (MOS)  
Paralegal Training Program  
Pay Per Click Marketing  
Payroll Practice and Management  
Principles of Private Investigation  
Project Management Training - Certificate  
Records Management Certificate  
Search Engine Marketing  
Search Engine Optimization  
Seven Steps to Leading High Achieving Teams  
Six Sigma Black Belt Certification Course  
Six Sigma Green Belt Certification Course  
Supply Chain Management and Logistics  
Travel Agent Training

## Construction/Automotive Programs

Home Inspection Certificate  
HVAC Technician Training Course  
Modern Automotive Service Technician

## Internet, Design and Technical Programs

AutoCAD 2005 Training Course  
AutoCAD 2007 Training Course  
Business Marketing Design  
Digital Arts Certificate  
Fine Arts Training  
Forensic Computer Examiner  
Graphic Design Certificate  
Help Desk Analyst: Tier 1 Support Spc  
Multimedia Design Certificate  
Web Database Developer  
Webmaster

## Networking, Comp TIA Certification Training Programs

CompTIA™ A+ Certification  
CompTIA™ Cisco® CCNA® Certification  
CompTIA™ Linux+/LPI Level One Certification  
CompTIA™ Network+/Server+ Certification  
CompTIA™ Security+ Certification

## Microsoft Certificate Training Programs

Microsoft Certified Database Administrator (MCDBA)

Microsoft Certified Desktop Support Technician (MCDST)  
Microsoft Certified System Administrator 2003 (MCSA)  
Microsoft Certified System Administrator Plus 2003 (MCSA+)  
Microsoft Certified System Engineer 2003 (MCSE)

## Video Game Design/Development Programs

3ds max  
Video Game Art  
Video Game Design and Development

## OLT Online Training

OnLine Training, Inc is a one stop, full service online training solutions provider.

- ♦ Study when you want - 24 hours a day, 7 days a week, 365 days of the year.
- ♦ Self-paced courses - with guided learning - and instructor.
- ♦ Start and stop as often as needed.
- ♦ All courses completely online, no software to install or run.

## The OnLine Training GED Program

Today is the first day of the rest of your life! Now is the time to study with us and pass your GED exam.

Many people have a need for General Education Development leading to a GED. Some have recently left school without graduating. Others have been working for a number of years but still feel the need for a high school diploma. A high school diploma improves earning power, can provide entry into college, and gives a sense of success.

OnLine Training Institute solves access to education problems associated with how to get to class, where the class is held, and when you are able to study. At OLT you are in control of when and where you study.

GED tests measure your knowledge and academic skills against those of today's traditional high school graduates. OnLine Training offers a complete course for each GED test. Our instructors will tell you what to expect when you take the GED tests, what your scores mean when you receive them, and how to use your GED diploma to enroll in a college or university program of your choice.

The GED Test consists of five parts.

- ♦ Part 1. **Writing skills** - This includes the elements of Standard English, sentence structure, and the parts of speech. A composition of approximately 250 words is also required.

- ♦ Part 2. **Mathematics** - This includes basic arithmetic, algebra, statistics, and geometry.
- ♦ Part 3. **Science** - This includes life sciences such as biology and physical sciences such as physics, chemistry, astronomy, and earth science.
- ♦ Part 4. **Interpreting Literature and the Arts** - This includes popular literature, classical literature, and commentary on literature and the fine arts.
- ♦ Part 5. **Social Studies** - This includes Behavioral Science, History, Political Science, Economics, and Geography.

## Insurance/Real Estate

### Pre-licensing Designation

3-20, 5-20, 6-20 ACA Designation

### **Continuing Education (CE)**

All courses are intermediate level: Elements of Life Insurance; Elements of Health; Ethics in the Insurance Industry; Health Savings Accounts and Medicare Prescription Drug Plan.

### **PassPrep Courses**

2-15 Life & Health Practice Exam  
Real Estate Appraisal Pass Prep  
Real Estate Sales-person Pass Prep  
2-15 Life Health and Variable Annuity Tutorial  
4-40 RCSR Registered Customer Service Representative 40 hr PassPrep  
4-40 CSR Customer Service Representative 100hr PassPrep

*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 718-2239, 718-2297, or 718-2395.*

*Our office is here to assist you with your training or personal enrichment needs.*

**Success!**  
**You can make it happen.**



## 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 Officer (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	Law Enforcement Vehicle Operations	48
CJK 0031V	First Responder	40
CJK 0040V	Firearms	80
CJK 0050V	Defensive Tactics	80
CJK 0060V	Patrol	57
CJK 0070V	Investigations	53
CJK 0075V	Investigating Offenses	44
CJK 0080V	Traffic Stops	62
CJK 0085V	Traffic Crash Investigations	32
CJK 0090V	Tactical Applications	74
CJK 0421V	Dart Firing Stun Gun Use	6

Total 770

### 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 Responder	40
CJD 0750V	Corrections: Interpersonal Skills II	50
CJD 0741V	Corrections: Emergency Preparedness	26
CJD 0752V	Corrections: Operations	64

Total 532

## Cross-Over from Law Enforcement to Correctional Officer - 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 from Law Enforcement to Correctional Officer Course of Study

Prerequisite: Completion of the Basic Law Enforcement Program

Course	Title	Hours
CJD 0750V	Corrections: Interpersonal Skills II	50
CJD 0741V	Corrections: Emergency Preparedness	26
CJD 0752V	Criminal Justice: Operations	64
CJK 0202V	Cross-over CMS Law Enforcement to Traditional Correctional Introduction	29
CJK 0203V	Cross-over CMS Law Enforcement to Traditional Correctional Interpersonal Skills	30
Total		199

Skills assessment may be required by hiring agencies before employment.

## Cross-Over from Correctional Officer 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 from Correctional Officer to Law Enforcement Course of Study

Prerequisite: Completion of the Basic Corrections Program

Course	Title	Hours
CJK 0211	Cross-over Correctional to CMS Law Enforcement Introduction	94
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0212	Cross-Over Correctional to Law Enforcement CMS High Liability	8
CJK 0060	Patrol	57
CJK 0070	Investigations	53
CJK 0075	Investigating Offenses	44
CJK 0080	Traffic Stops	62
CJK 0085	Traffic Crash Investigations	32
CJK 0213	Cross-Over Correctional to Law Enforcement Tactical Applications	40
CJK 0421	Dart Firing Stun Gun Use	6
Total		444

Skills assessment may be required by hiring agencies before employment.

## 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 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 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.

**CJD 0470V. Emergency Preparedness.** A course designed to introduce correctional officers to the concept and key components of emergency situations; effective leadership to prevent such occurrences; and internal factors both inside and outside correctional institutions which affect emergency situations. FDL - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

**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.

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**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 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, formulation of policy, hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

**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 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. Computer Applications in Criminal Justice.** This course will provide criminal justice officers, with limited computer and technology experience, information regarding the benefits of computers and technology when managing the operations within the criminal justice system. 40 hours.

**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 enhance the law enforcement, correctional and correctional probation officer's ability to deal with stressful situations that are inherent in the criminal justice profession. A general awareness of the causes and types of stress and techniques for managing stress should lead to more effective job performance. This course emphasizes application of stress management techniques related to all areas of the officer's life. 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 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

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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 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.

**CJK 0006V. 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. 67 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. 50 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. 77 hours.

**CJK 0020V. Law Enforcement 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. 48 hours.

**CJK 0031V. First Responder.** 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. 40 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. 84 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. 70 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. 53 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. 44 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. 62 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. 70 hours.

**CJK 0202V. Cross-Over Law Enforcement to Traditional.** An introduction overview of legal topics that bridge law enforcement crossover student to corrections. Aspects of Corrections legal topics will be discussed with an emphasis on the correctional process. 29 hours.

**CJK 0203V. Cross-Over Law Enforcement to Traditional.** Covers personal relations techniques with emphasis on human behavior and various needs within a corrections society. Includes crisis intervention techniques, suicide precautions and the mentally ill inmate. Reporting procedures and writing skills are a valid part of this course. 30 hours.

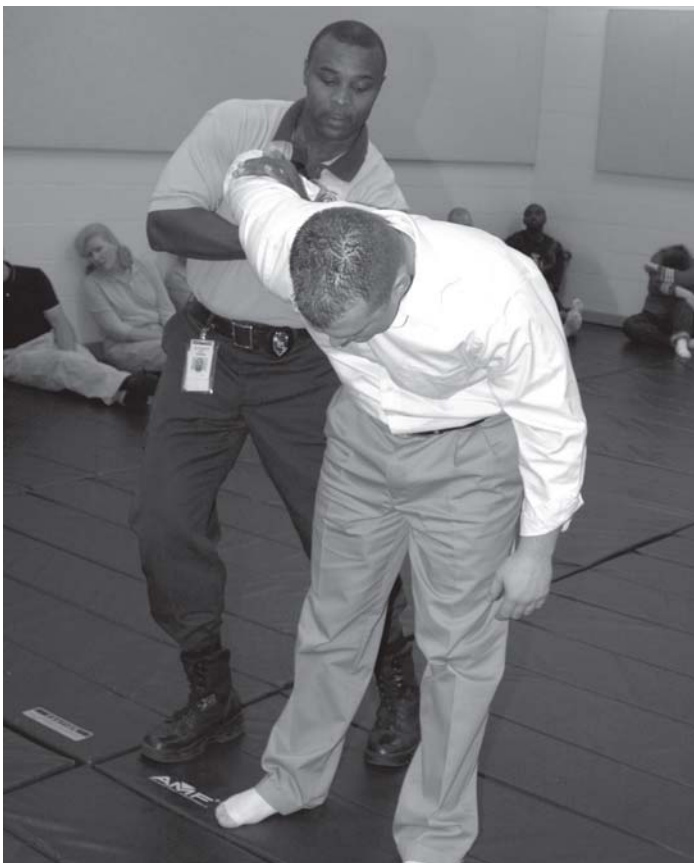
**CJK 0211V. Cross-Over Corrections to Law Enforcement Introduction.** This course is designed for corrections officer(s) to cross over to become law enforcement officer(s) in: law, interpersonal communications, radio communications, note taking, report writing, interviewing, ethics, professionalism, court structure, work-

ing with communities, diverse and special populations, and information about the criminal justice system in Florida and the Criminal Justice Standards and Training Commission. 94 hours.

**CJK 0212V. Cross-over Corrections to Law Enforcement - High Liability.** This course is designed for the corrections officer(s) to cross over to law enforcement which focuses on high liability areas, prepares prospective officer(s) to apply basic first aid knowledge and techniques to emergencies. The officer will learn firearm safety procedures; use of deadly force; basic procedures for handguns; learn common types of ammunition and attain proficiency in marksmanship using certain designated firearms. 8 hours.

**CJK 0213V. Cross-Over Corrections to Law Enforcement Tactical Applications.** This course is designed to include the basic knowledge and skills for corrections officer(s) to cross over to become law enforcement officer(s) in tactical applications. This includes information about the Florida court system structure and how courts relate to law enforcement; rules of the court and pretrial, trial, and post-trial procedures; the responsibilities of an officer with regard to court proceedings; instruction in the first response to emergency situations; general information involving law enforcement exposure to bombs, explosives, and weapons of mass destruction; introduces students to the skills to perform different law enforcement functions while assigned to a special detail. 40 hours.

**CJK 0421V. Dart Firing Stun Gun.** Dart-Firing Stun Gun. This course will introduce the student to the basics of both the stun gun as well as the dart-firing stun gun and provide some fundamental knowledge on this emerging tool in criminal justice. 8 hours.



## Firefighter II 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 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 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 0265V. Introduction to Firefighting Support Practices.** This course demonstrates rope practices and applications. Rescue and extrication principles are presented and practiced. For-

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



## Health Sciences Programs

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 Paramedic, Emergency Medical Technician and Nursing 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.

### Paramedic Program Code 5280

This is a limited enrollment 42 semester hour, certificate program, approved by the Florida Department of Health, Bureau of Emergency Medical Services.

Paramedic Course of Study		
Course	Title	Semester Hours
EMS 2620 <sup>1</sup>	Paramedic I	12
EMS 2621	Paramedic II	12
EMS 2622	Paramedic III	6
EMS 2623	Paramedic IV	12
		Total 42

<sup>1</sup> Prerequisite: Must possess a current Florida EMT Basic Certificate and have successfully completed EMS 1159C, Emergency Medical Technician.

Course description for this program can be found in the Course Descriptions section of this catalog.

### Patient Care Assistant Program Code 2217

This program is designed to prepare Patient Care Assistant 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

**HCP 0103V. Health Careers.** This course provides theoretical and clinical experiences necessary for students to acquire the entry level competencies required of a Home Health Aide. Learning experiences, related to specific performance objectives in the course outline, include formal classroom lectures and discussions, written and oral reports, simulated labs, and clinicals. 90 hours/3 credits.

**HCP 0600V. Nursing Assistant.** This course provides students with job related competencies, such as communication skills, legal and ethical behavior, employability skills, and knowledge of the function, interrelatedness and needs of human body systems. Patient care activities of daily living, health and hygiene are provided for all age groupings with particular emphasis on gerontology. 75 hours/2 credits.

**HCP 0610V. 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.

**HCP 0613V. 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 0122V	Nursing Assistant	120
Total		120

### Nursing Assistant Course Descriptions

**HCP 0122V. Nursing Assistant.** This course is designed to provide theoretical and clinical experiences necessary for students to acquire the entry-level competencies required of a Certified Nursing Assistant. Course outlines with specified experiences will be used to accomplish these objectives. These include: formal classroom lectures, group discussions, written and oral assignments individualized instruction, audio-visual aids, simulated labs, and clinical assignments. Observation and communication skills will be emphasized. Classes are to be held 8 a.m. until 12:30 p.m., Monday through Thursday. The last week will consist of clinical experiences that will occur eight hours a day. **NOTE:** Completion of this course does not guarantee certification as a Certified Nursing Assistant. Course completion qualifies completer to sit for the State Certification Test for Nursing Assistants. Upon notification by state of passage, the completer will receive certification as a nursing assistant. 120 hours/4 credits.





# Personnel



*"The main reason why I chose to come to Chipola College was its "hometown" feeling. I wasn't really ready to leave home after graduation, and I realized that Chipola was a great way to achieve my goal of a degree. The faculty and staff at Chipola are phenomenal! The teachers are so helpful, and everyone is so friendly when you walk down the sidewalk."*

Erin Gillette  
2006 Student Interview

*"I really appreciate the faculty and staff at Chipola for inspiring me towards my new career."*

Bruce Miles  
Chipola Paraprofessional Program

*"I am proud to be an alumnus of the school at which I now teach. I think Chipola is a good school, close to home, which offers quality education. "*

Willie Spires, Ph.D.  
Director of Social and Behavioral Sciences, Chipola College  
1973 Graduate



*"Chipola is the very best place to work. I love my job and the Chipola family."*

2006 Employee Survey

*"... We really do make people's lives better at Chipola. We build confidence, give them a larger world view, and erode ignorance."*

2006 Employee Survey



**District Board of Trustees**  
**Administration**  
**Faculty and Administrators**  
**Non-Teaching Staff**  
**Administrator and 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** (2009), 3268 Cody Taylor Lane, Bonifay, FL 32425

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

**John W. Padgett** (2010), 1885 Spring Lake Trail, Marianna, FL 32448

**Danny Ryals** (2009), Post Office Box 100, Blountstown, FL 32424

**Gina Stuart** (2009), 2929 Russ Street, Marianna, FL 32446

**Mark S. Plummer** (2010), Post Office Box 214, Bristol, FL 32321

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

**Abby Hinson** (2007), Post Office Box 16, 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  
Senior Vice President  
of Instruction and  
Student Services



Dr. Kitty Myers  
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  
and Registrar



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 Video and T.V. Production - Royce Reagan  
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 - Merle Houston

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 Social and Behavioral Sciences - Dr. Willie Spiers  
Director of Theatre - Charles Sirmon  
Learning Resources Technology Coordinator - Dr. Lou Kind

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## Faculty & Administrators

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*Italics indicates administrators.*

*Dates indicate beginning of employment at Chipola College.*

**Andreu, Mary Lu**—(1973) Professor, Social Science  
A.A., Chipola Junior College  
B.S., M.A., University of Florida  
Ed.S., Florida State University

**Ashmore, Georgia**—(2005) Instructor, Mathematics  
A.A., Chipola Junior College  
B.S., M.S., Florida State University

**Bailey, James**—(1996) Associate Professor, Electronics  
Certified Fiber Optics Installer and Certified Category  
5/5E/6 Standards and Technician / Designer  
B.S. E.E., University of South Alabama  
M.S., University of West Florida

**Bodart, Jeffrey R.**—(1995) Professor, Physics  
B.S., University of Missouri-St. Louis  
M.A., Ph.D., Washington University

**Burns, Nancy**—(1986) Professor, Computer Science  
B.S., University of Houston  
B.S., Troy State University  
M.Ed., North Texas State University

**Cavin, Rose**—(1996) Professor, Mathematics  
B.S., Florida State University  
M.Ed., University of West Florida

**Clemmons, Sarah M.**, (1979) *Senior 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.**—(2006) *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*

**Cook, Gary**—(1993) Academic & Workforce Development  
Student Advisor  
B.A., Southern College of the Assemblies of God  
M.S., Florida State University

**Craven, Bryan**—(1988) *Director of Public Relations*  
A. A., Chipola Junior College  
B.S., M.S., Florida State University  
Ed.S., University of West Florida

**Cruz-White, Irma**—(2003) Assistant Professor, Mathematics  
B.S., University of Puerto Rico  
M.S., Ph.D., Florida State University

**Cuccio, Santine**—(2003) Assistant Professor, Biological  
Science  
B.S., St. Johns University  
M.S., Ph.D., University of South Florida

**Davis, Karan**—(1986) *Associate Vice President of Human  
Resources*  
A.A., Chipola Junior College  
B.S., Troy State University

**DeFelix, Geraldine**—(1997) Professor, English  
A.A., Chipola Junior College  
B.A., University of West Florida  
M.S., Troy State University

**Dolan, Michael**—(2007) Coordinator of Corrections  
B.S., Florida A&M University  
M.S., Troy State University

**Duke, Chastity**—(2003) Assistant Professor, Nursing  
A.D.N., George C. Wallace State Community College  
B.S.N., M.S.N., Florida State University

**Duncan, Gayle**—(1990) CROP Grant Coordinator/Student  
Disability Services Advisor  
A.A., Chipola Junior College  
B.S., M.S., Troy State University

**Dunkle, J. Robert**—(1988) Professor, English/Humanities  
B.A., University of Florida  
M.A., University of Nevada-Las Vegas  
Ph.D., Florida State University

**Ebel, Mark**—(2004) Professor, Foreign Languages  
B.A., University of Nebraska  
M.A., 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) Assistant Professor, Mathematics  
A.A., Chipola Junior College  
B.S., University of West Florida

**Fleener, Harry**—(1996) *Director of Physical Plant*

**Foran, Freddie**—(1978) Professor, Welding

**Fowler, Martin**—(2002) Coordinator of Fire Science

**Fuqua, Julie A.**—(1994) *Director of Foundation*  
B.S., University of Florida

**Gardner, John**—(2000) Assistant Professor, Automotive  
Technology  
A.S., Broward Community College  
ASE Certified Master Automobile Technician  
National Institute for Automotive Service Excellence,  
Master Automobile Technician  
General Motors Automotive Service Educational  
Program, Associate Program, Broward Community  
College  
Automotive Youth Educational Systems, Certified Mentor  
Trainer  
Automotive Center of Emphasis/Autotronics, Certified  
Instructor  
Chevrolet Certified Technician

**Glisson, Harrell**—(1983) *Director of Criminal Justice/Public Service*  
B.S., M.S., Troy State University

**Graven, Lucinda J.**—(2003) Assistant Professor, Nursing  
A.A., Chipola Junior College  
B.S.N., M.S.N., Florida State University

**Hartzog, Gail**—(2005) *Associate Dean of Institutional  
Development & Planning*  
A.A., Chipola Junior College  
B.S., Mississippi College  
M.S., Troy State University

- Hilton, David**—(1997) Professor, Natural Science  
D.C., Texas Chiropractic College
- Hinson, Richard**—(1999) Assistant Professor, English  
A.A., Chipola Junior College  
B.S., M.S., Florida State University
- Holley, Janice Y.**—(1988) Assistant Professor, Success Center  
A.A., Chipola Junior College  
B.S., M.S., Troy State University
- Hopkins, Renee**—(2004) Coordinator of Library Cataloging and Reference Materials  
B.A., M.L.S., University of Alabama
- Houston, Merle**—(2004) *Director of Library Services*  
B.S., State Teachers College  
M.S., Alabama Polytechnic Institution  
M.L.S., Florida State University
- Ivey, Robert**—(2006) Professor, History  
B.A., University of West Florida  
M.S., Troy State University
- Kind, Lou**—(1997) Learning Resources Technology Coordinator  
B.S., University of Alabama  
M.P.A., University of Central Florida  
Ed.S., Ed.D., University of West Florida
- Leigh, Katherine**—(2005) Instructor, Nursing  
A.S., A.A., Chipola Junior College  
B.S.N., Florida State University  
M.S.N., University of South Alabama
- Leonard, Kelley**—(2004) Instructor, Nursing  
B.S.N., Troy State University  
M.S.N., Troy University
- Lipford, Karen**—(2003) Associate Professor, Nursing  
A.D.N., Chipola Junior College  
B.S.N., M.S.N., Florida State University
- Manning, Sara-jo**—(2004) Associate Professor, Nursing  
A.D.N., Wallace Community College  
B.S.N., Auburn University of Montgomery  
M.S.N., Troy State University
- Martin, T. Joshua**—(2006) Assistant Professor, Music  
B.A., Huntingdon College  
M.M., D.M.A., University of Alabama
- Mays, June**—(1981) Professor, Biological Science/Chemistry  
M.A., University of West Florida  
M.S., Chicago State University
- McAllister, Gina**—(1998) Professor, Education  
A.A., Chipola Junior College  
B.S., Troy State University  
M.Ed., Auburn University  
Ed. S., Ed.D., University of West Florida
- McClendon, Mary M.**—(1975) Professor, History/Social Science  
B.S., Florida A&M University  
M.A.T., University of Florida
- 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) Associate Professor, Business/Computer Science  
B.S., University of Florida  
M.B.A., Troy State University  
M.C.P., M.C.S.E., M.C. T.
- Myers, Amie**—(2004) Instructor, English  
B.A., Davidson College  
M.F.A., University of Southern California
- Myers, Kitty**—(1981) *Vice President of Instruction & Baccalaureate Program Development*  
B.A., University of Georgia  
M.A., Ph.D., 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) Associate Professor, Culinary Arts Management  
A.O.S. Culinary Institute of America  
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) Displaced Homemaker Grant Coordinator/Student Advisor  
A.A., Chipola Junior College  
B. S., M.S., Troy State University  
Ed. S., University of West Florida
- Porter-Lankist, Donna E.**—(2003) Associate Professor, Nursing  
A.A., Chipola Junior College  
B.S., Florida State University  
B.S.N., Auburn University-Montgomery  
M.S.N., Troy State University
- Powell, Daniel**—(2006) Instructor, Music  
B. M., West Texas A & M University  
M. M., Arizona 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) Coordinator of Law Enforcement  
B.S., M.S., Troy State University  
Ed. S., University of West Florida
- Reagan, Royce**—(1998) *Director of Video and T.V. Production*  
B.S., M.S., Troy State University
- Rentz, Pam**—(2005) Instructor, English  
A.A., Chipola Junior College  
B.A., University of West Florida  
M.S., Nova Southeastern University
- Riviere, Marion "Bud"**—(2004) *Dean of Workforce Development & Continuing Education*  
B.S., University of Florida  
M.Ed., Florida A & M University

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**Roach, R. Lindsay**—(1991) Articulation Coordinator and Honors Advisor

A.B., M.Ed., University of South Carolina

**Roberts, Jayne P.**—(1986) *Dean of Enrollment Services and Registrar*

A.A., Chipola Junior College

B.S., Florida State University;

M.S., Troy State University

Ed.S., Ed.D., Florida State University

**Saffo, David**—(2005) Assistant Professor, English

B.A., M.A., University of Maine

Ph.D., University of Louisiana-Lafayette

**Saunders, Carol I.**—(1988) Professor, English/Speech

A.A., Chipola Junior College

B.S., M.S., Auburn University

**Shimmel, Stephen**—(1985) Professor, Biological Sciences/Mathematics

B.S., M.S., Ph.D., University of Georgia

**Shook, Lee B.**—(1993) Professor, 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) Academic Center for Excellence (ACE) Coordinator

A.A., Chipola Junior College

B.A., University of West Florida

M.A., Troy State University

**Spire, Willie E.**—(1987) *Director of Social and Behavioral Sciences*

A.A., Chipola Junior College

B.A., University of West Florida

M.S., Ed.S., Troy State University

Ph.D., Florida A & M University

**Stadskev, Joan B.**—(1986) *Director of Fine and Performing Arts*

B.M., M.S., Florida State University

**Stephens, Jane.**—(2006) Coordinator of Library Circulation

A.A., Chipola Junior College

B.S., M.S., Florida State University

**Taylor, Barbara**—(1988) Professor, 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) Professor, Social Science

A.A., Chipola Junior College

B.S., M.S., Ph.D., Florida State University

**Tidwell, Allan**—(2007) Professor, Natural Science

A.A., Chipola Junior College

B.S., University of West Florida

M.S., Troy State University

**Tyler, Angela V.**—(1989) Professor, Success Center & Testing

A.A., Chipola Junior College

B.S., M.S., Troy State University

Ed.S. University of West Florida

**Vanderwerf, Paige.**—(2006) Instructor, Cosmetology

A.A., A.S., Cosmetology Certificate, Chipola College

**Ward, Cherry**—(2004) Professor, Mathematics

B.S., Armstrong Atlantic State University

M.Ed., Ed.D., Georgia Southern University

**West, Rachel**—(1993) Professor, English

B.A., Florida State University

M.A., University of Central Florida

**Wheeler, Kathy**—(1994) *Director of Health Sciences*

B.S.N., M.S.N., Ohio State University

**White, E. Bruce**—(1990) Associate Professor, English

B.A., University of South Florida

M.A., Florida State University

**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

**Young, Stan**—(2004) Assistant Professor, Mathematics

A.A., Chipola Junior College

B.S., Florida State University

M.Ed., Florida A & M University

**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

*Italics indicates managerial staff.*

*Dates indicate beginning of employment at Chipola College.*

**Baker, Lucinda**—(1987) Custodian

**Baker, Tony**—(2003) 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) Coordinator of Tech Prep Grant  
and FETPIP

A.A., Chipola Junior College

B.S., Florida State University

M.S., Troy University

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

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

A.A., Chipola Junior College

B.A., University of West Florida

**Bogan, Artavius**—(2005) Assistant Coach: Men's Basketball

**Broome, Betty S.**—(1969-72; '89) Department Associate:  
Student Services

A.A., Chipola Junior College

**Brown, Robert**—(1983) Custodian

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

**Conner, Gregory**—(2006) Rangemaster

- Crawford, Carol Jean**—(1997) Clerk: Accounts Receivable
- 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
- Dunaway, Kathy**—(2004) Funds Manager  
A.A., Chipola Junior College  
B.S., Troy State University
- Early, Lynn**—(2006) Assistant Coach, Softball
- Edenfield, Carole**—(1975) Mail Clerk/Residence Hall  
Assistant
- Edenfield, Richard D.**—(1986) Electrician
- Fletcher, Nick**—(2006) Assistant Coach, Baseball  
B.S., Faulkner University
- Folsom, Sid**—(2002) Painter
- Foran, Laurel**—(1996) Staff Assistant: Accounts Payable
- Fowler, Terri**—(2004) Technical Office Assistant: Information  
Systems  
A.S., Chipola College
- Gainer, Stacey**—(2003) Custodian
- Goines, Debra**—(2007) Departmental Staff Assistant:  
Educational Talent Search
- Gonzalez, Elisa**—(2005) Departmental Staff Assistant: Social  
Science and Business
- Graham, Annie**—(1990) Custodian
- Granberry, Boris**—(2000) Custodian
- Green, Dianne**—(2003) Physical Plant/Residence Hall  
Coordinator
- Hamil, Lillie**—(2004) Departmental Staff Assistant: Public  
Relations
- Hamilton, Mary B.**—(1989) Senior Staff Assistant: Public  
Service
- Harrell, Sandra**—(1989) Assistant Athletic Director-  
Operations  
A.A., Chipola Junior College  
B.S., Florida State University
- Heiar, Greg**—(2003) Head 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
- Ingram, Bill**—(1999) Lead Groundskeeper
- 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
- Jones, Vickie**—(1999) Custodian
- Kitts, Tracey**—(2005) Staff Assistant: Health Sciences
- Kosciw, Dennis**—(1998) HVAC Technician
- Lane, David**—(2003) Coach: Women's Basketball  
B.A., Coe College
- Lasseter, Joan**—(1997) Departmental Staff Assistant:  
University Center
- Lawson, Melvin**—(2005) Custodian
- Long, Edna L.**—(1972) Departmental Associate: Library  
A.S., A.A., Chipola Junior College
- Martin, Robert**—(2001-2004, 2006) Custodian
- Massengill, Rance**—(2001) Pool Manager  
A.A., Chipola Junior College  
B.S. University of West Florida
- Mathis, Vicki**—(1994) Business and Industry Liaison
- McKenzie III, Sydney**—(2005) Special Assistant to the  
President  
B.A., Williams College  
J.D., Rutgers School of Law
- Mercer, Sheila**—(2000) Department Associate: Business Office
- Meredith, Johnny**—(1988) Groundskeeper
- Mitchell, Joyce**—(1996) Success Center Laboratory Aide
- Mosley, Kristie S.**—(2003) Career Specialist: Educational  
Talent Search  
A.A., Chipola Junior College  
B.S., Troy State University  
M.S., Troy State University
- Mount, Edward**—(2006) Custodial Supervisor
- 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
- Oliver, Gwen**—(2002) Office Assistant: Foundation  
A.S., Chipola Junior College
- O'Pry-Capps, Annie**—(1981) Senior Office Assistant: Financial  
Aid  
A.A., A.S., Chipola Junior College
- Peace, Bobbie**—(2003) Custodian
- Pendergrass, Alice**—(1990) Departmental Staff Assistant:  
Workforce Development
- Pinnella, Michael**—(2005) Distributed Systems Technician:  
Information Systems  
A.A., Nassau Community College  
A.A.S., High Tech Institute
- 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
- Rehberg, Kathy**—(1977) Department Associate: Enrollment  
Services  
A.A., Chipola Junior College
- Rehberg, Richard**—(1997) Electrician

**Reid, Shirley E.**—(1981) Data Entry Operator  
**Rhynes, Monroe**—(2005) Custodian  
**Riviere, Judy**—(1997) *Director of Educational Talent Search*  
 B.S., University of Montevallo  
 M.Ed., University of West Florida  
**Richter, Billy Ray**—(2004) Distributed Systems Technician  
**Shealy, Anita**—(1988) Departmental Staff Assistant: Fine and Performing Arts  
**Sherrill, Melinda**—(1997) Department Associate: Financial Aid  
**Shores, Lisa**—(1989) Department Associate: Enrollment Services  
**Smith, Jeremy**—(2000) Groundskeeper  
**Smith, Michelle**—(2005) Assistant Coach: Women's Basketball  
 B.A., University of Alabama-Birmingham  
**Speights, Agnes**—(2005) Custodian  
**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) Career Specialist: Educational Talent Search  
 A.A., Chipola Junior College  
 B.S., University of West Florida  
**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  
**Uken, Jaden**—(2006) Assistant Coach, Men's Basketball  
 B.S., University of Nebraska-Lincoln  
**Vickery, Nell**—(2000) Senior Office Assistant: Library  
 A.A., Chipola Junior College  
**Ward, Evelyn C.**—(1996) Publications Coordinator  
 A.A., Chipola Junior College  
 B.A., University of West Florida  
 M.S., Florida State University  
**Ward, Patricia**—(2005) Custodian  
**White, Matthew**—(2004) Network Coordinator: Information Systems  
 A.S., Chipola Junior College  
**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

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## Administrator and Faculty Emeriti

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**Donald W. Adams** (1967-69, 1976-99)  
 English  
**Augustus M. Adkison** (1965-83) *Deceased*  
 Music  
**Brenda Alford** (1993-2007)  
 Mathematics  
**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) *Deceased*  
 Automotive  
**Mary Bennett** (1969-74)  
 Manager, Student Center, (1983-85)  
 Head Dormitory Resident  
**Paul Braxton** (1968-81)  
 Electronics  
**Francis W. Breivogel** (1983-2006)  
 Professor, Chemistry/Physics  
**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  
**Linda L. Cleveland** (1982-2005)  
 Director of Mathematics, Natural Science & Education  
**Dorothy T. Clemmons** (1967-88)  
 English  
**Robert Collins** (1988-95)  
 Dean, Administration & Business  
**Mil Cox** (1994-2005)  
 Nursing  
**Ruth Davis** (1948-49, 1964-87)  
 English  
**Raymond M. Deming** (1969-79) *Deceased*  
 President  
**Eva J. Dixon** (1955-79) *Deceased*  
 Director, Library Services  
**Michael Dolan** (1983-2007)  
 Criminal Justice  
**Eulles Edenfield** (1969-85)  
 Automotive  
**Joe Fagan** (1967-93)  
 Director, Testing  
**John E. Flynn** (1964-81) *Deceased*  
 Humanities  
**Marlon W. Godsey** (1965-91)  
 Counseling



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- Carol L. Hardin** (1988-03)  
Nursing
- Gail Hartzog** (1982-2005)  
Associate Dean of Institutional Development & Planning
- 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
- Robert Ivey** (1993-2006)  
Professor, History
- 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
- Carroll Keith** (2004-05)  
English
- Lawrence J. Kuszynski** (1995-2004)  
*Director of Distributed Systems*
- 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) *Deceased*  
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
- Allen W. Molineux** (1988-2006)  
Professor, Music
- 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
- Nancy Nobles-Dunkle** (1978-2006)  
Librarian/Head Cataloger
- H. Dale O'Daniel** (1967-86; 1995-02)  
Economics  
Vice President of Administrative & Business Services  
President
- James S. Pavy** (1956-88) *Deceased*  
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
- Helen Rhynes** (1981-2006)  
Associate Professor, Clerical/Secretarial
- 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** (1997-2004)  
Dean of Workforce Development & Continuing  
Education
- Kathryn A. Roberts** (1979-2007)  
Economics & Business
- R. A. Rogers** (1970-82) *Deceased*  
Carpentry
- Maria E. Scott** (1986-96) *Deceased*  
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
- Allan Tidwell** (1994-2007)  
Natural Science
-

**Wilbur I. Throssell** (1954-71) *Deceased*  
Chairman, Literature and Language

**Cleatus C. Toole** (1967-78)  
Welding

**Richard H. Vail** (1970-99)  
Art

**Jane P. Walker** (1980-2007)  
Success Center

**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) *Deceased*  
Registrar and Admissions Officer

**Kenneth R. Whitehead** (1983-95) *Deceased*  
Electronics

**Annette Widner** (1964-72; 1973-2005)  
*Director of Registration and Admissions*

**Horace Williams** (1974-82, 1984-01)  
Automotive Mechanics

**Carolyn Wilson** (1968-2005)  
Professor Music/Humanities



# Calendar 2007-2008

## Fall Semester, 2007

### August

- 02 College Application Deadline AA, AS & AAS- Fall
- 13 Return to Regular Work Week  
Faculty Returns — Fall Term
- 15 New Student Testing  
Returning Student Reg & Drop/Add 8 a.m. - 6 p.m.
- 16 New & Returning Student Reg/Drop/Add 8 a.m.-6 p.m.
- 17 New & Returning Student Reg/Drop/Add 8 a.m.-3 p.m.
- 20 Classes Begin  
Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 6 p.m.
- 21-22 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 3 p.m.
- 23 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 6 p.m.  
Distance Learning Orientation 5:15 p.m.
- 24 FTCE Registration Deadline October Test  
Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 12 Noon
- 27 Begin Accepting Applications for Business Management  
Prgrm from AA or AS Graduates only

### September

- 03 Labor Day Holiday — College Closed
- 05 Deadline to Submit Athletic Eligibility Roster for Fall
- 07 CLAST Registration Deadline
- 21 ACT Registration Deadline

### October

- 02 Last Day for Vertical Transfer
- 03 Fall Festival — Classes Dismissed 10 a.m.-2 p.m.
- 04 Deadline for All Class Schedule Changes for Spring  
Deadline to Designate Honor Classes for Spring
- 05 CAAP Registration Deadline for Nov. Administration
- 06 CLAST
- 08 Deadline to Apply for Spring Graduation - BS Students
- 12 Deadline to Apply for Business Management Prgrm
- 13 Florida Teachers Certification Exam
- 15-16 Fall Break College Closed
- 24 Senior Day
- 27 ACT
- 31 Deadline to Apply for Fall Graduation AA, AS, & AAS

### November

- 02 Last Day to Withdraw from A Class for Fall Term  
ACT Registration Deadline
- 03 CAAP Exam for All AA Fall Graduates
- 05 Early Spring/SS Registration for Currently Enrolled  
Students With 45+ Hrs. 8 a.m. - 3 p.m.
- 06 Early Spring/SS Registration for Currently Enrolled  
Students With 30+ Hrs. 8 a.m. - 6 p.m.
- 07 Early Spring/SS Registration for Currently Enrolled  
Students With 15+ Hrs. 8 a.m. - 3 p.m.
- 08 Early Spring/SS Registration for Currently Enrolled  
Students With 1+ Hrs. 8 a.m. - 3 p.m.
- 16 Last Day to Resign from All Classes for Fall Term
- 21-23 Thanksgiving Holidays — College Closed
- 23 FTCE Registration Deadline January Test

### December

- 03 College Appl Deadline-Spring Term - AA, AS, & AAS
- 04-05 Career Fair
- 06 Early Spring Registration Payment Deadline
- 07 Last Class Day Academics — Fall Term
- 08 ACT Test
- 10 Last Class Day Workforce Development Fall Term
- 10-12 Final Exams
- 13 Grades Due 6 p.m. (Including "I" Grades - SSI & II)
- 14 Last Faculty Work Day — Fall Term
- 17-31 Christmas Holidays — College Closed

## Spring Semester, 2008

### January

- 01 New Year's Holidays — College Closed
- 02 Faculty Returns — Spring Term  
New Student Testing  
Returning Student Reg & Drop/Add 8 a.m. - 6 p.m.
- 03 New & Returning Student Reg/Drop/Add 8 a.m.-6 p.m.
- 04 Classes Begin  
Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 3 p.m.  
ACT Registration Deadline
- 07 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 6 p.m.
- 08-09 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 3 p.m.
- 10 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 6 p.m.  
Distance Learning Orientation 5:15 PM – D-109
- 11 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 12 Noon  
FTCE Registration Deadline for March Test
- 12 Florida Teachers Certification Exam
- 18 CLAST Registration Deadline
- 21 Martin Luther King Holiday - College Closed
- 23 Deadline to Submit Athletic Eligibility Roster for Spring

### February

- 08 CAAP Registration Deadline for March Administration
- 09 ACT Test
- 15 Last Day to Vertically Transfer for Spring Term
- 16 CLAST Test
- 29 FTCE Registration Deadline April Test  
Deadline to Apply for Graduation for SS or Fall Term - BS  
Students

### March

- 01 Florida Teachers Certification Exam
- 03 Deadline to Apply for Graduation Spring Term for AA, AS, AAS, Certificate
- 05-08 FCCAA State Basketball Tournament
- 07 ACT Registration Deadline
- 15 CAAP Exam for All AA Spring Graduates
- 18 Last Day to Withdraw from A Class for Spring Term
- 31 Spring Break Holidays — College Closed

### April

- 01-04 Spring Break Holidays — College Closed
- 08 Last Day to Resign from All Classes for Spring Term
- 09 Spring Frolics - Classes Dismissed - 10 a.m.-2 p.m.
- 12 ACT Test
- 15 Early Registration SSI & II for Currently Enrolled Students  
With 30+ Hrs 8 a.m. – 6 p.m.
- 16 Early Registration SSI & II for Currently Enrolled Students  
With 1+ Hrs 8 – 3 p.m.
- 19 Florida Teachers Certification Exam
- 21 College Application Deadline for SSI
- 24 Early SSI Registration Payment Deadline
- 24 Last Class Day Academics— Spring Term
- 25 Last Class Day Workforce Development Spring Term
- 25 Final Exams
- 28-29 Final Exams
- 30 Grades Due 7 p.m. (Including "I" Grades from Fall)

### May

- 01 Graduation 7 p.m.
- 02 Last Faculty Work Day — Spring Term  
ACT Registration Deadline  
CLAST Registration Deadline

## Summer Session I, 2008

### May

- 05 Faculty Returns — SSI  
New & Returning Student Registration SSI  
Drop/Add 8 a.m. - 6 p.m.  
College Begins Four-Day Work Week
- 06 Classes Begin  
Distance Learning Orientation – 5:15 p.m. D 109  
Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 6 p.m.
- 07 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 12 Noon
- 13 2008-09 Schedule Of Classes Due
- 20 Last Day to Vertically Transfer for SSI Term
- 22 CAAP Registration Deadline for SS Administration
- 26 Memorial Day Holiday — College Closed
- 29 Florida Teachers Certification Exam Registration  
Deadline July Test

### June

- 02 Deadline to Apply for Graduation SSI Term – AA, AS, & AAS  
Early Fall Registration for Currently Enrolled Students  
With 45+ Hrs. 8 a.m. – 6 p.m.
- 03 Early Fall Registration for Currently Enrolled Students  
With 30+ Hrs. 8 a.m. – 3 p.m.
- 04 Early Fall Registration for Currently Enrolled Students  
With 15+ Hrs. 8 a.m. – 3 p.m.  
Last Day to Withdraw from A Class for SSI Term
- 05 Early Fall Registration for Currently Enrolled Students  
With 1+ Hrs. 8 a.m. – 3 p.m.  
College Application Deadline — SSII
- 07 CLAST Exam
- 07 CAAP Exam for All AA SS Graduates
- 11 Last Day to Resign from All Classes for SSI Term
- 14 ACT Test
- 16 Early SSII Registration Payment Deadline
- 17 Last Class Day — SSI
- 18 Last Faculty Day for SSI, Ends At 12 Noon  
Grades Due 8 a.m. (Including "I" Grades from Spring)

## Summer Session II, 2008

- 19 Faculty Returns SSII  
New & Returning Student Reg 8 a.m. - 3 p.m.
- 23 Classes Begin  
Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 6 p.m.  
Distance Learning Orientation 5:15 p.m.
- 24 Late Registration, Drop/Add & Employee Fee Waiver  
Registration 8 a.m. - 12 Noon

### July

- 03 Independence Day Holiday — College Closed
- 07 Deadline to Apply for Graduation for SSII
- 08 Last Day to Vertically Transfer for SSII Term
- 14 Early Fall Registration for Students Enrolled In Spring or  
SSII/II 8 a.m. - 6 p.m.
- 15 Early Fall Registration for Students Enrolled In Spring or  
SSII/II 8 a.m. - 6 p.m.
- 22 Last Day to Withdraw from A Class for SSII Term
- 26 Florida Teachers Certification Exam
- 28 Last Day to Resign from All Classes for SSII Term

### August

- 04 Last Class Day — SSII
- 04 Early Fall Registration Payment Deadline
- 05 Last Faculty Day for SSII Ends At 2 p.m.  
Grades Due 12 Noon
- 06 College Appl Deadline – Fall Term AA, AS, AAS

August 2007							September 2007							October 2007							November 2007							December 2007							January 2008						
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
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30																					30	31												
February 2008							March 2008							April 2008							May 2008							June 2008							July 2008						
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
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	6	7	8	9	10	11	12
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	13	14	15	16	17	18	19
24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						20	21	22	23	24	25	26
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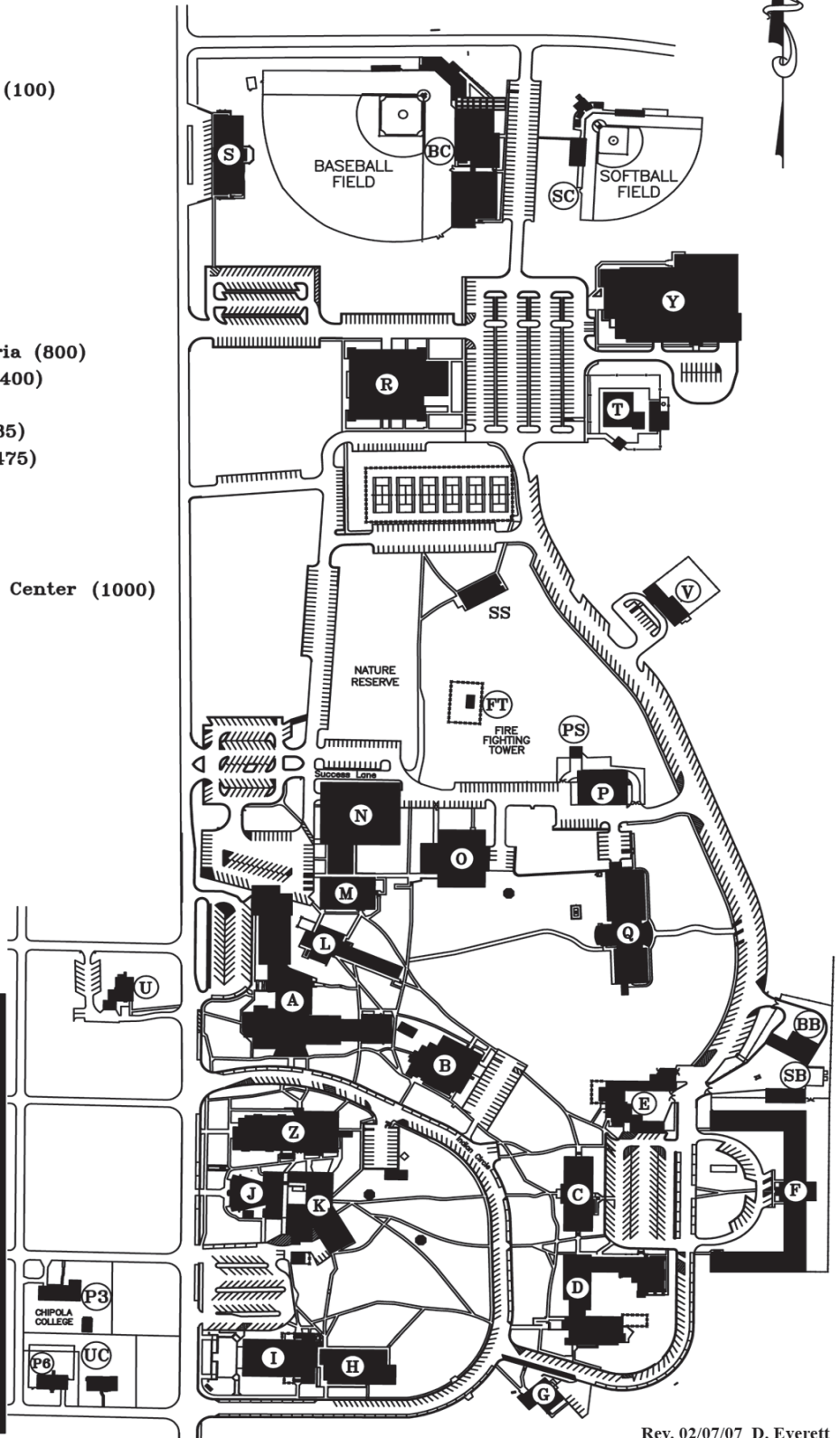
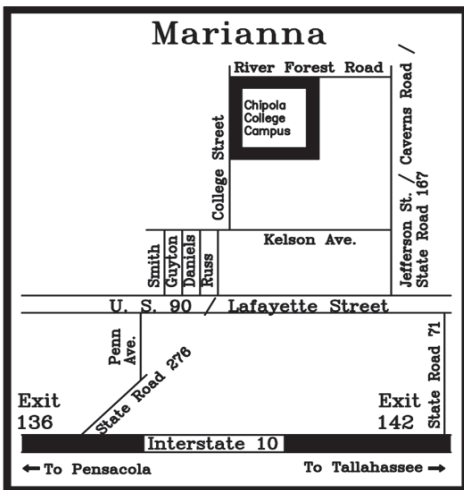
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# CAMPUS MAP

## Buildings

- A-Student Services/Administration (100)
- B-Library (200)
- C-Social Science (001)
- D-Fink Natural Science (300)
- E-Receiving/Maintenance (010)
- F-Residence Hall (020)
- G-Math Annex (410)
- H-McLendon Fine Arts (700)
- I-Arts Center (500)
- J-Theatre (600)
- K-Student Center/Bookstore/Cafeteria (800)
- L-Academic Center for Excellence (400)
- M-Business/Cosmetology (409)
- N-Workforce Development Shops (435)
- O-Electronics/WFD Administration (475)
- P-Automotive (492)
- PS-Automotive Storage (493)
- Q-Health Science (017)
- R-Johnson Health Center (910)
- S-Continuing Education/Conference Center (1000)
- T-Pool Complex (940)
- U-Foundation (1300)
- V-Child Care (1500)
- Y-Public Service (100)
- Z-Literature/Language (1700)
- BB-Bus Barn (016)
- BC-Baseball Complex (1901)
- FT-Fire Fighting Tower (1903)
- P3-Property 3 (Porter) (4343)
- P6-Property 6 (Maddox) (4340)
- SB-Storage Building (015)
- SC-Softball Complex (1907)
- SS-Shower Storage (900)
- UC-University Center (4344)



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*Chipola College encourages students and employees to conserve energy wherever possible. Saving energy saves money and helps save our environment.*