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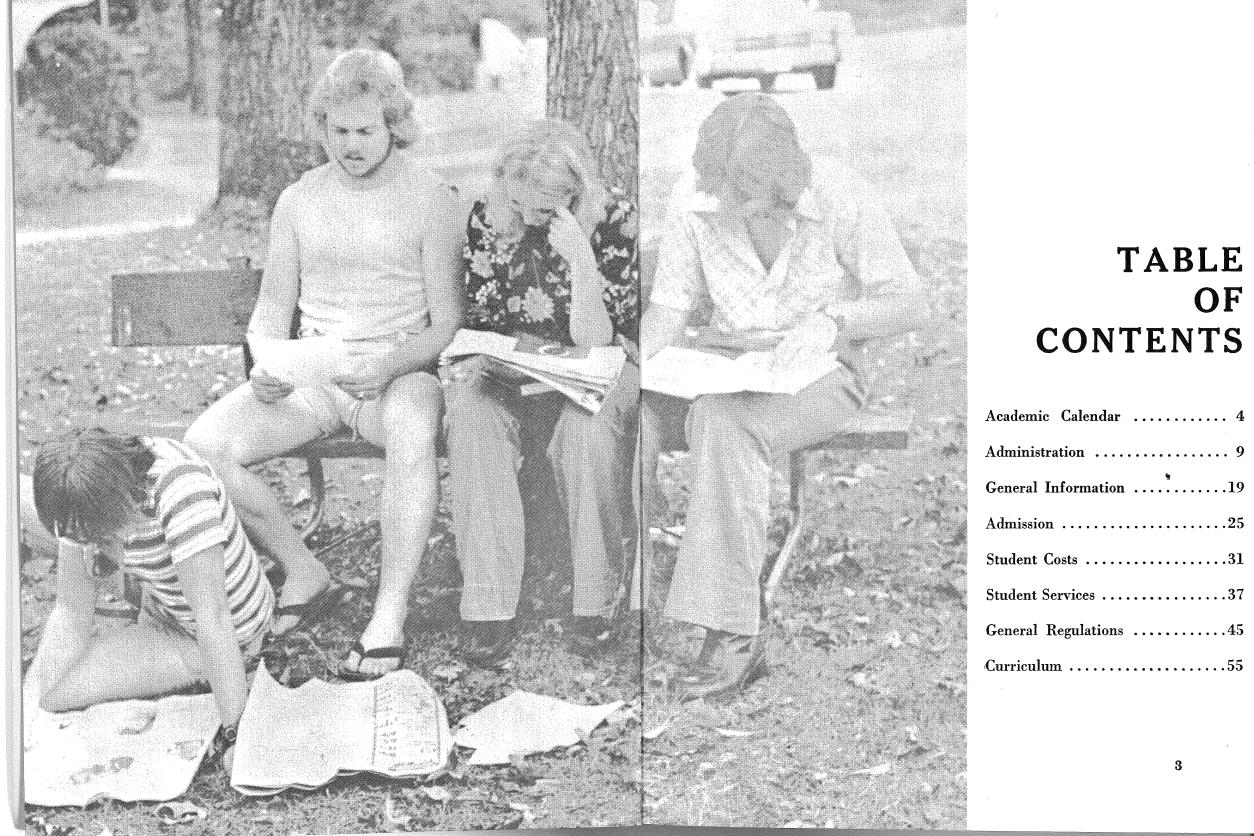
Library
Chipola Jr. College
Marianna, Florida



# CHIPOLA JUNIOR COLLEGE

- A public junior college supported by the State of Florida and Calhoun, Holmes, Jackson, Liberty and Washington Counties.
- Accredited by Southern Association of Colleges and Schools.
- Member of American Association of Community and Junior Colleges, American Council on Education, Florida Association of Community Colleges, Southern Association of Junior Colleges, and Florida Association of Colleges and Universities.

MARIANNA, FLORIDA 32446



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### **CALENDAR** 1975-76\*

#### FALL SEMESTER, 1975

July 10 — Thursday — Early registration for returning students (by appointment), 8:00 A.M. to 4:00 P.M.

July 11 — Friday — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

July 17 — Thursday — Early registration for returning students (by appointment), 8:00 A.M. to 4:00 P.M.

**July 18** — **Friday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

July 24 — Thursday — Early registration for returning students (by appointment), 8:00 A.M. to 4:00 P.M.

July 25 — Friday — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

July 31 — Thursday — Early registration for returning students (by appointment), 8:00 A.M. to 4:00 P.M.

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

August 11 — Monday — First faculty meeting, 9:00 A.M.

August 14 — Thursday — Dormitories open, 12:00 Noon.

**August 15 — Friday** — Pre-registration orientation for late applicants by appointment), 8:00 A.M. to 4:00 P.M.; cafeteria serves first meal (breakfast).

**August 18** — **Monday** — Individual advising for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

August 19 — Tuesday — Individual advising for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

**August 20** — **Wednesday** — Registration (by appointment), 8:00 A.M. to 4:00 P.M.

**August 21** — Thursday — Classes begin on regular schedule; late registration fee required for all late registrants.

August 29 — Friday — Cafeteria closes after evening meal; dormitories close 6:00 P.M.; Labor Day Holiday begins at 6:00 P.M.

September 1 — Monday — Holiday; dormitories open, 6:00 P.M.

**September 2** — **Tuesday** — Classes resume on regular schedule; last date for fall semester registration; last date for changing class schedules; cafeteria opens for breakfast meal.

October 17 — Friday — Student holiday; faculty workday; mid-semester progress grades due in Registrar's office, 4:00 P.M.

October 22 — Friday — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**November 26** — **Wednesday** — Thanksgiving holidays for faculty and students begin, 4:30 P.M.; dormitories close, 6:00 P.M.; cafeteria closes after noon meal.

November 30 — Sunday — Dormitories open, 6:00 P.M.

**December 1 — Monday** — Classes resume on regular schedule; cafeteria opens for breakfast meal; last date on which a student may resign without penalty except for reason of personal health.

**December 3** — **Wednesday**—Classes scheduled for 7:50 A.M. through 3:10 P.M. suspended for academic advising for spring semester.

December 4 — Thursday — Classes resume on regular schedule.

**December 15** — **Monday** — Final examinations begin; early registration for returning students begins, 8:00 A.M.

**December 18** — Thursday — Early registration for spring semester for returning students ends, 4:00 P.M.

**December 19 — Friday** — Fall semester ends; final grades due in Registrar's office, 4:00 P.M.; cafeteria closes after noon meal; dormitories close, 6:00 P.M.

December 24 — Wednesday — Holiday for twelve month personnel.

December 25 — Thursday — Holiday for twelve month personnel.

January 1 — Thursday — Holiday for twelve month personnel.



#### SPRING SEMESTER, 1976

January 5 — Monday — Faculty reports, 8:00 A.M.; dormitories open, 12:00 Noon.

January 6 — Tuesday — Pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.; cafeteria opens for breakfast meal.

**January 7** — **Wednesday** — Individual advising for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

**January 8** — Thursday — Registration (by appointment), 8:00 A.M. to 4:00 P.M.

January 9 — Friday — Classes begin on regular schedule; late registration fee required for all late registrants.

January 19 — Monday — Last date for spring semester registration; last date for changing class schedules.

March 4 — Thursday — Mid-semester progress reports due in Registrar's office, 9:00 A.M.

March 12 — Friday — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**April 15 — Thursday** — Spring holidays begin, 6:00 P.M.; dormitories close, 6:00 P.M.; cafeteria closes after evening meal.

April 19 — Monday — Dormitories open, 6:00 P.M.

April 20 — Tuesday — Classes resume on regular schedule; cafeteria opens for breakfast meal; last date on which a student may resign without penalty except for reason of personal health.

**April 27** — **Tuesday** — Classes scheduled for 7:50 A.M. through 3:10 P.M. suspended for academic advising for summer session.

April 30 — Friday — Final examinations begin.

May 3 — Monday — Early registration for first term summer session for returning students begins, 8:00 A.M.

May 4 — Tuesday — Early registration for returning students ends, 4:00 P.M.

May 6 — Thursday — Spring semester ends; final grades due in Registrar's office, 4:00 P.M.; cafeteria closes after noon meal.

May 7 — Friday — Dormitories close, 10:00 A.M.; last work day for nine month personnel.

May 10 — Monday — Dormitories open, 12:00 Noon.

**May 11 — Tuesday** — Pre-registration orientation for new or entering studenst, 8:00 A.M. to 4:00 P.M.; cafeteria opens for breakfast meal.

May 12 — Wednesday — Registration, 8:00 A.M. to 4:00 P.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon.

May 13 — Thursday — Classes begin on regular schedule; late registration fee required for all late registrants.

May 17 — Monday — Last date for first term registration; last date for changing class schedules.

**June 8** — **Tuesday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

June 15 — Tuesday — Last date on which a student may resign without penalty except for reason of personal health.

June 22 — Tuesday — First term of sumer session ends.

**June 23** — Wednesday — Final grades due in Registrar's office, 9:00 A.M.

**June 21 — Monday** — Pre-registration orientation for new or entering students, 8:00 A.M. to 4:00 P.M.

**June 22** — **Tuesday** — Individual advising for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

June 23 — Wednesday — Registration, 8:00 A.M. to 4:00 P.M.

**June 24 — Thursday** — Classes begin meeting on regular schedule; late registration fee required for all late registrants.

**June 28 — Monday** — Last date for second term registration; last date date for changing class schedules.

**July 2 — Friday** — Holiday begins, 4:30 P.M.; cafeteria closes after noon meal; dormitories close, 4:30 P.M.

**July 5** — **Monday** — Holiday for students and faculty; dormitories open, 6:00 P.M.

July 6 — Tuesday — Classes resume on regular schedule; cafeteria opens for breakfast meal.

**July 20** — **Tuesday** — Last date on which a student may receive permission to drop or withdraw from any course without penalty.

**July 27** — **Tuesday** — Last date on which a student may resign without penalty except for reasons of personal health.

**August 4** — **Wednesday** — Second term of summer session ends; cafeteria closes after noon meal; dormitories close, 6:00 P.M.

August 5 — Thursday — Final grades due in Registrar's office, 9:00 A.M.

\*The preceding calendar applies primarily to college credit programs and students. Variations for vocational programs and students are shown in Vocational Division Calendar.

SECOND TERM

SUMMER

SESSION, 1976

FIRST TERM

#### VOCATIONAL DIVISION CALENDAR\*\*

SUMMER SESSION, 1975 FIRST TERM May 14 — Wednesday — Registration for vocational students; classes begin on regular schedule.\*\*\*

May 22 — Thursday — Last date for first term registration for vocational programs.

June 24 — Tuesday — First term of summer session ends.

SECOND TERM

**June 25** — **Wednesday** — Registration for vocational students; classes begin on regular schedule.\*\*\*

July 3 — Thursday — Last date for second term registration for vocational programs.

August 6 — Wednesday — Second term of summer session ends.

FALL SEMESTER, 1975 **August 18 — Monday** — Registration for vocational students, classes begin on regular schedule.\*\*\*

**September 16** — **Tuesday** — Last date for fall semester registration for vocational programs.

December 19 — Friday — Fall semester ends.

SPRING SEMESTER, 1976 January 5 — Monday — Registration for vocational students; classes begin on regular schedule.\*\*\*

February 3 — Tuesday — Last date for spring semester registration for vocational programs.

May 6 — Thursday — Spring semester ends.

SUMMER SESSION, 1976 FIRST TERM May 11 — Tuesday — Registration for vocational students; classes begin on regular schedule.\*\*\*

May 19 — Wednesday — Last date for first term registration for vocational programs.

June 21 — Monday — First term of summer session ends.

SECOND TERM

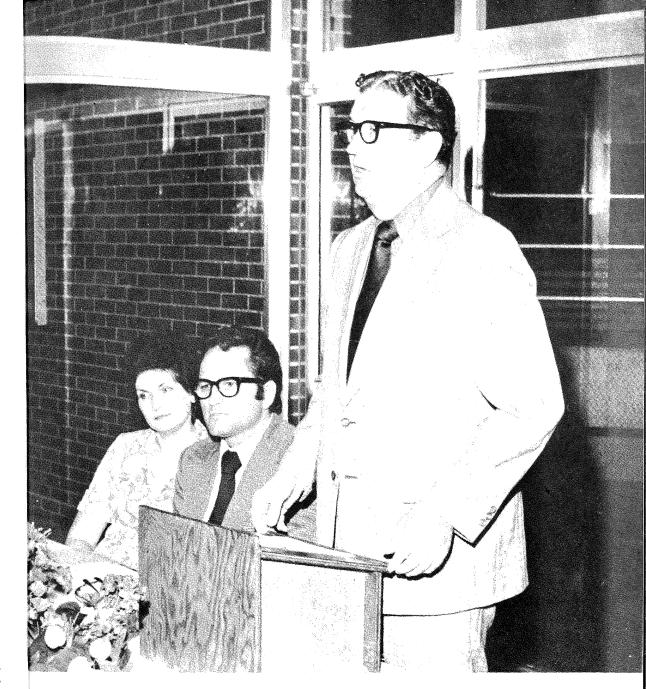
June 22 — Tuesday — Registration for vocational students; classes begin on regular schedule.

July 1 — Thursday — Last date for second term registration for vocational programs.

August 3 — Tuesday — Second term of summer session ends.

\*\*Holidays for the Vocational Division are the same as for college level programs. There are some variations other than shown above for some vocational programs, especially Practical Nursing. Program offerings for the second terms of the summer session are limited.

\*\*\*The late registration fee does not apply to Vocational Division students. Although students are urged to register on the regular dates shown above, students will be accepted for any vocational program until the dates shown above provided the class is not already overcrowded and the enrollment is approved by the Dean of Vocational and Technical Education. Full fees will be charged for any part of a semester or summer term.



### Administration

### DISTRICT BOARD OF TRUSTEES

#### Calhoun County

Dr. Elga White, Blountstown, (1977)

#### **Holmes County**

C. H. Barton, Bonifay, (1975)
Orren R. Smith, (1977)

#### Jackson County

James S. Sheffield, Marianna, (1978)

T. K. Snipes, Chairman, Malone, (1975)

Wilmer L. Williams, Graceville, (1977)

#### Liberty County

Paul Eubanks, Bristol, (1978)

#### Washington County

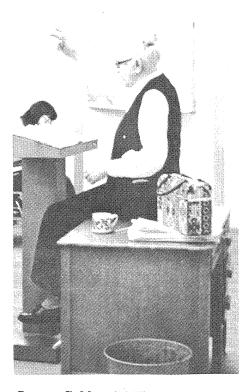
Walker Hughen, Chipley, (1975) Roger Laney, Chipley, (1975)

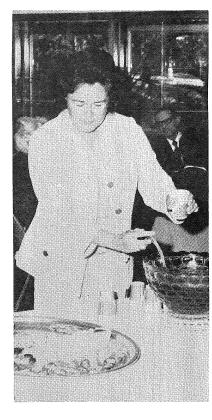
#### **COLLEGE ADMINISTRATION**

Raymond M. Deming, Ed.D.  G. W. Allen, Jr., M. A.  Frederic L. Howell, M. S.  James A. Lewis, M. S.  Marlon W. Godsey, M.Ed.  Director of Eva J. Dixon, M. A.	Dean of the College Dean of Vocational and Technical Education Director of Business Affairs of Student Personnel Services Director of Library Services	
Milton H. Johnson, M. S.  James H. McGill, M. S.	Director of Physical Plant and Development	
C. D. West, Jr., M. A. Regi	strar and Admissions Officer	
Dates following names indicate initial em	ployment by Chipola.	FACULTY
Charles L. Adams (1960-61, 1966)  B. S., Troy State College  M.A., George Peabody College	Biological Science	
Neil D. Adams (1972)  B.S., Eastern Kentucky State College M.S., Ph.D., University of Kentucky	Physics and Mathematics	
Augustus M. Adkison (1965)  B.M.E., M.M.E., Florida State University	Music	
Shirley F. Adkison (1964)  B.A., Lawrence College M. A., Michigan State University	Director of Counseling	
Joseph L. Alford, Jr. (1969) B.A., University of West Florida M.A., Florida State University	Speech and Theatre	•
G. W. Allen, Jr. (1948)  B.S. Troy State College  M.A., University of Alabama	Dean of the College	
H. Warren Almand (1964)  B.S., College of Charleston M.A., Florida State University	English	
Miriam S. Bailey (1972)  B.S., M.A., Ph.D., Florida State Univer	English	
Hubert W. Balboni (1969) B.S., Florida State University	Biological Science	
M.Ed., Mississippi State University  Elizabeth M. Barnes (1966)  B.S., University of Georgia  M.S., Florida State University	Social Science	
Walter F. Basford (1967)	Auto Mechanics	

#### FACULTY

Ernest Paul Braxton (1968)	Electricity
B.S., University of West Florida	
Charles E. Brown (1970)	Small Gasoline Engines
Clifford L. Callis (1970)  B.S., Livingston State University  M.S., Auburn University	Manager, Computer Center
Albert B. Caraway (1966) Asst. to B.S., M.S., Florida State University	
R. Earl Carroll (1957-58, 1960) B.S., M.S., Florida State University	of Literature and Language
Dorothy T. Clemmons (1967)  B.A., Florida State University  M.A, University of Florida	
Gwendolyn B. Conner (1972)  B.S.N., Florida State University	
Ruth E. Davis (1948-49, 1964) A.B., M.A., Florida State University	
Raymond M. Deming  B.S., Union University  M.A., Ed.D., George Peabody Collection	ge
Eva J. Dixon (1955)  A.B., M.A., University of Florida	
Ellis G. Dungan (1966)  B.S., Huntingdon College M.A., Middle Tennessee State University	ersity
Eulles Edenfield (1969)	Auto Mechanics
Brenda W. Evans (1972)	Cosmetology
Joseph N. Fagan (1967) Co B.S., M.Ed., Tuskegee Institute	ordinator of Testing; Counselor
John E. Flynn (1964)  B.S., Troy State College  M.Ed., Auburn University  M.A., Florida State University	
Marlon W. Godsey (1965) Directo B.S., Memphis State University M.Ed., University of Mississippi	r of Student Personnel Services





<b>Peggy Golden</b> (1967)	Cosmetology	FACULTY
<b>Donald G. Holley</b> (1970)	Appliance Repair	*
Bonnie Holt (1956)  B.S., University of Southern Mississippi	Physical Education	
Merle Z. Houston (1963)  B.S., Troy State College  M.Ed., Auburn University	Circulation Librarian	
Frederic L. Howell (1965) Dean of B.S., M.S., Florida State University	Vocational and Technical Education	
Chu Shyen Huang (1966)  B.S., National Taiwan University M.S., University of Southern Mississippi	Biological Science	
Franklin E. Johnson (1970) B.S.A., University of Georgia M.Ed., Florida A&M University	Agriculture	

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Milton H. Johnson (1961)  B.S., Livingston State College Div M.S., Florida State University	Physical Education, Chairman, ision of Physical Education and Health; Athletic Director
Charlton D. Keen, Jr. (1965)  B.A., Birmingham-Southern College M.S., Florida State University	
Mildred H. Keen (1969) B.A., Agnes Scott College B.A.L.S., Emory University	
Lonnie H. Keene (1970) B.S., M.A., Florida State University	
Elek J. Lehoczky (1965)  B.S. Equivalent, Szegedi (Hungary)  M.S. Equivalent, Egri (Hungary) State	State Teachers College te Teachers College
James A. Lewis (1957)  B.S., M.S., Florida State University	
Albert E. Lightfoot (1963)  A.B., Stetson University Th.M., Southern Baptist Seminary	English and Speech
Gernon L. Lombard (1973)  B.S., M.Ed., University of West Flo	Drafting
Arthur R. Manning (1965)  B. S., U. S. Naval Academy  M. S., Florida State University	Coordinator of Veteran Affairs
Fauline J. Mathis (1965)  B. S., Troy State College  M. S., University of Mississippi	Mathematics
Patricia B. Mathis (1961) B. A., Judson College M.A., Louisiana State University	Mathematics
James H. McGill (1952) B. S., M.S., Auburn University	Campus Development
Louise J. Miller (1965)  B.A., Mississippi College  M.A., University of Mississippi	
Mary Lou Milton (1973) B.S., M.A., University of Florida	Mental Retardation
Jay L. Mitchell (1962) B.S., Troy State College M.S., Florida State University	Physical Science

English
Business bllege
Geography and Social Science
Biological Science
Music; Chairman, Division of Fine Arts and Humanities
History and Social Science ississippi
Economics and Business
Physical Education
Physical Education

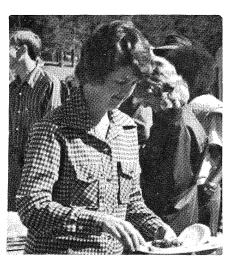


FACULTY

#### **FACULTY**

Frederick B. Peters (1957-65, 1968)	Division of Business
Mertice B. Ringer (1961)	English
B.A., Blue Mountain College M.Ed., Mississippi College	
Robert E. Ringer (1960)  B.S., Jacksonville State College M.Ed., Mississippi College	and Main
Jerome D. Robbins (1968)  B.S., M.S., Florida State University	
Olen T. Robinson (1974)	Electric Wiring
R. A. Rogers (1970)	Carpentry
Carolyn Wilson Sapp (1968)  B.M., Shorter College  M.M., Northwestern University	Music and Humanities
<b>Agnes M. Schack</b> (1971) R.N., Orange Memorial Hospital	
James T. Sims (1959)  B.S., Troy State College  M.S., Florida State University	
Joyner Sims (1967)  B.S., MS., Florida State University Ph.D., Louisiana State University	Chemistry
William H. Stabler (1961) Director of B.S., Troy State College M.A., Ed.S., George Peabody College	Learning Resources, Education
Terrell L. Stone (1974)	
Josephine Story (1955)  B.S., M.S., Florida State University	
Mary Frances Stuart (1957)  B.S., Purdue University M.A., Florida State University	of Social Science
Mary Elizabeth Sweeney (1969) B.S., Ed.M., St. Louis University	Counselor
Willie P. Taylor (1970)	Brick and Blocklaying

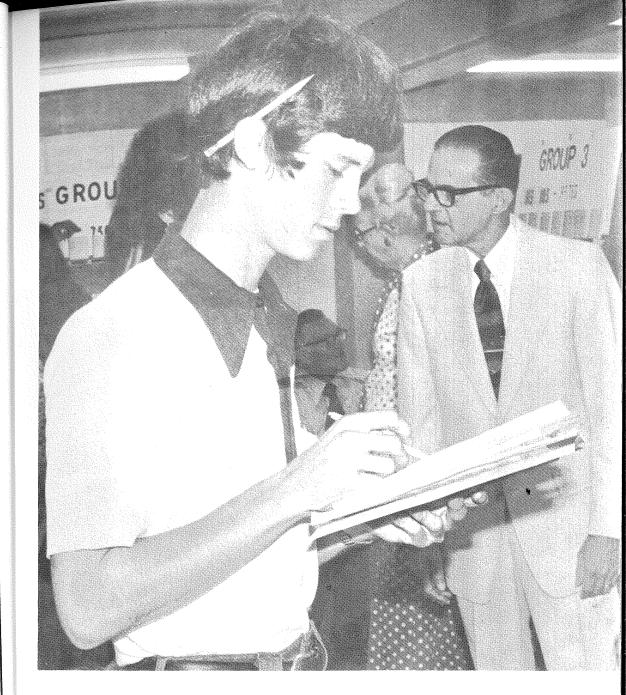




Tommy J. Tharp (1965)  B.S., Troy State College M.A.T., University of North Care	Physical Science	FACULTY
Cleatus C. Toole (1967) A.A., Chipola Junior College	Welding	
Carlton E. Treadwell (1970) B.S., Florida State University	Vocational Education	*
Richard H. Vail (1970)  B.S., Western Carolina College M.A., George Peabody College	Art	
Dowling Vickers (1974)	Plumbing	
William P. Walker (1974)	Computer Programmer	
Jeanette P. Watford (1969) B.A., University of Florida M.S., Florida State University	English	
C. D. West, Jr. (1960) B.S., Troy State College M.A., George Peabody College	Registrar and Admissions Officer	
Horace Williams (1974)	Automotive Mechanics	

#### FACULTY EMERITI

Theadore H. Brittain (1963-1974) \_\_\_\_\_ Mathematics B.S., U.S. Naval Academy M.S., Florida State University Earl E. Hamilton (1952-1965) \_\_\_\_\_\_ Social Science A.B., M.A.E., University of Florida \_\_\_\_\_ Natural Science Albert S. Johnson (1950-1971) \_\_ B.S., Indiana State College M.S., University of Illinois Chester H. Pelt (1948-1950, 1954-1973)...Philosophy and Sociology A.B., Atlantic Christian College M.A., Florida State University Margaret G. Rath (1962-1972) \_\_\_\_\_ Drafting and Art B.A., M.S., Pennsylvania State University Biological Science Rollin R. Stevens (1955-1973) \_\_\_\_\_ B.S., Utah State University M.S., Florida State University Humanities Earle C. Taylor (1955-1970) \_\_ A.B., Oglethorpe University M.S., Florida State University English Wilbur I. Throssell (1954-1971) \_ A.B., University of Washington M.A.E., Ed.D., University of Florida



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 college to operate as a public institution with financial support from the three counties and the State of Florida. This approval was granted by the State Board of Education, and Chipola Junior College became a public institution effective September 1, 1948.

The original district of Calhoun, Jackson and Washington Counties was later changed to include Holmes County and in 1974 Liberty County was added to the college district.

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 and College officials planned immediately for new facilities and  $\alpha$ 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.

Additional facilities for vocational education programs were completed in 1973. An addition to the Library Building to house the Learning Resources Center was completed in 1974, and construction of a new health and physical education facility will be completed during the 1975-76 school year.

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.

From its earliest beginnings 28 years ago, Chipola Junior College has developed into a highly respected community junior college and is the source of the famed "Chipola Index" used by the U.S. Office of Education.

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 houses all administrative offices,  $\alpha$  faculty lounge, faculty offices and classrooms.

The Library Building houses over 30,000 volumes (excluding general reference books and periodicals), librarians' offices, work and storage rooms, and general reading rooms. An addition to this building to house the Learning Resources Center facilities was completed in 1974.

The oldest structure on campus, the Social Science Building, is now used solely for classrooms and faculty offices.



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

Construction of the Field House was completed in 1957. Facilities for physical education for both men and women are included. The Field House also is utilized for both intramural and intercollegiate sports. Construction of a new health and physical education building will be completed during the 1975-76 school year.

Included in the Student Center Building are the Cafeteria, Snack Bar, Student Lounge, Bookstore, and offices and conference rooms for

student government activities.

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

The Technical Building houses Electronics and Drafting laboratories, Business Education classrooms, and faculty offices.

A dormitory for 190 women students was constructed adjacent to the campus by the Chipola Dormitory Authority in 1964. A small dormitory for male students was completed in 1970.

The Fine Arts Building houses art studios, music rooms, general classrooms for the humanities, and offices.

A physical education building with shower and locker and storage rooms for outdoor physical education facilities is located on the northern part of the campus.

The Vocational Building houses all vocational classrooms and laboratories plus general classrooms used by the Literature and Language Division. A major addition to this building was completed in 1973.

The Forestry Building, occupied by the U. S. Foresty Service, and a storage and service building complete the physical plant.

### THE JUNIOR COLLEGE

One of the most significant trends in American education of the past two decades has been the development and growth of the junior college. Most junior colleges have retained their individuality as small colleges with all the advantages of instruction and school spirit that 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 of those graduating from high school are eager to continue their education but find themselves thwarted from pursuing their ambition because of the high cost of living conditions and tuition costs of many four-year institutions. Serving the needs and interests of all the citizens in the communities it represents, the junior college has provided the opportunity longed for by many ambitious students and has opened the way for them, through its terminal education 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, Liberty, 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 it 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 goal of Chipola Junior College is to meet the educational needs of the people it serves.

Specifically, the College has the following goals:

- 1. To provide basic preparation for further college study for students planning to transfer to a senior college.
- 2. To provide students whose formal education will end with the junior college with programs that prepare them for employment.
- 3. To provide for individuals to continue their education when opportunities and interests present themselves.

GOALS OF CHIPOLA JUNIOR COLLEGE

- 4. To provide for the extension of education needed to meet the changing requirements of life and work.
- 5. To provide a student personnel services program as an integral part of the total educational program.

## CREDITS AND OFFICIAL STANDING

Chipola Junior College is a member of and is fully accredited by the Southern Association of Colleges and 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.

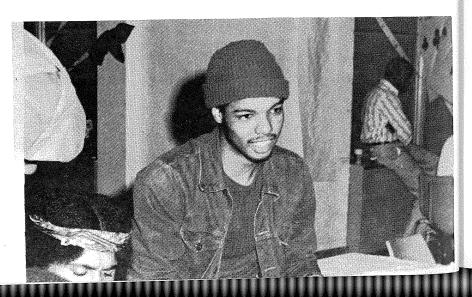
Students planning to earn advanced degrees at four-year colleges and universities anywhere in the United States may transfer work completed at Chipola with no loss of credit.

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

### CIVIL RIGHTS COMPLIANCE

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





Admission

#### ADMISSION PROCEDURE

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 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 all colleges or universities 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.

Prospective students interested in enrolling for college level courses as 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 Dean of Vocational and Technical Education who will give each applicant any needed additional instructions.

Those students desiring to enroll 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 a recognized agency.
- b. A health certificate from a practicing physician may be required if the student does not certify that he or she is in good health.

- c. An affidavit concerning residency must be signed by the student's parents or the student (if 18 years of age) and notarized.
- d. 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.
- e. 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.

#### 3. For early admission:

- a. Selected students may be accepted for admission as college credit students prior to actual graduation from high school provided they comply with all of the admission requirements listed above for entering freshmen and meet the criteria listed below.
- b. Criteria for selection as early admission students are: Completion of the 11th grade and all high school graduation requirements except 3 or less units or credits; a cumulative grade point average of B (3.00) or higher for the 9th, 10th, and 11th grades; rank in the upper 10% of his or her 11th grade class; attainment of the age of 16 years at time of admission; and the written approval of the high school principal including certification of rank in class and grade point average.
- c. Students who qualify for and are admitted as early admission students will have all the rights and privileges of other entering freshmen. However, those who desire to substitute college credit work for their senior year in high school and graduate with their

senior class should contact their high school principal concerning applicable state and local regulations.

- 4. For high school seniors (applicants for dual enrollment).
  - a. To be eligible for admission to a program whereby outstanding high school seniors may enroll for college-level courses during the summer session preceding their senior year and during the fall and spring semesters of their senior yaer, a student must have completed the 11th garde, rank in the upper 25% of his class, and have a cumulative grade point average of not less than B or 3.00 for the 9th, 10th, and 11th grades.
- b. Seniors enrolled in this program will be allowed to pursue up to seven semester hours of college work during the summer session and three to six semester hours each during the fall and spring semesters while concurrently enrolled as a high school senior.
- c. Provisional college credit will be granted for work satisfactorily completed. Final or unprovisional credit applicable toward a degree will be granted after the senior completes high school graduation and subsequently enrolls at Chipola.
- d. Dual enrollment students must submit all admission papers as outlined above for entering freshmen.

#### **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. High school graduation or its equivalency as evidenced by the issuance of a certificate or diploma of high school equivalency by a recognized agency is required for regular admission to Vocational programs. However, a student who does not meet the high school graduation requirements may be admitted if it can be shown that he or she could profit by enrollment and attendance. Determination of possible success in a given vocational program will be determined by scores on standardized tests and/or a personal interview by an admissions committee for the chosen program.
- 2. Students who are currently attending high school are eligible for admission to vocational programs as part-time students if their attendance is approved by the high school principal, if they are identified by the high school for a particular vocational program, and if they are approved by the admissions committee for the chosen vocational program.

Full information concerning the requirements for each program will be furnished on request. Interested students are urged to contact the Dean of Vocational and Technical Education.

#### **Adult Students**

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.

All adults and other persons 18 years of age or older are eligible

to enroll for non-credit academic courses. This includes short, special interest, and community service courses that do not carry credit applicable toward a degree. Also included is enrollment on an audit or non-credit basis for college-level courses. The only requirement for such enrollment is the completion of an enrollment certification. Interested students should contact the Registrar's Office.

The College reserves the right to deny admission to any applicant except for reason of race, creed, color, national orgin, sex, or age. A procedure for changing the college admissions requirements is clearly specified in the Policy Manual of the District Board of Trustees. A copy of the manual is available for review in the Office of the President.

### 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 purposes of assessing fees, a Florida resident is defined as a person who shall be a citizen of the United States or a resident alien who shall have resided and has his or her habitation, domicile, home and permanent abode in the State of Florida for at least twelve (12) months immediately preceding his current registration. In applying this regulation the following shall be observed:
  - (1) "Applicant" shall mean a student applying for admission to Chipola Junior College.
  - (2) In all applications for admission by students as citizens of the state, the applicant, if married or eighteen (18) years of age, or if a minor, his parents, or legal guardian, shall make and file with such application a written statement under oath that such applicant is a bona fide citizen and resident of the state and entitled as such to admission upon the terms and conditions prescribed for citizens and residents of the state.
  - (3) The burden of proof is on the applicant and an applicant can change his or her place of residence from another state to the State of Florida only by physically coming into the state and establishing his or her residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing and the legal residence of a minor is that of the parents, parent, or legal guardian of his or her person.
  - (4) A non-Florida resident may apply in writing for re-classification prior to any subsequent registration under the provisions set forth below. To qualify for re-classification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve (12) months, shall have filed a declaration of intent to become a resident of the state and shall be registered to vote in the state. An alien shall have resided in Florida for twelve (12) months and must present United States immigration and naturalization certification that he is a resident alien. If the application is supported by evidence satisfactory to the community college that the student then qualifies as a Florida resident, his classification will be changed for future registrations.
  - (5) The following categories shall be treated as Florida residents for tuition purposes:
  - (a) Military personnel of the United States of America on active

duty and stationed in Florida, including dependent members of their immediate families.

- (b) Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home. (c) Public elementary, secondary, university, and community college faculty members currently employed in the state system of public education.
- (d) Full-time faculty and career employees of Chipola Junior College and members of their immediate families.

In addition to any other penalties which may be imposed, the Board may deny college credits for work done by the student at the college if it finds that the applicant has made false or fraudulent statements regarding residency in his application or accompanying documents or statements.

#### 1. Matriculation Fee:

For Fall and Spring Semesters and for Summer Terms:

(a) A Matriculation Fee of \$10.00 per semester hour.

(b) A Florida Financial Aid Trust Fund Fee of \$4.50 per student for full-time students only.

#### 2. Tuition (applicable to non-Florida residents only):

For Fall and Spring Semesters and for Summer Terms: Tuition of \$10.00 per semester hour.

- 3. Course Change Fee (applicable to any student who makes any class schedule change during the prescribed period at the beginning of each semester or term except those changes requested for the convenience of the College): \$5.00 per change authorized at any one time. This applies to dropping or adding one or more courses when approval is authorized.
- 4. Late Registration Fee: \$10.00. This fee applies to all students who complete registration after the prescribed registration dates for each semester or term, to those students who fail to complete registration by paying fees on the prescribed dates, and to students whose checks for payment of fees are returned for non-payment.
- 5. **Applied Music Fee** (applicable only to students registered for Applied Music courses):

One lesson per week for semester or equivalent: \$ 22.50 Two lessons per week for semster or equivalent: \$ 45.00

6. Transcript Fee: \$1.00 per transcript after the first transcript furnished free of charge.

FEES, TUITION
AND OTHER
COSTS
For College-Level
Students

7. Graduation Fee (applicable only to graduating sophomores): Spring semester (includes cap and gown rental): \$10.00 Fall semester and summer session (diploma only): \$ 5.00

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 lose than six semesters hours are considered part time. 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: \$45.00 per semester. For half-time\* students: \$22.50 per semester.

For the Summer Session:

For full-time\* students: \$22.50 per term. For half-time\* students: \$11.25 per term.

#### 2. Tuition:

For the Fall and Spring Semesters:

For full-time\* students:

Florida residents: NONE.

Non-Florida residents: \$75.00 per semester.

For half-time\* students:

Florida residents: NONE.

Non-Florida residents: \$37.50 per semester.

For the Summer Session:

For full-time\* students:

Florida residents: NONE.

Non-Florida residents: \$37.50 per term.

For half-time\* students:

Florida residents: NONE.

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.

#### For Short Course Students

Fees for vocational courses or programs of study involving attendance for less than 15 hours per week and for short courses for  $\boldsymbol{\alpha}$ duration of less than  $\boldsymbol{\alpha}$  semester or a six-week term of the summer session will be prescribed by the District Board of Trustees.

#### For All Students

1. Identification and/or Yearbook Photographs: (Applicable to all except Short Course Students)

Per semester: \$2.00 per student.

Per summer session term: \$1.00 per student.

Replacement or late ID cards: \$3.00.

#### 2. Dormitory Room Rent:\*

Women's dormitory:

\$175.00 per semester per student and \$70.00 per summer session term for double occupancy for first floor rooms; \$250.00 per semester per student and \$100.00 per summer

session term for single occupancy (subject to availability) for first floor rooms; \$125.00 per semester per student and \$50.00 per summer session term for double occupancy for basement rooms; \$165.00 per semester per student and \$66.00 per summer session term for single occupancy (subject to availability) for basement rooms.\*

#### Men's dormitory:

\$175.00 per semester per student and \$70.00 per summer session term for double occupancy.

\$250.00 per semester per student and \$100.00 per summer session term for single occupancy (subject to availability).\*

\*Students who have in conege dormitories 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. \*Students who live in college dormitories are also required to pay a reservation deposit of

#### 3. Textbooks and Supplies:

The estimated cost per school year for college-level students depends upon the program of study. For most students the total will not exceed \$100.00. 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 \$50.00 per school year.

#### 4. Cafeteria Charges:

Students pay for their meals each time they eat at the cafeteria. The current cost for three meals is approximately \$4.50 per day plus sales tax. Meal prices are subject to change with the fluctuation in the cost of food.

1. The Late Registration Fee, Course Change Fee, Graduation Fee, REFUND POLICY and Short Course fees are non-refundable.

2. Dormitory rent, paid on a semester or term basis, is nonrefundable.

- 3. The Dormitory Room Deposit fee is refundable if the student has not damaged, destroyed or lost any dormitory property at the time he or she vacates the dormitory room. Partial refunds may be made provided property losses do not exceed \$25.00. It is non-refundable if the student does not enroll and actually occupy a room.
- 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

Resignation on or before the last date for registration for any semester or term: 100 Per Cent Refund.

Resignation after the last date for registration for any semester or term: No Refund.

- 5. No refund of Matriculation Fee, Tuition, and Applied Music Fee charges will be made to students who reduce student loads due to officially dropping courses after the last day for registration.
- 6. Full refund of all fees paid will be made in cases when the college administration cancels a class or program.

### 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.

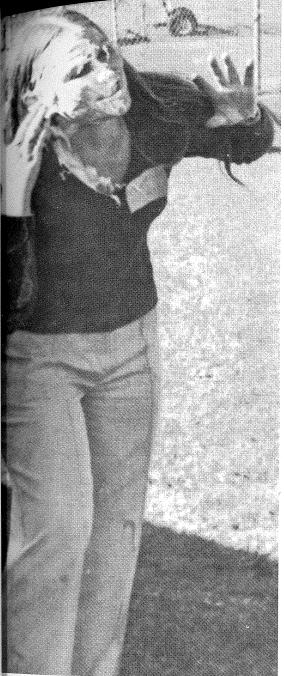
For the day student who commutes each day from home and resides in the college district, the minimum estimated expenses exclusive of meals and transportation ranges from \$400.00 to \$450.00 per school year of two semesters. This does not include any allowance for clothing or incidental expenses.

The boarding students who live in the dormitory or rent a room in Marianna should add \$900.00 to \$950.00 to the amounts estimated above for a total estimated expense of \$1,300.00 to \$1,400.00 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.

Non-Florida residents should add \$300.00 for tuition to the estimates shown above.









Student Services

#### FINANCIAL AID

The financial aid program at Chipola Junior College is designed to provide scholarships, grants, loans and part-time employment to students who would be unable to attend college without such aid and to provide scholarships to outstanding students as a reward for achievement.

Assistance based on financial need takes into consideration the financial resources of the student and his family as well as any special problems. Such need is determined by anaylzing the Family Financial Statement of the American College Testing Program. The A.C.T. does not itself award financial aid; it simply provides a uniform method of analyzing a family's ability to pay. This form may be obtained from a high school guidance counselor, the American College Testing Program, or the Chipola Junior College Office of Financial Aid. Assistance may consist of scholarships, grants, loans, and part-time employment, singly or in various combinations.

Scholarships based upon achievement are not limited to those students who prove financial need. However, all applicants for any type of financial aid must submit either a Parent's Confidential Statement or a Student Financial Statement.

All financial aid administered by the College is dependent upon the availability of resources. All applicants are expected to be full-time students. Final action cannot be taken until the applicant has a completed application for admission on file in the Office of the Registrar.

To receive full consideration for any type of financial aid, applications should be received by the Office of Financial Aid not later than May 1 for the following academic year. Requests received after May 1 will be considered subject to the availability of funds. In general, applications will be considered for the full academic year of two semesters. However, continuation of certain types of aid is dependent upon a satisfactory academic record.

For further information interested students should contact the Office of Financial Aid.

The following types of aid are administered by Chipola Junior College:

- 1. Basic Educational Opportunity Grants. BEOG is a federally sponsored aid program designed to provide assistance to those who need it to attend post-high school educational institutions. A separate application is required for this program, and the application may be obtained through high schools and colleges. These grants are non-repayable.
- 2. Supplemental Educational Opportunity Grants. The SEOG program is designed to provide assistance for qualified students who are of exceptional financial need. The amount of the grant will depend upon the degree of need and can be no more than one-half of the

total assistance given the student. SEOG grants are non-repayable.

- 3. College Work-Study Program. This program provides part-time employment for qualified needy students. Work is limited to 15 hours per week while classes are in session. Depending upon the availability of funds, students may work up to 40 hours per week during the summer and other vacation periods.
- 4. National Direct Student Loan Program. Low interest loans are provided for full-time students who are U.S. citizens or permanent residents. Loans are repayable within 10 years after the student leaves school, repayment beginning no later than 9 months after termination of studies. Interest accrues at 3% beginning 9 months after termination of studies.
- 5. Florida Student Loan Program. Any student who has been a legal resident of the State of Florida for the past three years, is enrolled full-time, and has at least a 2.0 overall average is eligible for consideration. Florida Student Loans bear interest at the rate of 4 per cent per year, which begins at graduation or termination as a full-time student.
- 6. Law Enforcement Grants. A grant in the amount of tuition and fees is available for full-time or part-time enrollment in an undergraduate program leading to a degree or certificate in an area related to law enforcement. Beneficiaries must be full-time employees of a law enforcement agency. Applications are available in the Office of Financial Aid.
- 7. The Benjamin H. & Sally L. Hatton Scholarship, in the amount of \$150 per year, is awarded by the college to a Jackson County farm girl or boy. They must indicate a financial need, be of good moral character, and if a boy, be interested in some phase of agricultural education, or a girl, be interested in home economics education. They should apply for financial aid through the college, and should mail to the Office of Financial Aid recommendations from their principal, counselor and teacher.
- 8. **Pilot Club Scholarship**, in the amount of tuition and fees is awarded by the college to a Jackson County student that shows evidence of need, has maintained a 'C' average or better in high school and shows evidence of the necessary appitude for college study. In addition to applying for financial aid, three leters of reference must be submitted from community residents as well as a letter of recommendation from the principal of her high school.
- 9. Achievement Scholarships. The College offers scholarships covering tuition or fee waivers as follows:
- a. Valedictorians of the graduating class of each high school in the junior college district (Calhoun, Holmes, Jackson, Liberty, and Washington Counties).
- b. Seven students per year are awarded District Board of Trustees Scholarships. Recipients must be residents of the junior college district.

- c. Music Scholarships. Persons interested should contact the Chairman, Division of Fine Arts and Humanities in addition to making applications for aid.
- d. Athletic Scholarships in basketball, baseball and golf. Interested students should contact the Director of Athletics.
- e. Two students per year are awarded Science Fair Scholarships. Awards are made by the Natural Science and Mathematics Division.
- f. One scholarship per year is awarded to an outstanding member of the Chijuco staff. Award is made by the Publications Division.
- g. One scholarship per year is awarded to an outstanding member of the Papoose staff. Award is made by the Publications
- h. One scholarship is awarded each year to the President of the Student Government Association.
- i. Three students per year are awarded Theatre Scholarships. The Theatre Department makes these awards.
- 9. **Incentive Award Scholarships.** The Bob Sikes Foundation offers two \$100.00 per semester incentive award scholarships. Recipients are selected by a faculty panel. Only currently enrolled students are eligible.

In addition to the above listed programs administered by the College other financial aid as follows is available:

- 1. Federally Insured Loan Program. This is designed for middle and upper income families for whom the costs of education may be a burden. The student borrows money directly from a bank, credit union, savings and loan association, State Department of Education, Department of Scholarships and Loans, or other eligible lenders. After a needs analysis has been computed by the College Financial Aid Director students may borrow up to \$2,500 per year. Repayment begins nine months after studies are completed at the rate of 7 per cent interest. Applications or information may be secured from any lending institution in the student's home town, or the College Office of Financial Aid.
- 2. Vocational Rehabilitation Scholarships. This financial assistance administered by the Florida Vocational Rehabilitation Service is for students who are disabled and in financial need as determined by state law. Interested students should contact the nearest office of the Vocational Rehabilitation Service.
- 3. Veterans Administration Benefits. The College is fully approved by the U. S. Veterans Administration for the training of veterans, war orphans, widows, and dependents under the Cold War G. I. Bill of Rights, War Orphans Assistance Act, and other laws. Eligible students should contact the Veterans Administration

for application for benefits. The College will assist any eligible person in making application.

4. Florida Student Assistance Grants. The Florida Student Assistance Grant Program was established by the 1972 Session of the Florida Legislature. Grants are awarded ot qualified students who have exceptional financial need for attendance at accredited colleges, universities, and junior colleges.

Student Assistance Grants are awarded for one academic year. The awarding and amount of a grant is based on financial need. The maximum amount of a grant is \$1,200 per academic year, and no award is made for less than \$200.

Application forms may be obtained from your high school counselor or from the College Director of Financial Aid.

5. Other Scholarships. Scholarships are available to Chipola Junior College students but are usually awarded by the granting organization or individual. The monetary value of the award is generally the cost of tuition and fees. Eligibility is limited to residents of certain counties or cities or graduates of certain high schools in some instances. Included are scholarships awarded by the Anchor Club of Marianna High School, Harshbarger Scholarship Fund, Holmes County High School, Jackson County Cattlemen Association, Grand Ridge High School, Bonifay Kiwanis Club, Marianna Kiwanis Club, Malone Lions Club, Marianna Lions Club, Marianna Pilot Club, Marianna Rotary Club, Senior Woman's Club of Marianna, Washington-Holmes County Cattlemen Association and many other civic organizations and individuals. New scholarships are awarded each year.

### Information concerning these scholarships is available from the Office of Financial Aid in Room 114 of the Administration Building.

Dormitories for student housing are owned by the Chipola Dormitory Authority and leased to and operated by Chipola Junior College. Application for housing should be made at the time an application for admission is submited.

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 room deposit will be forfeited (non-refundable) if a student does not enroll and occupy the room reserved. 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 term. The agreement becomes effective when the room rent is paid. Room rent is due and payable on a semester or summer term

STUDENT HOUSING basis at the time a student completes registration. This payment is non-refundable.

Student rooms are equipped with the necessary articles of funiture. Personal items or furnishings such as linens, rugs, curtains and pillows 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 taste. Utility rooms are provided for such activities as ironing and hair drying. Washers and dryers and soft drink machines are located in the utility rooms.

All students living in the dormitory are expected to abide by rules and regulations for dormitory students as published in the student handbook or other publication. 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.

Students should refer to the college calendar for the opening and closing dates for dormitories. Those students for whom dormitory space is reserved should check in to the dormitory and be sure a room assignment prior to registration.

#### FOOD SERVICES

The cafeteria and the snack bar are located in the Student Center Building. Students living both off and on the campus may use these facilities (check with Mrs. Johnson about Food Services).

During the summer session the cafeteria will serve breakfast and lunch only Monday through Friday, and will be closed on Saturday and Sunday. For the fall and spring semesters, the cafeteria will serve breakfast, lunch and dinner Monday through Friday, and only breakfast and lunch on Saturday and Sunday.

The snack bar will be open for sandwiches and other food services except on Saturday and Sunday. During the summer session it will be open from 8:30 A.M. to 2:30 P.M. and 4:00 to 5:00 P.M. Monday through Thursday, and from 8:30 A.M. to 2:30 P.M. on Friday.

For the fall and spring semesters the snack bar will be open from 8:00 A.M. to 4:00 P.M. Monday through Friday. Monday through Thursday it will also be open from 6:30 to 8:00 P.M.

The college calendar should be consulted for the opening and closing dates for the cafeteria and snack bar for each semester or session and holiday period

#### MEDICAL SERVICE

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. However, the Student Personnel

Service Office should be notified.

The student has the responsibility to inform Student Personnel counselors or instructors of personal physical problems which may affect their performance in class.

Student accident and/or hospitalization insurance coverage may be purchased by the student at the time of registration.

The Student Center is located in the center of the campus. 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.

**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**, an 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 Literature and Language Division.

**Drama Activities:** Students are encouraged to participate in the college dramatics program. The Theatre Department presents a season of three or four major productions each year. Interested students are invited to join the Village Players and enroll in Theatre Workshop for credit.

Music Activities: The College Chorus is a coeducational group and is also a credit course. One of the outstanding organizations on the campus, the Chorus presents many programs to the public as well as to the student body. Other vocal groups for execptional men and women singers are open by invitation only. 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.

#### SPORTS AND RECREATION

#### STUDENT ACTIVITIES

**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.

Phi Beta Lambda is an academic and service fraternity open to students interested in a career in business.

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

The Afro-American Student Union is an organization for students interested in Afro-American heritage.

The Phi Delta Alpha fraternity is a service fraternity for men students.

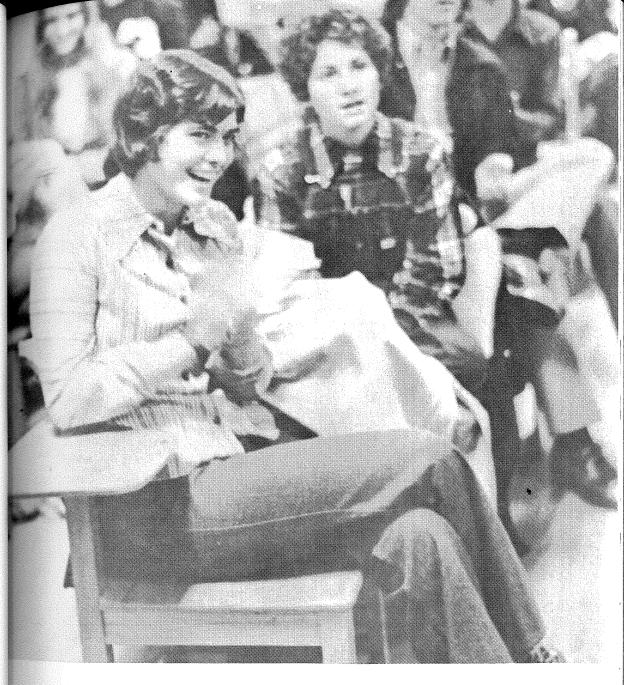
**Religious Organizations:** Marianna churches sponsor religious organizations for college students. Although these are not college organizations they are open to Chipola students who desire to participate.

COUNSELING AND ADVISEMENT SERVICES Under the direction of the Director of Student Personnel Services, professional counselors and every member of the faculty participate in the counseling and advisement 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.

The Director of Financial Aid should be contacted for part-time jobs and for full-time employment after graduation or during the summer.



General Regulations

#### RESPONSIBILITY FOR REGULATIONS

Students will be held responsible for the observance of all policies and regulations contained in this catalog and in the student handbook, **Smoke Signals.** In addition, students will be responsible for all official announcements circulated on campus in the official weekly College Bulletin and posted on campus bulletin boards.

This catalog and the student handbook contain a convenient summary of college policies for distribution to students and other interested persons. A complete collection of college policies is contained in the Policy Manual of the District Board of Trustees of Chipola Junior College. A copy of the manual is available for review in the Office of the President.

#### REGISTRATION

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 \$10.00. 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 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.

### ADVANCED PLACEMENT

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 appropriate scores on the College Entrance Examination Board's Advanced Placement and College-Level Examination Program 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

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.

Programs whereby outstanding high school students may qualify for early admission or dual enrollment enable superior students to greatly accelerate their college programs.

High school seniors who qualify for the dual enrollment program may enroll as full-time college credit students during the summer term and as part-time students during the fall and spring semesters while concurrently enrolled in high school. Provisional college credit will be granted for work satisfactorily completed. Final or unprovisional credit will be awarded after the senior completes high school graduation and subsequently enrolls at Chipola.

The early admission program provides for the admission of highly selective students who have completed the 11th grade as college freshmen. Those accepted for early admission have all the rights and privileges of other freshmen.

Admission criteria for both the dual enrollment and early admission programs are shown elsewhere in the catalog (Admission).



DUAL ENROLLMENT AND EARLY ADMISSION

#### 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 or the Dean of Vocational and Technical Education.

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

#### DISCIPLINE

The administration expects all students to comply with the rules and regulations governing student conduct as set forth in the student handbook. 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 except that disciplinary action may be appealed to the Board of Trustees.

GRADING SYSTEM 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 or 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 unoffically 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 offically resigns as a student or receives permission to drop a course without penalty.

Although some colleges will not accept a transfer grade of D, work for which that grade is assigned applies toward the hours needed for araduation. D grades are transferrable to Florida's public colleges and universities.

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 officially attempted. 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 for vocational courses are assigned in the same manner as for college credit courses, the information above concerning quality points and grade point average does not apply to courses measured in clock hours only.

An official forgiveness policy regarding college credit courses repeated became effective the fall semester, 1971. The policy outlined below applies to all courses pursued during the fall semester, 1971 and thereafter and subsequently repeated. The policy does not apply to courses repeated during or prior to the fall of 1971; nor does it apply to courses pursued prior to the fall of 1971 and subsequently repeated.

- 1. Students who repeat courses will have the semester hours pursued counted toward computation of the cumulative grade point average only once. However, the final grade received will in all instances be the grade computed.
- 2. The policy applies only to courses for which grades other than W (official withdrawal) are recorded.
- 3. The forgiveness policy has no effect on the student's grade point average for the semester or session during which he repeats a course. Suspension and probation policies based on the semester or session grade point average are not affected by this policy.
- 4. Whenever a course is repeated and a final grade other than W is recorded, the student's permanent record for the semester or session when he originally (or last) pursued the course will be amended to change the hours pursued and quality points for the course

#### **FORGIVENESS** POLICY

to 0; the credit entry will also be changed to 0 if the original grade for the repeated course was other than F or I. The cumulative totals for the semester or session when the course was last pursued will be changed to reflect these changes. The cumulative totals for each subsequent enrollment period will also be changed.

5. The net result of the forgiveness policy is to change the student's cumulative grade point average. This will enable the student who is deficient in quality or grade points to remove all or part of this deficiency by repeating courses provided he can earn grades of C or better on the course(s) repeated.

#### GRADE REPORTS

Advisory grade reports indicating the progess 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 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.

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.

3. 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.

5. The maximum load during the summer session is eight semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean. Only in unusual or extenuating circumstances will a waiver to allow loads in excess of those shown be approved.

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.

#### STUDENT RETENTION

### SCHOLASTIC PROBATION

The regulations shown below concerning scholastic probation and suspension determine the retention policy for college credit students.

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 on their first period of probation who earn scholastic averages of 1.50 to 1.99 will be continued on probation for the next period of enrollment. However, no student may be on a "Continued on Probation" status for more than two consecutive semesters or summer sessions. After being continued on probation for a second semester or session the student must earn a grade point average of 2.00 or be subject to suspension. The only exception concerns students who enroll for less than six semester hours per semester or session.

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

Should a student enroll for both terms of a summer session, his record for the entire session will be used to determine his status as far as probation and suspension are concerned.

Neither probation nor suspension regulations apply to a student enrolled for less than six semester hours for a semester or summer session. In such cases the student's status will be continued for the next period of enrollment regardless of his record.

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

A student who is placed on scholastic probation and fails to meet the terms or conditions of probation is subject to scholastic suspension. This means that a student must first be on probation for one semester or session before being subject to suspension.

Suspension for violation of probation is normally for one semester excluding a summer session. However, if the student has previously been suspended, the suspension will be for one year or until the beginning of the semester or session following suspension for the next school year. This means that a student suspended for the second time at the end of the fall semester will not be eligible for re-admission until the spring semester of the next school year.

Scholastic suspension is handled by the Dean. Appeals may be made through the Admissions Committee whose decision is final.

Chipola Jr. College Marianna, Elorida SCHOLASTIC SUSPENSION If a student placed on scholastic suspension 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 Junior College.

#### TRANSFER STUDENTS

A student who has previously attended or been enrolled at any other college or university is classified as a transfer student on admission to Chipola Junior Colege. Such students must meet regular admission requirements, plus present proof of an honorable dismissal and eligibility to return to the last institution attended. Official transcripts from all colleges or universities previously attended are required.

An evaluation of credit earned elsewhere is made for each transfer student. In cases where work completed elsewhere is similar or comparable to Chipola courses the evaluation form will denote the Chipola course applicable.

All work completed at regionally accredited colleges and universities will be accepted toward graduation by Chipola Junior College. However, in such cases, the entire academic record will be accepted including a deficiency in grades or quality points if the student did not earn a 2.00 or better grade point average which takes into consideration all courses officially attempted or pursued.

College work completed at unaccredited institutions will be evaluated as per the recommendations of the major state university of the college or university's state of location. Such work may be wholly or partially accepted on a provisional basis, or it may not be accepted. The same provision as noted above applies to a grade or quality point deficiency.

#### PHYSICAL EDUCATION

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 the Associate in Arts degree. Exceptions are noted below:

- 1. Students who are twenty-five or more years of age at the time of original enrollment are exempt of 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.

3. The Physical Education requirements for students unable to schedule same due to attendance at night will be partially or fully waived in proportion to the percentage of semester hours earned during such periods of enrollment. However, semester hours in other subjects must be substituted for the hours of Required Physical Education waived.

A student is entitled to an honorable dismissal if the student is not indebted to the college and is not on disciplinary probation or suspension. Honorable dismissal is not synonomous 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 will be furnished only upon written request. If the student is not eligible to re-enroll or re-register for one or more semesters, the transcript will so indicate.

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 entiled 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.

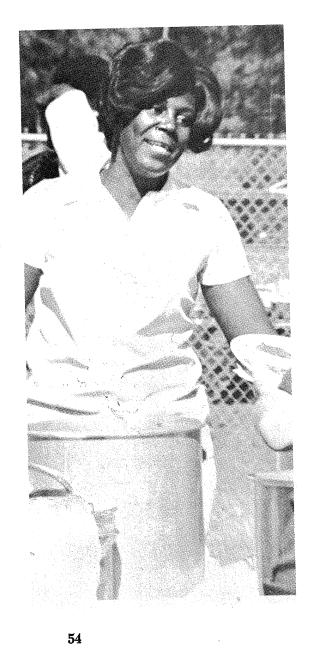
The Associate in Applied Science degree is designed for those students who pursue specialized technical and business courses of study as described in this catalog. The requirements for this degree are the same as for the Associate in Arts except with regard to the General Education requirements. Instead 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.

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

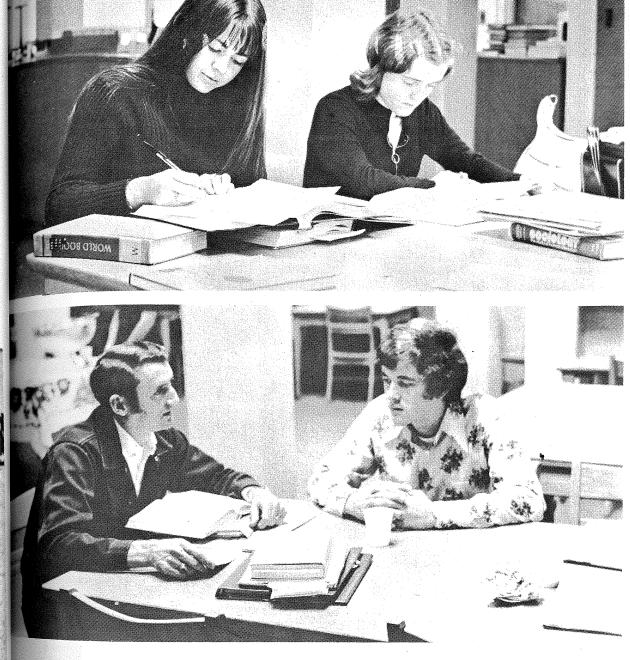
The graduation requirements for vocational or certificate programs of study vary with each program. In general, completion of a specified minimum number of hours of instruction and satisfactory performance are required.

HONORABLE DISMISSAL AND TERMINAL STATUS

REQUIREMENTS FOR GRADUATION







Curriculum

### General Education

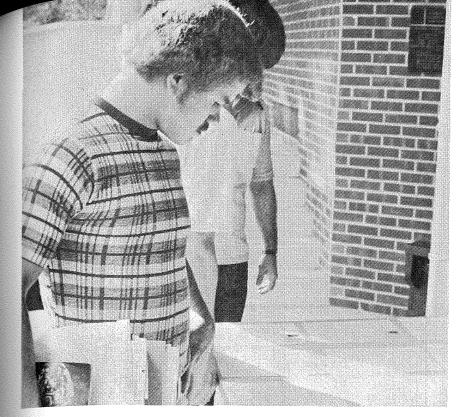
Chipola Junior College conceives general education to be the nonspecialized and non-vocational parts of a student's education that should be held in common by all well educated persons who are to become good citizens, parents and workers.

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 40 or more semester hours in six or seven areas. The student must complete not less than 33 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 4 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 40 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 40 from 6 or 7 areas, the student would have to take not less than 28 additional semester hours from areas 2-7 inclusive. This would involve earning a total of 67 semester hours, 3 more than is required for graduation. Therefore, should a student earn credit for more than 34 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 28 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 28 of the 64 semester hours from other areas.

Minimum 6 sem. hrs. 6 sem. hrs. 3 sem. hrs. 8 sem. hrs. 6 sem. hrs. 0 (no minimum)	Maximum 12 sem. hrs. 12 sem. hrs. 12 sem. hrs. 14 sem. hrs. 11 sem. hrs. 12 sem. hrs.
	6 sem. hrs. 6 sem. hrs. 3 sem. hrs. 8 sem. hrs. 6 sem. hrs. 4 sem. hrs.

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

#### Required

#### Others

#### Атеа 1:

6 semester hours from among the following:
SSC 111-112, Survey of the Social Sciences (3,3)
HIS 121-122, Western Civilization (3,3)
HIS 123-124, History of Western Man (5,3)
HIS 201-202, American History (3,3)
POL 211, American Federal Govt. (3)
POL 212, State and Local Govt. (3)
GEO 205-206, World Geography (3,3)

EC 205-206, Principles of Economics (3,3)

GEO 105, Introd. to Geography (3) SOC 150, Introductory Sociology (3) NSC 150, Issues in Ecology (3)

#### Атеа 2:

6 semester hours from among the following:
BSC 111-112, General Biology (3,3)
BSC 210, General Botany (4)
BSC 220, General Zoology (4)
CHE 150, Introductory Chemistry (3)
CHE 155-156, General Chemistry (4,4)
PHY 121-122, General Physics (4,4)
PSC 120, Introd. to Earth Science (3)
PSC 130, Introd. Physical Science (3)

BSC 240, Human Anatomy (3) BSC 245 Human Physiology (3) PHY 201-202, General Physics (5,5) NSC 150, Issues in Ecology (3)

#### Area 3:

3 semester hours from among the following:
MA 115, Fundamental of Mathematics
(3)
MA 125, Intermediate Algebra (3)
MA 140, College Algebra (3)
MA 150, Plane Trigonometry (3)
MA 175, College Algebra and
Plane Trignometry (5)
MA 176, Plane Analytic Geometry and
an Introduction to Calculus (4)
MA 275-276, Calculus (5,5)

MA 170, Introductory Analysis (4)

#### Атеа 4:

8 semester hours from among the following:\*
EN 121-122, Communication Skills (4,4)
EN 141-142, Advanced Freshman English (3,3) EN 265, Advanced Composition (3) EN 270, Creative and Critical Writing

(3) SPE 150, Fundamentals of Speech (3) SPE 205, Effective Speaking (3) SPE 206, Oral Interpretation (3) Area 5:
6 semester hours from among the following:
HU 211-212, The Humanities (3,3)
HU 223-224, Culture of Western Man
(3,3)

Three courses (9 semester hours) from three departments from courses listed in Others column\*\*

\*\*ART 150, The Purpose of Art (3)
\*\*EN 211-212, Survey of English Litera-

ture (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)

Area 6:
4 semester hours from among the following:
Required Physical Education (4)

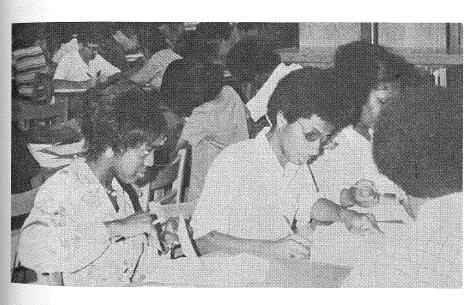
HEC 110, Elements of Nutrition (3) HE 125, Personal and Community Health Problems (3) PHI 185, Practical Logic (3) PSY 205, General Psychology (3) SOC 110, Preparation for Marriage (3) SOC 205, Marriage and the Family (3)

Area 7:
(No minimum required)

SPA 101-102, Elementary Spanish (4,4) SPA 201-201, Intermediate Spanish (4,4)

\* Only six semester hours will fulfill the requirements in Area 4 if EN 141 and 142 or 121M and 122M 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 LEADING 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 should consult the Dean, a counselor, or a faculty advisor concerning a suggested course of study that will fullfill the requirements of the school to which he expects to transfer. Also, the student may write to the Dean of the College he expects to attend after graduation from Chipola for instructions concerning his course of study while attending Chipola.

COLLEGE ADMINISTRATORS, COUNSELORS, AND FACULTY ADVISORS ARE AVAILABLE AND ANXIOUS TO ASSIST STUDENTS IN PLANNING A PROGRAM OF STUDY AND IN COMPLETING REGISTRATION EACH SE-MESTER. HOWEVER, EACH STUDENT IS RESPONSIBBLE FOR SEEKING INFORMATION AND ADVICE ON A PROGRAM OF STUDY AND EACH STU-DENT IS RESPONSIBLE FOR FULLY IMPLEMENTING THEIR OWN PRO-GRAM OF STUDY. THE STUDENT MUST ACCEPT THE RESPONSIBILITY FOR THE CONSEQUENCES OF CHANGING FROM ONE PROGRAM OF STUDY TO ANOTHER PROGRAM OF STUDY WHILE THEY ARE ENROLLED AT CHIPOLA OR AFTER THEY TRANSFER TO ANOTHER COLLEGE OR

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. These suggested curricula are subject to revision each year.

#### 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 PSC 120-130** or BSC 111- Mathematics*** Social Science**** PE (Required) EN 121-122 Electives****	6 2 8 6-9	SOPHOMORE YEAR HU 211-212 or 223-224 BSC 111-112* or PSC 120-130* SPE 205 Social Science**** PE (Required) Electives****	8em. Hrs.  6  8  6  3  6  2  9  32
	31-35		

\*BSC 210 or 220 may be substituted.

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

\*\*\*\*Any one course; student may select MA 115, 140, or 175.

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

SSC 111-112 is recommended for the freshman year.

\*\*\*\*\*The Dean or a faculty counselor should be consulted concerning elective subjects. In general, they should be in the area of the student's major interest.

Spanish should be included if the student expects to earn the B.A. or A.B.

#### 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 EN 121-122 BSC 111-112* Math** SSC 111-112 PE (Required) Electives*****	Sem. Hrs.  8 6 5 6 2 5	SOPHOMORE YEAR HU 211-212 CHE 155-156*** BSC 210 and 220* Electives**** PE (Required) EC 205-206	Sem. Hrs. 6 8 8 3-4 2 6
	32		33-34

\*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 175 meets the minimum requirement. However, MA 140 and 150 may be substituted. Calculus will be required of some agriculture majors.

\*\*\*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.

FRESHMAN YEAR EN 121-122 PSY 205 or SPE 205 Mathematics 115 and 170** BSC 111-112 or PSC 120-130 PE (Required) Social Science*	Sem. Hrs.  8 3 7 6 2 6	SOPHOMORE YEAR ACC 201-202 EC 205-206 HU 211-212 or 223-224 MA 220 BUS 225 PE (Required) DP or CSC***. SPE 205 or PSY 205	Sem. Hr.s 6 6 6 3 3 2 2 3
	32		32

\*Students planning to transfer to Florida State University should schedule HIS 121-122; other courses including SSC 111-112 or POL 211-212 may be pursued. \*\*Students transferring to U. of Florida should take MA 175, 176, 275, and PHI 185. \*\*\*DP 110, CSC 215 or other DP courses.

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.

FRESHMAN YEAR EN 121-122 PSC 120-130 or BSC 111-112* PSY 205** MA 115 or 140* Social Science*** PE (Required) Electives****	Sem. Hrs.  8  6 3 3 6 2 3-6	SOPHOMORE YEAR HU 211-212 or 223-224 BSC 111-112 or PSC 120-130* Social Science*** PE (Required) SPE 205 or 150***** Electives****	Sem. Hrs. 6 6 6 2
	31-34		32

\*Chemistry should be pursued instead of PSC 120-130 if student plans to teach Science in the secondary school. BSC 210 and 220 should be pursued instead of

**Pre-Business** Administration

Pre-Education

- BSC 111-112 if the student expects to have Science as a major field. Student should take MA 175-176 instead of 115 or 140 if he expects to teach Mathematics; this necessitates taking MA 275-276 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.
- \*\*\*\*\*SPE 150 is recommended for all students planning to transfer to Troy State and for all special and elementary education majors.

Note: All students planning to become teachers should consult 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 EN 121-122 MA 175-176* Social Science*** CHE 155-156** PE (Required)	Sem. Hrs. 8 9 6 8 2	SOPHOMORE YEAR HU 211-212 MA 275-276 PHY 201-202 ENG 205**** PE (Required) DP 211	Sem. Hrs. 6 10 10 2 2 2
	33		33

- \*Students qualified to take a course more advanced than MA 175 should do so. Therefore students who complete MA 276 prior to the third semester should take MA 295. Students' first math course may be MA 275, if qualified.
- \*\*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.
- \*\*\*\*ENG 205 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. CSC 215 may be substituted for ENG 206.

The curriculum outlined below is primarily for those students who plan to Pre-Forestry transfer to the University of Florida 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.

\$10.7T	-		
FRESHMAN YEAR EN 121-122 MA 175-176 SSC 111-112 BSC 111*** PE (Required PHY 121-122***	Sem. Hrs.  8 9 6 3 2 8	SOPHOMORE YEAR HU 211-212 CHE 155-156 EC 205- 206 Elective** BSC 210 and 220*** PE (Required) Elective	Sem. Hrs 8 8 0-3 2
	36		32-35

- \*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 275-276) and Engineering Graphics (ENG 205).
- \*\*Suggested electives include ENG 205, SPE 205, MA 220, MA 275, JOU 150, and CSC 215.
- \*\*\*BSC 111 is needed only as preparation for BSC 210 and 220; students with a good preparation in Biology should take only PHY 121-122 instead of BSC 111.

The course of study listed below is recommended for all students who plan to

earn a degree in Home E	conomics or Home I	conomics Education.*	
FRESHMAN YEAR EN 121-122 BSC 111-112 CHE 155-156* MA 140 PSY 205 HEC 110 PE (Required)	Sem. Hrs.  8 6 8 3 3 2	SOPHOMORE YEAR HU 211-212 or 223-224 EC 205-206 HIS 121-122 or 123-124 SOC 150 ART 141 BSC 225 CHE 221* or Elective PE (Required	Sem. Hrs. 6 6 3 3 4 4 2
	33		34

\*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 3 or 4 semester hours in Chemistry; some require 6 to 8 semester hours; and some require one or more courses in Organic Chemistry. CHE 155-156 is recommended for all students; CHE 221 and/or CHE 221-222 is recommended for home economics education and foods and nutrition majors.

Pre-Home

Economics

#### 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. EN 121-122 PSC 120-130 or BSC 111-112** MA 115 or 140 HIS 201-202 or POL 211-212 SPA 101-102 or Electives PE (Required)	Hrs. 8 6 3 6 8-12 2	SOPHOMORE YEAR S HU 211-212 BSC 111-112 or PSC 120-130** SPE 205 and PSY 205 POL 211-212 or HIS 201-202 SPA 201-202 or Electives* PE (Required)	Sem. Hrs. 6 6 6 6 8 2
	33-37		34

- \*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. If the student elects to take other subjects instead of Spanish, 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 120-130; 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 EN 121-122 BSC 111-112 or PSC 120-130 ART 150 MA 115 or PSY 205 PE (Required) ART 115-116 Electives*	Sem. Hrs.  8 6 3 3 2 6 3-6	SOPHOMORE YEAR ART 225-226 HIS 121-122 HU 211-212*** PE (Required) PSY 205 or MA 115 ART 141-142** ART 240	Sem. Hrs. 6 6 6 2 3 6 3
	31-34		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 always required for Art Education. If the student expects to transfer to a college requiring a foreign language, SPA 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 220, EN 211, EN 212, EN 221, and EN 222 may be substituted.

The curriculum outlined below is recommended for students who plan to Music Or Music or Music Or Music

FRESHMAN YEAR Sem. EN 121-122 PE (Required) MU 101-102, 121-122, & 131-132 Applied Music** Music Organization*** Restricted Electives**** MU 193-194	8	SOPHOMORE YEAR Som MU 201-202, 221-222, & 231-23	em. Hrs.
	2	Applied Music**	2 10
	10	Music Organization***	4-6
	6-4	MU 293-294	2
	2	HIS 121-122	2
	3	Restricted Electives****	6
	2	PE (Required)	6
3	3-31	-	32-34

\*Students following this curriculum will not meet Chipola's graduation requirements.

However, those 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, and 107-108-207-208.

\*\*\*\*\*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. 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 dentistry. Pre-medical students planning to enter schools requiring a foreign language must schedule French or German during the third and fourth years.

Pre-Medical and Pre-Dental

	third and fourth years.	
Sem. Hrs. 8 9 8 7-8 2	SOPHOMORE YEAR* HU 211-212 CHE 221-222 PHY 121-122 Social Science*** Biological Science** PE (Required)	Sem. Hrs. 6 9 8 6 3-6 2
34-35		34-37
	Sem. Hrs.  8  9  8  7-8  2	8 HU 211-212 9 CHE 221-222 8 PHY 121-122 7-8 Social Science*** 2 Biological Science** PE (Required)

\*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 as preparation for BSC 210 and 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.

\*\*\*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 EN 121-122 BSC* CHE 155-156 MA 175-176 PE (Required)	Sem. Hrs. 8 7 8 9 2 2 34	SOPHOMORE YEAR HU 211-212 CHE 221-222 PHY 121-122 Social Science** PE (Required)	Sem. Hrs. 6 9 8 6 2
	54		31

Education

Pre-Pharmacy

65

\* BSC 111 and 220 are recommended; BSC 111-112 may be needed as a prerequisite for 220; if so BSC 220 could be pursued during the sophomore year.
\*\*SSC 111-112, HIS 201-202, or POL 211-212 are recommended.

#### Pre-Optometry

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

FRESHMAN YEAR EN 121-122 MA 140 and 150 BSC 111 and 220 CHE 155-156 PSY 205 PE (Required)	Sem. Hrs. 8 6 7 8 3 2	SOPHOMORE YEAR HU 211-212 or 223-224 CHE 221 PHY 121-122 BSC 240 and 225 PSY 206 HIS 121-122 or 123-124 PE (Required)	Sem. Hrs. 6 4 8 7 3 6 4
	34		50

#### 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 hosiptal or technical school for further training.

FRESHMAN YEAR EN 121-122 SSC 111-112 or HIS MA 140 or 175 CHE 155-156 BSC 111 or 111-112* PE (Required)	O	SOPHOMORE YEAR HU 211-212 BSC 225 CHE 221-222** PHY 121 PE (Required) Elective**	Sem. Hrs. 6 4 9 4 2 3-6 28-31
	30-35		_

\*BSC 111 or 220 is a prerequisite for BSC 225; both BSC 111 and 112 or 111 and

\*\*Some schools require two semesters of organic chemistry. Recommended electives in-220 recommended for some students. clude MA 150 or 176, BSC 220, BSC 240, BSC 245, PSY 205, and SPE 205. Florida State requires a foreign language; Florida requires PHI 185.

#### 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 EN 121-122 PSY 205 MA 115 PSY 205 JOU 171-172 and 181-182 PE (Required) SSC 111-112 or HIS 121-122	Sem. Hrs. 8 3 3 3 4 4 2 6	SOPHOMORE YEAR HU 211-212 BSC 111 or PSC 120 or 130 POL 211-212 HIS 201-202 JOU 271-272 or 281-282 PE (Required) EC 205 and SPE 205 JOU 150	Sem. Hrs. 6 3 6 6 4 2 6 3 3 36
	32		

#### 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

recommend 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 program. 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

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

Students interested in Veterinary Medicine should consult the Dean. Chipola offers most all of the required first two years work except courses in Agriculture. one additional year at a senior institution will be required.

Since the first two years of most Architecture curricula require professional courses not offered at Chipola, it is recommeded 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.

Students interested in earning the bachelor's degree in computer science, information science or systems science should consult the Dean. Chipola offers the first two years of work suitable for these majors who intend to transfer to Florida State University or the University of West Florida.

Students interested in earning the bachelor's degree with a major in theatre or drama should consult their faculty advisor or the Dean for a planned program of study. Chipola offers all of the work necessary to transfer as a junior.

The College offers all or part of many other pre-professional curricula suitable for transfer to the upper division of many colleges or universities. Students who plan to major in any area not outlined above should contact the Dean, a counselor, or a faculty advisor concerning suggested courses to schedule for specific colleges and/or majors.

Occupational or Physical Therapy

**Pre-Ministerial** 

Pre-Social Welfare

Library Science

Pre-Veterinary Medicine

Pre-Architecture

Pre-Computer Science

Theatre or Drama

Other Curricula

#### SPECIALIZED TECHNICAL AND BUSINESS COURSES OF STUDY

### GENERAL INFORMATION

The courses of study listed below are primarily for students who desire to earn the Associate in Applied Science degree.

Attention is called to the fact that these courses of study list many of the same courses required for university parallel programs leading to the Associate in Arts degree. There are no separate classes for Associate in Applied Science or Associate in Arts students. However, certain courses are designed primarily for the A.A.S. students and may not apply toward a baccalaureate degree at a senior college or university. Any student pursuing any of the curricula listed below who plans to transfer to a senior college should contact the college concerning the transferability of specific courses.

#### 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.		Sem. Hrs.
EN 121-122		8	MA 150 or 205*	3
MA 125 and 140 or 140 and	150*	6	EL 211-212-213-214-215	15
PSC 120-130		6	HIS 201-202 or POL 211-212	6
EL 111-112-113		9	ENG 205	2
ENG 100		1	Elective	1-3
PE (Required)		2	PSY 205	3
		32	PE (Required)	2
		34		32-34

\*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 125 is necessary as a prerequisite for MA 140, the student should schedule MA 125, MA 140, and MA 150.

#### Engineering or Mathematics Aide

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.

FRESHMAN YEAR Sem EN 121-122 MA 175-176* SSC 111-112** PSC 120-130 or CHE 155-156*** PE (Required) ENG 100	. Hrs. 8 9 6 6-8 2	SOPHOMORE YEA PHY 201-202* MA 275-276* ENG 205-206 MA* or Electives PSY 205 PE (Required)	AR Sem. Hrs. 10 10 4 3-6 3 2
	32-34	2 = (=====)	32-35

\*Mathematics courses depend upon student's background. If the student is not qualified to take MA 175 on entrance, MA 125 must be scheduled as a prerequisite. Students who are unable to schedule the MA 175-176 courses may schedule MA 140 and MA 150 as a prerequisite to MA 176. A minimum of 15 semester hours is required, but 18 or more semester hours are recommended. Students who do not take Calculus (MA 275-276) must schedule MA 140, MA 150, and MA 220. If Calculus is not scheduled, PHY 121-122 must be substituted for PHY 201-202.

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

FRESHMAN YEAR EN 121-122 BUS 125* Mathematics** EC 205-206 BUS 101 or 102*** DP 110 PSY 205 or SPE 205 PE (Required) Elective	Sem. Hrs.  8 3 3 6 2 3 3 2	SOPHOMORE YEAR HU 211-212 ACC 201-202 BUS 251-252 BUS 270 and 280 BUS 225 SPE 205 or PSY 205 PE(Required)	Sem. Hrs. 6 6 6 6 3 3 2
	33		

\*Student should schedule BUS 125 during first semester.

\*\*MA 115 will meet the minimum requirements; MA 140 or 175 is recommended if

\*\*\*\*BUS 101 for those who have had no typewriting in high school; BUS 102 for those who have had one or more years.

This course of study is designed to prepare the student for employment as a Rehabilitation Technician at Florida Sunland Centers or for equivalent positions in other public or private agences dealing with mentally retarded individuals. In the Sunland system, the two years of college may be substituted for one year of on-the-job experience. In addition to the Rehabilitation Technician position, the graduate of this program may work as a resident training instructor, a behavioral program associate, a behavioral program supervisor, and other positions as assistant to professionals in the education and training programs that deal with the mentally retarded. The graduate of this program will receive an Associate of Applied Science Degree.

FRESHMEN YEAR EN 100-121, 110-121, or 1 BSC 111-112 MA 115 HE 125 SOC 150 or SSC 111 MR 101, 105 and 115 PSY 205 PE (required) or electives	Sem. Hrs. 121-122 6-8 6 3 6 6 6 3 2 32-34	SOPHOMORE YEAR PSY 206 ED 250 SPE 205 MR 205-215 MR 250 PE (required) or electives	Sem. Hr. 3 3 3 4 15 2-4
	34-3 <del>4</del>		30-32

If a student wishes to transfer to another institution to get a degree in mental retardation or special education with emphasis on other exceptionalities, Humanities 211–212 would be taken in addition to other courses that would be required or recommended by the institution to which the transfer would be made.

Courses which are recommended as electives for this program include: SPE 150, PE 205, MU 220, ED 150, and BUS 101.

Mental Retardation Professional Associate

<sup>\*\*</sup>HIS 201-202 or POL 211-212 may be substituted.

<sup>\*\*\*</sup>PSC 120-130 is recommended unless student has special interest in Chemistry.

#### Teacher Aide

The course of study listed below is designed for employed teacher aides and those seeking employment as aides or para-professionals in public schools.

FRESHMAN YEAR EN 121-122 MA 115 PC 120-130 or BSC 111-112 PSY 205 ED 150 BUS 101 or 102** SSC 111-112*	Sem. Hrs.  8 3 6 3 2 6	SOPHOMORE YEAR HU 211-212 SPE 205 or 150 PSY 206 ED 250 BSC 111-112 or PSC 120-130 Elective*** SOC 150	Sem.	Hrs. 6 3 3 6 3 3	
SSC 111-112*	6	SOC 150 ED 260		3 6	
	32			33	

\*Other courses in the Social Science area including HIS 121-122, HIS 201-202, and POL 211-212 may be substituted.

\*\*Elective may be substituted if student has typewriting skills.
\*\*\*Recommended elective includes ART 115, HE 125, and MA 235.

#### Secretorial

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

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem	Hrs.
EN 121-122	8	HU 211-212		6
BUS 101-102 or Electives*	4-6	ACC 160		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 (Required)	2	PE (Required)		2
DP 110	3	Electives*		3
	32-34		-	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 EC 205-206 or BUS 251-252; other recommended electives include HE 125 and PSY 205.

#### Data Processing Technology

This curriculum is designed for the student who plans to enter employment in the data processing field as a programmer after two years of college

data processing ricid as a	programmer arrer	two jears of conege.	
FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
DP 110 and 205	6	DP 206 and 260	4
MA 125-140 or 140-150*	6	DP 211-212 or 221-222	5
EN 121-122	8	DP 230, 240 or 250	1
PE (Required)	2	MA 220	3
ACC 160 or 201-202	3-6	PSY 205 and SPE 205	6
Electives**	4-6	EC 205-206	6
		PE (Required)	2
	29-34	Electives**	6-9
			22.26

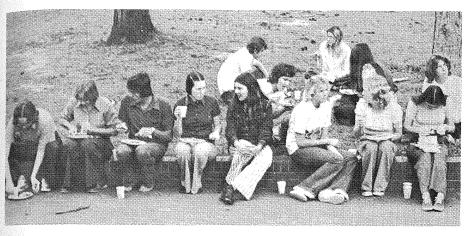
\*Mathematics courses to be pursued depend upon the student's secondary school back-ground. If eligible to begin with MA 140, student should take MA 140 and 150; otherwise, MA 125 and 140 should be pursued. A minimum of six semester hours is required.

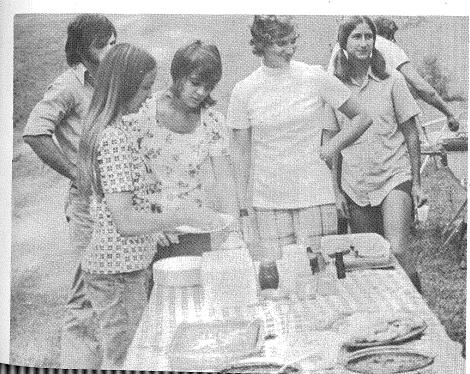
\*\*Additional courses in mathematics are recommended.

This curriculum leading to the Associate in Applied Science degree is designed for Criminology and persons seeking employment in Florida's correctional institutions and for the in-service Corrections

FRESHMAN YEAR	Sem. Hrs.	SOPHOMORE YEAR	Sem. Hrs.
EN 121-122	8	CRC 205-210-215	9
CK(: 102-110	5	CRC 220-230-240	Ř
CRC 150-160	6	CRC 250-260	š
POL 211-212	6	SPE 205	ล์
SOC 150	3	SOC 205	3
PSY 205	3	PE (Required) or Elective*	້າ
PSY 205 PE or Elective*	2-3	Elective*	รี
4			
	33-34		22

\*Recommended electives include ACC 201, DP 110, and MA 115.





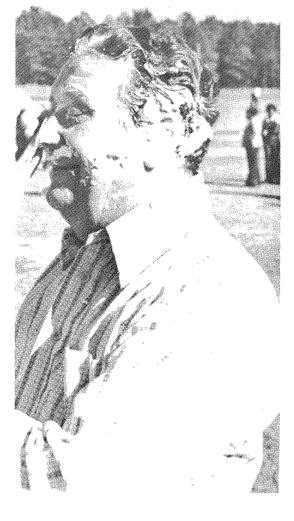
# Vocational Courses of Study

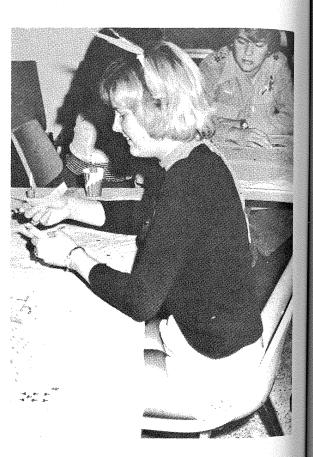
These courses of study consist chiefly of preparatory training for employment in trades or skilled occupations. Classes are scheduled during the day, five days each week for six hours or class periods per day. Students may enroll on a full-time or half-time basis. Currently enrolled high school students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

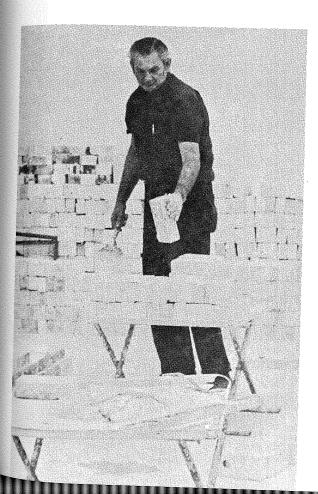
The length of the program is indicated by the hours of instruction. Instruction in most areas will be for two semesters plus one six week summer term, or 1200 hours per year. High school students will be able to complete 1080 hours of instruction during two regular school years. The Practical Nursing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

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.

Descriptions of course offerings are found in the section of this catalog titled Vocational Course Offerings.

- 1. Agriculture (Cooperative on-the-farm training)
- 2. Appliance Service, 1200 hours or 2400 hours
- 3. Automotive Mechanics, 1200 or 2400 hours.
- 4. Brick and Blocklaying, 1200 hours.
- 5. Carpentry, 1200 or 2400 hours
- 6. Cosmetology, 1200 hours.
- 7. Distributive Education, 1200 or 2400 hours.
  - a. Advertising
  - b. Business Management
  - Cashering for Salespeople
  - d. Display
  - e. Merchandising and Buying
  - f. Principles of Retailing
  - g. Sales Promotion
  - h. Techniques of Selling
- 8. Engineering Drafting, 2400 hours.
- 9. Electric Wiring, 1200 hours.
- 10. Plumbing and Pipe Fitting, 1200 or 2400 hours.
- 11. Practical Nursing, 1420 hours.
- 12. Radio and Television Service, 2400 hours.
- 13. Small Gasoline Engine Mechanics, 1200 hours.
- 14. Welding, 1200 or 2400 hours.

#### COMMUNITY SERVICE COURSES

Short, non-credit and special interest courses are offered on demand. Any adult is eligible for admission to non-credit courses and on an audit or non-credit basis to college credit courses. However, there are no continuing course offerings solely for adults, and adults enrolling for credit must meet the same admission standards as other students.

Special announcements are made concerning all short courses which are offered on a demand basis.

Anyone desiring the offering of any short or special interest course is urged to contact the Dean of the College or the Dean of Vocational and Technical Education.

# College Course Offerings

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

GENERAL INFORMATION

ACC (Accounting) ART (Art) BSC (Biological Science) BUS (Business) CHE (Chemistry) CRC (Criminology and Corrections) CSC (Computer Science) DP (Data Processing) EC (Economics) ED (Education)	HU (Humanities) JOU (Journalism) MA (Mathematics) MR (Mental Retardation) MU (Music) NSC (Natural Science) PE (Physical Education) PHI (Philosophy) PSC (Physical Science) PHY (Physics)
CSC (Computer Science)	
DP (Data Processing)	
	PSC (Physical Science)
	PHY (Physics)
EL (Electronics)	POL (Political Science)
EN (English)	PSY (Psychology)
ENG (Engineering)	SSC (Social Science)
GEO Geography	SOC (Sociology)
HE (Health)	SPA (Spanish)
HIS (History)	SPE (Speech)

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.

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 descriptive title of the course indicate when the course is to 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 that the course will be offered.

#### ACCOUNTING

ACC 160. Introductory Accounting. (D).

An introductory course designed to provide a basic knowledge of elementary accounting and office records. This course is recommended for all secretarial students and others who desire a single course in accounting. 3 semester hours credit.

ACC 201. Principles of 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. Principles of 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.

ART

ART. 115. Introductory Drawing. (1,2)

ART 116. Introductory Drawing. (1,2)

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.

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.

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 Ceramics (1) week. 2 semester hours credit.

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.

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.

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.

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

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

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

A beginning course designed to introduce the student to the materials and methods of creating sculpture. Primary media include clay, plaster, wood, and cement. Prerequisite: ART 115 or 116, or consent of instructor. Six hours lecture and laboratory per week. 3 semester hours credit.

An introductory course in the use of semi-precious stones and a ART 245. variety of metals in the design and creation of jewelry and other art Jewelry and objects. Emphasis is placed on casting by the lost way method. Four Art Metal. (D) hours laboratory per week. 2 semester hours credit.

Introduction to

ART 132. Introduction to Ceramics (2)

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

ART 142. Introduction to Three Dimensional Design (2).

ART 150. The Purpose of Art. (1)

ART 225. Color and Pictorial Composition. (1)

ART 226. Color and Pictorial Composition. (2)

ART 240. Introduction to Sculpture. (D).

#### BIOLOGICAL SCIENCE

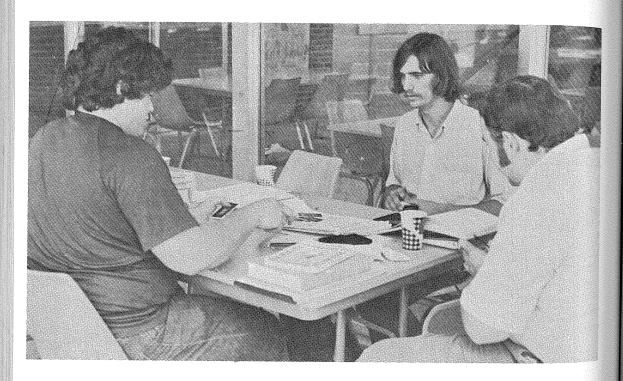
BSC 111. General Biology. (1,2,3) General Biology is a two semester introductory course. BSC 111 emphasizes the origin of life; the structure of protoplasm; the nature of cells; the general organization of plants and animals; and the physiology of and structure associated with respiration and photosynthesis. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

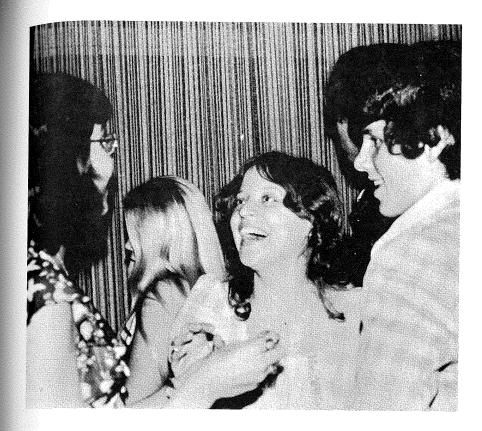
BSC 112. General Biology. (1,2,3)

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.

BSC 210. General Botany. (1,2)

This course is designed primarily for majors in biological or related sciences. 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. Two hours lecture and four hours laboratory per week. 4 semester hours credit.





This course is designed primarily for majors in the biological or related sciences. It is an introductory course dealing with general principles of animal biology including basic structures of the body and their organization into special systems, classifications, and evolutionary relationships of representatives of the major phyla. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

Microbiology. (2)

BSC 225.

BSC 220. General

Zoology. (1,2)

An introductory programming course designed for biology, premedical, medical technology, and nursing majors. The fundamentals of microbiology including history, morphology, metabolism, classification, identification, cultivation, and distribution of bacteria and molds; also including physical, chemical control of microorganisms, and the description of pathogenic bacteria. Prerequisite: BSC 111 or 220 and CHE 150 or 155. Two hours lecture and four hours laboratory per week. 4 semester hours credit. BSC 240. Human Anatomy. (1)

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. (2)

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 semes. ter 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)

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.

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

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. 3 semester hours credit.

BUS 125. Introduction to Business, (2,3)

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.

BUS 215. Advanced Shorthand Dictation and Transcription. (D).

An advanced course with emphasis on the secretarial specialist. Introduction to the vocabulary, dictation, and transcription used in the fields of medicine, law, business, and industry is included. Prerequisite: BUS 112 or equivalent. 3 semester hours credit.

BUS 225. Business Correspondence. (2,3)

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

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

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 BUS 240. Office essential to the secretary. A setting will be provided for studying the Practice. (2) secretary's personality and duties, such as: filing, telephone techniques, meeting callers, locating information, handling mail, and finding and applying for a job. Prerequisites: BUS 102, or consent of department. 3 semester hours credit.

A course covering the definition of law and its administration; the BUS. 251 Princilaw of contracts, negotiable instruments, principal and agent, sales, employer and employee, bailments, and carrier. 3 semester hours Law. (1).

ples of Business

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.

BUS. 252 Principles of Business Law. (2)

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. Prerequisite EC 205. 3 semester Management. (D) hours credit.

BUS 270. Principles of

A survey of the whole field of finance, both private and public. BUS 280 Emphasis is placed on current problems in the field as well as on basic principles developed from past experiences. Prerequisite: EC 205. 3 semester hours credit.

Principles of Finance (D).

CHEMISTRY

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.

CHE 150. Introductory Chemistry. (1, 2)

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 and qualitative analysis. Prerequisite: CHE 150 (with a grade of C or better) or one credit in high school chemistry and eligibility for MA 140 or a more advanced course. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

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

CHE 156. General Chemistry and Qualitative Analysis. (2,3)

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

CHE 221. Organic Chemistry, (1)\_\_\_

Preparation and properties of various aliphatic and aromotic compounds. Prerequisite: CHE 156 or equivalent. Three hours lecture and one hour discussion per week. 4 semester hours credit.

CHE 222. Organic Chemistry. (2).

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

CHE 255. Introduction to Analytical Chemistry. (D)

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

#### COMPUTER **SCIENCE**

CSC 215 Computer Programming 1. (1,2)

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; and applications. Prerequisite: MA 140 or 175 or 170 or consent of department. Two hours lecture and two hours workshop per week.3 semester hours credit.



CRIMINOLOGY AND **CORRECTIONS** 

An examination of the total correctional processes from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. History and philosophy, career oriented. 2 semester hours credit.

CRC 105. Introduction to Corrections. (D)

A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control and treatment. 3 semester hours credit.

CRC 110. Crime and Delinquency. (D)

The development, application, and enforcement of local, state, and federal laws relating to crime and delinquency. 3 semester Criminal Law (D) hours credit.

CRC. 150.

An overview of the total system of the administration of justice CRC 160. provided with emphasis on due process and on the constitutional guarantees, and the civil rights of citizens and prisoners at various Criminal Justice. levels. 3 semester hours credit.

Administration of (D)

The principles and techniques of interviewing and individual treatment as practiced in social work and corrections. Prerequisite: PSY 205 or consent of department. 2 semester hours credit.

CRC 205. Essentials of Interviewing. (D)

The principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations, and other correctional administrative functions. Prerequisite: SOC 150 or consent of department. 3 semester hours credit.

CRC 210. Principles of Correctional Administration.

The function of the custodial staff for jails and detention facilities is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. The jail programs that are or could be implemented are reviewed. Juvenile detention facilities and practices are examined. Prerequisite: SOC 150 or consent of department. 3 semester hours credit.

CRC 215. Institutional Procedures. (D)

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CRC 220. Group and Individual Counseling. (D)

The basic principles of human behavior and some of the techniques of changing attitudes and behavior are evaluated, and the individual and group approaches to counseling are reviewed. Prerequisites PSY 205 and SOC 150. 2 semester hours credit.

CRC 230. The Court System. (D)

The court system of the United States is explained at all levels. emphasizing adversary procedures in the criminal and civil or equity procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Prerequisite: CRC 160 or consent of department. 3 semester hours.

CRC 240. Community Correctional Services. (D)

An examination of community resources that can be brought to bear on the correctional task, such as vocational rehabilitation. alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer professional assistance, legal aid, and other pertinent services. Prerequisite: SOC 150. 3 semester hours credit.

CRC 250. Probation, Pardons and Parole. (D)

Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Prerequisite: CRC 160. 3 semester hours credit.

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

A specialized English course that emphasizes correctional news stories, the preparation of pre-sentence investigation reports, juvenile court petitions and counselor reports, institutional progress reports. and other forms and reports commonly used in corrections. Prerequisite: EN 121. 2 semester hours credit.

#### DATA **PROCESSING**

DP 105. Auxiliary Machines and Equipment. (D)

The functions, operation and control of unit record equipment: Key punches, verifiers, collators, and interpreters. Prerequisite: BUS 101 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

DP 110. Introduction to Data Processing. (1)

An orientation with respect to the terminology, procedures, and equipment used in data processing. This is the required introductory course in data processing technology and is recommended for all students interested in computer science. This course includes the function, operation and control of unit record equipment; and an introduction to the computer, flow charting, basic programming, and computer logic. 3 semester hours credit.

Fundamentals of the FORTRAN IV programming language as implemented in the IBM 1130 computer; practice in programming FORTRAN Proelementary business and scientific exercises; applications. Prerequisite: DP 110 or Consent of department; MA 140 is a prerequisite or corequisite. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

gramming I. (2)

A continuation of the 205 course with emphasis on disk system applications. Prerequisite: DP 205. One hour lecture and two hours FORTRAN Pro-Inhoratory per week. 2 semester hours credit.

DP 206. gramming II. (D)

The introductory course in Assembly Language programming. Prerequisite: DP 110 and consent of department. Two hours Assembly lecture and two hours laboratory per week. 3 semester hours Language Procredit.

DP 211. gramming I. (1)

A continuation of the 211 course with emphasis on disk system DP 212. applications. Prerequisite: DP 211. One hour lecture and two hours laboratory per week. 2 semester hours credit.

Assembly Language Programming II. (D)

The introductory course in COBOL Language programming. Pre- DP 221. COBOL requisite: DP 110 and consent of department. Two hours lecture Language Proand two hours laboratory per week. 3 semester hours credit.

gramming I. (D)

A continuation of the 221 course with emphasis on disk system applications. Prerequisite: DP 221. One hour lecture and two hours laboratory per week. 2 semester hours credit.

DP 222. COBOL Language Programming II. (D)

A workshop course in the commercial applications of data processing. Prerequisite: DP 205, DP 211, or DP 221. Two hours laboratory per week. I semester hour credit.

DP 230. Commercial Applications Workshop. (D)

A workshop course in the scientific applications of data processing. Prerequisite: DP 205, DP 211, or DP 221. Two hours laboratory per week. I semester hour credit.

DP 240. Scientific Applications Workshop. (D)

A workshop course in the social science applications of data processing. Prerequisite: DP 205, DP 211, or DP 221. Two hours laboratory per week. I semester hour credit.

DP 250. Social Science Applications Workshop.

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The application of RPG, FORTRAN, ASSEMBLY, or COBOL programming language. Prerequisite: One or more courses in the programming specialty. Four hours laboratory per week. 2 semester hours credit.

DP 260. Applied Programming Specialty. (D)

#### **ECONOMICS**

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

An introductory course beginning with a look at economic history. This course, the first half of the 205-206 sequence, deals chiefly with macroeconomics. Representative topics included are wealth, output, income, savings, investments, the sectors of the economy, money, employment and growth. 3 semester hours credit.

EC 206. Principles of Economics. (2.3)

This, the second half of 205-206 sequence, deals chiefly with microeconomics. Emphasis is given to the market, the firm and the market, the competition in different market structures. Also included is a look at international economics and how our economic system compares with other economic systems. Prerequisite: EC 205 or consent of department. 3 semester hours credit.

#### **EDUCATION**

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

ED 250. Educational Media (D) A course designed to acquaint teachers and prospective teachers with the latest educational media and their practical application to classroom situations. Students interested in audiovisual equipment operation, and graphic arts may take this course. 3 semester hours credit.

ED 260. Teacher Aide Internship. (D) A course designed to give the student directed observation and on-the-job training as a teacher aide under the supervision of a college instructor and a cooperating teacher in one of the public schools of the area. A study of the growth and learning processes of children is emphasized along with the practical aspects of job performance. Ten hours per week for one semester (or five hours per week for two semesters) of directed observation. 6 semester hours credit.

#### ELECTRONICS

EL 111. Basic Electrical and Circuit Theory. (1) An introductory course in electronics. The course covers the electron theory, Ohm's and Kirchoff's Laws, resistance, inductance, capitance, power, series and parallel circuits, resonance and alternating current. Corequisite: MA 115 or 140. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

EL 112. Vacuum Tubes. (2) A study of the characteristics of vacuum tubes and associated circuits. Prerequisite: EL 111 or consent of department; corequisite: MA 140 or 150. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A study of the characteristics of solid state devices and circuits. This course also covers switching circuits and logic circuits. Prerequisite: EL 111. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A continuation of EL 113 with theory and laboratory work. Prerequisite: EL 113; corequisite: MA 150 or 205. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A study of the major communications systems used in our society. The Federal Communication Commission's regulations for a second class radio operator's license will be covered. Prerequisite: PSC 130 or EL 112 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A study of the application of electron tubes and transistors to industrial control circuits with emphasis on the fundamental principles of electrical machines and their control. Prerequisite: EL 112 or 113. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

This course covers the basic theory of electromagnetic wave propagation. A study of transmission lines and antenna systems used for very high frequency is included. Prerequisite: EL 211 or 212. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

This course is designed to acquaint students with specialized circuits used in radar, telemetry, microwave, and other high frequency systems. The Federal Communication Commission's rules and regulations concerning radiated emission will also be covered. Prerequisite: EL 212 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

Instruction and practice in the use of the slide rule. 1 semester hour 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, MA 140 or 175 is a corequisite or prerequisite. Four hours lecture and laboratory per week. 2 semester hours credit.

EL 113. Solid State Fundamentals. (2)

EL 211. Solid State Circuits. (D)

EL 212. Communications Systems. (D)

EL 213. Industrial Electronics. (D)

EL 214. High Frequency Transmission. (D)

EL 215. Advanced Electronics. (D)

**ENGINEERING** 

ENG. 100. Slide Rule. (1,2)

ENG 205. Engineering Graphics. (D)

#### **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. Speed Reading. (1,2)

A course designed for those students whose test scores indicate  $\boldsymbol{\alpha}$ 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. I semester hour credit.

EN 106. Drill in Basic Communication Skills. (1,2,3)

A course designed to improve general study skills; reading, listening, note-taking, and guestion-answering. Required for all students who are required to take English 100 or English 110, it must be taken concurrently with English 100 or English 110. 2 semester hours credit.

EN 110. Individualized Compensatory English. (1,2)

This course is designed to provide the instruction needed to remedy deficiencies in one or any number of areas of communication skills. Students whose test scores and/or secondary school records indicate a deficiency in communication skills may elect to take EN 110 innstead of EN 100. Students are required to satisfactorily complete the total series of units of instruction and to make a satisfactory score on a final test over all units. The grade in the course is based solely on the final examination. However, those who fail to make  $\alpha$ satisfactory score must review until they make a satisfactory grade, and no penalty is assessed for repeating all or part of the course. This course is open only to students who have no obvious deficiencies in communication skills. Those concurrently enrolled for EN 121 may enroll for 1-3 hours of credit depending upon the number of units they need to study if referred by the instructor. 1 to 3 semester hours 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. 4 semester hours credit.

A continuation of EN 121. The second semester is concerned primarily with themes about literature, as the student reads short stories, plays, poetry, biography, and novels. Prerequisite: EN 121. 4 semester hours credit.

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

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, Speed Reading, is suggested as a supplementary offering. 3 semester hours credit.

EN 141. Advanced Freshman English. (1)

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

EN 142 Advanced Freshman English

A survey of English literature of the Old English, Middle English, Tudor, and Puritan periods. Subjects and authors include ballads, Chaucer, Shakespeare, the English Bible, Jonson, Donne, Milton (Paradise Lost), and Bunyan (Pilgrim's Progress). 3 semester hours credit.

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

A survey of English literature of the Neo-Classical, Romantic, and Victorian periods. Major authors studied inclue Swift, Pope, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, and Browning. 3 semester hours credit.

EN 212. Survey of English Literature.

A survey of the English literature of the late Victorian and post EN 213. Modern Victorian periods and the 20th century. The better known writers English Literature. studied are Henley, Hopkins, Kipling, Housman, Hardy, Stevenson, Conrad, Yeats, Joyce, Lawrence, Auden, and Thomas. 3 semester hours credit.

A survey of major American writers from the colonial period to the Civil War, including Franklin, Irving, Cooper, Bryant, Poe Emerson, Thoreau, Hawthorne, Longfellow and Melville. Emphasis is on the literature itself, rather than on lives of the authors or historical background. 3 semester hours credit.

EN 221. Survey of American Literature. (1)

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or

A survey of major American writers from the Civil War to the EN 222. Survey of modern period, including Whitman, Dickinson, Twain, James, Crane, O'Neill, Frost, Hemingway and Faulkner. Emphasis is on the literature itself, rather than on the lives of the authors or historical background. 3 semester hours credit.

American Literature. (2)

EN 225. Black Writers in American Literature. (D)

This course is designed to provide a study of a representative selection and the best prose and poetry written by Negro Americans from 1760 to the present. Prerequisite: EN 121. 3 semester hours

EN 230. Literature of the Bible. (D)

A study of literary forms used by the Hebrews in the Old Test. ment including history, biography, short story, essay, lyric poetry and dramatic literature; a study of the use of metaphor, simile, parable, 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.

EN 238. Poetry Workshop. (D)

A thematic study of poetry, tracing present emotions, interests, and concerns of students as expressed by today's poets and lyricists back through past poetic expression of the same emotions, interests and concerns. This concept includes opportunities for students to develop original poems and original presentations, and to explore innovations in poetic expression. I semester hour credit.

EN 240. Survey of Science Fiction. (2)

A course designed to analyze where our society may be going in areas such as education, politics, space, psychology, biology, chemistry, medicine, physics, religion, and sociology — as seen through the eyes of such well known science fiction writers as Ray Bradbury, Isaac Asimonv, A. E. Van Vogt, Frank Herbert, Arthur C. Clark, and Robert Heinlein. 3 semester hours credit.

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, are 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. The college literary magazine, INKLINGS, is also a product of this class. Prerequisite: EN 122 or 142, or consent of department. 3 semester hours credit.

EN 270. Creative Writing. (D).

A course for students interested in developing critical and creative skills. Emphasis is placed on critical evaluations of short stories and drama. The creative writing of short stories, poems, and essays is encouraged. Students are expected to edit, contribute and prepare for publication the literary magazine, INKLINGS. Prerequiite: EN 122 or 142, or consent of department. 3 semester hours credit.

#### **GEOGRAPHY**

GEO 105. Introduction to Geography. (1,2)

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 GEO 205. World 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.

Geography. (1)

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

GEO 206. World Geography. (2)

HEALTH

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

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 indivdual and community health and organizing these factors for effective daily living. 3 semester hours credit.

**HISTORY** 

A study of events of the world today based on current periodicals, HIS 105-106-205radio and television. Emphasis is placed on the development of informal judgements about public affairs by the student. Open to all students for a maximum of four semesters. 1 semester hour credit per course.

206 Current Affairs,

A survey intended as a basic course to give perspective and to HIS 121. Western trace the development of political, economic, religious, and other Civilization. (1.2.3) 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.

A continuation of the story of man's development from 1700 to the HIS 122. Western present. Emphasis is given to showing how modern civilization with Civilization. (1.2.3) its present day problems and conditions has evolved. 3 semester hours credit.

The history of western man from the earliest beginnings to the HIS 123. History close of the 17th century. This course covers essentially the same of Western Man. content as HIS 121, but is integrated with a study of the humanities (1). and must be scheduled concurrently with HU 223. 3 semester hours credit.

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A continuation of the history of western man from 1700 to the present. This course covers essentially the same content as HIS 122, but is integrated with the humanities and must be scheduled concurrently with HU 224. 3 semester hours credit.

HIS 124. History of Western Man. HIS 201. American History to 1865. (1,2,3)

A general survey of the development of the United States fom 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  $\alpha$  prerequisite, but is recommended. 3 semester hours credit.

HIS 210. 20th Century World History. (3)

This course is designed as a survey of world history since 1914. Major emphasis is placed upon the economic, social, and political crises, issues, and problems that have characterized the 20th century world. This course will enable students to gain insight into the stubborn character of major international problems and unresolved conflicts confronting the world society today. 3 semester hours credit.

HIS 215. 20th Century American History. (3)

This course is designed as asurvey of American history since 1900. Emphasis is placed upon the major economic, social, intellectual, and political developments of 20th century America. The impact of modern technology upon the American social fabric is also examined. 3 semester hours credit.

HIS 220. Afro-American History. (D)

An introductory course designed to acquaint students with and stimulate interest in the culture and history of the Afro-American. Emphasis is on his origins, struggles, fears, aspirations, and achievements. No prerequisite, but either HIS 201-202 or SSC 111-112 is recommended. 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 semetser hours credit.

A continuation of HU 211. This course deals primarily with re- HU 212. The presentative 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.

Humanities. (1,2,3)

The study of representative materials in art, literature, music and HU 223. Culture philosophy from ancient times to the close of the 17th century. This of Western Man. course covers essentially the same content as HU 211, but is integrated with history and must be scheduled conccurrently with HIS 123. 3 semester hours credit.

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A continuation of the culture of western man from 1700 to the present. This course covers essentially the same content as HU 212, but is integrated with history and must be scheduled concurrently with HIS 124. 3 semester hours credit.

HU 224. Culture of Western Man.

#### **IOURNALISM**

A survey of the technology and functions of mass communications media: newspapers, magazines, books, radio, television, and film with emphasis upon analysis and evaluation of the various media and their impact o nsociety. 3 semester hours credit.

IOU 150. Survy of Mass Communication.

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. No prerequisite, but EN 121 or 122 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. I semester hour credit per semester.

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



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

A one semester hour per semester course for freshmen, designed to familiarize them with layout, copy writing and other practical skills, involved in yearbook production. Student will assist the advanced class in the production of the college yearbook. No prerequisite, but EN 121 or 122 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. I semester hour credit per semester.

JOU 271-272. Newspaper Production. (1,2).

A continuation of the JOU 171-172 sequence. Students enrolled bear primary responsibility for the production of the Papoose (student newspaper). Prerequisite: JOU 172. One hour lecture and two hours of workshop per week. 2 semester hours credit per semester.

JOU 281-282. Yearbook Production. (1,2).

A continuation of the JOU 181-182 sequence. Students enrolled bear primary responsibility for the production of the Chijuco (college yearbook). Prerequisite: JOU 182. One hour lecture and two hours of workshop per week 2 semester hours credit per semester.

#### **MATHEMATICS**

MA 100. Elementary Algebra. (D)

An elementary course designed for the student who has little or no secondary school background in algebra and who needs preparation for intermediate algebra. Not open for credit to any student who has previously completed any college mathematics course other than MA 115. Does not meet general education requirement in mathematics. Three hours lecture and two hours laboratory in the LRC per week. 3 semester hours credit.

MA 105. Introduction to the Metric System. (D)

A course designed to introduce students to the concepts of the metric system. Measurement of length, area, volume, capacity, weight, and temperature in the metric system are explained. Conversions from the British (United States) system are practiced. 1 semester hour credit.

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

This course is designed for those students who do not plan to take more than one course of college matematics. It fulfills the general education requirement. The course covers such topics as the development of mathematics, logic, introduction to statistics, elementary algebra, indirect measurement, and measurement computation and systems. Not open for credit to any student who has previously completed any college mathematics course other than MA 100 and/or MA 105. 3 semester hours credit.

A mathematics course designed especially for the entering student MA 125. who desires to take more advanced courses but who needs additional work as a prerequisite. Not open for credit to any student who has previously completed any college level mathematics course other than MA 100, MA 105, or MA 115. Prerequisite: One year of high school algebra and an acceptable score on mathematics achievement test. 3 semester hours credit.

Intermediate Algebra. (1,2)

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, vectors, matrices, and determinants. This course should not be pursued if student intends to take MA 175-176. Prerequisite: An adequate score on an algebra achievement test or MA 125 with a grade of C or higher. 3 semester hours credit.

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

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

This is the first half of  $\boldsymbol{\alpha}$  two semester sequence course primarily designed to prepare students for the first course in Calculus. The subject matter covered is similar to that which is included in the 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 numrical relationships. Prerequisite: Consent of the department; in gneral, an adequate score on an algebra achievement test or MA 125 with a grade of C or higher will be required. Students who have successfully completed MA 140 will not receive credit for both MA 140 and MA 175. 5 semester hours credit.

MA 175. College Algebra and Plane Trigonometry. (1,2)

The second half of the sequence MA 175-176 dealing chiefly with advanced plane trigonometry, analytic geometry and an introduction to Calculus. Prerequisite: MA 175 or equivalent. 4 semester hours credit.

MA 176. Plane Analytic Geometry and an Introduction to Calculus, (1,2)

A mathematics course designed especially for business administration majors. Special emphasis is given to graphs and functions, number systems and vectors and matrices. Prerequisite: MA 115 or consent of department. 4 semester hours credit.

MA 170. Introductory Analysis for Business. (1,2) MA 220 Elementary Statistics. (2,3) An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MA 115 or 125; either MA 140, 175 or 170 is recommended. 3 esemester 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.

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

MA 245. Calculus for Non-Science Majors. (2)

A brief calculus course designed primarily for business administration majors and other non-science majors. The course includes basic techniques of differentiation and integration and their applications to the problems of business and economics. Prerequisite: MA 140 or 170. 3 semester hours credit.

MA 275. Calculus

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 176. 5 semester hours credit.

MA 276. Calculus (2)

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 275 or equivalent. 5 semester hours credit.

MA 295. Differential Equations. (D). The first course in ordinary differential equations. Topics covered are linear first-order equations and their applications, methods for solving non-linear differential equations, second order equations, Wronskians, power series solutions, method of undetermined coefficients, Laplace transforms, and Fourier series solutions. Prerequisite: MA 275. 3 semester hours credit.

#### MENTAL RETARDATION

This is an introduction to the meaning and the problems associated with mental retardation. Topics discussed include biological causes, the multidisciplinary approach to planning for education and training, the psyco-social aspects of mental retardation, and community services for the mentally retarded. 2 semester hours credit.

MR 101. Introduction to Mental Retardation. (1,2) le

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This is a seminar that deals with techniques in testing and teaching the mentally retarded at various functional levels. The course is designed primarily for students who plan to take the MRPA courses for the AAS degree. Prerequisite: MR 101 or consent of instructor; corequisite: MR 115. 1 semester hour credit.

MR 105. Seminar in Daily Living Skills. (1,2)

Experiences in testing and teaching individuals who are mentally retarded. The areas studied include self-help skills, social maturity, physical skills and communication skills. The course is for occupational students. Prerequisite: MR 101 or consent of instructor; corequisite: MR 105. 3 semester hours credit.

MR 115. Daily Living Skills Laboratory. (1,2)

This is a seminar that deals with basic learning theory as applied in behavior management with mentally retarded individuals. Course is designed for occupational students. Prerequisite: MR 105 and 115 or consent of instructor; corequisite: MR 215. 1 semester hour credit.

MR 205. Seminar in Behavior Management. (1,2)

Students plan and carry out behavior management programs for selected individuals. Students observe behavior management programs in selected training areas. The course is designed for occupational students. Prerequisites: MR 105 and 115; corequisite: MR 205. 3 semester hours credit.

MR 215. Behavior Management Laboratory. (1,2)

Supervised work experience of thirty-five to forty hours per week in the professional service programs at Sunland Marianna or in a local service agency which serves the mentally retarded people in the community. Course is designed for occupational students. May be taken only with consent of the instructor. Student may receive up to 15 hrs. credit.

MR 250. Directed Field Work and Study. (D)

MUSIC

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

MU 101. Music Theory. (1) MU 102. Music Theory. (2)

A study of the more difficult rhythms and intervals; harmonization will include freer voice leading using triads, a study of voice movements, and development of taste in good voice leading in writing: a more intense study of disonance and consonance and additional chord usage for more advanced harmonizations. Prerequisite: MU 101. 3 semester hours credit.

MU 105-106-205-206. College Chorus. (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. Chamber Chorus. (1,2)

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

MU 111. Class Piano. (1)

A course designed for the student who desires general keyboard proficiency. No previous keyboard experience is necessary. Material to be covered includes music from a wide range of literature from the past to the present day. Primary emphasis is on development of music reading through the introduction of chords, sight reading and transposition. I semester hour credit.

MU 112. Class Piano. (2)

A continuation of MU 111 with emphasis placed upon student selection of material to be studied within a class situation. Prerequisite: MU 111 or consent of instructor. I semester hour credit.

MU 121. Sight Singing. (1)

A study of sight-singing techniques with emphasis on diatonic materials. Prerequisite: Consent of department. 1 semester hour credit.

MU 122. Sight Singing. (2)

A continuation of MU 121. Prerequisite: MU 121 or consent of department. I semester hour credit.

MU 131. Keyboard Harmony. (1)

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 professions involving the primary triads, and harmonizing a simple melody at the keyboard. l semester hour credit.

MU 132. Keyboard Harmony. (2)

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. I semester hour credit.

A course of instruction in guitar performance for the beginning MU 135. Class student. Instruction will include simple chords, rhythms, and a variety of accompaniment styles. Two class meetings per week. 1 semester hour credit

The organization and development of performing groups. Emphasis is on reperteire development and preparation for performances. Two class periods per week. I semester hour credit.

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. I semester hour credit per course.

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.

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.

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.

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.

Guitar. (D)

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MU 145, Rock and Jazz Ensembles. (D)

MU 141-142-241-242 Applied Music.\* (1,2)

MU 151-152-251-252 Applied Music.\* (1,2)

MU 161-162-261-262 Applied Music.\* (1,2)

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

MU 201. Music Theory. (1)

MU 202. Music Theory (2)

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

MU 220. Music Skills. (1,2.3)

The fundamentals of music needed by the elementary teacher asa 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.

MU 221. Sight Singing. (D)

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

MU 222. Sight Singing. (D)

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

MU 225. Music Appreciation. (1, 2, 3)

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.

MU 231. Keyboard Harmony (D)

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.

MU 232. Kevboard Harmony (D)

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.

MU 235, Advanced Class Guitar. (D)

A course of instruction in guitar performance for the advanced student. Instruction includes more difficult chords, rhythms and accompaniment styles. Two class periods per week. I semester hour

MU 245. Song Writing and Arranging. (D)

A coures of instruction in melodic and rhythmic notation, chord identification, and preparation of manuscript arrangements for performance and or submission to publishers. Two class periods per week. I semester hour credit.

This is an interdisciplinary course designed to aid the student in understanding the inter-relationships between man and his environment. The natural structure of the environment is presented as  $\alpha$ background for discussions of the contemporary problems produced by man. Among the major topics included are ecosystems, human population problems, environmental management, pollution, and political ecology. Open to all students. 3 semester hours credit.

Carefully selected research projects dealing with the ecology to allow the student to develop skills in investigative techniques, including gathering and analyzing data. Prerequisite or corequisite: BSC 111, or NSC 150. Two hours laboratory per week. 1 semester hour credit per semester.

NSC 155-156. Environmental Laboratory. (1,2)

PHYSICAL

(Required)

EDUCATION

PE 105. Physical

PE 106. Physical

Conditioning for

Women. (1,2)

Conditioning

for Men. (1,2)

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NSC 150.

Issues in

Ecology. (1,2)

NOTE: Students not exempt Physical Education due to age or physical disqualification are required to earn credit in four of the courses listed under this section (PE 105, PE 106, PE 125, PE 126, PE 135, PE 136, and PE 236). All except PE 105 (for men) and PE 106 (for women) are coeducational courses.

A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building for men. Two hours laboratory per week. I semester hour credit.

A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building for women. Two hours laboratory per week. I semester hour credit.

A coeducational course that includes  $\alpha$  brief history of the sport **PE 125. Badminton** followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. I semester hour credit.

(1,2,3)

A coeducational course that includes a brief history of the sport fol- PE 126. Archery. lowed by instruction and practice in the fundamental techniques. Two (1.2.3) hours laboratory per week. I semester hour credit.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. PE 135. Golf. (1, 2, 3)

A coeducational course that includes a brief history of the sport fol- PE 136. Tennis. lowed by instruction and practice in the fundamental techniques. Two (1, 2, 3) hours laboratory per week. I semester hour credit.

Two hours laboratory per week. I semester hour credit.

PE 236. Advanced Tennis. (1,2,3)

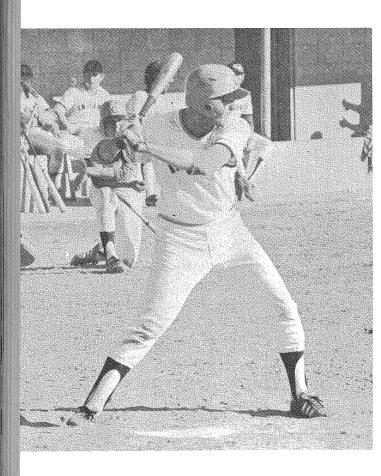
A coeducational course that includes instruction and practice. Prerequisite: PE 136 or consent of department. Two hours laboratory per week. I semester hour credit.

PHYSICAL EDUCATION (PROFESSIONAL)

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 205 and 220 are coeducational: PE 206, 207, and 240 are open only to men.

PE 205. First Aid. (D)

Training in the immediate and temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained. 2 semester hours credit.





Skills, rules, and team play in basketball. Three hours lecture and PE 206. Theory laboratory per week. 2 semester hours credit.

Skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit.

> Baseball. (2) PE 220. Introduction to Physical Education. (2)

and Practice of

Basketball. (1)

PE 207. Theory

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This course is designed primarily for physical education majors who plan to teach. It includes the historical background, fundamental concepts, program content, 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** 

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 cerdit.

ily for students majoring in biology, pre-medicine, pre-dentistry, pre-

pharmacy, pre-optometry, pre-agriculture, pre-forestry, or medical

technolgy. Course includes the study of forces, linear motion, circular

motion, energy, hydrostatics, heat, thermal expansion and thermodynamics; and laboratory applications of these topics. Corequisite or prerequisite: MA 140 or MA 175. Three hours lecture and two

chemistry or physics course. 3 semester hours credit.

hours laboratory per week. 4 semester hours credit.

hours credit.

PHI 185. Practical Logic. (1,2,3)

PHYSICAL SCIENCE

A general education science involving elementary study of geology, physical geography, and meteorology. Demonstrations and practical PSC 120. Introapplications are emphasized. Open to all students. 3 semester duction to Earth Science. (1,2,3).

A general education science course involving elementary study of astronomy, chemistry, and physics. Demonstrations and practical applications are emphasized. Open to all students except the course is not intended for science majors and credit will not be granted to students who have previously received credit for any astronomy,

PSC 130. Introductory Physical Science. (1,2,3).

**PHYSICS** 

This is the first course in a two-semester sequence intended primar-PHY 121. General Physics. (1).

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PHY 122. General Physics. (2).

This is a continuation of PHY 121. Topics covered are static electricity, magnetism, direct current circuits, alternating current circuits. sound, light, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 121. Corequisite: MA 150 or 176. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 201. General Physics. (1).

This is the first course in  $\alpha$  two semester sequence intended primarily for students majoring in physics, mathematics, chemistry or engineering. Course includes the study of forces, statics, linear motion, circular motion, momentum, energy, gravity, relativity, oscillatory motion, ideal gases, thermal properties of matter, and thermodynamics; an dlaboratory applications of these topics. Corequisite: MA 275. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHY 202. General Physics. (2).

This is a continuation of PHY 201. Topics covered are electrostatics. direct current circuits, alternating current circuits, magnetism, electromagnetic waves, sound, light, atomic physics, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 201. Corequisite: MA 276. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

#### **POLITICAL** SCIENCE

POL 211. American Federal Government. (1,2,3)

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.

POL 212. State and Local Government. (1.2.3)

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.

#### **PSYCHOLOGY**

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.

The application of psychology to an objective study of the preadolescent 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.

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.

science in order to develop an understanding of our contemporary

society. 3 semester hours credit.

semester hours credit.

Psychology. (D)

PSY 207. Educational Psychology

#### SOCIAL SCIENCE

This course is designed to introduce the major fields of social SSC 111. Survey of the Social Sciences. (1,2,3)

The second half of the course 111-112. See above description. 3 SCC 112. Survey of the Social Sciences (1,2,3)



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#### SOCIOLOGY

SOC 110. Preparation for Marriage. (1,2,3)

A historical and comparative study of courtship, mate selection, enaggement and marriage in America. Attention is given to changes in these social practices and to modern research aimed at coping with changing roles in a rapidly changing society. 3 semester hours credit.

SOC. 150. Introductory Sociology. (1,2,3)

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 as an introduction to further courses in the field. 3 semester hours credit.

SOC 205. Marriage and the Family. (2)

A study of the origin and development of the family as a social institution; cross-cultural studies of families in various societies. Special emphasis is placed on the American family, both historical and contemporary, and on current problems in various aspects of family life. Prerequisite: SOC 110 or 150, or consent of the department. 3 semester hours credit.

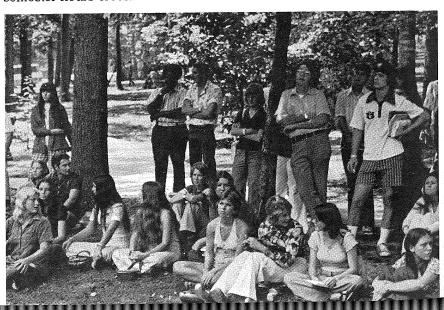
#### SPANISH

SPA 100. Basic Spanish Conversation. (2)

A one-semester course designed not for those who wish to meet curriculm requirements in foreign language, but for those who wish to acquire some knowledge of Spanish through the use of conversation. A brief introduction to the history, geography and culture of Spanish speaking countries is included. 3 semester hours credit.

SPA 101. Elementary Spanish (1)

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. 4 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. 4 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 hurs lecture and laboratory per week. 4 semester hours credit.

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

**SPEECH** 

A study of the principal forms and rules of parliamentary pro-SPE 100. cedure. Designed to prepare students to participate in and preside

Practical experience in theatre production, acting, management, and stagecraft through participation in college theatre productions. May be continued for credit for up to four semesters. Two hours workshop per week plus additional assignments as needed. 2 semester hour credit per semester.

over meetings of organized groups. I semester hour credit.

This course is designed to acquaint the student with all aspects of the theatre and to develop his knowledge and appreciation of theatre arts. Included will be a study of some of the world's great dramatic literature. 2 semester hours credit.

A survey of history of theatre and drama from the Greek to the present. Special emphasis will be given to the development of the theatre's physical plant and production techniques. 2 semester hours credit.

An intensive study of hte speech process. This course, primarily designed for English and Speech majors and elementary and special education 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.

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 with instructor's approval. 3 semester hours credit.

Parliamentary Procedure. (D)

SPA 102.

Elementary

Spanish (2)

Intermediate

Spanish. (1)

SPA 201.

SPA 202.

Intermediate

Spanish. (2)

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SPE 125-126-225-226. Theatre Workshop. (D)

SPE 137. Introduction to the Theatre. (1)

SPE 138. History of the Theatre. (2)

SPE 150. Fundamentals of Speech. (1, 3)

SPE 205. Effective

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Speaking, (1,2,3)





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 235. Fundamentals of Stagecraft. (D)

A study of basic stagecraft and technical theatre. The course presents lectures and practical laboratory experience in set and scenery construction, make-up, costumes, and lighting. Technical work on drama productions is required. Prerequisite: consent of the department. 2 semester hours credit.

A study of the fundamental techniques and principles of acting. Training in pantomime, stage movement, interpretation, and characterization is covered. Emphasis is on classroom exercise and scene presentation. Some participation in drama productions is required. Prerequisite: SPE 137 or consent of department. 3 semester hours

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. Prerequiiste: Consent of department. 3 semester hours credit.

Fundamentals of Acting. (2)

SPE 270. Play Production. (D) ence ponege,

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## Vocational Course Offerings

### GENERAL INFORMATION

The catalog number of vocational courses is the identifying number used by The Accreditator, 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 four general areas (Agricultural, Distributive, Industrial, and Technical and Health Occupations) will be offered. Other courses, including short courses, may be offered.

VOCATIONAL AGRICULTURAL EDUCATION 3600 Cooperative On-The-Farm Training.

An institutional course in farming pursued by individuals concurrently engaged in agricultural employment. Emphasis is on subject matter directly related to the individual student's farm situation.

VOCATIONAL DISTRIBUTIVE EDUCATION

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, record keeping, managerial aids, and efficient use of personnel.

4534. 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.

4550. 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.

4551. 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.

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.

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, copywriting 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 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 laying brick, terra cotta, hollow tile, stone and similar building blocks in the constructions of walls, partitions, arches, fireplaces, chimneys, and other structures.

Training in general carpentry work involved in erection of wooden building frames, installation of exterior and interior trim, floor-laying, form building, scaffold constructon, stairbuilding, and other similar types of woodwork.

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.

This program is designed to prepare an individual for a career as a professional draftsman. Included is extensive training in all phases of drafting. Although it is planned to allow the average qualified student to satisfactorily complete the prescribed curriculum in a period of 2400 hours of instruction, those who complete the basic course in less time may specialize in a particular field of drafting.

4553. Sales Promotion

4554. Cashiering for Salespeople

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4520. Advertising

4521. Display

VOCATIONAL INDUSTRIAL EDUCATION

3902. Appliance Service

3904. Automotive Mechanics

3913. Brick and Blocklaying

3916. Carpentry

3920. Cosmetology

3925. Engineering Drafting

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3930. Electric Wiring

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.

3939. Small Gasoline Engine Mechanics.

Training in the inspection and repair of the mechanical equipment of small gasoline powered engines, including motor testing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing broken or damaged

3972. Plumbing and Pipe Fitting.

Training in the assembly and installation of air, gas, water, and waste-disposal systems, including the cutting, reaming, and threading of pipe, calking and wiping joints, and the installation of gas, water, and sanitary fixtures and equipment with their supports, hangers, or foundations.

3978. Radio and Television Service

Training in the installation and repair of television and radio receivers, stereos, phonographs, and tape players as well as other consumer electronic equipment.

3994. Welding

Training in fusing metal parts by means of oxyaceteylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.

TECHNICAL AND HEALTH **OCCUPATIONS EDUCATION** 

3001. 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.

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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 32446 Dear Sir: Please send the necessary admission papers to: Name (Middle) (First) (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. An early admission student. \_\_\_\_\_\_ 3. A dual enrollment student. 4. A vocational student (Specify program in space below). I expect to enroll for the \_\_\_\_\_\_ Semester or

Signed \_

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