

Houston

# CHIPOLA JUNIOR COLLEGE

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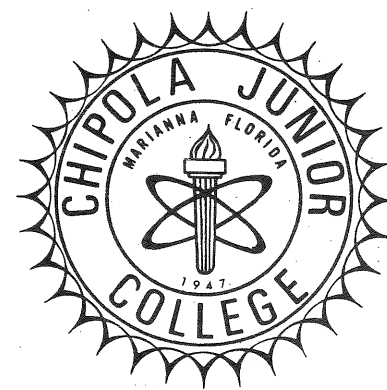
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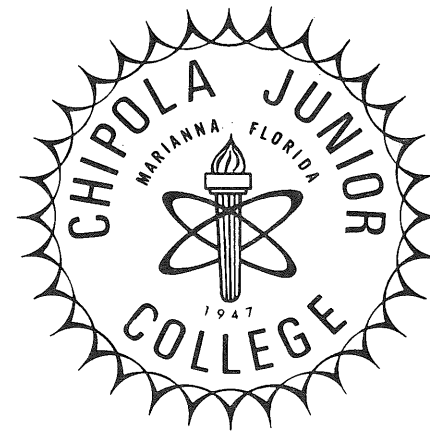
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# CHIPOLA JUNIOR COLLEGE

**MARIANNA, FLORIDA**

A public junior college supported by the Counties of Calhoun, Holmes, Jackson and Washington.

Accredited by Southern Association of Colleges and Secondary Schools.

Member of American Association of Junior Colleges, American Council on Education, Florida Association of Public Junior Colleges, Southern Association of Junior Colleges.

3100  
5500  
700  
10000  
7100



## CALENDAR 1969-1970\*

### SUMMER SESSION, 1969 FIRST TERM

**May 14 — Wednesday** — Last day for all admissions materials for new or entering college-level students to be in the Registrar's office and last day to take pre-registration tests. Any applicant who applies after this date or who has not completed all admission requirements and pre-registration testing will be considered a late registrant and assessed a late registration fee of \$5.00.

**May 15 — Thursday** — Registration for college-level students, by appointment only, 8:00 A.M. to 4:00 P.M.; individual counseling and orientation for new or entering students, 8:00 A.M. to 12:00 Noon.

**May 16 — Friday** — First term college-level classes begin on regular schedule; late registration fee required for all late registrants.

**May 20 — Tuesday** — Last day for first term registration; last day for changing class schedules.

**June 5 — Thursday** — Last date on which a student may resign without penalty except for reason of personal health.

**June 25 — Wednesday** — First term of summer session ends.

**June 26 — Thursday** — Final grades due in Registrar's office, 9:00 A.M.

### SECOND TERM

**June 25 — Wednesday** — Last day for all admission materials for new or entering college-level students to be in the Registrar's office and last day to take pre-registration tests. Any applicant who applies after this date or who has not completed all admission requirements and pre-registration testing will be considered a late registrant and assessed a late registration fee of \$5.00.

**June 26 — Thursday** — Registration for college-level students, by appointment only, 8:00 A.M. to 4:00 P.M.; individual counseling and orientation for new or entering students, 8:00 A.M. to 12:00 Noon.

**June 27 — Friday** — Second term college-level classes begin on regular schedule; late registration fee required for all late registrants.

**July 1 — Tuesday** — Last day for second term registration; last day for changing class schedules.

**July 4 — Friday** — Holiday

**July 7 — Monday** — Classes resume on regular schedule.

**July 18 — Friday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**July 25 — Friday** — Last date on which a student may resign without penalty except for reason of personal health.

**August 7 — Thursday** — Second term of summer session ends.

**August 8 — Friday** — Final grades due in Registrar's office, 9:00 A.M.

### FALL SEMESTER, 1969

**July 10-11 — Thursday and Friday** — Pre-registration testing and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**July 17-18 — Thursday and Friday** — Pre-Registration testing and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**July 21-22 — Monday and Tuesday** — Pre-registration testing and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**July 24-25 — Thursday and Friday** — Pre-registration testing and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**July 31-August 1 — Thursday and Friday** — Pre-registration testing and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 8-9 — Thursday and Friday** — Pre-registration testing and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.; last day for all admission materials for new or entering students to be in the Registrar's office. Any applicant who applies after this date or who has not completed all admission requirements and pre-registration testing will be considered a late registrant and assessed a late registration fee of \$5.00.

**August 13 — Wednesday** — First faculty meeting, 9:00 A.M.

**August 18 — Monday** — Pre-registration testing and orientation for late college-level applicants, 8:00 A.M. to 4:00 P.M.; registration for vocational students; vocational classes begin on regular schedule.

**August 19 — Tuesday** — Individual counseling and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 20 — Wednesday** — Individual counseling and orientation for new or entering college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 21 — Thursday** — Registration for college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 22 — Friday** — Registration for college-level students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 25 — Monday** — College-level classes begin on regular schedule; late registration fee required for all late registrants.

**September 1 — Monday — Holiday**

**September 2 — Tuesday** — Last date for fall semester registration; last date for changing class schedule.

**October 10 — Friday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**October 17 — Friday** — Mid-semester progress grades due in Registrar's office, 4:00 P.M.

**November 21 — Friday** — Last date on which a student may resign without penalty except for reason of personal health.

**November 26 — Wednesday** — Thanksgiving holidays begin, 9:30 P.M.

**December 1 — Monday** — Classes resume on regular schedule.

**December 15 — Monday** — Final examinations begin.

**December 19 — Friday** — Fall semester ends.

**December 20 — Saturday** — Final grades due in Registrar's office, 9:00 A.M.

**SPRING  
SEMESTER, 1970**

**January 5 — Monday** — Faculty reports.

**January 6 — Tuesday** — Last date for all admission materials for new or entering college-level students to be in Registrar's office and last date to take pre-registration tests. Any applicant who applies after this date or who has not completed all admission requirements and pre-registration testing will be considered a late registrant and assessed a late registration fee of \$5.00. Registration for vocational students; vocational classes begin on regular schedule.

**January 7 — Wednesday** — Individual counseling and orientation for new or entering college-level students, 8:00 A.M. to 12:00 Noon.

**January 8 — Thursday** — Registration (by appointment) for college-level students, 8:00 A.M. to 4:00 P.M.

**January 9 — Friday** — Registration (by appointment) for college-level students, 8:00 A.M. to 12:00 Noon.

**January 12 — Monday** — Classes begin on regular schedule for college-level students.

**January 16 — Friday** — Last date for spring semester registration; last date for changing class schedules.

**February 26 — Thursday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**March 5 — Thursday** — Mid-semester progress grades due in Registrar's office, 4:00 P.M.

**March 25 — Wednesday** — Spring student holiday begins, 9:30 P.M.

**March 26 — Thursday** — Faculty holiday begins, 4:00 P.M.

**March 31 — Tuesday** — Faculty reports for duty, 8:00 A.M.; student holiday.

**April 1 — Wednesday** — Classes resume on regular schedule.

**April 7 — Tuesday** — Last date on which a student may resign without penalty except for reason of personal health.

**May 6 — Wednesday** — Final examinations begin.

**May 12 — Tuesday** — Final grades due in Registrar's office, 4:00 P.M.

**May 13 — Wednesday** — Spring semester ends; commencement exercises, 8:00 P.M.

**May 14 — Thursday** — Last date for all admission materials for new or entering college-level students to be in the Registrar's office and last date to take pre-registration tests. Any applicant who applies after this date or who has not completed all admission requirements and pre-registration tests will be considered a late registrant and assessed a late registration fee of \$5.00.

**May 15 — Friday** — Registration for all students (by appointment), 8:00 A.M. to 4:00 P.M.; individual counseling and orientation for new or entering students, 8:00 A.M. to 12:00 Noon; vocational classes begin on regular schedule.

**May 18 — Monday** — First term college-level classes begin on regular schedule; late registration fee required for all late registrants.

**May 21 — Thursday** — Last date for first term registration; last date for changing class schedules.

**SUMMER  
SESSION, 1970  
FIRST TERM**



## SECOND TERM

**June 5 — Friday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.  
**June 12 — Friday** — Last date on which a student may resign without penalty except for reason of personal health.  
**June 26 — Friday** — First term of summer session ends.  
**June 27 — Saturday** — Final grades due in Registrar's office, 9:00 A.M.

**June 26 — Friday** — Last date for all admission materials for new or entering college-level students to be in Registrar's office and last date to take pre-registration tests. Any applicant who applies after this date or who has not completed all admission requirements and pre-registration testing will be considered a late registrant and assessed a late registration fee of \$5.00.

**June 29 — Monday** — Registration for all college-level students (by appointment), 8:00 A.M. to 4:00 P.M.; individual counseling and orientation for new or entering students, 8:00 A.M. to 12:00 Noon.

**June 30 — Tuesday** — Second term college-level classes begin on regular schedule; late registration fee required for all late registrants.

**July 2 — Thursday** — Last date for second term registration; last date for changing class schedules.

**July 17 — Friday** — Last date on which a student may receive permission to drop or withdraw from a course without penalty.

**July 24 — Friday** — Last date on which a student may resign without penalty except for reason of personal health.

**August 7 — Friday** — Second term of summer session ends.

**August 8 — Saturday** — Final grades due in Registrar's office, 9:00 A.M.

\* This calendar applies primarily to college-level programs and students. There are some variations other than shown above for vocational programs especially Practical Nursing. For full details concerning calendar for all vocational programs, contact the Director of Vocational and Technical Education.



## ADMINISTRATION

### DISTRICT BOARD OF TRUSTEES

#### Calhoun County

Rex Davis, Jr., Blountstown, (1970)  
 R. B. McDonald, Blountstown, (1969)

#### Holmes County

C. H. Barton, Bonifay, (1971)  
 Lloyd Paul, Jr., Bonifay, (1969)

#### Jackson County

R. B. Beall, Sr., Marianna, (1969)  
 T. K. Snipes, Chairman, Malone, (1971)  
 W. O. Wells, Alford, (1970)

#### Washington County

Walker Huguen, Chipley, (1971)  
 Herbert C. Keen, Wausau, (1970) (Deceased)

# COLLEGE ADMINISTRATION

## FACULTY

Raymond M. Deming, Ed.D. \_\_\_\_\_ President  
G. W. Allen, Jr., M. A., \_\_\_\_\_ Dean of the College  
Frederic L. Howell, M. S., \_\_\_\_\_ Director of Vocational  
and Technical Education  
James A. Lewis, M. S., \_\_\_\_\_ Director of Business Affairs  
Shirley F. Adkinson, M. A. \_\_\_\_\_ Director of Student Personnel Services  
Eva J. Dixon, M. A., \_\_\_\_\_ Director of Library Services  
Milton H. Johnson, M. S., \_\_\_\_\_ Director of Athletics  
James H. McGill, M.S. \_\_\_\_\_ Director of Physical Plant  
and Development  
John A. Synco, M. S., \_\_\_\_\_ Director of Student Activities  
C. D. West, Jr., M. A., \_\_\_\_\_ Registrar and Admissions Officer

Dates following names indicate initial employment by Chipola Junior College.

Charles L. Adams (1960-61, 1966) \_\_\_\_\_ Biological Science  
B. S., Troy State College  
M.A., George Peabody College  
Donald W. Adams (1967) \_\_\_\_\_ English  
BA., M.A.T., University of Florida  
Augustus M. Adkison (1965) \_\_\_\_\_ Music  
B.M.E., M.M.E., Florida State University  
Shirley F. Adkison (1964) \_\_\_\_\_ Director of Student Personnel Services  
B.A., Lawrence College  
M. A., Michigan State University  
G. W. Allen, Jr., (1948) \_\_\_\_\_ Dean of the College  
B.S. Troy State College  
M.A., University of Alabama  
H. Warren Almand (1964) \_\_\_\_\_ English  
B.S., College of Charleston  
M.A., Florida State University  
Elizabeth M. Barnes (1966) \_\_\_\_\_ Home Economics and Social Science  
B.S., University of Georgia  
M.S., Florida State University  
Walter F. Basford (1967) \_\_\_\_\_ Auto Mechanics  
Ernest Paul Braxton (1968) \_\_\_\_\_ Electricity  
Theodore H. Brittan (1963) \_\_\_\_\_ Mathematics and  
Computer Science  
B.S., U. S. Naval Academy  
M.S., Florida State University  
Albert B. Caraway (1966) \_\_\_\_\_ Engineering  
B.S., M.S., Florida State University  
R. Earl Carroll (1957-58, 1960) \_\_\_\_\_ English; Chairman, Division  
B.S., M.S., Florida State University of Literature and Language  
Charles J. Carter (1966) \_\_\_\_\_ Speech  
B.S., M.S., University of Southern Mississippi  
Dorothy T. Clemmons (1967) \_\_\_\_\_ Spanish and English  
B.A., Florida State University  
M.A., University of Florida

? Bennett

## FACULTY

Lawrence M. Davidson (1968) \_\_\_\_\_ Manager, Computer Center  
B.A., Florida State University  
Ruth E. Davis (1948-49, 1964) \_\_\_\_\_ English  
A.B., M.A., Florida State University  
Raymond M. Deming (1969) \_\_\_\_\_ President  
B.S., Union University  
M.A., Ed.D., George Peabody College  
Eva J. Dixon (1955) \_\_\_\_\_ Director of Library Services  
A.B., M.A., University of Florida  
J. Daniel Driskell (1961) \_\_\_\_\_ History and Social Science  
A.B., Howard College  
M.A., Florida State University  
Ellis G. Dungan (1966) \_\_\_\_\_ Physical Education  
B.S., Huntingdon College  
M.A., Middle Tennessee State University  
Joseph N. Fagan (1967) \_\_\_\_\_ Student Personnel  
B.S., M.Ed., Tuskegee Institute  
Lester A. Finuf (1967) \_\_\_\_\_ Psychology  
B.A., M.S., Kansas State Teachers College  
John E. Flynn (1964) \_\_\_\_\_ Humanities  
B.S., Troy State College  
M.Ed., Auburn University  
M.A., Florida State University  
James S. Gage (1965) \_\_\_\_\_ Psychology  
B.S., M.S., Florida State University  
Marlon W. Godsey (1965) \_\_\_\_\_ Student Personnel  
B.S., Memphis State University  
M.Ed., University of Mississippi  
Peggy Golden (1967) \_\_\_\_\_ Cosmetology  
\*Eddie M. Griggs (1965) \_\_\_\_\_ Social Science  
B.S., Troy State College  
M.A., George Peabody College  
Billie Helyn Hammick (1966) \_\_\_\_\_ Practical Nursing  
B.S.N., Florida State University  
Bonnie Holt (1956) \_\_\_\_\_ Physical Education  
B.S., University of Southern Mississippi  
Merle Z. Houston (1963) \_\_\_\_\_ Circulation Librarian  
B.S., Troy State College  
M.Ed., Auburn University  
Frederic L. Howell (1965) \_\_\_\_\_ Director of Vocational and Technical  
B.S., M.S., Florida State University Education  
Chu Shyen Huang (1966) \_\_\_\_\_ Biological Science  
B.S., National Taiwan University  
M.S., University of Southern Mississippi  
Joseph F. Hull, Jr. (1956) \_\_\_\_\_ History and Political Science  
A.B., M.A., University of Alabama

# FACULTY

Albert S. Johnson (1950) \_\_\_\_\_ Physics; Chairman, Division of  
B.S., Indiana State College Natural Science and Mathematics  
M.S., University of Illinois

Milton H. Johnson (1961) \_\_\_\_\_ Physical Education, Chairman,  
B.S., Livingston State College Division of Physical Education and  
M.S., Florida State University Health; Athletic Director

Charlton D. Keen, Jr. (1965) \_\_\_\_\_ History and Social Science  
B.A., Birmingham-Southern College  
M.S., Florida State University

Elek J. Lehoczký (1965) \_\_\_\_\_ Mathematics  
B.S., Equivalent, Szegedi (Hungary) State Teachers College  
M.S. Equivalent, Egri (Hungary) State Teachers College

James A. Lewis (1957) \_\_\_\_\_ Director of Business Affairs  
B.S., M.S., Florida State University

Albert E. Lightfoot (1963) \_\_\_\_\_ English and Speech  
A.B., Stetson University  
Th.M., Southern Baptist Seminary

Arthur R. Manning (1965) \_\_\_\_\_ Geography and Social Science  
B. S., U. S. Naval Academy  
M. S., Florida State University

Fauline J. Mathis (1965) \_\_\_\_\_ Mathematics  
B. S., Troy State College  
M. S., University of Mississippi

Patricia B. Mathis (1961) \_\_\_\_\_ Mathematics  
B. A., Judson College  
M.A., Louisiana State University

? Katherine A. Mayfield (1969) \_\_\_\_\_ English  
A.B., University of Louisville  
M.A., Florida State University

James H. McGill (1952) \_\_\_\_\_ Director of Physical Plant and  
B. S., M.S., Auburn University Campus Development

Louise J. Miller (1965) \_\_\_\_\_ Business  
B.A., Mississippi College  
M.A., University of Mississippi

Jay L. Mitchell (1962) \_\_\_\_\_ Physical Science  
B.S., Troy State College  
M.S., Florida State University

— Margie G. Mixson (1966) \_\_\_\_\_ English  
B.A., Florida State University  
M.Ed., University of Florida

Faye F. Monahan (1968) \_\_\_\_\_ Business  
B.S., Salem State Teachers College  
M.Ed., Fitchburg State Teachers College

# FACULTY

Sidney Mordes (1959) \_\_\_\_\_ Geography and Social Science  
B.A., University of Miami  
M.S., Florida State University

Darrell H. Morton (1965) \_\_\_\_\_ Biological Science  
B.S., M.A., University of Alabama

Lawrence R. Nelson (1960) \_\_\_\_\_ Music; Chairman, Division  
A.B., Asbury College of Fine Arts and Humanities  
M.M.E., Florida State University

David W. Nicholson (1962) \_\_\_\_\_ History and Social Science  
B.S., M.S., University of Southern Mississippi

Henry Dale O'Daniel (1967) \_\_\_\_\_ Economics and Business  
B.S., M.B.A., Murray State University

? Marsha Patterson (1968) \_\_\_\_\_ Art  
B.F.A., M.A., University of Alabama

James S. Pavy (1956) \_\_\_\_\_ Physical Education  
B.S., M.S., Florida State University

Gloria P. Peacock (1966) \_\_\_\_\_ Physical Education  
B.S., M.S., Florida State University

Chester H. Pelt (1948-50, 1954) \_\_\_\_\_ Sociology and Philosophy  
A.B., Atlantic Christian College  
M.A., Florida State University

Frederick B. Peters (1957-65, 1968) \_\_\_\_\_ Accounting; Chairman,  
B.S., Troy State College Division of Business  
M.A., University of Alabama

Margaret G. Rath (1962) \_\_\_\_\_ Drafting and Art  
B.S., M.A., Pennsylvania State University

Mertice B. Ringer (1961) \_\_\_\_\_ Reading  
B.A., Blue Mountain College  
M.Ed., Mississippi College

Robert E. Ringer (1960) \_\_\_\_\_ Chemistry  
B.S., Jacksonville State College  
M.Ed., Mississippi College

Jerome D. Robbins (1968) \_\_\_\_\_ Electronics  
B.S., M.S., Florida State University

\*Dillard F. Sebastian, Jr. (1967) \_\_\_\_\_ English and Humanities  
A.B., Stetson University  
M.A.T., University of Florida

James T. Sims (1959) \_\_\_\_\_ Mathematics  
B.S., Troy State College  
M.S., Florida State University

Joyner Sims (1967) \_\_\_\_\_ Chemistry  
B.S., MS., Florida State University

Henry T. Sowell (1967) \_\_\_\_\_ Air Cond., Refrig., and Heating

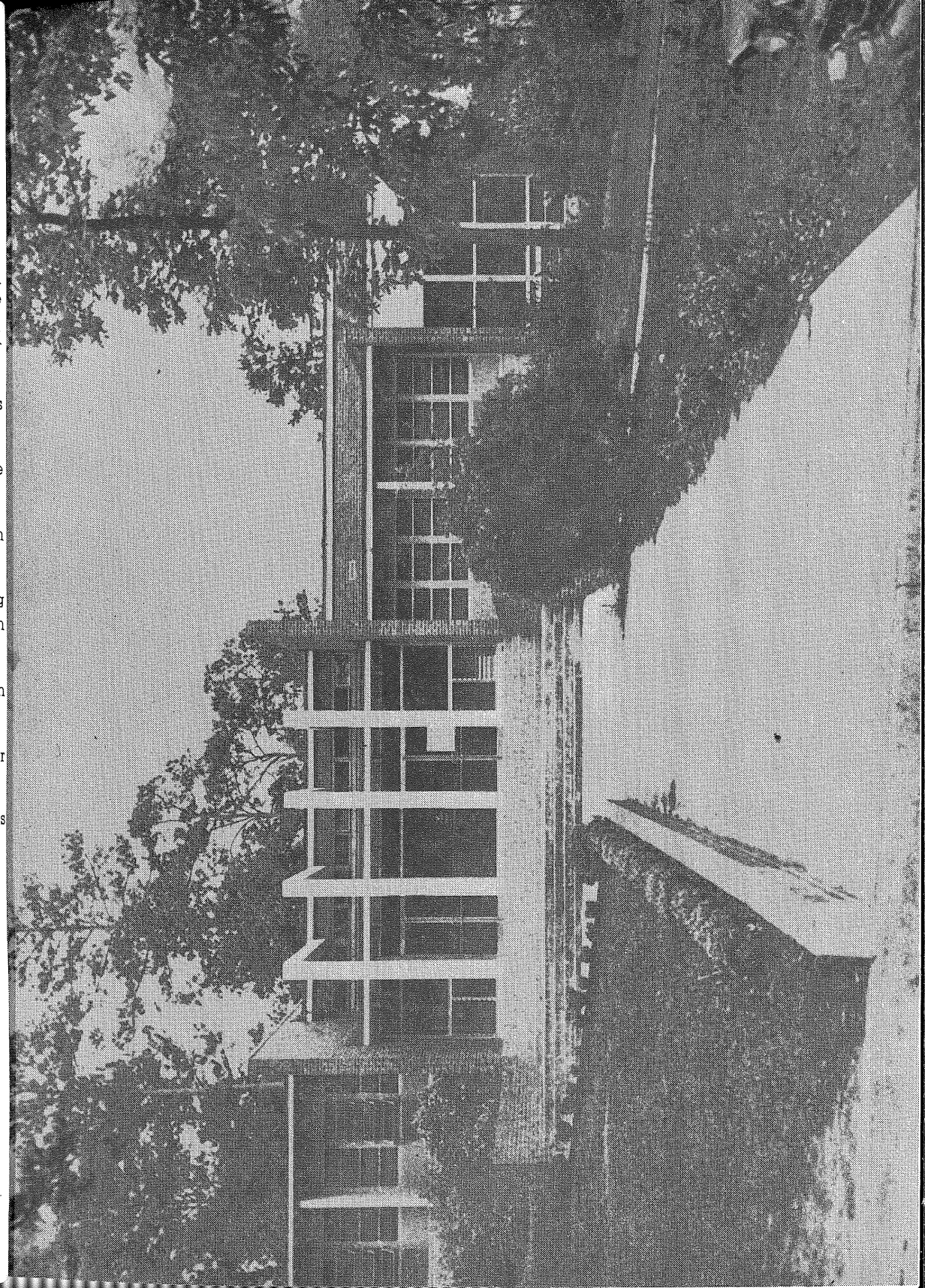
William H. Stabler (1961) \_\_\_\_\_ Education and Social Science  
B.S., Troy State College  
M.A., George Peabody College



## FACULTY

- Rollin R. Stevens (1955) ..... Biological Science  
 B.S., Utah State University  
 M.S., Florida State University
- Josephine Story (1955) ..... Mathematics  
 B.S., M.S., Florida State University
- Mary Frances Stuart (1957) ..... History; Chairman, Division  
 B.S., Purdue University ..... of Social Science  
 M.A., Florida State University
- John A. Synco (1965) ..... Student Personnel  
 B.S., Auburn University  
 M.S., University of Alabama
- Earle C. Taylor (1955) ..... Humanities  
 A.B., Oglethorpe University  
 M.S., Florida State University
- Tommy J. Tharp (1965) ..... Physical Science  
 B.S., Troy State College  
 M.A.T., University of North Carolina
- W. I. Throssell (1954) ..... English  
 A.B., University of Washington  
 M.A.E., Ed.D., University of Florida
- Cleatus C. Toole (1967) ..... Welding
- Charles L. Watford (1968) ..... Distributive Education  
 B.S.A., University of Florida  
 M.S., Florida State University
- ? Jeanette P. Watford (1969) ..... English  
 B.A., University of Florida  
 M.S., Florida State University
- C.D. West, Jr. (1960) ..... Registrar and Admissions Officer  
 B.S., Troy State College  
 M.A., George Peabody College for Teachers
- ? Carolyn J. Wilson (1968) ..... Music and Humanities  
 B.M., Shorter College  
 M.M., Northwestern University

\*On leave of absence, 1969-70.



## GENERAL INFORMATION

### HISTORY

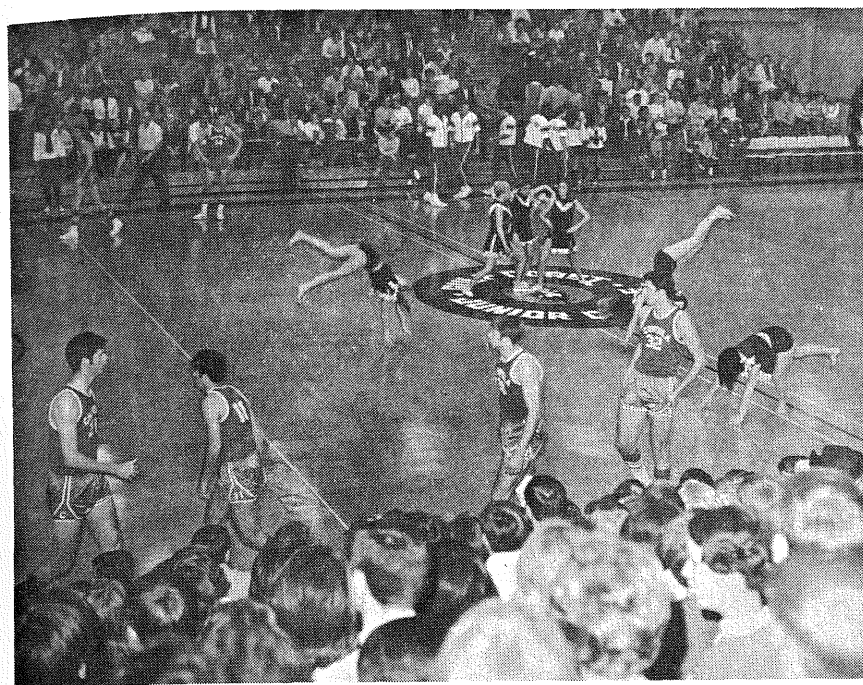
Chipola Junior College was founded in 1947 and operated for one year as a private educational institution.

Florida's Minimum Foundation Law, passed in 1947, included provisions for public support of junior colleges. Under the provisions of this law, a junior college district consisting of Jackson, Calhoun, and Washington Counties was organized. The junior college district applied for approval of the colleges to operate as a public institution with financial support from the three counties and the State of Florida. This approval was granted by the State Board of Education, and Chipola Junior College became a public institution effective September 1, 1948.

A milestone in the history of Chipola Junior College was the move, in 1953, from its original location at the former Marianna Army Air Base to a new campus located on the northern city limits of Marianna. The College was opened on its new site in temporary buildings. College officials planned immediately for new facilities and a new physical plant. The first permanent structure, used as a combination administration, library, and classroom building, was completed and occupied in 1954. Four additional permanent buildings were completed and occupied in 1957; two more were completed and ready for occupancy in 1958. A technical building was completed and occupied during the spring of 1962. Additions to the Administration, Library, and Technical Buildings were completed in 1963. A new Fine Arts Building, and an addition to the Student Center were completed and occupied during the 1965-66 school year. Outdoor physical education facilities, new dressing and shower facilities, and additions to science laboratories were constructed during 1966-67.

New programs in vocational education were instituted during the 1967-68 school year, and a building to house these facilities and additional general classrooms was completed in 1968.

A dormitory designed to house Chipola students was constructed by the Chipola Dormitory Authority on land adjacent to the southeastern part of the campus in 1964.



Chipola's physical growth has been matched by a steady growth in student enrollment and faculty. Evidence of growth with regard to official recognition by other institutions of higher learning came in 1957 when Chipola Junior College was accepted into membership and fully accredited by the Southern Association of Colleges and Schools. This accreditation was reaffirmed in 1967.

The campus is a beautifully wooded and landscaped tract of 105 acres located on the northern limits of the City of Marianna. Administrative, instructional, and recreational facilities consist of 14 permanent buildings of brick and masonry construction.

The Administration Building, completed in 1957, houses all administrative offices, a faculty lounge, faculty offices and six class rooms.

The Library Building houses 27,000 volumes (excluding general reference books and periodicals), librarians' offices, work and storage rooms, and general reading rooms. This building was completed and occupied in 1958. An addition that doubled seating capacity was completed in 1963.

The oldest structure on the campus is the Social Science Building, first occupied in 1954. Prior to 1957 this building housed administrative offices, the library and class rooms. It is now used solely for classrooms and faculty offices.

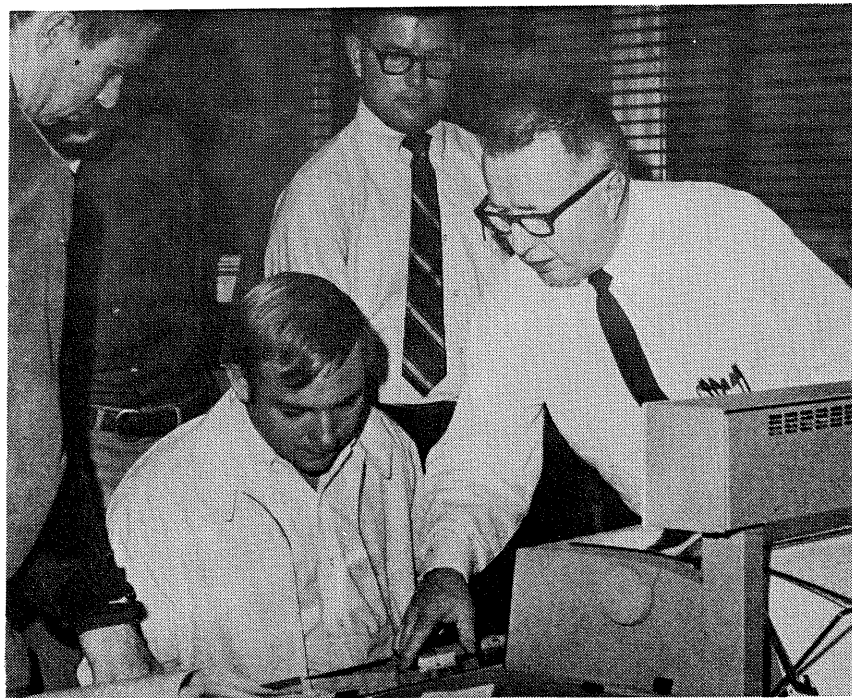
### PHYSICAL PLANT



Laboratories and Biological Sciences, Chemistry, and Physics are in the Science Building, completed in 1957. Here are also located classrooms for all mathematics and natural science classes, a teaching auditorium, and faculty offices. Additional laboratories and offices were added in 1967.

Construction of the Field House was started in 1954 and completed in 1957. Complete facilities for physical education for both men and women are included. The Field House also is utilized for both intramural and intercollegiate sports. All home basketball games are played here.

Included in the Student Center Building are the Cafeteria, Snack Bar, Student Lounge, Bookstore, and offices and conference rooms for student government activities. This building was first occupied during the 1957-58 school year. Its size was doubled by additions constructed during the 1965-66 school year.



Adjoining the Student Center is the Auditorium, completed in 1958. This modern building is used for all convocations and other student-faculty assemblies, and dramatic and musical presentations.

The Technical Building, which houses Electronics and Drafting laboratories, Business Education class rooms, and faculty offices, was completed and occupied during the spring of 1962. An addition consisting of two classrooms was completed in 1963.

A dormitory for approximately 200 women students was constructed adjacent to the campus by the Chipola Dormitory Authority in 1964.

The Fine Arts Building to house art studios, music rooms, general classrooms for the humanities, and offices was completed in 1966.

A physical education building housing shower and locker and storage rooms for outdoor physical education facilities on the northern part of the campus was completed in 1967.

The Vocational Building housing all vocational classrooms and laboratories plus general classrooms was completed and occupied during the spring of 1968.

The Forestry Building, occupied by the U. S. Forestry Service, and a storage and service building complete the physical plant. Renovation of the Social Science Building, an addition to the storage and service building, and other campus improvements are planned for 1968-69.

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 such colleges exhibit 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, 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 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 JUNIOR COLLEGE



## OBJECTIVES OF CHIPOLA JUNIOR COLLEGE

the opportunity longed for by many ambitious students and has opened the way for them, through its terminal education programs, to become more valuable workers and job-holders than they might have had the opportunity otherwise to become.

With its roots deeply imbedded 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.

It is the function of Chipola Junior College to encourage more high school graduates of the schools of Jackson, Calhoun, Washington and Holmes 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 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 four counties which contribute to its support, but through planned programs in the fields of industry and business, to serve the entire West Florida area and to do everything it can to foster opportunities for employment in and development of these fields of endeavor.

The over-all objective of Chipola Junior College is to meet the educational needs of the people it serves.

Specifically, Chipola Junior College has the following objectives:

1. To prepare students who expect to enter the professions for continuing their work in the upper divisions of four-year colleges and universities.
2. To train students whose formal education will end with the junior college by prescribing terminal programs that will fit them for employment in industry and business.
3. To provide services for adult members of the community who wish to further their formal education or enrich their cultural life through courses offered by the college.

The college is making a sincere effort to meet these objectives by offering:

1. Intelligent programs of study in the fields of general and pre-professional education.
2. Well-planned terminal and adult education programs.
3. An adequate counseling and guidance 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.

Chipola Junior College is a member of and is fully accredited by the Southern Association of Colleges and Secondary Schools, the regional accrediting agency for institutions of higher learning in this geographical area. This means that credits earned at Chipola are recognized and accepted by other colleges and universities throughout the United States.

Students planning to earn advanced degrees at four-year colleges and universities anywhere in the United States may transfer work completed at Chipola with no loss of credit.

The College is an active member of the American Association of Junior Colleges, the Southern Association of Junior Colleges, the Florida Association of Public Junior Colleges, and the Florida Association of Colleges and Universities. Institutional membership is also maintained in several other professional organizations open to institutions of higher learning.

Chipola Junior College is approved by the U. S. Veterans Administration for the training of veterans and children and widows of veterans under the provisions of the "Cold War G.I. Bill", The War Orphans Assistance Bill, and other legislation. Full information will be furnished any veteran or dependent upon request.

The procedure for entering freshmen or transfer students seeking admission as college level students to Chipola Junior College is as follows:

- (1) Apply to the Office of the Registrar for Application for Admission and Secondary School Record form. A form (Request for Admission Papers) found in this catalog may be used.
- (2) Fill out the Application for Admission and sign it. The required affidavit must be completed and properly signed. The Health Certificate on the back side of the application should be completed and signed by a physician. The completed form should be mailed by the student to the Office of the Registrar.
- (3) Entering freshmen should take the Secondary School Record form to the high school or preparatory school principal and request that it be completed, signed, and mailed DIRECTLY to the Office of the Registrar.

Transfer students should request the Registrar of the last college or university attended to forward an official transcript of their record directly to the Office of the Registrar.

Applicants for admission will be furnished complete instructions along with admissions papers. These instructions should be followed explicitly.

When all admission papers have been received in the office of the Registrar, the applicant will be advised by letter that he has been accepted for admission, or that further action is necessary in order to establish eligibility for admission. All applicants not clearly eligible for admission according to the requirements listed below, will be referred to the Chipola Junior College Admissions Committee.

## CREDITS AND OFFICIAL STANDING

## ADMISSION PROCEDURE

Prospective students interested in enrolling for college level courses as an auditors or on a non-credit basis should contact the Registrar for procedure.

Students interested in enrolling for vocational courses will in general, follow the procedures outlined above for college-level students. However, a personal interview is required for admission to certain programs, and testing may be necessary to determine eligibility for some courses. Applications received by the Registrar's office will be referred to the Director of Vocational and Technical Education who will give each applicant any needed additional instructions.

Those students desiring to enroll in the Adult Division for non-college level academic work should contact the Registrar.

**ADMISSION  
REQUIREMENTS  
College-Level  
Students**

1. For entering freshmen (applicants who have never attended college).
  - a. Graduation from an accredited high school, or the equivalent as evidenced by the issuance of a certificate or diploma of high school equivalency by the Florida State Department of Education or a similar agency of another state, is required.



- b. Graduates of accredited high schools who attain scores on the Florida State-wide Twelfth Grade Testing Program (Senior Placement) tests which place them above the scores attained by the lowest 30 per cent of the high school seniors of the state are academically eligible for admission to any college level program. Such scores are indicated by a combined or total percentile score of 150 on this battery of tests. High school graduates or holders of certificates or diplomas of high school equivalency who were not administered the battery of tests referred to above may establish eligibility by attaining a comparable score on nationally recognized college aptitude examinations including those administered by Chipola Junior College.
    - c. Those graduates who do not meet the requirements outlined above are eligible for admission but must enroll for remedial work known as the Guided Studies Program. Satisfactory completion of Guided Studies entitles these students to admission to other programs of study.
    - d. A health certificate from a practicing physician denoting satisfactory physical condition and freedom from a communicable disease is required.
    - e. An affidavit concerning residency must be signed by the student's parents or the student (if 21 years of age) and notarized.
    - f. To be admitted, all evidence and forms referred to above must have been received and approved on or before the last date for registration as set forth in the official college calendar shown in this catalog.
    - g. All applications involving any question concerning eligibility for admission will be referred to the Admissions Committee. After reviewing all evidence, the Admissions Committee may grant or deny admission.
2. For transfer students:
  - a. An applicant who has previously attended or enrolled in any other college or university is classified as a transfer student. The transfer student must meet the requirements outlined above for entering freshmen, and is required to furnish evidence of an honorable dismissal by the last college or university in which he was enrolled.
  - b. The transfer student whose terminal status at the last institution attended was scholastic probation is eligible only for probationary admission to Chipola Junior College.
  - c. The transfer student who has been suspended for poor scholarship by the last institution attended is not eligible for admission until the expiration of one or more semesters after suspension. The application of all transfer students in this category is subject to careful review, and probationary admission may be granted or admission denied.

**Vocational Students** The admission or entrance requirements for vocational students depends upon the program of study to be pursued. The minimum requirements include the following:

1. Minimum age of sixteen.
2. Permission of the high school principal if the student is concurrently enrolled in a high school program.
3. A satisfactory score on the General Aptitude Test battery.

Certain grade levels of achievement or equivalent are required for specific vocational curriculums. A personal interview is also required for admission to certain programs.

Full information concerning the requirements for each program will be furnished on request. Interested students are urged to contact the Registrar.

#### **Adult Students**

Adult students are those enrolled for non-college-level academic courses. Adults who expect to enroll for college-level work must meet the same requirements as other college-level students if they expect to earn credit applicable toward a degree.

The adult who expects to take work in the high school general continuation program must furnish an official transcript of previous high school work. Subject to course offering, all adults and certain other persons 18 years of age or older, are eligible for admission. Interested students should contact the Registrar's Office.

The college reserves the right to deny admission to any applicant and to change admission requirements without notice.

#### **Change of Regulations**

## **STUDENT COSTS**

#### **FINANCIAL REGULATIONS**

1. No registration will be complete until all fees and tuition have been paid in full. Students who are scholarship holders will be considered as having paid all fees and tuition, provided the amount of the scholarship covers all charges due. No faculty or staff member of the college, other than the President, has the authority to set aside this regulation.

2. For the purpose of assessing fees and tuition, student are classified as Florida district residents, Florida non-district residents, or non-Florida residents.

A Florida district resident, if under 21 years of age is one whose legal parents or guardians have maintained legal residence in Calhoun,, Holmes, Jackson, or Washington Counties (the Chipola Junior College District) for the preceding twelve months. If the student is over 21 years of age, he must have maintained legal residence in one of the counties for the preceding twelve months. The only exceptions are that military service personnel and their children may be classified as Florida district residents without actually residing in the supporting county for twelve months if they are stationed therein or if they were legal residents of prior to entering military service.

A Florida non-district resident student is one who meets the residence qualifications outlined above concerning the State of Florida, but has not resided in the Chipola Junior College District for the



preceding twelve months. The same exceptions concerning military service personnel and children as outlined above applies.

All students who do not qualify as Florida district or Florida non-district residents are classified as non-Florida residents.

The status of the classification of a student is determined at the time of his first registration in the college, and may not thereafter be changed by him unless, in the case of a minor, his parents move to and become legal residents of Florida and/ or the district by maintaining such residence for twelve consecutive months.



**FEES, TUITION  
AND OTHER  
COSTS  
For College-Level  
Students**

1. Matriculation Fee:
  - For the Fall and Spring Semesters:
    - For all full-time\* students: \$60.00 per semester.
    - For all part-time\* students: \$5.00 per semester hour.
  - For the Summer session:
    - For all full-time\* students: \$30.00 per term.
    - For all part-time\* students: \$5.00 per semester hour.
2. Student Activity Fee:
  - For the Fall and Spring Semesters:
    - For all full-time\* students: \$15.00 per semester.
    - For all part-time\* students: \$1.25 per semester hour.
  - For the Summer session:
    - For all full-time students: \$7.50 per term.
    - For all part-time\* students: \$1.25 per semester hour.
3. Tuition:
  - For the Fall and Spring semesters:
    - For full-time\* students:
      - Florida district residents: None
      - Florida non-district residents: \$15.00 per semester.
      - Non-Florida residents: \$90.00 per semester.
    - For part-time\* students:
      - Florida district residents: None
      - Florida non-district residents: \$1.25 per semester hour.
      - Non-Florida residents: \$7.50 per semester hour.
  - For the Summer session:
    - For full-time\* students:
      - Florida district residents: None
      - Florida non-district residents: \$7.50 per term.
      - Non-Florida residents: \$45.00 per term.
    - For part-time\* students:
      - Florida district residents: None
      - Florida non-district residents: \$1.25 per semester hour.
      - Non-Florida residents: \$7.50 per semester hour.
4. Applied Music Fee (Applicable only to students registered for Applied Music courses:
  - One lesson per week: \$22.50 per semester.
  - Two lessons per week: \$45.00 per semester.
5. Late Registration Fee (applicable only to students completing admission requirement or registering after the prescribed date): \$5.00.
6. Transcript Fee. (applicable only to those students who request more than one transcript; the first transcript is furnished free of charge): \$1.00 per transcript.
7. Graduation Fee (cap and gown rental and diploma; applicable only to graduating sophomores): \$7.50.
  - \*For the Fall and Spring semesters students with loads of twelve (12) or more semester hours are classified as full-time; all others are classified as part-time. For the Summer session a load of six (6) or more semester hours per term is considered full-time; loads of less than six semester hours per term are considered part-time.

**For Vocational  
Students**

1. Matriculation Fee:
  - For the Fall and Spring Semesters:
    - For full-time\* students: \$25.00 per semester
    - For half-time\* students: \$12.50 per semester
  - For the Summer Session:
    - For full-time\* students: \$12.50 per term
    - For half-time\* students: \$ 6.25 per term
2. Student Activity Fee:
  - For the Fall and Spring Semesters:
    - For full-time\* students: \$15.00 per semester
    - For half-time\* students: \$ 7.50 per semester
  - For the Summer Session:
    - For full-time\* students: \$ 7.50 per term
    - For half-time\* students: \$ 3.75 per term
3. Tuition:
  - For the Fall and Spring Semesters:
    - For full-time\* students:
      - Florida district residents: NONE
      - Florida non-district residents: \$12.00 per semester
      - Non-Florida residents: \$75.00 per semester
    - For half-time\* students:
      - Florida district residents: NONE
      - Florida non-district residents: \$ 6.00 per semester
      - Non-Florida residents: \$37.50 per semester
  - For the Summer Session:
    - For full-time\* students:
      - Florida district residents: NONE
      - Florida non-district residents: \$ 6.00 per term
      - Non-Florida residents: \$37.50 per term
    - For half-time\* students:
      - Florida district residents: NONE
      - Florida non-district residents: \$ 3.00 per term
      - Non-Florida residents: \$18.75 per term

\* To be classified as full-time the vocational student is enrolled for six (6) hours or class periods per day, five days per week; half-time students are those who attend three (3) hours or class periods per day, five days per week.

Fees for vocational courses or programs of study involving attendance for less than 15 hours per week and for short courses for a duration of less than a semester or a six-week term of the summer session will be prescribed by the District Board of Trustees. In general, fees charged will be prorated except for courses involving unusual instructional costs.

1. Dormitory Room Rent:\*
  - For the Fall and Spring semesters: \$100.00 per student per semester.
  - For the Summer session: \$40.00 per term; \$80.00 for both terms.

**For All Students**

2. Textbooks and Supplies:

The estimated cost per school year for college-level students is \$70.00. For vocational students the costs vary with the program depending upon whether or not specialized clothing is required. Except for those programs requiring specialized clothing or uniforms, the total costs for textbooks and supplies should not exceed \$30.00 per school year.

3. Cafeteria Charges:

Students may purchase meal tickets or pay for their meals each time they eat at the cafeteria. The current cost for three meals is approximately \$2.00 per day plus sales tax. Meal prices are subject to change with the fluctuation in the cost of food.

\*Women students who live in the college dormitory are also required to pay a reservation deposit of \$25.00. This fee is retained as a property breakage deposit as long as the student resides in the dormitory. There are no dormitory facilities for men students.

**REFUND POLICY** 1. The Student Activity Fees, Late Registration Fee, and Graduation Fee are all non-refundable.

2. Dormitory rent, paid on a semester or term basis, is non-refundable.

3. The Dormitory Room Deposit fee is refundable if the room reservation is cancelled thirty (30) days before the beginning date of the semester or term; or if the student has not damaged, destroyed or lost any dormitory property at the time she vacates the dormitory room. Partial refunds may be made provided property losses do not exceed \$25.00.

4. For Matriculation Fee, Tuition, and Applied Music Fee charges the refund schedule for students who officially resign or withdraw from college prior to the end of a semester or summer session term is as follows:

For semester charges:

Resignation within ten days after official registration date: 75 per cent.

Resignation within eleven to twenty days after official registration date: 50 per cent.

Resignation within twenty-one to thirty days after official registration date: 25 per cent.

Resignation more than thirty days after official registration date: None.

For summer session charges (per term):

Resignation within twelve days after official registration date: 50 per cent.

Resignation more than twelve days after official registration date: None.

**SUMMARY OF STUDENT COSTS**

Student costs shown in this catalog, including those estimated, are the minimum amounts necessary and are not to be construed as the total expenditure of a student attending Chipola Junior College.

For the day student who commutes each day from home and resides in the college district, the minimum estimated expenses exclusive of meals and transportation ranges from \$150.00 to \$200.00 per school year of two semesters. This does not include any allowance for clothing or incidental expenses.

The boarding students who live in the dormitory (women) or rent a room in Marianna (men) should add \$600.00 to \$700.00 to the amounts estimated above for a total estimated expense of \$750.00 to \$900.00 per school year of two semesters for fees, room and board, and textbooks and supplies. This does not include any allowance for clothing, transportation or incidental expenses.

Florida non-district residents should add \$30.00 and non-Florida residents should add \$180.00 for tuition to the estimates shown above.



## STUDENT PERSONNEL SERVICES

### **GUIDANCE PROGRAM**

Under the direction of the Director of Student Personnel Services, professional counselors and every member of the faculty participate in the student guidance program in order that each student may have the benefit of adult advisers in the solution of his or her problems. Assistance is provided concerning 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 each semester or term all entering or first year students are required to attend orientation programs, participate in small group meetings, and take certain tests for advisement purposes. The student is assigned to a faculty member for individual academic advisement. Professional counselors and all administrative officers are available for personal conferences, and students are urged to feel free to contact any of the administrative staff at any time.

The results of tests administered prior to registration are used to help students in the selection of objectives and courses and to determine the necessity for remedial work. Results are also used with regard to the placement of entering students in advanced courses.

Freshman Orientation is a required course for all entering students. All phases of college life are discussed, and referrals are arranged for individual problems.

A placement bureau for part-time and full-time employment of students is a part of the student personnel services program. Also available are additional testing services on both a group and an individual basis.

### **SCHOLARSHIPS AND SELF-HELP**

1. State Scholarships. Chipola Junior College is one of the approved Florida institutions for state General Scholarships for the preparation of teachers. These scholarships, awarded by the State Department of Education on a competitive basis, are for \$400.00 per school year for a maximum of four years. The recipient is obligated to teach one year in Florida's public schools for each year the scholarship is in effect. Otherwise the recipient must repay the scholarship. Interested students should contact their high school principal or County Superintendent of Public Instruction concerning competitive examinations for these scholarships.

2. Gift Scholarships. Several gift scholarships, administered by the College have been established by civic clubs, individuals and business organizations of Northwest Florida.

All of these scholarships are awarded on the basis of financial need, character, and scholarship. All applications should be addressed to the Chairman, Scholarship and Student Aid Committee.

3. Work Scholarships. A revolving fund for work scholarships has been established by civic clubs, individuals and business organizations.

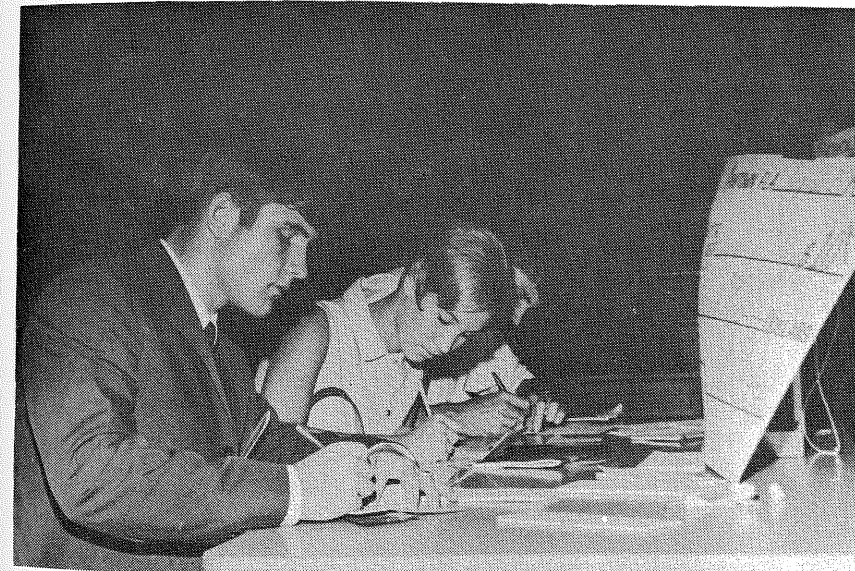
The establishment of this revolving fund has made possible the

awarding of work scholarships to worthy students. The recipient of a work scholarship repays funds advanced by working for the college at the prevailing wage rate. No specific number of work scholarships are awarded. The number of students participating depends upon the amount of financial assistance needed by the recipients. Work scholarships are awarded on the basis of financial need, scholarship, character and work skills. All applications should be addressed to the Chairman, Scholarship and Student Aid Committee.

4. Part-time Employment: The College maintains a work-plan for students who wish to earn part of their expenses while attending school. Working students may collect the amounts due them at regular intervals. Also, effort will be made to secure part-time employment for worthy students from Marianna business firms. Interested students are advised they will be able to earn only a part of their college expenses by means of part-time employment. All inquiries should be addressed to the Chairman, Scholarship and Student Aid Committee.

5. Student Loans. The W. H. Nobles Fund for Education and the J. C. Corcoran Fund for Education have been established by groups of Marianna business and professional men for the purpose of making loans to worthy Chipola Junior College students. Both funds are administered by the Scholarship and Student Aid Committee.

6. The college also participates in the loan program of the Florida Student Loan and Scholarship Commission. This state agency makes loans to Florida students for tuition and registration fees. Address inquiries to Chairman, Scholarship and Student Aid Committee.





## STUDENT HOUSING

7. College Work-Study Program. Designed to help students attend college who, except for this type of financial assistance, would not be financially able to attend. Students may work up to 15 hours per week at an hourly rate. All inquiries should be addressed to the Director, College Work-Study Program.

A dormitory for women students is owned by the Chipola Dormitory Authority and operated by the college. Application for housing should be made at the time an application for admission is made.

All unmarried women students under the age of twenty-one are expected to live in the dormitory unless they reside with their parents or other close relatives. Permission for women students to live off-campus with persons other than parents or guardians must be secured in writing prior to registration. Men students may secure suitable rooms in private homes in Marianna.

Each student who expects to live in the college dormitory will be required to send a \$25.00 deposit with his application for college housing. This deposit will be retained as long as the student is residing in the dormitories. The deposit will be refunded to the student who (1) is not admitted to the college; (2) cancels his room assignment not less than thirty days before the beginning date of the semester or session for which room reservation is made; and (3) terminates occupancy in the dormitory in good standing.

The room deposit will be forfeited (non-refundable) (1) if a student is suspended for violation of disciplinary rules; or (2) cancels his room assignment less than thirty days prior to the beginning date of the semester or session. In the event any dormitory property is damaged, destroyed, or lost the room deposit will be used to cover or partially cover the cost of repair or replacement. Partial refunds may be made if costs do not amount to \$25.00.

The housing agreement will be made for one semester or summer session. The agreement becomes effective when the room rent is paid. Room rent is due and payable on a semester or summer session basis at the time a student completes registration. This payment is non-refundable.

Students living in the dormitory are expected to carry a regular academic load of not less than twelve hours per semester or an equivalent load for a summer session.

Specific information as to the date and hour of opening and closing of dormitory for student occupancy is given on the agreement for



the semester or session concerned.

Student rooms are equipped with the necessary articles of furniture. Personal items or furnishings such as linens, rugs and curtains are not supplied. Students are expected to furnish sheets (single), pillow cases, blankets or quilts, and towels. Other articles of personal furnishings may be supplied by the student according to his individual tastes. Utility rooms will be provided for such activities as ironing and hair drying.

All students living in the dormitory are expected to abide by rules and regulations for dormitory students as published in the student handbook. Copies of these rules and regulations will be supplied to each student and to their parents prior to actual occupancy. The students and parents will be required to acknowledge receipt of these rules and regulations before the rental agreement becomes effective.

The cafeteria is located in the Student Center Building on the main campus. Students living both off and on the campus may use this facility for meals. Three meals will be served each day except Saturday and Sunday when the evening meal is omitted.

The current cost for three meals is approximately \$2.00 per day. Meal prices are subject to change with the fluctuation in the cost of food.

Although first aid treatment is available on the campus for minor injuries, student fees do not include any medical service. The college has no medical clinic or hospital. In case of serious illness or accident on the campus the parents and/or the family physician are notified immediately.

Emergency treatment by private physicians or hospitalization are at the students or parents' expense.

## FOOD SERVICES

## MEDICAL SERVICE

## SPORTS AND RECREATION

A distinct contribution to the recreational facilities of the college is the Student Center. In this building, open for all students, is located the student lounge, snack bar, and Student Government Association facilities. Also, in this building, dances, parties and receptions are held.

Chipola Junior College participates in interscholastic basketball, golf, and baseball. Its teams in former years have had successful seasons in the sports, and a good schedule of games with colleges in Florida and nearby states has been arranged. Students are urged to participate in these varsity sports and it is the insistent wish of the administration that a high level of sportsmanship be maintained at all times.

The college offers a program of intramural sports in which all students may participate. Both women and men are urged to participate in one or more intramural sports activities.

Physical education is required of all students as a part of the academic curriculum. Students with physical disabilities may be relieved of this requirement upon the recommendation of a practicing physician.

## STUDENT PUBLICATIONS AND ACTIVITIES

**Publications:** Students, under the direction of the Board of Student Publications and faculty advisors, are responsible for producing three publications: the **Papoose**, the monthly student newspaper; **Inklings**, a semi-annual literary magazine; and the **Chijuco**, the college annual. The major portion of the content of these publications is composed in two classes, College Publications and Advanced Composition; both are credit offerings of the Division of English and Humanities.

**Speech Activities:** Students are encouraged to participate in debate and dramatics. The Drama Department presents a full season of productions each year. The Debate Club annually enters state tournaments and challenges nearby colleges in competition.

**Music Activities:** The Glee Club is a coeducational group and is also a credit course. One of the outstanding organizations on the campus, the Glee Club presents many programs to the public as well as to the student body. Other vocal groups for exceptional men and women singers are open by invitation only. The Stage Band and the Concert Band are credit courses for which consent of the department is a prerequisite. All music organization personnel cooperate in the production of musical programs. Students interested in any phase of music activities are urged to contact the faculty sponsor concerned.

**Service and Honorary Organizations:** The Student Government Association represents, through its elected officers and representatives, the entire student body.

A chapter of Phi Theta Kappa, national junior college scholastic fraternity, was activated in 1965. Membership is restricted to those students demonstrating scholastic excellence.

Mu Alpha Theta is a scholastic honorary fraternity open to qualified Mathematics students.

The Circle K is a men's student civic club sponsored by the local

Kiwanis Club.

The Compass Club is a women's service club sponsored by Pilot International.

**Religious Organizations:** Marianna churches sponsor religious organizations for college students. Although these are not college organizations they are open to Chipola students who desire to participate.

## GENERAL REGULATIONS

Students will be held responsible for the observance of all regulations and information contained in this catalog. Students will also be held responsible for all official announcements posted on bulletin boards and contained in official weekly bulletins and other official publications of the college.

Students are required to register at the beginning of each semester or session for assignment to classes. Students completing registration after the registration date prescribed in the calendar will be charged a late registration fee of \$5.00. No registration will be accepted after the last day prescribed for each semester or session as shown in the college calendar.

New or entering students are required to report for pre-registration orientation, testing and counseling on the date announced in the calendar.

After a student has been duly registered, he may change his schedule, drop or add a course, only with the permission of the Dean. The student should consult the college calendar for the last date for making such changes.

After the date prescribed in the calendar for changing class schedules, a student will be authorized to drop a course without penalty only in case of extenuating circumstances. Each case will be handled individually by the Dean. In general, authorization to drop a course will be given only if, in the judgment of the Dean, the student's college program and over-all progress will be benefitted by such action. Personal illness, financial hardships, and an over-loading of student capacity may be considered as extenuating circumstances. No student will be allowed to drop a course without penalty after the date shown in the calendar for such action.

Chipola Junior College recognizes superior achievement in high school on the part of applicants, and has provided ways and means by which such students may be placed in courses appropriate to their level of achievement.

Credit is given in corresponding course areas for scores of 3, 4, and 5 on the College Entrance Examination Board's Advanced Placement Tests. Students who are administered any of these tests while enrolled in secondary school are urged to have results forwarded to the Registrar.

Students who score unusually high on the Florida State-wide Twelfth Grade Testing Program tests, or on the pre-registration achievement tests administered by Chipola, may be placed in the more advanced

## RESPONSIBILITY FOR REGULATIONS

### REGISTRATION

### ADVANCED PLACEMENT

## GUIDED STUDIES

courses of required sequences of the discipline(s). This applies especially to mathematics for which an entering student may qualify for placement in any of five courses more advanced than the most elementary college-level course. Such advanced placement does not involve the granting of credit for lower level courses exempted. It does, however, enable the student to greatly enrich his program of study and allows him to pursue more advanced courses throughout his college career.

Special or honors courses in Advanced Freshman English are provided for the superior student.

Guided Studies is a program of instruction for high school graduates with poor academic backgrounds who desire to pursue college-level work. Remedial courses in English, Reading, Mathematics and Social Science are prescribed for these students.

Any graduate of an accredited high school will be admitted to this program regardless of his performance records or achievement and aptitude test scores. Those students successfully completing this program will be admitted to the regular college academic program. For the first enrollment period, entering students accepted only for this program will be allowed to register for Guided Studies courses described elsewhere in this catalog plus Freshman Orientation and one Physical Education activity course.

Guided Studies courses carry institutional or non-transferrable credit. Although grades are earned for these courses and the grade point average earned is used for the purpose of determining student retention, hours earned do not count towards the Associate in Arts or Associate in Applied Science degrees. Students accepted for this program should plan to spend an extra semester or summer session in college in order to meet graduation requirements.

Special counseling services are afforded these students. So far as practicable students will be divided into groups according to achievement and aptitude, and classes in each subject area will reflect this grouping.

## ATTENDANCE

Regular attendance is expected of all students. Each student is accountable to the instructor concerned for all class absences except those due to official college activities. Evaluation of absences is the responsibility of the instructor. Any questionable excuse shall be verified by the office of the Director of Student Personnel Services when requested by the instructor.

Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence(s) was due to illness or other clearly unavoidable reason(s). Otherwise, the student may suffer grade loss at the discretion of the instructor.

Student appeals concerning absences are referred to the Dean of the College.

Any student who flagrantly violates attendance regulations is subject to suspension or dismissal.

## DISCIPLINE

The administration expects all students to conduct themselves as ladies or gentlemen at all times both on and off the campus. Rules and regulations governing student conduct have been set up by the Chipola Junior College Student Government Association and approved by the President. Violation of these rules will subject the student to dismissal from the college.

Disciplinary probation refers to certain individually prescribed conditions concerning personal behavior which must be maintained if the student who has violated disciplinary rules is to remain in college. Disciplinary suspension refers to action whereby a student is suspended or "dropped" from college for an infraction of disciplinary rules or violation of disciplinary probation.

The decision of the President in all cases involving an infraction of disciplinary rules will be final.

Final grades are assigned each student by the instructor in each class or course at the end of each semester or session. Final grades assigned are, with the exception noted below permanent and are recorded on the student's permanent record.

The following system of grading and assignment of quality points is used for all college-level courses:

A grade of A denotes Excellent work; 4 quality points per semester hour are assigned.

A grade of B denotes Good work; 3 quality points per semester hour are assigned.

A grade of C denotes Average work; 2 quality points per semester hour are assigned.

A grade of D denotes Poor, but passing work; 1 quality point per semester hour is assigned.

A grade of F denotes failure; no quality points are assigned and no credit is granted.

A grade of I denotes incomplete work; no quality points are assigned and no credit is granted. This grade becomes an F if not removed by completion of work within six weeks of the succeeding semester of summer session.

A grade of W denotes official withdrawal from the course without penalty; no credit or quality points are assigned, but the course does not count toward the student's scholastic average.

A student who unofficially discontinues class attendance will be assigned a grade of F for the course. The grade of W will be assigned only in a class where the student officially resigns as a student or receives permission to drop a course without penalty.

Grades of A, B, and C are satisfactory grades. D and F are unsatisfactory. Although most colleges will not accept a transfer grade of D, work for which that grade is assigned applies towards the hours needed for graduation.

Final grades assigned by instructors are based upon daily work, special reports, research papers, laboratory or field work, tests, and



final examination. Tests or quizzes, written or oral, may be given at any time at the discretion of the instructor. Regularly scheduled examinations may 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.

Scholastic or grade point averages are based upon the number of semester hours attempted and the number of quality points earned. To be eligible for graduation, a student must earn at least twice as many quality points as he has semester hours of work attempted. Although credit is awarded only one time for a single course repeated or taken twice, the semester hours attempted and quality points are counted twice.

A student may determine his scholastic or grade point average by dividing semester hours attempted into quality points earned. An average of 2.00 means that the student has earned twice as many quality points as he has attempted semester hours of work.

Although grades are assigned for vocational courses in the same manner as for college-level courses, the information shown above concerning quality points and grade point average does not apply.

#### GRADE REPORTS

Advisory grade reports indicating the progress or standing of students are mailed at the middle of each semester. Final grade reports are mailed at the end of each semester or session. Grade reports are mailed to the parents of all students.

#### STUDENT LOAD

The minimum load for full-time college-level students is twelve semester hours per semester or six semester hours per term of the summer session. All other college level students are classified as part-time students. However, veterans widows, and war orphans enrolled under the provisions of Title No. 38, U. S. Code, are required to carry a load of at least fourteen semester hours per semester in order to be considered full-time students for subsistence allowance purposes; special provisions apply to the summer session.

The following regulations apply concerning the maximum student load:

1. The maximum student load for an entering or first-time student is eighteen semester hours per semester.

2. A student who has a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of nineteen semester hours per semester.

A student who has a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of twenty-one semester hours per semester.

4. Students on scholastic probation are limited to loads of sixteen semester hours per semester.

The maximum load for any student during the summer session is seven semester hours per six weeks term.

Vocational students will, in general, be classified as either full-time (30 clock hours or class periods per week) or half-time (15 hours

per week). Any student who attends less than 30 hours per week will be considered part-time.

Scholastic probation refers to conditions or terms that must be met by a student in order to remain a college student.

"Admitted on probation" denotes that the student must maintain a certain grade point average for the first semester or session enrolled in order to remain a student or re-enroll for the next semester or session. A student admitted on probation is notified by letter of the terms of the probation. If, and when, he registers, he accepts the terms of probation.

A student who fails to maintain a 1.50 (D plus) scholastic average for any semester or session (but is not subject to scholastic suspension) will be placed on probation for the next semester or session enrolled. Should the student then re-enroll and fail to maintain a 1.50 scholastic average, he will be subject to scholastic suspension.

Students who re-enroll after scholastic suspension are on scholastic probation for their first semester or session.

Students who earn scholastic averages of 1.50-1.99 exclusive will be continued on probation.

Probation will be removed if the student maintains a 2.00 scholastic average with a load of six or more semester hours.

The above does not apply to vocational students. However, individually prescribed conditions or terms for continuance may be stipulated for students whose progress has been considered below standard.

Scholastic suspension refers to action whereby a student is suspended or "dropped" from the college because of poor scholarship.

A student who fails to pass half of the semester hours attempted or pursued during any semester or session, or who fails to maintain a scholastic average of 1.00 ("D") for any semester or session is subject to scholastic suspension. However, this regulation does not apply to a student pursuing a load of less than six semester hours.

A student who is placed on scholastic probation and fails to meet the terms or conditions of probation is subject to scholastic suspension.

#### SCHOLASTIC PROBATION

#### SCHOLASTIC SUSPENSION

## TRANSFER STUDENTS

## PHYSICAL EDUCATION

## READING CLINIC

A student who has been suspended is eligible for readmission on probation after one semester. However, a student is not eligible for readmission after a second suspension. A summer session does not count as a semester of suspension.

Scholastic suspension is handled by the Dean. Appeals may be made through the Faculty Administrative Council to the President whose decision is final. If a student placed on scholastic suspension by the Dean successfully appeals his suspension, he may be allowed to remain in college only on a probationary basis.

Should a student on scholastic suspension attend college elsewhere prior to the end of the suspension period, credit earned elsewhere will not be accepted by Chipola.

Scholastic suspension, as discussed above, does not apply to vocational students. However, vocational students may be subject to suspension for continued unsatisfactory performance.

A student who has previously attended or been enrolled in any other college or university is classified as a transfer student on admission to Chipola Junior College. Such students must meet regular admission requirements, plus presenting proof of an honorable dismissal and eligibility to return to the last institution attended.

An evaluation of credit earned elsewhere is made by the Dean for each transfer student. No work completed elsewhere with a grade below "C" is accepted as semester hours toward graduation by Chipola Junior College.

Credit earned at other institutions accredited by regional accrediting agencies are, subject to the provision noted above accepted unprovisionally. Credits earned at unaccredited institutions are handled on an individual basis in general, such credits are accepted on a provisional basis.

Physical education courses described elsewhere in this catalog are considered an important part of the student's curriculum. With the exceptions noted below, all college-level students will be required to take four semester hours of physical education activity courses (those listed under Required Physical Education) as a requirement for graduation. Exceptions are noted below:

1. Students who are twenty-five or more years of age at the time of original enrollment are exempt this requirement if they request an exemption by means of a written application to the Dean of the College.

2. Students who are physically unable to participate in regular activity courses as evidenced by a certificate or letter from a practicing physician are exempt the physical education requirement.

Chipola Junior College firmly believes that reading proficiency is essential if the student is to perform satisfactorily in college. Therefore, certain students whose test scores indicate a lack of the reading skills necessary for successful college work are required to schedule Reading Clinic. This course is designed to develop the reading proficiency of entering students whose test scores indicate an in-

adequacy, and to improve the reading skills of any other students. The course is open to any interested student.

In addition to pre-registration orientation activities, all entering students are required to schedule Freshman Orientation, a one semester hour course during their first semester. Transfer students will also be required to take this course unless they have already completed a similar, comparable or more advanced course elsewhere.

A student is entitled to an honorable dismissal if his financial and disciplinary records are clear. This, in effect, means that the student is not indebted to the college and is not on disciplinary probation or suspension. Honorable dismissal is not synonymous with eligibility to re-enroll because it does not take into consideration scholastic suspension.

The official transcript of the record of a Chipola Junior College student, furnished only at his request, will indicate the student's terminal status. In the absence of any entry to the contrary on his record, the student is entitled to an honorable dismissal and is eligible to re-enroll. If the student is on any type of probation or suspension, his status will be clearly indicated.

Chipola Junior College awards two degrees, the Associate in Arts and the Associate in Applied Science.

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 maintained a scholastic average of 2.00 or better on all work attempted; and must have completed a total of not less than sixty-four semester hours of acceptable college work, the last twenty-four semester hours being taken in residence at Chipola Junior College. The semester hours offered for graduation must include the General Education requirements listed elsewhere in this catalog.

The Associate in Applied Science degree is designed for those students who pursue specialized technical and business courses of study as described in this catalog. The requirements for this degree are the same as for the Associate in Arts except with regard to the General Education requirements. Instead of the General Education requirements, the student must follow one of the curricula listed under Specialized Technical and Business Courses of Study in this catalog.

A certificate may be awarded to those students who complete specialized technical and business courses of study requiring less than sixty-four semester hours.

Students who meet all the requirements for either the Associate in Arts or Associate in Applied Science except the maintenance of the 2.00 scholastic average may be issued a certificate signifying completion of a specified number of semester hours.

The graduation requirements for vocational or certificate programs of study vary with each program. In general, completion of the specified minimum hours of instruction and satisfactory performance are required. Certificates denoting satisfactory completion of the prescribed course of study will be awarded.

## ORIENTATION

## HONORABLE DISMISSAL AND TERMINAL STATUS

## REQUIREMENTS FOR GRADUATION

## GENERAL EDUCATION

Chipola Junior College conceives general education to be the non-specialized and non-vocational parts of a student's education that should be held in common by all well educated persons who are to become good citizens, parents and workers.

The general education program at Chipola Junior College is designed to improve intellectual skills and develop understandings in the broad areas of liberal education which will equip its students for effective personal living and responsible citizenship. This program is also designed to provide students an opportunity to become acquainted with broad areas of subject matter and thus aid them in discovering their own interests and abilities.

The program outlined below is designed to serve both the students whose formal education ends at the junior college level and those whose training will later become highly specialized. Both types of students need broad educational backgrounds; one type because they lack a high degree of specialization, and the other in order to understand and appreciate the relationship of their specialties to the society in which they will live.

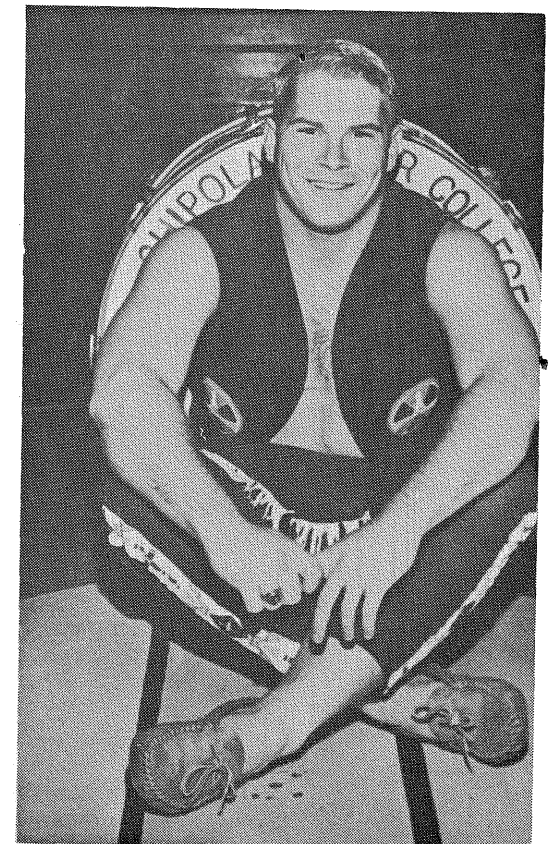
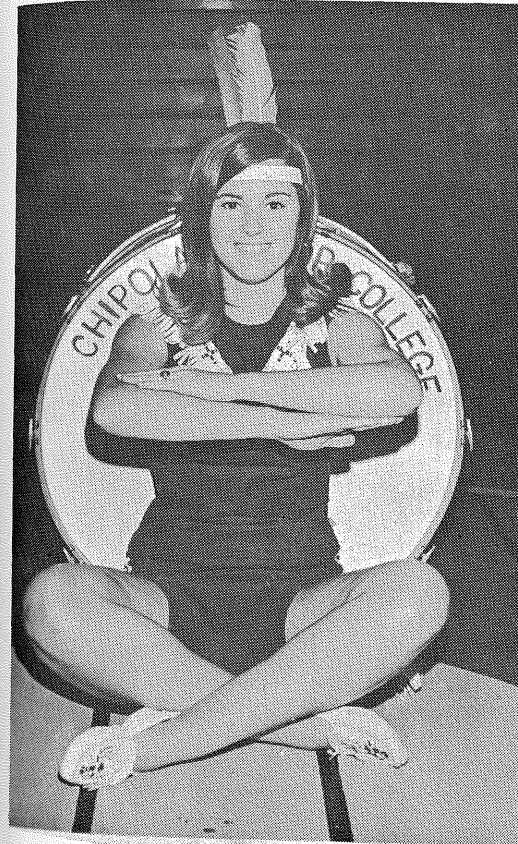
In order to meet the general education requirements for the Associate in Arts degree, the student must complete 41 or more semester hours in six to seven areas. The student must complete not less than 34 semester hours from the various areas as listed under minimum requirements in Areas 1-6 inclusive. From among those courses listed as **Required**, the student must complete at least 6 semester hours from Area 1, at least 6 semester hours from Area 2, at least 3 semester hours from Area 3, at least 8 semester hours (or EN 141-142) from Area 4, at least 6 semester hours from Area 5, and 5 semester hours from Area 6. An additional 7 or more semester hours must be selected from any two or more areas 1-6 inclusive or from Area 7. Semester hours shown in the table below as maximum are the maximum number in that particular area that may be counted toward satisfying the general education requirement of 41 semester hours. Additional semester hours from any area may be counted toward graduation, but not toward meeting the general education requirement.

Although the student may specialize in one or more areas or departments, the degree to which he can do so and meet the general education requirement is limited. For example, a student may elect to take all of the courses listed below under Area 1 under (both **Required** and **Other** Columns). This would total 39 semester hours. Since only 12 hours from this area would count toward meeting the required total of 41 from 6 to 7 areas, the student would have to take not less than 29 additional semester hours from areas 2-7 inclusive. This would involve earning a total of 68 semester hours, 4 more than is required for graduation. Therefore, should a student earn credit for more than 35 semester hours from any one area shown below it

would necessitate earning more than 64 semester hours for graduation.

Should a student earn credit in courses totaling 18 semester hours in Area 2 (The Natural Sciences), only 12 semester hours would apply toward satisfying the general education requirement. The student would need 29 semester hours from among the other area. The same principle applies to all other areas.

The intent of the arrangement of the general education program is to insure a minimum of work in at least six areas, and at the same time allow considerable choice of subjects within the area. It limits but does not prohibit departmental specialization. Students may specialize in any department to the extent normally required of a major during the first two years. However, they must earn not less than 29 of the 64 semester hours from other areas.





The seven areas are:

- Area 1: The Social Sciences
- Area 2: The Natural Sciences
- Area 3: Mathematics
- Area 4: Communication Skills
- Area 5: The Humanities
- Area 6: Personal Development
- Area 7: Foreign Language

- Minimum
- 6 sem. hrs.
- 6 sem. hrs.
- 3 sem. hrs.
- 8 sem. hrs.
- 6 sem. hrs.
- 5 sem. hrs.
- 0 (no minimum)

- Maximum
- 12 sem. hrs.
- 12 sem. hrs.
- 12 sem. hrs.
- 14 sem. hrs.
- 12 sem. hrs.
- 11 sem. hrs.
- 12 sem. hrs.

The required or minimum courses plus other courses allowable toward the maximum in each area are as follows:

#### Required

##### Area 1:

- 6 semester hours from among the following:
- SSC 111-112, Survey of the Social Sciences (3,3)
- HIS 121-122, Western Civilization
- HIS 201-202, American History (3,3)
- POL 211, American Federal Govt. (3)
- POL 212, State and Local Govt. (3)

##### Area 2:

- 6 semester hours from among the following:
- BSC 111-112, General Biology (3,)
- BSC 220, General Zoology (4)
- CHE 150, Introductory Chemistry (3)
- CHE 155-156, General Chemistry (4,4)
- PSC 111-112, Survey of Physical Science (3,3)
- PHY 21-122, General Physics (4,4)

##### Area 3:

- 3 semester hours from among the following:
- MA 115, Fundamental of Mathematics (3)
- MA 140, College Algebra (3)
- MA 150, Plane Trigonometry (3)
- MA 165-166, Integrated Freshman Mathematics (4,4)
- MA 205, Plane Analytic Geometry (3)
- MA 265, Calculus (5)

##### Area 4:

- 8 semester hours from among the following:
- EN 121-122, Communication Skills (4,4)
- EN 141-142, Advanced Freshman English (3,3)

#### Others

- EC 205-206, Principles of Economics (3,3)
- GEO 105, Introd. to Geography (3)
- GEO 205-206, World Geography (3,3)
- SOC 150, Introductory Sociology (3)

- BSC 240, Human Anatomy (3)
- BSC 245, Human Physiology (3)
- BSC 210, General Botany (4)
- PHY 201-202, General Physics (5,5)

- MA 266, Calculus (5)

- EN 265, Advanced Composition (2)
- EN 270, Creative and Critical Writing (2)
- SPE 150, Fundamentals of Speech (3)
- SPE 205, Effective Speaking (3)
- SPE 231, Debate and Argumentation (3)
- SPE 232, Debate and Group Discussion (3)

##### Area 5:

- 6 semester hours from among the following:
- HU 211-212, The Humanities (3,3)\*\*
- OR
- Three courses (9 semester hours) from three departments from courses listed in *Others* column\*\*

- \*\*ART 150, The Purpose of Art (3)
- \*\*ART 210, The Visual Experience (3)
- \*\*EN 211-212, Survey of English Literature (3,3)
- \*\*EN 221-222, Survey of American Literature (3,3)
- \*\*MU 225, Music Appreciation (3)
- \*\*MU 220, Music Skills (3)
- \*\*MU 193-194-293-294, Seminar in Music History, Styles and Forms (4)
- \*\*PHI 160, Introduction to Philosophy (3)

##### Area 6:

- 5 semester hours from among the following:
- OR 100, Freshman Orientation (1)
- Required Physical Education (4)

- HE 125, Personal and Community Health Problems (3)
- PHI 185, Practical Logic
- PHI 205, Elementary Ethics (3)
- PSY 205, General Psychology (3)
- SOC 110, Preparation for Marriage (3)
- SOC 205, Marriage and the Family (3)

##### Area 7:

- (No minimum required)

- FR, 101-102, Elementary French (3,3)
- FR 201-202, Intermediate French (3,3)
- SPA 101-102, Elementary Spanish (3,3)
- SPA 201-202, Intermediate Spanish (3,3)

\* Only six semester hours will fulfill the requirements in Area 4 if EN 141 and 142 are completed.

\*\*At least three courses from at least three of the departments listed (Art, English, Music and Philosophy).

# COURSES OF STUDY

## UNIVERSITY PARALLEL

### COURSES OF STUDY TO ADVANCED DEGREES AT

#### FOUR-YEAR COLLEGES AND UNIVERSITIES

#### GENERAL INFORMATION

Any student who plans to transfer to a four-year college or university after graduation from Chipola Junior College should consult the Dean concerning an approved course of study that will fulfill the requirements of the school to which he expects to transfer. Also, the student may write to the Registrar or Dean of the school he expects to attend after graduation from Chipola for instructions 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.

#### General College

This curriculum should be followed by students who expect to transfer to a four-year college, but have not yet decided upon a definite objective. Also, this curriculum is designed to fulfill the general college or general education requirements of most four-year colleges.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
OR 100	1	HU 211-212	6
PSC 111-112** or BSC111-112*	6	BSC 111-112* or PSC 111-112**	6
Mathematics***	3-4	SPE 205	3
Social Science****	6	Social Science****	6
PE (Required)	2	PE (Required)	2
EN 121-122	8	Electives*****	9
Electives*****	6-9		
	32-36		32

\*BSC 210 or 220 may be substituted.

\*\*CHE 155-156 may be substituted.

\*\*\*Any one course; student may select MA 115, 140, or 165.

\*\*\*\*Any six semester hours in History, Political Science, or Social Science (Survey);

SSC 111-112 is recommended for the freshman year.

\*\*\*\*\*The Dean or other faculty counselor should be consulted concerning elective subjects. In general, they should be in the area of the student's major interest. French and Spanish should be included if the student expects to earn the B.A. or A.B. degree.

#### Pre-Agriculture

This curriculum includes the first two years of work for students who plan to earn a degree in Agriculture or Agriculture Education. It is designed primarily for students who expect to transfer to the University of Florida. Students who plan to transfer to Auburn University or other schools should consult the Dean for a planned program.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
OR 100	1	HU 211-212	6
EN 121-122	8	CHE 155-156***	8
BSC 111-112	6	BSC 210 and 220*	8
Math and PHI 185**	7	Electives****	0-4
SSC 111-112	6	PE (Required)	2
PE (Required)	2	EC205-206	6
Electives*****	0-4		
	30-34		30-34

\*Student may elect to take only BSC 210 and 220 if eligible to do so. However,

General Biology, General Botany and General Zoology are recommended.

\*\*MA 165 meets the minimum requirement. However, MA 140 and 150 may be substituted.

\*\*\*CHE 150 should be pursued during the Freshman year if student's record and test scores indicate a weakness in Chemistry or Mathematics.

\*\*\*\*Recommended electives include ACC 201, ENG 205, PHY 121-122, SPE 205, courses from the Humanities area, and BSC 225.

The program of study outlined is recommended for those students planning to work toward a degree in Business Administration, Business Administration-Law combination, or Public Administration.

#### Pre-Business Administration

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	ACC 201-202	6
PSY 205 or PHI 185*	3	EC 205-206	6
Mathematics**	4	HU 211-212	6
BSC 111-112 or PSC 111-112	6	MA 220	3
OR 100 and PE (Required)	3	BUS 225	3
Social Science***	6	PE (Required)	2
CSC 215 or Elective****	3	CSC 217 or Elective****	2-3
	33	SPE 205****	3
			31-32

\*PSY 205 for transfers to Florida State University; PHI 185 for transfers to University of Florida.

\*\*MA 165 is recommended as the minimum for all students; 140 and 150 or 165-166 is recommended for all students.

\*\*\*Students planning to transfer to Florida State University should schedule HIS 121-122; those transferring to the University of Florida need SSC 111-112 or POL 211-212.

\*\*\*\*CSC 215 and 217 (Computer Programming courses) are recommended, SPE 205 may be pursued during the second semester of the Freshman year. If CSC courses not pursued, additional math courses are suggested.

This is the recommended curriculum for students planning to work toward a degree in Elementary or Secondary Education. Curricula for Agricultural Education and Home Economics Education are listed elsewhere in this section. This curriculum does not apply to Art or Music Education.

#### Pre-Education

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
PSC 111-112 or BSC 111-112*	6	BSC 111-112 or PSC 111-112*	6
OR 100	1	Social Science***	6
PSY 205**	3	PE (Required)	2
MA 115 or 140*	3	SPE 205 or 150	3
Social Science***	6	Electives****	9
PE (Required)	2		
Electives****	3-6		
	32-35		32

\*Chemistry should be pursued instead of PSC 111-112 if student plans to teach Science in the secondary school. BSC 210 and 220 should be pursued instead of BSC 111-11 if the student expects to have Science as a major field. Student should take MA165-166 instead of 115 or 140 if he expects to teach Mathematics; this necessitate taking MA 255-256 during the Sophomore year instead of other work shown above.

\*\*PSY 205 is required for all students who intend to teach. It should be scheduled for either the second semester of the Freshman year or the first semester of the Sophomore year.

\*\*\*Students planning to transfer to Florida State University need HIS 121-122, plus two or more courses in Sociology, Political Science, Economics or Geography.

Students planning to transfer to Troy State University need HIS 201-202, SOC 150, and GEO 205. If the student plans to teach in the Social Science area, SSC 111-112 should be omitted, and he should take as much work as possible in History, Geography, Sociology, Political Science and Economics; at least one course in each subject should be scheduled, preferably two.

\*\*\*ED 150 during the Freshman year is recommended for all students except those planning to transfer to Troy State University. Any student who plans to teach in secondary school should schedule electives in his subject area. For example, English majors should schedule EN 211-212 and 221-222. All elementary teachers should schedule MU 220 unless they have had extensive musical training. MA 235 and 236 should be scheduled by all elementary education majors who plan to transfer to either Florida State or the University of Florida; these courses are recommended for all elementary education majors.

Note: All students planning to become teachers should cover specific course schedule plans for the college or university to which they expect to transfer. Programs vary considerably depending upon the transfer institution for elementary major's and upon both the transfer institution and the subject major for secondary teachers.

## Pre-Engineering

The program outlined below is designed primarily for students who plan to transfer to the University of Florida and earn a degree in some field of Engineering. Footnotes give necessary variations for students who plan to transfer to Auburn University. Students planning to transfer to any other college should consult the Dean for a planned program.

FRESHMAN YEAR	Sem.	Hrs.	SOPHOMORE YEAR	Sem.	Hrs.
EN 121-122		8	HU 211-212****		6
MA 165-166*		8	MA 265-266		10
Social Science***		6	PHY 201-202**		10
CHE 155-156**		8	ENG 205-206*****		6
PE (Required)		2	PE (Required)		2
OR 100		1			
		<u>33</u>			<u>34</u>

\*Students qualified to take a course more advanced than MA 165 should do so. Therefore students who complete MA 266 prior to the third semester should take MA 295. Students' first math course may be MA 205 or MA 265, if qualified. MA 140, 150, and 205 may be substituted to MA 165-166.

\*\*Students not qualified to take Chemistry 155 on entrance will be required to take CHE 150 as a prerequisite.

\*\*\*SSC 111-112 is recommended for students planning to transfer to University of Florida; other subjects such as Political Science and Economics are acceptable. Students planning to transfer to Auburn University should schedule EC 205 and either HIS 201 or 202.

\*\*\*\*Students planning to transfer to Auburn University should take GEO 205 and SPE 205 instead of HU 211-212. However, HU 211-212 are required for graduation from Chipola.

\*\*\*\*ENG 205-206 may be pursued during the Freshman year but the Sophomore year is recommended. If it is taken during the Freshman year, Social Science should be pursued during the Sophomore year.

The curriculum outlined below is primarily for those students who plan to transfer to the University and earn a degree in Forestry\*. Students who plan to earn a degree in Forestry at Auburn University or other schools should consult the Dean for a planned program of study.

## Pre-Forestry

FRESHMAN YEAR	Sem.	Hrs.	SOPHOMORE YEAR	Sem.	Hrs.
EN 121-122		8	HU 211-212		6
MA 165-166		8	CHE 155-156		8
SSC 111-112		6	EC 205- 206		6
BSC 111-112***		6	Elective**		0-3
OR 100 & PE (Required)		3	BSC 210 and 220***		8-4
PHI 185		3	PE (Required)		2
			FOR 205		2
		<u>34</u>			<u>32-36</u>

\*For general forestry and wild life management. Students planning to major in forest products technology should omit EC 205-206 and BSC 220; instead they should take Calculus (MA 265-266) and Engineering Graphics (ENG 205-206).

\*\*Suggested electives include ENG 205, SPE 205, MA 220, MA 265, JOU 150, and CSC 215.

\*\*\* BSC 111-112 is needed only as preparation for BSC 210 and 220, students with a good preparation in Biology should take PHY 121 or 121-122 instead of BSC 111-112; only BSC111 may be necessary for some students.

The course of study listed below is recommended for all students who plan to earn a degree in Home Economics or Home Economics Education.\*

## Pre-Home Economics

FRESHMAN YEAR	Sem.	Hrs.	SOPHOMORE YEAR	Sem.	Hrs.
EN 121-122		8	See* (Below).		
BSC 111-112		6			
CHE 155-156**		8			
MA 140		3			
PSY 205		3			
SSC 111 or SOC 150		3			
PE (Required)		2			
OR 100		1			
		<u>34</u>			

\*Since Chipola presently offers only one professional course in Home Economics it is recommended that the student transfer to a college offering such courses after two or three semesters. Additional work applicable toward a degree in this field is offered at Chipola, but the student will be handicapped by not being able to take Freshman and Sophomore level professional courses until the Junior year. If the student takes more than two semesters of work at Chipola, Humanities 211-212, History 121-122, Economics 205, Sociology 150, and Speech 205 and HEC 110 should be scheduled.

\*\*If the student is not eligible to take Chemistry 155 on entering college, CHE 150 should be scheduled as a prerequisite. This might necessitate the postponement of Chemistry to the Sophomore year. Some Home Economics curricula require only 4 semester hours in Chemistry, some curricula require CHE 155 and CHE 205.



## Pre- Law

This is the recommended course of study for students who expect to earn the bachelor's degree and subsequently enter a school of law. However, those planning to combine business administration and law should follow the business administration curricula.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
PSC 111-112 or BSC 111-112**	6	BSC 111-112 or PSC 111-112**	6
MA 115 or 140	3	SPE 205 and PSY 205	6
HIS 201-202 or POL 211-212	6	POL 211-212 or HIS 201-202	6
FR 101-102 or Electives*	6	FR 201-202 or Electives*	6
PE and OR 100	3	PE (Required)	2
	32		32

\*Foreign language is required if the student elects to earn the B.A. or A.B. degree prior to entering law school; also, some law schools require foreign language for entrance. The University of Florida does not require foreign language for entrance to law school. If the student elects to take other subjects instead of French, the 12 or more semester hours should be selected from ACC 201-202, EC 205-206, and HIS 121-122. PHI 185 should be scheduled if the student plans to transfer to the University of Florida.

\*\*Student may elect to take only BSC 111-112 or PSC 111-112; if so, EC 205-206 for the Sophomore year is recommended.

## Art or Art Education

The curriculum outlined below is recommended for all students who plan to earn a degree in Art or Art Education.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	ART 225-226	6
BSC 111-112 or PSC 111-112	6	HIS 121-122	6
ART 150	3	HU 211-212***	6
MA 115 or PSY 205	3	PE (Required)	2
PE and OR 110	3	PSY 205 or MA 115	3
ART 115-116	6	ART 141-142**	6
Electives**	3-6	ART 210	3
	32-35		32

\*Foreign language is sometimes required for the A.B. or B.A. Degree in Art.

\*\*Art 141-142 may be scheduled either Freshman or Sophomore year; it is not normally required for Art Education. If the student expects to transfer to a college requiring a foreign language, SPA 101-102 and 201-202 or FR 101-102 and 201-202 should be scheduled instead of some of the courses listed above.

\*\*Six semester hours from two departments including MU 225, MU 230, EN 211, EN 212, EN 221, and PHI 160 may be substituted.

The curriculum outlined below is recommended for students who plan to major in Music or Music Education.\*

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	MU 201-202, 211-222, & 231-232	10
PE and OR 100	3	Applied Music**	4-6
MU 101-102, 121-122, & 131-132	10	Music Organization***	2
Applied Music**	6-4	MU 293-294	2
Music Organization***	2	HIS 121-122	6
Restricted Electives****	3	Restricted Electives****	6
MU 193-194	2	PE (Required)	2
	34-32		32-34

\*Students following this curriculum will not meet Chipola's graduation requirements. However, these interested in doing so should consult requirements, plan to attend a summer session, and schedule required courses.

\*\*See MU 151-152-251-252 and 161-162-261-262.

\*\*\*See MU 105-106-205-206, 107-108-207-208, 109-110-209-210, 115-116-215-216, and 117-118-217-218.

\*\*\*\*Courses to be pursued depend on whether student plans to earn a degree in Music or Music Education, and on whether major emphasis will be vocal or instrumental. All majors should include PSY 205 and either MA 115 or SPE 150. Prospective handmasters should include MU 171-172, 181-182, 191-192, and 275. Additional work in General Education is recommended for all majors.

The first two years work for students who plan to enter schools of medicine or denistry. Pre-medical students planning to enter schools requiring a foreign language must schedule French or German during the third and fourth years.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR*	Sem. Hrs.
EN 121-122	8	HU 211-212	6
MA 165-166	8	CHE 221-222	9
CHE 155-156	8	PHY 121-122	8
Biological Science**	6-8	Social Science***	6
PE and OR 100	3	Biological Science**	3-8
	33-35	PE (Required)	2
			34-39

\*Six or more hours during a summer session is often necessary in order to complete this curriculum. PSY 205 should be added if a summer session is included.

\*\*Some students may be required to take BSC 111 or 111-112 (General Biology) as preparation for BSC 210 220. If so, a total of 14 to 17 hours in this area would be scheduled. The minimum recommended is BSC 210, 220 and 225 plus BSC 111 if needed as a prerequisite. BSC 240 and 245 should be scheduled if possible.

\*\*\*HIS 121-122, HIS 201-202, POL 211-212, or SSC 111-112.

The first two years of work for students who plan to enter a school of pharmacy.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
BSC 111-112 or 210-220*	6-8	CHE 221-222	9
CHE 155-156	8	PHY 121-122	8
MA 165-166	8	Social Science**	6
PE and OR 100	3	PE (Required)	2
	31-33	Elective***	3-4
			34

## Pre-Pharmacy

## Pre-Medical and Pre-Dental

- \* BSC 210 and 220 are recommended . BSC 111 or 111-112 may be needed as a pre-requisite for 210 or 220  
 \*\*SSC 111-112, HIS 201-202, or POL 211-212 are recommended.  
 \*\*\* PHI 185 is recommended. BSC 210 or 220 may be postponed to sophomore year if BSC 111 or 111-112 is pursued during freshman year.

### Pre-Optometry

The first two years of work for students who plan to enter a school of optometry.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
MA 140 and 150	6	CHE 155-156	8
BSC 111-112	6	PHY 121-122	4
HIS 121-122	6	BSC 220	4
PSY 205	3	PSY 206	3
PE and OR 100	3	SOC 150 or BSC 240	3
		PE (Required)	2
	32		34

### Medical Technology

The curriculum outlined below is recommended for all students who plan to become medical or laboratory technicians. It is designed for those students who plan to earn the bachelor's degree and for those who expect to enter a hospital or technical school for further training.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
SSC 111-112 or HIS 121-122	6	BSC 225 and 230	6
MA 140 or 165	3-4	CHE 205 and 250	7
CHE 155-156	8	PSY 205	3
BSC 111-112*	3-6	PHY 121	4
OR 100 and PE (Required)	3	PE (Required)	2
		Elective**	4-6
	31-35		32-34

- \*BSC 111 is a prerequisite for BSC 225 and BSC 230, both BSC 111 and 112 are recommended if schedule permits.  
 \*\*Additional course in Math, Social Science, or Speech is required to meet general education requirements.

### Pre-Journalism and Communications

The first two years of work for students who expect to enter schools of journalism or journalism and communications.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	HU 211-212	6
PSC 111-112 or BSC 111-112	6	BSC 111 or PSC 111	3
MA 115	3	POL 211-212	6
PHI 185 or PSY 205	3	HIS 201-202	6
JOU 171-172 or 181-182	2	JOU 261-262	4
OR 100 and PE (Required)	3	PE (Required)	2
SSC 111-112 or HIS 121-122	6	EC 205 and SPE 205	6
JOU 150	2		
	33		33

### Nursing

Chipola Junior College now offers most of the courses required during the first two years for those students who desire to earn a bachelor's degree in Nursing. Also, the college offers work recommended for those students who desire some college training prior to entering a hospital school for the Registered Nurses' course. We

recommmend that the student spend from two to four semesters at Chipola, depending upon her specific objectives in the field and plans for future training. All students interested in Nursing should contact the Dean for a course of study to follow while at Chipola.

The Practical Nurses course is offered as a vocational or non-college level offering.

Students interested in working toward a degree in Occupational or Physical Therapy should consult the Dean for a planned pprogram. Chipola offers most of the required courses for the first two years of both curricula. Students may complete two years at Chipola and transfer to professional schools as juniors with only minor scheduling difficulties.

Students planning to become ministers should consult the Dean concerning a course of study to follow. In general, these students should follow the General College Course, and take elective subjects in History, Sociology, English, Philosophy, or Psychology. However a program will vary considerably for individual students and their plans for the future.

Students interested in working toward a degree in Social Welfare should consult the Dean for a planned program. Courses to be scheduled depend upon the four-year college to which the student expects to transfer. In general, students may schedule two full years at Chipola and transfer as juniors.

Students interested in becoming librarians should consult the Dean for a planned program. In most instances the student who takes work at Chipola will transfer to a four-year college offering the professional courses required for certification as a school librarian. They will be enrolled in a school of arts and science or a school of education. The degree in library science is now, in most instances, a graduate degree. Chipola offers the first two years of work applicable toward the baccalaureate degree in either arts and science or education with librarian certification.

Students interested in Veterinary Medicine should consult the Dean. Chipola offers most all of the required first two years work except courses in Agriculture. Most students should transfer after two or three semesters at Chipola.

Since the first two years of most Architecture curricula require professional courses not offered at Chipola, it is recommended that students working toward this degree spend only two semesters at Chipola. However, in some instances the student may profitably spend four semesters at Chipola. The Dean should be consulted for a planned program.

### Occupational or Physical Therapy

### Pre-Ministerial

### Pre-Social Welfare

### Library Science

### Pre-Veterinary Medicine

### Pre-Architecture

Library  
 Chipola Jr. College  
 Marianna, Florida

## SPECIALIZED TECHNICAL AND BUSINESS COURSES OF STUDY

### GENERAL INFORMATION

The courses of study listed below are 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 the requirements for a four-year or professional degree. The aim of the planned programs of study listed below is to help the student to become employable, and preferably in this geographical area.

Attention is called to the fact that these courses of study list many of the same subjects contained in the programs planned for those students who plan to earn four-year degrees. There are no separate classes for terminal students; also, there are no specific courses or subjects open only to terminal or university parallel students. However, certain courses are designed primarily for the technical students and are not intended to apply toward the baccalaureate degree program. The arrangement of courses or subjects in the curricula below is specifically for terminal students.

### Drafting and Design Technology

This course of study is designed for the students who desire employment as technicians in industry or government service after two years of college.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	ENG 201-202	12
MA 115 and 140 or 140 and 150*	6	MA 150 or 205*	3
PHY 111-112	6	HIS 201-202 or POL 211-212	6
ENG 101-102	10	PSY 200 or 205	3
ENG 100	1	ENG 210	3
OR 100	1	ENG 260	2
PE (Required)	2	PE (Required)	2
	34		31

\*Mathematics course to be scheduled depend upon the student's background and achievement. If qualified to do so, the student should take MA 140, MA 150, and MA 205. If MA 115 is necessary as a prerequisite for MA 140, the student would schedule MA 115, MA 140, and MA 150.

### Electronics Technology

This course of study is designed for the students who desire employment as technicians in industry or government service after two years of college.

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	MA 150 or 205*	3
MA 115 and 140 or 140 and 150*	6	EL 201-202 and 205	13
PHY 111-112	6	HIS 201-202 or POL 211-212	6
EL 101-102	10	ENG 101	5
OR 100	1	ENG 260	2
ENG 100	1	PSY 200 or 205	3
PE (Required)	2	PE (Required)	2
	34		34

\*Mathematics courses to be scheduled depend upon the student's background and achievement. If qualified to do so, the student should take MA 140, MA150 and MA 205. If MA 115 is necessary as a prerequisite for MA 140, the student should schedule MA 115, MA 140, and MA 150.

This course of study is designed for students who desire to obtain employment in industry or government service as engineering or mathematics aides after two years of college.

## Engineering or Mathematics Aide

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	PHY 201-202*	10
MA 165-166*	9	MA 265-266	10
SSC 111-112**	6	ENG 205-206 or 101-102	6-10
PSC 111-112 or CHE 155-156***	6-8	ENG 215	3
PE and OR 100	3	PSY 205	3
ENG 100	1	PE (Required)	2
	32-34		32-38

\*Mathematics courses depend upon student's background. If the student is not qualified to take MA 165 on entrance, MA 115 must be scheduled as a prerequisite. Students who are unable to schedule the MA 165-166 courses may schedule MA 140, MA 150, and MA 205. A minimum of 15 semester hours is required, but 18 or more semester hours are recommended. Students who do not take Calculus (MA 265-266) must schedule MA 140, MA 150, MA 205, and MA 220. If Calculus is not scheduled, PHY 121-122 must be substituted for PHY 201-202.

\*\*HIS 201-202 or POL 211-212 may be substituted.

\*\*\*PSC 111-112 is recommended unless student has special interest in Chemistry.

This course of study is designed for those students who plan to become employed as technicians with industry or government services. Since the program is being introduced in 1968-69, some sophomore or second year courses will not be offered until 1969-70.

## Civil Engineer- ing Technology

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	ENG 210 and 215	6
MA 140 and 150*	6	ENG 250 and 260	6
PHY 111	3	ENG 225, 230 and 270	9
ENG 100, 101 and 102	11	POL 211	3
ENG 150	3	PSY 200 or 205	3
PE and OR 100	3	PE (Required)	2
	34	Elective**	3
			32

\*Those students not qualified for MA 140 on entrance must take MA 115 as a prerequisite.

\*\*MA 205 (Plane Analytic Geometry) or MA 215 (Introduction to Computer Programming) are recommended electives.



## Chemical Technology

The curriculum outlined below is designed for students who desire employment as chemical technicians or aides after two years of college work. Some of the sophomore or second year courses in chemistry may not be offered until 1969-70.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HIS 201-202 or POL 211-212	6
MA 140 and 150*	6	ENG 210 and 260	5
PHY 111-112	6	PSY 200 or 205	3
CHE 150 and 155 or 155-156	7-8	CHE 156, 205 and 255	12
PE and OR 100	3	or	
Elective**	0-3	CHE 205 and 255	(8)
		MA 215	3
		PE (Required)	2
		Elective(s)**	3-6
			34-33

\*Students not qualified to begin with MA 140 must take 115 as a prerequisite  
 \*\*Recommended electives include ENG 100, ENG 215, MA 205, MA 220 and SPE 205.

## General Business

This curriculum is designed for students who plan to enter general business occupations after two years of college.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
BUS 125*	3	ACC 201-202	6
Mathematics**	3	BUS 251-252	6
EC 205-206	6	BUS 270 and 280	6
BUS 101 or 102***	2	BUS 225	3
BUS 261-262 or Electives****	6	SPE 205 or PSY 205	3
PSY 205 or SPE 205	3	PE(Required)	2
PE and OR 100	3		
	34		32

\*Student should schedule BUS 125 during first semester.  
 \*\*MA 115 will meet the minimum requirements; MA 140 or 165 is recommended if student is eligible.  
 \*\*\*BUS 101 for those who have had no typewriting in high school; BUS 102 for those who have had one or more years.  
 \*\*\*\*BUS 261-262 are recommended for all students unless they elect to take courses dealing with computers (MA 215 or 270).

## Accounting

This curriculum is designed for those students who desire to begin work in the field of accounting after two years of college.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
ACC 201-202	6	ACC 210, 220, 230	9
EC 205-206	6	BUS 251-252	6
MA 115 or 140*	3	BUS 270 and 280	6
PSY 205	3	BUS 261 or 225	3
BUS 101 or 102*	2	PE (Required)	2
BUS 225 or 261	3	Elective**	0-3
PE and OR 100	3		
	34		32-35

\*BUS 101 for those students who have had no typewriting in high school; BUS 102 for those who have had one or more years in high school.  
 \*\*MA 215 is recommended if student takes an elective. In this case student should take either MA 140 or MA 165 during freshman year.

This course of study is designed for those students who aspire to mid-management positions in the sales or distribution fields.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	BUS 251-252	6
MA 115 or 140	3	BUS 270	3
BUS 125	3	PSY 205	3
SSC 111-112	6	SPE 205	3
DMM 140	3	EC 205-206	6
DMM 150 and 160	6	DMM 200 and 250	6
OR 100	1	MA 118	3
PE (Required)	2	PE (Required)	2
	32		32

This course of study is designed to prepare the student for employment as a Mental Retardation Professional Associate at Florida's Sunland Training Centers and other similar institutions.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
BSC 111-112	6	PSY 205-206	6
MA 115	3	POL 212	3
HE 125	3	SPE 205	3
SOC 150	3	MR 201 and 211	6
MR 101, 102, and 112	6	MR 202 and 212	6
OR 100	1	PE (Required)	2
PE (Required)	2		
	32		32

The course of study listed below is designed for students seeking employment as teacher aides or para-professionals in the public elementary or secondary schools.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem. Hrs.
EN 121-122	8	HU 211-212	6
BSC 111-112 or PSC 111-112	6	PSY 206-207	6
MA 115	3	ACC 150 or 201	3
ED 150	3	BUS 230*	3
PSY 205	3	PE 220	2
BUS 101 and 102*	4	SOC 150	3
HE 125	3	ED 250	3
OR 100	1	Social Science Electives*	6
PE (Required)	2	PE (Required)	2
	***33		***34

\*Entering students should take BUS 102 (Advanced Typewriting) if qualified to do so. If BUS 101 (Elementary Typewriting) is not required, BUS 230 may be pursued during freshman year. If this allows electives, additional PE courses should be pursued.

\*\*Students must take two courses (6 semester hours) from among HIS 121-122, HIS 201-202, POL 211-212, and SSC 111-112.

\*\*\*The minimum number of hours required for graduation and the Associate in Applied Science degree is 64. This curriculum requires 65 or 67 depending upon whether or not student takes both BUS 101 and 102.

## Distributive Mid-Management

## Mental Retardation Profession Associate

## Teacher Aide

## Secretarial

This curriculum is designed for those students who desire to enter employment as a secretary after two years of college work.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		Sem Hrs.
EN 121-122	8	HU 211-212	6
BUS 101-102 or Electives*	4-3	ACC 150 or 201	3
BUS 111-112 or Electives*	6	BUS 251-252 or EC 205-206	6
SSC 111-112	6	BUS 215 and 230**	6
MA 115	3	BUS 225 and 240**	6
PE and OR 100	3	PE (Required)	2
Electives*	3	Electives*	6
	33-32		32

\*Exemption examinations are provided in typewriting and shorthand so that elementary subjects will not be repeated and more advanced subjects may be scheduled. Students with two years of both typewriting and shorthand in high school may be eligible to begin with BUS 215 and BUS 230; if so, electives should be scheduled instead of beginning and intermediate courses. Recommended electives include MA 118 and either EC 205-206 or BUS 251-252; other recommended electives include HE 125 and PSY 200 or 205.

\*\*BUS 261-262 may be substituted for any two of these courses.

## One Year Stenographic

This curriculum is designed for students who plan to seek clerical or stenographic employment after one year of college. It does not lead to the Associate in Arts diploma unless the student subsequently re-enrolls and follows the Secretarial curriculum.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		
EN 121-122	8	Students completing this curriculum who decide to attend for a second year should follow the Secretarial curriculum.	
BUS 111-112 or Electives*	6		
BUS 102**	2		
ACC 150 or 201	3		
BUS 230 and 240	6		
BUS 125	3		
MA 115	3		
PE and OR 100	3		
	33		

\*Shorthand courses to be pursued depends on work completed in high school. Some students may be able to begin with BUS 112; if so, BUS 215 may be scheduled.

\*\*Students pursuing this curriculum should have had not less than one year of typewriting in secondary school. Therefore, only Advanced Typewriting should be needed.

## One Year Data Processing

This course of study is designed for students who desire employment in this area of business or government service after one year in college.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. Hrs.		
EN 121-122	8	Students completing this curriculum who decide to attend for a second year should follow the Secretarial curriculum.	
ACC 201 or 150	3		
BUS 261-262	6		
BUS 225 or 240*	3		
BUS 230*	3		
MA 115	3		
BUS 125	3		
OR 100 and PE	3		
	32		

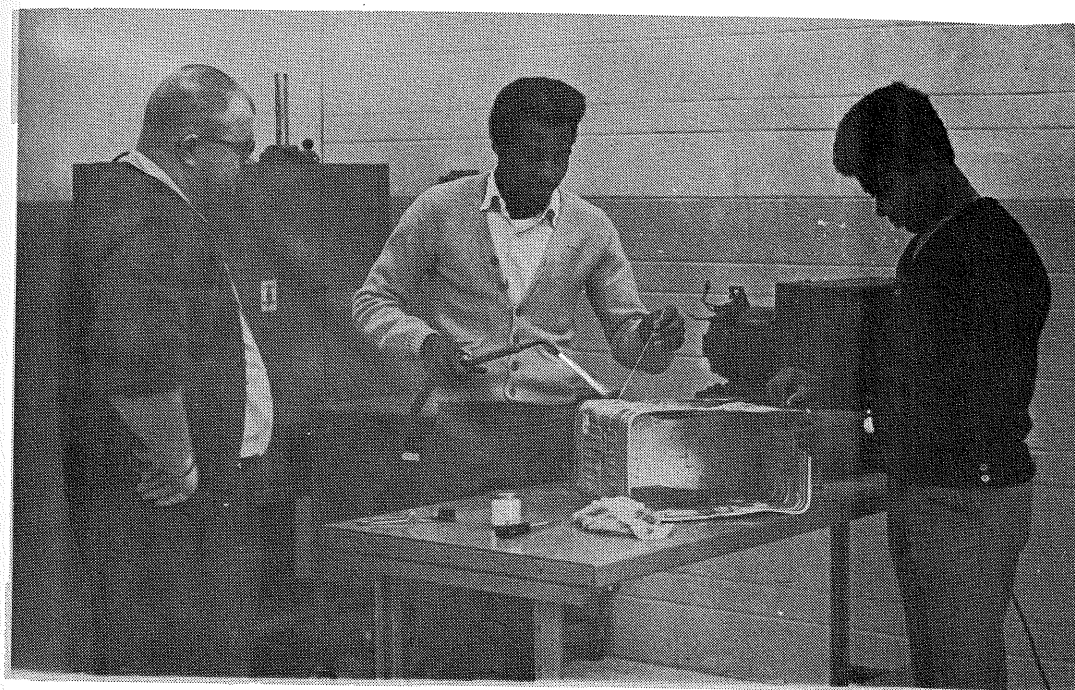
\*Basic skills in Typewriting are assumed. However, if the student does not have these skills, BUS 102 or BUS 101 and 102 must be scheduled in lieu of BUS 225, 230, or 240.

## VOCATIONAL COURSES OF STUDY

These courses of study consist chiefly of preparatory training for employment in trades or skilled occupations. Classes are scheduled during the day, five days each week for six hours or class periods per day. Students may enroll on a full-time or half-time basis. Currently enrolled high school students may enroll on a half-time basis provided proper arrangements are made with their high school principal concerning class schedule and transportation.

An expansion of these programs to include evening classes for adults is planned for future years. Further expansion to include extension or in-service training for persons employed in trades or skilled occupations is also planned. Short courses of less than one year's duration are planned as soon as facilities and instructors are available.

For 1968-69, the programs show below will be offered. The length of the program is indicated by the hours of instruction. Instruction in most areas will be for two semesters plus one six week summer term, or 1200 hours per year. High school students will be able to complete 1080 hours of instruction during two regular school years. The Practical Nursing course extends year around for a total of 1420 hours of instruction.



## GENERAL INFORMATION

The time necessary for completion of a prescribed course of study depends on the program. Certificates of completion will be awarded for one year (1200 hours) or two years (2400 hours) in some programs.

For initial enrollment for any program, the fall semester is preferable. Entering students may be accepted only in the fall for Practical Nursing. For other programs entering students may be accepted effective the spring semester. For some programs students may enter effective the first term of the summer session. Details concerning enrollment for any course, including admission requirements, will be furnished on request.

Courses of study listed below are those planned for 1968-69. Descriptions of course offerings are found in the section of this catalog titled Vocational Course Offerings.

1. Air Conditioning, Refrigeration and Heating, 1200 or 2400 hours.
2. Appliance Service, 1200 hours.
3. Automotive Mechanics, 1200 or 2400 hours.
4. Cosmetology, 1200 hours.
5. Distributive Education, 1200 or 2400 hours.
  - a. Advertising
  - b. Applied Sales Psychology
  - c. Business Management
  - d. Cashiering for Salespeople
  - e. Display
  - f. Merchandising and Buying
  - g. Principles of Retailing
  - h. Sales Promotion
  - i. Techniques of Selling
6. Electricity, Industrial, 1200 hours.
7. Electric Motor and Generator Mechanics, 1200 hours.
8. Electric wiring 1200 hours.
9. Electronics (for high school students), 1080 hours.
10. Practical Nursing, 1440 hours.
11. Radio and Television Service, 2400 hours.
12. Welding, 1200 or 2400 hours.

## ADULT COURSES OF STUDY

The Adult Division offers non-college level courses of study in the areas of elementary and general continuation high school. Short, non-credit and special interest courses are offered on demand. Enrollment is limited to adults, married students, or other students eighteen years of age or older and recommended by a high school principal. For further information concerning Adult Division work, interested students should contact the Director of Adult Education.

## COLLEGE COURSE OFFERINGS

The following are the official catalog course abbreviations used by Chipola Junior College:

### GENERAL INFORMATION

ACC (Accounting)	HIS (History)
ART (Art)	HU (Humanities)
BSC (Biological Science)	JOU (Journalism)
BUS (Business)	MA (Mathematics)
CHE (Chemistry)	MR (Mental Retardation)
CSC (Computer Science)	MU (Music)
DMM (Distributive Mid-Management)	NSC (Natural Science)
EC (Economics)	OR (Orientation)
ED (Education)	PE (Physical Education)
EL (Electronics)	PHI (Philosophy)
EN (English)	PSC (Physical Science)
ENG (Engineering)	PHY (Physics)
FR (French)	POL (Political Science)
FOR (Forestry)	PSY (Psychology)
GEO Geography	RC (Reading Clinic)
GSE (Guided Studies English)	SSC (Social Science)
GSR (Guided Studies Reading)	SOC (Sociology)
GSM (Guided Studies Mathematics)	SPA (Spanish)
GSS (Guided Studies Social Science)	SPE (Speech)
HE (Health)	





Catalog numbers ending with the numeral (1) indicate that the course is ordinarily to be considered as the first part of a continuation course consisting of two semester's work; the catalog number of the second part of the course ends with the numeral (2). However, granting credit in these courses is not necessarily dependent upon completing the sequence.

Courses numbered 100 through 199 are primarily for Freshmen; courses numbered 200 through 299 are primarily for Sophomores. However, there are no restrictions concerning taking certain courses except the noted prerequisites. In general, courses requiring no prerequisites are open to all students regardless of the catalog number. Courses numbered below 100 are of a remedial nature and do not count toward graduation.

The letter M following the course number on the permanent record or transcript indicates a modification of the course as described in the catalog. This modification consists of a shortening of the course so far as semester hours credit is concerned. Thus, EN 121M denotes a modification of that course for which less than 4 semester hours credit is allowed.

The figures 1, 2, 3, or D, in parentheses, following the description title of the course indicate when the course is to be offered. (1) denotes offered during the Fall semester; (2) denotes Spring semester; (3) denotes Summer Session; and (D) denotes offered on demand. The College reserves the right to withdraw any course for which demand seems insufficient. Also, the figures designating when a course is to be offered are not to be construed as a guarantee on the part of the college.

## ACCOUNTING

### ACC 150. Secretarial Accounting (D).

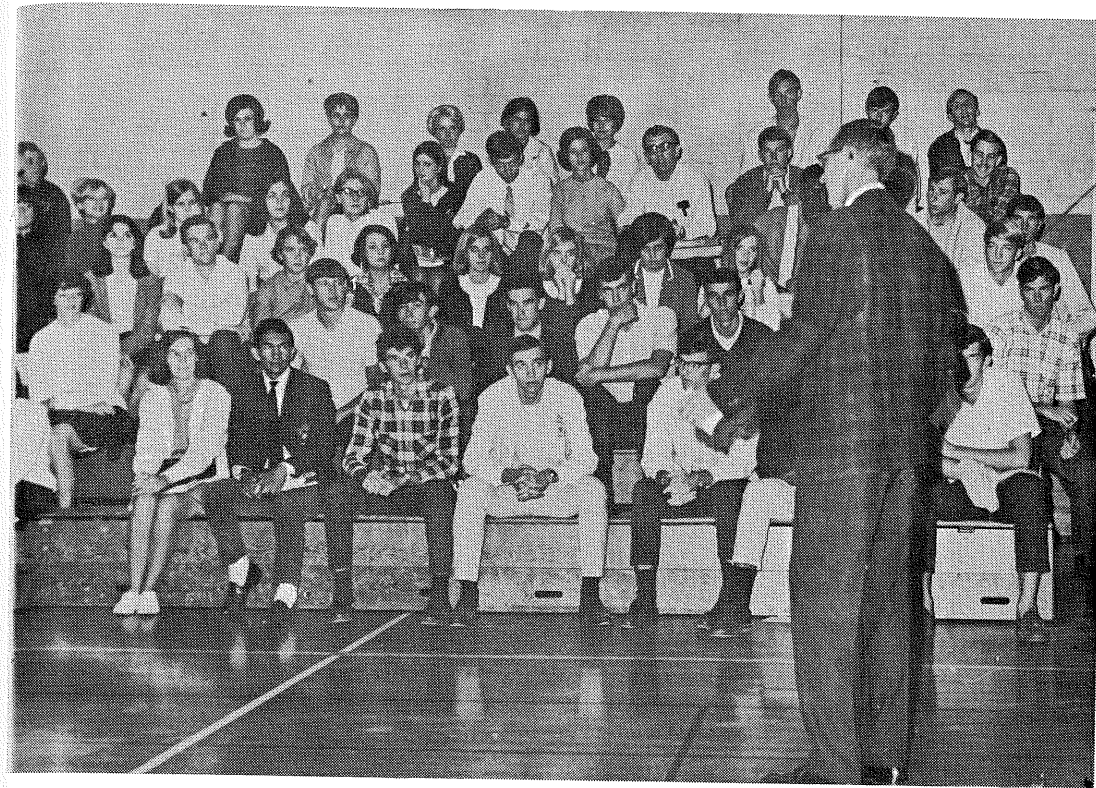
A one-semester course for secretarial and other terminal students who wish to secure a knowledge of elementary accounting and office records. This course is not recommended for accounting majors, pre-business administration majors, open for credit to students who have completed either ACC 201 or ACC 202. 3 semester hours credit.

### ACC 201. Elementary Accounting. (1,2,3)

An introductory course designed to provide basic knowledge of business practices and accounting. The course includes the theory of modern accounts, the procedure of recording and reporting business transactions, and one or more practice sets. Prerequisite: Consent of department. 3 semester hours credit.

### ACC 202. Elementary Accounting. (2,3)

A continuation of the 201 course emphasizing more detailed or complex accounting systems. Included are partnership and corporation accounting systems and a study of stocks and dividends, bonds, cost, special reports and subsidiaries. Prerequisite: ACC 201. 3 semester hours credit.



Federal income tax law and related management and accounting problems. This course is designed for terminal students. Prerequisite: ACC 202 or equivalent. 3 semester hours credit.

### ACC 210. Tax Accounting. (D)

The accumulation of costs for control, use of cost information in decision making, and the uses of accounting as a tool to be used by management. This course is designed for terminal students. Prerequisite: ACC 202 or equivalent. 3 semester hours credit.

### ACC 220. Managerial Accounting. (D)

A study of fundamental processes, working capital, noncurrent assets and liabilities, stockholder's equity, and analytical processes of accounting. This course is designed for terminal students. Prerequisite: ACC 202 or equivalent. 3 semester hours credit.

### ACC 230. Intermediate Accounting. (D)

### ART ART. 115. Introductory Drawing. (1,3)

Graphic study of the structure, movement, and rhythm of the human figure as it relates to drawing graphic expression. Six hours lecture and studio per week. 3 semester hours credit.

**ART 116.**  
**Introductory**  
**Drawing. (2,3)**

A continuation of ART 115 with emphasis placed upon spatial description through perspective and other means with greater exploration of the drawing processes through mixed technique. Prerequisite: ART 115 or consent of instructor. Six hours lecture and studio per week. 3 semester hours credit.

**ART 131.**  
**Introduction to**  
**Ceramics (1)**

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. 2 semester hours credit.

**ART 132.**  
**Introduction to**  
**Ceramics (2)**

A continuation of ART 131, but with more opportunity for the student to perfect the techniques found most interesting, and to work on individual projects of own choosing. Prerequisite: ART 131 or consent of instructor. Four hours studio per week. 2 semester hours credit.

**ART 141.**  
**Introduction to**  
**Two**  
**Dimensional**  
**Design. (1)**

The elements and principles of design as applied to the two dimensional plane. Applied problems to the solution of two dimensional design through various media. Six hours laboratory per week. 3 semester hours credit.

**ART 142.**  
**Introduction to**  
**Three Dimen-**  
**sional Design (2).**

The elements and principles of design as applied to the third dimension. Applied problems to the solution of three dimensional design through various media. Prerequisite: ART 141 or consent of the department. Six hours laboratory per week. 3 semester hours credit.

**ART 150. The**  
**Purpose or Art.**  
**(1,3)**

An investigation into the origin and development of the visual arts as an integral expressive made of man, individually and collectively. Particular emphasis is placed upon uses of art in expression, communication, and exploration of human ideas and values. 3 semester hours credit.

**ART 210. The**  
**Visual**  
**Experience. (2,3)**

An investigation into the nature and character of the visual experience, both formalistically and esthetically. Particular emphasis is placed upon the expressive and stylistic modes of visual expression and their relevance to contemporary society. 3 semester hours credit.

**ART 225. Color**  
**and Pictorial**  
**Composition. (1)**

Training in the problems of spatial organization through line, planes, color, light, motion, and volume. Oil or casien is the principal media. Prerequisite: consent of the instructor. Six hours studio per week. 3 semester hours credit.

**ART 226. Color**  
**and Pictorial**  
**Composition. (2)**

Problems of pictorial composition are more thoroughly studied with greater emphasis upon individual creativity and invention. Prerequisite: ART 225 or consent of instructor. Six hours studio per week. 3 semester hours credit.

An introductory course in printing techniques and use of materials including woodcuts, etching, and silk screen. Prerequisite: ART 115 plus consent of instructor. Four hours lecture and laboratory per week. 2 semester hours credit.

A continuation of ART 231 involving a more in-depth study of techniques and media. Prerequisite: ART 231. Four hours lecture and laboratory per week. 2 semester hours credit.

General Biology is a two semester introductory course. BSC 111 emphasizes the origin of life; the structure of protoplasm; the nature of cells; the general organization of plants and animals; and the physiology of and structure associated with respiration and photosynthesis. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

The second semester of General Biology emphasizes the regulation of the internal environment; reproduction and development; heredity; ecology and evolution, its mechanism and results. Prerequisite: BSC 111 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

This course is designed primarily for majors in Biological Science or Forestry. It is an introductory course dealing with the nature of plants and classification with study of representative life cycles. Special emphasis is placed on the structure and physiology of flowering plants. Prerequisite: BSC 111 or consent of department. Two hours lecture and four hours laboratory or field per week. 4 semester hours credit.

This course is designed primarily for majors in Biological Science, or for related fields needing one course in Zoology. It is an introductory course dealing with protoplasm; animal cells; structure, function embryology and evolutionary relationship of representatives of the major phyla. Prerequisite: BSC 111 or consent of department. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

An introductory course designed for biology, pre-medical, medical technology, nursing and home economics majors. The fundamentals of microbiology including history, morphology, metabolism, classification, identification, cultivation, and distribution of bacteria, viruses, yeasts and molds; also, an introduction to applied microbiology. Prerequisite: BSC 111 or equivalent. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

**ART 231.**  
**Printmaking I. (D)**

**ART 232.**  
**Printmaking II. (D)**

**BIOLOGICAL**  
**SCIENCE**  
**BSC 111. General**  
**General Biology.**  
**(1,2,3)**

**BSC 112. General**  
**Biology. (1,2,3)**

**BSC 210. General**  
**Botany. (1,2)**

**BSC 220. General**  
**Zoology. (1,2)**

**BSC 225.**  
**Microbiology. (D)**

**BSC 230. Biological Techniques. (D)**

This course is designed for science majors, pre-medical and medical technology students, and prospective instructors of high school biology. It deals with the basic processes and principles of micrology; laboratory methods of fixation, embedding, sectioning, staining, and mounting of tissues of vertebrate and invertebrate animals. Prerequisite: BSC 112 or equivalent. One hour lecture and four hours laboratory per week. 3 semester hours credit.

**BSC 240. Human Anatomy. (D)**

An introduction to the study of human anatomy. Prerequisite: BSC 111 or equivalent. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**BSC 245. Human Physiology. (D)**

An introduction to the study of the functions of the human body. Prerequisite: BSC 240 or consent of the department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**BUSINESS**

**BUS 101. Elementary Typewriting. (1.)**

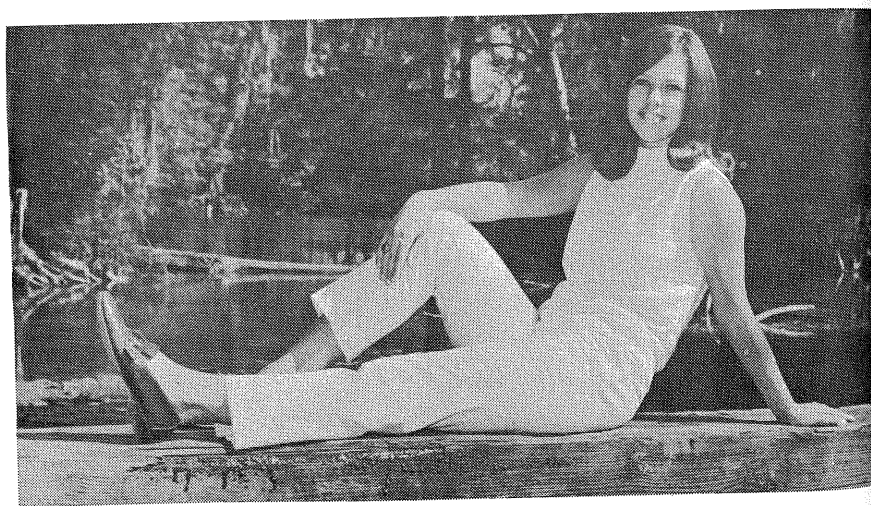
An introductory course for students with no previous instruction in Typewriting who desire a knowledge of basic keyboard skills and fundamental application. Four hours laboratory per week. 2 semester hours credit.

**BUS. 102 Advanced Typewriting. (2)**

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

**BUS 111. Gregg Shorthand. (1,2)**

An introductory course in the principles of Gregg's Diamond Jubilee Series shorthand, including dictation and transcription. Three hours classroom and two hours laboratory per week. 3 semester hours credit.



A continuation of BUS 111 with increased practice in dictation and transcription. Prerequisite: BUS 111 or one year of high school shorthand. Three hours classroom and two hours laboratory per week.

A survey course designed to acquaint the student with the terminology, organization, and function of the American business system. Topics covered in this course include economic orders or systems, types of business ownership and control, consumer finance, financial institutions, advertising, wholesaling, retailing, insurance, and employee selection and training. This course is primarily for freshmen, and is not open to students who have previously completed EC 205 or 206. 3 semester hours credit.

An advanced course with emphasis on proficiency and mailable transcripts. Prerequisite: BUS 112 and BUS 102, or equivalent. 3 semester hours credit.

Practice in writing business letters and elementary report writing. Prerequisite: English 121. 3 semester hours credit.

Practice in the use of duplicating machine transcription and recording, adding and modern computing machines. Prerequisite: BUS 102 or equivalent. Four hours laboratory per week. 3 semester hours credit.

A course designed to integrate the typewriting and English skills essential to the secretary. A setting will be provided for studying the secretary's personality and duties, such as: filing, telephone techniques, meeting callers, locating information, mail handling, and finding and applying for a job. Prerequisites: BUS 112, BUS 102, or consent of department. 3 semester hour credit.

A course for terminal students covering the definition of law and its administration; the law of contracts, negotiable instruments, principal and agent, sales, employer and employee, bailments, and carrier. 3 semester hours credit.

A continuation of BUS 251 covering the legal relations of the surety and guarantor, mortgages, insurance, property, landlord and tenant, deeds of conveyance, partnership, corporations, bankruptcy, trusts and estates, and government regulations. Prerequisite: BUS 251. 3 semester hours credit.

Basic methods, techniques and systems of manual, mechanical and electronic data processing. The course covers the history and development of data processing, manual and machine accounting equipment and systems, punched card data processing, punch tape or integrated data processing. Prerequisite: Consent of the department. 3 semester hours credit.

**BUS 112. Shorthand Dictation and Transcription (1, 2)**

**BUS 125. Introduct to Business. (1,2,3)**

**BUS 215. Advanced Shorthand Dictation and Transcription**

**BUS 225. Business Correspondence. (2,3)**

**BUS. 230. Office Machines. (1,2)**

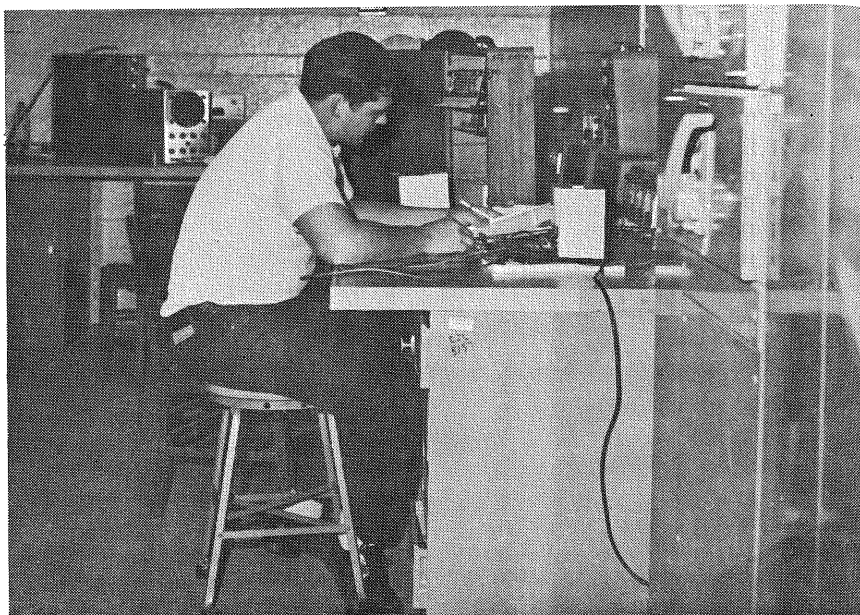
**BUS 240. Office Practice. (D)**

**BUS 251. Principles of Business Law. (1).**

**BUS. 252 Principles of Business Law. (2)**

**BUS 261. Introduction to Data Processing (1,2).**





**BUS 262. Data Processing Machines. (2)**

Basic operation and control of pre-data processing machines; control panel wiring and programming of data processing machines and an introduction to computers. Prerequisite: BUS 261. 3 semester hours credit.

**BUS 270. Principles of Management. (D)**

A survey of the principles of management with emphasis on the kinds of policy making and administrative ethical problems which the business manager must face. This course is designed for terminal students. Prerequisite: EC 205. 3 semester hours credit.

**BUS 280 Principles of Finance (D).**

A survey of the whole field of finance, both private and public. Emphasis is placed on current problems in the field as well as on basic principles developed from past experience. This course is designed for terminal students. Prerequisite: EC 205. 3 semester hours credit.

**CHEMISTRY  
CHE 150.  
Introductory Chemistry. (1, 2)**

An introduction to the elementary principles of modern chemistry. This course is designed for students whose preparation in secondary school chemistry and mathematics is such that they require a prerequisite course for general chemistry. It is also a general education course for those students who do not expect to take further work in chemistry. Corequisite: MA 115 or a more advanced course. Three hours lecture and one hour demonstration or laboratory per week. 3 semester hours credit.

The courses Chemistry 155-156 are designed to fulfill requirements in General Chemistry and Qualitative Analysis for the first year in science, pre-medical, and engineering curricula. The courses include the fundamental principles of Chemistry; non-metallic elements and their compounds and uses; and qualitative analysis. Prerequisite: CHE 150 (with a grade of C or better) or 1 credit in high school chemistry and satisfactory scores on scholastic aptitude and mathematics tests. MA 140 or 165 is a prerequisite or corequisite. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

The second half of the courses 155-156. Prerequisite: CHE 155. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

A short, introductory course in organic chemistry dealing with nomenclature, reactions, elementary synthesis and applications. Prerequisite: CHE 155. Three hours lecture and three hours laboratory. 4 semester hours credit.

Preparation and properties of various aliphatic and aromatic compounds. Prerequisite: CHE 156. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

The second half of the course 221-222. Prerequisite: CHE 221 Three hours lecture and four hours laboratory per week. 5 semester hours credit.

A survey of biochemistry. Included are the chemistry of substance and reactions of living organisms. Prerequisites: CHE 205 or 221 and BSC 112. 3 semester hours credit.

Principles and laboratory techniques involved in quantitative analysis. Included are gravimetric and volumetric methods utilizing application of instrumentation. Prerequisite: CHE 156. Two hours lecture and six hours laboratory. 4 semester hours credit.

Introductory computer concepts; logical analysis of problems; fundamentals of the FORTRAN IV programming language as implemented in the IBM 1130 computer; practice in programming elementary business and scientific exercises; applications. Prerequisite: MA 140 or 165 or consent of the department. 3 semester hours credit.

The need for and use of assembly language programs; extended machine capability and overlapped processing using existing assembly language routines; familiarization with IBM 1130 assembly language; writing service routines, subprograms, and programs in assembly language. Prerequisite: CSC 215 or equivalent. 2 semester hours credit.

**CHE 155.  
General Chemistry. (1,2,3)**

**General Chemistry and Qualitative Analysis  
CHE 156.**

**CHE 205. Organic Chemistry. (D)**

**CHE 221. Organic Chemistry. (1)**

**CHE 222. Organic Chemistry. (2)**

**CHE 250.  
Biochemistry. (D)**

**CHE 255.  
Introduction to Analytical Chemistry. (D)**

**COMPUTER SCIENCE  
CSC 215.  
Computer Programming I. (1)**

**CSC 216.  
Computer Programming II. (2)**

**CSC 217.  
Commercial  
Programming. (D)**

The application of FORTRAN programming in business and commercial situations; extension of FORTRAN capabilities using commercial subroutines; advanced techniques and program optimization; designing and using data files. Prerequisite: CSC 215 or equivalent. 2 semester hours credit.

**CSC 270.  
Programming  
for Science and  
Engineering. (D)**

Digital computation and numerical methods as applied to mathematics, science, and engineering; approximations and algorithms; the computer as a laboratory tool. This course is intended to prepare the math, science, or engineering major to utilize the computer in connection with his laboratory work, using the FORTRAN IV programming language. Prerequisite: CSC 215; MA 265 is a prerequisite or co-requisite. 3 semester hours credit.

**DISTRIBUTIVE  
MID-  
MANAGEMENT  
DMM 140. Basic  
Marketing. (D)**

A study of the evolution of distribution in the United States with emphasis on the factors that have shaped present day distributive institutions; trends in marketing techniques and the evaluation of today's business practices. This course is designed for terminal or non-transfer students. 3 semester hours credit.

**DMM 150.  
Principles of  
Salesmanship. (D)**

The fundamentals of selling as a career. This course covers the five essential steps in selling: pre-approach, approach, presentation, meeting and overcoming objections, and the "close". Course is designed for terminal or non-transfer students. 3 semester hours credit.

**DMM 160.  
Advertising and  
Display. (D)**

The pros and cons of advertising; development and history; types and media used. Included are the fundamentals, terminology, and preparation of layouts and radio and television commercials. Design elements and principles are studied, and projects are used to develop the student's skill. This course is designed for terminal or non-transfer students. 3 semester hours credit.

**DMM 200.  
Credit and  
Collections. (D)**

A course designed to help the student learn how to establish a credit system, analyze credit information submitted, write convincing letters, locate missing debtors, and effect collection. This course is designed for terminal or non-transfer students. 3 semester hours credit.

**DMM 250.  
Creative  
Selling. (D)**

An advanced selling methods course dealing with the psychological aspects of selling. The practical approach is used, and the course is designed both for the student and the experienced salesman. Designed for terminal or non-transfer students. 3 semester hours credit.

**ECONOMICS  
EC 205. Principles  
of Economics (1,2,3)**

An introductory course beginning with a discussion of the nature, scope and method of economics, economic concepts, and economic institutions. The course deals primarily with the theories or principles of production, determination of prices, and distribution of income. Credit will be given without taking EC 206, but same is strongly recommended. 3 semester hours credit.

This, the second half of the course 205-206, deals primarily with the economic problems of everyday life. Emphasis is given to money and banking, international trade and finance, financial problems of government, labor-management relationship, business cycles and fluctuations, in national income economic security, agricultural problems, and the leading alternatives to capitalism. Prerequisite: EC 205 or consent of the department. 3 semester hours credit.

**EC 206. Principles  
of Economics. (2,3)**

This course is designed as an introduction to American education. It includes a study of the fundamental principles, historical views, curriculum, pupil population, educative processes, and teaching as a profession. 3 semester hours credit.

**EDUCATION  
ED 150.  
Introduction  
to Education. (1,2)**

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. Prerequisite: Psychology 205. 3 semester hours credit.

**ED 205. Social  
Basis for  
Education. (D)**

A course designed to acquaint teachers with the latest educational media and their practical application to classroom situations. Enrollment is limited to teachers. 3 semester hours credit.

**ED 250.  
Educational Media  
Institute. (3)**

An introductory course designed for technical students. The course covers the fundamentals of electricity including the study of electron theory. Ohm's and Kirchoff's law, resistance, inductance, capacitance, and simple transients. The study is continued in alternating current theory, algebra of complex numbers, power and energy, general series and parallel circuits, tuned circuits and resonance. Corequisite: MA 115 or 140. Two hours lecture and six hours laboratory per week. 5 semester hours credit.

**ELECTRONICS  
EL 101. Basic  
Electrical and  
Circuit Theory. (1)**

A study of the characteristics of vacuum and gaseous tubes and semiconductors with emphasis on both theory and laboratory work. Prerequisite: EL 101. Corequisite: MA 140 or 150. Two hours lecture and six hours laboratory per week. 5 semester hours credit.

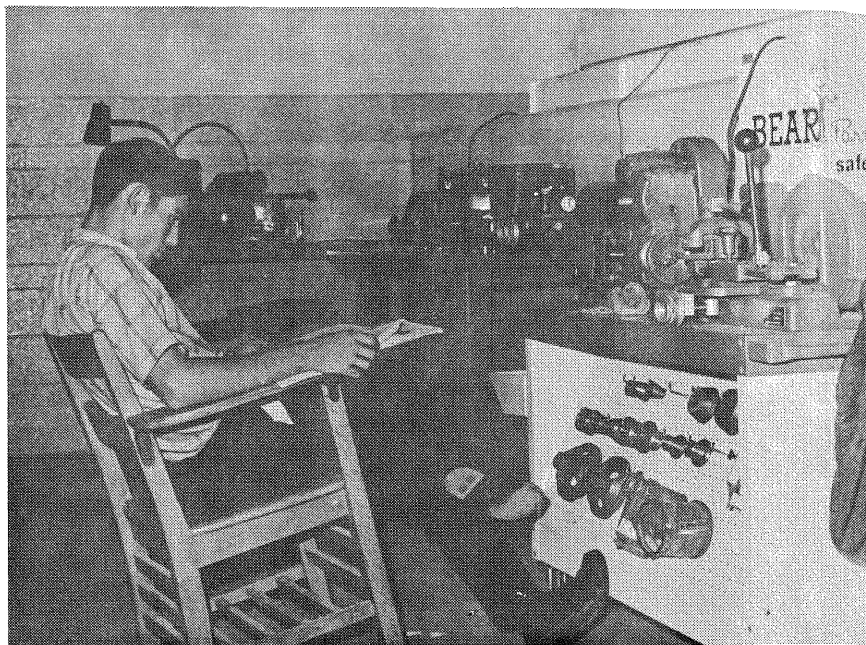
**EL 102. Electron  
Tubes and Semi-  
Conductors. (2)**

A continuation of EL 102 with theory and laboratory work in electron tubes, transistors and associated circuits. Included is study in radio frequency generation and transmission, communications systems, and filters. Prerequisite: EL 102. Corequisite: MA 150 or 205. Two hours lecture and six hours laboratory per week. 5 semester hours credit.

**EL 201. Advanced  
Electron Tubes  
and Circuits. (D)**

A study of the application of electron tubes to industrial control circuits, with emphasis on the fundamental principles of electrical machines and their control. Advanced study is made of gaseous tubes and their control circuitry. Consideration is also given to magnetic amplifiers and photo electric devices. Prerequisite: EL 201. Two hours lecture and six hours laboratory per week. 5 semester hours credit.

**EL 202. Industrial  
Electronics. (D)**



**EL 205. Advanced Electronics (D)**

A study of transmission line theory, velocity, modulation tubes and circuits, microwave and pluse techniques. Prerequisite: EL 201. Five hours lecture and laboratory per week. 3 semester hours credit.

**ENGINEERING  
ENG. 100. Slide Rule. (. 2)**

Instruction and practice in the use of the slide rule. 1 semester hour credit.

Note: Students enrolled for any Drafting course will be required to purchase suitable instruments costing approxintely \$30.00.

**ENG 101.  
Drafting 1. (1)**

A basic, introductory course designed for technical students. Topics include use of instruments, lettering, applied geometry, orthographic projection, auxiliaries and sections, technical sketching, working drawings of details, and assemblies. Corequisite: MA 115 or 140. Two hours lecture and six hours laboratory per week. 5 semester hours credit.

**ENG 102. Drafting 11. (2)**

A continuation of Drafting 1 with additional topics including axonometric and oblique projection, perspective, intersections and developments, and charts and graphs. Emphasis is placed on the application of these studies and drawings to industry. Prerequisite: DRA 101 or consent of department. Corequisite: MA 140 or 150. Two hours lecture and six hours laboratory per week. 5 semester hours credit.

Theory and practice in surveying, including use and care of instruments, related topographic drafting, preparation of maps and charts and relationship of surveying to engineering. Prerequisite: MA 140; MA 150 is a corequisite. Two hours lecture and four hours laboratory or field practice per week. 3 semester hours credit.

Practical problems in architectural and structural drafting, topographical drawing and mapping, piping, welding, and other specific areas with which the technical draftsman is expected to be familiar. Prerequisite: DRA 102 or consent of department. Corequisite: MA 150 or 205. Ten hours lecture and laboratory per week. 6 semester hours credit.

A study of gears, cams, belts, friction drives, and the uses of standardized parts; problems in the design of tools, dies, gauges, fixtures, cutters and machine parts. The course includes complete assembly drawings of a small machine together with manufacturing specifications, giving special attention to the design. Field trips will be arranged to augment training. Prerequisite: DRA 102 or consent of department plus MA 150. Ten hours lecture and laboratory per week. 6 semester hours credit.

**NOTE:** Students enrolled for ENG 205 or 206 will be required to purchase suitable instruments costing approximately \$30.00

A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projection, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite: Plane geometry or equivalent plus consent of department; MA 115, 140 or 165 is a corequisite or prerequisite. Six hours lecture and laboratory per week. 3 semester hours credit.

A continuation of Engineering Graphics 1 in which the principles of orthographic projection are applied to solutions of more difficult three dimensional problems. Topics include the space relationship of points, lines, and planes, intersection and development of surfaces and perspective, and their practical application to the problems of engineering. Prerequisite: ENG 205 or equivalent. Six hours lecture and laboratory per week. 3 semester hours credit.

The application of dead and live loads to rigid bodies at rest include force and moment law of equilibrium. Also included are the laws of friction and centers of gravity and moments in inertia. This course is designed for technical students only. Prerequisites: MA 150 and PHY 111 or equivalent. 3 semester hours credit.

Study of stress-strain relationships, torsion, deflections, sheer bending moment diagrams, combined stresses, statically indeterminate structures as well as the design of beams, columns, and other systems. Laboratory work includes testing of concrete, ferrous and non-ferrous metal, and other construction materials. This course is designed for technical students only. Prerequisite: ENG 210 or consent of department. Two hours lecture and three hours laboratory per week. 3 semester hours credit.

**ENG 150.  
Elementary  
Surveying. (D)**

**ENG 201.  
Specialized  
Drafting  
Techniques. (1)**

**ENG 202.  
Machine  
Design. (2)**

**ENG 205.  
Engineering  
Graphics 1. (1.2)**

**ENG 206.  
Engineering  
Graphics 11. (2)**

**ENG 210.  
Engineering  
Mechanics. (D)**

**ENG 215. Strength  
of Materials. (D)**



**ENG 225. Soils and Foundations. (D)**

The characteristics, properties, and classification of soils and foundation materials. This course is designed for technical students only. Prerequisite: ENG 215 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**ENG 230 Estimating Construction Cost.**

A study of estimating for the construction industries including estimates and computations of materials, labor, equipment, overhead costs and profits. The steps of estimating are covered from preliminary investigation through approximation to the final estimate. This course is designed for technical students only. Prerequisite: Consent of the department. 3 semester hours credit.

**ENG. 250. Advanced Surveying. (D)**

The theory and practice of route surveying including the study of transportation systems, curves, spirals, earthworks, ground survey, aerial surveys, drainage survey, and construction surveys. This course is designed for technical students only. Prerequisite: ENG 150. Two hours lecture and four hours laboratory or field practice per week. 4 semester hours credit.

**ENG 260. Technical Report Writing. (D)**

A course designed for technical and engineering students needing specialized training in writing. The principles of exposition are applied to technical reports, research papers, letters and forms. Clarity and organization plus technical nomenclature are stressed. Prerequisite: EN 122 or consent of department. 2 semester hours credit.

**ENG 270. Highway Engineering. (D)**

Study of related and design factors in highway construction including traffic engineering, sub-grade and low-grade structure, pavements, maintenance and finance. This course is designed for technical students only. Prerequisite: ENG 210 or consent of department. Two hours lecture and two hours laboratory or field practice per week. 3 semester hours credit.

**ENGLISH  
EN 100. Basic Composition (1,2)**

A course designed to prepare those students with inadequate preparation for college-level communication skill courses. Students failing to achieve a predetermined score on an English achievement test must satisfactorily complete this course before registering for EN 121. Emphasis is on basic sentence structure within the paragraph. Although credit is granted, this course does not apply toward satisfying general education requirements in English. 3 semester hours credit.

**EN 104. Developmental Reading. (1,2)**

A course designed for those students whose test scores indicate a basic reading skill and who wish to further improve that skill through vocabulary development and speed and accuracy of visual perception. A score of 50 per cent or better on the Diagnostic Reading Test or successful completion of the non-credit reading clinic. 1 semester hour credit.

**EN 121. Communication Skills. (1,2,3)**

A course concerned with improvement in the skills of reading, writing, speaking, and listening. Effort is made to analyze individual difficulties and to devise corrective practices, exercises and experiences leading to a more effective, confident, and enjoyable use of communication skills. The first semester integrates skills promotion with educational and vocational orientation. 4 semester hours credit.

A continuation of EN 121. The second semester integrates skills promotion with orientation in literature. Prerequisite: EN 121 or consent of the department. 4 semester hours credit.

A course for the beginning student who is already proficient in basic communication skills. Content will include a more sophisticated approach to the skills of reading, writing, and speaking emphasized in EN 121. Eligibility will be determined by a general English achievement test and a writing sample. Eligible students may, however, elect to take the regular, less-demanding EN 121. EN 104, Developmental Reading, is suggested as a supplementary offering. 3 semester hours credit.

A continuation of EN 141, with particular emphasis on expository and critical writing. Prerequisite: EN 141. 3 semester hours credit.

A survey of English literature from Beowulf to the period of Romanticism. Included are selected works of the principal authors, a study of the historical background, and critical papers at stated intervals. 3 semester hours credit.

A survey of English literature from the Romantic writers to the present. Included are selected works of the principal authors, a study of the historical background, and critical papers at stated intervals. 3 semester hours credit.

A survey of American literature from the Colonial period through the Civil War. Included are selected works of the principal authors, a study of the historical background, and critical papers at stated intervals. 3 semester hours credit.

A survey of American literature from Whitman to the present. Included are selected works of the principal authors, a study of the historical background, and critical papers at stated intervals. 3 semester hours credit.

A study of literary forms used by the Hebrews in the Old Testament including history, biography, short story, essay, lyric poetry and dramatic literature; a study of the use of metaphor, simile, parallelism balance and dignity of the New Testament in the Gospels; and a study of St. Paul as a letter writer. Prerequisite: EN 122 or equivalent. 3 semester hours credit.

A course designed to stimulate interest in poetry through discussions, and to provide an experience of poetry through oral interpretations. 1 semester hour credit.

A seminar on the spirit, tone, style, and mechanics of modern poetry, combined with a study and criticism of verses written by members of the class. 1 semester hour credit.

**EN 122. Communication Skills. (1,2,3)**

**EN 141. Advanced Freshman English. (1)**

**Advanced Freshman English  
EN 142**

**EN 211. Survey of English Literature (1,3)**

**EN 212. Survey of English Literature (2,3)**

**EN 221. Survey of American Literature (2,3)**

**EN 222. Survey of American Literature (1,3)**

**EN 230. Literature of the Bible. (D)**

**EN 235. Poetry Appreciation. (D)**

**EN 236. Verse Writing. (D)**



**EN 265. Advanced Composition. (D)**

A course designed for the student who wants additional work in the art of composition. Specialized techniques in the development of essays, both formal and informal, is emphasized, with appropriate readings and analyses. Problems and assignments are approached from the standpoint of the most common purposes for writing, and will lead to more personal and creative writing. Prerequisite: EN 122 or 142, or consent of the department. 2 semester hours credit.

**EN 270. Creative and Critical Writing (D)**

A course for students interested in developing critical and creative skills. Emphasis is placed on critical evaluations of short stories and drama, as well as on the technique and the writing. Prerequisite: EN 122 or 142, or consent of the department. 2 semester hours credit.

**FORESTRY  
FOR 205.  
Introduction to Forestry. (2)**

This course is designed to orient the student to Forestry as a profession. The fundamental underlying principles of the field are stressed. Included are the qualifications, opportunities, and responsibilities of a Forester. 2 semester hours credit.

**FRENCH  
FR 101.  
Elementary French. (1)**

The essentials of French with emphasis on oral expression. Open to those students without any or with only one year of high school French. Four hours lecture and laboratory per week. 3 semester hours credit.

**FR 102.  
Elementary French. (2)**

A continuation of FR 101 with emphasis on both oral and written expression. Prerequisite: FR 101 or equivalent. Four hours lecture and laboratory per week. 3 semester hours credit.

**FR 201 Intermediate French. (1)**

The courses 201-202 include the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. Prerequisite: FR 102 or two years of high school French. Four hours lecture and laboratory per week. 3 semester hours credit.

The second half of the course 201-202. Prerequisite: FR 201 or equivalent. Four hours lecture and laboratory per week. 3 semester hours credit.

A course designed to introduce the student to the elements of physical geography and to provide a background for further study in geography and related social and physical sciences. 3 semester hours credit.

This course 205-206 is 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 206 but the sequence is recommended. 3 semester hours credit.

The second half of the course 205-206. 205 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

A course designed to prepare those students with inadequate preparation for college level communication skills courses. Students admitted to Guided Studies program must satisfactorily complete this course before registering for EN 100 or EN 121. 3 semester hours (non-transferrable) credit.

A course designed as an introductory program to general college mathematics. Emphasis is on the vernacular of the new math, percentage, ratio and proportion, fractions, and elementary algebra. 3 semester hours (non-transferrable) credit.

A course designed to improve the comprehension, vocabulary and speed of students who are deficient in the reading skills necessary for successful college study. This course is required for all Guided Studies students, and is open to any student who desires to improve reading skills. 2 semester hours (non-transferrable) credit.

A course designed to prepare the student for college level social science courses. Emphasis is placed on vocabulary relating to the social sciences, institutional concepts, and study skills including the reading and interpretation of maps, charts and graphs. 2 semester hours (non-transferrable) credit.

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 the principles of maintaining and improving individual and community health and organizing these factors for effective daily living. 3 semester hours credit.

A study of events of the world today based on 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. 1 semester hour credit per course.

**FR 202  
Intermediate French. (2)  
GEOGRAPHY  
GEO 105.  
Introduction to Geography. (1,3)**

**GEO 205. World Geography. (1,2,3)**

**GEO 206. World Geography. (2)  
GUIDED STUDIES  
GSE 090. Guided Studies English. (1,2,3)**

**GSM 090. Guided Studies Mathematics (1,2,3)**

**GSR 090. Guided Reading (1,2,3)**

**GSS 090. Guided Studies Social Science. (1,3)**

**HEALTH  
HE 125. Personal and Community Health Problems. (1,2,3)**

**HISTORY  
HIS 105-106-205-206  
Current Affairs. (1,2)**

**HIS 121. Western Civilization. (1,2,3)**

A survey intended as a basic course to give perspective and to trace the development of political, economic, religious, and other cultural institutions and ideas. These phases of man's accomplishments are related to his history from the earliest beginnings to the close of the 17th century. 3 semester hours credit.

**HIS 122. Western Civilization. (1,2,3)**

A continuation of the story of man's development from 1700 to the present. Emphasis is given to showing how modern civilization with its present day problems and conditions has evolved. 3 semester hours credit.

**HIS 201. American History to 1865. (1,2,3)**

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.

**HIS 202. American History Since 1865. (1,2,3)**

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.

**HIS 250. World History Institute. (D)**

A course designed to acquaint teachers with contemporary world history. An examination of vital world events of the twentieth century. Emphasis is placed upon economic, social, intellectual and political developments. The impact of modern technology upon world civilization is also examined. Open only to teachers. 3 semester hours credit.

**HIS 260. American History Institute. (D)**

A course designed to acquaint teachers with contemporary American history. An examination of the vital developments in the twentieth century United States. Emphasis is placed upon economic, social, intellectual and political developments. The impact of modern technology upon American life is also examined. Open only to teachers. 3 semester hours credit.

**HOME ECONOMICS  
HEC 110. Elements of Nutrition. (D)**

The elements of nutrition and factors influencing ability of the individual and the family to secure and maintain good nutritional status. 3 semester hours credit.

**HUMANITIES  
HU 211. The Humanities. (1,2,3)**

This is an integrated course designed to increase the student's understanding and appreciation of great and vital ideas in western culture through the study of representative materials in art, music, literature, and philosophy. HU 211 deals primarily with our ancient and medieval cultural heritage. No prerequisite, but the course is designed for Sophomore level students. 3 semester hours credit.

**HU 212. The Humanities. (1,2,3)**

A continuation of HU 211. This course deals primarily with representative materials in art, music, literature, and philosophy of the modern period. HU 211 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

An introduction to mass communication media with special emphasis on radio, television and newspapers. Common methodology of symbol transference is emphasized. Prerequisite: Consent of the instructor. 2 semester hours credit.

**JOURNALISM  
JOU 150. Survey of Mass Communication. (1)**

A one semester hour per semester 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. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

**JOU 171-172. Newspaper Production. (1,2)**

A one semester hour per semester course for freshmen, designed to familiarize them with lay out, copy writing, and other practical skills, involved in yearbook production. Student will assist the advanced class in the production of the college yearbook. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

**JOU 181-182. Yearbook Production. (1,2)**

A two semester hour per semester course for students who have completed the 171-172 or the 181-182 sequence. Students bear primary responsibility for the production of the PAPOOSE (college newspaper) and the CHIJUCO (yearbook). Prerequisite: JOU 172 or 182, or consent of department. One hour lecture and discussion and two hours laboratory per week. 2 semester hours credit per semester.

**JOU 261-262. College Publications Publications. (1,2)**

This is designed as a dual purpose course. It fulfills the minimum general education requirement for students who do not intend to take any additional mathematics; and it serves as a prerequisite course for those students who need additional work in algebra and trigonometry as preparation for more advanced courses. The course covers such topics as principles and techniques of elementary algebra; development of the national and real number systems; sets, number basis; linear and quadratic equations; equations with two variables; ratio, proportion and variation; percentage; indirect measurement; basic trigonometry; and logarithms. Not open for credit to any students who have completed any college mathematics course other than MA 118. 3 semester hours credit.

**MATHEMATICS  
MA 115. Fundamentals of Mathematics. (1,2,3)**

This course deals with mathematics used in business by the average person. Topics include short cuts in arithmetic, percentage, simple and compound interest, bank discount, inventory, budget, taxes, installment buying, stocks and bonds and check writing. This course is designed primarily for the terminal student and is not recommended for university paralleled students to satisfy the general education or professional mathematics requirements. Also, is not recommended for students who expect to earn a degree in business administration. 3 semester hours credit.

**MA 118. Business Mathematics. (D)**



**MA 140. College  
Algebra (1,2,3)**

This is the foundation course in algebra, and it is the prerequisite for more advanced mathematics courses. Scope of the course includes quadratic equations, progressions, binomial theorem, theory of equations, partial fractions, and determinants. This course should not be pursued if student intends to take MA 165-166. Prerequisite: an adequate score on an algebra achievement test or MA 115 with a grade of C or higher. 3 semester hours credit.

**MA 150. Plane  
Trigonometry. (1,2,3)**

This course deals with the solution of triangles, trigonometric relations, and functions of any angle, logarithms, and complex numbers. Prerequisite: MA 140 or consent of department. 3 semester hours credit.

**MA 165. Integrated  
Freshman  
Mathematics (1,2)**

This is the first half of a two semester course primarily designed to prepare students for the first course in Calculus. The subject matter covered is similar to that which is included in three courses of college algebra, plane trigonometry, and analytic geometry. Material covered is unified by the concept of function and the correspondence between geometrical and numerical relationships. Prerequisite: Consent of the department; in general, an adequate score on an algebra achievement test or MA 115 with a grade of B or higher will be required. 4 semester hours credit.

**MA 166.  
Integrated  
Freshman  
Mathematics. (2,3)**

The second half of the course 165-166, dealing chiefly with advanced plane trigonometry and analytic geometry. Prerequisite: MA 165 or equivalent. 4 semester hours credit.

**MA 205. Plane  
Analytic  
Geometry (1,2)**

Coordinate geometry in two dimensions of straight lines, circles, parabolas, ellipses, and hyperbolas, with transformation and tangents; polar coordinates; transcendental curves. Prerequisite: MA 140 and 150, or MA 140 with MA 150 as a corequisite. 3 semester hours credit.

**MA 210. Elementary  
Linear Algebra. (2)**

Vectors, coordinates in space, linear independence and bases, scalar product vector product; equations of lines and planes; linear transformations, matrices, rank and nullity. Prerequisite: MA 165 or equivalent. 3 semester hours credit.

**MA 220. Elementary  
Statistics. (2,3)**

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MA 115; either MA 140 or 165 is recommended. 3 semester hours credit.

**MA 235.  
Mathematics for  
Elementary  
Teachers 1. (1,3)**

A course designed for elementary education majors to acquaint them with modern topics of mathematics and the nature of mathematical systems. The properties and operations of rational numbers, ratio, proportion, percent, and an introduction to real numbers. This course is not to be used for credit toward a major or minor in mathematics. Prerequisite: MA 115 or a more advanced mathematics course. 3 semester hours credit.

An introduction to equations, inequalities, and geometry as these topics relate to modern elementary school mathematics programs. This course is designed for elementary education majors and is not to be used for credit toward a major or minor in mathematics. Prerequisite: MA 235 or permission of the instructor. 3 semester hours credit.

This course includes the study of review topics from algebra and plane analytic geometry; functions; limits; derivatives and their applications; integrals; the definite integrals are the limit of a sum; exponential and logarithmic functions; trigonometric and inverse trigonometric functions; formal integration; and further applications of the calculus. Prerequisite MA 166 or MA 205 or equivalent. 5 semester hours credit.

The basic properties of continuous and differentiable functions; infinite series; plane curves, vectors, and polar coordinates; three dimensional analytic geometry; differential calculus of functions of several variables; multiple integration; line and surface integrals; and an introduction to differential equations. Prerequisite: MA 265 or equivalent. 5 semester hours credit.

The first course is ordinary differential equations. Prerequisite: MA 266. 3 semester hours credit

Terminology, classification and overview of biological, psychological, and sociological aspects of mental retardation. Course designed for terminal or non-transfer students. 1 semester hour credit.

A seminar dealing primarily with the problems of daily living for the mentally retarded. Course designed for terminal or non-transfer students. Prerequisite: MR 101 or consent of instructor; corequisite: MR 112. 1 semester hour credit.

Directed systematic observation of children and youth — normal and mentally retarded, in a variety of activities of daily living; together with organized exploration of the various community agencies that relate to any aspect of mental retardation. Course designed for terminal or non-transfer students. Prerequisite: MR 101 or consent of instructor; corequisite: MR 102. 4 semester hours credit.

A seminar in behavior management in mental retardation. Course designed for terminal or non-transfer students. Prerequisites: MR 102 and 112; corequisite: MR 211. 2 semester hours credit.

Directed experiences in planning, conducting and evaluation various activities with individuals and groups of children with mental retardation in a variety of settings. Course designed for terminal or non-transfer students. Prerequisites: MR 102 and 112; corequisite: MR 201. 4 semester hours credit.

**MA 236.  
Mathematics for  
Elementary  
Teachers 11. (2,3)**

**MA 265. Calculus  
(1)**

**MA 266. Calculus.  
(2)**

**MA 295.  
Differential  
Equations. (D)**

**MENTAL  
RETARDATION  
MR 101. Introduc-  
tion to Mental  
Retardation (1)**

**MR 102. Mental  
Retardation  
Seminar I. (2)**

**MR 112. Mental  
Retardation  
Laboratory I. (2)**

**MR 201. Mental  
Retardation  
Seminar II. (1)**

**MR 211. Mental  
Retardation  
Laboratory II. (1)**

**MR 202. Mental Retardation Seminar III. (2)**

A seminar in directed management in mental retardation. Course designed for terminal or non-transfer students. Prerequisites: MR 201 and 211; corequisite: MR 212. 2 semester hours credit.

**MR 212. Mental Retardation Laboratory III. (2)**

Supervised apprenticeship with definite job assignment at least one full day per week in one of the professional service programs at Sunland Training Center. Course designed for terminal or non-transfer students. Prerequisites: MR 201 and 211; corequisite: MR 202. 4 semester hours credit.

**MUSIC**

**MU 101. Music Theory. (1)**

A study of the fundamentals of musical notation, understanding of simple rhythms, key signatures, intervals, and some work in simple harmonization through connecting primary triads; and a beginning study of sight singing and rhythmic and melodic dictation. Included are written assignments, class drills, and some elementary keyboard work. 3 semester hours credit.

**MU 102. Music Theory. (2)**

A study of the more advanced or difficult rhythms and intervals; harmonization will include freer voice leading using primary triads, a study of voice movements, and development of taste in good voice leading in writing; a more intense study of dissonance and consonance and additional chord usage for colorful harmonizations. Included are an intensification of sight singing and harmonic and rhythmic dictation, and advanced keyboard work. Prerequisite: MU 101. 3 semester hours credit.

**MU 105-106-205-206. Glee Club\*. (1,2)**

Two or more hours of mixed chorus per week. Prerequisite: Consent of department. 1 semester hour credit per course.\*

**MU 107-108 207-208 men's Glee Club (2,2)**

Two or more hours of choral work per week for selected male singers. Prerequisite: Consent of department. 1 semester hour credit per course.\*

**MU 109-110-209-210. Women's Glee Club\*. (1,2)**

Two or more hours of choral work per week for selected female singers. Prerequisite: Consent of department. 1 semester hour credit per course.\*

**MU 111-112. Class Piano. (1,2)**

A course designed for the beginning piano student. Emphasis will be on music reading and elementary piano techniques. The course is intended primarily for the general student, but will be required of the music major who cannot pass the piano proficiency test administered at the beginning of each semester. 1 semester hour credit per course.

**MU 115-116-215-216. Concert Band. \* (1,2)**

Class instruction for developing a concert band and solos for concert performances. Prerequisite: Consent of department. Two class meetings per week. 1 semester hour credit per semester.

Class instruction for developing a stage band. Prerequisite: Consent of department. Two class meetings per week. 1 semester hour credit per semester. **MU 117-118-217-218. Stage Band.\* (1,2).**

\*These courses are classified as Music Organizations. Although any student who gains consent of the department may enroll for any of these courses the maximum credit for music organization courses applicable toward graduation is 4 semester hours. Therefore, a student could earn credit for 4 to 8 semester hours in Glee Club and Men's and Women's Glee Club, plus 4 semester hours in Instrumental Ensemble; but only 4 semester hours would count toward graduation.

A study of sight-singing techniques with emphasis on diatonic materials. Prerequisite: Consent of department. 1 semester hour credit. **MU 121. Sight Singing. (1)**

A continuation of MU 121. Prerequisite: MU 121 or consent of department. 1 semester hour credit. **MU 122. Sight Singing. (2)**

Development of skills at the piano keyboard at a beginning level. The student will develop to the point of accomplishing accompaniment patterns to simple songs, playing processions involving the primary triads, and harmonizing a simple melody at the keyboard. 1 semester hour credit. **MU 131. Keyboard Harmony. (1)**

A continuation of skills development at the piano keyboard to include more advanced accompaniment patterns, playing four part harmonizations at sight, playing cadence patterns in all major keys, and harmonizations of simple melodies at the piano with correct chord choices and good voice leading. Prerequisite: MU 132 or consent of department. 1 semester hour credit. **MU 132. Keyboard Harmony. (2)**

A required, non credit techniques class to supplement applied music classes in piano. All piano students enrolled for MU 151, 152, 161, 162, 251, 252, 261, or 262 must schedule this class which meets one hour per week. **MU 140. Piano Techniques. (D)**

Private instruction in voice, piano, or any band instrument. The course is intended for non-music majors. However, the student will be expected to attain a high level of performance in keeping with his past training and ability. One half hour lesson per week. 1 semester hour credit per course. **MU 141-142-241-242 Applied Music.\*\* (1)**

Private instruction for the music major in his or her secondary instrument. The level of skills development will be ascertained by jury examination at the end of each course. Credit will depend upon successful completion of requirements. One half hour lesson per week. 1 semester hour credit per course. **MU 151-152-251-252 Applied Music.\*\* (1)**

**MU 161-162-261-262 Applied Music. \*\* (1)**

Private instruction for the music major in his or her primary instrument. The level of skills development will be ascertained at the end of each course by jury examination. Credit will depend upon successful completion of requirements. Each student will be required to participate in at least one recital during the semester or session. Two half hour lessons per week. 2 semester hours credit per course.

\*\*Applied music instruction will be offered in voice, piano, and band instruments. Voice majors should schedule the 161-162-261-262 series in voice, and the 151-152-251-252 series in an instrument; instrumental majors should schedule the 161-162-261-262 series in instrumental, and the 151-152-251-252 series in voice. Students who are below the Freshman level in accomplishment will be required to take private instruction without credit. In such cases the course designation will be 051-052 or 061-062.

**MU 171-172. Woodwind Techniques. (1,2)**

Basic class instruction in the techniques of playing instruments of the woodwind family. Emphasis is placed on laboratory performance, and the development of skills necessary in the performance and teaching of woodwind instruments. Two class meetings per week. 1 semester hour credit per semester.

**MU 181-182. Brass Techniques. (1,2)**

Basic class instruction in the techniques of playing instruments of the brass family. Emphasis is placed on laboratory performance, and the development of skills necessary in the performance and teaching of brass instruments. Two class meetings per week. 1 semester hour credit per semester.

**MU 191-192. Percussion Techniques. (1,2)**

Basic class instruction in the techniques of playing instruments of the percussion family. Emphasis is placed on laboratory performance, and the development of skills necessary in the performance and teaching of percussion instruments. Two class meetings per week. 1 semester hour credit per semester.

**MU 193-194-293-294. Seminar in Music History, Styles and Forms (1,2)**

A basic approach to the study of musical styles within a workshop format. Primary emphasis is on tracing the development of musical forms from the 17th through the 20th centuries with appropriate works of vocal, keyboard, and instrumental literature as illustrations of the period to be studied. Student participation in performance of suitable music of interest to the class is encouraged. One semester hour credit per semester.

**MU 201. Music Theory. (1)**

A study of accessory and embellishment tones in writing, with emphasis upon mastery of good voice leading in original harmonizations of Bach chorale melodies; an advanced study in rhythms, and an intensification of sight singing and aural diction. There is some keyboard work in a study of modulations; emphasis is on simple original compositions and arrangements. Prerequisite: MU 102 or consent of department. 3 semester hours credit.

A continuation of MU 201 with emphasis on original work. Assignments will be made for original solos, anthems, and other compositions. Sight singing proficiency training is continued, and there is an intensification of rhythmic and harmonic diction. A program of original compositions is required. Prerequisite: MU 201. 3 semester hour credit.

The fundamentals of music needed by the elementary teacher as a preparation for the public school music course. Recommended for all elementary education majors except those who have had prior extensive musical training. Not open for credit to music or music education majors. 3 semester hours credit.

A continuation of MU 121-122. Prerequisite: MU 122 or consent of department. 1 semester hour credit.

A continuation of MU 221. Prerequisite: MU 221 or consent of department. 1 semester hour credit.

A course for the non music major which is designed to give the student the tools required for the evaluation and appreciation of the music he hears. 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 continuation of skills development at the piano to include more complicated patterns and use of non-harmonic tones, cadence patterns in all keys, simple modulations, and playing accompaniments to simple songs. Prerequisite: MU 132 or consent of department. 1 semester hour credit.

Continued emphasis on accompaniments to songs of average difficulty for second year piano students, mastering of modulations to related keys through tonicization and sequential patterns, as well as transposing four part harmonization to any major or minor key when called on to do so. Prerequisite: MU 232 or consent of department. 1 semester hour credit.

Instruction in teaching woodwind, brass and percussion instruments in heterogeneous groups. Prerequisite: MU 172, 182, or 192, or consent of department. Three class meetings per week. 2 semester hours credit.

An in-service course for teachers who need additional preparation in the area. Included are a review of basic fundamentals or introductory college courses in biology, chemistry, physics, and earth-space science; recent advances in these disciplines; and the relationship of recent advance to the school curriculum with particular emphasis on the AAAS Elementary Science program. Prerequisite: Certification or employment as an elementary teacher, principal, or supervisor. 3 semester hours credit.

**MU 202. Music Theory (2)**

**MU 220. Music Skills. (1,2,3)**

**MU 221. Sight Singing. (D)**

**MU 222. Sight Singing. (D)**

**MU 225. Music Appreciation. (1, 2, 3)**

**MU 231. Keyboard Harmony (D)**

**MU 232. Keyboard Harmony (D)**

**MU 275. Elementary Wind Methods. (D)**

**NATURAL SCIENCE  
NSC 250. Science for the Elementary Teacher. (D)**



**NSC 295.**  
**Intermediate Natural Science. (D)**

The courses NSC 295-296 are designed primarily for junior high school and elementary science teachers who need additional academic preparation in the area. The basic fundamentals or introductory college courses in Biology, Chemistry, Physics, and Earth-Space Science are reviewed; advanced work in these areas emphasizes recent advances and the relationship of recent advances to the school curriculum. NSC 295 deals primarily with Biology and Chemistry. Prerequisite: Consent of the department; at least six semester hours credit in one or more courses in the natural science area will be required. Three or more hours of lecture and laboratory per week. 3 semester hours credit.

**NSC 296.**  
**Intermediate Natural Science. (D)**

This course deals primarily with Physics and Earth-Space Sciences. It is one part of the courses designed for junior high school and elementary science teachers, but NSC 295 is not a prerequisite. Prerequisite: Consent of the department; at least six semester hours credit in one or more courses in the natural science area will be required. Three or more hours of lecture and laboratory per week. 3 semester hours credit.

**ORIENTATION**  
**OR 100. Freshman Orientation. (1,2)**

The purpose of this course is to provide the entering student with the information necessary for successful adjustment to college life, work, and activities. Attention is given to study habits, vocational choice, social usage, courtship and marriage, and the development of a well-rounded philosophy of life. Required of all entering students. 1 semester hour.

**PHYSICAL**  
**EDUCATION**  
**(REQUIRED)**

NOTE: All entering Freshmen are required to take one of the basic courses, PE 115 or 116 (Physical Education in Modern Living). PE 115 is for men and PE 116 is for women. In addition to this course students are required to take a minimum of two courses from among these involving individual and dual recreational activities (PE 125, PE 126, PE 135, PE 136, PE 210 and PE 236). Students may take a maximum of one course involving team sports (PE 143, PE 144, PE 145, and PE 146) to complete the requirement four semester hours in Physical Education. Except for those courses open only to men or only to women, any student may take any course as an elective.

In summary, all students except those exempt due to age or physical disability must take either PE 115 or 116, and two courses from among PE 125, PE 126, PE 135, PE 136, PE 210, and PE 236. The fourth course may be any one of those listed below.

Courses listed under Physical Education (Professional) are intended for students planning to major in physical education or recreation. Such courses may not be substituted for the activity courses listed below as a requirement for graduation.

A course required for all entering male Freshmen. It is designed through a series of appropriate activities to orient the student to a realistic program of physical activities that are enjoyable and wholesome and have a carry-over value for post-college years. Two hours laboratory per week. 1 semester hour credit.

**PE 115. Physical Education in Modern Living for Men. (1,2,3)**

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The same course as PE 115 except for women. Two hours laboratory per week. 1 semester hour credit.

**PE 116. Physical Education in Modern Living for Women. (1,2.)**

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.

**PE 125. Badminton. (1,2,3)**

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 hours credit.

**PE 126. Archery. (1,2,3)**

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.

**PE 135. Golf. (1, 2, 3)**

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.

**PE 136. Tennis. (1, 2, 3)**

Instruction and practice in the fundamentals of volleyball and tag football. Two hours laboratory per week. 1 semester hour credit.

**PE 143. Volleyball and Tag Football for Men. (1,2)**

Instruction and practice in the fundamentals of speedball and basketball. Two hours laboratory per week. 1 semester hour credit.

**PE 144. Speedball and Basketball for Women. (1,2)**

Instruction and practice in the fundamentals of speedball and basketball. Two hours laboratory per week. 1 semester hour credit.

**PE 145. Softball and Basketball for Men. (1,2)**

Instruction and practice in the fundamentals of softball and basketball. Two hours laboratory per week. 1 semester hour credit.

**PE 146. Softball and Volleyball for Women. (1,2)**

Instruction and practice in modern dance for women. Two hours laboratory per week. 1 semester hour credit.

**PE 210. Modern Dance for Women. (1,2)**

A coeducational course that includes instruction and practice. Prerequisite: PE 136 or consent of department. Two hours laboratory.

**PE 236. Advanced Tennis. (1,2,3)**

NOTE: Although these courses are designed primarily for students who desire to become physical education teachers or recreation directors, they are open to other students as electives. PE 105 and 220 are coeducational: PE 206, 207, and 240 are open only to men.

**PHYSICAL EDUCATION (PROFESSIONAL)**

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**PE 105. Intro-  
duction to Re-  
creation. (3)**

This course is designed to acquaint the student with the field of recreation. Included is an examination of recreation positions in industries and other commercial outlets, municipalities, public institutions, churches, hospitals, and private agencies. 1 semester hour credit.

**PE 206. Theory  
and Practice of  
Basketball. (1)**

Skills, rules, and team play in basketball. Three hours lecture and laboratory per week. 2 semester hours credit.

**PE 207. Theory  
and Practice of  
Baseball. (2)**

Skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit.

**PE 220. Introduct-  
ion to Physical  
Education. (2,3)**

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

**PE 240. Sports  
Officiating. (D).**

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.

**PHILOSOPHY  
PHI 160.  
Introduction to  
Philosophy. (1)**

A course designed to introduce the student to philosophical theory, those who introduced each theory, and the time in history when it was introduced—beginning with the pre-Socratic philosophers and proceeding through history up to and including Sartre. 3 semester hours credit.

**PHI 185. Prac-  
tice Logic. (1,2,3)**

Reflective thinking with special attention to the detection of 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.

**PHI 205. Elemen-  
tary Ethics**

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

**PHYSICAL  
SCIENCE  
PSC 111. Survey  
of Physical  
Science. (1,2,3)**

Physical Science 111-112 are courses designed primarily for the non-science major. The aim of these courses is to give the student an elementary knowledge and appreciation of his physical environment. 111 is devoted primarily to elementary 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 completion of any course in physics. 3 semester hours credit.

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 course is taken after completion of any course in Chemistry. 3 semester hours credit.

A course in applied physics designed for technical students. The objective of this course is to give the student an understanding of the basic physical principles and their application to modern industrial processes. Emphasis is placed on the practical application as related to selected industrial fields. Prerequisite: enrollment in a technical program; corequisite: MA 115 or 140. 3 semester hours credit.

A continuation of Technical Physics. 1.-The depth and vigor of the subject matter content parallels that of the prerequisite course. A modest ability in algebra and trigonometry is assumed. Prerequisites: PHY 111 and MA 115; corequisite: MA 140 or 150. 3 semester hours credit.

The courses Physics 121-122 are intended primarily for students who are not majoring in physics or engineering. PHY 121 deals with mechanics, heat, and sound; and practical laboratory application. Three hours lecture and two hours laboratory per week. Corequisite: MA 115, 140 or 165. 4 semester hours credit.

The second half of the course 121-122 deals with electricity, magnetism, and light; and practical laboratory application. Prerequisite: PHY 121, Corequisite: MA 140, 150, or 166. Three hours lecture and two laboratory per week. 4 semester hours credit.

The courses Physics 201-202 are designed primarily for physics majors and engineering students. PHY 201 deals chiefly with mechanics, heat, and sound; and practical laboratory application. Prerequisite: MA 166 or equivalent. Corequisite: MA 265. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

The second half of the course 201-202 deals with electricity, magnetism, light, and nuclear physics; and practical laboratory applications. Prerequisite: PHY 201. Corequisite: MA 266. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

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.

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.

**PSC 112. Survey  
Physical Science.  
(1,2,3)**

**PHYSICS  
PHY. 111. Techni-  
cal Physics 1. (1)**

**PHY 112. Tech-  
nical Physics 11.  
(2)**

**PHY 121. Gen-  
eral Physics (1)**

**PHY 122. Gen-  
eral Physics. (2)**

**PHY 201. Gener-  
al Physics (1)**

**PHY 202. Gener-  
al Physics (2)**

**POLITICAL  
SCIENCE  
POL 211.  
American Federal  
Government**

**POL 212. State  
and Local  
Government.**

## PSYCHOLOGY

**PSY 200. Human and Industrial Relations. (D)**

A study of the patterns of human behavior that lead to effective work relationships in a business situation. Included are an analysis of the basic factors that shape the industrial environment and influence the human relations that develop within this environment; and the application of psychology principles to the business problems of leadership and motivation, productivity and morale, and personnel and industrial relations policy. This course is designed primarily for technical and other terminal students, and is not the prerequisite for advanced course in Psychology. 3 semester hour credit.

**PSY 205. General Psychology. (1, 2, 3)**

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.

**PSY 206. Child Psychology. (D)**

The application of psychology to an objective study of the pre-adolescent child. The physical, psychological, and social development is studied. Special problems of child training in the family and of social adjustment at school are discussed. Prerequisite: Psychology 205. 3 semester hours credit.

**PSY 207. Educational Psychology (D)**

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 205 3 semester hours credit.

**READING CLINIC  
RC 093 Reading Clinic. (1,2)**

A course designed to develop the reading proficiency of the entering students whose test scores reveal a lack of the reading skills necessary for successful college study in all areas. The course is required of all students whose test scores reveal an inadequacy, and is recommended for all students who desire to improve reading skills. 1 semester hour. (nontransferable) credit.

**RC 094. Reading Clinic. (2)**

A continuation of RC 093 designed for those students who failed to remedy deficiencies in reading in one semester. 1 semester hour. (non-transferrable) credit.

**SOCIAL SCIENCE  
SSC 111. Survey of the Social Sciences (1, 2, 3)**

The primary objective of the integrated social science course 111-112 is to give students a clear concept of our society and its major problems. The greater portion of the course deals with the various social institutions. It is intended that this course will enable the student to gain some insight into the stubborn character of major social issues and to nourish and motivate their critical thinking rather than to supply them with a tailor-made philosophy. 3 semester hours credit.

The second half of the course 111-112. See above description. 3 semester hours credit.

A brief course dealing with contemporary world political and economic systems: their origin, development, and current practices. Emphasis is placed on an understanding of the basic philosophies of capitalism and communism. 3 semester hours credit.

A historical and comparative study of courtship, mate selection, 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 hour credit.

This is 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 the trend of its future development. 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 both as an introduction to further courses in the field and as a practical course for terminal students. 3 semester hours credit.

A study of the origin and development of the family; the role of marriage and the family in contemporary civilization; the family life cycle; and successful marriage and parenthood. Prerequisite: SOC 110 or 150, or consent of the department. 3 semester hours credit.

The essentials of Spanish, with emphasis on oral expression. Open to those students who enter college without any or with one year of high school Spanish. Four hours lecture and laboratory per week. 3 semester hours credit.

A continuation of SPA 101 with emphasis on both oral and written expression. Prerequisite: SPA 101 or equivalent. Four hours lecture and laboratory per week. 3 semester hours credit.

The course 201-202 includes the reading of selections from modern prose authors; a review of grammatical principles; and further study of composition and conversation. Prerequisite: SPA 102 or two years of high school Spanish. Four hours lecture and laboratory per week. 3 semester hours credit.

The second half of the course 201-202. Prerequisite: SPA 201. Four hours lecture and laboratory per week. 3 semester hours credit.

**SSC 112. Survey of the Social Sciences (1,2,3)**

**SSC 220. Political and Economic Systems (D)**

**SOCIOLOGY  
SOC 110. Preparation for Marriage. (1,2,3)**

**SOC. 150. Introductory Sociology. (1,2,3)**

**SOC 205. Marriage and the Family. (2)**

**SPANISH  
SPA 101. Elementary Spanish (1)**

**SPA 102. Elementary Spanish (2)**

**SPA 201. Intermediate Spanish. (1)**

**SPA 202. Intermediate Spanish. (2)**



## **SPEECH**

### **SPE 090. Speech Clinic. (D)**

A non-credit laboratory or clinic for the correction of speech weaknesses which handicap scholastic performance, employment potential, and social confidence. Students referred by instructors are advised of the specific remedies appropriate to the individual case, and the student is assigned a corresponding regimen.

### **SPE 135. Principles of Dramatic Art I (1)**

The basic principles and techniques of theatre. The course deals with theatre as an art, and introduces the fundamentals of art in each area of theatre. Both professional and educational theatre is included. Participation in college drama is required. 2 semester hours credit.

### **SPE 136. Principles of Dramatic Art II (2)**

A continuation of SPE 135 with emphasis on the historical background of theatre particularly the development of the physical plant and past manners of production. Participation in college drama is required. 2 semester hours credit.

### **SPE 150. Fundamentals of Speech. (1, 3)**

An intensive study of the speech process. This course, primarily designed for English and Speech majors, enables the student to evaluate his own speech, to understand phonetic, physiological, and psychological factors involved, and to establish procedures he must follow for his own speech improvement. A study of the International Phonetic Alphabet is included. 3 semester hours credit.

### **SPE 205. Effective Speaking. (1,2,3)**

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 speaking voice and pronunciation. Prerequisite: EN 121 or equivalent. 3 semester hours credit.

### **SPE 206. Oral Interpretation. (2)**

Oral interpretation of major forms of prose, poetry, and drama with emphasis on integration of vocal skills. Prerequisite: EN 122 and SPE 150 or 205, or consent of department. 3 semester hours credit.

### **SPE 231. Debate and Argumentation (1)**

The courses SPE 231-232 are designed for those students interested in intercollegiate debating and for speech majors. This course includes discovery and use of evidence, reflective thinking, and logical reasoning; organization and adaptation of evidence to public speaking; methods of argumentation, including case preparation briefing and logical elements of persuasion. Prerequisite: EN 121, SPE 150, or consent of department. 3 semester hours credit.

### **SPE 232. Debate and Group Discussion. (2)**

A continuation of SPE 231 with emphasis on group discussion and leadership methods. Prerequisite: EN 121, SPE 105, SPE 205, or consent of department 3 semester hours credit.

### **SPE 235. Fundamentals of Stagecraft. (1)**

A one semester course in basic stagecraft. The student is introduced to all the practical skills necessary to construct a set, lighting, make-up, and costumes. Working back stage on drama productions will be a part of the course work. 2 semester hours credit.

The theory and techniques of designing for the theatre. Time is allocated for individuals to work on special projects in the area of set, costume, make-up, or lighting design. Prerequisite SPE 235 or consent of department. 3 semester hours credit.

A course devoted to the study of the art of acting. Various styles of acting are covered. Emphasis is on the impromptu situation and practice scenes from plays. Some participation in drama productions is mandatory. Prerequisite: Consent of department. 3 semester hours credit.

A course intended primarily for teachers and community theatre personnel, although open to some students. The course is designed as a practical guide to producing a play in an educational or community theatre system, especially for those with limited practical experience in the field. Prerequisite: Consent of department. 3 semester hours credit.

### **SPE 236. Principles of Stage Design (2)**

### **SPE 250. Fundamentals of Acting. (D)**

### **SPE 270. Play Production. (D)**



# VOCATIONAL COURSE OFFERINGS

## GENERAL INFORMATION

The catalog number of vocational courses is the identifying number used by Bulletin 70H-15, Florida State Department of Education.

Following the title of each course is a general description of the course. The exact components or parts of each course is not shown in detail in this catalog, but is handled by means of a course outline available from the instructor.

Courses from three general areas (Distributive, Industrial, and Technical and Health Occupations) will be offered from 1968-69. Other courses, including short courses, may be offered.

## VOCATIONAL DISTRIBUTIVE EDUCATION

### 510V. Business Management

This course is designed for administrative management personnel concerned with the organization and operation of a business. Typical topics considered include selecting a business location, sales promotion, long and short-term financing, recordkeeping, managerial aids, and efficient use of personnel and merchandise.

### 534V. Merchandising and Buying

This course deals principally with training for personnel specializing in merchandising and buying. The functions of the merchandising department, inventory control system, stock turnover, the buying functions, and sales promotion are covered.

### 550V. Principles of Retailing

This course of study shows the organization and operation of a retail merchandising business. Included is basic coverage of sales, service, sales promotion and advertising, credit and accounting, and administration departments. Also basic coverage is given to such topics as channels of distribution, store financing, personnel problems, and operating statements.

### 552V. Techniques of Selling

This is a basic selling course which covers the sequences that go into making a sale. Course content includes selling in various fields such as retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling. The use of visual aids augments classroom activities, and the student has an opportunity to practice selling in the classroom.

### 552V. Applied Sales Psychology

This is a short course that deals with the application of psychological principles to selling problems which include buyer motivation, the factors of attention and interest in the sales process, and the attributes of a successful salesperson.

### 553V. Sales Promotion

This course, designed for all types of sales personnel, covers basic methods and techniques used in sales promotion program development. Research, advertising, merchandising display, direct mail advertising, development of effective sales talks, and demonstrations are covered.

### 554V. Cashiering for Salespeople

The course is designed for salespersons covering machines use, essentials of business mathematics, sales and luxury taxes, and

handling of sales invoices.

Included in this course are retail advertising procedures, copy-writing and testing, selection and use of illustrations, direct mail advertising, including research and analysis of sales territory, and the coordination of the display, advertising, and sales departments.

This course offers training in design, trimming and constructing interior and window display for small stores and large stores. It includes the techniques of display from the idea to the completed construction. Individual problems in window display and trimming are studied in classes held in local stores.

Training in the installation, inspection, and repair of heating and cooling units for commercial and residential building, motor vehicles, aircraft, and ships.

Training in the repair and maintenance of electrical and gas appliances.

Training in the repair of passenger automobiles and light delivery trucks, including engines, transmissions, clutches, carburetors, ignition systems, chassis, bodies, and power operated equipment.

Training in all of the services available to patrons of beauty parlors, including hair cutting, shampooing, dyeing, tinting, and styling, manicuring and pedicuring, scalp treatment and facial makeup and massage.

Training in the installation, repair, and maintenance of electrically controlled and operated machinery and equipment used in industry.

Training in repair of electric motors, generators, and accessory equipment such as starting devices and switches; in winding armatures and field coils; and in testing and installing repaired motors and transformers.

Training in the installation of wiring systems and lighting fixtures, in buildings, including laying conduit, installation of switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.

## 620V. Advertising

## 621V. Display

## VOCATIONAL INDUSTRIAL EDUCATION

## 901V. Air Conditioning, Refrigeration, and Heating

## 904V. Automotive Mechanics

## 920V. Cosmetology

## 927V. Electricity, Industrial

## 929V. Electric Motor and Generator Mechanics

## 930V. Electric Wiring

**978V. Radio and  
Television  
Service**

Training in the installation, testing, adjustment, and repair of radio and television sending and receiving equipment.

**994V. Welding**

Training in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.

**TECHNICAL  
AND HEALTH  
OCCUPATIONS  
EDUCATION**

**021V. Electronics  
Technology**

Courses of instruction in engineering research, design, manufacture, and operation of technical electronic equipment. Special skills are developed in rapid diagnosis required for maintenance, repair, and adjustment of complicated technical electronics equipment.

**061V. Practical  
Nursing**

The practical nursing course is a vocational level course of one year in length (12 months) and includes classroom and laboratory instruction as well as supervised patient care and correlated instruction. Instruction and experience are given in both the school classroom and in one or more cooperating hospitals. The Florida State Board of Nursing, the legal licensing authority, must approve all courses preparing practical nurse practitioners. Approval admits graduates to the examination for licensure as a practical nurse. Licensure is required to practice nursing in this state. The course prepares the person to function with in the two accepted roles of the practical nurse; namely, (1) to plan and give nursing care, with self-direction, to selected individuals in various nursing situations that are relatively free from complexity and (2) to assist the registered nurse in the more complex nursing situations. The course leads to a certificate.

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## 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 other papers will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to the Registrar, Chipola Junior College, Marianna, Florida 32446.

Registrar  
Chipola Junior College  
Marianna, Florida

Dear Sir:

Please send the necessary admission papers to:

Name \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

I was (or will be) graduated from \_\_\_\_\_

High School in 19 \_\_\_\_\_

I (have) (have not) attended another college or university.  
I am applying for admission as (check one):

\_\_\_\_\_ 1. A regular college-level student.

\_\_\_\_\_ 2. A guided studies college student.

\_\_\_\_\_ 3. A vocational student (Specify program in

the space below).

\_\_\_\_\_

I expect to enroll for the \_\_\_\_\_ Semester or  
Session, 19 \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

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