

Catalogue,
Chipola

Chipola
Junior
College

MARIANNA, FLORIDA

GENERAL CATALOGUE

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ANNOUNCEMENTS

1953 - 1954

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1953-54

Library
Chipola Jr. College
Marianna, Florida

CALENDAR—1953-54

Summer Session, 1953

June 15—Monday—Registration for all students, 8:00 A. M.—4:00 P. M.

June 16—Tuesday—Classes begin on regular schedule. Late registration fee required for all late registrants.

June 19—Friday—Last day for summer session registration; last day for changing class schedule or dropping courses without loss of credit.

August 14—Friday—Summer session ends.

Fall Semester, 1953-54

September 8—Tuesday—First year or entering students report at 9:00 A. M. for Psychological, achievement, and interest tests.

September 9—Wednesday—Registration for all students, 9:00 A. M.—4:00 P. M. First year or entering students report at 9:00 A. M.

September 10—Thursday—Classes begin on regular schedule. Late registration fee required for all late registrants.

September 17—Thursday—Kiwanis Club welcome party.

September 21—Monday—Last day for Fall semester registration; last day for changing class schedule or dropping courses without loss of credit.

November 25—Wednesday—Thanksgiving holidays begin 12:00 Noon.

November 26—Thursday—Thanksgiving holiday.

November 27—Friday—Thanksgiving holiday.

November 30—Monday—Classes resume on regular schedule.

December 18—Friday—Christmas holidays begin at 4:00 P. M.

January 4—Monday—Classes resume on regular schedule.

January 21—Thursday—Final examinations begin.

January 28—Thursday—Fall semester ends.

Spring Semester, 1953-54

January 29—Friday—Registration for all students. New or entering students report for testing program at 9:00 A. M.

February 1—Monday—Classes begin on regular schedule. Late registration fee required for all late registrants.

February 11—Thursday—Last day for Spring semester registration; last day for changing class schedule or dropping courses without loss of credit.

Spring Holidays (three days)—to be announced.

June 1—Tuesday—Final examinations begin.

June 6—Sunday—Baccalaureate Services at 11:00 A. M.

June 8—Tuesday—Spring semester ends. Commencement Exercises at 5:00 P. M.

COUNTY ADMINISTRATION

1953-1954

J. D. Milton, Superintendent, Jackson County, Marianna, Florida.
Lewis Bailey, Superintendent, Calhoun County, Blountstown, Florida.
W. T. McFatter, Jr., Superintendent, Washington County, Chipley, Florida.

BOARD OF PUBLIC INSTRUCTION

F. M. Golson, Marianna, Florida.
J. M. Cooper, Jr., Graceville, Florida.
E. C. McDaniel, Malone, Florida.
D. J. Lanier, Sneads, Florida.
H. D. Ward, Cottondale, Florida.

COLLEGE ADVISORY COMMITTEE

Jackson County: R. B. Beall, Chairman, Marianna, Florida.
W. O. Wells, Alford, Florida.
T. K. Snipes, Malone, Florida.
Calhoun County: J. Harvey Peak, Blountstown, Florida.
E. F. McFarland, Blountstown, Florida.
O. O. Miller, Blountstown, Florida.
Washington County: J. A. Douglas, Chipley, Florida.
Walker Hughen, Chipley, Florida.
D. J. Cook, Chipley, Florida.

COLLEGE ADMINISTRATION

K. G. Skaggs, A. B., M. A.—University of Florida, Northwestern University—
Administrative Dean
G. W. Allen, Jr., B. S., M. A.—Troy State Teachers College, University of Alabama—
Registrar
Thomas C. Dula, B. S., M. S.—Florida State University—Director of Student
Personnel

FACULTY 1953-1954

K. G. Skaggs, A. B., M. A. _____ Administrative Dean
G. W. Allen, Jr., B. S., M. A. _____ Registrar, Social Science
W. E. Burger, B. S., M. S. _____ Athletic Director, Physical Education
Bertha C. Daniel, A. B., M. A. _____ Mathematics
Thomas C. Dula, B. S., M. S. _____ Social Science, Psychology
John J. Fizzell, A. B. _____ Music
Earl E. Hamilton, A. B., M. A. _____ Education, Humanities
Albert S. Johnson, B. S., M. S. _____ Science
James McGill, B. S., M. S. _____ Agriculture
Julia W. Rowe, B. S. in L. S. _____ Librarian
Inez Shaw, A. B. _____ Commerce, Secretarial Science
(To Be Appointed) _____ English
(To Be Appointed) _____ Industrial Arts, Mechanical Drawing

General Information

HISTORY AND LOCATION

Chipola Junior College is located on the northern city limits of Marianna, Florida, about four blocks north of the Marianna High School with which the college shares some facilities. The campus is a beautifully wooded twenty-acre tract of ground purchased from Mr. L. W. Watson by the City of Marianna and presented to the College Board as a gift.

The physical facilities of the college, at the present time in the process of completing construction, consist of four buildings well-equipped for educational use. Beautifully landscaped and planned, the campus has the distinction of being one of the most beautiful small junior college sites in the nation.

Chipola Junior College was founded in 1947 as a private educational institution with Dr. Noble Y. Beall as President. After Dr. Beall's untimely death in the fall of 1947, Mr. Harold W. Bell was named by the Board of Directors as the new college President with duties beginning in October of 1947. In September, 1948, the College became a part of the public education system of the State of Florida, with the support of three counties: Jackson, Washington and Calhoun, and was approved by the State Board of Education for participation in the Foundation Program.

On July 1, 1949, K. G. Skaggs, a native of Florida and a graduate of the University of Florida, became Administrative Dean of the College, succeeding Mr. Bell. A re-organization of curricula was immediately instituted for the fall quarter, and plans were put under way for the inauguration of a complete Terminal Education program, which is now being realized as a part of the college curriculum. With the help and far-sighted cooperation of the citizens who form the governing body of the college, a continuous plan for the improvement of physical facilities was affected. In 1953, circumstances required that the College be moved to a new site, accepting the gift of a new campus from the City of Marianna. College officials planned immediately for new facilities and a new physical plant that would increase the effectiveness of the school and assure educational opportunity for the young people of West Florida. The process of moving the campus was undertaken and in September, 1953, the College will open on its new site.

THE JUNIOR COLLEGE

One of the most significant trends in American education of the past two decades has been the development and growth of the Junior College. Most Junior Colleges have retained their individuality as small colleges with all the advantages of instruction and school spirit that college exhibits, and at the same time they have been able to serve the immediate interests of the localities in which they are established.

Many high school students are not ready upon graduation from their high schools to enter a large university or college and successfully carry the work demanded of them at such institutions. The transition from high school to college is a difficult one to make, and much personal adjustment is necessary. To many

students and their parents, the Junior College provides the answer to this problem of transition. Proximity to home and home town environment, small classes, individual attention and interest on the part of administration and faculty, the friendly spirit of small campus life, emphasis upon good teaching, and the feeling that the student is an integral part of the school are all factors that make the Junior College especially inviting.

Not any less important is the fact that the Junior College offers low cost college education of high scholastic standard. Many boys and girls graduating from high school are eager to continue their education but find themselves thwarted from pursuing their ambition because of the high cost of living conditions and tuition costs of many four-year institutions. Serving the needs and interests of all the citizens in the communities it represents, the Junior College has provided the opportunity longed for by many ambitious students and has opened the way for them, through its Terminal Education Program, to become more valuable workers and job-holders than they might have had the opportunity otherwise to become.

Finally, with its predominating Christian atmosphere and influence, and its roots deeply embedded in the American way of life, the Junior College takes particular pride in the emphasis given to the development of character, to the training of its students in their duties as good citizens, and to the awakening of their responsibilities as leaders in their respective communities.

AIMS OF CHIPOLA JUNIOR COLLEGE

It will be the function of Chipola Junior College to encourage more high school graduates of the schools in Jackson, Washington, and Calhoun counties and other communities of this area to continue their education beyond the high school course. In areas now served by Junior Colleges, great advantages have accrued to the business houses, industries, agricultural services, and offices because of the increasing group of highly trained and educated personnel available for employment. This in turn provides greater opportunities for the young people and keeps them from seeking employment in other areas or states where their income and contribution to the community economy is lost. Thus, in its own way, the Junior College contributes to the general economy and prosperity of the counties it serves. Chipola Junior College has as its aim and purpose to serve not only the three counties which contribute to its support but through planned programs in the fields of industry, business, and agriculture to serve the entire West Florida area and to do everything it can to foster opportunities for employment in and development of these three fields of endeavor.

Specifically, Chipola Junior College aims to provide for its students the following education facilities:

1. To prepare students who expect to enter the profession for continuing their work in four-year colleges and universities. By satisfactorily completing here the prescribed University parallel course, a student can enroll as a junior in the college or university of his choice.
2. To train students whose formal education will end with the Junior College by prescribing a terminal education program that will fit them for employment in agriculture, industry, or business.
3. To provide courses for adult members of the community who wish to further their education or enrich their cultural life through courses offered by the college.

The Administration and faculty of Chipola Junior College are making a sincere effort to meet these aims by:

1. An intelligent program of study in the field of liberal arts.
2. A well-planned terminal education program.
3. An adequate guidance and student counseling program.
4. A system of student government that trains for leadership and citizenship.
5. A well-rounded program of student activities.
6. A worth-while program of community activities.

CREDITS AND OFFICIAL STANDING

Chipola Junior College is a publicly controlled school and is a part of the educational system of Jackson, Calhoun and Washington Counties and the State of Florida.

The college is an active member of the American Association of Junior Colleges, the Southern Association of Junior Colleges, and the Florida Association of Public Junior Colleges.

Credits earned at Chipola are recognized and accepted by both of Florida's state universities and other colleges and universities of Florida and nearby states. Students completing work at Chipola may transfer to most any college or university in the United States without loss of credit. The only requirements for transfer without loss of credit to Florida's state universities are a grade of "C" or better in each subject and the maintenance of a satisfactory scholastic record after transfer. Other colleges usually follow the same or a similar policy.

VETERANS' EDUCATION

Chipola Junior College is approved for training veterans under the provisions of Public Law 346 (the G. I. Bill of Rights), Public Law 16 (Vocational Rehabilitation Act), and Public Law 550 (Korean G. I. Bill).

Prospective veteran students must secure a valid certificate of eligibility from the VA and present same to the Registrar on or before the registration date. It is suggested that prospective veteran students contact the nearest VA office to make sure that all necessary papers are in order. Also, those desiring further information are urged to contact the Registrar, Chipola Junior College, Marianna, Florida.

GUIDANCE PROGRAM

Under the direction of the Administrative Dean every member of the faculty participates in the student guidance program in order that each student may have benefit of an adult counselor in the solution of his problems. There is also a Director of Student Personnel, whose duty it is to deal with all student activities and administer the counseling service. Counselors provide assistance in the wise selection of objectives and courses, in the best methods of study and use of the library, and in such personal and social problems as an individual student may have.

At the beginning of the fall semester all entering or first year students are required to attend all orientation programs, participate in small group meetings, and take the required intelligence and vocational guidance tests. The Dean and other officials will be available during this time for personal conference, and students are urged throughout the year to feel free to consult not only his own counselor, but any of the Administrative staff.

A placement bureau for part-time and full-time employment of students has been established. Students who wish employment should consult the Registrar for instructions.

SCHOLARSHIPS AND SELF-HELP

A few scholarships are available to worthy students. Also, the College maintains a work-plan for students who wish to earn part of their expenses while attending school. Payment for work will be made at the rate of 50c per hour. Working students may collect the amount due them at regular intervals. All inquiries concerning scholarships or part-time work should be addressed to the Administrative Dean.

FACILITIES FOR ROOM AND BOARD

The problems arising from the moving of the college to a new site and the inability to erect all buildings necessary for a complete plant in the few months available have made it necessary for restricted housing facilities for students for the 1953-54 Academic Year.

Students will be housed in the present dormitories at Chipola Circle and will be furnished transportation to and from the main campus. The school cafeteria is also located at the Circle. Lunch facilities will be maintained on the main campus for noonday meals.

It is sincerely hoped by the college authorities that satisfactory dormitory facilities for both men and women will be built in the very near future.

SPORTS AND RECREATION

A distinct contribution to the recreational facilities of the college is the Student Lounge, the student social center. In this building, open for all students, is located Student Lounges, the Canteen, Bookstore, and Student Government Association facilities. Also, in this building, dances, parties, and receptions are held.

Chipola Junior College participates in inter-scholastic sports, including basketball, and baseball. Its teams in former years have provided successful seasons in these sports, and a good schedule of games with colleges in Florida, Alabama, and Georgia has been arranged. Students are urged to take part in Varsity sports, and it is the insistent wish of the Administration that a high level of sportsmanship be maintained at all times.

Most important, however, in the sports facilities of the College is the program of intramural athletics, in which all students may participate. A well-rounded intramural sports program begins with the Fall semester, and utilizes all the physical facilities of the College. Girls' teams are formed, and a full participation in the intramural program is available for the co-ed students.

Physical education is required of all students as a part of the academic curriculum, unless a student is excused by the Dean.

College facilities, some of which are shared with Marianna High School, include a field house (under construction), tennis courts, baseball diamonds, basketball courts, and other playing fields.

STUDENT PUBLICATIONS AND ACTIVITIES

Through the cooperation of the Administration and the Faculty, two student publications represent the school.

The Papoose, a monthly newspaper, is published by a student editorial staff

with the assistance of a faculty advisory committee. A student annual, the Chijuco, is published each year by the students, with the help and cooperation of a faculty committee.

Public speaking, debating, and dramatics are a part of the extra-curricular activity of students.

The Dramatic Club regularly presents programs both off and on the campus.

The Glee Club is one of the outstanding organizations on the campus, and presents many programs to the public as well as to the student body.

The Photography Club is an active organization open to all students interested in photography as a hobby or as a profession.

The Golden Arrow is a society for the recognition of students with high academic averages.

The International Relations Club is open to all interested students.

STUDENT REGULATIONS

1. Attendance. Regular attendance is required of all students. For emergency purposes only, one absence per semester hour of work will be allowed in each course. Absence in excess of this number must be answered in person to the Dean, and the student may be subject to dismissal from the College or a loss of credit. Absence from classes on the day before or the day after a holiday count as double absence.

Assembly programs and chapel services are an important part of the educational program of Chipola Junior College. Attendance is required of all students, and rolls will be checked by each student signing an attendance card.

2. Discipline. The College administration expects all students to conduct themselves as ladies and gentlemen at all times, both off and on the campus. Rules and regulations governing conduct have been set up by the Chipola Junior College Student Government Association and approved by the Dean and the college faculty. Violation of these rules and regulations will subject the student to dismissal from the school. The decision of the Dean in all cases involving an infraction of discipline rules will be final.

The conduct of girl students, when not in class, is under the supervision of the Matron who resides in the Girls' dormitories. The conduct of male students living in the dormitory is under the direct supervision of the Dean and the monitors who represent him. Dormitory regulations require that students conduct themselves in a quiet and orderly manner, giving all due consideration to keeping quiet hours for study. Undue breakage and vandalism will not be tolerated.

3. Financial Responsibility. The College has no facilities for the extension of credit of any kind. No registration will be complete until all registration fees, incidental fees, and tuition fees, and for students living on the campus, room charges for the semester have been paid in full. No faculty or staff member of the College, with the exception of the Administrative Dean, has the authority to set aside this ruling.

4. Honorable Dismissal. A student wishing to withdraw from the College can obtain a letter of honorable dismissal provided there are no charges against his character and that all financial obligations to the college have been satisfactorily settled.

SCHOLASTIC REGULATIONS

1. Requirements for Admission:

- A. The Minimum requirements for admission for new or entering college students are:
1. Graduation from an accredited high school, or equivalency of a high school education as evidenced by the results of the standardized General Educational Development Test.
 2. A health certificate from a physician denoting satisfactory physical condition for attendance and freedom from communicable diseases.
- B. Applicants who have attended other colleges may be admitted provided they meet the requirements outlined above and have received an honorable dismissal from the last college attended.
- C. Adults who do not meet the requirements of high school graduation or its equivalency may be admitted as adult students, but may not receive college credit for work pursued.

Prospective students may use the blank found on the last page of this catalogue for the purpose of requesting an application for admission blank and other forms to be completed.

2. Registration. All students are requested to register at the beginning of each semester for assignment to classes. At the beginning of each semester, or session, first year students will report for registration on the date announced in the calendar. Students registering after the date set in the calendar will be charged \$5.00 late registration fee. No student will be enrolled after the date announced in the calendar as the last day for registration.

3. Grading System. The following system of grading is in use:

- A—Excellent—3 quality points per credit hour.
- B—Good—2 quality points per credit hour.
- C—Average—1 quality point per credit hour.
- D—Poor, but passing—0 quality points.
- F—Failure—0 quality points.
- I—Incomplete—0 quality points.
- WP—Withdrawn Passing.
- WF—Withdrawn Failing.

To be eligible for graduation, a student must have at least as many quality points as he has semester hours of work attempted. This means that a student must maintain a "C" average in order to graduate.

4. Scholastic Suspension. Students who fail more than 50% of the semester hours attempted during any semester or session are subject to scholastic suspension for one semester. All such cases will be referred to the faculty administration committee for final decision.

5. Final Examinations and Tests. Tests and quizzes, oral or written, may be given at any time at the discretion of the instructor. Regularly scheduled examinations will be given at the end of each semester or session. Special examinations or re-examinations will be given only with the approval of the Dean.

6. Changing Class Schedules. After a student has been duly registered, he may change a class or drop a course only with the permission of the Dean or the Registrar. The student should consult the calendar for the last date for making such changes.

7. Requirements for Graduation. To obtain a diploma from Chipola Junior College, a student must have maintained a "C" average and must have successfully completed a total of not less than 60 semester hours of college work, the last 20 hours being taken in residence at Chipola Junior College. The semester hours offered for graduation credit must include the following:

Physical Education	4 Sem. Hrs.
English 101-102	8 Sem. Hrs.
Social Science Courses	6 Sem. Hrs.
Personal Development 110 (or an equivalent course)	2 Sem. Hrs.

The remaining 40 semester hours may be selected by the student, but it is recommended that one of the prescribed curricula be followed.

The physical education requirements may be waived by the Administrative Dean for Veterans and those excused because of illness and physical handicaps.

A certificate may be issued for those students who complete all of the requirements for the diploma except the maintenance of the "C" average.

8. Student Load. The minimum student load for full time students is 12 semester hours per semester in regular session, 6 semester hours for the summer session. The maximum load of course work will be determined by the Dean after a careful examination of the student's records.

9. Part-time and Special Students. Part-time students will be accepted for junior college work upon approval of the Dean or the Registrar. Information concerning part-time schedules and fees may be obtained from the Registrar.

Students over 21 years of age who wish to take special courses at Chipola Junior College not for college credit may do so with the permission of the Dean and after the payment of the proper fees.

EXPENSES

All charges for tuition and fees, and for room and board (if desired) are payable in advance at the beginning of each semester. No student will be permitted to attend classes or complete his registration until all such fees and charges have been paid. No credit is allowed for bookstore, canteen and cafeteria charges.

1. Registration Fee and Tuition for Full-Time Students:

A. Registration fee (Applicable to all students):

Per semester, \$50.00. Summer session, \$25.00.

B. Tuition:

1. For students residing in the State of Florida—NONE.

2. For students residing out of the state, \$100 per semester
Summer session, \$50.00.

2. Registration Fee and Tuition for Part-Time Students.

For a student load of 3-5 semester hours (per semester)\$12.50

For a student load of 6-8 semester hours (per semester)\$25.00
 For a student load of 9-11 semester hours (per semester)\$37.50

B. Tuition (Applicable only to students residing out of the state):

For a student load of 3-5 semester hours (per semester)\$25.00
 For a student load of 6-8 semester hours (per semester)\$50.00
 For a student load of 9-11 semester hours (per semester)\$75.00

3. Late Registration Fee (Applicable only to students registering after the prescribed date)\$5.00

4. Laboratory Fees (applicable only to students enrolled in these courses):

A. Chemistry (per course)\$3.00
 B. Biology (per course)\$3.00
 C. Home Economics (per course)\$3.00
 D. Typing (per course)\$3.00
 E. Physics (per course)\$3.00
 F. Photography (per course)\$3.00
 G. Breakage Fee, for all science courses\$3.00

(The breakage fee is a deposit as a guarantee against breakage or loss of laboratory equipment. The fee, less deduction for loss or breakage will be refunded at the end of semester or session. Actual cost to the student will be the cost of equipment broken or lost during the course).

5. Diploma Fee (Applicable only to those completing requirements for graduation):

Includes rental of cap and gown\$6.50

6. Books and School Supplies (Estimated cost per school year)\$40.00

7. Dormitory rooms (for students living at the school):

Per semester\$30.00
 Per month\$ 8.00
 Summer session\$15.00

8. Cafeteria Charges:

Students pay for their meals each time they go to the cafeteria; the cost is about \$1.40 per day. Prices of meals are subject to change with the fluctuation in the cost of foods.

NOTE: ALL CHARGES FOR DORMITORY ROOMS MUST BE PAID IN ADVANCE FOR THE MONTH OR FOR THE SEMESTER. EACH MEAL WILL BE PAID FOR AT THE CAFETERIA. THE COLLEGE CANNOT GIVE CREDIT TO STUDENTS FOR MEALS OR ROOMS.

RECAPITULATION OF EXPENSES FOR

FULL-TIME STUDENTS WHO ARE FLORIDA RESIDENTS

(For a School Year of Two Semesters)

1. For the Day Student who commutes each day from home:

Registration Fees\$100.00
 Books, Lab., Fees, and Training Supplies (estimated) 45.00

TOTAL\$145.00*

*This does not include any meals or transportation. If the student desires

to eat the noon meal at the Cafeteria, the cost per school year would be approximately \$90.00.

2. For the Boarding Student who lives on the campus for five days per week and spends all or most of his week-ends at home:

Registration Fees\$100.00
 Books, Lab. Fees, and Training Supplies (estimated) 45.00
 Room Rent 60.00
 Meals 270.00

TOTAL\$475.00

3. For the Full-Time Boarding Student or student who lives on the campus the full seven days per week:

Registration Fees\$100.00
 Books, Lab. Fees and Training Supplies (estimated) 45.00
 Room Rent 60.00
 Meals 405.00
 Incidental Expenses (Incl. Laundry) (estimated) 60.00

TOTAL\$670.00

REFUND POLICY

- The Registration fee is non-refundable.
- All laboratory fees are non-refundable.
- The diploma fee will be refunded in the event a student fails to meet the requirements for graduation.
- For students who must pay tuition charges (out-of-state students), the refund schedule will be as follows for each semester:

Attendance for five weeks or longerNone
 Attendance between four and five weeks20%
 Attendance between three and four weeks40%
 Attendance between two and three weeks60%
 Attendance between one and two weeks80%
 Attendance for one week or less80%

- For Students who must pay tuition charges in Summer Session (out-of-state students), the following refund schedule will be followed:

Attendance over three weeksNone
 Attendance between two and three weeks25%
 Attendance between one and two weeks50%
 Attendance for one week or less75%

UNIVERSITY PARALLEL DIVISION

COURSES OF STUDY LEADING TO ADVANCED DEGREES AT FOUR-YEAR COLLEGES

GENERAL INFORMATION

Any student who plans to transfer to a senior college or university, after graduation from Chipola Junior College, should consult with the Registrar concerning an approved course of study which will fulfill the requirements of the school to which he expects to transfer. Also, the student may write to the Registrar of the college he expects to attend for instruction concerning his course of study while attending Chipola.

The courses of study listed below are the suggested courses of study to follow. It is felt that they will fulfill the requirements for the first two years of work at most four-year colleges or universities.

1. The General College Course.

This course should be followed by all students who expect to transfer to four-year colleges, but who have not yet decided what kind of course they will pursue. Also, this course is designed to fulfill the general or university college requirements of most four-year colleges.

Name of Course	Sem. Hrs.
*Biological Science	6
English 101, 102 and 211	11
Humanities 201-202	8
Health 101	3
**Math 101 or 102	3
Personal Development 110	2
Physical Education	4
Philosophy 201	3
***Physical Science 111-112	6
****Social Science (incl. at least one course in History)	10-9
****Approved Electives	8-9
Total	64

*Biological Science 211-212 or 220 and 201 may be substituted.

**Math 105-106 may be substituted.

***Chemistry or Physics may be substituted.

****Courses from which Social Science subjects may be selected include Survey of American Institutions, History, Economics, Political Science, Geography and Sociology.

*****The Registrar or faculty advisor should be consulted in selecting elective subjects. Electives should be in the subject or field in which the student expects to major. It is recommended that no electives be taken until the Sophomore year.

2. Pre-Agriculture Course.

This course includes the first two years of work for those students who plan to earn a degree in Agricultural Education, Agricultural Engineering, Agricultural

Science or Forestry.

Name of Course	Sem. Hrs.
*Biological Science 101-102	6
Chemistry 201-202	8
English 101-102	8
Humanities 201-202	8
**Math 101 or 102	3
Personal Development	2
Physical Education	4
Philosophy 201	3
Social Science	9-10
***Approved Electives	12-13

Total 64

*Student may elect to take Biological Science 220 and 211-212.

**Math 105-106 should be substituted if student plans to enter Agricultural Engineering.

***Physics should be included if the student plans to enter Agricultural Engineering.

3. Pre-Business Administration Course.

This is the recommended course of study for those students planning to work toward a degree in Business Administration, Business Administration-Law combination or Public Administration.

Name of Course	Sem. Hrs.
Accounting 201-202	6
Biological Science 101-102	6
Economics 201-202	6
English 101-102	8
Humanities 201-202	8
Mathematics 101 or 102	3
Personal Development	2
Philosophy 201	3
Physical Education	4
Physical Science 111-112	6
Political Science 211-212 or Social Science 101-102	6
*Approved Electives	6

Total 64

*English 211, Geography and U. S. History are recommended electives.

4. Pre-Education Course.

This is the recommended course of study for those students planning to work toward any kind of a degree in Education except Agricultural Education, Home Economics Education and Industrial Arts Education. *****

Name of Course	Sem. Hrs.
Biological Science 101-102	6
*Education 105-205	6
English 101-102 and 211	11
**Health 101 or Philosophy 201	3
Humanities 201-202	8
Math 101 or 102	3
Personal Development 110	2
Physical Education	4
***Physical Science 111-112	6

***Psychology 201 and 207	6
****Social Sciences (incl. at least one course in History)	10

Total65

*Education 105 should be taken during the Freshman year, preferably the first semester; Education 205 should be taken concurrently with Psychology 207.

**Home Economics 105 may be substituted.

***Either Chemistry or Physics may be substituted.

**Psychology 201 should be taken not later than the first semester of the Sophomore year; Psychology 207 should be taken concurrently with Education 205.

****Social Science 101-102 and either History 101 or 102 are recommended.

*****Students planning to major in Industrial Arts Education, or Physical or Health Education should consult the Registrar for a planned program.

5. Pre-Engineering Course.

This is the recommended course of study for all students planning to earn a degree in any field of engineering.

Name of Course	Sem. Hrs.
*Chemistry 210-202	8
English 101-102	8
Humanities 201-202	8
**Math 105-106	8
Math 202-203	8
Mechanical Drawing 101-102	6
Personal Development 110	2
Physical Education	4
*Physics 201-202	10
***Social Science	6

Total68

*Students not qualified to take Chemistry or Physics will be required to take Physical Science 111-112 as a prerequisite.

**Students not qualified to take Math 105-106 will be required to take Math 101 as a prerequisite; also Math 102, 103 and 201 may be substituted for Math 105-106.

***Social Science 101-102 or Economics 201-202 are recommended.

6. Pre-Home Economics Course.

Name of Course	Sem. Hrs.
Biological Science 101-102	6
Chemistry 201-202	8
English 101-102 and 211	11
*Home Economics	10-14
Personal Development 110	2
Math 101	3
Physical Education	4
Psychology 201	3
**Social Science	10-8
Total	65-67

*Students majoring in Foods and Nutrition should take Home Economics 105, 106, 107, 201 and 202 (12 Sem. Hrs.); Clothing and Textiles majors should take 105, 107, 109 and 209 (10 Sem. Hrs.); Home Economics Edu-

cation should take 105, 106, 107, 109, 201 and 209 (14 Sem. Hrs.)

**Students should take either History 101 and the remaining semester hours in Economics, Sociology or Survey of American Institutions.

7. Pre-Law Course.

This is the recommended course of study for all students who plan to enter any school of law.

Name of Course	Sem. Hrs.
Biological Science 101-102	6
English 101-102	8
Humanities 201-202	8
Math 101 or 102	3
Personal Development 110	2
Philosophy 201	3
Physical Education	4
Physical Science 111-112	6
Social Science	12-15
*Approved Electives	12-9
Total	64

*Foreign Language is required by most law schools. If student plans to attend a school where same is not required, elective subjects may be taken instead. Psychology 201, English 211, 201 and 202 are recommended electives.

8. Pre-Medicine and Pre-Dentistry Course.

All students planning to study medicine or dentistry should consult with the Registrar concerning a planned course of study. This also applies to Pharmacy and Veterinary Medicine.

9. Pre-Ministerial or Theology Course.

Those students planning to earn a degree in theology or any phase of religious training should follow the General College course, and take elective subjects in History, Sociology and Philosophy.

10. Medical or Laboratory Technical Course.

Most four-year colleges, hospitals and technical schools which offer degrees or certificates in either the Medical Technician or the Laboratory Technician course require two years of college for admission. Chipola now offers most of the required subjects and all of the elective subjects in both courses for the first two years work. Additional subjects in this area are planned for 1954-55. At present we recommend that the student spend from two to four semesters at Chipola, depending upon the requirements of the school to which he expects to transfer. The student should contact the Registrar for a course of study.

11. Nursing Course.

Chipola now offers most of the subjects required during the first two years for those students who desire to earn a degree in Nursing. Also, the college offers most of the courses recommended for those students who desire some college training prior to entering a hospital training school for the Registered Nurse Course. We recommend that the student spend from two to four semesters at Chipola, depending upon the requirements of the school to which she expects to transfer. The student should contact the Registrar for a course of study.

TERMINAL EDUCATION DIVISION

TERMINAL COURSES OF STUDY

GENERAL INFORMATION

The courses of study listed below are designed for those students who do not plan to do college work beyond the junior college level. The administration of the college has discovered that there are a large number of students who for various reasons will not complete a four-year professional degree. However, it is felt that a student can definitely profit from two years of college education. The aim of these courses of study is to help the student to become employable and to become a community leader in this geographical area.

Attention is called to the fact that courses of study below list many subjects contained in and described in the University Parallel Division. The college student may take courses in either division; there are no separate classes for the terminal student except those purely terminal education courses. Courses listed in this division under Departments of Instruction and Course Offerings are only those considered primarily vocational or terminal subjects. For a description of all other subjects see University Parallel Division.

1. The General or Liberal Arts Course.

This course of study is designed for the terminal student who does not desire any particular vocational training, and desires merely to improve his cultural development. The general College course listed under courses of Study Leading to Advanced Degrees at Four-Year Colleges should be followed to a certain extent. However, the student will be allowed considerable choice in selecting special interest subjects. The following subjects will be required: English 101-102, English 211, Health 101, Personal Development 101, either Math 101 or 104 and six semester hours from among the Social Science Courses.

2. Business or Commercial Course.

This is a course designed for those students who desire to enter clerical, secretarial or general business occupation after completion of two years of college work.

Name of Course	Sem. Hrs.
Accounting 201-202	6
Business Law 201	3
Economics 201-202	6
English 201-202	8
English 211	3
Health 101	3
Mathematics 101-104	6
Personal Development 110	2
Physical Education	4
Political Science 211-212	6
*Secretarial Science	8-14
Electives	0-6
Total	64

*The number of courses in Secretarial Science required will depend upon

the student's previous training and interest. For example, those students who have had high school typing and shorthand would likely start with Intermediate or Advanced subjects. Also, the student who feels that he would have no use for shorthand after graduation should take elective subjects instead.

3. Vocational Agriculture Course.

This course of study is designed for those students who expect to live and work on farms in this area.

Name of Course	Sem. Hrs.
Business Law 201	3
English 101-102 and 211	11
Health 101-102	5
Math 101 or 102	3
Personal Development 110	2
Physical Education	4
Political Science 212	3
Sociology 201	4
*Industrial Arts Courses	20-10
**Electives	0-16
Total	64-67

4. Home Economics or Home Making Course.

This course of study is designed for women students who do not intend to continue in college after two years. Its aim is to train young ladies to be efficient and economical home makers, and useful citizens.

Name of Course	Sem. Hrs.
English 101-102 and 211	11
Health 101-102	5
Humanities 201-202	8
Math 101 or 104	3
Social Science 101-102	6
Physical Education	4
*Home Economics Courses	10-18
**Electives	18- 7
Total	64

*Home Economics courses to be taken depend upon the background and need of the individual student.

**It is recommended that each student take at least one, and preferably more than one, course in Industrial Arts. Other elective subjects should be chosen from Economics, Accounting, Typing, and Business Law.

5. Industrial Arts Course.

This course of study is designed for those students who desire vocational training in the field of Industrial Arts to make them employable after two years of college.

Name of Course	Sem. Hrs.
Business Law 201	3
English 101-102	8
Health 101-102	5
Math 101, 102 and 103 or 105-106	9-8

Mechanical Drawing 101-102	6
Personal Development 110	2
English 101-102	8
*Social Sciences	6-9
**Industrial Arts Courses	18-15
Total	63-64

*Social Science 101-102 is recommended.

**Courses to be selected on need and interest.

6. Printing Course.

This course of study is designed to furnish the necessary training to make the student employable in printing shops and newspaper offices in this area.

Name of Course	Sem. Hrs.
Business Law 201	3
English 101-102	8
Health 101	3
Mathematics 101 and 104	6
Personal Development 110	2
Physical Education	4
Social Science 101-102	6
*Secretarial Science 101-102	4
**Printing Courses	12-18
***Electives	10-16
Total	64

*If the student is already skilled in typing he should take electives instead of Secretarial Science 101-102.

**Number of hours of Printing courses depends upon whether student desires training in linotype operation.

***Accounting 201-202 and Office Management are strongly recommended. Other recommended electives are Sociology 201, English 211, and Psychology 201.

ADULT EDUCATION DIVISION

GENERAL INFORMATION

The purpose of the Adult Education Division is to provide additional educational opportunities for the adult population of the area served by the college. Regular college courses (both university parallel and terminal) will be offered on demand to any group of interested adults provided the minimum enrollment requirement is met. Also, informal short courses will be offered on demand.

Regular college courses may be taken either for college credit or non-credit. Informal short courses do not carry college credit. Any adult is eligible to enroll in these courses, but if he desires college credit, he must meet entrance requirements.

Enrollment for regular college courses will take place at the beginning of each semester. Short course classes may be organized at any time. Classes will meet at the time most convenient for a majority of those interested students; most classes meet one night per week. Classes will be organized both on and off the campus.

Any community in Jackson, Washington or Calhoun Counties may be the meeting place of adult classes.

Those students who meet college entrance requirements may complete the first two years of college by means of enrolling in adult education classes. If these students meet the college's graduation requirements, they may receive a diploma.

Entrance Requirements

If the student desires college credit for adult education classes, regular college entrance requirements listed elsewhere in this catalog will apply. Any white person who has reached the age of twenty-one will be admitted to these classes for non-credit.

Minimum Enrollment

A minimum of five persons is required for the starting of any course which meets on the campus. A minimum of ten persons is required for the starting of any course which meets off the campus.

Tuition

per course. The tuition for informal short courses (non-credit) will be determined per course. The tuition for informal short courses (non-credit) will be determined by the length of the course. All tuition charges are due and payable at time of registration.

Instructors

Members of the regular college faculty will be utilized for Adult Education Courses when their teaching load permits. Business and professional men and women not on the regular faculty, and other qualified school teachers from the Jackson, Washington and Calhoun County school system will also be utilized.

DEPARTMENTS OF INSTRUCTION AND COURSE OFFERINGS

AGRICULTURE

All Agriculture Courses offered at the present time are considered to be vocational or terminal education courses. They are designed primarily for the student who plans to attend this institution for two years as preparation for farming in Northwest Florida.

Agriculture 101. General Agriculture.

A study of farming on the basis of individual and community needs. Jobs or lessons on crops, livestock, shop, farm management, and other jobs related to farming will be taught during the season of the year in which they occur. Two hours lecture and six hours laboratory or field practice per week. 5 semester hours credit.

Agriculture 102. General Agriculture.

A continuation of Agriculture 101. Prerequisites: Agriculture 101 or consent

of department. Two hours lecture and six hours laboratory or field practice per week. 5 semester hours credit.

Agriculture 205. Farm Management

The factors of production, system of farming, farm layout, and principles of management are topics of discussion. 3 semester hours credit.

Agriculture 206. Farm Machinery.

This course deals with the operation, care and maintenance of farm machinery used in Northwest Florida. 2 hours lecture and 2 hours laboratory per week. 3 semester hours credit.

Agriculture 209. General Animal Husbandry.

A study of types and breeds of farm animals; market classification; and principles of breeding, selection and management. 3 semester hours credit.

Agriculture 212. Vegetable Gardening.

This course deals with the principles and practices of growing a home garden with special emphasis on varieties and year round gardening. Two hours lecture and two hours laboratory or field practice per week. 3 semester hours credit.

Agriculture 215. Poultry Production and Management.

Principles of production and management; location and construction of buildings, breeding, hatching, brooding, raising of broilers and pullets, managing layers, feeding, marketing, and diseases are topics of discussion and practice. Two hours lecture and two hours laboratory or field practice per week. 3 semester hours credit.

Agriculture 221. General Field Crops.

The history, botanical characteristics, soil and climate adaptations, fertilizer and culture practices, growing processes, harvesting, uses, economic production, and cropping system are topics discussed. Two hours lecture and two hours field practice per week. 3 semester hours credit.

COMMERCE AND SECRETARIAL SCIENCE

Accounting 201 Elementary Accounting.

Accounting 201-202 is an introductory course designed to provide basic training in business practice and accounting. The course includes the theory of modern accounts, and the procedure of recording and reporting business transactions. Prerequisite: Consent of department; either Math 101 or Math 104 will ordinarily be required. 3 semester hours credit.

Accounting 202. Elementary Accounting.

The second half of the course 201-202. Prerequisite: Accounting 201. 3 semester hours credit.

Business Law 201. Business Law.

A brief, practical course dealing with the principles and problems concerning business transactions. 3 semester hours credit.

Office Management 201. Office Management.

A brief, introductory course dealing with the problems involved in planning and directing the functions of business and professional offices. Prerequisite: Secretarial Science 101-102 or equivalent. Secretarial Science 111-112 is recommended as either a prerequisite or a corequisite. 3 semester hours credit.

Secretarial Science 101. Elementary Typewriting.

An introductory course in the touch system of typewriting. Five hours laboratory per week. 2 semester hours credit.

Secretarial Science 102. Advanced Typewriting.

Letters, business papers, reports and speed development. Prerequisite: Secretarial Science 101 or equivalent. Five hours laboratory per week. 2 semester hours credit.

Secretarial Science 111. Gregg Shorthand.

An introductory course in the principles of Gregg's simplified shorthand, including dictation and transcription. Dictation 60 words per minute. 3 semester hours credit.

Secretarial Science 112. Shorthand Dictation and Transcription.

A continuation of 111 with increased practice in dictation and transcription. Prerequisite: Secretarial Science 111 or one year of high school shorthand. Dictation at 100 words per minute; transcription at 30 words per minute on completion of course. 3 semester hours credit.

Secretarial Science 211. Advanced Shorthand Dictation and Transcription.

Emphasis on proficiency and mailable transcripts. Minimum goals: Dictation at 120 words per minute; transcription at 40 words per minute. Prerequisite: Secretarial Science 112 and Secretarial Science 102 or two years high school shorthand and typewriting. 3 semester hours credit.

Secretarial Science 220. Business Correspondence.

Practice in writing business letters and elementary report writing. Prerequisite: English 101-102. 2 semester hours credit.

Secretarial Science 230. Secretarial Machines.

Practice in use of duplicating, voice recording, and adding machines. Prerequisite: Secretarial Science 102 or equivalent. 2 semester hours credit.

Secretarial Science 240. Secretarial Practice.

A course designed to integrate the typewriting, transcription, English, and periphery skills essential to the secretary. Prerequisite: Secretarial Science 211. 2 semester hours.

Secretarial Science 250. Calculating Machines.

Development of basic skills on modern computing used in business offices. 2 semester hours credit.

EDUCATION

Education 105. Orientation to Education.

This course is designed to orient the student to the teaching profession. The course is expected to develop an understanding of teaching opportunities, certificate requirements, and personal-professional qualifications for teaching. A required course for all Freshmen who expect to earn a degree in Education. 3 semester hours credit.

Education 205. Social Basis for Education.

This course is designed to develop an understanding of the relationship of social patterns of home, school and community living in individual growth and development in a democratic society. Required for all Sophomores who expect

to earn a degree in Education. Prerequisite: Psychology 201.. Corequisite: Psychology 207. 3 semester hours credit.

ENGLISH

English 100. Grammar and Composition.

This course is designed for those entering Freshman students whose scores on the English Placement Test indicate a need for supplementary training training in grammar and composition. The course content is the same as English 101, but will meet five times per week, plus additional individual student assignments and tutoring. Upon successful completion of this course the student may enter English 102. 4 semester hours credit.

English 101. Grammar and Composition.

An intensive study and practical application of the principles of grammar and composition with the emphasis on written communication. Instruction includes use of the library; review of the parts of speech; study of spelling, punctuation, sentence structure and vocabulary; and the writing of themes. Required of all Freshmen, except those students taking English 100. 4 semester hours credit.

English 102. Grammar and Composition (A continuation of English 101).

This course includes further study of grammar but is chiefly concerned with giving the student further practice in composition. Representative prose and poetry is read and analyzed with a view to improving reading speed and learning to write and punctuate correctly. Prerequisite: English 101 or 100. Required of all Freshmen. 4 semester hours credit.

English 201. Survey of English Literature.

This course is a survey of English literature from Beowulf to the modern. Included are readings of the principal authors, study of the historical background, and critical papers at stated intervals. 3 semester hours credit.

English 202. Survey of American Literature.

An introductory course dealing with the chief American writers from the colonial period to the present. 3 semester hours credit.

English 211. Effective Speaking.

A fundamental course dealing with the preparation and presentation of speeches for business, social, and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of the speaking voice and pronunciation. Prerequisite: English 101-102. 3 semester hours credit.

HEALTH AND PHYSICAL EDUCATION

Health 101. Personal Health Problems.

This is a brief course designed to prepare the student to solve his personal health problems through an understanding of health rules and personal health habits. Emphasis is given to the principles of maintaining and improving individual health and organizing these factors for effective daily living. 3 semester hours credit.

Health 102. Community Health Problems.

This is a general survey of community health problems including consideration

of the causes, prevention, and control of disease. 2 semester hours credit.

Physical Education 101. Physical Training and Development.

Separate classes for men and women. Physical Education 101-102 includes physical training, instruction in the fundamental skills, instruction in game skills, individual games and team games. 1 semester hour credit.

Physical Education 102. Physical Training and Development.

Separate classes for men and women. See Physical Education 101 for description. 1 semester hour credit.

Physical Education 144. Swimming and Water Sports.

This course is designed to develop skill in swimming, diving, and other water sports. 1 semester hour credit.

Physical Education 151. Introduction to Physical Education.

This course is designed primarily for physical education majors who plan to teach. It includes the historical backgrounds, fundamental concepts, program content, qualifications, training and professional opportunities in the field. 2 semester hours credit.

Physical Education 171. Folk Dancing.

This course is designed for the secondary school teacher of physical education or recreation leader. It includes theory and practice in social and folk dancing, including American pioneer and square dancing. 1 semester hour credit.

Physical Education 201. Physical Training and Development.

Separate classes for men and women. Physical Education 201-202 are a continuation of 101-102, and stress a carry-over value. 1 semester hour credit.

Physical Education 202. Physical Training and Development.

Separate classes for men and women. 1 semester hour credit.

Physical Education 212. Fundamentals of Baseball. (For men).

1 semester hour credit.

Physical Education 221. Fundamentals of Basketball. (For men).

1 semester hour credit.

Physical Education 222. Track and Field Events. (For men).

1 semester hour credit.

Physical Education 232. Tennis (For men and women).

1 semester hour credit.

Physical Education 262. Community Recreation.

A practical study of the materials and methods for recreational leadership in schools and communities. 3 semester hours credit.

HOME ECONOMICS

Home Economics 101. Homemaking.

A course primarily for terminal students and non-home economics majors. This course is designed to help the student acquire the knowledge and attitude necessary for a successful family life. Units will be offered in Personal and Social Relationship, Cooking, Meal Planning and Preparation, Clothing Construction and Selection, Home Furnishing and Equipment, Children in the Home, and

Consumer Education. Students and instructor will select the units to be studied according to needs and interest of the students. 3 semester hours credit.

Home Economics 102. Homemaking.

A continuation of Home Economics 101. Selected units will be studied. 3 semester hours credit.

Home Economics 105. Introduction to Food and Nutrition.

This is an introductory course in the field of food and nutrition which deals chiefly with the elements of nutrition and the factors influencing the ability to maintain good nutritional status. 2 semester hours credit.

Home Economics 106. Family Diets.

This course is designed to develop the ability of the student to plan diets in accordance with scientific principles of nutrition, taking into account standards of living, income and food prices. Prerequisite: Home Economics 105. Four hours lecture and laboratory per week. 2 semester hours credit.

Home Economics 107. Introduction to Clothing and Textiles.

An introductory course which deals chiefly with a study of textiles and their uses in clothing construction and home furnishings. The fibers, structure, design, finish, and quality of fabrics will be studied, taking into account family income and prices of fabrics. Four hours lecture and laboratory per week. 2 semester hours credit.

Home Economics 109. Elements of Clothing Construction.

This is a practical course designed to develop clothing construction skills. Included are selection of fabrics and garment designs for individual needs; use of commercial patterns; and actual construction of clothing. Prerequisite: Home Economics 107 or equivalent. Four hours lecture and laboratory per week. 2 semester hours.

Home Economics 201. Food Composition and Preparation.

The course 201-202, through the actual preparation of food in the laboratory, is designed to develop skills in composition and preparation of food and the operation and maintenance of equipment and appliances; an understanding of use of food materials; development of standards of food preparation; and the effect of these factors upon the economic and nutritive values and aesthetic appeal of food materials. Prerequisite: Home Economics 106. 1 hour lecture and four hours laboratory per week. 3 semester hours credit.

Home Economics 202. Food Composition and Preparation.

The second half of the course 201-202. Prerequisite: Home Economics 201. One hour lecture and four hours laboratory per week. 3 semester hours credit.

Home Economics 209. Clothing Construction.

This course deals with the use of commercial and foundation patterns in clothing construction; selection and adaptation of patterns and garments to meet individual requirements; emphasis on suitability of fabric, construction, and finishes; and the development of skills and their efficient use. Prerequisite: Home Economics 109. 1 hour lecture and 6 hours laboratory per week. 4 semester hours credit.

THE HUMANITIES

Humanities 201. The Humanities.

The courses Humanities 201-202 are designed to acquaint the student with the great and vital ideas as they are expressed in philosophy, literature, music, and the fine arts. The dynamic presence of these ideas as they are found in modern life is brought out by lecture, class discussion, and analysis of the best that has been thought and written in the past. Humanities 201 deals primarily with contemporary life. Designed to fulfill the Humanities requirement for sophomores in the university or general college program. 4 semester hours credit.

Humanities 202. The Humanities.

The second half of the course 201-202. 202 deals primarily with our cultural heritage. 4 semester hours credit.

INDUSTRIAL ARTS

Industrial Arts 101. Introduction to Materials.

Industrial Arts 101-102 is a survey of materials and processes used in industry with special emphasis on hand processing and sources of materials. Laboratory experiences include planning, designing, and fabricating objects in wood, metal, plastics, leather and textiles. Six hours laboratory per week. 3 semester hours credit.

Industrial Arts 102. Introduction to Materials.

The second half of the course 101-102. Prerequisite: Industrial Arts 101 or equivalent. Six hours laboratory per week. 3 semester hours credit.

Industrial Arts 201. Laboratory Problems in Industrial Arts.

Industrial Arts 201-202 is a continuation of industrial laboratory experiences with emphasis on machine processing of materials and the proper balance of appearance and construction. Prerequisite: Industrial Arts 102 or equivalent. Six hours laboratory per week. 3 semester hours credit.

Industrial Arts 202. Laboratory Problems in Industrial Arts.

The second half of the course 201-202. Prerequisite: Industrial Arts 201 or equivalent. Six hours laboratory per week. 3 semester hours credit.

Industrial Arts 211 Machine Woodwork.

This course deals primarily with the operation of common woodworking machine and the application of various types of wood finishes. The practical work includes power machines and machine maintenance, and use of the jointer, tilting arbor bench saw, band saw, lathe, mortiser, drill press, shaper, and other small machines. Prerequisite: Industrial Arts 101-102 or equivalent plus consent of department. Mechanical Drawing 101 is recommended but not required either as prerequisite or corequisite. Six hours laboratory per week. 3 semester hours credit.

Industrial Arts 212. Wood Design and Construction.

This course includes the basic problems of design and the application of these principles by designing, constructing, and finishing original projects in wood. Prerequisite: Industrial Arts 211 or equivalent plus consent of department. Mechanical Drawing 102 is recommended as either a prerequisite or corequisite. Six hours laboratory per week. 3 semester hours credit.

MATHEMATICS

Mathematics 101. Fundamentals of Mathematics.

This course is designed for those students who do not intend to major in mathematics and desire to meet the minimum mathematics requirements of the general college curriculum. It is a practical course to give the student an understanding of mathematics fundamentals, including arithmetic, algebra as a generalization of arithmetic, geometry, and the elements of trigonometry. Open to all students except those who have already completed any other college mathematics course. 3 semester hours credit.

Mathematics 102. College Algebra.

This is the foundation course in algebra, and is the prerequisite for more advanced college mathematics courses. Scope of the course includes quadratic equations, progressions, binomial theorem, theory of equations, partial fractions and determinants. Prerequisite: One year of high school algebra, or Mathematics 101. 3 semester hours credit.

Mathematics 103. Trigonometry.

The scope of the course includes the definition of functions of ratios, measures of angles, proof of principal formulas, solution of triangles and trigonometric equations, and the theory and use of logarithms. Prerequisite: Mathematics 101 or Mathematics 102, and the consent of department. 3 semester hours credit.

Mathematics 104. Business Mathematics.

A practical course designed especially for terminal students. The course includes a study of formulas, graphs, tables, use of mechanical devices, proportion, progression, interest, annuities, logarithms, and commercial algebra. No prerequisite, but Mathematics 101 is recommended for students who have not only had high school algebra. 3 semester hours credit.

Mathematics 105. Basic Mathematics.

Mathematics 105-106 includes college algebra, trigonometry, analytic geometry, and an introduction to calculus integrated throughout the year. The course contains the basic mathematics needed for the natural sciences or for a mathematics major; also the theory and applications of mathematics for pre-engineering students. It is recommended for mathematics majors or pre-engineering students, and enables the students to take all the prerequisites for differential and integral calculus during Freshman year. Prerequisite: Math 101, or a superior rating on math entrance examination and consent of the department. 4 semester hours credit.

Mathematics 106. Basic Mathematics.

This is the second half of the course Math 105-106. Prerequisite: Math 105. 4 semester hours credit.

Mathematics 201. Analytic Geometry.

This course includes coordinate geometry in two dimensions of straight lines, circles, parabolas, with transformations and tangents. Prerequisite: Math 103. 3 semester hours credit.

Mathematics 202. Differential Calculus.

Differentiation of algebraic and transcendental fractions with applications, curvature, differentials, and indeterminate forms. Prerequisite: Math 201 or Math 105-106. 4 semester hours credit.

Mathematics 203. Integral Calculus.

Principles and methods of integration with applications. Prerequisite: Math 202. 4 semester hours credit.

Mathematics 220. Elementary Statistics.

An introduction to elementary statistical principles. Emphasis is placed on the uses of the techniques and the interpretation of data. Prerequisite: Mathematics 101 or equivalent. 3 semester hours credit.

MECHANICAL DRAWING

Mechanical Drawing 101. Engineering Drawing.

This is a basic introductory course designed to teach the student how to make and read engineering drawings; also include the elementary principles of projection and development of surfaces. One hour lecture and four hours laboratory per week. Prerequisite: High school plane geometry or equivalent plus consent of department. Math 105 is recommended as a corequisite. 3 semester hours credit.

Mechanical Drawing 102. Elementary Design.

This is a course designed to teach the student how to represent the nature and relative size of standard machine parts, threads, bolts, nuts, joints, and springs; the design of simple machine parts: isometric and perspective drawings; and pictorial representation. 3 semester hours credit.

MUSIC

Music 111. Music Appreciation.

Music appreciation integrated with three hours of choral singing per week. 1 semester hour credit.

Music 112. Music Appreciation.

Prerequisite: Music or equivalent. 1 semester hour credit.

Music 211. Music Appreciation.

Prerequisite: Music 112 or equivalent. 1 semester hour credit.

Music 212. Music Appreciation.

Prerequisite: Music 211. 1 semester hour credit.

PERSONAL DEVELOPMENT

Personal Development 110.

A course designed to orient the student to college life and its problems. Emphasis is placed on mental and emotional development. Problems considered include self-evaluation, study habits, vocational guidance, mate selection, and personality adjustment. 2 semester hours credit.

PHILOSOPHY

Philosophy 201. Practical Logic.

Reflective thinking with special attention to the detection and fallacies, semantic difficulties and propaganda techniques. The course is designed to develop the ability to think with greater accuracy and to evaluate the thinking of others; both the inductive and the deductive aspects of logic are included. 3 semester hours credit.

Philosophy 202. Elementary Ethics.

This course deals with the origin and development of morals. Emphasis is given to an analysis of values and moral concepts, and the formation of a moral philosophy which will serve as the basis for meeting present-day problems. 3 semester hours credit.

PHOTOGRAPHY

Photography 101. Elementary Photography.

This course is designed to provide a basic understanding of composition and photographic technique. Skills to be learned include how to handle a camera, select subjects, develop film, print pictures, and make enlargements. Four hours lecture and laboratory per week. 2 semester hours credit.

Photography 102. Intermediate Photography.

A continuation of 101 with emphasis on the finer points of the skills involved; also more emphasis will be given to selection of subjects and actual application of the principles involved. Prerequisite: Photography 101 or equivalent. Four hours of lecture and laboratory per week. 2 semester hours credit.

Photography 201. Advanced Photography.

Special assignment in news, magazine, free lance or advertising photography. Estimated cost of necessary materials \$10.00 to \$15.00 in addition to laboratory fee. Prerequisite: Photography 102 or equivalent plus consent of department. One hour lecture or conference period and three hours laboratory per week. 2 semester hours credit.

Photography 202. Advanced Photography.

Salon printing, toning, mounting, negative and print retouching and color work. Estimated cost of necessary materials \$12.00 to \$20.00 in addition to laboratory fee. Prerequisite: Photography 102 or equivalent plus consent of department. One hour lecture or conference period and three hours laboratory per week. 2 semester hours credit.

PRINTING

Printing 101. Introduction To Printing.

Printing 101-102 is a course which introduces the beginning student to the printing plant. Through actual printing plant experience the student should gain a general knowledge of plant layout, and operations plus an elementary knowledge of the operation and maintenance of machines and equipment used. Six hours laboratory per week. 3 semester hours credit.

Printing 102. Introduction To Printing.

The second half of the course 101-102. Prerequisite: Printing 101 or equivalent. Six hours laboratory per week. 3 semester hours credit.

Printing 201. Printing Press Operation.

Printing 201-202 deals with the operation and maintenance of the various types of presses found in the average plant. Through actual plant experiences the student is expected to gain a knowledge of all phases of printing press operation and related tasks. Prerequisite: Printing 101-102 or equivalent experience. Six or more hours laboratory per week. 3 semester hours credit.

Printing 202. Printing Press Operation.

The second half of the course 101-202. Prerequisite: Printing 201 or equivalent. Six or more hours per week. 3 semester hours credit.

Printing 211. Linotype Operation.

Printing 211-212 is an on-the-job training course in linotype operation and related tasks. Prerequisite: Secretarial Science 101-102 or equivalent plus consent of department. Six or more hours laboratory per week. 3 semester hours credit.

Printing 212. Linotype Operation.

The second half of the course 211-212. Prerequisite: Printing 211 or equivalent. Six or more hours laboratory per week. 3 semester hours credit.

PSYCHOLOGY

Psychology 201. General Psychology.

This course is 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. 3 semester hours credit.

Psychology 206. Child Psychology.

The application of psychology to an objective study of children through adolescence. The physical psychological, and social development of the child and the relation of the child's environment to his development will be studied. Special problems of child training in the family and of social adjustment at school will be discussed. Prerequisite: Psychology 201. 3 semester hours credit.

Psychology 207. Educational Psychology.

The application of psychology to the problems of education. This is a study of the individual during the school years from the standpoint of physical growth and mental growth with special attention to the relationship of the school and the individual's concept of learning, attitude, personality, and mental health. Prerequisite: Psychology 201. 3 semester hours credit.

SCIENCE

Biological Science 101. General Biology.

Biological Science 101-102 provides an introduction to the fundamentals of biology through a study of structure, functions, and classifications of plants and animals. These courses will provide a background for more advanced courses and a knowledge useful to those students who do not plan to do further work in this field. The courses are arranged so that the student does not necessarily have to take them in sequence. However, credit will be awarded only if both 101 and 102 are taken. 101 deals primarily with plant life; 102 deals primarily with animal life. Each course has two hours lecture and two hours laboratory per week. Each course carries 3 semester hours credit.

Biological Science 102. General Biology. (See above).

Biological Science 201. Human Physiology.

This course deals with the structure and function of the human organs and organ systems, the function of the endocrines, and the interrelationship of the organs. Prerequisite: Biological Science 101-102 or consent of department. Three hours lecture per week with reports and demonstrations. 3 semester hours credit.

Biological Science 211. General Botany.

An introduction to botany dealing with the development, structure, and function of plants. This course precedes all advanced courses in botany and is required for all students planning to major in agriculture. Credit will be given for 211 without taking 212, but it is recommended that the student take both courses. Two hours lecture and two hours laboratory or field work per week. 3 semester hours credit.

Biological Science 212. General Botany.

The second half of the course 211-212. Prerequisite: Biological Science 211. Two hours lecture and two hours laboratory or field work per week. 3 semester hours credit.

Biological Science 220. General Zoology.

A survey course in general zoology dealing with the anatomy, taxonomy, phy-

biology, and ecology of invertebrate and vertebrate animals. This course is a prerequisite for advanced courses in zoology and is designed to meet the requirements for science majors. Prerequisite: Biological Science 101-102 or consent of department. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

Physical Science 111. Survey of Physical Science.

Physical Science 111-112 are courses designed primarily for non-science majors. The aim of these courses is to give the student an elementary knowledge and appreciation of his physical environment. 111 is devoted primarily to physics and meteorology. Subject matter is handled by lecture, class discussion and demonstration. Credit will be allowed for 111 without taking 112, but same is strongly recommended. Open to all students except that no credit will be allowed if course is taken after Physics 201 or 202. 2 semester hours credit.

Physical Science 112. Survey of Physical Science.

This course deals primarily with an elementary study of chemistry, geology and astronomy. Open to all students except that no credit will be allowed if taken after Chemistry 201-202. 3 semester hours credit.

Radio 101. Fundamentals of Radio.

An elementary course, involving both theory and practice, on the fundamentals of radio. Prerequisite: Math 101 or equivalent plus consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

Radio 102. Fundamentals of Radio.

A continuation of Radio 101 with emphasis on laboratory work. Prerequisite: Radio 101 or equivalent. One hour lecture and four hours laboratory per week. 3 semester hours credit.

Physics 201. General Physics.

Physics 201-202 are designed to meet the requirements for both science majors and pre-engineering students. The scope of the course is the theory of mechanics, heat, sound, electricity, and light, and practical laboratory application. 201 deals with mechanics, heat and sound. Prerequisite: Math 101 or equivalent. Corequisite: Math 102 or Math 105. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

Physics 202. General Physics.

The second half of the course 201-202. The course deals with electricity, magnetism and light. 3 hours lecture and four hours laboratory per week. 5 semester hours credit.

Chemistry 201. General Chemistry.

Chemistry 201-202 is a general course designed to meet the requirements of both the science major and pre-engineering students. Credits will be granted for the complete sequence only. This course includes the fundamental principles of chemistry; non-metallic elements and their compounds and uses. Prerequisite: Consent of the department. In general, one of the following will be required: A course in high school chemistry, Physical Science 111-112, or a superior rating on science entrance examination. Math 102 or Math 105 are recommended corequisite. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

Chemistry 202. General Chemistry.

The second half of the course Chemistry 201-202. Prerequisite: Chemistry 201. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

SOCIAL SCIENCE

Economics 201. General Economics.

This is the basic or introductory course required for all students who intend to major in business or business administration; also, it is the prerequisite for all advanced courses in economics. The course is intended to give a thorough

explanation of the laws and principles underlying our economic system. It embraces the history of our economy through the institutions and a detailed analysis of production, exchange and consumption. Practical application of the principles involved is included. Credit will be given without taking Economics 202, but same is strongly recommended, and is required of all students who plan to take advanced courses. 3 semester hours credit.

Economics 202. General Economics.

This is a continuation of Economics 201. The course deals primarily with distribution and the economic problems of everyday life. Emphasis is given to the application of economic principles and current economic problems. 3 semester hours credit.

Geography 220. World Geography.

A study of the relation of human activities to natural environment. The course emphasizes the geographic controls of human activities; it deals with land farms, climate, soils, vegetation, animal life, climatic regions, natural resources and conservation; and stresses the relation of their distribution to human affairs. A regional-cultural approach is used with chief emphasis being placed on European and American cultures. 4 semester hours credit.

History 101. Modern World History.

A survey of world history from the Middle Age through 1815. Stress is placed upon the major movements and institutions, in order to give the student background for further study in the Social Sciences and the Humanities and to provide understanding of the modern age and its foundations. May be taken for credit without History 102. 4 semester hours credit.

History 102. Modern World History.

A survey of world history from 1815 to the present, with emphasis on world powers, the WW I and WW II, and post war periods. May be taken for credit without History 101, but same is strongly recommended. 4 semester hours credit.

History 201. American History, 1492-1865.

A general survey course on the development of the United States from the period of discovery and exploration through the Civil War. 3 semester hours credit.

History 202. American History, 1865 to the Present.

A survey course on the development of the United States from the Reconstruction period to the present. History 201 is not a prerequisite, but is recommended. 3 semester hours credit.

History 211. Recent American History.

An intensive study of U. S. history since 1900 with emphasis on the period since WW I and current national affairs. 3 semester hours credit.

Political Science 211. National Government and Politics.

This course is a study of our Federal Government designed to give the student an understanding of its organization, principles and actual workings. The relationship of the individual to government is emphasized. Credit will be given without taking Political Science 212 but same is recommended. 3 semester hours credit.

Political Science 212. State and Local Government.

This is a study of the form or organization, the functions, and the operations of state and local governments in the United States. Particular attention is given to state, county and city government in Florida. This course is designed to be as practical as possible and includes actual participation of county and city officials. Political Science 211 is not a prerequisite, but is recommended. 3 semester hours credit.

Social Science 101. Survey of American Institutions.

A course designed to introduce students to the social sciences and their contribution in understanding the American way of life. The duties and responsibilities of citizenship are stressed by making the student better acquainted with their economic, political and social environment. Special emphasis is placed upon the interacting institutional structures and the problems arising out of these

structures. 3 semester hours credit.

Social Science 102. Survey of American Institutions.

The second half of the course 101-102. See above description. 3 semester hours credit.

Sociology 201. Introductory Sociology.

This is a general study of institutional development, social determinants, social processes, and cultural growth. The aim of the course is to help the student understand how our present society evolved, how it functions, and the trend of its future development. Considerable time is devoted to the study of the social problems of today and the application of the sociological principles involved. The course is designed to serve both as an introduction to further courses in the field and as a practical course for terminal students. 4 semester hours credit.

REQUEST FOR ADMISSION PAPERS

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the necessary admission papers. An official application blank and a transcript blank will be forwarded by return mail.

For any information not covered in the catalogue, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to The Registrar, Chipola Junior College, Marianna, Florida.

The Registrar
Chipola Junior College
Marianna, Florida

Dear Sir:

Please send the necessary admission papers to

Name _____
(Please Print) (First) (Middle) (Last)

Mailing Address _____

Date _____ Signed _____

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