



Library
Chipola Jr. College
Marianna, Florida

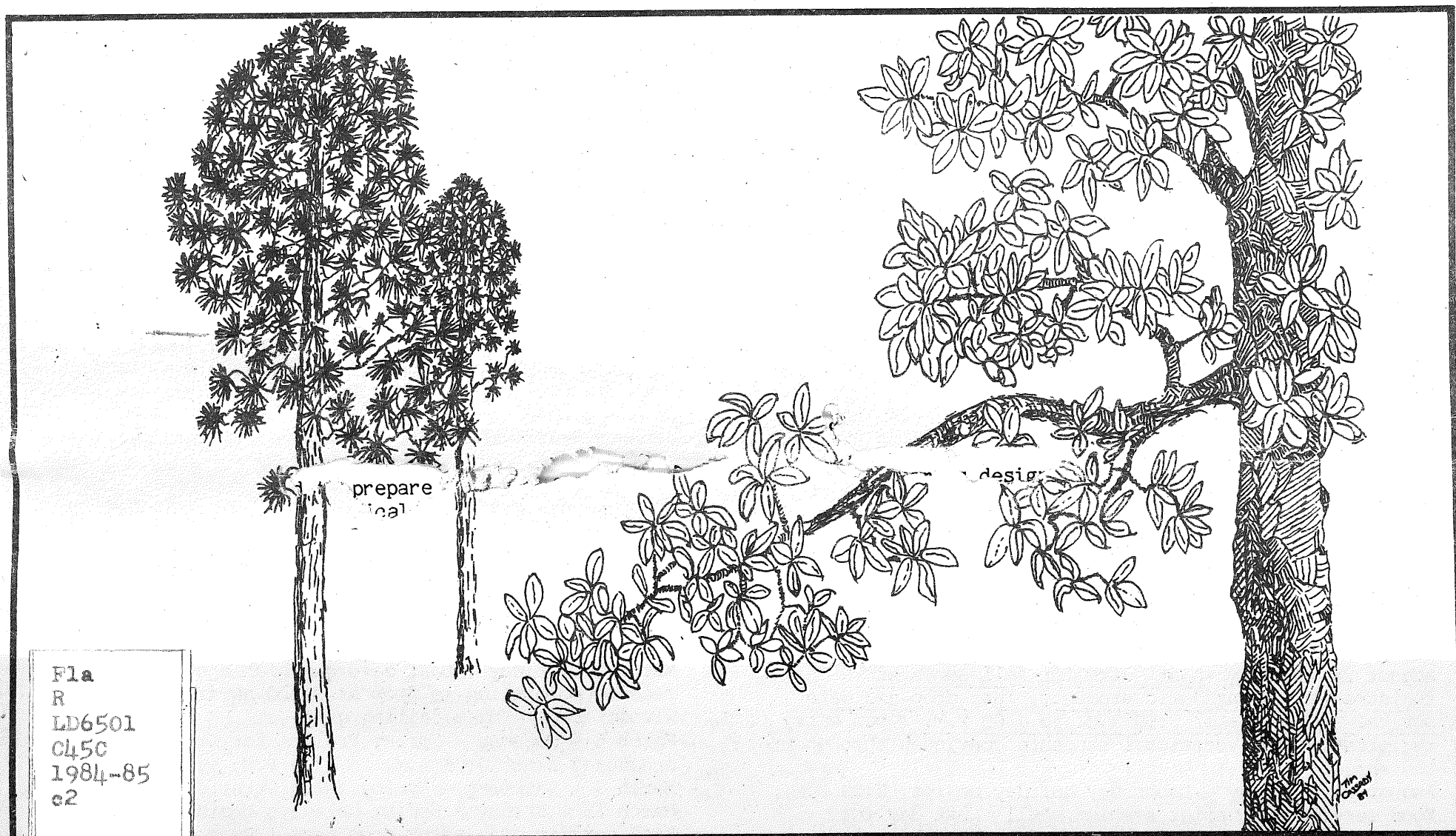


Chipola Junior College

Marianna, Florida

"A Comprehensive Community College"

1984-1985 Catalog



Fla
R
LD6501
C45C
1984-85
c2

CHIPOLA JUNIOR COLLEGE

MARIANNA, FLORIDA 32446

A comprehensive public community college supported by the State of Florida and Calhoun, Holmes, Jackson, Liberty and Washington counties.

Accredited by the Southern Association of Colleges and Schools.

Member of the 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.

Chipola Junior College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.

TABLE OF CONTENTS

College Calendar	2
Administration	3
General Information	6
Admission	8
Student Costs	11
Student Services	12
General Regulations	18
Curriculum	21

CHIPOLA JUNIOR COLLEGE

CALENDAR 1984-85

FALL SEMESTER, 1984

July 5 - Thursday - Pre-registration orientation and testing for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

July 12 - Thursday - Pre-registration orientation and testing for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

July 19 - Thursday - Pre-registration orientation and testing for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

July 26 - Thursday - Pre-registration orientation and testing for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.

August 6 - Monday - Fall semester; faculty reports for duty at 8:00 A.M.; first faculty meeting, 9:00 A.M.

August 7-10 - Tuesday-Friday - In-service activities for faculty.

August 12 - Sunday - Dormitories open, 4:00 P.M.

August 13 - Monday - Registration for vocational students 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.; classes begin for vocational students on regular schedule; Food service begins with breakfast meal.

August 13 - Monday - Pre-registration orientation and testing for new students (by appointment), 8:00 A.M. to 4:00 P.M.; registration for returning students (without appointment), 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.

August 14 - Tuesday - Appointments for advising and registration for new students, 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.

August 15 - Wednesday - Appointments for advising and registration for new students, 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.

August 16 - Thursday - Appointments for advising and registration for new students, 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.

August 17 - Friday - Late registration, 8:00 A.M. to 4:00 P.M.

August 20 - Monday - Academic classes begin on regular schedule; first drop-add date for fall semester; semester meal plan begins with breakfast.

August 21-24 - Tuesday - Friday - Late registration, 8:00 A.M. to 4:00 P.M. each day and 6:00 P.M. to 7:00 P.M. except Friday.

August 24 - Friday - Last date for fall semester registration for academic students; last drop-add date for the fall semester 8:00 A.M. to 4:00 P.M. (Open entry registration for vocational students continues throughout the semester).

August 31 - Friday - Labor Day holiday begins, 6:00 P.M.; Food service ends after evening meal. Last day for sophomores to register for the September College Level Academic Skills Test.

September 3 - Monday - Labor Day holiday for students and all college personnel.

September 4 - Tuesday - Classes resume on regular schedule; Food service begins for breakfast meal.

September 29 - Saturday - Fall administration of CLAST

October 12 - Friday - Last date on which a student may receive permission to drop or withdraw from any course without receiving a failing grade.

October 23 - Tuesday - Fall Festival for students; classes scheduled from 10:05 A.M. to 2:15 P.M. will not meet.

November 20 - Tuesday - Thanksgiving holidays for students begin at 9:30 P.M.; Food services ends after evening meal.

November 21 - Wednesday - Thanksgiving holiday for students; work day for administrators, faculty, and career employees.

November 22-23 - Thursday and Friday - Thanksgiving holidays for students and all college personnel.

November 26 - Monday - Classes resume on regular schedule; Food services begins with breakfast; last day on which a student may resign without penalty except for reason of personal health.

December 3-4 - Monday and Tuesday - Early registration for currently enrolled students for Spring Semester, 1985, 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.

December 10-13 - Monday-Thursday - Final examinations.

December 14 - Friday - Last work day for faculty; last day of vocational classes; final grades due in Registrar's Office 12:00 Noon; Food service ends after Noon meal; dormitories close 6:00 P.M.

December 24-31 - Monday-Monday - College closed for Holidays.

January 1, 1985 - Holiday; college closed.

SPRING SEMESTER, 1985

January 2 - Wednesday - Work day for administrators and career service personnel; dormitories re-open, 6 P.M.

January 3 - Thursday - Faculty reports, 8:00 A.M.; Food service begins with breakfast.

January 3 - Thursday - Pre-registration orientation and testing for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.; registration for returning students, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.

January 4 - Friday - Registration for vocational students; vocational classes begin on regular schedule.

January 4,7 - Friday and Monday - Individual advising and registration for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M. Friday and 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M. on Monday.

January 8 - Tuesday - Academic classes begin on regular schedule; first drop-add date for Spring Semester; late registration for academic students, 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.; Spring Semester meal plan begins with breakfast

January 9-14 - Wednesday - Monday - Late registration for all students, 8:00 A.M. to 4:00 P.M. each day and 6:00 P.M. to 7:00 P.M. except Friday.

January 14 - Monday - Late registration, 8:00 A.M. to 4:00 P.M. and 6:00 P.M. to 7:00 P.M.; last date for Spring Semester registration; last drop-add date for the Spring Semester. (Open entry registration for vocational students continues throughout the semester.)

February 8 - Friday - Last day for sophomores to register for the March CLAST.

March 1 - Friday - Last date on which a student may receive permission to drop or withdraw from any course without receiving a failing grade.

March 5 - Tuesday - Spring Frolics for students; classes scheduled from 10:05 A.M. to 2:15 P.M. will not meet.

March 9 - Saturday - Spring administration of CLAST.

March 15 - Friday - Spring holidays begin, 4:30 P.M.; Food service ends after noon meal. Dorm closes at 6:00 P.M.

March 18-22 - Monday-Friday - Spring holidays for students.

March 20 - 22 - Wednesday-Friday - Spring holidays for faculty, administrators, and career service personnel.

March 24 - Sunday - Dormitory opens at 4:00 P.M.

March 25 - Monday - Classes resume on regular schedule; Food Services re-opens for breakfast meal.

April 12 - Friday - Last date on which a student may resign without penalty except for reason of personal health.

April 25-26 - Thursday and Friday - Early registration for currently enrolled students for first term, summer session, 8:00 A.M. to 4:00 P.M. each day and 6:00 P.M. to 7:00 P.M. on Thursday only.

May 3 - Friday - Final Examinations begin. Last day for sophomores to register for the June College Level Academic Skills Test.

May 8 - Wednesday - Final examinations end.

May 9 - Thursday - Spring semester ends; final grades due

in the Registrar's Office by 12:00 Noon; Food Service closes after Noon meal. Last day of vocational classes.
May 9 - Thursday - Graduation exercises, 7:30 P.M.; Spring semester ends for faculty; pre-registration orientation and testing for new or entering students for first term summer session, 8:00 A.M. to 4:00 P.M.; Dormitory closes for Spring Semester at 10:00 P.M.

SUMMER SESSION 1985 FIRST TERM

CLASSES MEET MONDAY - THURSDAY (BEGINNING MAY 13)

May 10 - Friday - Faculty reports for duty, 7:30 A.M.; individual advising for new or entering students (by appointment), 7:30 A.M. to 12:00 Noon; registration, 7:30 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.; vocational classes begin on regular schedule; Dormitory opens for new students at 4:00 P.M.

May 13 - Monday - Academic classes begin on regular schedule; first drop-add date for first term summer session; late registration from 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.

May 15 - Wednesday - Last date for first term summer session registration, 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.; last drop-add date for first term summer session. (Open entry registration for vocational students continues throughout the term.)

May 30 - Thursday - Last date on which a student may receive permission to drop or withdraw from any course without receiving a failing grade.

June 1 - Saturday - Summer administration of College Level Academic Skills Test.

June 6 - Thursday - Last date on which a student may resign without penalty except for personal health.

June 12 - Wednesday - Early registration for currently enrolled students for second summer session, 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.

June 19 - Wednesday - First term summer session ends for all students; final grades due in Registrar's office 4:00 P.M.; pre-registration orientation and testing for new or entering students for second term summer session, 8:00 A.M. to 4:00 P.M. Dormitory closes for summer at 6:00 P.M.

SECOND TERM CLASSES MEET MONDAY - THURSDAY

June 20 - Thursday - Faculty reports for duty, 7:00 A.M.; individual advising for new or entering students 7:30 A.M. to 12:00 Noon; registration, 7:30 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.

June 24 - Monday - Academic classes begin meeting on regular schedule; late registration, 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.; first drop-add date for second term summer session.

June 25 - Tuesday - Late registration, 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.; drop-add, 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.

June 26 - Wednesday - Last date for second term summer session registration; first drop-add date for second term summer session; late registration, 7:00 A.M. to 5:00 P.M. and 6:00 P.M. to 7:00 P.M.

July 4 - Thursday - Independence Day holiday for students and all college personnel.

July 11 - Thursday - Last date on which a student may receive permission to drop or withdraw from any course without receiving a failing grade.

July 18 - Thursday - Last date on which a student may resign without penalty except for reason of personal health.

August 1 - Thursday - Second term summer session ends for all students; final grades due in Registrar's office by 4:00 P.M.; last faculty work day; Food Service closes after noon meal.

DISTRICT BOARD OF TRUSTEES

Calhoun County

Mildred L. Parrish (1985)
 1410 Pear Street
 Blountstown, Florida 32424

Holmes County

C. H. Barton (1987)
 Bonifay, Florida 32425

Kenneth R. Yates (1985)
 307 West North
 Bonifay, Florida 32425

Jackson County

Harold Donaldson (1986)
 c/o Citizens State Bank
 Marianna, Florida 32446

Benjamin J. Pete (1987)
 Greenwood, Florida 32443

Wilmer L. Williams (1985)
 Graceville, Florida 32440

Liberty County

Michael R. James (1986)
 P. O. Box 366
 Bristol, Florida 32321

Washington County

Arol Hudson (1987)
 Chipley, Florida 32428

Marjorie P. Sangaree (1987)
 P. O. Box 27
 Chipley, Florida 32428

COLLEGE ADMINISTRATION

James R. Richburg, Ed.D., President

Carlotta Appleman, B.S., Director
 Management Information Service

Al F. Barrs, M.S. Director
 Vocational & Continuing Education

R. Earl Carroll, M.S., Chairman
 Division of Communications, Humanities
 and Fine Arts

Gloria G. Conner, Acting Coordinator,
 Associate Degree in Nursing Program

Frank Cornacchione, Coordinator
 Public Services

Donald A. Dellow, Ed.D., Dean,
 Instructional and Student Affairs

Joseph N. Fagan, M.Ed.
 Coordinator of Testing

Merle Z. Houston, M.L.S., Community Affairs Director
 and Assistant to President

Milton H. Johnson, M.S., Chairman
 Division of Physical Education
 and Intramurals

Dolores V. Morrison, Ph.D., Director
Student Affairs

Lawrence R. Nelson, M.M.E., Coordinator of Fine Arts

David W. Nicholson, M.S., Chairman,
Division of Mathematics, Natural and
Social Sciences

H. Dale O'Daniel, Ed.D., Dean, Administrative Affairs

Gloria Peacock, M.S., Coordinator of Physical Education

William H. Stabler, Ed.S., Director,
Learning Resource Center

FACULTY

Dates following names indicate initial employment by
Chipola Junior College.

Donald W. Adams (1967-69, 1976)
B.A., University of Florida
M.J., University of California at Los Angeles
English and Journalism

H. Warren Almand (1964)
B.S., College of Charleston
M.A., Florida State University
English

Mary L. Andreu (1964)
B.S., M.A., University of Florida
Mental Retardation and Psychology

Carlotta Appleman (1980)
B.A., Florida State University
Director of Management Information Services

Miriam S. Bailey (1972)
B.S., M.A., Ph.D., Florida State University
English

Al F. Barrs (1982)
B.S., Embry-Riddle University
M.S., Florida State University
Director of Vocational & Continuing Education

Walter F. Basford (1967)
Auto Mechanics

Frances W. Breivogel (1983)
B.S., University of Notre Dame
Ph.D., University of California
Chemistry/Physics

R. Earl Carroll (1957-58, 1960)
B.S., M.S., Florida State University
English; Chairman, Division of
Communications, Humanities and Fine Arts

Dorothy T. Clemmons (1967)
B.A., Florida State University
M.A., University of Florida
Spanish and English

Sarah M. Clemmons (1979)
B.A., University of West Florida
M.A., Troy State University
M.A., Ph.D. Florida State University
English

Linda L. Cleveland (1982)
B.S., M.S., Adv.M., Ed.D., Florida State University
Mathematics

Gwendolyn B. Conner (1972)
B.S.N., M.S., Florida State University
Acting Coordinator, Associate
Degree in Nursing Program

Frank Cornacchione (1983)
B.I.S., New Mexico State University
M.A., Northeast Louisiana University
Coordinator of Public Service Education

Terry Cox (1982)
B.S., Auburn University
M.S., Florida State University
Counselor/Student Activities

Craig Cramer (1984)
B.S., Florida State University
Counselor/Handicap Services

Ruth E. Davis (1948-49, 1964)
A.B., M.A., Florida State University
English

Donald A. Dellow (1982)
B.A., State University College at Oswego, New York
M.Ed., Ed.D., University of Florida
Dean of Instructional and Student Affairs

Eulles Edenfield (1969)
Auto Mechanics

June Eubanks (1981)
M.A., University of Florida
M.S., Chicago State University
Biological Science and Chemistry

Joseph N. Fagan (1967)
B.S., M.Ed., Tuskegee Institute
Coordinator of Testing

Teretha Jean Federick (1983)
B.S.W., Tuskegee Institute
M.S.W., Atlanta University
Recruiter/Resource Specialist

Freddie Foran (1978)
Welding

Marlon W. Godsey (1965)
B.S., Memphis State University
M.Ed., University of Mississippi
Counselor

Mitchell A. Grabois (1978)
B.A., M.A., Humboldt State University
Psychology

Sylvia Harris (1984)
B.S., Florida A & M University
M.S., University of California, Los Angeles
Nursing

Gail Hartzog (1982)
B.S., Mississippi College
M.S., Troy State University
English

Doris B. Herring (1979)
B.S., Florida A & M University
M.A., University of Tampa
Librarian/Media Specialist

Clifford D. Herron (1981)
B.S., M.A., Western Michigan University
Theater and Humanities

Donald G. Holley (1979)
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
M.L.S., Florida State University
Community Affairs Director and
Assistant to President

Chu Shyen Huang (1966)
B.S., National Taiwan University
M.S., University of Southern Mississippi
Biological Sciences

Milton H. Johnson (1961)
B.S., Livingston State College
M.S., Florida State University
Chairman, Division of Physical Education,
Athletics and Intramurals

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

Lonnie H. Keene (1970)
B.S., M.A., Florida State University
Humanities

James A. Lewis (1957)
B.S., M.S., Florida State University
D.P.A., Nova University
Business and Economics

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

Mary M. McClendon (1975)
B.S., Florida A & M University
M.A.T., University of Florida
History and Social Science

Joan Miller (1982)
B.A., University of Central Florida
M.A., University of Central Florida
Counselor

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

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

Dolores Morrison (1982)
B.A., University of Puerto Rico
M.S., Florida State University
Ph.D., Florida State University
Director of Student Services

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

Kitty Myers (1981)
B.A., University of Georgia
M.A., Florida State University
Mathematics

Lawrence R. Nelson (1960)
A.B., Asbury College
M.M.E., Florida State University
Coordinator of Fine Arts

David W. Nicholson (1962)
B.S., M.S. University of
Southern Mississippi
Chairman, Division of Mathematics
Natural and Social Sciences

Nancy D. Nobles (1978)
B.A., M.S., Florida State University
Librarian/Head Cataloger

H. Dale O'Daniel (1967)
B.S., M.B.A., Murray State University
Ed.D., Nova University
Dean of Administrative Affairs

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

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

Frederick B. Peters (1957-65, 1968)
B.S., Troy State College
M.A., University of Alabama
Accounting and Business

Bobby Pierce (1982)
B.S., University of Alabama
Physical Education

Peggy D. Register (1967)
Cosmetology

Helen Rhynes (1981)
Clerical/Secretarial

James R. Richburg (1981)
A.A., Columbus College
B.S.Ed., M.A., Ed.D., University of Georgia
President

Mertice B. Ringer (1961)
B.A., Blue Mountain College
M.Ed., Mississippi College
English

Kathryn A. Roberts (1979)
B.S., M.S., Florida State University
Accounting and Economics

Carolyn W. Sapp (1968)
B.M., Shorter College
M.M., Northwestern University
Music and Humanities

Agnes Schack (1982)
R.N., Orange Memorial Hospital School of Nursing
Nursing

William H. Stabler (1961)
B.S., Troy State College
M.A., M.L.S., Ed.S., George Peabody College
Director of Learning Resource Center

Josephine Story (1955)
B.S., M.S., Florida State University
Mathematics

Robert Edward Tanton, Jr. (1983)
B.S. Ed., Troy State University
M.A., University of Alabama
Handicap Services Specialist

Tommy J. Tharp (1965)
B.S., Troy State College
M.A.T., University of North Carolina
Physical Science

Rene C. Tharpe (1978)
B.S., M.S., Florida State University
Home Economics and Social Sciences

Richard H. Vail (1970)
B.S., Western Carolina College
M.A., George Peabody College
Art

Jane P. Walker (1980)
B.S., University of West Florida
M.S., Troy State University
IMTS

Jeanette P. Watford (1969)
B.A., University of Florida
M.S., Florida State University
English

Kenneth Whitehead (1983)
B.S., William Carey College
B.S., University of West Florida
M.Ed., University of West Florida
Electronics

FACULTY EMERITI

Augustus M. Adkison (1965-1983)
Music

G.W. Allen, Jr. (1948-1978)
Dean of the College

Elizabeth M. Barnes (1966-1976)
Social Science

Paul Braxton (1968-1981)
Electronics

Theodore H. Brittain (1963-1974)
Mathematics

Albert B. Caraway (1966-1982)
Dean, Vocational-Technical

Raymond M. Deming (1969-1979)
President

Eva J. Dixon (1955-1979)
Director of Library Services

John E. Flynn (1964-1981)
Humanities

Frederick L. Howell (1965-1980)
Dean, Vocational-Technical

Elek J. Lehoczky (1965-1976)
Mathematics

Albert E. Lightfoot (1963-1976)
English

Arthur R. Manning (1965-1976)
Social Science

James H. McGill (1952-1983)
Director of Physical Plant

Margie G. Mixson (1966-1979)
English

Sidney Mordes (1959-1983)
Geography and Social Science

Chester H. Pelt (1948-1950, 1954-1973)
Philosophy and Sociology

Margaret G. Rath (1962-1972)
Drafting and Art

Robert E. Ringer (1960-1983)
Chemistry

R.A. Rogers (1970-1982)
Carpentry

Wilbur I. Throssell (1954-1971)
Chairman, Literature and Language Division

Cleatus C. Toole (1967-1978)
Welding

C. D. West, Jr. (1960-1978)
Registrar and Admissions Officer

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 for 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 a new physical plant. The first permanent buildings were completed and occupied in 1957; two buildings were 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 was completed during the 1975-76 school year.

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 1977.

From its earliest beginning 37 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.

PHYSICAL PLANT

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 sixteen permanent buildings of brick and masonry construction.

The Administration Building houses all administrative offices, a faculty lounge, and the Data Processing Center.

The Learning Resources Center houses over 45,000 volumes and over 5,000 audio visuals. Although libraries in all segments of education are often referred to as centers of learning, Chipola Junior College, is making this statement true in a way never realized before. Departing from the traditional concept of the library passively housing rows of books, the building reflects the concept of a total learning-resources center where students receive individualized instruction through the use of electronic technology and materials well programmed to meet their individual educational levels and learning rates. The facility contains offices, work and storage rooms, general reading rooms, a TV studio, a learning lab, a microcomputer lab, an Individualized Manpower Training System (IMTS) lab and materials production rooms.

The Learning Resources Center houses two of the most innovative features of the college-IMTS and microcomputers. The Individualized Manpower Training System is an academic program to improve reading, mathematics, and language. It is an individualized teaching system based on diagnosing what the student knows and what he needs to know in order to achieve success in his chosen occupation. Microcomputers are the newest addition to the LRC equipment. TRS-80, Commodore Pet, and Apple microcomputers are located in the Learning Lab. They are available for individual use when not being used by classes.

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 Natural Science Building. Here are also located classrooms for all mathematics and natural science classes, a teaching auditorium, and faculty offices.

Construction of a new Health Center was completed during the 1975-76 school year. This building replaced the "old" Field House as a facility for physical and health education classes and both intramural and intercollegiate sports.

Included in the Student Center are the Cafeteria, Snack Bar, Student Lounge, Bookstore, and Student Government/Activities Offices.

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

The Technical Building houses business education classrooms, the Counselling/Career Life Planning Center, and faculty offices.

A co-educational dormitory for 190 students was constructed adjacent to the campus by the Chipola Dormitory Authority in 1964.

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

The Vocational Building houses all vocational classrooms and laboratories plus general classrooms used by the Division of Communications, Fine Arts, and Humanities. A major addition to this building was completed in 1973.

During the 1983-84 year, the College began a three-year \$5,000,000 major renovation of the campus.

GOALS OF CHIPOLA JUNIOR COLLEGE

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

FUNCTION

It is the function of Chipola Junior College to encourage the graduate of the high schools of Calhoun, Holmes, Jackson, Liberty and Washington counties to continue their education beyond high school. Many students are not ready upon graduation from high school to enter a large university or college and successfully

carry the work demanded of them at such institutions. The transition from high school to post high school educational institutions is a difficult one to make, and much personal adjustment is necessary. To many students and their parents, Chipola provides the answer to this problem of transition. Proximity to home or 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 Chipola especially inviting.

Not any less important is the fact that Chipola offers low cost college education and high scholastic standards. Serving the needs and interests of all of the citizens in its district, Chipola strives to provide the opportunity longed for by many ambitious students and has opened the way for them through transfer, technical and vocational programs to become more valuable workers and citizens than they might have had the opportunity otherwise to become.

AIM AND PURPOSE

The College has as its aim and purpose to serve its district and other areas from which students enroll through planned programs leading to the professions and in the fields of industry and business. In addition to the personal benefits accrued to individual students, the College seeks to foster opportunities for employment in, and the economic development of, its five county district.

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 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 Colleges and Universities, the Florida Association of Community Colleges, the American Council on Education, and other professional organizations open to institutions of higher learning.

VETERANS ADMINISTRATION APPROVAL

Chipola is fully approved by the State approval agency for the training of veterans and eligible dependents under the provisions of the "Cold War G.I. Bill" and other applicable legislation administered by the U.S. Veterans Administration. Full information will be furnished any veteran or eligible 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.

Chipola Junior College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.

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 Registration Office 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 Registration Office.
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 Registration Office.
4. All students entering college credit programs must have ACT test scores on file with Chipola prior to enrolling or take the ACT on one of the college's scheduled testing dates prior to registering for classes. Students entering without an ACT test score will be required to take an alternate test; however, ACT scores will be required by the end of the first semester of enrollment.

Transfer students should request the Registrar of all colleges or universities attended to forward official transcripts of their records directly to the Registration Office.

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

When all admission papers have been received in the Registration Office, 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 Registration Office for information.

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 Registration Office will be referred to the Director of Vocational and Technical Education, who will give each applicant any needed additional instructions.

Those students desiring to enroll for non-college level academic work should contact the Registration Office.

COLLEGE CREDIT STUDENTS (A.A. AND A.S.)

I. 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 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. All students entering college credit programs must have ACT test scores on file with Chipola prior to enrolling, or take the ACT on one of the college's scheduled testing dates prior to registering for classes. Students entering without an ACT test score will be required to take an alternate test; however, ACT scores will be required by the end of the first semester of enrollment.

E. 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 the College Catalog.

F. All applications involving any question concerning eligibility for admission will be referred to the Admissions Committee. After reviewing all evidence, the Admissions Committee may recommend acceptance or denial of admission.

II. 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 or she 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 to Chipola 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.

III. 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 except graduation and meet the criteria listed below.

B. Criteria for selection as early admission students are:

- (1) Completion of 11th grade and twelve (12) or more credits or units toward graduation
- (2) A cumulative grade point average of B (3.0) or higher for the 9th, 10th, 11th grades; rank in the upper 10% of his/her 11th

grade class.

- (3) Attainment of the age of 16 years at time of admission.
- (4) 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.

D. State regulations relative to early admission are:

- (1) Approval of the school board.
- (2) Acceptance of the student by a post-secondary institution authorized by Florida law or accredited by the Southern Association of Colleges and Schools, after satisfactory completion of the equivalent of two (2) school years of instruction, above grade nine (9).
- (3) When the above stated conditions have been met, the student may be awarded a diploma of graduation with his or her regular class or at a time convenient to the principal, provided that:
 - a. The student has completed two (2) college semesters or equivalent with a normal class load and maintained at least a C average or equivalent, or,
 - b. the student has earned sufficient college credits to fulfill graduation requirements as specified by the district school board.
 - c. The student's high school record contains adequate notations covering the work accomplished while in college.
 - d. A course in Americanism vs Communism has been completed as prescribed by Florida Statutes.

IV. For dual enrollment:

A. To be eligible for admission, an applicant must be a 10th, 11th, or 12th grade high school student with a Cumulative Grade Point Average of a B (3.0) or higher and be recommended for admission by his/her high school principal.

B. Students enrolled in the program will be allowed to pursue up to seven (7) semester hours of college work during a summer session and up to six (6) semester hours during the fall or spring semester while concurrently enrolled as a high school student.

C. Provisional college credit will be granted for work satisfactorily completed. Final or unprovisional credit applicable toward a degree will be granted after the student earns a high school diploma or the equivalent.

V. For international students:

For admission purposes an applicant is classified as an international student only if the applicant requires the College to issue papers required by the Immigration and Naturalization Service. An applicant who has been admitted to the United States as an immigrant and has been issued a resident alien number will not be classified as an international student for admission

purposes.

International students seeking admission on an E-1 or M-1 visa must submit the following:

1. Completed application for admission as a degree-seeking student.
2. Proof of education as follows:
 - a. A certified English translation of the school record if the student is a high school graduate or equivalent and has never attended college.
 - b. A certified English translation, when applicable, of all colleges previously attended by the student.
3. Submission of scores on the test of English as a Foreign Language (TOEFL). The College will accept a minimum score of 500 on TOEFL as proof of sufficient knowledge of the English language. This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.
4. Statement showing that financial resources are available for travel, tuition, books, and living expenses while the student is in school.

An international student must be enrolled and satisfactorily complete a minimum of 12 credit hours per fall and spring semester. For each summer term, 6 credit hours will constitute full-time enrollment.

VOCATIONAL STUDENTS

1. High school graduation or its equivalent or evidence 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 evaluation.

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, they are identified by the high school for a particular vocational program, and if they are approved for the chosen vocational program.

ADULT STUDENTS

All persons 15 years of age or older are eligible to enroll for non-credit courses. This includes short courses, special interest courses, 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 application for admission form and a student registration form.

Persons 17 years of age or older who do not have a high school diploma or the equivalent may be accepted for admission and pursue college credit courses with the following provisions:

1. Applicants are classified as **SPECIAL** students, i.e., they are not pursuing a course of study that leads to an Associate in Arts or Associate in Science degree.
2. Applicants must also meet admission requirements 1(b-f) **FOR COLLEGE CREDIT STUDENTS** listed above.

3. Applicants accepted for admission under this policy may pursue college credit courses as full-time students for one semester or as part-time students for two semesters without a high school diploma or the equivalent. Full-time students pursue 12 or more semester hours credit; all other registrants are classified as part-time students. Two summer terms are equivalent to one semester for this provision.

4. Credits awarded to **SPECIAL** students under this policy will be validated and applicable toward an Associate in Arts and/or Associate in Science degree after the student is awarded a high school diploma or the equivalent.

CHANGE OF RULES

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

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 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. 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. 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 reclassification 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.

FEES CHARGED*

For College-Credit Students

1. Matriculation Fee: \$18.00 per semester hour (for semester or summer term).
2. Tuition (applicable to Non-Florida residents only): \$21.00 per semester hour (for semester or summer term).
3. Retroactive Matriculation Fee (assessed when college credits in semester hours are awarded after a student completes a non-credit program of study designated in the college catalog as an optional credit or non-credit program): Fee shall be assessed in the amount specified in 1 above under the policy in effect at the time college credits are awarded to the student,

provided the student is eligible for admission to Chipola Junior College as a COLLEGE CREDIT STUDENT as specified in College Policy 6Hx4-2.01 ADMISSION REQUIREMENTS.

See insert for 1985-86 fee schedule.

4. Applied Music Fee \$40.00 per semester hour (applicable only to students registered for applied music courses):

One lesson per week for semester
or equivalent: \$40.00
Two lessons per week for semester
or equivalent: \$80.00

5. Directed Independent Study carries an additional \$25.00 per credit hour, or equivalent, to regular matriculation fee.

6. Graduation Fee (applicable only to graduating sophomores): \$7.00
Cap and gown
(Rental fee dependent on cost from vendor).
If tassel is to be kept by graduate: \$3.00

7. Transcript Fee: \$1.00 per transcript.

For Vocational Students

1. Matriculation Fee:

For the Fall and Spring Semesters:

For full-time* students: \$80.00 per semester
For half-time* students: \$40.00 per semester

For the Summer Session:

For full-time* students: \$30.00 per term
For half-time* students: \$15.00 per term

2. Tuition:

For the Fall and Spring Semesters:

For full-time* students:
Florida residents: NONE
Non-Florida residents: \$90.00 per semester
For half-time* students:
Florida residents: NONE
Non-Florida residents: \$45.00 per semester

For the Summer Session:

For full-time* students:
Florida residents: NONE
Non-Florida residents: \$45.00 per term
For half-time* students:
Florida residents: NONE
Non-Florida residents: \$22.50 per term

3. Laboratory Fee:

When a laboratory fee is required, the amount is included in the course description.

*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 a duration of less than a semester or a six-week term of the summer session will be prescribed by the District Board of Trustees.

FEE WAIVERS FOR SENIOR CITIZENS

Matriculation and tuition fees shall be waived for persons 60 years old or older who are residents of Florida and who attend classes which are funded under the community college program fund. This privilege may be granted only on a space available basis if such classes or programs are not filled as of the close of registration. This privilege may be limited or denied for courses or programs for which the Board of Trustees has established selective admissions criteria.

Enrollment of elderly persons under this policy must be approved by the President or his/her designee.

For Dormitory Students

1. Identification Cards:
Replacement of ID cards: \$3.00
2. Dormitory Room Rent:
Please contact Director of Housing for current rates.
3. Residence Hall room rent, paid on semester or term basis, is non-refundable.
4. The Residence Hall Room Deposit fee of \$25.00 will be refundable when the student officially moves out of the room if the student has paid the semester rent and no damages are assessed. No refund will be made if the semester rent was not paid in full or if damages were assessed at \$25.00 or greater.
5. 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 \$250.00. 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 \$250.00 per school year.
6. Cafeteria Charges:
Students who live in college domns are required to pay board and take their meals in the college dining hall. The dining hall will serve its last meal at lunch on the day classes are dismissed for holidays or end of term vacations. The first meal served at the end for holidays (or vacations) will be lunch on the days classes resume. Board charges per term are:

FALL TERM

77 noon meals @ \$3.00 = \$231.00 plus tax

SPRING TERM

79 NOON MEALS @ \$3.00 = \$237.00 plus tax

The meal plan listed above may be purchased by non-dorm residents. Non-dorm residents may also pay for their meals each time they eat in the Dining Hall. Meal prices (other than meal plans) are subject to change with the fluctuation in the cost of food.

REFUND POLICY

1. The Graduation Fee is non-refundable.
2. Meal Plan Charges.
Charges for Meal Plans will be refunded on a percentage basis to a student withdrawing from college if the meal ticket is returned to the Business Office.
3. Matriculation Fee, Tuition, and applied Music Fee charges. The refund schedule for students who officially resign or withdraw from college prior to the end of a semester or summer session term is as follows:

Resignation before the last date for registration for any semester or term: 100 percent refund.

Resignation after the last date for registration for any semester or term: No refund.
4. 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 close of registration.
5. Full refund of fees paid will be made to a student when the college administration cancels a class or program.
6. Short course fees are not refundable except at the request of the student prior to the first class meeting.

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 room and board, transportation, and personal expenses range from \$725.00 to \$825.00 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 \$1,500.00 to \$1,700.00 to the amounts estimated above for a total estimated expense of \$2,050.00 to \$2,350.00 per school year or two semesters for fees, room and board, textbooks and supplies. This does not include any allowance for clothing, transportation or incidental expenses.

Non-Florida residents should add \$672.00 for tuition to the estimates shown above.

FINES

Students may not register for new course work, may not graduate, and may not receive transcripts unless all records are clear of fees and fines owed the college.

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 analyzing the Family Financial Statement of the American College Testing Program. The ACT 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 an ACT Family Financial Statement.

All financial aid administered by the College is dependent upon the availability of resources. All applicants must be at least half-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. The applications of those students with the greatest financial need will be processed first. In general, applications will be considered for a full academic year of two semesters. However, continuation of aid is dependent upon meeting the college's Measurable Progress standards. Contact the Office of Financial Aid for a copy.

Students who are delinquent in repaying a loan or who owe the college for an over-payment of a grant are ineligible for additional financial aid.

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

1. **Pell Grant** (Formerly BEOG). The Pell Grant is a federally sponsored aid program designed to provide assistance to those who need it to attend post-high school educational institutions. This grant is non-repayable.

2. **Supplemental Educational Opportunity Grants.** The SEOG program is designed to provide assistance for qualified students who have exceptional financial need. The amount of the grant will depend upon the degree of need and can be of no more than one-half of the total assistance given the student of \$1500.00. SEOG grants are non-repayable.

3. **College Work-Study Program.** This program provides part-time employment for qualified needy students. Work is limited to 20 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. **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. Each recipient must indicate financial need, be of good moral character, and, if a boy, be interested in some phase of agricultural education, or, if a girl, be interested in home economics education. Eligible student should apply for financial aid through the college and should mail to

the Office of Financial Aid recommendations from their principal, counselor and a teacher.

5. **The Violet H. McLendon Music Scholarship Fund.**

A generous trust, established in 1977 by Mrs. Violet H. McLendon of Marianna, generates funds annually to support exceptionally talented students majoring in music at Chipola Junior College. All awards are based upon the results of competitive auditions held on the college campus during the Spring semester of every year before the Music Scholarship Committee. For further information contact the Chairman, Division of Communications, Humanities and Fine Arts.

6. **College Scholarships.** The College offers scholarships covering tuition 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. Music scholarships. Persons interested should contact the Chairman, Division of Communications, Humanities and Fine Arts, in addition to making applications for aid.
- c. Athletic Scholarships in baseball and men's and women's basketball. Interested persons should contact the Athletic Director.
- d. Seven students per year are awarded Science lab assistantships. Awards are recommended by a committee comprised of members of the natural science and mathematics faculty.
- e. Two scholarships per year are awarded to an outstanding member of the Papoose staff. Award is recommended by the Board of Student Publications.
- f. One scholarship is awarded each year to the president of the Student Government Association.
- g. Two students per year are awarded theatre scholarships. The Theatre Department recommends these awards.
- h. Fees may be waived for dual enrollment students who will apply the college credits earned toward high school graduation and for students enrolled in the clock-hour vocational programs.

7. **Guaranteed Student Loan Program.** This is designed for middle 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 or other eligible lenders. Students may borrow up to \$5,000 during the two years at a junior college. Repayment begins six months after studies are completed at the rate of 8 percent interest. Applications or information may be secured from any participating institution in the student's home town, or the College Office of Financial Aid.

8. **Vocational Rehabilitation Scholarship.** 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 and/or the Handicapped Student Services Specialist on campus.

9. **Veterans Administration Benefits.** The College is fully approved by the State approval agency for the training of veterans, war orphans, widows, and dependents under the Cold War G.I. Bill of Rights, War Orphans Act, and other applicable laws. Eligible students should contact the Veterans Administration for application for benefits. The college will assist any eligible person in making application.

Eligible students should contact the Director of Financial Aid and Veterans Affairs at the College.

10. Florida Student Assistance Grants. The Florida Student Assistance Grant Program was established by the 1971 Session of the Florida Legislature. Grants are awarded to 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 \$510.00 per academic year.

Application may be made by using the ACT Family Financial Statement.

11. 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 Harshbarger Scholarship Fund, Jackson County Cattlemen's Association, Grand Ridge High School, Marianna Kiwanis Club, Marianna Lions Club, Marianna Pilot Club, Marianna Rotary Club, Senior Woman's Club of Marianna, and many other civic organizations and individuals. New scholarships are awarded each year.

12. The Chipola Junior College Foundation. The Chipola Junior College Foundation, a non-profit support organization for the college, provides a number of scholarships for Chipola students. Information concerning these scholarships is available from the Financial Aid Office or the Foundation Office, Room 121, Administration Building.

MEASURABLE PROGRESS

STUDENT FINANCIAL AID REQUIREMENTS

Student financial assistance involves institutional scholarships, state scholarships and grants; and Federal grants, work and loan programs.

Students receiving funds in any of the above aid programs are required to maintain the progress requirements established by the institution for all students in addition to the following requirements:

A. Institutional Scholarships

1. Athletic Scholarships

- Maintain National Junior College Athletic Association standards.
- Maintain Florida Community College Athletic Association standards.

2. Merit Scholarships

- Maintain a 2.00 grade point average each term or semester, and complete 24 semester hours each academic year.

B. State Scholarships and Grants

Maintain a 2.00 grade point average and complete a minimum of 24 semester hours each academic year.

C. Federal Aid

1. AA and AS Degree Students

- Maintain a cumulative GPA according to the following schedule:

End of first term of attendance	- 1.0
End of second term of attendance	- 1.5
End of third term of attendance	- 2.0
All subsequent terms	- 2.0

- Complete each term with a "D" or better grade, a minimum of:

8 semester hours if enrolled full time
6 semester hours if enrolled 3/4 time
4 semester hours if enrolled 1/2 time
2/3 of work attempted if enrolled less than 1/2 time

(Note: Two summer sessions equal one semester.)

- A full time student will be allowed to receive aid for a maximum of 8 semesters.

2. Clock Hour or Certificate Students

- Must earn 2/3 of the hours attempted each term with a "D" or better grade.
- An "F" grade on 450 or more clock hours attempted in a term will result in College, and, therefore, financial aid suspension.
- A full-time student will be allowed to receive aid for a maximum of six semesters and three summer sessions (3600 clockhours).

3. Transfers between Degree and Certificate Programs

- All terms attended will be counted as part of maximum terms eligible for aid.
- Probation or suspension status will be calculated on previous enrollment and carry forward with program change.

D. Course Work to be Evaluated

All attendance, including remedial courses at Chipola, is considered in determining "Measurable Progress," before a student may receive aid - beginning July 1, 1984. Academic work at other institutions will not be considered.

E. Probation

If a student is not meeting all criteria of Standards of Satisfactory Progress, a one-semester probationary period will be allowed in order to meet the criteria.

F. Removed from Probation

If at the end of the semester of probation, the student earns the required grade point average and hours to be completed for this new stage of enrollment, the student will be considered to be making progress and removed from probation.

CHART OF REQUIREMENTS FOR FEDERAL AID

G. Suspension

If at the end of a probationary period the student is not meeting all satisfactory progress criteria, he will be determined not to be making satisfactory progress and will be terminated from Title IV Aid.

H. Reinstatement

After having been suspended from aid for a semester or more a student may request to be reinstated if he or she has maintained the minimum standards.

I. Appeal

If the student feels that there were mitigating circumstances such as illness, death, personal or family problems which caused the lack of progress/an appeal may be made to the College Student Committee by first contacting the Financial Aid Office.

CHART OF REQUIREMENTS FOR FEDERAL AID

Degree Programs (2 yr.) AA or AS (Semester Hours)

Semester at Chipola	Minimum Cumulative GPA	12 or more Hrs. Full Time Enrollment
1st Semester	1.00	8
2nd Semester	1.50	8 (16)
3rd Semester	2.00	8 (24)
4th Semester	2.00	8 (32)
5th Semester	2.00	8 (40)
6th Semester	2.00	8 (48)
7th Semester	2.00	8 (56)
8th Semester	2.00	6 (64)
9th Semester	2.00	No Further Aid
10th Semester	2.00	
11th Semester	2.00	
12th Semester	2.00	
13th Semester	2.00	
14th Semester	2.00	
15th Semester	2.00	
16th Semester	2.00	

9-11 Hrs. 3/4 Time Enrollment	6-8 Hrs. 1/2 Time Enrollment
-------------------------------------	------------------------------------

6	4
6 (12)	4 (8)
6 (18)	4 (12)
6 (24)	4 (16)
6 (30)	4 (20)
6 (36)	4 (24)
6 (42)	4 (28)
6 (48)	4 (32)
6 (54)	4 (36)
6 (60)	4 (40)
6 (64)	4 (44)
No Further Aid	4 (48)
	4 (52)
	4 (56)
	4 (60)
	4 (64)

No Further Aid

*One year programs will be allowed a maximum of:
4 semesters for full time, 6 semesters for 3/4 time,
and 8 semesters for 1/2 time enrollment.

Certificate Programs (2 yr.) 2400 Clock Hours

Semester at Chipola	Minimum Cumulative GPA	510 or more Hrs. Full Time Enrollment
1st Semester	D	340
2nd Semester	D	340
1st Sum.Session	D	120
3rd Semester	D	340
4th Semester	D	340 1480
2nd Sum.Session	D	120
5th Semester	D	340
6th Semester	D	340
3rd Sum.Session	D	120 2400
7th Semester	D	No Further Aid
8th Semester	D	
4th Sum. Session	D	
9th Semester	D	
10th Semester	D	
5th Sum. Session	D	
11th Semester	D	
12th Semester	D	
6th Sum.Session	D	

425-509 Hrs. 3/4 Time Enrollment	255-424 Hrs. 1/2 Time Enrollment
--	--

283	170
283	170
90	60
283	170
283 1222	170
90	60
283	170
283	170
90	60 1200
283	170
283 2354	170
No Further Aid	60
	170
	170
	60
	170
	170
	60
	No Further Aid

*One-year programs will be allowed a maximum of:
4 semesters and one summer session for full time and
three quarter-time; 6 semesters and three summer
sessions for half-time enrollment.

STUDENT HOUSING

The Residence Hall for student housing is 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 submitted.

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 Residence Hall.

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

Student rooms are equipped with the necessary articles of furniture. 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 or 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 students 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 into the dormitory and be sure that they have a room assignment prior to registration.

FOOD SERVICES

The dining hall, located in the Student Center, houses both a cafeteria and a snack bar. Students living both on and off campus may use these facilities.

During the summer session the dining hall will operate as a snack bar only (hours to be posted).

For the fall and spring semester the dining hall will operate both a cafeteria and a snack bar, serving a short order breakfast, an evening meal and a cafeteria style lunch Monday through Friday.

The college calendar should be consulted for the opening and closing dates for the dining hall 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 Services Office should be notified.

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

SPORTS AND RECREATION

The Student Center is located in the center of the campus. The student lounge and snack bar are located in this building, open for all students. Dances, parties, and receptions are also held in this building.

Chipola Junior College participates in interscholastic baseball and men's and women's basketball. Its teams in former years have had successful seasons in these 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 desire 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 exempted from this requirement upon the recommendation of a practicing physician.

STUDENT ACTIVITIES

Student Activities serve to complement the academic programs of the college by providing opportunities for students to develop leadership skills, to pursue special interests and to interact with other students socially. The Student Government Association represents, through its elected members, the entire student body and is responsible for providing Chipola students with various activities, such as dances, outdoor picnics, Homecoming and other events.

Publications: Students, under the direction of the Board of Student Publications and faculty advisors, are responsible for producing and publishing the Papoose, the student newspaper, and Inklings, an annual literary magazine. The major portion of the content of these publications is composed in journalism and English offerings of the Division of Communication, Humanities and Fine Arts.

Drama Activities: Students are encouraged to participate in the college drama program. The Theatre Department presents a season of three or four major productions each year. In addition, the Theatre Department conducts a three week summer workshop in musical theatre. Any interested students are invited to join the Community Association for Support of Theatre (CAST) and/or enroll in Theatre Workshop and Play Production for college credit.

Music Activities: The College Chorus and the Chamber Chorus are coeducational groups and are also credit courses. The College Chorus and the Chamber Chorus present many programs to the public as well as to the student body. Other vocal groups for exceptional men and women singers are open by invitation only. 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. The College sponsors the Community Band and Pep Band for interested instrumental students.

A variety of campus organizations are available to students and operated under jurisdiction of the Student Government Association.

Campus Organizations: Phi Theta Kappa is a national junior college scholastic fraternity, and its membership is limited to students demonstrating academic excellence.

Mu Alpha Theta is also an 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 Science Club is a co-curricular organization open to all students taking at least two science courses (including math) per semester.

The Vocational Industrial Clubs of America (VICA) is open to students enrolled in the Vocational Division.

The Cheerleaders provide spirit at the basketball games and are selected on a competitive basis.

The Signals are a group of dancers that provide entertainment at basketball games and community functions.

The Pep Club is open to all students and attempts to stimulate school spirit at all activities.

The Black Student Union is a special interest organization available for students interested in Afro-American heritage.

The Compass Club is a co-ed service club sponsored by Pilot International.

The Baptist Campus Ministry is open to all students who desire to participate regardless of religious affiliation.

The Campus Baptist Young Women is an auxiliary of BCM and offers opportunities for spiritual growth for women students.

Intramurals: Chipola offers a wide range of intramural activities where students compete with one another. Included among the intramural activities at Chipola are basketball, volleyball, racquetball, tennis, bowling, archery and ping-pong.

COUNSELING AND ADVISEMENT SERVICES

Professional counselors and every member of the faculty participate in the counseling and advisement program in order that all students may have the benefit of adult advisers in the solution of their problems. Assistance is provided concerning the selection of objectives and courses, the best methods of study, use of the library, and for counseling about 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 any need for remedial work. Results are also used to place 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.

PLACEMENT TESTING

All full-time degree seeking students at Chipola Junior College are required to take the ACT Test. Part-time students are required to take the ACT before accumulating twelve semester hours. This is not an admission test. It is used to insure correct placement.

Students planning to attend Chipola Junior College are encouraged to take the ACT Test when it is administered on one of the national testing dates at the College. Chipola Junior College is also a residual testing center and will administer the ACT on a convenient schedule for prospective students.

In addition to the ACT, State Board Rule requires all degree seeking students to participate in the State Common Placement Test Program. This test is administered on the Chipola Junior College campus to all prospective freshmen. The results from this test and the ACT are used for advising, counseling, and placement.

SERVICES TO HANDICAPPED

Chipola Junior College is committed to assuring full access to its programs and facilities for all qualified handicapped individuals. The Office of Handicapped Student Services includes counseling, tutoring, special testing or note-taking arrangements, and loan of recorder/players when necessary. Staff members are available for assistance during registration. The staff maintains a vital communication link with college faculty and administration. It also provides a liaison between the college and community agencies, such as the Office of Vocational Rehabilitation.

Chipola Junior College has several dormitory rooms which are wheelchair accessible. It is engaged in a continuing effort to eliminate architectural and physical barriers from its campus.

CAREER/LIFE PLANNING CENTER OCCUPATIONAL EXPLORATION PROGRAM

Individuals who are undecided about their academic/career plans, have questions on careers, or wonder if they are able to perform the tasks of a particular occupation are encouraged to come to the Career/Life Planning Center and/or Occupational Exploration Program.

The services available include administration of various interest inventories, short reading materials on occupations, magazines, filmstrips, CHOICES (a computerized career exploration system), and a variety of current job opportunities.

The Occupational Exploration Program provides hands-on experiences which include functional aptitude and academic assessment, work samples relating to specific occupations, program tours, and employability skills assistance.

For those students who plan to continue their college education or transfer to other institutions, the Career/Life Planning Center maintains a library of catalogs for many universities, colleges, and technical schools in the Southeast. Information on most universities, colleges, and technical schools throughout the United States is also available.

Both the above services are located in Rooms 405-406 from 8:00 A.M. until 4:00 P.M., Monday through Friday, except during the 4-day summer work schedule.

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. 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. 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 completed registration, changes in the schedule may be made only with permission of the Dean of Instructional and Student Affairs. 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. In general, authorization to drop a course will be given only if the student's college program and overall progress will be benefited by such action. Personal illness, financial hardships, and an overloading 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.

CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

Chipola Junior College recognizes superior achievement in high school on the part of applicants, and has provided ways and means by which students may receive credit for such achievement validated by test scores. Also, entering students may be placed in advanced courses appropriate to their level of achievement regardless of whether or not credit is awarded.

Credit is awarded in corresponding course areas for appropriate scores on the College Entrance Examination Board's Advanced Placement and College Level Examination Program (CLEP) tests. Students who are administered any of these tests should have the results forwarded to the Registration Office.

For the Advanced Placement Tests Chipola will award credit in the appropriate subject or discipline as per CEEB's recommendation if the student earns scores of 3, 4, or 5.

For the CLEP tests, Chipola awards credit for General Examination scores as approved by the State Department of Education. Credit will be awarded for satisfactory General Examination scores in the areas of Mathematics, Natural Science, Humanities, Social Science/History and English (with the essay component). The maximum credit awarded for General Examination scores

is 27 semester hours or 6 semester hours for each area (except mathematics in which 3 semester hours will be awarded). Credit will be awarded for any CLEP Subject Examination for which the student scores as approved by the State Department of Education. The maximum credit for the subject examination scores is 15 semester hours; for both the subject and general examination scores, the maximum is 42 semester hours.

Although Chipola awards credit for both Advanced Placement and CLEP scores, the College does not guarantee that all other colleges and universities will do so. According to an articulation agreement between Florida's public community colleges and universities, all Florida public institutions will accept credit as noted above. This does not apply to all out-of-state institutions.

Students who score unusually high on college aptitude tests, or on the pre-registration achievement tests may be placed in the more advanced courses of required sequences of the discipline(s). This applies especially to mathematics for which 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.

DUAL ENROLLMENT AND EARLY ADMISSION

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 credit will be awarded after the senior completes high school graduation.

Admission criteria for both the dual enrollment and early admission programs are shown elsewhere in the catalog (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 office of the Dean of Instructional and Student Affairs 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 processed through established administrative channels.

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

A student who has been absent from class ten (10) or more class periods during the period prior to the last day a student may withdraw from a course without penalty and who is making unsatisfactory progress in the course may be administratively withdrawn from the course upon the recommendation of the instructor. The student will receive a "W" for the course. When this method of withdrawing a student from a class is used, "Administrative Withdrawal" will be written on the "Authorization to Drop a Course..." form. The "Request for Student Withdrawal" must be completed by the instructor and sent to the appropriate dean for administrative action. The student shall be notified of the withdrawal action. When a veteran is withdrawn by this method, the Office of Veterans Affairs will be notified so that appropriate action can be taken. The student shall have the right to appeal this administrative withdrawal through established administrative channels: Division Chairmen, Dean, President, and Board of Trustees. This appeal must be made in writing within ten (10) days after notification of withdrawal.

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.

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

Although some colleges will not accept a transfer grade of D, work for which that grade is assigned applies toward the hours needed for graduation. D grades are transferable 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 2.0 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.

FORGIVENESS POLICY

The rule outlined below applies to all courses pursued at Chipola Junior College 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. Cumulative grade point averages are affected.

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 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.

GRADE REPORTS

Final grade reports are mailed at the end of each semester or session.

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 of Instructional and Student Affairs. Only in unusual or extenuating circumstances will a waiver be approved to allow loads in excess of those shown.

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.

STANDARDS OF ACADEMIC PROGRESS

Chipola Junior College has adopted new **STANDARDS OF ACADEMIC PROGRESS** applicable to all students beginning the Fall Semester, 1982. Please review these standards carefully and direct questions to your faculty advisor or a member of the Student Services Staff.

A QUALITY POINT DEFICIENCY SYSTEM

DEFINITION

QUALITY POINT DEFICIT: A quality-point deficit is the difference between quality points needed for a "C" average and the quality points earned on hours attempted. For example, if the student attempted 16 semester hours, 32 quality points would be needed to have the minimum 2.00 average. If the student has only 25 quality points for the 16 hours attempted, he has a quality point deficit of -7 points.

STANDARDS

<u>ACTION</u>	<u>QUALITY POINT DEFICIENCY</u>
Alert	1 - 18
Warning	19 - 29
Suspension	30 or more

OTHER DEFINITIONS

ALERT: Deficit of 1 - 18 quality points for ten (10) or more cumulative semester hours credit attempted. Students on Alert must earn a cumulative grade point average of 2.00 or higher in one semester or be placed on Warning.

WARNING: Deficit of 19 - 20 quality points for ten (10) or more cumulative semester hours credit attempted. The student will be placed on Warning for either of two reasons: (1) A cumulative quality point deficiency of 19-20 points, or (2) completion of one (1) semester on

Alert with less than a 2.00 cumulative grade point average. Students on Warning must earn a cumulative grade point average of 2.00 or higher within two (2) semesters or be suspended.

SUSPENSION: Deficit of 30 quality points for ten (10) or more cumulative semester hours credit attempted. The student will be suspended for either of two reasons: (1) A cumulative quality-point deficiency of thirty (30) or more points, or (2) completion of two (2) semesters on Warning with less than a 2.00 cumulative grade point average. Students shall be suspended for a period of one (1) semester the first suspension. Each suspension thereafter shall be for a full academic year. Two summer terms equate to one semester.

These same standards apply to vocational clock-hour students. Full time vocational students pursue the equivalent of seventeen (17) semester hours credit during the fall and spring semesters and six (6) semester hours of credit in a summer session. Full time vocational students who make an "F" for a semester grade will be suspended.

Students suspended from Chipola Junior College are eligible for re-admission on Warning status only. The re-admission student must have less than a cumulative quality point deficiency of 30 points after one (1) semester or be suspended again. Further, the re-admission student must have a 2.00 or higher Cumulative Grade Point Average after two semesters or be suspended again. While on Alert or Warning, a student will be required to attend and participate in counseling sessions and related activities as may be prescribed by the Dean of Instructional and Student Affairs.

A student on Alert or Warning status may be removed from either category by earning a Cumulative Grade Point Average of 2.00 or higher within the number of semesters specified above.

OTHER PROVISIONS

1. The transfer student who has been suspended for poor scholarship by the last institution attended is not eligible for admission to Chipola 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 admissions may be granted or admission denied.

2. The transfer student whose terminal status at the last institution attended was scholastic probation is eligible only for probationary admission to Chipola Junior College.

APPEALS

Appeals of probation and suspension decisions may be made through the Admissions Committee whose decision is final, except that action may be appealed through the President to the Board of Trustees. If a student placed on scholastic suspension successfully appeals his suspension, he may be allowed to remain in college on a probationary basis.

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 College. 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. However, semester hours in other subjects in the Personal Development Area must be substituted for the hours of Required Physical Education waived.

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 Instructional and Student Affairs.

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 from 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.

STUDENT RECORDS

The Dean of Instructional and Student Affairs is the official custodian of student records. College policy concerning the confidentiality of student records and student rights fully complies with the Buckley Amendment and all other applicable Federal and State laws. Full information concerning this policy is made available to all students at or prior to the time of registration. Any student desiring complete information as it relates to student access and student protection of records may contact the Dean of Instructional and Student Affairs any time.

The official transcript of the record of a Chipola Junior College student will be furnished only upon the written request of the student. The College reserves the right to deny a transcript to students whose financial record is not clear.

REQUIREMENTS FOR GRADUATION

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

To be awarded the Associate in Arts degree, a student must be entitled to an honorable dismissal; must be eligible to re-enroll; must have earned a cumulative grade point 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. Fifteen of the last thirty semester hours toward graduation excluding Physical Education activity courses must be earned in residence at Chipola Junior College. Requirements are shown in the catalog for the academic year during which the student originally entered Chipola Junior College or the year during which the student applies for graduation except that the catalog for the year during which the student originally entered the college may not be used if more than three years have elapsed between the date of original admission and graduation. In the latter case, the catalog for the year of graduation or the catalog for the preceding year must be used with regard to the General Education requirements.

The Associate in Science degree is designed for those students who pursue specialized technical and business courses of study as described in the college catalog. The requirements for this degree are the same as for the Associate in Arts except 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 the college catalog. The same requirements as for the Associate in Arts degree apply with regard to the catalog to be used in determining graduation requirements.

Students who meet all of the requirements for either the Associate in Arts or the Associate in Science degrees except a cumulative grade point average of 2.00 or better may be issued a certificate signifying the completion of a specified number of semester hours.

The graduation requirements for vocational or certificate programs of study vary with each program. In general, completion of a specified minimum number of hours of instruction and satisfactory performance are required. To be awarded a vocational diploma or certificate of completion, a student must be entitled to an honorable dismissal; must be eligible to re-enroll; and must have satisfactorily completed the clock hours of instruction, 1200 or more, as specified in the college catalog. The same requirement as for a degree applies with regard to the catalog to be used for graduation requirements.

For additional requirements, see the Communication and Computational Skills section. Additionally, each student must take the CLAST, as mandated by SBE regulations.

CURRICULUM

GENERAL EDUCATION

The General Education program at Chipola Junior College is designed to improve essential skills required for adequate performance in Associate and transfer degree programs. The areas listed below provide a broad educational background which is a necessary basis for later specialization. As an integral part of the system of higher education in Florida, Chipola Junior College

offers lower division courses meeting the transfer standards of the State University System of Florida and of most four-year colleges and universities throughout the nation.

From among the courses listed as **REQUIRED**, the student **must** complete the following:

	Minimum	Maximum
Area 1: The Social Sciences	6 sem hrs	12 sem hrs
Area 2: The Natural Sciences	6 sem hrs	12 sem hrs
Area 3: Mathematics	6 sem hrs	12 sem hrs
Area 4: Communication Skills	12 sem hrs*	14 sem hrs
Area 5: The Humanities	6 sem hrs	12 sem hrs
Area 6: Personal Development	4 sem hrs	11 sem hrs
Area 7: Foreign Language	0 (no minimum)	9 sem hrs

Note that Area 7 is elective and may be necessary for students transferring into an Arts and Sciences program or for specific occupational goals. (Reference should be made to appropriate college catalogs.)

Semester hours shown in the table as "maximum" in a particular area may be counted toward satisfying the General Education requirements of 40 semester hours. **Additional hours** from any area - depending upon the student's major field of interest - may be counted toward graduation.

The intent of the General Education requirement is to insure a minimum of work in at least six areas and at the same time to allow as much choice as is feasible within the area, restricted only by major field requirements.

*This includes a minimum of 6 hours of freshman composition and 6 hours from any writing courses designated as fulfilling the requirements of the Gordon Rule.

Course listings for each area:

Area 1:

Required

6 semester hours from among the following:
 SSI 1011-1012 Survey of the Social Sciences (3,3)
 EUH 1000-1001 Western Civilization (3,3)
 AMH 2010-2020 American History (3,3)
 POS 2041 American Federal Government (3)
 POS 2112 State and Local Government (3)
 GEA 2001-2002 World Geography (3,3)

Others

ECO 2013-2023 Principles of Economics (3,3)
 SYG 1000 Introductory Sociology (3)

Area 2:

Minimum - 6 sem. hrs. from Required Column
 Maximum - up to 12 sem. hrs.

Required

APB 1150 Cell Biology (3)
 APB 2210C Anatomy and Physiology I (4)
 APB 2211C Anatomy and Physiology II (4)
 BOT 2010C General Botany (4)
 BSC 1010-1011 General Biology (3,3)
 CHM 1015 Introductory Chemistry (3)
 CHM 1030C Gen. Chm. for Health and Related Sciences (3)
 CHM 1045-1046
 Gen. Chm. and Gen. Chm. and Qual. Analysis (4,4)
 CHM 2200C General Organic and Bio-Chemistry I (2)
 CHM 2201 General Organic and Bio-Chemistry II (4)

GLY 1000 Introd. to Earth Science (3)
 PHY 1053-1054C General Physics (4,4)
 PHY 2048C-2049C General Physics (5,5)
 PSC 1121 Introd. Physical Science (3)
 ZOO 2010C General Zoology (4)

Others

MCB 2013C Microbiology (4)

Area 3:

Minimum - 6 sem. hrs. (at least 3 of which must come from the Required column)
 Maximum - 12 sem. hrs.

Required

MAT 1033 Intermediate Algebra (3)
 MGF 1113 Fundamentals of Mathematics (3)
 MAC 1104 College Algebra (3)
 MAC 1114 Plan Trigonometry (3)
 MAC 1132 College Algebra and Plane Trigonometry (5)
 MAC 1311 Calculus and Analytic Geometry I (5)
 MAC 2312 Calculus and Analytic Geometry II (5)
 MAC 2313 Calculus and Analytic Geometry III (4)

Other

MGF 1111 Essential Skills Measurement (1)
 MGF 1112 Essential Skills:
 Logic, Numeration, and Computers (1)
 MAC 2233 Calculus for Non-Science Majors (3)
 PHI 1100 Practical Logic (3)
 STA 1021 Essential Skills:
 Statistics and Probability (1)
 STA 2013 Elementary Statistics (3)

NOTE: MGF 1111 and MGF 1112 are not open for credit to anyone successfully completing MGF 1113. STA 1021 is not open for credit to anyone who successfully completes MGF 1113, STA 2013, or PHI 1100. Credit will not be given for both MAC 1104-1114 and MAC 1132.

Area 4:

Required

(8) or (6) semester hours from among the following:
 ENC 1101-1102 Communications Skills (4,4) or ENC 1101M
 *ENC 1121-1122 Advanced Freshman English (3,3)

Others

**ENC 2301 Advanced Composition (4)
 **CRW 2000 Creative and Critical Writing (3)
 **ENC 2210 Technical Writing (3)
 SPC 1050 Fundamentals of Speech (3)
 SPC 2030 Effective Speaking (3)
 ORI 2000 Oral Interpretation (3)
 LIT 2012 Reading the Novel (3)
 LIT 2100 Literature Appreciation (3)

*Only six semester hours are needed to fulfill the requirements in Area 4 if ENC 1121 and 1122 or modifications of ENC 1101 and 1102 are completed.
 **Six of the twelve hours for the Communication Skills requirement must be satisfied from the courses in area 4.

These courses count toward satisfying the other hours needed to make the 12 hours required by the Gordon Rule.

Area 5:

Required

6 semester hours from among the following:

HUM 2212-2230 The Humanities (3,3)
or

HUM 2212 or HUM 2230 and any 3 semester hours from among Art, Literature, and Music (except organization) courses or

Three courses (9 semester hours) from three departments (3 hours from each department) from courses listed in OTHERS column**

Others

Any Art courses listed in the catalog except ART 1001C.
Any American or English Literature courses listed in the catalog.
Any Music courses listed in the catalog except music organizations

Area 6:

Required

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

Others

HUN 1201 Elements of Nutrition (3)
HES 1000 Personal and Community Health Problems (3)
PSY 2012 General Psychology (3)
SYG 1410 Marriage and Family Relationships (3)
SYG 2430 The Family and Society (3)
SLS 1201 Personal Adjustment (3)
SLS 1401 Career and Life Planning (2)
COA 1100 Problems of Family Finance (3)

Area 7:

(No minimum required)

Others

SPN 1100-1101 Elementary Spanish (3,3)
SPN 2200-2201 Intermediate Spanish (3,3)

COMMUNICATION AND COMPUTATION SKILLS

A. Communications

Of the twelve hours and 24,000 words required by the Communication and Computation Skills Law (SBER 6A-10.31) six or eight hours* will be satisfied by the general education requirement in the area of communications (area 4). For purposes of satisfying the remaining four or six hours, students may select courses from the following three areas:

NOTE: ENC 1101-1102 or ENC 1121-1122 are prerequisites
Courses require 2,000 words per credit hour.

AREA 1

SYG 1000 (3) Introductory Sociology, plus SYG 1000L, Writing in Sociology (1)

AREA 4

ENC 2301 (4) Advanced Composition
ENC 2210 (3) Technical Writing
CRW 2000 (3) Creative and Critical Writing

AREA 5

HUM 2212 (3) The Humanities, plus HUM 2212L, Writing in Humanities (1)
HUM 2230 (3) The Humanities, plus HUM 2230L, Writing in Humanities (1)
ENL 2010 (3) Survey of English Literature I
ENL 2020 (3) Survey of English Literature II
ENL 2030 (3) Survey of English Literature III

AML 2010 (3) Survey of American Literature I

*The student who takes the regular ENC 1101-1102 sequence will earn a total of eight semester hours; however a student who takes 1101M-1102M (modified) sequence, offered in the evening and during the summer, will earn only six semester hours. The Advanced Freshman English sequence (ENC 1121-1122) also is composed of two three semester hour courses.

B. Computations

Six semester hours from the mathematics courses listed in the required column in Area 3 of the General Education requirements.

The following four options meet Computation requirements.

Option 1: MAT 1033, Intermediate Algebra, and MGF 1113, Fundamentals of Mathematics.

Option 2: MAC 1104, College Algebra, and MGF 1113, Fundamentals of Mathematics.

Option 3: MAC 1132, College Algebra and Plane Trigonometry, and MGF 1113, Fundamentals of Mathematics, or a one-hour course selected from MGF 1111, MGF 1112, or STA 1021.

Option 4: Those students whose test scores on the ACT indicate a superior level of achievement and who meet the prerequisites may satisfy the six-hour course requirement by successfully completing six semester hours from among several higher mathematics courses.

Three one-hour mathematics courses may be taken to assist those who need additional help with specific competencies included in the College Level Academic Skills test. These are:

MGF 1111, Essential Skills Measurement
MGF 1112, Essential Skills:
Logic Numeration, and Computers; and
STA 1021, Essential Skills: Statistics and Probability.

C. Other Provisions

State Board of Education Rules (6A-10.21 and 6A-10.30) governing the College Level Academic Skills requirement and minimum English and mathematics requirements contain the following related provisions:

1. For the purposes of this rule, a grade of C or higher is to be considered successful completion.
2. Any student satisfying College-Level Examination Program (CLEP) requirements in mathematics for post-admission exemptions of coursework shall be allowed to exempt three (3) hours of mathematics required by this rule.
3. Any student who has satisfied CLEP requirements in mathematics and whose high school transcript shows successful completion of higher mathematics coursework, including college algebra, trigonometry and calculus, shall be exempt from the mathematics requirements of this rule.
4. Any student who completes the first six (6) hours of the English coursework required by this rule with a grade point average of 4.0 may waive completion of the remaining six (6) hours until after entry into the upper division of a university and shall be considered eligible for an Associate of Arts degree.

Additional information is available from a counselor.

COURSES OF STUDY

UNIVERSITY PARALLEL COURSE 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 a counselor, or a faculty advisor concerning a suggested course of study that will fulfill the requirements of the school to which he/she expects to transfer. Also, the student may write to the Dean of the College he/she expects to attend after graduation from Chipola for instructions concerning this 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 SEMESTER. HOWEVER, STUDENTS ARE RESPONSIBLE FOR SEEKING INFORMATION AND ADVICE ON A PROGRAM OF STUDY AND FOR FULLY IMPLEMENTING THEIR OWN PROGRAMS OF STUDY. STUDENTS 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 UNIVERSITY.

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 after the catalog is printed each year, based on requirements at transfer institutions. See a counselor for the latest information.

GENERAL COLLEGE

For students who do not have a definite objective for the third or fourth years or who do not have definite plans about transferring to another college or university for the third and fourth years. Students who plan to transfer to a college or university should refer to the college or university catalog for additional information.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010 or GLY 1000	3
Social Science**	3
P.E.(Required)	1
Math* or Elective***	6
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011 or PSC 1121****	3
Social Science**	3
P.E.(Required)	1
Elective*** or Math*	6
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212#	3
GLY 1000 or BSC 1010****	3

P.E. (Required)	1
Social Science Course**	3
SPC 2030 or Elective***	3
Elective***	3
TOTAL	16

2nd Semester	Sem. Hrs.
HUM 2230#	3
PSC 1121 or BSC 1011****	3
P.E. (Required)	1
Social Science Course**	3
Elective*** or SPC 2030	3
Elective***	3
TOTAL	16

*A minimum of 6 semester hours of math required; MAT 1033 or MAC 1104 are recommended prerequisites for MGF 1113

**Student must complete 6 semester hours from among EUH 1000-1001, AMH 2010-2020, GEA 2001-2002, POS 2041-2112 or SSI 1011-1012; may also take to apply toward general education ECO 2013-2023, and SOC 1000.

***See General Education requirements.

****Student needs 6 or more semester hours in natural science area; courses may include BSC 1010-1011, BOT 2010C, ZOO 2010C, CHM 1015, CHM 1045C-1046C, PHY 1053C-1054C, and GLY 1000-PSC 1121.

Or other courses in humanities area (see General Education requirements.)

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-AGRICULTURE(Transfer to University of Florida):

The first two years of work for those students who expect to transfer to UF and earn a degree in any of the curricula offered by the College of Agriculture. There are twenty(20) majors within the College of Agriculture at UF. The course requirements for the first two years are very similar for all of these programs. Students should refer to the UF catalog or Counseling Manual for additional information.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010 or BOT 2010C	3-4
Social Science*	3
Math**	3-4
P.E.(Required)	1
Elective or Ag. Course****	3
TOTAL	17-19

2nd Semester	Sem. Hrs.
ENC 1102	4
BOT 2010C or ZOO 2010C	4
Social Science*	3
Math**	3-4
P.E.(Required)	1
Elective	3-0
TOTAL	18-16

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212	3
PHY 1053C*	4

CHM 1045C***	4
P.E. (Required)	1
ECO 2013	3
SPC 2030	3
TOTAL	18

2nd Semester Sem. Hrs.

HUM 2230	3
BOT 2010C or ZOO 2010C	4
CHM 1045C or 1046C***	4
P.E. (Required)	1
ENC 2210	3
TOTAL	15

*Take SSI 1011-1012, AMH 2010-2020, or POS 2041-2112.

**MAC 1104 and 1114 are required; MAC 1132-1311 are desirable. If the student needs to take MAT 1033 as a prerequisite for MAC 1104 or 1132 nine to eleven semester hours or more will be needed. One course in Calculus is needed by certain majors.

***Students not qualified to take CHM 1045C without further preparation should take CHM 1015 and CHM 1045C and CHM 1046C.

****Recommended electives include SPC 2030, MMC 1000, SES 2335, PSY 2012, SOC 1000, ACC 2021, PHI 1100, ECO 2023.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-BUSINESS ADMINISTRATION (Transfer to the University of West Florida)

For students who plan to transfer to the University of West Florida and earn a degree in Business Administration or a closely related field.

FRESHMAN YEAR

1st Semester Sem. Hrs.

ENC 1101	4
GLY 1000 or BSC 1010*	3
EUH 1000 or AMH 2010	3
MATH**	3-5
P. E. (REQUIRED)	1
TOTAL	14-16

2nd Semester Sem. Hrs.

ENC 1102	4
PSC 1121 or BSC 1011*	3
PSY 2012	3
MATH**	3-4
EUH 1001 or AMH 2020	3
P. E.	1
TOTAL	17-18

SOPHOMORE YEAR

1st Semester Sem. Hrs.

HUM 2212	3
ACG 2001	3
ECO 2013	3
Computer Science***	3
SPC 2030	3
P.E.	1
TOTAL	16

2nd Semester

Sem. Hrs.

HUM 2230	3
ACG 2011	3
ECO 2023	3
STA 2013	3
SES 2335 or ENC 2412	3
P.E.	1
TOTAL	16

*Student needs GLY 1000-PSC 1121 or BSC 1010-1011.

**Students must take the equivalent of MAC 1104 or more advanced courses. For the freshman year, student may select one of the following: MAC 1104 & MAC 1114, MAC 1132, MAC 1311, or MGF 1113. A minimum of 6 semester hours of math is required)

***Student should take at least one computer science course; COC 1300 may be necessary as a prerequisite for other courses. COP 2120, COP 2110, or COP 2170 is recommended.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-EDUCATION (Transfer to University of Florida):

For the student who expects to transfer to the University of Florida and earn a degree in Education (Elementary or Secondary). This does not apply to Agriculture Education, Art Education, and Music Education.

FRESHMAN YEAR

1st Semester Sem. Hrs.

ENC 1101	4
BSC or PSC**	3
Math*	3
EDF 1005 or Elective***	3
P.E. (REQUIRED)	1
SSI 1011	3
TOTAL	17

2nd Semester Sem. Hrs.

ENC 1102	4
BSC or PSC**	3
Math*	3-4
PSY 2012	3
P.E. (REQUIRED)	1
SSI 1012	3
TOTAL	17-18

SOPHOMORE YEAR

1st Semester Sem. Hrs.

HUM 2212#	3
PSC or BSC**	3
GEA 2001	3
SPC 2030	3
Elective***	3
P.E. (REQUIRED)	1
TOTAL	16

2nd Semester Sem. Hrs.

HUM 2230#	3
PSC or BSC**	3
Elective***	3
Elective***	3
Elective***	0-3

P.E. (REQUIRED)

TOTAL

1
16-19

*Six (6) semester hours of math including MAT 1033 or MAC 1104 and MGF 1113 are required. Student should take MAC 1132-1131 if he plans to teach in areas other than science, BSC 1010-1011 and GLY 1000-PSC 1121 are recommended.

**Students expecting to teach science should take CHM 1045-CHM 1046C and BSC 1011 and BOT 2010C or ZOO 2010C. Those who expect to teach in areas other than science, BSC 1010-1011 and GLY 1000-PSC 1121 are recommended.

***For secondary education majors, electives should be in area of teaching specialization except that all should take one additional course in the humanities area (ARH 1003, ENL 2010, AME 2010-2022 or MUL 2011). Students who expect to teach in the area of social sciences should take AMH 2010-2020 and as many courses as possible in economics, geography, history, political science and sociology; English Education majors should schedule ENL 2010-2021, AME 2010-2020 and SPC 1050; Science Education majors should take as many courses as possible from biological science, chemistry and physics plus additional math courses. Math Education majors should take math through MAC 2312-2313. P.E. majors should schedule all professional P.E. courses offered plus APB 2210-APB 2211. Elementary Education majors should schedule one additional course in humanities area (ARH 1003, ENL 2010, ENL 2021, AML 2010 or MUL 2011) plus MAE 2810, MUE 2402, SYG 1000, and HES 1000.

#An additional humanities related course (9 total hours) such as literature, music or art is also required.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-ENGINEERING (Transfer to University of Florida):

For students who expect to transfer to the University of Florida and earn a degree in any field or area of engineering. Check with a counselor for information on the FSU/FAMU Engineering programs.

FRESHMAN YEAR

1st Semester

Sem. Hrs.

ENC 1101
MAC 1132*
CHM 1045**
SSI 1011
P. E. (REQUIRED)

TOTAL

4
5
4
3
1
17

2nd Semester

Sem. Hrs.

ENC 1102
MAC 1311*
CHM 1046**
SSI 1012
P. E. (REQUIRED)

TOTAL

4
5
4
3
1
17

SOPHOMORE YEAR

1st Semester

Sem. Hrs.

HUM 2212***
MAC 2312*
PHY 2048C**
COP 2110

3
5
5
2-3

P. E. (REQUIRED)

BSC 1010

TOTAL

1
3
18-20

2nd Semester

Sem. Hrs.

HUM 2230***
MAC 2313*
PHY 2049C**
COP 2110 or Elect.
P. E. (REQUIRED)

TOTAL

3
5
5
3
1
17

*Students not qualified to take MAC 1132 on entrance should be discouraged from majoring in engineering. If one is not qualified to take MAC 1132, a lower level math must be taken. The specific mathematics course to be taken will be determined by a student's score on a college administered test. Some students may be eligible to schedule calculus (MAC 2312-2313) during the Freshman year. If so, they should take MAP 2302 (if offered) and electives (see below).
This math sequence does not cover all CLAST skills.

**If a freshman is not qualified to take CHM 1045-CHM 1046, he should take CHM 1015 during the first year. This might necessitate postponing PHY 2048-PHY 2049C until the third year or taking additional work during the summer session.

***An additional humanities related course (9 total hours) such as literature, music, or art is also required.

Students may elect to attend one or more summer sessions. Work during the session after the Freshman year is recommended in some cases. Attending summer session may give opportunity to take MAP 2302 and additional courses in computer science or data processing.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-FORESTRY (Transfer to University of Florida):

For students who expect to transfer to the University of Florida and earn a degree in Forest Resources Management and Conservation of Forest Products*. The Forest Products Commerce option requires one year of accounting (ACC 2021-1022).

FRESHMAN YEAR

1st Semester

Sem. Hrs.

ENC 1101
MAC 1132**
SSI 1011 or POS 2041***
P. E. (REQUIRED)

TOTAL

4
5
3
1
16

2nd Semester

Sem. Hrs.

ENC 1102
MAC 1311**
SSI 1012 or POS 2112***
BOT 2010C or ZOO 2010C
ECO 2023

TOTAL

4
5
3
4
3
20

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212#	3
ZOO 2010C	4
CHM 1045C***	4
MAC 2312**	5
P. E. (REQUIRED)	1
PHY 1053C	4
TOTAL	21

2nd Semester	Sem. Hrs.
HUM 2230#	3
PHY 1054C	4
CHM 1046C***	4
STA 2013	3
P. E. (REQUIRED)	1
TOTAL	17

*This is an unusually "heavy" schedule and a summer session between the freshman year and the sophomore year is recommended in order to take all the courses needed for the first two years. Either social science or humanities courses are recommended for a summer session.

**If student is eligible to take calculus on admission to college, he should begin with MAC 2312.
This math sequence does not cover all CLAST skills.

***Student may elect to take chemistry or physics during the freshman year and delay SSI 1011-1012 or POS 2041-2112 until the sophomore year.

#An additional humanities related course (9 total hours) such as literature, music, or art is also required.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-HOME ECONOMICS (Transfer to Florida State University): for students who expect to transfer to Florida State University and earn a degree in home economics education or related fields such as child development, clothing and textiles, food and nutrition.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010	3
CHM 1045C or CHM 1015**	4-3
HUN 1001 or ART 1202C	3
Math*	3
P. E. (REQUIRED)	1
TOTAL	18-17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011	3
CHM 1045C or CHM 1046C	4
PSY 2012	3
P.E. (REQUIRED)	1
TOTAL	15

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212	3

CHM or Elective***	4-3
ART 1202C or HUN 1001	3
EUH 1000	3
P. E. (REQUIRED)	1
Math*	3
TOTAL	17-16

2nd Semester	Sem. Hrs.
HUM 2230	3
MCB 2013C or Elective***	4-3
SPC 2030 or PSY 2012	3
EUH 1001	3
P. E. (REQUIRED)	1
ECO 2013 or ECO 2023	3
TOTAL	17-16

*Six (6) semester hours of math is required, including MAT 1033 or MAC 1104, and MGF 1113.

**Students not qualified to take CHM 1045C should take CHM 1015 as a prerequisite and take CHM 1045C during the second semester. If CHM 1046C is desired a summer session should be included.

***Students majoring in all home economics areas except home economics education, fashion design, child development, fashion merchandising, or housing will need CHM 2210-2211 and it is recommended that this be pursued at Chipola; those electing to major in food and nutrition need microbiology (MCB 2013C) and anatomy and physiology (APB 2210-2211). If either or both are not pursued at Chipola, electives may be pursued. Recommended electives include ACC 2021 and SOC 1000.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the fall term 1982.

PRE-LAW:

This plan is for students who expect to transfer and earn the baccalaureate degree preparatory to entering a law school. (This plan is not for those who expect to work toward the business administration-law combination degree). This plan satisfies transfer requirements for Political Science majors.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010 or GLY 1000	3
SPN 1100*	3
MAT 1033 or MAC 1104	3
P. E. (REQUIRED)	1
Elective	3
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011 or PSC 1121	3
SPN 1101*	3
MGF 1113	3
PSY 2012	3
P. E.	1
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212	3
SPN 2200*	3

AMH 2010	3
POS 2041	3
ECO 2013	3
P. E.	1
TOTAL	16

2nd Semester Sem. Hrs.

HUM 2230	3
SPN 2201*	3
AMH 2020	3
POS 2112	3
SPC 2030	3
P. E.	1
TOTAL	16

Florida State University has no specific course of study, but recommends courses in accounting.

The University of Florida has no specific course of study, but recommends courses that develop an understanding of the formulative process of our civilization, the nature of people and their institutions and the technology of our age, plus skills in oral and written communication.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

Art or Art Education

For students who plan to earn a degree in art or art education.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1011 or GLY 1000 or PSC 1121	3
ARH 1003 and ART 1300C	6
P. E. (REQUIRED)	1
MAT 1033 or MAC 1104	3
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011 or GLY 1000 or PSC 1121	3
ART 1301C	3
MGF 1113	3
P. E. (REQUIRED)	1
Elective**	3-2
TOTAL	17-16

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
ART 2205C	3
EUH 1000 or AMH 2010	3
HUM 2212***#	3
PSY 2012 or MGF 1113	3
ART 1202C**	3
P. E. (REQUIRED)	1
TOTAL	16

2nd Semester	Sem. Hrs.
ART 2206C	3
EUH 1001 or AMH 2020	3
HUM 2230***#	3

Elective** or ART 2701C	3
ART 1203C**	3
P. E. (REQUIRED)	1
TOTAL	16

*Foreign language is required for the A.B. or B.A. degree in Art in some colleges. If foreign language is required, SPA 1100-1101 and 2200-2201 should be scheduled during either the first two or the last two years. This might necessitate a revision of this plan. Student may need only SPN 2200-2201 if two years of high school credits are presented. Neither the University of Florida nor Florida State University requires a foreign language for a degree in Fine Arts or Art Education.

**ART 1202C-1203C may be scheduled for either the freshman or sophomore year. See* above concerning foreign language. ART 1110C-ART 1111C (Ceramics) is recommended if schedule permits; SPC 2030 is also recommended.

***Student may elect to take one course each from two departments including ENL 2010, ENL 2021, AML 2010, or AML 2022, MUL 2011 or MUE 2402 instead of HUM 2212-2230 (6 semester hours).

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

MUSIC or MUSIC EDUCATION

For students who plan to major in Music or Music Education.*

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
MUL 1211	1
MUT 1111, 1221, 1231	5
Applied Music**	3
Music Organization***	1
P. E. (REQUIRED)	1
TOTAL	15

2nd Semester	Sem. Hrs.
ENC 1102	4
MUL 1212	1
MUT 1112, 1222, 1232	5
Applied Music**	3
Music Organization***	1
P.E. (REQUIRED)	1
Restricted Elective****	3-0
TOTAL	18-15

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
MUT 2116, 2226, 2236	5
Applied Music**	3
Music Organization***	1
EUH 1000	3
MUL 2213	1
Restricted Elective****	3
P. E. (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
MUT 2117, 2227, 2237	5
Applied Music**	3
Music Organization***	1
EUH 1001	3

MUL 2214	1
Restricted Elective****	3
P. E. (REQUIRED)	1
TOTAL	17

*Students following this curriculum should be aware of the fact that they will probably find it necessary to attend a summer session in order to complete Chipola's requirements for graduation. MAT 1033 and MGF 1113 are recommended to meet math requirements.

**See APPLIED MUSIC (in catalog).

***See MUN 1310, 2310, 1340, 2340 (in catalog).

****Courses toward meeting General Education requirement for graduation should be included (in areas of mathematics, natural science and humanities); also, PSY 2012 should be included if objective is Music Education. If the student takes 9 semester hours as restricted electives, only 6 semester hours during the summer session will be needed for graduation.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

Pre-Medical and Pre-Dental

The first two years of work for students who plan to enter medical school after earning the B. S. or B. A. degree. This plan also satisfies requirements for CHEMISTRY and BIOLOGY majors. Check with a counselor for information about the Program in Medical Sciences (PIMS) at FSU or FAMU.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
CHM 1045C	4
MAC 1132	5
BSC 1011 & 1010L	4
P. E. (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
CHM 1046C	4
MAC 1311	5
ZOO 2010C	4
P. E.	1
TOTAL	18

*1st Summer Term	Sem. Hrs.
HUM 2212	3
EUH 1000 or AMH 2010	3
P. E.	1
TOTAL	7

*2nd Summer Term	Sem. Hrs.
HUM 2230	3
EUH 1001 or AMH 2020	3
TOTAL	6

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
ZOO 2010C or BOT 2010C	4
CHM 2210C	5
PHY 1053C	4

MAC 2312	5
TOTAL	18

2nd Semester Sem. Hrs.

MAC 2313**	5
CHM 2211C	4
PHY 1054C	4
P.E.	1
TOTAL	14

*It will be necessary for the student to attend summer terms in order to meet Chipola's graduation requirements (A. A. degree) and take the suggested biological sciences, chemistry, physics, and mathematics courses. If foreign language is needed for the bachelor's degree, it should be pursued during the junior and senior years.

**The mathematics requirement varies in different medical schools. Since some medical schools require a year of calculus, it is recommended that all pre-med students take this course.

This math sequence does not cover all CLAST skills.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-PHARMACY (Transfer to University of Florida):

For students who expect to apply for admission to the College of Pharmacy at the University of Florida.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
APB 2111	3-4
CHM 1045C	4
MAC 1132*	5
P. E. (REQUIRED)	1
TOTAL	17-18

2nd Semester	Sem. Hrs.
ENC 1102	4
ZOO 2010C	4
CHM 1046C	4
MAC 1311*	5
P. E. (REQUIRED)	1
TOTAL	18

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212***	3
PHY 1053C	4
CHM 2210C	5
Social Science**	3
P. E. (REQUIRED)	1
ECO 2013	3
TOTAL	19

2nd Semester	Sem. Hrs.
HUM 2230***	3
PHY 1054C	4
CHM 2211C	4
Social Science**	3
P. E. (REQUIRED)	1
TOTAL	15

more summer terms in order to schedule all needed and desirable courses. If the student takes HUM 2212-2230 and/or the social science required courses during the summer, this will allow him to add some desirable courses such as MAC 2312, PSY 2012 during the sophomore year.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-OPTOMETRY.

For students who expect to enter optometry school after two years at Chipola.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
MAC 1104**	3
BSC 1010C*	3
CHM 1045C	4
P. E. (REQUIRED)	1
TOTAL	15

2nd Semester	Sem. Hrs.
ENC 1102	4
MAC 1114**	3
BSC 1011 or ZOO 2010C	3-4
CHM 1046C	4
P. E. (REQUIRED)	1
PSY 2012	3
TOTAL	18-19

SOPHOMORE YEAR***

1st Semester	Sem. Hrs.
HUM 2212	3
CHM 2210C	5
PHY 1053C	4
EUH 1000 or AMH 2010	3
APB 2211	4
P. E. (REQUIRED)	1
TOTAL	20

2nd Semester	Sem. Hrs.
HUM 2230	3
CHM 2211C	4
PHY 1054C	4
EUH 1001 or AMH 2020	3
MCB 2013C	4
P. E. (REQUIRED)	1
TOTAL	19

*ZOO 2010C is recommended; BSC 1010-1011 will meet minimum requirements.

**This math sequence will not cover all CLAST skills.

***Since a "heavy" load is scheduled for the sophomore year, work during the preceding summer session is recommended.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

MEDICAL TECHNOLOGY.

For all students who expect to earn a bachelor's

**This math sequence will not cover all CLAST skills.

***Since a "heavy" load is scheduled for the sophomore year, work during the preceding summer session is recommended.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

MEDICAL TECHNOLOGY.

For all students who expect to earn a bachelor's degree in any phase of medical technology.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
APB 2111	3
CHM 1045C	4
MAC 1132#	5
P. E. (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
ZOO 2010C	4
MAC 1311#	5
P. E. (REQUIRED)	1
CHM 1046C	4
TOTAL	18

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212***	3
SSI 1011 or EUH 1000	3
CHM 2210C or BOT 2010C**	5-4
PHY 1053C	4
STA 2013 or Elective	3-4
TOTAL	19-18

2nd Semester	Sem. Hrs.
HUM 2230***	3
MCB 2013C	4
CHM 2211C or PHY 1054C	4
SSI 1012 or EUH 1001	3
P. E. (REQUIRED)	1
TOTAL	15

*For those students who expect to earn the B. S. degree by transfer to Florida State or University of Florida, for those who expect to attend college for three years and enter into an internship.

**Organic Chemistry (CHM 2210C-2211C) is not required by Florida State University but BOT 2010C is required; the University of Florida requires CHM 2210C-2211C but not BOT 2010C. Recommended electives include APB 2210 and A 2211. FSU also has a foreign language requirement. University of Florida requires Statistics.

***Other courses in Art, Music, and Literature may be substituted. See General Education requirements in catalog.

This math sequence does not cover all CLAST skills.

There are additional writing and mathematics course requirements for all students in A. A. degree programs

who entered college after the Fall Term 1982.

PRE-JOURNALISM AND COMMUNICATIONS.

The first two years of work for those who expect to enter schools of journalism and communications. The curriculum outlined below is designed for transfer to the University of Florida.

FRESHMAN YEAR

1st Semester Sem. Hrs.

ENC 1101	4
PSC or BSC*	3
JOU 1420L and 1430L	2
SSI 1011	3
MAT 1033 or MAC 1104	3
P. E. (REQUIRED)	1
TOTAL	16

2nd Semester Sem. Hrs.

ENC 1102	4
PSC or BSC*	3
JOU 1421L and 1431L	2
PSY 2012	3
MGF 1113	3
P. E. (REQUIRED)	1
TOTAL	16

SOPHOMORE YEAR

1st Semester Sem. Hrs.

HUM 2212**	3
SPC 2030	3
POS 2041	3
AMH 2010	3
JOU 2422L OR 2432L	2
ECO 2013	3
P. E. (REQUIRED)	1
TOTAL	18

2nd Semester Sem. Hrs.

HUM 2230**	3
MMC 1000	3
POS 2112	3
AMH 2020	3
JOU 2423L OR 2433L	2
PSC OR BSC*	3
P. E. (REQUIRED)	1
TOTAL	18

Summer term work may be needed to complete all requirements. You may elect to take ten (10) semester hours of a Foreign Language or eight (8) semester hours from a quantitative option containing such courses as accounting and statistics.

*Take GLY 1000-PSC 1121 and BSC 1010 or take BSC 1010-1011 and GLY 1000 or PSC 1121 (9 semester hours).

**An additional Humanities related course (9 total hours) such as literature, music, or art is also required.

See the University of Florida's Counselors Manual and catalog for the courses included in the quantitative option.

NOTE: For those students who have the time and interest, Chipola recommends as additional courses SPC 1050, AML 2010, AML 2020, ORI 2000, and other writing, speech and

literature courses.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

NURSING:

For students who expect to transfer to Florida State University and earn the B. S. in Nursing.

FRESHMAN YEAR

1st Semester Sem. Hrs.

ENC 1101	4
BOT 2010C or ZOO 2010C	4
SSI 1011 or EUH 1000	3
MAT 1033 or MAC 1104	3
P. E. (REQUIRED)	1
CHM 1015*	0-3
TOTAL	15-18

2nd Semester Sem. Hrs.

ENC 1102	4
ZOO 2010C or BOT 2010C	4
SSI 1012 or EUH 1001	3
PSY 2012	3
P. E. (REQUIRED)	1
TOTAL	15

SUMMER SESSION

1st Term Sem. Hrs.

CHM 1030C**	2
CHM 2200C	2
TOTAL	4

2nd Semester Sem. Hrs.

CHM 2201C	4
APB 2111	3
TOTAL	7

SOPHOMORE YEAR

1st Semester Sem. Hrs.

HUM 2212	3
SOC 1000	3
HUN 1001	3
P. E. (REQUIRED)	1
APB 2210	3
MGF 1113	3
TOTAL	16

2nd Semester Sem. Hrs.

HUM 3320	3
MCB 2013C	4
FAD 2220	3
P. E. (REQUIRED)	1
APB 2211	3
TOTAL	14

*CHM 1015 is recommended for all students who have not had high school chemistry.

**CHM 1045C may be pursued in lieu of CHM 1030C.

THE STUDENT SHOULD REFER TO THE FLORIDA STATE UNIVERSITY COUNSELING MANUAL FOR INFORMATION ON OTHER ALTERNATIVES FOR COMPLETING THE SCIENCE REQUIREMENT.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

OCCUPATIONAL THERAPY.

For students who desire to earn a degree in Occupational Therapy. This Curriculum is designed primarily for students who plan to transfer to the University of Florida.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010	3
SSI 1011	3
MAT 1033 or MAC 1104	3
ART 1202C or 1300C*	3
P. E. (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011 or ZOO 2010C	3-4
SSI 1012	3
PSY 2012	3
ART 1203C or 1301C*	3
P. E. (REQUIRED)	1
TOTAL	17-18

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212	3
GLY 1000 or PSC 1121	3
Elective**	3
P. E. (REQUIRED)	1
MGF 1113	3
DEP 2102	3
TOTAL	16

2nd Semester	Sem. Hrs.
HUM 2230	3
PSC 1121 or GLY 1000	3
P. E. (REQUIRED)	1
SPC 2030	3
Electives**	3
SYG 1000	3
TOTAL	16

*Two courses in art are recommended (ART 1202C-1203C or 1300C-1301C; ART 1202C-1203C is preferable).

**Additional work in art (ART 1110C-1111C) is recommended. Other recommended electives include additional work in mathematics, HES 1000 and additional work in the humanities area.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-MINISTERIAL OR THEOLOGY.

For all students who expect to become ministers and complete requirements for the B. S. or B. A. degree.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010 or GLY 1000	3
Elective*	3
SYG 1410 or SYG 1000	3
MAT 1033 or MAC 1104	3
P. E. (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011 or PSC 1121	3
PSY 2012	3
SYG 1000 or SYG 1410	3
MGF 1113	3
P. E. (REQUIRED)	1
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212**	3
EUH 1000	3
SPC 2030 or SPC 1050	3
P. E. (REQUIRED)	1
Electives*	6
TOTAL	16

2nd Semester	Sem. Hrs.
HUM 2230**	3
EUH 1001	3
P. E. (REQUIRED)	1
Electives*	9
TOTAL	16

*A foreign language is required for the B. A. degree at most four-year colleges. The student may elect to pursue Spanish (SPN 1100-1101) and SPN 2200-2201 or only SPN 2200-2201) at Chipola or delay the foreign language until the junior and senior years. If the student needs to begin SPN 1100, some of the courses listed for the freshman year must be postponed until the sophomore year. Recommended electives include ENL 2010, ENL 2021, ENL 2023, AML 2010, AML 2022, ENC 2303, CRW 2000, AMH 2010-2020, PHI 1100 and POS 2041-2112.

**Other courses in art, music or literature may be substituted. See General Education requirements in catalog.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

SOCIAL WORK or SOCIAL WELFARE:

For students who plan to earn the Bachelor's Degree in Social Work or Social Welfare at Florida State University or other Florida universities.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
SSI 1011	3
BSC 1010	3

MAT 1033 or MAC 1104	3
P. E. (REQUIRED)	1
SYG 1000	3
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
MGF 1113	3
BSC 1011 or PSC*	3
PSY 2012	3
P. E. (REQUIRED)	1
SPC 2030 or Elective	3
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212****	3
EUH 1000 or AMH 2010**	3
SYG 2430 or Elective***	3
ECO 2013	3
POS 2041	3
P. E. (REQUIRED)	1
TOTAL	16

2nd Semester	Sem. Hrs.
HUM 2230****	3
DEP 2102 or AMH 2020**	3
ECO 2023 or Elective	3
Elective*** or MAF 2501	3
POS 2112 or Elective	3
P. E. (REQUIRED)	1
TOTAL	16

*Take BSC 1010-1011 or GLY 1000-PSC 1121.

**Take AMH 2010-2020 if interested in combining Social Work and Social Science Education.

***Recommended electives include ACG 2001, SES 1100 or SES 1120, SES 2335, BUL 2111, ENC 2303, MMC 1000, STA 2013, and MAF 1001.

****Other courses in art, music, and literature may be substituted. See General Education requirements in catalog.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

LIBRARY SCIENCE:

For the students who plan to earn the B. S. degree at Florida State University and enter public, college or special library work. Programs are available for history or English majors to obtain Educational Media Specialist Certification.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BSC 1010 or GLY 1000	3
SES 1100 or Elective*	2-3
SPN 1100**	4
MAT 1033 or MAT 1104	3
P. E. (REQUIRED)	1
TOTAL	17-18

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011 or PSC 1121	3
SYG 1000*	3
SPN 1101	4
MGF 1113	3
P. E. (REQUIRED)	1
TOTAL	18

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212***	3
ENL 2010	3
EUH 1000	3
SPN 2200**	4
PSY 2012	3
P. E. (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
HUM 2230***	3
ENL 2021	3
EUH 1001	3
SPN 2201**	4
	3
P. E. (REQUIRED)	1
TOTAL	17

*Typewriting (SES 1100) is needed unless student presents basic typewriting skills. Others recommended include AML 2020-2022, ENC 2303, CRW 2000, AMH 2010-2020, and SPC 1050.

**Students eligible to take SPN 2200 as entering freshmen should do so. They should complete the 2200-2201 sequence of Spanish at Chipola. Students eligible to take the 2200-2201 sequence during the freshman year, should schedule electives instead of Spanish during the sophomore year.

***Other courses in art, music or literature may be substituted. See General Education requirements in the catalog.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-VETERINARY MEDICINE.

For students who plan to enter a school of veterinary medicine.*

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
BOT 2010C	4
CHM 1045C	4
MAC 1132	5
P. E. (REQUIRED)	1
TOTAL	18

2nd Semester	Sem. Hrs.
ENC 1102	4
ZOO 2010C or BOT 2010C	4
CHM 1046C	4
MAC 1311	4
P. E. (REQUIRED)	1
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
CHM 2210C	5
SSI 1011***	3
HUM 2212	3
P. E. (REQUIRED)	1
PHY 1053C	4
ECO 2013	3
TOTAL	19

2nd Semester	Sem. Hrs.
CHM 2211C	4
SSI 1012***	3
HUM 2230	3
P. E. (REQUIRED)	1
PHY 1054C	4
MCB 2013C	4
TOTAL	19

*For Florida residents the school or college of veterinary medicine is the University of Florida. A third year at the University of Florida will be necessary in order to qualify for admission. It is likely that the student will need to attend one summer term at Chipola. Other required courses include MCB 2013, MAC 2312. This math sequence does not cover all CLAST skills.

**If student is not prepared to take BOT 2010C or ZOO 2010C on admission to college, BSC 1010 should be pursued.

***POS 2041-2112 may be substituted.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-ARCHITECTURE.

For the student who plans to transfer to the University of Florida and work toward a degree in any phase of architecture (Architecture, Landscape Architecture and Building Construction.)

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
SSI 1011	3
MAC 1132	5
BSC 1011	3
P.E. (REQUIRED)	1
TOTAL	16

2nd Semester	Sem. Hrs.
ENC 1102	4
SSI 1012	3
MAC 1311	5
BSC 1011 or ZOO 2010C	3-4
P.E. (REQUIRED)	1
TOTAL	16-17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212	3
PHY 1053C	4
MAC 2312**	5
ACG 2001 or Elective***	3
P. E. (REQUIRED)	1

TOTAL 16

2nd Semester	Sem. Hrs.
HUM 2230	3
PHY 1054C	4
MAC 2313** or Electives***	4-6
P.E. (REQUIRED)	1
Electives***	3
TOTAL	15-17

*Because this curriculum requires professional courses during the first two years that are not offered at Chipola, some students may elect to transfer after the first year. This program outlined above is for those students who elect to earn the A. A. degree prior to transfer.

**Math through MAC 2312 is the minimum recommended. Both MAC 2312 and MAC 2313 are recommended although MAC 2313 is not required.

This math sequence does not cover all CLAST skills.

***For Landscape Architecture: BOT 2010C and SOC 1000; also, art courses and EGN 2120C.

For Architecture: ARH 1003, ART 1300C-1301C, ART 1202C-1203C, EGN 2102C. For Building Construction: SES 2355. EGN 2120C and ACG 2001.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-COMPUTER SCIENCE (BUSINESS OPTION)

This curriculum is designed for the student who expects to earn the B. S. degree at the University of West Florida.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
MAC 1104	3
AMH 2010 or SSI 1011	3
BSC 1010 or PSC 1121	3
COC 1300	3
P E (REQUIRED)	1
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
MGF 1113 or MAC 1114	3
AMH 2020 or SSI 1012	3
BSC 1011 or GLY 1000	3
COP 2170	3
P E (REQUIRED)	1
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212#	3
ECO 2013	3
ACG 2001	3
STA 2013	3
COP 2120	3
P E (REQUIRED)	1
TOTAL	16

2nd Semester	Sem. Hrs.
HUM 2230#	3
ECO 2023	3
ACG 2011	3
COP 2110	3
Elective	3
P E (REQUIRED)	1
TOTAL	16

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

PRE-COMPUTER SCIENCE, INFORMATION SCIENCE, OR SYSTEMS SCIENCE. (SCIENTIFIC OPTION)

This curriculum is designed for the student who expects to earn the B. S. degree at the University of West Florida.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
MAC 1132	5
AMH 2010 or SSI 1011	3
CHM 1015 or CHM 1045C	3-4
P E (REQUIRED)	1
TOTAL	16-17

2nd Semester	Sem. Hrs.
ENC 1102	4
MAC 1311	5
AMH 2020 or SSI 1012	3
BSC 1010 or PSY 2012	3
P E (REQUIRED)	1
TOTAL	16

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
MAC 2312**	5
HUM 2212*	3
ECO 2013***	3
PHY 1053C	4
P E (REQUIRED)	1
TOTAL	16

2nd Semester	Sem. Hrs.
MAC 2313**	4
HUM 2230*	3
STA 2013***	3
COP 2120	3
P E (REQUIRED)	1
TOTAL	15

*If the student can attend one or more summer sessions to take such courses as HUM 2212 and/or HUM 2230, then another computer course such as COP 2120 (COBOL) may be taken to advantage. PHY 1054C is also recommended.

**Students planning to transfer to the University of West Florida would take COP 2120 (COBOL) and if they intend to select the University of West Florida's "Business Option" in Systems Science, instead of the "Scientific Option", then they need only MAC 1104, but must take ACC 2012-2022 at Chipola.

This math sequence does not cover all CLAST skills.

***STA 2013 is required for the "Business Option" and a recommended elective for the "Scientific Option." ECO 2013-2023 is required for the "Business Option."

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

THEATRE or DRAMA.

For students who expect to earn the Baccalaureate Degree in Theatre or Drama.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
MAT 1033 or MAC 1104	3
BSC or PSC*	3
THE 1920	2
THE 1000	2
P.E. (REQUIRED)	1
TOTAL	15

2nd Semester	Sem. Hrs.
ENC 1102	4
MGF 1113	3
BSC or PSC*	3
THE 1920	2
SPC 1050	3
P.E. (REQUIRED)	1
TOTAL	16

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212****	3
Social Science**	3
PSY 2012	3
TPP 2100	3
Elective***	3-6
P. E. (REQUIRED)	1
TOTAL	16-19

2nd Semester	Sem. Hrs.
HUM 2230****	3
Social Science**	3
ORI 2000	3
THE 2925	3
Elective***	3-6
P. E. (REQUIRED)	1
TOTAL	16-19

*Student should take BSC 1010-1011 or GLY 1000-PSY 1121.

**Six semester hours from EUH 1000-1001, AMH 2010, POS 2041-2112, or SSI 1011-1012.

***Recommended electives include ART 1300C-1302C, ART 1202C-1203C, ARH 1003, ENL 2010-2021, and AML 2010-2022. See General Education requirements in catalog.

****Courses in art, music, or literature may be substituted; see General Education requirements in catalog.

There are additional writing and mathematics course

requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

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 a counselor, or a faculty advisor concerning suggested courses to schedule for specific colleges and/or majors.

ASSOCIATE OF SCIENCE PROGRAMS IN VOCATIONAL EDUCATION

GENERAL INFORMATION

The programs of study listed below are primarily for students who desire to earn the Associate in Science Degree.

Attention is called to the fact that these programs 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 Science or Associate in Arts students. However, certain courses are designed primarily for 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 courses.

GENERAL BUSINESS:

This curriculum is designed for students who desire to earn the A. S. degree and to enter general business occupations after two years of college. It is not designed for the student who expects to transfer and earn the B. S. degree in Business or Business Administration.

FRESHMAN YEAR	
1st Semester	Sem. Hrs.
ENC 1101	4
GEB 1011 or Elective*	3
ECO 2013	3
SES 1100 or 1120***	2
P. E. (REQUIRED)	1
Elective	3
TOTAL	16
2nd Semester	Sem. Hrs.
ENC 1102	4
Mathematics**	3
ECO 2023	3
COC 1300	3
PSY 2012 or SPC 2030	3
P. E.	1
TOTAL	17

SOPHOMORE YEAR	
1st Semester	Sem. Hrs.
HUM 2212	3
ACC 2021	3
BUL 2111	3
SPC 2030 or PSY 2012	3
P. E. (REQUIRED)	1
Elective	3
TOTAL	16

2st Semester	Sem. Hrs.
HUM 2230	3
ACC 2022	3
BUL 2112	3
SES 2335	3
P. E. (REQUIRED)	1
Elective	3
TOTAL	16

*Student should take GEB 1011 during the first semester; if GEB 1011 is not pursued first semester, elective should be substituted.

**MGF 1113 will meet minimum requirements; MAC 1104 is recommended if student is eligible; QMB 1001 may be substituted.

***SES 1100 for those with no prior typing skills; SES 1120 for those with one or more years of high school typing.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

Program for the Deaf in General Business

This program may require three years to complete an Associate in Science degree since remedial work is often needed in reading, mathematics, and English during the first year.

This program is selective and any student seeking admission may be required to take a battery of tests. The student and his/her parents must have an interview with the coordinator of the program. For further information write to the Dean of Instructional and Students Affairs, Chipola Junior College, Marianna, Florida 32446.

COURSE	SEMESTER HOURS
ACC 1009	3
BAN 1110	3
BUL 2111-2112	6
COC 1300	3
ENC 1101 OR 1102	6-8
GEB 1011	3
MAT 0002 AND/OR MAT 1003	0-3
P.E.	2
POS 2112-2041	6
PSY 2012	3
REA 1105	0
SES 1100	2
SES 1120**	2
SES 2335	3
SES 2321	3
SES 2402	3
Electives***	11
	62-64

*Six semester hours of required credits may be waived by the Dean and replaced with elective credits.

**SES 1100 is not required if the student is eligible to enroll directly in SES 1120.

***Recommended electives include MAC 1104, MAF 2501, HUN 1001, HUM 2211, HUM 2220, and BSC 1010.

MENTAL RETARDATION ONE-YEAR CERTIFICATE PROGRAM

The Mental Retardation Program is a one year certificate program to prepare students for human service work in community agencies or in the institutions which serve people who are mentally retarded. Students will enroll in the academic program as special students and

will not be required to take standardized entrance and exit exams. Exams will be proficiency exams related to work training.

MER 1000, Introduction to Mental Retardation.
3 semester hours credit

MER 1101, Seminar in Daily Living Skills.
1 semester hour credit

MER 1101L, Laboratory in Daily Living Skills.
Co-requisite to MER 1101
3 semester hours credit

MER 2200, Seminar in Behavior Management.
1 semester hour credit

MER 2200L, Laboratory in Behavior Management.
Co-requisite to MER 2200
3 semester hours credit

MER 2800, Internship in Mental Retardation.
Directed Field Work.
15 semester hours credit

MER 2801, Internship in Mental Retardation.
Directed Field Work.
9 semester hours credit

MER 2802, Internship in Mental Retardation.
Directed Field Work.
6 semester hours credit

Student may take maximum of 15 credit hours in Internship. 26 hours credit in mental retardation. Six hours credit from among the following courses:

HES 1000, EME 2001, SYG 1000, or other courses approved by the curriculum supervisor in Mental Retardation to meet 32 semester hours minimum required for employment at Sunland.

ADMINISTRATIVE SECRETARIAL.

For students who desire to enter employment as a secretary after completion of two years of college.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
COC 1300 or SES 2324	3
SES 1140 & 1100	3
SES 1210 or 1211	3
P. E. (REQUIRED)	1
SSI 1011	3
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
SES 1211* or Elective**	3
SES 1120* & COC 1028 or Elect.	3
P. E. (REQUIRED)	1
COC 1027	1
SES 2324 or COC 1300	3
TOTAL	15

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
POS 2041 or AMH 2020	3
APA 1251 or ACG 2001	3
BUL 2111	3
SES 2321 & COC 1026	3
SPC 2030	3
P. E. (REQUIRED)	1
TOTAL	16

2nd Semester	Sem. Hrs.
POS 2112	3
SES 2212***	3
BUL 2212	3
SES 2402	3
SES 2335	3
P. E. (REQUIRED)	1
TOTAL	16

*Exemption examinations are provided for introductory typewriting and shorthand so that elementary subject matter will not be repeated and more advanced courses may be scheduled. SES 1211 and/or SES 1120 may be scheduled for the first semester if the student is eligible to take one or both.

**GEB 1011 should be scheduled for the second semester if either SES 1120 or SES 1211 is not scheduled. Other recommended electives include HES 1000, PSY 2012, ECO 2013-2023, and any data processing course.

***Approved elective may be substituted if SES 2212 is not offered.

DATA PROCESSING TECHNOLOGY.

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

FRESHMAN YEAR

1st Semester	Sem. Hrs.
COC 1300	3
ENC 1101	4
MAT 1033 or MAC 1104*	3
P E (REQUIRED)	1
ACC 1009 or ACG 2001***	3
Elective**	3
TOTAL	17

2nd Semester	Sem. Hrs.
COP 2110	3
ENC 1102	4
MAC 1104 or MAC 1114*	3
P E (REQUIRED)	1
Elective** or ACG 2011**	3
COC 1301	3
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
CAP 2925, CAP 2201 or COC 2308	1
COP 2120 and COP 2400	6
PSY 2012 or SPC 2030	3
ECO 2013	3
P E (REQUIRED)	1
Elective**	3
TOTAL	17

2nd Semester	Sem. Hrs.
CAP 2030	2
SPC 2030 or PSY 2012	3
ECO 2023	3
CAP 2925, CAP 2201 or COC 2308	1
P E (REQUIRED)	1

Elective**	3
STA 2013	3
TOTAL	16

*Math courses to be pursued dependent upon the student's background; a minimum of 6 semester hours is required. If eligible to begin with MAC 1104, student should take MAC 1114; otherwise, he should take MAT 1033 and MAC 1104.

**Additional courses in math are recommended; typewriting (SES 1100 or SES 1120) is recommended unless student already has skills; other recommended courses include SES 2335, BUL 2111-2112, and SOC 1000.

***ACC 1009 will meet minimum requirements; ACC 2021-2022 is recommended.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

CRIMINAL JUSTICE: This curriculum leading to the Associate in Science degree is designed for persons seeking employment in the field of criminal justice, including corrections and law enforcement.

FRESHMAN YEAR

Courses	Sem. Hrs.
ENC 1101-1102	6-8
CCJ 1100	3
CCJ 1300	3
CCJ 2210	3
CCJ 2420	3
CCJ Elective	3
Speech 2030	3
SYG 1000	3
PSY 2012	3
PE Elective	2
TOTAL	32-34

SOPHOMORE YEAR

Courses	Sem. Hrs.
CCJ 2250	3
CCJ 2100 or CCJ 2330	3
CCJ 2430 or CCJ 2440	3
CCJ 2930	3
CCJ 2230	3
CCJ 2930	3
POS 2112	3
Math Elective	3
PE Elective	2
General Electives	4
TOTAL	30

EMERGENCY MEDICAL CARE:

This is the recommended course of study leading to the associate in science degree for students who are preparing for employment as emergency medical technicians. The EMS courses shown below are the same courses offered to Vocational Certificate students and are all offered on an on demand basis.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101	4
MAC 1104	3
BSC 1010	3

SSI 1011	3
EMS 1114C	3
P. E. (REQUIRED) or Elective	1
TOTAL	17

2nd Semester	Sem. Hrs.
ENC 1102	4
BSC 1011	3
SSI 1012	3
PSY 2012	3
EMS 1115C	3
P. E. (REQUIRED) or Elective	1
TOTAL	17

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
HUM 2212	3
APB 2210	4
CHM 1045C or CHM 1030C*	4-3
EMS 2015	3
EMS 2232	3
P. E. (REQUIRED)	1
TOTAL	18-17

2nd Semester	Sem. Hrs.
HUM 2230	3
APB 2211	4
CHM 1046C or CHM 2200-2201C*	4-6
EMS 2231	3
EMS 2233	3
P. E. (REQUIRED)	1
TOTAL	18-24

*CHM 1030C, CHM 2200-2201C are offered only during the summer.

COMMERCIAL BANKING:

This program leading to the associate in science degree is offered in cooperation with the American Institute of Banking under the auspices of the Chipola Bankers Study Group. A student completing this banking program can further earn A. I. B. certificate as the courses are successfully completed.

FRESHMAN YEAR

1st Semester	Sem. Hrs.
ENC 1101 or 1101M	4-3
COC 1300	3
ACC 2021	3
BAN 1110	3
ECO 2013	3
TOTAL	16-15#

2nd Semester	Sem. Hrs.
ENC 1102 or 1102M	4-3
QMB 1001	3
ACC 2022	3
PSY 2012 or SPC 2030	3
ECO 2023	3
TOTAL	16-15#

SOPHOMORE YEAR

1st Semester	Sem. Hrs.
--------------	-----------

SPC 2030 or PSY 2012	3
Banking or Finance Courses*	12
TOTAL	15#

2nd Semester Sem. Hrs.

SES 2355	3
Banking or Finance Courses*	12
Restricted Electives**	3
TOTAL	18

#A total of 64 or more semester hours are required; if ENC 1101M and ENC 1102M are pursued, one or more semester hours of additional electives must be pursued to earn 64 or more semester hours.

There are additional writing and mathematics course requirements for all students in A. A. degree programs who entered college after the Fall Term 1982.

DIGITAL ELECTRONICS ENGINEERING TECHNOLOGY

The Digital Electronics Engineering Technology Program is a two-year individualized competency based technical program, leading to an associate in science degree. It is designed to give students the opportunity to develop a strong background in electronics and modern technology. Students may take only the technical courses in this program if they desire a "Technical Certificate" and apply for a "Technical Certificate" at the beginning of their last semester. Students completing only the technical courses are in a "Technical Certificate" program. They may return for an associate degree. Areas of employment for electronics technicians include communication, computers, electro-mechanical systems, manufacturing, sales, education servicing, medicine, controls and research. The program is open to qualified high school students.

FRESHMAN YEAR Sem. Hrs.

REA 1205	1
ENC 1101	3-4
ENC 1102	3-4
MTB 1321	3
ETE 1010C	4
ENG 2120	2
ETE 1110C	2
ETE 2140C	4
PE	1
TOTAL	30

SOPHOMORE YEAR Sem. Hrs.

COC 1300	3
ETE 2101C	4
ETE 2161C	4
ETE 2322C	4
ETD 2620C	3
ETE 2633C	4
ETE 2648C	4
ETE 2628C	4
PE	1
TOTAL	34

Students will select a technical elective approved by the program manager.

Students may enroll in course ETE 2648C two semesters for a total of 8 semester hours.

COOPERATIVE EDUCATION

The Cooperative Education Program is a plan whereby a student integrates periods of paid employment in the major field of interest with periods of academic study. A number of agencies and businesses cooperate with

Chipola Junior College in this plan and offer the student on-the-job career training compatible with the student's major. The program is designed to implement students' academic and career education with on-the-job business and/or industrial experience.

To qualify for the Cooperative Education Program a student must:

1. enroll in Chipola Junior College,
2. file with the coordinator all necessary forms as early as possible (preferably six to eight weeks prior to the semester in which placement is desired.)
3. be interviewed and accepted by the coordinator.

Both Associate in Science and Associate in Arts degree seeking students may apply for the program. Acceptance of the student is based on various abilities and the availability of a training site. Final acceptance and/or continuation in any position is the decision of the employer and the cooperative education coordinator. In order to continue in the program, students must maintain acceptable productivity standards with the cooperative employer.

The cooperative education program will be conducted under the guidance and direction of a college coordinator who will be responsible for the structure of the program and maintenance of effective liaison between the student, the College, and the participating firm, and evaluation of the student's total progress.

For the fall and spring semesters of 1984-85 school year cooperative education classes will be available in accounting, criminal justice and corrections, journalism and secretarial science, and each vocational program.

POSTAL SERVICE ADMINISTRATOR

This curriculum is designed for the student who plans to enter employment in the U.S. Postal Service, or who is already employed.

FRESHMAN YEAR Sem. Hrs.

MAN 1392	3
MAN 1393	3
MAN 1395	3
MAN 1396	3
GEB 1011	3
QMB 1001	3
COC 1300	3
COP 1022 & 1023	2
REA 1105	3
PHI 1100	3
Electives	3
TOTAL	32

SOPHOMORE YEAR Sem. Hrs.

MAN 2397	3
MAN 2394	3
MAN 2398	3
ACC 2021	3
BUL 2111	3
ECO 2013	3
PSY 2012	3
SPC 2030	3
ENC 2210	3
POS 2041	3
Electives	3
TOTAL	33

REGISTERED NURSE

This curriculum is designed for generic and Licensed Practical Nursing applicants who plan to enter employment after graduation in the the health services field.

Requires successful completion of the State Professional Examination.

FRESHMAN YEAR	Sem. Hrs.
Fund. of Nursing	6
Pharmacology	3
HUN 1001	3
APB 2211C	3
Med-Surg IA & IB	6
ENC 1101	4
Med-Surg II	6
MCB 2013C	4
ENC 1102	4
TOTAL	39

SOPHOMORE YEAR	Sem. Hrs.
Maternal-Neonur	6
Pediatrics	6
Abnormal Psychology	3
Psy-Mental Health	13
TOTAL	28

Prerequisite Requirements:

<u>Generic Applicants</u>	
CHM 1030C	5
APB 2210C	4

<u>LPN Applicants</u>	
LPN-ADN Transition	3
CHM 1030C	5
APB 2210C	4
APB 2211C	4
HUN 1201	3
FAD 2220	3
ENC 1101	3
Pharmacology	3

COLLEGE COURSE OFFERINGS

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course number system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG--000 at a community college, he cannot be required to repeat SYG--000 at the school to which he transfers. Further, credit for any course or its equivalent, as

judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for the purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is being offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG--000.

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered--i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SGY 1000; a school offering the same course in the sophomore year will number it SGY 2000. The variance in the first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories: "L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place. Examples: Marine Biology OCB--013 (lecture only), OCB--013L (lab only), Marine Biology OCB--013C (lecture and lab combined) with Lab. Therefore, OCB--013 is equivalent to OCB--013 plus OCB--013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC--132,--133,--134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system

are not chosen at random; they are designated to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications.

The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3241.

A M H 3 4 2 1 EARLY FLORIDA HISTORY

Broad Area of
American History;
part of discipline
of History

Junior level
offering (at
this particular
institution)

In Taxonomy
for AMH 400
series indicates
"Areas in American
History"

In Taxonomy
for AMH this
digit indicates
courses in
"History of
Florida"

Last digit in
this case refers
to group of
equated courses
dealing with
"Early History
of Florida"

(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10

English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with -- 900 numbers must be evaluated individually and are not automatically transferable.

C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

D. Performances or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

GENERAL INFORMATION

The following are the official catalog course abbreviations prescribed by the Florida Statewide Common Course Numbering System and used by Chipola Junior College.

ACG (ACCOUNTING)
AGE (AGRICULTURAL ENGINEERING)
AGR (AGRONOMY)
APB (APPLIED BIOLOGY)
AMH (AMERICAN HISTORY)
AML (AMERICAN LITERATURE)
ARH (ART HISTORY)
ART (ART)
ASG (ANIMAL SCIENCE GENERAL)
AST (ASTRONOMY)
BAN (BANKING)
BOT (BOTANY)
BSC (BIOLOGICAL SCIENCES)
BUL (BUSINESS LAW)
CAP (COMPUTER APPLICATIONS)
CCJ (CRIMINOLOGY AND CRIMINAL JUSTICE)
CHM (CHEMISTRY)
CJT (CRIMINAL JUSTICE TECHNOLOGIES)
CLP (CLINICAL PSYCHOLOGY)
COA (FAMILY FINANCE)
COC (COMPUTER CONCEPTS)
COP (COMPUTER PROGRAMMING)
CRW (CREATIVE WRITING)
DEP (DEVELOPMENTAL PSYCHOLOGY)
ECO (ECONOMICS)
EDF (EDUCATION: FOUNDATIONS)
EDP (EDUCATIONAL PSYCHOLOGY)

EGN (ENGINEERING: GENERAL)
 EME (EDUCATION TECHNOLOGY & MEDIA)
 ETD (ENGINEERING TECH: DRAFTING)
 ETE (ENGINEERING TECH: ELECTRICAL)
 ENC (ENGLISH COMPOSITION)
 ENG (ENGLISH-GENERAL)
 ENL (ENGLISH LITERATURE)
 EMS (EMERGENCY MEDICAL TECHNOLOGY)
 EUH (EUROPEAN HISTORY)
 FIN (FINANCE)
 GEA (GEOGRAPHY: REGIONAL AREAS)
 GEB (GENERAL BUSINESS)
 GLY (GEOLOGY)
 HES (HEALTH EDUCATION AND SAFETY)
 HIS (GENERAL HISTORY)
 HOS (HORTICULTURAL SCIENCES)
 HUM (HUMANITIES)
 HUN (HUMAN NUTRITION)
 IDS (INTERDISCIPLINARY STUDIES)
 JOU (JOURNALISM)
 LIT (LITERATURES)
 MAC (MATHEMATICS-CALCULUS AND
 PRE-CALCULUS)
 MAE (MATHEMATICS EDUCATION)
 MAG (MECHANIZED AGRICULTURE)
 MAP (MATHEMATICS-APPLIED)
 MAT (MATHEMATICS)
 MCB (MICROBIOLOGY)
 MER (MENTAL RETARDATION)
 MGF (MATHEMATICS-GENERAL AND FINITE)
 MMC (MASS MEDIA COMMUNICATION)
 MTB (MATHEMATICS-TECHNICAL AND BUSINESS)
 MUE (MUSIC EDUCATION)
 MUL (MUSIC LITERATURE)
 MUN (MUSIC ORGANIZATION)
 MUT (MUSIC THEORY)
 MVB (APPLIED MUSIC: BRASSES)
 MVK (APPLIED MUSIC: KEYBOARD)
 MVP (APPLIED MUSIC: PERCUSSION)
 MVS (APPLIED MUSIC: STRINGS)
 MVV (APPLIED MUSIC: VOICE)
 MVW (APPLIED MUSIC: WOODWINDS)
 ORI (ORAL INTERPRETATION)
 PCB (PROCESS BIOLOGY)
 PEL (PHYSICAL EDUCATION ACTIVITIES-
 GENERAL-OBJECT CENTERED)
 PEM (PHYSICAL EDUCATION ACTIVITIES-
 GENERAL PERFORM. CENTERED)
 PEO (PHYSICAL EDUCATION ACTIVITIES-
 PROFNL.-OBJECT CENTERED)
 QMB (QUANTITATIVE METHODS IN BUSINESS)
 PHI (PHILOSOPHY)
 PHY (PHYSICS)
 PLS (PLANT SCIENCE)
 PMS (PEST MANAGEMENT)
 POS (POLITICAL SCIENCE)
 PSC (PHYSICAL SCIENCE)
 PSY (PSYCHOLOGY)
 REA (READING)
 REE (REAL ESTATE)
 SES (SECRETARIAL STUDIES)
 SYG (MARRIAGE AND FAMILY RELATIONSHIPS)
 SYG (SOCIOLOGY)
 SOS (SOIL SCIENCE)
 SPC (SPEECH COMMUNICATIONS)
 SPN (SPANISH LANGUAGE)
 SSI (SOCIAL SCIENCES-INTERDISCIPLINARY)
 STA (STATISTICS)
 STD (STUDENT DEVELOPMENT)
 THE (THEATRE)
 TPP (THEATRE PERFORMANCE &
 PERFORMANCE TRAINING)
 ZOO (ZOOLOGY)

course for which projected demand seems insufficient.

For this catalog courses are grouped according to departments as used in prior years in spite of the fact that different alphabetical or discipline prefixes are used. For example, all courses formerly classified as Business (BUS) are still listed under this department although the new discipline prefixes are BAN, BPL, FIN, GEB, REE, and SES.

ACCOUNTING

ACG 1009. Introductory Accounting.

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.

ACG 2001. Principles of Accounting.

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.

ACG 2011. Principles of Accounting.

A continuation of the 2001 course, emphasizing more detailed or complex accounting systems. Included are partnership and corporation accounting systems and a study of stocks and dividends, bonds, costs, special reports and subsidiaries. Prerequisite:: ACC 2001. 3 semester hours credit.

ACG 2002. Integrated Accounting and Microcomputers.

This is a course in integrated accounting and microcomputers. It is intended for students desiring knowledge of computerized accounting principles. It consists of five major accounting systems commonly found in computerized accounting environments. These five systems are general ledger, depreciation, accounts receivable, accounts payable, and payroll. Prerequisite: APA 1251 or ACG 2001. 3 semester hours credit.

ART

ART 1001C. Creative Studio Art.

An art course for the non-art major. Introduction to the basics in drawing, painting, sculpture, and selected crafts. 6 hours studio per week. 2 semester hours credit.

ARH 1003. The Purpose of Art.

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

ART 1110C. Introduction to Ceramics.

The firing and glazing of clay pieces built by hand or formed on the potter's wheel, with consideration given to the role of ceramics in the history of mankind and the modern world. Four hours studio per week. 2 semester hours credit.

ART 1111C. Introduction to Ceramics.

A continuation of ART 1110C, 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 1110 or consent of

instructor. Four hours studio per week. 2 semester hours credit.

ART 1202C. Introduction to Two Dimensional Design.

The elements and principles of design as applied to the two dimensional plane. The study and application of art principles to the solution of two-dimensional design problems encountered in various media. Six hours laboratory per week. 3 semester hours credit.

ART 1203C. Introduction to Three Dimensional Design.

The elements and principles of design as applied to the three dimension plane. The study and application of art principles to the solution of three-dimensional design problems encountered in various media. Prerequisite: ART 1202 or consent of the department. Six hours laboratory per week. 3 semester hours credit.

ART 1300C. Introductory Drawing.

An introductory drawing course designed to provide basic drawing skills. Emphasis on perspective, media, technique, and style. Six hours lecture and studio per week. 3 semester hours credit.

ART 1301C. Introductory Drawing.

A continuation of ART 1300 with emphasis placed upon spatial description through perspective and other means with greater exploration of the drawing processes through mixed technique. Prerequisite: ART 1300 or consent of instructor. Six hours lecture and studio per week. 3 semester hours credit.

ART 2205C. Color and Pictorial Composition.

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

ART 2206C. Color and Pictorial Composition.

Problems of pictorial composition are more thoroughly studied with greater emphasis upon individual creativity and invention. Prerequisite: ART 2205 or consent of instructor. Six hours studio per week. 3 semester hours credit.

ART 2701C. Introduction to Sculpture.

A beginning course designed to introduce the student to the materials and methods of creating sculpture. Primary media include clay, plaster, wood, and cement. Prerequisite: ART 1300 or 1301, or consent of instructor. Six hours lecture and laboratory per week. 3 semester hours credit.

ASTRONOMY

AST 1002. General Astronomy.

A course designed to aid the student in understanding the relationship between the earth and the universe. The natural structure and theories of the solar system are presented as a background to a discussion of our galaxy and the universe. Topics discussed include the earth, the solar system, historical astronomy, constellations, space exploration, and theories of the origin of the universe. 3 semester hours credit.

BIOLOGICAL SCIENCES

APB 2111. Cell Biology.

A discussion of the concept and significance of the cell to biology, biological molecules and metabolic processes within the cell; cellular energy conversion systems; and control of cellular metabolism. Discussion also includes transmission genetic and molecular genetics. Prerequisite: CHM 1015 or high school chemistry. BSC 1010L is recommended but not required as

a co-requisite. 3 semester hours credit.

APB 2210. Human Anatomy & Physiology I.

An introduction to the study of the functions of the human body. Scope: basic organization and structure with histology; integumentary system; skeletal system; muscular system; and nervous system. Laboratory follows the scope with dissection and experiments. Prerequisite: BSC 1010 or equivalent. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

APB 2211. Human Anatomy & Physiology II.

An introduction to the study of the functions of the human body. Scope: special senses; endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems; and metabolic regulation. Laboratory follows the scope with dissection and experiments. Prerequisite: APB 2210. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

BOT 2010. General Botany.

This course is designed primarily for majors in biological or related sciences. It is an introductory course dealing with the nature and classification of plants with study of representative life cycles. Special emphasis is placed on the structure and physiology of flowering plants. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

BSC 1010. General Biology I.

An introductory study of the mechanism directing the development and maintenance of life on earth. Particular attention is given to genetics and evolution as the major unifying forces in the study of life through the ages. 3 semester hours credit.

BSC 1011. General Biology II.

An introduction to structure and function at the cellular and organismal level; modern concepts of physiology with emphasis on man; and principles of ecology. 3 semester hours credit.

BSC 1010L. Laboratory in Biological Sciences.

A laboratory course designed to acquaint the student with selected biological principles. It is available to those students who wish to gain experience in a non-professionally oriented laboratory course to satisfy requirements for graduation. Co-requisite or pre-requisite: BSC 1010 or APB 2111. Two hours laboratory per week. 1 semester hour credit.

MCB 2013C. Microbiology.

An introductory microbiology course designed for biology, pre-medical, medical technology, and nursing majors. The fundamentals of microbiology includes structure, nutrition, and growth of genetics and control mechanism; and an introduction to immunology and bacterial pathogens. Prerequisite: BSC 1010 or ZOO 2010 and CHM 1015, CHM 1030 or CHM 1045. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

ZOO 2010C. General Zoology.

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.

BUSINESS

BAN 1110. Principles of Bank Operations.

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. Topics covered include banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls and the public service obligation of banks. 3 semester hours credit.

BAN 2201. Management of Commercial Bank Funds.

This course deals with funds management, covering a broad range of bank situations and sizes. Discussion includes the over-all banking environment, individual bank environment, and various facets of bank operations and their relationships with the funds management function. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

BAN 2210. Analyzing Financial Statements.

This course deals with the characteristics of financial statements and financial statement analysis. The course serves as a review of basic accounting principles for those who have studied accounting. For those who have not, the course provides the minimum accounting background necessary for the study of financial statement analysis. 3 semester hours credit.

BAN 2230. Bank Investments.

This course deals with the sources and uses of bank funds and the place of investment in the over-all scheme of bank operations. Stressed are the relationship of investments to business and the unique functions, advantages, and purposes served by a wide range of securities. Investment terminology is covered in detail. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

BAN 2240. Installment Credit.

This course emphasizes the establishment of credit, obtaining and checking information, servicing of the loan application and the collection procedures and techniques. All phases of loan and installment credit operations will be analyzed, including inventory, financing, special loan programs, business development, and advertising and public relations concerning installment credit. 3 semester hours credit.

BAN 2260. Agricultural Finance.

This course emphasizes general principles associated with the evaluation of management, credit needs and the use of capital in agriculture. Topics include capital and credit needs; bank policy, loan analysis and loan portfolio management, legal instruments, the financing of live-stock, poultry and crops, capital loans, and sources of credit information. 3 semester hours credit.

BAN 2720. Bank Management.

This course deals primarily with the principles and application of bank management. It is designed to provide new and inexperienced bankers with a working knowledge of bank management. Topics include objectives, planning, structure, control and the interrelationship of various bank departments. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

BAN 2800. Law and Banking.

An introduction to basic American law as it applies to banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts, crimes, agency, and the nature of partnerships and corporations. Prerequisite: Consent of the instructor. 3 semester hours credit.

BUL 2111. Principles of Business Law.

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

BUL 2112. Principles of Business Law.

A continuation of BUL 2111 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: BUL 2111. 3 semester hours credit.

FIN 2230. Money and Banking.

This course presents the basic economic principles most closely related to money and banking in a context of topics of interest to present and prospective bank management. The practical application of the economics of money and banking to the individual bank is stressed. Topics covered include the structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; policies and operations; Treasury Department operations; and the international monetary system. 3 semester hours credit.

FIN 2400. Business Financial Management.

This course is designed to acquaint the student with the principles of finance as applied to the operations of a profit-seeking (non-bank) firm. Active participation in the process of financial administration and decision making through the use of case studies teaches the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. Major points of emphasis are measuring needs for, acquiring, and using business funds. 3 semester hours credit.

GEB 1011. Introduction to Business.

A survey course designed to acquaint the student with the terminology, organization, and function of the American business system. Topics covered 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. 3 semester hours credit.

QMB 1001. Business Mathematics.

This course deals with the application of mathematics to various business activities requiring computation such as discounts, markups, interest, installment payments, and depreciation schedules. No prerequisite, but MAT 1024 or MAT 1033 is recommended for those students whose secondary school background did not include algebra. 3 semester hours credit.

REE 2200. Real Estate Finance.

This course is designed to acquaint the student with the varied real estate mortgage credit operations of banks by a presentation of the principles, laws, techniques, and procedures involved in real estate finance. Topics include an introduction to the vocabulary of real estate, sources of mortgage credit, federal assistance in the mortgage market, and financing of single family homes, apartments, condominiums, industrial and agricultural properties, and shopping centers. Also covered are specialized zones of taxation, assessment and finance. Prerequisite: Consent of instructor. 3 semester hours credit.

SES 1100. Elementary Typewriting.

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

SES 1120. Advanced Typewriting.

Letters, business papers, reports, and speed development. Prerequisite: SES 1100 or equivalent. Four hours laboratory per week. 2 semester hours credit.

SES 1141. Keyboarding Skills

Instruction on the alpha-numeric keyboard stressing basic skills which will allow a person to operate a computer keyboard accurately and efficiently. The "touch system" for using the numeric and alphabetic keyboards will be stressed. 1 semester hour credit.

SES 1210. Gregg Shorthand.

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

SES 1211. Shorthand Dictation and Transcription.

A continuation of SES 1210 with increased practice in dictation and transcription. Prerequisite: SES 1210 or one year of high school shorthand. 3 semester hours credit.

SES 2212. Advanced Shorthand Dictation and Transcription.

An advanced course with emphasis on the secretarial specialist. Introduction to the vocabulary, dictation, and transcription used in the field of medicine, law, business, and industry is included. Prerequisite: SES 1211 or equivalent. 3 semester hours credit.

SES 2321. Business Machines.

Practice in the use of duplicating machines, transcription and recording, and other modern office machines. Prerequisite SES 1100 or ENC 1101. 2 semester hours credit.

SES 2324. Business Math and Machines.

A review of the fundamental mathematical process and business applications such as cash and trade discounts, interest markups, commissions, payroll and taxes. The course also includes training and practice in the use of various adding and calculating machines. 3 semester hours credit.

SES 2335. Business Correspondence.

Practice in writing business letters and elementary report writing. Prerequisite: ENC 1101. 3 semester hours credit.

SES 2402. Office Practice.

A course designed to integrate the typewriting and English skills essential to the secretary. A setting will be provided for studying the secretary's personality and duties: filing, telephone techniques, meeting callers, locating information, handling mail, and finding and applying for a job. Prerequisites: SES 1120, or consent of department. 3 semester hours credit.

CHEMISTRY**CHM 1015. Introductory 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: MAT 1033 or a more advanced

course. Three hours lecture and one hour demonstration or laboratory per week. 3 semester hours credit.

CHM 1030C. General Chemistry for Health and Related Sciences.

This course consists of selected topics from general chemistry including atomic structure, chemical bonding, matter and energy, chemical reactions, equations and calculations, properties and concentration of solutions, chemical equilibrium, acids and bases, and other topics. The first half of the course is designed to prepare students to enter the health related organic chemistry, CHM 2200C. This general chemistry course is immediately followed by CHM 2200C. Three hours lecture and three hours laboratory per week. 3 semester hours credit.

CHM 1045C. General Chemistry

The courses CHM 1045-1046 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: CHM 1015 (with a grade of C or better) or one credit in high school chemistry and eligibility for MAC 1104 or a more advanced course. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

CHM 1046C. General Chemistry and Qualitative Analysis.

The second half of the courses 1045-1046. Prerequisite: CHM 1045. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

CHM 2200C. Organic and Biochemistry I.

CHM 2200C treats the structure and bonding of organic compounds. The hydrocarbons, their derivatives, nomenclature, and properties; stereoisomerism; and optical activities are studied. CHM 2200C and 2201C are designed for students in nursing and health related sciences. Three hours lecture and three hours laboratory per week for one half of a term. 2 semester hours credit.

CHM 2201C. Organic and Biochemistry II.

This is a continuation of CHM 2200C. This course treats additional derivatives of hydrocarbons. Included are alcohols, phenols, ethers, aldehydes, ketones, acids, hormones, acid derivatives, amines, carbohydrates, lipids, amino acids and proteins, enzymes, nucleic acids, and metabolism. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

CHM 2210. Organic Chemistry.

Preparation and properties of various aliphatic and aromatic compounds. Prerequisite: CHM 1046C or equivalent. 4 semester hours credit.

CHM 2211. Organic Chemistry.

The second half of the course 2210-2211. Must be scheduled concurrently with CHM 2211L unless special permission of instructor is given. Prerequisite: CHM 2210. 3 semester hours credit.

CHM 2210L. Organic Lab I.

The organic laboratory to accompany CHM 2210 is CHM 2210L and must be taken concurrently. Three hours laboratory per week. 1 semester hour credit.

CHM 2211L. Organic Lab II.

The organic laboratory to accompany CHM 2211 is CHM 2211L and must be taken concurrently. Three hours laboratory per week. 1 semester hour credit.

COMPUTER SCIENCE/DATA PROCESSING

CAP 2030. Applied Programming Speciality.

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

CAP 2201. Scientific Applications Workshop.

A workshop course in the scientific applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

CAP 2925. Commercial Applications Workshop.

A workshop course in the commercial applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

COC 1026. Microcomputer Literacy I: Introduction

This course will provide an overview of microcomputer technology. A review of terminology and general microcomputer operations will provide a framework for the hands-on exercises assigned in the Chipola Junior College Microcomputer Lab. The course will emphasize the understanding of microcomputers for practical applications. Learning how to write computer programs will not be a major activity in this course. 1 semester hour credit.

COC 1027. Microcomputer Literacy II: VisiCalc Applications

This course will provide an overview of the field in microcomputers known as "electronic spreadsheets." Specifically, the course will involve learning the theory and the hands-on skills required to use one of the most prominent spreadsheets, VisiCalc. A major emphasis will be placed on using VisiCalc in problem-solving for personal and business applications. Prerequisite: COC 1026 or permission of instructor. 1 semester hour credit.

COC 1028. Microcomputer Literacy III: Wordprocessing

This course will provide the theory and hands-on skill training to use a microcomputer for wordprocessing activities. The concepts and experience in using a microcomputer for wordprocessing will prove helpful in evaluating wordprocessing equipment and software. Prerequisite: COC 1026 or permission of instructor. 1 semester hour credit.

COC 1029. Workshop in Microcomputer Applications.

This course will provide an opportunity for students who have completed COC 1022, COC 1026, COC 1027, or COC 1028 with a grade of C or better, a chance to engage in additional study in the use of a particular microcomputer application. Students will be required to write an individual contract for the activities that will be completed during the semester. 1 semester hour credit.

COC 1300. Introduction of Data Processing.

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.

COC 1301. Fundamentals of Computer Programming.

Fundamental concepts associated with digital computers, number systems, general characteristics of various

configurations, and simple programming. Computer organization, basic computer circuits, flow charting, and coding of problems for comp. solution are covered so that the student will become familiar with the CPU, channels, instructional formats, instruction sequencing, branching and interrupts. Cards and tape format will be covered. Prerequisite: COC 1300, 3 semester hours credit.

COP 1022. Microcomputer Programming I.

A survey of BASIC programming language to be used with microcomputers. The course includes the following topics: getting started with the computer, mathematical operations, loops and subroutines, introduction to original programming, programming techniques, and flow charts. 1 semester hour credit.

COP 1023. Microcomputer Programming II.

A survey of basic programming language to be used with microcomputers. This course is an extension of COP 1022 I. The topics include: List, Edit, variable types, arrays, operators, commands, input and output, advanced string techniques, special features and machine language subprograms. 1 semester hour credit.

COP 2110. Computer Programming I.

Introductory computer concepts; logical analysis of problems; fundamentals of the FORTRAN IV programming language; practice in programming elementary business and scientific exercises; and applications. Prerequisite: MAC 1104, MAC 1132 OR MTB 1124 or consent of department. Two hours lecture and two hours lab per week. 3 semester hours credit.

COP 2120. COBOL Language Programming.

The introductory course in COBOL Language programming. Prerequisite: COC 1300 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

COP 2170. Introductory Programming in BASIC.

An introduction to BASIC programming language taught using microcomputers. The course includes the following topics: introducing the computer, introducing BASIC, elements of BASIC, reading and printing, control statements, looping, arrays and subscripted variables, functions and subroutines, matrices, additional BASIC statements, programs for study, and problems for reader solution. Prerequisite or Corequisite: College Algebra recommended. 3 semester hours credit.

COP 2174. Advanced techniques in BASIC.

Major topics include: BASIC, DOS, disk files, disk file manipulation, advanced subroutines, advanced graphs, mathematical arrays, file protection and security. Prerequisite: BASIC Programming. 3 semester hours credit.

COP 2180. Introduction to PASCAL.

An introduction to a block structured programming language. Topics include: scope of variables, recursion sets records, files, pointers, program control and input/output statements. Prerequisites: High School algebra, programming or consent of the instructor. 3 semester hours credit.

CRIMINAL JUSTICE

CCJ 1000. Crime and Delinquency.

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.

CCJ 1020. Administration of Criminal Justice

An overview of the total system of the administration of justice provided with emphasis on due process and on

the constitutional guarantees, and the civil rights of citizens and prisoners at various levels. 3 semester hours credit.

CCJ 1300. Introduction to Corrections.

An examination of the total correctional processes from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole history and philosophy, career oriented. 3 semester hours credit.

CCJ 2210. Criminal Law.

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

CCJ 2250. Constitutional Law for Criminal Justice.

A study of the federal and the various state constitutions. An in-depth analysis of those constitutional amendments having a bearing on contemporary criminal justice issues. 3 semester hours credit.

CCJ 2310. Institutional Procedures.

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 1000 or consent of department. 3 semester hours credit.

CCJ 2320. Community Correctional Services.

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 1000. 3 semester hours credit.

CCJ 2330. Probation, Pardons and Parole.

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: CCJ 1020. 3 semester hours credit.

CCJ 2340. Group and Individual Counseling.

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 2012 and SOC 1000. 2 semester hours credit.

CCJ 2350. Essentials of Interviewing.

The principles and techniques of interviewing and individual treatment as practiced in social work and corrections. Prerequisite: PSY 2012 or consent of department. 2 semester hours credit.

CCJ 2440. Principles of Correctional Administration.

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 1000 or consent of department. 3 semester hours credit.

CJT 2350. Technical Report Writing.

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: ENC 1101. 2 semester hours credit.

CJT 2430. Traffic Accident Investigation.

An in-depth study of traffic accident investigative techniques. Includes fact gathering methodology, collection and preservation of evidence, case preparation and reporting techniques. 3 semester hours credit.

ECONOMICS

ECO 2013. Macroeconomics

An introductory course beginning with a look at economic history. Representative topics included are wealth, output, income, savings, investments, the sectors of the economy, money, employment and growth. 3 semester hours credit.

ECO 2023. 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. 3 semester hours credit.

EDUCATION

EDF 1005. Introduction to Education.

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.

EME 2001. Educational Media.

A course designed to acquaint the student with the latest educational media and their practical application to classroom situations. Students interested in audio-visual equipment operation and graphic arts may take this course. 3 semester hours credit.

EEX 1949. Cooperative Education

This course involves supervised practical work experience under the supervision of a college instructor and a cooperating public school teacher. Growth of children and the learning processes are stressed. A project directly related to the work experience may be required. A minimum of 6 hours laboratory experience per week is required. Employment as an aide in a school system is recommended. Consent of the department required. Elective credit only. 3 semester hours credit.

EMERGENCY MEDICAL TECHNOLOGY

EMS 1114C. Emergency Medical Technology I.

A comprehensive training course designed to develop or upgrade the skill level of all individuals involved in providing emergency care procedures. The courses I and II encompass the knowledge and skills required to perform all emergency care procedures short of those rendered by physicians or paramedical personnel under the direct supervision of a physician. Upon satisfactory completion of the courses 1114C and 1115C, the student will be eligible to take the State registry examination administered by the Florida Division of Health. Requirements of these courses may be satisfied by completing the EMT I certificate program. 3 semester hours credit.

EMS 1115C. Emergency Medical Technology II.

The second half of the 1114-1115C sequence. Prerequisite or corequisite: EMT 1114C. 3 semester hours credit.

EMS 2015. Medical Terminology

A course designed to acquaint the student with the essential understanding of terms used in the medical profession to the extent that proper interpretation may be made. 3 semester hours credit.

EMS 2231. Advanced Techniques.

Advanced emergency procedures for respiratory care, administration of drugs, intravenous fluids, medical surgical techniques, and care of psychiatric patients. 3 semester hours credit.

EMS 2232. Rescue and Transportation.

Advanced medical emergency care pertaining to the techniques of high speed driving; extrication and rescue, and community disaster rescue techniques. 3 semester hours credit.

EMS 2233. Life Support Systems.

Advanced medical emergency care of the cardio-pulmonary patient, the use of biomedical electronics equipment and other advanced care techniques of cardio-pulmonary cares. 3 semester hours credit.

NOTE: The requirements of EMS 2015, 2231, 2232, and 2233 can be satisfied by successful completion of the EMT II certificate program.

ENGINEERING

EGN 2120C. Engineering Graphics.

A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projections, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite: Plane geometry or equivalent plus consent of department; MAT 1033, MAC 1004, or MAC 1132 is a corequisite or prerequisite. Students will be required to purchase suitable instruments. Four hours lecture and laboratory per week. 2 semester hours credit.

ENGINEERING TECH: ELECTRICAL

ETD 2620C. Electronic Drafting.

An introduction to drafting techniques through a study of prints and diagrams related to the design and construction of electrical and electronic systems used in computer, communications and industrial applications. Topics covered include: orthographic descriptions, layout of diagrams, standards, symbols, schematics and printed circuits. One hour lecture, three hours laboratory per week. 3 semester hours credit, \$5 lab fee.

ETE 1010C. Direct Current Circuits.

An introductory course including electronic definitions, Ohms Law, D.C. circuit analysis, meters, conductors, insulators, resistors, batteries, and magnetism. The use and understanding of test equipment for circuit analysis is stressed. Three hours lecture, three hours laboratory. 4 semester hours credit, \$6 lab fee.

ETE 1020C. Alternating Current Circuits.

A study of A.C. fundamentals, induction, circuits, capacitor circuits, complex numbers, resonance, and filters. Theoretical circuit analysis and circuit testing by the use of meters and oscilloscopes are stressed. Three hours lecture, three hours laboratory. Prerequisite: ETE 1010C. 4 semester hours credit, \$6 lab fee.

ETE 1110C. Printed Circuits (PC) Fabrication and Soldering.

A study of the techniques involved in printed circuit

construction-repair, soldering and desoldering techniques used on PCB's and chassis; practical application of equipment and tools used. Three hours lecture/lab per week (1-2). 2 semester hours credit, \$5 lab fee.

ETE 2101C. Electronic Circuits.

A study of half-wave and full-wave power supplies; vacuum tube, transistor and FET cascaded amplifiers including: coupling methods, frequency considerations, stabilization and feedback. Prerequisite: ETE 1010, ETE 1020, ETE 2140. Three hours lecture, three hours laboratory. 4 semester hours credit, \$6 lab fee.

ETE 2140C. Electronic Devices.

A study of semiconductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FETs, PNPNs, and other devices. Corequisite: ETE 1010. Three hours lecture, three hours laboratory. 4 semester hours credit, \$6 lab fee.

ETE 2161C. Microelectronic Circuits.

A study of integrated circuits; differential, operational and Norton amplifiers, including: power requirements, design considerations, characteristics, linear and non-linear application. Prerequisites: ETE 1010, 1020, 2101, 2140. Three hours lecture, three hours laboratory. 4 semester hours credit, \$6 lab fee.

ETE 2322C. Industrial Electronics.

A study of elementary operations of process control systems: sequencing, monitoring, sampling, inspecting, counting, etc. Included is the study of motor controls, sensing devices, SCR's, thyristors, relays, and servo-mechanisms. Prerequisites: ETE 1010, ETE 1020, ETE 2140. Three hours lecture, three hours laboratory. 4 semester hours credit, \$6 lab fee.

ETE 2633C. Digital Circuits.

A study of digital circuits in the form of pulse and switching circuits, binary and octal numbers, Boolean Algebra, multivibrators, counters and registers, input-output devices, conversions, adders, and control circuits and systems. Prerequisites: ETE 1010, ETE 2140. Three hours lecture, three hours laboratory. 4 semester hours credit, \$6 lab fee.

ETE 2648C. Microcomputer Systems.

A study of microprocessors as part of a complete microcomputer. Included are assembly languages, programming techniques, hardware test and measurement techniques, diagnostic programming, and the development of an analytical trouble-shooting process. Prerequisites: ETE 2633C, ETE 2661 or the approval of the instructor. One hour lecture, five hours laboratory. 4 semester hours credit.

ETE 2761C. Introduction to Robotics.

An introduction to robotic technology. Topics covered will include robot fundamentals, AC and fluid power, DC power and positioning, programming, data acquisition and handling, voice synthesis and interfacing. Prerequisites: working knowledge of AC and DC circuits, electronic circuits and devices, digital techniques, basic microprocessors or consent of instructor. One hour lecture and five hours laboratory per week. 4 semester hours credit.

ENGLISH

AML 2010. Survey of American Literature I.

A survey of major American writers from the colonial period to the Civil War, including Franklin, Irving, Cooper, Bryant, Poe, Emerson, Thoreau, Hawthorne, Longfellow, Melville, and Whitman. Writing assignments will satisfy the requirements of the Communication Skills

Law. Prerequisites: ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

AML 2022. Survey of American Literature II.

A survey of major American writers from the Civil War to the modern period, including, Dickinson, Twain, James, Crane, O'Neill, Frost, Hemingway, and Faulkner. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisites: ENC 1101-1102 or 1121-1122. 3 semester hours credit.

CRW 2000. Creative and Critical Writing.

A course designed for students interested in developing creative skills through critical evaluations of short stories and drama and through writing short stories, poems, and essays. Writing assignments will satisfy the requirements of the Communication Skills Law. prerequisite: ENC 1101-1102 or 1121-1122. 3 semester hours credit.

CRW 2300. Creative and Critical Writing.

A course designed to trace present emotions, interests, and concerns of students through the works of numerous poets. Students will be required to write poetry, write themes about poetry, and present oral analyses of poems. 3 semester hours credit.

ENC 0001. Basic Composition.

This course and ENC 0004, taken together, are alternates for ENC 0005, divided to allow easier scheduling when the occasion demands. ENC 0001 is designed to remediate severe problems in writing. Students who fail to make a score of 17 on the ACT must make a grade of C in this course before registering for ENC 1101. This course does not earn college credit.

ENC 0004. Drill in Basic Communication Skills.

A course designed to improve general study skills; reading, listening, note-taking, and question-answering. It is required of all students who are required to take ENC 0001. Open to any student. This course does not earn college credit.

ENC 0005. Remedial Communication Skills.

A course designed to remediate severe problems in writing, reading, listening, and general study skills. Students who fail to make a score of 17 on the ACT must make a grade of C in this course before registering for ENC 1101. This course does not earn college credit.

ENC 1101. Communications Skills I.

English composition, a course designed to prepare a student to write successfully throughout his four-year college career. Theme assignments deal with narrative, descriptive, expository, and argumentative writing. A documented essay is required, and the total amount of writing required fulfills the requirements of the Communication Skills Law. Prerequisite: a score of 17 on the ACT or successful completion of ENC 0005 (or the alternate, 0001 and 0004.) 4 semester hours credit.

ENC 1102. Communication Skills II.

English Composition, the second half of the sequence begun with ENC 1101. This second semester is concerned primarily with themes about literature, based on readings of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Communication Skills Law. Prerequisite: ENC 1101. 4 semester hours credit.

ENC 1121. Advanced Freshman English I.

A course designed for the beginning student who is already proficient in basic communication skills. Content will include a more sophisticated approach to the skills of writing emphasized in ENC 1101. 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 ENC 1101. REA 1205, Advanced Reading, is suggested as a supplementary offering. Writing requirements will fulfill the demands of the Communication Skills Law. 3 semester hours credit.

ENC 1122. Advanced Freshman English II.

The second half of the composition sequence begun with ENC 1121. This second semester is concerned primarily with themes about literature, based on readings of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Communication Skills Law. Prerequisite: ENC 1121. 3 semester hours credit.

ENC 1132. Research Writing.

A course designed to increase proficiency in effective methods of library research and in writing the documented essay. Partially fulfills the writing requirements of the Communication Skills Law. Prerequisite ENC 1101. 1 semester hour credit.

ENC 1401. Communications Skills Review.

A course designed for students who must take the College Level Academic Skills Test. The reading skills that will be emphasized are literal and critical comprehension. Writing skills that will be reviewed are word choice, sentence structure, grammar, spelling, punctuation, and the process of writing an essay. Institutional credit is offered, but this course does not apply toward satisfying the general education requirements in English. Prerequisites: All courses needed to satisfy the Communications Skills Law, except the final one, which may be taken concurrently. 1 semester hour credit.

ENC 2210. Technical Writing.

A course designed to prepare technicians, professionals and administrators to communicate information concerning their specialized skills. It will prepare the student to compose and organize all types of reports, prepare technical documents, and write various types of letters. Prerequisite: ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENC 2303. Advanced Composition.

A course designed for the student who wants or needs additional study in descriptive, expository, and argumentative writing. Relevant essays will be read and analyzed and a minimum of 8,000 words of writing will be required. Prerequisites: ENC 1101-1102 or ENC 1121-1122. Writing assignments fulfill the demands of the Communication Skills Law. 4 semester hours credit.

ENL 2010. Survey of English Literature I.

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, Johnson, Donne, Milton (*Paradise Lost*), and Bunyan (*Pilgrim's Progress*). Prerequisite: ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENL 2021. Survey of English Literature II.

A survey of English literature of the Neo-Classical, Romantic, and Victorian periods. Major authors studied include Swift, Pope, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, and Browning. Prerequisite: ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENL 2023. Survey of English Literature III.

A survey of the English literature of the late Victorian and post Victorian periods and the 20th century. The better known writers studied are Henley, Hopkins, Kipling, Housman, Hardy, Stevenson, Conrad, Yeats, Joyce, Lawrence, Auden, and Thomas. Prerequisite: ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

FLM 2002. Film Appreciation.

A course designed to improve the understanding and appreciation of film as an art form. Emphasis will be on the history of film, the different levels of understanding, the language, script to film techniques, evaluation and the different genres. The student will be expected to view a minimum of ten (10) outside films. 3 semester hours credit.

LIN 2342. Modern Grammar.

This course addresses the long evolution of English grammar and the revolutions in our approaches to understanding it. No one approach has ever gained complete acceptance, and this course covers the three major current approaches: traditional, structural, and transformational-generative. This broad approach to the study of English grammar should give students a better understanding of our language, and give those students who will themselves become teachers of English objective, nondoctrinaire attitudes toward the language in order to be effective in dealing with the increasingly nontraditional student of today. Prerequisite: English Composition. 3 semester hours credit.

LIT 2012. Reading the Novel.

A course designed to teach how to get the most out of reading the novel. Emphasis will be on reading and discussing popular novels that have literary value, including many that have been made into movies. The discussion will include the structure, vision, characterization and meaning of classics and a brief study of classic novels. 3 semester hours credit.

LIT 2100. Literature Appreciation.

A course in literature appreciation, involving reading a variety of types of literature: short stories, plays, poetry, novels, and essays. The student will have a great deal of freedom in choosing his own material. In addition, other selections will be chosen by the class. Prerequisites: ENC 1101-1102, 11-21-1122, or consent of department. 3 semester hours credit.

LIT 2313. Survey of Science Fiction.

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 Asimov, A.E. Van Vogt, Frank Herbert, Arthur C. Clark, and Robert Heinlein. 3 semester hours credit.

LIT 2370. Literature of the Bible.

A study of literary forms used by the Hebrews in the Old Testament including history, biography, short story, essay, lyric poetry and dramatic literature; a study of the use of metaphor, simile, parable, parallelism, balance and dignity of the New Testament in the Gospels; and a study of St. Paul as a letter writer. Prerequisite: ENC 1101-1102 or 1121-1122. 3 semester hours credit.

REA 0105. Reading Improvement.

This is a non-credit course designed to improve competence in reading comprehension and vocabulary development requisite to acceptable college work. This course does not count toward the satisfaction of General

Education requirements in the communications area.

REA 1205. Advanced Reading.

A course designed for students who wish to improve their literal and critical comprehension skills: finding main ideas, finding major and minor supporting details, distinguishing fact from opinion, identifying the author's purpose and tone, and using context clues, roots, prefixes and suffixes for expanding vocabulary. Prerequisite: Completion or current enrollment in ENC 1101 or ENC 1121. 2 semester hours credit.

GEOGRAPHY**GEA 2001. World Geography.**

These courses 2001-2002 are a study of the relationship between human activities and natural environment. A regional-cultural approach is used and effort is made to correlate the course content with the other social sciences. Credit will be granted without taking 2002, but the sequence is recommended. 3 semester hours credit.

GEA 2002. World Geography.

The second half of the course 2001-2002, GEA 2001 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

HEALTH**HES 1000. Personal and Community Health Problems.**

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

HES 2400. First Aid

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.

HISTORY**AMH 2010. American History to 1865.**

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

AMH 2020. American History Since 1865.

A survey course on the development of the United States from the Reconstruction period to the present. AMH 2010 is not a prerequisite, but is recommended. 3 semester hours credit.

AMH 2570. Afro-American History.

An introductory course designed to acquaint students with, and stimulate interest in, the culture and history of the AFRO-American. Emphasis is on the origins, struggles, fears, aspirations, and achievements. No prerequisite, but either AMH 2010-2020 or SSI 1011-1012 is recommended. 3 semester hours credit.

EUH 1000. Western Civilization.

A survey intended to give perspective, and to trace the development of ideas and institutions as they arose in the ancient near East and Europe, from their earliest beginnings to the close of the 17th century. 3 semester hours credit.

EUH 1001. Western Civilization.

A continuation of EUH 1000, developing ideas and institutions from 1700 until the present. Emphasis is

placed on showing how modern civilization with present day problems evolved. 3 semester hours credit.

HIS 1200-1201-2203-2204. Current Affairs.

A study of events of the world today based on current periodicals, radio and television. Emphasis is placed on the development of informal judgments about public affairs by the student. Open to all students for a maximum of four semesters. A student may pursue only one Current Affairs course during a given semester unless special consent is given by the Division. 1 semester hour credit.

HOME ECONOMICS

COA 1100. Problems in Family Finance.

This course is designed to instruct the student in the basic functions of the free enterprise system and his role as a consumer within this system. It will aid the student in developing a rationale for making major and minor financial decisions based on personal and family goals and values. 3 semester hours credit.

HUN 1201. Elements of Nutrition.

This is a basic course which discusses the social and natural environmental factors which influence personal nutrition. Major topics included are digestion, absorption and metabolism of carbohydrates, fats and protein; the known functions of the major vitamins and minerals; and the nutritional needs throughout the life cycle. 3 semester hours credit.

HUMANITIES

HUM 2212. The Humanities.

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. HUM 2212 deals primarily with our ancient and medieval cultural heritage. No prerequisite, but the course is designed for sophomore level students. 3 semester hours credit.

HUM 2230. The Humanities.

A continuation of HUM 2212. This course deals primarily with representative materials in art, music, literature, and philosophy of the modern period. HUM 2212 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

HUM 2212L. Writing in the Humanities.

A writing component to satisfy the 8,000 word requirement of the Communication Skills Law, to be taken concurrently with a section of HUM 2212. Prerequisite: ENC 1101-1102 or ENC 1121-1122. 1 semester hour credit.

HUM 2230L. Writing in the Humanities.

A writing component to satisfy the 8,000 word requirement of the Communication Skills Law, to be taken concurrently with a section of HUM 2230. Prerequisite: ENC 1101-1102 or ENC 1121-1122. 1 semester hour credit.

HUM 2740. European Study in the Humanities.

Course consists of seminars and travel. Pretravel seminars establish a foundation for critically examining art, architecture, literature and music in relation to significant historical, philosophical and religious currents in European culture. Opportunity is given to apply general knowledge to particular creative works in cities such as Athens, Rome, Florence, Venice, Paris and London. Prerequisite: Consent of the college. 6 semester hours credit.

Library

JOURNALISM

**Chipola Jr. College
Marlanna, Florida**

JOU 1420L-1421L. Newspaper Production.

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 ENC 1101 or 1102 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit.

JOU 2422L-2423L. Newspaper Production.

A continuation of the JOU 1420-1421 sequence. Students enrolled bear primary responsibility for the production of the **Papoose** (student newspaper.) Prerequisite: JOU 1421. One hour lecture and two hours of workshop per week. 2 semester hours credit.

MMC 1000. Survey of Mass Communication.

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

MATHEMATICS

MAC 1104. College Algebra.

The scope of this course includes linear and quadratic equations, theory of equations, inequalities, binomial theorem, vectors, complex numbers, field properties, exponents, polynomials, functions, and topics from logic. This course should not be pursued by students planning to take MAC 1132. Prerequisite: two years of high school algebra and an adequate score on an algebra achievement test or MAT 1033. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1114. Plane Trigonometry.

This course deals with the solution of triangles, trigonometric relations, and functions of any angle, logarithms, and complex numbers. Prerequisite: MAC 1104 or consent of department. A "C" grade or higher must be earned in this course to advance to a higher level mathematics course or to use as part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1132. College Algebra and Plane Trigonometry.

This course is primarily designed to prepare students for Analytic Geometry and An Introduction to Calculus. The subject matter covered in MAC 1132 is similar to that which is included in the two courses, College Algebra and Plane Trigonometry described above. Students who have successfully completed MAC 1104 will not receive credit for both MAC 1104 and 1132. Also, credit will not be given for both MAC 1114 or 1132. Prerequisite: two years of high school algebra and an adequate score on an algebra achievement test or MAT 1033. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 5 semester hours credit.

MAC 2233. Calculus for Non-Science Majors.

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: MAC 1104 or MTB 1124. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1311. Calculus and Analytic Geometry I.

This course includes the analytic geometry of the line and circle; translation of axes; limits; continuity; derivatives and integrals of the algebraic and transcendental functions; applications of derivatives to related rates, curve plotting, and finding relative extremes; differentials and approximation; the Fundamental Theorem of the Calculus; applications of integrals to finding area and volume; exponential growth and decay; Riemann sums and the Riemann integral. Prerequisite: MAC 1132 or MAC 1104 and MAC 1114. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 5 semester hours credit.

MAC 2312. Calculus and Analytic Geometry II.

This course includes: techniques of integration; Trapezoidal and Simpson's Rule; Applications of the integral; length of the arc, work; polar coordinates; sequences and series, Taylor Series; conic sections, vector, lines, and planes, vector-valued functions. Prerequisite: MAC 1311. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 5 semester hours credit.

MAC 2313. Calculus and Analytic Geometry III.

This course includes: vectors in the plane and three dimensional space; vector-valued functions; partial derivatives; multiple integrals; and the calculus of vector fields. Prerequisite: MAT 2312. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 4 semester hours credit.

MAE 2810. Mathematics for Elementary Teachers.

A course designed to acquaint elementary education majors with topics of mathematics and the nature of mathematical systems. Included are the properties and operations of rational numbers, and introduction to real numbers, and a study of measurement and an introduction to the Logo Language. This course is not to be used for credit toward a major or minor in mathematics. Prerequisite: MGF 1113. 3 semester hours credit.

MAP 2302. Differential Equations.

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: MAC 2313. 3 semester hours credit.

MAT 0002. Developmental Mathematics.

This course is designed for students needing to strengthen their skills and understanding of the concepts of arithmetic. Topics covered will include operations with integers, fractions, decimals, and percents. This course is not open to anyone who has satisfactorily completed any other college mathematics course and it does not satisfy the graduation requirement in mathematics. A "C" grade or higher must be earned in order to advance to a higher level mathematics course. Non-credit.

MAT 0013. Development Mathematics with Algebra.

This course is designed for all students who are deficient in basic arithmetic and algebra skills. Topics covered include operations with integers, fractions, decimals and percent; geometric figures and their measures; pre-algebra topics such as properties of and operations on the rational numbers, simplification of polynomials and fractional expressions and

equation-solving techniques. A "C" grade or higher must be earned in this course to advance to a higher mathematics course. Credit not applicable to the A.A. degree. Prerequisites: A sufficient score on the placement test, MAT 0002 or consent of the department.

MAT 0024. Elementary Algebra.

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 and college mathematics course other than MAT 0002. Does not contribute toward the general education requirement in mathematics. Three hours lecture and two hours laboratory in the LRC per week. 3 semester hours credit.

MAT 1033. Intermediate Algebra.

A mathematics course designed especially for the entering student 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 MAT 0024, MTB 1364, or MAT 0002. Prerequisite: One year of high school algebra and an acceptable score on the mathematics achievement test. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

MGF 1111. Essential Skills: Measurement.

This course is designed to meet the needs of those students who are lacking essential skills pertaining to measurement. Topics covered are metric measure, indirect measurement, geometric measures, and errors in measurement. This course is not open for credit to anyone who has successfully completed MGF 1113. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 1 semester hour credit.

MGF 1112. Essential Skills: Logic, Numeration, and Computers.

This course is designed to meet the needs of those students who are lacking essential skills pertaining to logic, numeration, and computers. Topics include Venn diagrams, truth tables, logic operations, logical equivalence, ancient numeration systems, computations with different number bases, introduction to computers and computer languages, flowcharts, binary numerals, switches and computer decision making, switches and adding. This course is not open for credit to anyone who has successfully completed MGF 1113. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 1 semester hours credit.

MGF 1113. Fundamentals of Mathematics.

This course is designed to include all of the non-algebraic skills on the Essential Skills list. The course includes sets, logic, systems of numeration, consumer mathematics, the metric system, mathematical systems, geometry, probability, statistics, calculator techniques, and computers. Prerequisite: MAT 1033 or MAC 1104 or MAC 1132, or an adequate score on an algebra achievement test. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

MTB 1321. Mathematics for Electronics I.

A study of the basic concepts of math and algebra. Topics covered: decimal, fractions, scientific notations, roots, powers of ten, and introduction to trigonometry and geometry. The use of Kirchhoff's law

and the Thevenin and Norton's theorems, and ohms in circuit analysis are covered. 3 semester hours credit.

MTB 1322. Mathematics for Electronics II.

A study of the basic concepts of trigonometry, vector analysis and logarithms. Topics covered: AC circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance, Pythagorean theorem, resonant circuits, power factors, complex number, logarithmic and mathematical tables. Prerequisite: a working knowledge of mathematics applied to complex DC circuit analysis. Corequisite: ETE 1020C. 3 semester hours credit.

MTB 1364. Introduction to the Metric System.

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.

STA 1021. Essential Skills: Statistics and Probability.

This course is designed to meet the needs of those students who are lacking essential skills pertaining to statistics and probability. Topics covered are tables and graphs, samples and populations, measure of central tendency and of deviation, fractiles, the normal curve, permutations and combinations, probability, odds, mathematical expectation, tree diagrams. This course is not open for credit to anyone who has successfully completed MGF 1113, PHI 1100 or STA 2013. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 1 semester hours credit.

STA 2013. Elementary Statistics.

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MGF 1113 or MAT 0024; either MAC 1104 or 1132 is recommended. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

MENTAL RETARDATION

MER 1000. Introduction to Mental Retardation.

A course designed to teach writing behavioral objectives, assessment summaries, behavior graphing, and interviewing skills. An occupational course for students in the Mental Retardation Professional Associate Program. 3 semester hours credit.

MER 1101. Seminar in Daily Living Skills.

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 AS degree. Prerequisite: MER 1000 or consent of instructor; corequisite: MER 1101L. 1 semester hour credit.

MER 1101L. Daily Living Skills Laboratory.

Experiences in testing and teaching individuals who are mentally retarded. The areas studied include self-help skills, social maturity, physical skills and communications skills. The course is for occupational students. Prerequisite: MER 1000 or consent of instructor; corequisite: MER 1101. 3 semester hours credit.

MER 2200. Seminar in Behavior Management.

This is a seminar that deals with basic learning theory as applied in behavior management with mentally retarded individuals and is designed for occupational students.

Prerequisite: MER 1101 and 1101L or consent of instructor; corequisite: MER 2200L. 1 semester hour credit.

MER 2200L. Behavior Management Laboratory.

Students plan and carry out behavior management programs for selected individuals. Students observe behavior management programs in selected training areas. This course is designed for occupational students. Prerequisite: MER 1101 and 1101L; corequisite: MER 2200. 3 semester hours credit.

MER 2800. Directed Field Work and Study.

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 hours credit.

MUSIC

MUE 2402. Music Skills.

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

MUL 1211, 1212, 2213, 2214. Seminar in Music History, Styles and Forms.

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. 2 semester hours credit per semester.

MUL 2011. Music Appreciation.

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.

MUN 1270. Rock and Jazz Ensembles.

The organization and development of performing groups. Emphasis is on repertoire development and preparation for performances. Two class periods per week. 1 semester hour credit.

MUN 1310-2310. College Chorus.

Two or more hours of mixed chorus per week. Credit will be granted twice for each course. 1 semester hour credit per course.

MUN 1340-2340. Chamber Chorus.

Two or more hours of choral work per week for selected male and female singers. Credit will be granted twice for each course. Prerequisite: consent of department. 1 semester hour credit.

MUT 1111. Music Theory I.

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.

MUT 1112. Music Theory II.

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 dissonance and consonance and additional chord usage for more advanced harmonizations. Prerequisite: MUT 1111. 3 semester hours credit.

MUT 1221. Sight Singing I.

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

MUT 1222. Sight Singing II.

A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.

MUT 1231. Keyboard Harmony I.

This course is designed to closely parallel the musical development encountered in MUT 1111. Some of the topics to be covered include a study of basic chord settings, figured bass and melody harmonization. Improvisation is encouraged in each of the specific class assignments. Must be scheduled concurrently with MUT 1111 or with consent of department. 1 semester hour credit.

MUT 1232. Keyboard Harmony II.

A continuation of skills development at the piano keyboard to include more advanced patterns, playing four-part harmonizations at sight, cadence patterns in all major keys and student improvisation. Prerequisite: MUT 1221. 1 semester hour credit.

MUT 2116. Music Theory III.

Further extension of harmonic language to include borrowed and altered chords, Bach chorals, advanced study in rhythm and modulation, intensification of aural dictation and emphasis on student compositions. Prerequisite: MUT 1112 or consent of department. 3 semester hours credit.

MUT 2117. Music Theory IV.

A continuation of MUT 2116 with a program of required original compositions. Prerequisite: MUT 2116. 3 semester hours credit.

MUT 2226. Sight Singing III.

A continuation of MUT 1221-1222. Prerequisite: MUT 1222 or consent of department. 1 semester hour credit.

MUT 2227. Sight Singing IV.

A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.

MUT 2236. Keyboard Harmony III.

A continuation of skills development at the piano to include more complicated patterns and use of non-harmonic tones, cadence patterns in keys, simple modulations, and playing accompaniments to simple songs. Prerequisite: MUT 1232 or consent of department. 1 semester hour credit.

MUT 2237. Keyboard Harmony IV.

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: MUT 2236 or consent of department. 1 semester hour credit.

MVK 1111. Class Piano.

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. 1 semester hour credit.

MVS 1116. Class Guitar.

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

Applied Music.

Applied music instruction is offered in voice, piano, and band instruments. Private instruction for the music major is offered in his or her secondary and primary instrument or voice. The level of skills development will be ascertained at the end of each course by jury examination. Credit will depend upon successful completion of course requirements, and each student will be required to participate in at least one recital per semester or session.

Private instruction in the secondary instrument or voice consists of one half hour lesson per week, with 1 semester hour credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:

MVB 1211-2221. A/M - Trumpet
MVB 1212-2222. A/M - Horn
MVB 1212-2223. A/M - Trombone
MVB 1214-2224. A/M - Baritone Horn
MVB 1215-2225. A/M - Tuba
MVK 1211-2221. A/M - Piano
MVP 1211-2221. A/M - Percussion
MVB 1211-2221. A/M - Voice
MWV 1211-2221. A/M - Flute
MWV 1212-2222. A/M - Oboe
MWV 1214-2224. A/M - Bassoon
MWV 1215-2225. A/M - Saxophone

Private instruction in the primary instrument or voice consists of two one half hour lessons per week with 2 semester hours credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:

MVB 1311-2321. A/M - Trumpet
MVB 1312-2322. A/M - Horn
MVB 1313-2323. A/M - Trombone
MVB 1314-2324. A/M - Baritone Horn
MVB 1315-2325. A/M - Tuba
MVK 1311-2321. A/M - Piano
MVP 1311-2321. A/M - Percussion
MWV 1311-2321. A/M - Voice
MWV 1311-2321. A/M - Flute
MWV 1312-2322. A/M - Oboe
MWV 1314-2324. A/M - Bassoon
MWV 1315-2325. A/M - Saxophone

All music majors should schedule one 1 semester hour and one 2 semester-hour applied music course each semester.

Fee of \$40.00 and \$80.00, respectively, are charged for the 1 and 2 semester-hour courses.

PHYSICAL EDUCATION [Required]

Note: Students not exempt from Physical Education due to age, physical disqualification, or schedule are required to earn credit in four of the courses listed under this section (Required) as a part of the general education requirement for the AA degree.

DAA 1100. Beginning Contemporary Dance.

An activity course in which the student should gain elementary technical proficiency and a working knowledge of the tradition and discipline inherent in the art of the contemporary dance. 1 semester hour credit.

PEL 1111. Bowling.

A Co-educational course that includes instruction and practice in fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1121. Golf.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1141. Archery.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

***PEL 1219-2219. Varsity Baseball.**

An activity course designed to serve varsity baseball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 1341. Tennis.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1346. Badminton.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1421. Handball.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1441. Racquetball.

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

***PEL 1624-2624. Varsity Basketball.**

An activity course designed to serve varsity basketball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 2142. Advanced. Archery.

A coeducational course that includes instruction and practice in advanced techniques of archery. Two hours laboratory per week. Prerequisite: PEL 1141. 1 semester hour credit.

PEL 2342. Advanced Tennis.

A coeducational course that includes instruction and practice. Prerequisite: PEL 1341 with a grade of B or better and consent of department. Two hours laboratory per week. 1 semester hour credit.

***PEM 1101-2101. Law Enforcement Conditioning I, II.**

A physical conditioning program for law enforcement personnel. 1 semester hour credit.

PEM 1101. Physical Conditioning.

A course designed through a series of appropriate activities to give emphasis to physical conditioning and

body building. Two hours laboratory per week. 1 semester hour credit.

PEM 1146. Jogging.

A coeducational course with planned programs in jogging to meet the individual needs of the participant. Two hours laboratory per week. 1 semester hour credit.

PEM 1371. Primitive Camping.

A coeducation course that includes planning a camping trip, setting up camp, and the fundamentals of meal planning and camp cooking. The skills will be taught in the classroom, open-air practice sessions and overnight wilderness camping in the area, in the state parks, and/or in national parks. 1 semester hour credit.

PEM 1376. Back Packing.

A coeducational course that includes the fundamentals of loading a backpack (what to leave and what to take), planning a hike, setting up camps, and trail cooking. The skills will be taught partially in the classroom but mainly on the trail. A one-day hike and a two-day, overnight hike (with camping), and a number of shorter hikes will be required. 1 semester hour credit.

***PEM 1951-2951. Signals Workshop I, II.**

An activity course designed to serve members of the Signals. Includes choreography and practice of rhythmic and precision dancing. 1 semester hour credit.

***PEM 1953-2953. Varsity Cheerleading I, II.**

An activity course designed to serve members of the varsity cheerleaders. Includes practice of fundamentals and techniques of cheerleading. 1 semester hour credit.

PEN 1251. Canoeing.

History of canoeing followed by instruction in basic strokes, safety procedures, proper launching and landing procedures, paddling techniques and their uses, and selection and care of equipment. Prerequisite: Ability to swim or remain afloat for a period of ten minutes. 1 semester hour credit.

PEN 1511. Angling.

A coeducational course that includes a brief history of fly fishing, followed by instruction and practice in the fundamental techniques. Fish ecology will be emphasized. The skills will be taught in the classroom and by fishing in local lakes and streams. 1 semester hour credit.

*Denotes workshop course. Only one course in the workshop series may count as a required activity course.

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. All professional courses are coeducational.

PEO 2003. Sports Officiating.

Lecture and discussion of rules along with practice in techniques of officiating various sports through laboratory experience. Students must be available for off-campus officiating after school hours. Three hours lecture-laboratory per week. 2 semester hours credit.

PEO 2216. Theory and Practice of Baseball.

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

PEO 2621. Theory and practice of Basketball.

Lecture and discussion of all phases of basketball

coaching techniques including styles of offense and defense and methods of teaching these skills. Three hours lecture-laboratory per week. 2 semester hours credit.

PHILOSOPHY

PHI 1100. Practical Logic.

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. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use this course as part of the general education requirements in mathematics. 3 semester hours credit.

PHYSICAL SCIENCE

GLY 1000. Introduction to Earth Science.

A general education course involving an elementary study of geology, physical geography, and meteorology. Demonstrations and practical applications are emphasized. Open to all students. 3 semester hours credit.

PSC 1121. Introduction to Physical Science.

A general education course involving an elementary study of astronomy, the physical laws that govern the universe, and characteristics of matter, including changes it undergoes. Demonstrations and practical applications are emphasized. Open to all students; however, the course is not intended for science majors, and credit will not be granted to students who have previously received credit for any astronomy, chemistry or physics course. 3 semester hours credit.

PHYSICS

PHY 1053C. General Physics.

This is the first course in a two-semester sequence intended primarily for students majoring in biology, pre-medicine, pre-dentistry, pre-pharmacy, pre-optometry, pre-agriculture, pre-forestry, or medical technology. 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: MAC 1104 or 1132. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 1054C. General Physics.

This is a continuation of PHY 1053. 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 1053. Corequisite: MAC 1114 or 1311. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 2048C. General Physics.

This is the first course in a two semester sequence intended primarily for students majoring in physics, mathematics, chemistry or engineering. Course includes the study of forces, statics, linear motion, circular motion, momentum, energy, gravity, relativity, oscillatory motion, ideal gases, thermal properties of matter and thermodynamics, and laboratory applications of these topics. Corequisite: MAC 2312. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHY 2049C. General Physics.

This is a continuation of PHY 2048. Topics covered are electrostatics, direct current circuits, alternating

current circuits, magnetism, electromagnetic waves, sound, light, atomic physics, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 2048. Corequisite: MAC 2313. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHS 2300. Nuclear Physics.

The nucleus is studied in its relation to the processes called radioactivity. The radiations associated with radioactive materials, their properties, and uses in radiation therapy and nuclear medicine are included. Special attention is given to the concepts of activity and of radiation dose. The course ends with a study of the formation of radioactive materials in nuclear reactors, in bombs, by cosmic rays, and at the time of formation of all elements that make up the world. Prerequisite: consent of department. 3 semester hours credit.

POLITICAL SCIENCE

POS 2041. American Federal Government.

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. POS 2112 is recommended. 3 semester hours credit.

POS 2112. State and Local Government.

This is a study of the form or organization, the functions, and the operations of state and local governments in the United States. Particular attention is given to state, county, and city government in Florida. This course is designed to be as practical as possible and includes actual participation of county and city officials. POS 2041 is not a prerequisite, but is recommended. 3 semester hours credit.

PSYCHOLOGY

DEP 2102. Child Psychology.

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: PSY 2012. 3 semester hours credit.

PSY 2012. General Psychology.

This course is designed to give the student an adequate foundation in the field of psychology; to provide an understanding of human behavior and to enable the student to adapt himself to his physical and social environment. This is the prerequisite course for all advanced courses in psychology. It is recommended that this course be pursued only after completion of one semester in college study. 3 semester hours credit.

SOCIAL SCIENCE

SSI 1011. Survey of the Social Sciences.

An introduction to the study of the culture of contemporary society, utilizing an interdisciplinary approach. Included in the course are such topics as the domestic, economic, educational, political and religious institutions/systems. 3 semester hours credit.

SSI 1012. Survey of the Social Sciences.

The second half of the course 1011-1012. See above description. 3 semester hours credit.

SOCIOLOGY

FAD 2220. Individual and Family Life Span Development

The course is an analysis of the individual from conception to death, particularly as it applies to its professional application in human services. Biophysical, cognitive and psychosocial development throughout the life span will be considered, as well as problems specific to each stage. This course is required for pre-nursing students. The course carries division elective credit only. Prerequisite: General Psychology. Completion of Child Psychology is strongly recommended as preparation for this course. 3 semester hours credit.

SYG 1000. Introductory Sociology.

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.

SYG 1000L. Writing in Sociology.

This is a writing component which will be offered concurrently with a designated section of SYG 1000. A series of written assignments will be integrated into the subject matter along with appropriate writing instruction. This will give the student the opportunity of meeting the Communication Skills Law requirement and receiving credit in sociology. 1 semester hour credit.

SYG 1410. Marriage and Family Relationships.

This course is a study of the most intimate of all human relationships, the family. The family is examined as a social institution, but emphasis is placed on the individual and the changing roles and expectation in a rapidly-changing society. The ultimate goal of the course is personal growth. 3 semester hours credit.

SYG 2430. The Family and Society.

A historical and comparative study of courtship, mate selection, engagement 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.

SPANISH

SPN 1000. Basic Spanish Conversation.

A one-semester course designed not for those who wish to meet curriculum 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.

SPN 1100. Elementary Spanish.

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. 3 semester hours credit.

SPN 1101. Elementary Spanish.

A continuation of SPN 1100 with emphasis on both oral and written expression. Prerequisite: SPN 1100 or equivalent. 3 semester hours credit.

SPN 2200. Intermediate Spanish.

The courses 2200-2201 include the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. Prerequisite: SPN 1101 or two years of high school Spanish. 3 semester hours credit.

SPN 2201. Intermediate Spanish.

The second half of the course 2200-2201. Prerequisite: SPN 2200. 3 semester hours credit.

SPEECH

ORI 2000. Oral Interpretation.

Oral interpretation of major forms of prose, poetry, and drama, with emphasis on integration of vocal skills. 3 semester hours credit.

SPC 1050. Fundamentals of Speech.

An intensive study of the speech process. This course, primarily designed for English, speech, 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.

SPC 1410. Parliamentary Procedure.

A study of the principal forms and rules of parliamentary procedure. Designed to prepare students to participate in and preside over meetings of organized groups. 1 semester hour credit.

SPC 2030. Effective Speaking.

A fundamental course dealing with the preparation and presentation of speeches for business, social and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of speaking voice and pronunciation. Prerequisite: ENC 1101, ENC 1121, or instructor's approval. 3 semester hours credit.

THE 1000. Introduction to the Theatre.

This course is designed to develop an appreciation of theatre through a study of theatre history and literature. Topics to be studied will be theatre forms, styles and philosophy from antiquity to the present. 2 semester hours credit.

THE 1920-2920. Theatre Workshop I and II.

This course is designed to give practical experience in theatre production through participation in college theatre productions. Each course (1920 or 2920) may be pursued twice for credit up to a maximum of eight semester hours. Two hours workshop per week plus additional lab assignments as needed. Each student will be expected to complete a minimum of 20 lab hours each semester. 2 semester hours credit per semester.

TPP 2100. Fundamentals of Acting.

This course is designed to study the fundamental techniques and principles of acting. Improvisation, interpretation, stage movement, pantomime, and characterization are covered. Emphasis is on classroom exercise and scene presentations. Some participation in drama productions is required. 3 semester hours credit.

THE 2925. Play Production.

This course is designed to give practical production experience in theatre with direct skills application in all areas of theatre production and special emphasis on the problems of producing a play in an educational or community theatre system. It is intended especially for those with limited practical experience in the field. The course may be repeated with change of content up to a maximum of 6 credits. 3 semester hours credit.

TPA 1200. Fundamentals of Theatre Practice.

Theories and techniques of stagecraft, lighting, sound, costuming and make-up. Practical experience in the college theatre. The application will be through workshop sessions. Sessions of the art of technical nature through the actual performance. 1 semester hour

credit.

STUDENT DEVELOPMENT

SLS 1201. Personal Adjustment.

An elective designed to facilitate personal growth and development, including assistance in an individual's request for self-knowledge and understanding, individuality, social role perspective, interpersonal relationships, problem solving techniques, life planning skills, creativity, solving problems in aging, and other areas of interest. This course will not meet the requirements of General Psychology. 3 semester hours credit.

SLS 1401. Career and Life Planning.

A course designed for both freshman and sophomore students (especially undeclared majors) to help them plan realistic career and life goals through the development of self evaluation, career awareness and career decision-making skills. Students engage in a series of exercises which stimulate thinking about and planning for the future, much of which is done in small groups. The current job market is explored through the use of the Career Laboratory. 2 semester hours credit.

STD 1200. College Success Skills.

This course is designed for first semester freshmen students. It serves as an introduction to Chipola Junior College and assists the beginning student in the challenges of college life. Students will be acquainted with the people and programs available to help them get the most out of their college experience. The lab portion of the class is tailored to meet the individual needs of the student. 2 semester hours credit.

DIRECTED INDEPENDENT STUDY.

Students may wish to pursue independent study in some courses that may not be normally offered or to pursue studies outside the normal course schedule.

Directed Independent Study courses carry an additional \$25 per credit hour fee. Students should contact department chairmen for further information.

VOCATIONAL PROGRAMS AND COURSES OF STUDY

GENERAL INFORMATION

These programs and 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 or course 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 time necessary for completion of a prescribed curriculum depends on the program or course. Diplomas may be awarded for one semester, one year (1200 hours) or two years (2400 hours) in some programs. In addition to the hours of training required in each program there may be up to three hundred (300) hours added for improving language, mathematics and reading skills. The requirement will be determined by test scores.

Except for registered nursing, a student may enroll any clock hour vocational program or course at any time school is in session on a space available basis.

Admission requirements are shown elsewhere in this catalog. Variations or special requirements for any specific program including registered nursing, where enrollment is limited, will be furnished upon request.

The catalog numbers of vocational programs and courses are the identifying numbers used by the **Accreditor**, a publication of the Florida State Department of Education. The Statewide Common Course Numbering System used for college credit courses is not used for vocational courses.

Following the title of each curriculum is a general description of the program or course and the basic components are shown in terms of clock hours of instruction involved. Individual students will also receive a course outline from the instructor.

VOC 7660. Clerical Occupations. 1200 HRS

The program is designed to prepare a person for employment as a Receptionist, Reprographics Clerk, Clerk Typist, Transcribing Machine Operator, Correspondence Clerk, File Clerk, Records Supervisor, or General Office Clerk or to provide supplemental training for a person previously or currently employed in these occupations.

Clerical Occupations prepares individuals to record, duplicate, and retrieve data, including classifying, sorting, and filing correspondence, records, and other data. Instruction also includes shipping and receiving procedures, stock and inventory maintenance, and operation of office machines.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in numerous identified content (duty) areas. Individuals who begin work in Clerical Occupations will be offered competency instruction in minimum skills and preparation necessary for all business and office occupations in the following content (duty) areas:

- A. Telephone techniques
- B. Filing and retrieving
- C. Typewriting
- D. Incoming and outgoing mail
- E. Oral and written communications
- F. Reprographics
- G. Human relations
- H. Grooming
- I. Business records
- J. Math computations with and without machines
- K. Job application procedures
- L. Data processing
- M. Consumer economics
- N. Leadership training

Instruction in minimum skill competencies does not necessarily prepare individuals for entry level employment.

Individuals will then progress to the next level of instruction which will reinforce and expand competencies in the following content (duty) areas:

- A. Math computations with and without machines
- B. Oral and written communications
- C. Typewriting
- D. Automated office systems
- E. Filing and retrieving
- F. Reprographics
- G. Business records

Instruction in minimum skills and reinforcement and expansion competencies prepare a person for employment as a Receptionist, Clerk Typist, Reprographics Clerk, or File Clerk.

Individuals who continue refinement and application competency development in this program will be offered instruction in the following content (duty) areas:

- A. Typewriting
- B. Oral and written communications
- C. Math computations with and without machines
- D. Machine transcription
- E. Decision making

VOC 7680. Secretarial Occupations.

1200 HRS

The program is designed to prepare a person for employment as a Secretary, Stenographer, Legal Secretary, or Medical Secretary or to provide supplemental training for a person previously or currently employed in these occupations.

Secretarial Occupations prepares individuals to record and transcribe communications and to provide administrative support.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in numerous identified content (duty) areas. Individuals who begin work in Secretarial Occupations will be offered competency instruction in minimum skills and preparation necessary for all business and office occupations in the following content (duty) areas:

- A. Telephone techniques
- B. Filing and retrieving
- C. Typewriting
- D. Incoming and outgoing mail
- E. Oral and written communications
- F. Reprographics
- G. Human relations
- H. Grooming
- I. Business records
- J. Math computations with and without machines
- K. Job application procedures
- L. Data processing
- M. Consumer economics
- N. Leadership training

Instruction in minimum skill competencies does not necessarily prepare individuals for entry level employment.

Individuals will then progress to the next level of instruction which will reinforce and expand competencies in the following content (duty) areas:

- A. Filing and retrieving
- B. Reprographics
- C. Business records
- D. Math computations with and without machines
- E. Oral and written communications
- F. Typewriting
- G. Automated office systems

Instruction in minimum skills and reinforcement and expansion competencies prepare a person for employment as a Receptionist, Clerk Typist, Reprographics Clerk, or File Clerk.

Individuals who continue refinement and application competency development in this program will be offered instruction in the following content (duty) areas:

- A. Typewriting
- B. Oral and written communications
- C. Math computations with and without machines
- D. Machine transcription
- E. Shorthand
- F. Decision making

Instruction in minimum skills, reinforcement and expansion, and refinement and application competencies prepare a person for employment as a Secretary or Stenographer.

At the postsecondary or adult level, individuals may have the opportunity to develop higher proficiency in Secretarial Occupations in the following content (duty) areas:

- A. Records management
- B. Word processing
- C. Accounting
- D. Data process
- E. Decision making
- F. Oral and written communications
- G. Legal secretary
- H. Medical secretary

Instruction in minimum skills, reinforcement and expansion, refinement and application, and high proficiency competencies prepare a person for employment as a Legal Secretary or Medical Secretary.

Concepts of American enterprise will be included in this program so that students may function effectively in the American enterprise economic system.

Future Business Leaders of America (secondary) and Phi Beta Lambda (postsecondary) are the appropriate vocational student organizations for providing leadership experiences and for reinforcing specific vocational skills. When provided, these activities are considered an integral part of the instructional program.

The cooperative method of instruction is appropriate for this program. Whenever the cooperative method is offered, the following is required for each student: a training plan which includes instructional objectives and a list of on-the-job and in-school learning experiences; a work station which reflects equipment, skills, and tasks which are relevant to the occupation which the student has chosen as a career goal.

VOC 8028. Digital Electronics

This individualized competency based program provides specialized learning experiences which include the theory, laboratory and workshop as each relates to assembling, installing, testing and maintaining electronic equipment, such as industrial electronic equipment, test equipment, computing systems, and control devices and components, amplifiers, oscillators, digital and microprocessor circuits. Learning experiences are designed to prepare students for employment in communications, industrial electronics, computer/microprocessor systems, and related electronic occupations.

THIS PROGRAM IS OPEN TO HIGH SCHOOL STUDENTS.

VOC 8590. Individualized Manpower Training System.

Various HRS

The Individual Manpower Training System (IMTS) is a vocational education special instructional program designed to support academically disadvantaged students whose basic skill deficiencies prevent success in vocational preparatory programs or those who do not meet the criteria for admission to the vocational preparatory programs of their choice.

The program provides for an assessment of learning* deficiencies followed by individualized prescriptive instruction and guidance for students who need special assistance in order to succeed in vocational preparatory programs.

PROGRAM CONTENT: Using IMTS concepts, uniquely designed individualized instruction will be prescribed to meet students' needs for remediation in academic basic skills, complementary skills, employability behaviors, and other selected competencies associated with their vocational preparatory program objectives. Each student's needs are diagnosed and remediated. The program addresses deficiencies which have been shown to prevent students from succeeding in achieving the competencies required for entry into an occupation or a cluster of closely related occupations.

The basic program encompasses a combination of instructional components consisting of:

- A. Reading
- B. Language
- C. Mathematics
- D. Complementary Skills
- E. Employability Behavior

The IMTS program may provide an occupational exploratory program component (OEP). The OEP is designed to provide direct hands-on experiences with tools, materials and work simulations common to clusters of occupational areas. The program component is designed to assist persons with special needs to identify vocational interests and skills and to aid them in making choices for occupational training.

The program content is structured by the IMTS procedures of:

- A. Interview and goal setting
- B. Diagnosis

A competency assessment is performed for each student by personnel trained in IMTS concepts and program procedures to identify needs in each of the instructional components. The assessment instruments include a locator test and levels E, M. and D of the Tests of Adult Basic Education (TABE), Forms 1 and 2, 1967 Edition, California Test Bureau, McGraw-Hill Publishing Company.

- C. Prescription

Study materials identified in the Florida Prescribing Catalogs are prescribed for each student, based on the results of the individual's needs assessment.

- D. Management
- E. Evaluation

Each student receives frequent feedback on progress via module tests, data sheets and conferences.

The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, performance/based evaluation, and a non-graded system.

VOC 9013. Air Conditioning, Refrigeration, and Heating Mechanics 1200/2400HRS

The program is designed to prepare a person for initial employment as an Air Conditioning Mechanic, Air Conditioning Installer Servicer, Environmental Control System Installer, Air Conditioning Installer, Oil Burner Servicer and Installer, Furnace Installer, or Furnace Installer and Repairer or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as preapprenticeship or apprenticeship related instruction.

PROGRAM CONTENT: Instruction is designed to enable the

individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership and human relation skills
- C. Employability skills
- D. Safe and efficient work practices
- E. Ability to read and apply applicable codes
- F. Prepare job estimates
- G. Understand and solve AC and DC problems
- H. Use meters and test equipment
- I. Installing and servicing electrical air conditioning and heating controls
- J. Installing and servicing compressors
- K. Installing and servicing condensers
- L. Installing and servicing water towers
- M. Installing and servicing evaporators
- N. Installing and servicing metering devices
- O. Sizing, laying out, installing and servicing air circulation and distribution systems
- P. Determining line size and joining pipe and tubing of various types and materials
- Q. Installing and servicing valves
- R. Installing, servicing and adjusting motor components and accessories
- S. Troubleshooting and repairing residential and commercial central climate control systems
- T. Installing and servicing heat pumps and electrical strip heating elements
- U. System installation procedures
- V. Adjusting systems and components to specifications
- W. Installation, maintenance and repair of oil and gas and gas fired heating systems
- X. Use of current industry standards, practices, and techniques

VOC 9023. Appliance Repair

1200/2400 HRS

The program is designed to prepare a person for initial employment to install, to maintain and to repair major appliances with occupational titles such as an Electrical Appliance Servicer, Household Appliance Installer, Appliance Repairer, Electrical Appliance Servicer, Electrical Appliance Repairer, or Gas Appliance Servicer or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as preapprenticeship or apprenticeship related instruction.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership skills
- C. Human relations and employability skills
- D. Safe and efficient work practices
- E. Installation, repair and maintenance of major appliances
- F. Refrigeration theory
- G. Use and care of test equipment
- H. Use of hand and power tools
- I. Cost estimating
- J. Malfunction diagnosis/troubleshooting
- K. Electrical and electronic theory
- L. National Electric Codes, building codes, and other appropriate codes
- M. Recordkeeping and business procedures
- N. Cutting, bending, swaging, soldering, brazing, and welding lines
- O. Interpreting schematics, diagrams, and manufacturer's operation and servicing manuals
- P. Use of current industry standards, practices, and techniques
- Q. Use, care, and application of materials

VOC 9043. Automotive Mechanics

1200/2400HRS

The program is designed to prepare a person for initial employment as an Automobile Mechanic, Automobile Tester, Automobile Mechanic Helper, Carburetor Mechanic, Front End Mechanic, Transmission Mechanic, Tune Up person previously or currently employed in these occupations. It may also serve as preapprenticeship or apprenticeship related instruction.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership skills
- C. Human relations and employability skills
- D. Safe and efficient work practices
- E. Use of hand and power tools and diagnostic equipment
- F. Engine overhaul
- G. Maintenance and repair of cooling systems
- H. Maintenance and repair of fuel systems, diesel injection, gasoline injection, conventional carburetion systems and turbo charging systems
- I. Servicing, performing maintenance, and overhauling transmissions and power train
- J. Maintaining and repairing standard and power steering units and suspension
- K. Performing tune-ups
- L. Maintaining and repairing front ends
- M. Maintaining and repairing braking systems
- N. Maintaining and repairing electrical systems
- O. Maintaining and repairing heaters and air conditioners
- P. Malfunction diagnosis/troubleshooting
- Q. Maintaining and repairing exhaust systems and emission control systems
- R. Maintaining and repairing ignition systems
- S. Maintaining lubrication system
- T. Use of service and repair manuals
- U. Recordkeeping and business procedures
- V. Welding and brazing
- W. Use and care of hand tools power tools and equipment
- X. Selection, application, and care of materials
- Y. Use of current industry standards, practices, and techniques

VOC 9205. Cosmetology

1200HRS

The program is designed to prepare a person for initial employment as a Cosmetologist or to provide supplemental training for a person previously or currently employed in this occupation. Certification of completion from the individual school enables the student to qualify for the Florida Cosmetology examination for licensure.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership skills
- C. Human relations and employability skills
- D. Safe and efficient work practices
- E. Bacteriology, sterilization, and sanitation
- F. Shampooing
- G. Scalp and hair treatments
- H. Hair shaping
- I. Hair arranging
- J. Blow waving
- K. Care and styling of wigs
- L. Permanent waving
- M. Hair coloring

- N. Chemical relaxing
- O. Thermal hair straightening
- P. Thermal curling and waving
- Q. Manicuring and pedicuring
- R. Facial treatments and facial makeup
- S. Salon management

VOC 9329. Electronic Technology.

1200/2400HRS

The program is designed to prepare a person for initial employment as an Electronics Technician, Electronics System Maintenance Supervisor, Electronic Service Technician, or a Field Engineer or to provide supplemental training for a person previously or currently employed in these occupations. The program will train students to work closely in support of Electronic Engineers and related professionals in design, development, modification and testing of electronic circuits, devices, and systems.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership and human relation skills
- C. Employability skills
- D. Safe and efficient work practices
- E. Utilization of schematics and diagrams
- F. Malfunction diagnosis/troubleshooting
- G. Repair of defective electronic equipment and components
- H. Experimental circuitry
- I. Standard test apparatus and procedures
- J. Circuitry modification
- K. Analyzing test data
- L. Equipment and circuitry adjustment and calibration
- M. Preparing, evaluating and analyzing technical reports
- N. Installing specialized equipment
- O. Fabrication of non-procurable items
- P. Equipment performance evaluation
- Q. System analysis
- R. Use of current industry standards, practices, and techniques

VOC 9383. Gasoline Engine Mechanics.

1200/2400HRS

The program is designed to prepare a person for initial employment as a Power Saw Mechanic, Small Engine Mechanic, or Internal Combustion Engine Inspector or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as preapprenticeship or apprenticeship related instruction.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership and human relation skills
- C. Employability skills
- D. Safe and efficient work practices
- E. Two and four stroke cycle gas driven internal combustion engines
- F. Use of manufacturers' repair manuals
- G. Repair estimating
- H. Component repair
- I. Malfunction diagnosis/troubleshooting
- J. Engine maintenance, repair, and rebuilding
- K. Belt, gear, and chain power transfer systems
- L. Ignition systems
- M. Carburetion
- N. Governors and speed control

- O. Electrical systems
- P. Welding and brazing
- Q. Fabrication of parts
- R. Use of hand tools, power tools, and equipment
- S. Use and care of materials
- T. Use of current industry standards, practices, and techniques

VOC 9553. Machine Shop.

1200/2400HRS

The program is designed to prepare a person for initial employment as a Machinist, Experimental Machinist, Maintenance Machinist, Lay-out Operator, Numerical Control Machine Operator, Transfer Machine Operator, Grinder Set-up Operator, Tool Grinder Operator, Engine Lathe Set-up Operator, Milling Machine Operator, Shear Operator, or Bench Grinder or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as preapprenticeship or apprenticeship related instruction.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership and human relation skills
- C. Employability skills
- D. Safe and efficient work practices
- E. Maintenance of shop facilities and work area
- F. Mathematical calculations
- G. Interpret blueprints and specifications
- H. Work design and planning
- I. Precision measuring
- J. Bench work
- K. Power saw operation
- L. Drill press operations
- M. Press operations
- N. Production machinist line work
- O. Lathe operations
- P. Shaper operations
- Q. Milling machine operation
- R. Grinding machine operation
- S. Machine and tool maintenance
- T. Supervisory functions
- U. Welding and brazing
- V. Classification and identification of metals
- W. Use of hand tools, power tools, and equipment
- X. Use and care of materials
- Y. Use of current industry standards, practices, and techniques

VOC 9943. Welding

1200/2400HRS

The program is designed to prepare a person for initial employment as a Tack Welder, Welder Fitter, Welder Assembler, Arc Cutter, Thermal Cutter, Thermal Cutting Machine Operator, Welding Machine Operator, Arc Welder, Resistance Machine Welder Setter, Resistance Welding Machine Operator, Combination Welder, Production Line Welder, Induction Brazier, or Assembler Brazier or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as preapprenticeship or apprenticeship related instruction.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Communication skills
- B. Leadership and human relation skills
- C. Employability skills
- D. Safe and efficient work practices
- E. Use of blueprints and schematics
- F. Metal properties and identification

- G. Weld testing
- H. Oxyacetylene welding and cutting
- I. Brazing
- J. Arc welding
- K. MIG welding
- L. TIG welding
- M. Certification test preparation
- N. Work layout and planning
- O. Use and care of hand tools, power tools, and equipment
- P. Selection, application, and care of materials
- Q. Use of current industry standards, practices, and techniques

VOCATIONAL COURSES

Short, vocational and avocational or special interest courses of less than one school year's duration are offered on demand. Any adult is eligible for admission to the short courses except for a few courses designed and offered for a target population for which enrollment is limited.

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 chairman of the Vocational and Technical Education.

Three vocational short courses frequently offered and which lead to State certification are shown below:

VOC 2764. Dietetic Assistant

82HRS

The program is designed to prepare a person for employment as a Dietetic Technician or to provide supplemental training for a person previously or currently employed in this occupation. The program shall meet the instructional hours and standards required by the American Dietetic Association.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Employability skills including personal health and hygiene, communication, computation, and human relations
- B. Job sources, descriptions, qualifications, and career opportunities in dietetic technology
- C. Operational procedures
- D. Dietary department operations
- E. Safety, sanitation, and security
- F. Selecting, using, caring, and storing dietary equipment and supplies
- G. Work simplification
- H. Nutrition applied to diet therapy and diet modification through general and therapeutic diets
- I. Patient interview and diet instruction for menu and routine modification
- J. Supervision of food production and patient food service
- K. Purchase, receive, store, issue, and inventory food and supplies
- L. Food and labor cost analysis
- M. Dietary seminar attendance
- N. Clinical and laboratory experience
- O. Supervisory training and personnel management
- P. Management of time, energy, space, money, and other material resources
- Q. Rule, regulations, and legislation
- R. Leadership skills and professional organization
- S. Free enterprise, consumer, economic, and

- entrepreneurship education
- T. Future trends in dietetic technology

- U. Leadership and human relations skills
- V. Health and safety

VOC 3041. Nursing Assisting.

200HRS

The program is designed to prepare a person for employment as a Nursing Assistant or Nurse Aide or to provide supplemental training for a person previously or currently employed in these occupations.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Psychological needs of patients
- B. Patient room environment
- C. Personal hygiene
- D. Body elimination
- E. Basic nursing skills
- F. Nutrition
- G. Comfort and safety measures
- H. Treatments and procedures
- I. Restorative nursing measures
- J. Legal and ethical aspects
- K. Vital signs
- L. First aid and cardiopulmonary resuscitation (CPR)
- M. Reports
- N. Communication skills
- O. Environmental safety and sanitation
- P. Patient care services
- Q. Employability skills
- R. Leadership and human relations skills
- S. Health and safety

Clinical learning experiences are required as a part of this program.

VOC 3091. Emergency Medical Technology - EMT

180HRS

The program is designed to prepare a person for employment as an Emergency Medical Technician or to provide supplemental training for a person previously or currently employed in this occupation. The program must be approved by the Department of Health and Rehabilitative Services so that the graduate may take the examination to practice as a certified Emergency Medical Technician.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Introduction to emergency care training
- B. Airway obstruction and respiratory arrest
- C. Cardiac arrest
- D. Mechanical aids to breathing and resuscitation
- E. Bleeding and shock
- F. Wounds
- G. Fractures of the upper extremity
- H. Fractures of the pelvis, hip, and lower extremity
- I. Injuries of the pelvis, face, neck, and spine
- J. Injuries to the eye, chest, abdomen, and genitalia
- K. Medical emergencies I
- L. Medical emergencies II
- M. Emergency childbirth
- N. Environmental agencies
- O. Lifting and moving patients
- P. Extrication from automobiles
- Q. Operations
- R. Responding to an ambulance call
- S. Situational review
- T. Employability skills

Clinical learning experiences are required as a part of this program.

VOC 8119. Law Enforcement

400HRS

The program is designed to prepare a person for employment as a Law Enforcement Officer, Sheriff, Bailiff, Fish and Game Warden, Police Officer, or Detective or to provide supplemental training for a person previously or currently employed in these occupations. This program prepares the student for certification as a law enforcement officer in accordance with Chapter 81-24, Florida Statutes. This program must be approved by the Criminal Justice Standards and Training Commission.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Basic law and criminal procedures
- B. Criminal evidence
- C. Administration of criminal law
- D. Crime investigation
- E. Patrol procedures
- F. Police-community relations
- G. Traffic control
- H. Juvenile procedures
- I. Defensive tactics
- J. Civil disorders
- K. Firearms training
- L. Employability skills
- M. Leadership and human relations skills
- N. Health and safety

VOC 8122. Correctional Officer.

320HRS

The program is designed to prepare a person for employment as a Correctional Officer, Jailer, or Protective Service Worker or to provide supplemental training for a person previously or currently employed in these occupations. This program prepares the student for certification as a Correctional Officer in accordance with Chapter 81-24, Florida Statutes. This program must be approved by the Criminal Justice Standards and Training Commission.

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Introduction to the criminal justice system
- B. Criminal correctional laws and rules
- C. Basic law and legal procedures
- D. Crime investigation
- E. Correctional administration
- F. Physical security
- G. Facility services
- H. Intake, classification, and release
- I. Special programs
- J. Human skills and behavior
- K. Proficiency skills as designated in minimum training requirements as established by the Criminal Justice Standards and Training Commission
- L. Employability skills
- M. Leadership and human relations skills
- N. Health and safety

VOC 8123. Volunteer Firefighting.

240HRS

The program is designed to prepare a person for employment as a Volunteer Firefighter or to provide

supplemental training for a person previously or currently serving in this occupation. This program is recommended by the Florida Fire Standards and Training Council in order for persons to serve in the community as Volunteer Firefighters.

- L. Portable extinguishers
- M. Flammable liquid fire control
- N. Employability skills
- Q. Leadership and human relations skills
- P. Health and safety

PROGRAM CONTENT: Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Introduction to firefighting
- B. Hoses and nozzles
- C. Fire ground hose lay-outs
- D. Ladders
- E. Developing adequate fire streams
- F. Tools and ropes
- G. Ventilation
- H. Breathing equipment
- I. Search and rescue
- J. Forcible entry
- K. Salvage

COMMUNITY INSTRUCTIONAL SERVICES

Courses, workshops, and seminars are offered to the community at varying times during the year as required.

Individuals interested in training in such areas as childbirth, consumer economics, homemaking and leisure activities are requested to call the College.

CONTINUING EDUCATION SERVICES

Various required professional activities are conducted at the College throughout the year. Professionals needing continuing education or certification instruction are asked to call the College.

—INDEX—

Accounting	42	IMTS	59
Administration	3	Inklings	16
Admission	8		
Art	28,42	Journalism	51
Attendance	18,19		
		Mathematics	51
Banking	38	Matriculation Fee	11
Biological Sciences	43	Measurable Progress	14
Book, Supplies	12	Medical Services	16
Buildings	56	Mental Retardation	53
Business	43	Music	28,53
		Music Activities	16
Cafeteria Charges	12	Music Fees	54
Calendar	2		
Chemistry	45	Nursing, ADN	31
Civil Rights Compliance	8		
Communication and			
Computation Skills	23		
Computer Science	46	Objectives CJC	7
		Organizations	16,17
Cooperative Education	39		
Costs	11	Papoose	16
Counseling Services	17	Physical Education	54
Course Descriptions	40	Physical Plant	7
Courses of Study	24	Physical Science	56
Course Offerings	40	Physics	56
Credits, Official Standing	8	Placement Testing	17
Criminology, Corrections	38,46	Political Science	56
Curriculum	21	Probation, Scholastic	14
		Psychology	56
Data Processing	37	Publications	16
Deaf, Program for	36		
Directed Independent Study	58	Quality Points	20
Dormitory Regulations	16		
Drama	16,35	Refund Policy	12
Dual Enrollment	18	Registration	18
		Regulations, General	18
Economics	47	Religious Organizations	17
Education	36,47		
Electrical Technology	48	Scholastic Probation, Suspension	14
English	48	Scholarships	13
		Senior Citizens	12
Faculty	4	Social Science	56
Fees	11	Sociology	56
Financial Aid	12	Spanish	57
Financial Regulations	14	Speech	57
Fines	12	Sports, Recreation	16
Food Services	16	Standards of Progress	16,20
Forgiveness Policy	19	Student Activities	16
		Student Costs	11
General Education	21	Student Housing	15
General Information	6	Student Load	19
General Regulations	18	Student Records	21
Geography	50	Student Services	12
Grading System	19	Suspension	20
Graduation Fee	11		
Graduation Requirements	21	Transcripts	21
		Transfer Students	9,20
Handicapped Services	17	Trustees, Board of	3
Health	50	Tuition	11
History	50		
Home Economics	27,51	Vocational Course Offerings	58
Housing	15		
Humanities	51	Withdrawal from Course	18

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 Registration Office, Chipola Junior College, Marianna, FL 32446.

Registration Office
Chipola Junior College
Marianna, FL 32446

Please send the necessary admission papers to:

Name _____
(First) (Middle) (Last)

Mailing Address: _____

I was (or will be) graduated from _____

High School in 19__.

I (Have) (Have not) attended another college or university.

I am applying for admission as (check one):

- ___ 1. A regular college-level student.
- ___ 2. 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 Session, 19__

Date _____

Signed _____