

# CHIPOLA JUNIOR COLLEGE

Catalog  
1987-88



Fla  
R  
LD6501  
.C45C  
1987-88



Library  
 Chipola Jr. College  
 Marianna, Florida

Fla  
 R  
 LD6501  
 .C45C  
 1987-88

# CHIPOLA JUNIOR COLLEGE

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.

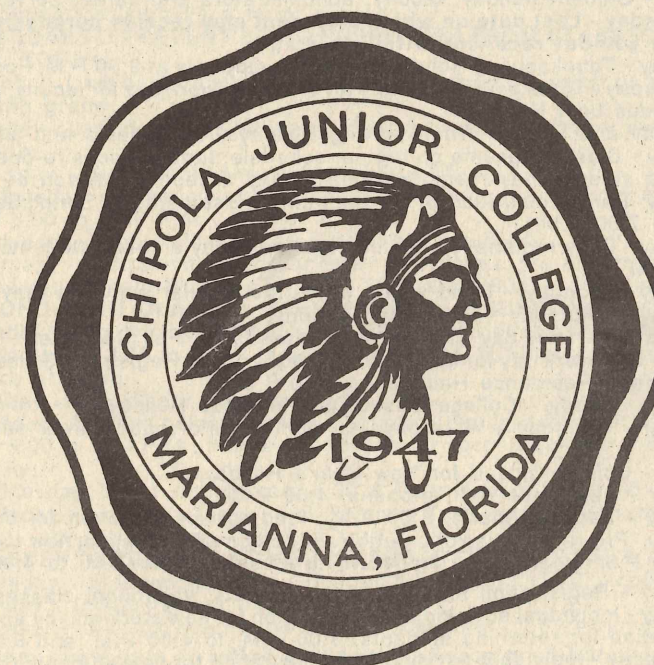
Member of the American Association of Community and Junior Colleges, American Council on Education, Florida Association of Community Colleges, Southern Association of Junior Colleges, and Florida Association of Colleges and Universities.

MARIANNA, FLORIDA 32446

## TABLE OF CONTENTS

College Calendar.....	2
Administration.....	5
General Information.....	8
Admissions.....	9
Student Costs .....	12
Curriculum.....	24
Program Outlines .....	28
Course Descriptions .....	62
Vocational Clock-Hour Program .....	88

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



n.a.



CHIPOLA JUNIOR COLLEGE CALENDAR  
1987-88

FALL SEMESTER, 1987  
July 2 or 6

July 27  
July 28  
July 28

July 28  
July 29

**FOUR-DAY WORK WEEK ENDS FOR ADMINISTRATORS, SPECIALISTS, AND CAREER SERVICE;  
FOUR-DAY WORK WEEK CONTINUES FOR FACULTY.**

August 3 Monday - Fall Semester begins; administrators and career service personnel begin five-day work week.  
August 11 Tuesday - Faculty reports for duty at 8:00 A.M.; first faculty meeting at 9:00 A.M.  
August 11-12 Tuesday - Wednesday - In-service activities for faculty.  
August 13-14 Thursday - Friday - Division meetings and faculty planning.  
August 16 Sunday - Residence Hall opens, 4:00 P.M.

**FIVE-DAY WORK WEEK BEGINS FOR FACULTY**

August 17 Monday - Placement testing and orientation for new academic students; registration (by appointment) for returning students from 8:00 A.M. to 4:00 P.M. Food services begin with breakfast meal.  
August 17 Monday - Registration for clock hour students begins 8:00 A.M. to 4:00 P.M. Classes begin for clock hour students on a regular basis.  
August 18 Tuesday - Registration for returning students (by appointment) and clock hour students; 8:00 A.M. to 4:00 P.M. Open entry registration for clock hour students continues on a daily basis throughout the semester. Food services begin with breakfast meal.  
August 19 Wednesday - Advising and registration for new academic students (by appointment) begins; continued registration for returning students 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.  
August 20 Thursday - Appointments for advising and registration of new students, 8:00 A.M. to 4:00 P.M.  
August 21 Friday - Late registration, 8:00 A.M. to 4:00 P.M.  
August 24 Monday - Academic classes begin on regular schedule; first drop-add date for Fall Semester. Late registration 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.; semester meal plan begins with breakfast.  
August 25-27 Tuesday - Thursday - Late registration, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M. each day.  
August 28 Friday - Last day for sophomores to register for the October College Level academic Skills Test (CLAST).  
August 28 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 clock hour students continues throughout the semester.

August 28

September 4  
September 7  
September 8  
September 26  
October 20  
October 23  
October 28

November 24  
November 25

November 26-27  
November 30

December 7

December 8

December 8-14  
December 15-17  
December 16  
December 18

December 21-25  
December 28-31

**SPRING SEMESTER 1988**

January 1  
January 3  
January 4  
January 4

January 5  
January 5

January 6

January 7

January 6-8

Thursday or Monday - Independence Day Holiday for career employees; class or work day for students and all other college personnel.  
Monday - Placement testing and orientation for new academic students.  
Tuesday - Placement testing and orientation for new academic students.  
Tuesday - Second Summer Term ends for all students; last faculty work day; food services close after Noon meal.  
Tuesday - Associate Degree Nursing Program Graduation exercises - 7:00 P.M.  
Wednesday - Final grades due in Registrar's Office by 12:00 Noon.  
Monday - Fall Semester begins; administrators and career service personnel begin five-day work week.  
Tuesday - Faculty reports for duty at 8:00 A.M.; first faculty meeting at 9:00 A.M.  
Tuesday - Wednesday - In-service activities for faculty.  
Thursday - Friday - Division meetings and faculty planning.  
Sunday - Residence Hall opens, 4:00 P.M.  
Monday - Placement testing and orientation for new academic students; registration (by appointment) for returning students from 8:00 A.M. to 4:00 P.M. Food services begin with breakfast meal.  
Monday - Registration for clock hour students begins 8:00 A.M. to 4:00 P.M. Classes begin for clock hour students on a regular basis.  
Tuesday - Registration for returning students (by appointment) and clock hour students; 8:00 A.M. to 4:00 P.M. Open entry registration for clock hour students continues on a daily basis throughout the semester. Food services begin with breakfast meal.  
Wednesday - Advising and registration for new academic students (by appointment) begins; continued registration for returning students 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.  
Thursday - Appointments for advising and registration of new students, 8:00 A.M. to 4:00 P.M.  
Friday - Late registration, 8:00 A.M. to 4:00 P.M.  
Monday - Academic classes begin on regular schedule; first drop-add date for Fall Semester. Late registration 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.; semester meal plan begins with breakfast.  
Tuesday - Thursday - Late registration, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M. each day.  
Friday - Last day for sophomores to register for the October College Level academic Skills Test (CLAST).  
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 clock hour students continues throughout the semester.  
**IN ORDER TO PREVENT BEING SUSPENDED FROM CLASSES, ALL FEES MUST BE PAID BY 3:00 P.M. TODAY.**  
Friday - Labor Day Holiday begins, 6:00 P.M.; food services close after evening meal.  
Monday - Labor Day Holiday for students and all college personnel.  
Tuesday - Classes resume on regular schedule; food services re-opens for breakfast meal.  
Saturday - Fall administration of CLAST.  
Tuesday - Fall Festival for students; classes scheduled for 10:15 A.M. to 2:15 P.M. will not meet.  
Friday - Student holiday; faculty, administrators and career service work day.  
Wednesday - Last date on which a student may receive permission to drop or withdraw from any course without receiving a failing grade.  
Tuesday - Thanksgiving Holiday begins for students at 9:30 P.M. Food services close after noon meal.  
Wednesday - Thanksgiving Holiday for students; work day for faculty, administrators and career services employees until Noon.  
Thursday and Friday - Thanksgiving Holidays for students and all college personnel.  
Monday - Classes resume on regular schedule; food services re-open for breakfast meal; last date on which a student may resign without penalty except for reason of personal health.  
Monday - Early registration for currently enrolled students for Spring Semester, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.  
Tuesday - Early registration continues for currently enrolled students for Spring Semester, 8:00 A.M. to 4:00 P.M.  
Tuesday - Monday - Dead week, no extracurricular activities may be scheduled.  
Tuesday - Thursday - Final examinations.  
Wednesday - Last day of clock hour classes for Fall Semester.  
Friday - Last work day for faculty; final grades due in Registrar's Office at Noon; food services close after Noon meal; Residence Hall closes 6:00 P.M.  
Monday - Friday - College closed for Christmas Holidays.  
Monday - Thursday - Work days for administrators and career service personnel.  
Friday - College closed for New Year's Holiday.  
Sunday - Residence Hall re-opens, 4:00 P.M.  
Monday - Faculty reports, 8:00 A.M.; food services re-open for breakfast meal.  
Monday - Pre-registration orientation and placement testing for new 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.  
Tuesday - Registration for clock hour students; vocational classes begin on regular schedule.  
Tuesday - Individual advising and registration for new 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.  
Wednesday - Individual advising and registration for new 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.  
Thursday - 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 to 7:00 P.M.; Spring Semester meal plan begins with breakfast.  
Wednesday - Friday - Late registration for all students, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M., except Friday.

January 8

January 8

February 12  
February 26  
March 12  
March 15  
March 16

March 18

March 21-25  
March 23  
March 24-25  
March 27  
March 28  
April 1

April 20

April 21  
April 21  
April 26-May 2  
May 2  
May 3  
May 4  
May 5

May 6

May 6

**SUMMER SESSION 1988, FIRST TERM CLASSES MEET MONDAY - THURSDAY BEGINS MAY 9**

May 9

May 10

May 11

May 11

May 23

May 30

June 4  
June 8

June 15  
June 16

**SUMMER SESSION 1988 - SECOND TERM CLASSES MEET MONDAY - THURSDAY**

June 20

June 20  
June 21

June 22  
June 23

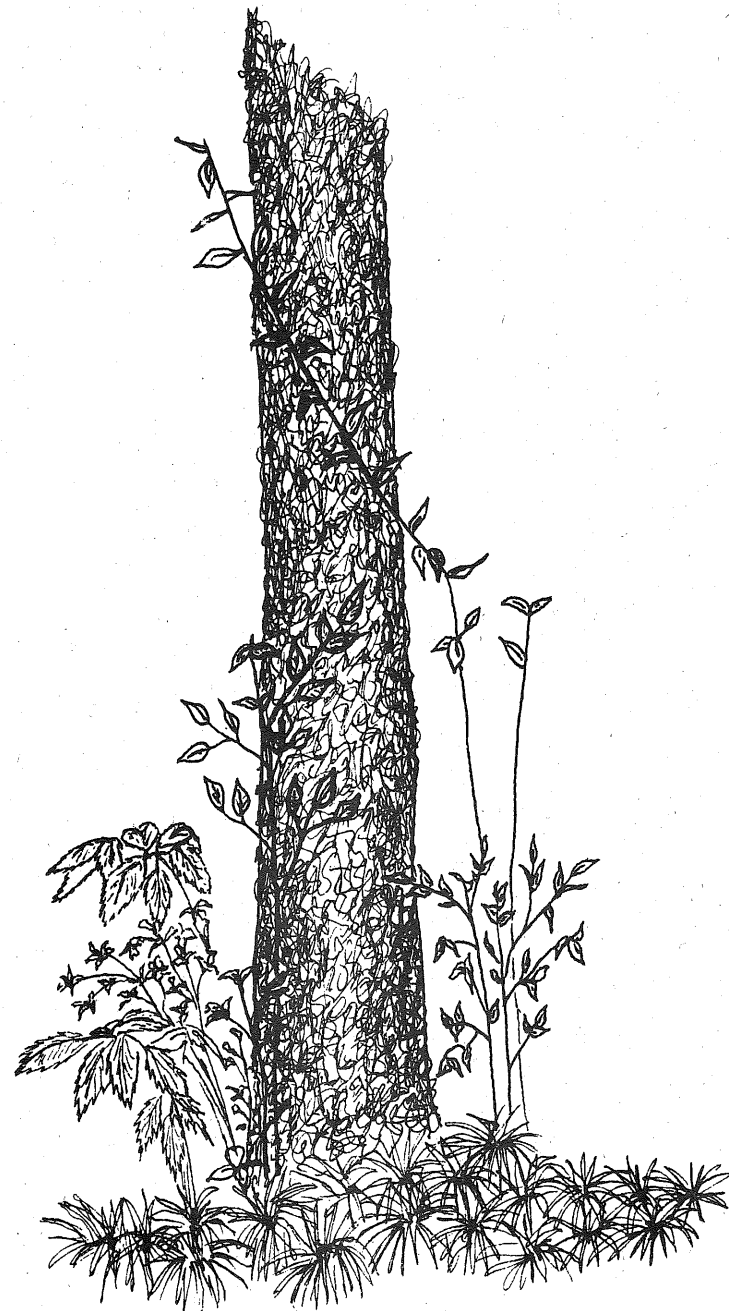
June 23  
June 30  
July 4  
July 5  
July 11

July 28  
July 29

August 1  
August 2

**Last date to register for Spring Semester.** Open entry registration for clock hour students continues throughout the semester.  
**IN ORDER TO PREVENT BEING SUSPENDED FROM CLASSES, ALL FEES MUST BE PAID BY 3:00 P.M. TODAY.**  
Friday - Last day for sophomores to register for the March CLAST.  
Friday - Student holiday; faculty, administrators and career service work day.  
Saturday - Spring administration of CLAST.  
Tuesday - Spring Frolics for students; classes scheduled from 10:15 A.M. to 2:15 P.M. will not meet.  
Wednesday - Last date on which a student may drop or withdraw from any course without receiving a failing grade.  
Friday - Spring Holidays begin for students, 4:30 P.M.; food services close after Noon meal; Residence Hall closes at 6:00 P.M.  
Monday - Friday - Spring Holidays for all students.  
Wednesday - Spring Holidays for faculty, administrators and career service personnel begins at Noon.  
Thursday - Friday - Spring Holidays for faculty, administrators and career service personnel.  
Sunday - Residence Hall opens at 4:00 P.M.  
Monday - Classes resume on regular schedule; food services re-open for breakfast meal.  
Friday - Last date on which a student may resign without penalty except for reason of personal health.  
Wednesday - Early registration for currently enrolled students for first Summer Term, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.  
Thursday - Early registration for currently enrolled students for first Summer Term, 8:00 A.M. to 4:00 P.M.  
Thursday - Honors Day Ceremony, 7:00 P.M.  
Tuesday - Monday - Dead Week, no extracurricular activities may be scheduled.  
Monday - Final examinations begin.  
Tuesday - Final examinations.  
Wednesday - Final examinations end.  
Thursday - Final grades due in Registrar's Office by 2:00 P.M. Last day of clock hour classes for Spring Semester.  
Friday - Spring Semester ends; food services close after Noon meal. Last faculty work day except for nine-months and Summer Term II personnel.  
Friday - Graduation exercises, 7:30 P.M.; pre-registration and placement testing for new students for first Summer Term, 8:00 A.M. to 4:00 P.M. Residence Hall closes for Spring Semester at 10:00 P.M.  
Friday - Last day for sophomores to register for June CLAST.  
**SUMMER SESSION 1988, FIRST TERM CLASSES MEET MONDAY - THURSDAY BEGINS MAY 9**  
Monday - Faculty reports for duty, 7:30 A.M.; individual advising for new students (by appointment), 7:30 A.M. to 12:00 Noon; registration, 7:30 A.M. to 5:00 P.M. and 6:00 to 7:00 P.M.; clock hour classes begin; clock hour registration for new students continues throughout Summer Term II; Residence Hall opens at 4:00 P.M.  
Tuesday - Academic classes begin on regular schedule; first drop-add date for first Summer Term; late registration from 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M. Last work day for nine-months and Summer Term II faculty.  
Wednesday - Last date for first Summer Term registration, 7:30 A.M. to 4:30 P.M. and 6:00 to 7:00 P.M.; last drop-add date for first Summer Term; open entry registration for clock hour students continues throughout the term.  
**IN ORDER TO PREVENT BEING SUSPENDED FROM CLASSES, ALL FEES MUST BE PAID BY 3:00 P.M. TODAY.**  
Monday - Last date on which a student may drop or withdraw from any course without receiving a failing grade.  
Monday - Last date on which a student may resign without penalty except for reason of personal health.  
Saturday - Summer administration of CLAST.  
Wednesday - Early registration for currently enrolled students for Summer Term II, 7:30 A.M. to 4:30 P.M. and 6:00 to 7:00 P.M.  
Wednesday - Last class day for clock hour students.  
Thursday - First Summer Term ends for all students; pre-registration, orientation and placement testing for new students for Summer Term II, 8:00 A.M. to 4:00 P.M. Residence Hall closes for summer at 6:00 P.M.  
**SUMMER SESSION 1988 - SECOND TERM CLASSES MEET MONDAY - THURSDAY**  
Monday - Faculty reports for duty, 7:30 A.M.; individual advising for new students and registration for all students 7:30 A.M. to 4:30 P.M. and 6:00 to 7:00 P.M. Final grades for first Summer Term due in Registrar's Office at Noon.  
Monday - Clock hour classes begin.  
Tuesday - Academic classes begin meeting on regular schedule; late registration, 7:30 A.M. to 4:30 P.M. and 6:00 to 7:00 P.M.; first drop-add date for second Summer Term. Last work day for Summer Term I faculty.  
Wednesday - Late registration, 7:30 A.M. to 4:30 P.M. and 6:00 to 7:00 P.M.  
Thursday - Last date for second Summer Term registration; first drop-add date for second Summer Term; late registration, 7:30 A.M. to 4:30 P.M.  
**IN ORDER TO PREVENT BEING SUSPENDED FROM CLASSES, ALL FEES MUST BE PAID BY TODAY.**  
Thursday - Independence Day Holiday begins, 9:30 P.M.; food services close after evening meal.  
Monday - Independence Day Holiday.  
Tuesday - Classes resume on regular schedule; food services re-open for breakfast meal.  
Monday - Last date on which a student may drop or withdraw from any course without receiving a failing grade.  
Thursday - Associate Degree Nursing Program Graduation exercises - 7:00 P.M.  
Friday - ALL CLASSES THAT MEET EACH MONDAY WILL HAVE THEIR FINAL CLASSES ON FRIDAY, JULY 29. Second Summer Term ends; food services close after Noon meal; Residence Hall closes at 6:00 P.M.  
Monday - Final grades due in Registrar's Office by Noon.  
Tuesday - Last faculty work day for faculty working both summer terms.

## General Information



## DISTRICT BOARD OF TRUSTEES

<b>Calhoun County</b> T. Michael Tucker (1989)	Post Office Box 555 Blountstown, Florida 32424
<b>Holmes County</b> C. H. Barton (1987)	118 Holmes Bonifay, Florida 32425
Kenneth R. Yates (1989)	307 West North Bonifay, Florida 32425
<b>Jackson County</b> Harold Donaldson (1990)	c/o 1st Federal Bank Post Office Box 340, Marianna, Florida 32446
Benjamin J. Pete (1987)	Route 1, Box 388 Greenwood, Florida 32443
Mrs. G. Nick Williams (1989)	1605 East 10th Avenue Graceville, Florida 32440
<b>Liberty County</b> Michael R. James (1990)	Post Office Box 55 Bristol, Florida 32321
<b>Washington County</b> Arol Hudson (1987)	112 Wells Avenue Chipley, Florida 32428
Marjorie P. Sangaree (1987)	Post Office Box 27 Chipley, Florida 32428

## COLLEGE ADMINISTRATION

James R. Richburg, Ed.D.	President
Carlotta Appleman, B.A.	Director Administrative Services
R. Earl Carroll, M.S.	Chairman Division of Communications, Humanities and Fine Arts
Donald Dellow, Ed.D.	Vice President Instructional and Student Affairs
Thomas Dunn, M.B.A.	Director Vocational/Technical Education
Joseph N. Fagan, M.Ed.	Coordinator of Testing
Merle Z. Houston, M.L.S.	Director Community Affairs and Assistant to President
Milton H. Johnson, M.S.	Director Athletics and Physical Education
David W. Nicholson, M.S.	Chairman Division of Mathematics, Natural and Social Sciences
Mertice B. Ringer, M.Ed.	Director College Self Study Program
Carol Smith, M.S.N.	Coordinator Associate Degree of Nursing
Robert E. Smith, Ed.D.	Director Student Affairs
William H. Stabler, Ed.S.	Director Learning Resources Center
Joan Stadsklev, B.M.	Coordinator of Fine Arts

## FACULTY

Dates following names indicate initial professional employment by Chipola Junior College.

Donald W. Adams (1967-69, 1976)	English/Journalism B.A., University of Florida; M.J., University of California at Los Angeles
H. Warren Almand (1964)	English B.S., College of Charleston; M.A., Florida State University
Mary L. Andreu (1973)	Mental Retardation/Psychology B.S., M.A., University of Florida
Carlotta Appleman (1980)	Director of Administrative Affairs B.A., Florida State University
Miriam S. Bailey (1972)	English/Journalism B.S., M.A., Ph.D., Florida State University
Frances W. Breivogel (1983)	Chemistry/Physics B.S., University of Notre Dame; Ph.D., University of California
Sharise Bronson (1985)	English B.A., University of West Florida
Joy Buczek (1986)	Music B.M.E., Lee College
Nancy Burns (1986)	Computer Science B.S., University of Houston; B.S., Troy State University; M.E.D., North Texas State University
R. Earl Carroll (1957-58, 1960)	Chairman, Division of Communications, Humanities and Fine Arts B.S., M.S., Florida State University
Dorothy T. Clemmons (1967)	Spanish/English B.A., Florida State University; M.A., University of Florida
Sarah M. Clemmons (1979)	English B.A., University of West Florida; M.A., Troy State University; M.A., Ph.D. Florida State University
Linda L. Cleveland (1982)	Mathematics B.S., M.S., Adv.M., Ed.D., Florida State University
Terry Cox (1982)	Counselor/Student Activities B.S., Auburn University; M.S., Florida State University



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

Judy Dellow (1985)..... English  
B.S., State University College at Oswego, New York; M.Ed., University of Kansas

Thomas W. Dunn (1985)..... Director, Vocational/Technical Education  
B.S., West Liberty State College; M.B.A., Marshall University

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

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

Freddie Foran (1978)..... Welding  
B.S., Memphis State University; M.Ed., University of Mississippi

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

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

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

Lolietta Henson (1986)..... English  
B.A., Newcomb College; M.A., University of Wisconsin

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

Clifford D. Herron (1981)..... Theater/Humanities  
B.S., M.A., Western Michigan University; Ph. D., Florida State University

Donald G. Holley (1970)..... Major Appliance Repair  
B.S., University of Southern Mississippi

Bonnie Holt (1956)..... Physical Education  
B.S., University of Southern Mississippi

Merle Z. Houston (1963)..... Community Affairs Director and Assistant to President  
B.S., Troy State College; M.Ed., Auburn University; M.L.S., Florida State University

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

Teretha James (1983)..... New Initiative Programs Services (NIPS)  
B.S.W., Tuskegee Institute; M.S.W., Atlanta University

Sandra Jeter (1982)..... Job Training Partnership Act (JTPA)  
A.A., Chipola; B.S., Florida A & M

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

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

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

Gary Latham (1986)..... Coordinator of Public Services  
B.S., M.S., Florida State University; M.S., Troy State University

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

Frances Logue ..... Music  
B.A., M.F.A., Florida State University

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

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

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

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

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

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

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

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

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

Susan Patterson (1984)..... Success Center  
B.A., University of West Florida

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

Gloria P. Peacock (1966)..... Continuing Education  
B.S., M.S., Florida State University

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

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

Peggy D. Register (1967)..... Cosmetology

Helen Rhynes (1981)..... Clerical/Secretarial  
A.A., Chipola Junior College

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

Mertice B. Ringer (1961)..... Director, College Self Study  
B.A., Blue Mountain College; M.Ed., Mississippi College

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

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

Maria Scott (1986)..... Nursing  
B.S.N., Incarnate Word College; M.S.N., Troy State University

Stephen Shimmel (1985)..... Biology/Science  
B.S., University of Georgia; M.S., University of Georgia; Ph.D., University of Georgia

Carol Smith (1986)..... Coordinator of Nursing  
B.S.N., M.S.N., University of Alabama

Robert E. Smith (1987)..... Director, Student Services  
B.S., University of Southern Mississippi; M.S., Florida State University; Ed.D., University of Georgia

Willie Spires (1987)..... Psychology  
B.A., University of West Florida; M.S., Ed.S., Troy State University

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

Joan Stadsklev (1986)..... Coordinator of Fine Arts  
B.M., Florida State University

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

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

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

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

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

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

Kelly Weems ..... English  
B.S., University of Mississippi; M.A., Indiana University

Frank White (1986)..... Machine Shop  
A.S., University of Florida

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

Horace Williams (1984)..... Automotive Mechanics  
A.A., Chipola Junior College

## FACULTY EMERITI

Augustus M. Adkison (1965-1983)..... Music  
G.W. Allen, Jr. (1948-1978)..... Dean of the College  
Walter Basford (1967-1985)..... Automotive  
Mary Bennett ..... Manager, Student Center (1969-1974)  
Head Dormitory Resident (1983-1985)

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  
Ruth Davis (1948-49, 1964-1987)..... English  
Raymond M. Deming (1969-1979)..... President  
Eva J. Dixon (1955-1979)..... Director of Library Services  
Eulles Edenfield (1969-1985)..... Automotive  
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  
Darrell H. Morton (1965-1985)..... Biological Science  
Sidney Mordes (1959-1983)..... Geography and Social Science  
Lawrence Nelson (1960-1987)..... Coordinator of Fine Arts  
Chester H. Pelt (1948-1950, 1954-1973)..... Philosophy and Sociology  
Robert E. Ringer (1960-1983)..... Chemistry  
R.A. Rogers (1970-1982)..... Carpentry  
Josephine Story (1955-1986)..... Mathematics  
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 1954. 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 1967 and 1977.

From its earliest beginning 39 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 Library/Learning Resources Building houses over 45,000 volumes and over 4,000 audiovisuals. The facility contains offices, work and storage rooms, general reading room, a TV Studio, a Success Center with microcomputers, and materials production rooms.

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 mathematics and natural science classes, a teaching auditorium, and faculty offices.

Construction of a 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 building is used for convocations, student-faculty assemblies, and dramatic and musical presentations.

Building 400 houses business education classrooms, the Counseling/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 offices, art studios, choral and instrumental classrooms, practice rooms, and general classrooms.

The Vocational Building Complex houses 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.

Additional vocational programs are located in the former agricultural building, vocational annex, and a converted dormitory near the health center which is now known as the Public Service Building.

### WHAT CHIPOLA HAS TO OFFER

As a comprehensive community college, Chipola has much to recommend it to its area citizens. The five county community includes Calhoun, Holmes, Jackson, Liberty, and Washington Counties. The college is especially inviting because of its high academic standards, excellent teaching, small classes, reasonable fees, beautiful campus, and friendly hometown atmosphere.

Further, the college encourages high school graduates to choose Chipola to ease the transition from high school to higher education. The college also provides review classes for those who need extra preparation before starting a college degree. Additionally, the college provides help for people who wish to acquire or improve job skills for economic advancement. Special services are also available for the handicapped, for returning women, and for people in specialized areas such as law-enforcement, fire fighting, banking, and law and government.

### MISSION

Chipola is a comprehensive community college dedicated to its students and the community. The curriculum is designed to serve people in three major areas: general and pre-professional classes for transfer to other colleges and universities; vocational-technical instruction to prepare students for the job market, and learning opportunities for all who want to improve employment skills or to study new things for the sheer joy of learning.

### PROGRAMS TO ACCOMPLISH THE MISSION

1. College Transfer Program: semester hour classes which can be transferred to other colleges and universities toward a baccalaureate degree.
2. Vocational-Technical Program: clock-hour classes and hands-on laboratory experiences to prepare for jobs and to enhance the potential for economic development in the Chipola District.
3. Life-long Learning Opportunities: continuing education to upgrade career skills and to stay abreast of cultural and governmental changes in a free society.

### CREDITS AND OFFICIAL STANDING

Chipola Junior College is a member of, and is 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, generally 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 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, religion, sex, age, national origin, marital status, or handicap in its employment practices or in the admission and treatment of students.

### ADMISSIONS

Persons interested in entering the College may write, phone, or visit the Campus Registration Office to obtain the application form. Degree seeking students must submit proof of previous education by providing a copy of high school equivalency diploma or a high school transcript mailed directly to the Registration Office, 1200 College Street, Marianna, Florida 32446.

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.

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. Any applicant not clearly eligible for admission will be referred to the Chipola Junior College Admissions Committee.

Prospective students interested in enrolling for college level courses on an audit or 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.



## 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).
  - D. 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.
  - E. All applications involving any question concerning eligibility for admission will be referred to the Admissions Committee. After reviewing all evidence, the Admissions Committee may 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 F-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. Notarized 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.

### VI. Credit awarded for armed services educational experiences

In recognition of the advanced academic and technical content of many military education experiences, Chipola Junior College will grant credit for military education that has been evaluated and recommended as suitable for post-secondary credit by the American Council on Education's **Guide to the Evaluation of Educational Experiences in the Armed Services**. After enrollment in the college, a student may initiate the request for such credit by providing appropriate documentation as determined by the college. Recommendations in the **ACE Guide** are determined by the college. Recommendations in the **ACE Guide** are advisory in nature and are not binding upon the college.

## VOCATIONAL CLOCKHOUR STUDENTS

1. The admission or entrance requirements for vocational clockhour students depend upon the program of study to be pursued. Any student may be admitted to any vocational clockhour program if it can be shown that he or she could profit by enrollment and attendance. Satisfaction that success is possible in a given vocational clockhour program will be determined by evaluation. Vocational preparatory instruction is available to help individuals improve reading, math and language skills prior to or during enrollment in vocational clockhour programs.
2. Students who are currently attending high school are eligible for admission to vocational clockhour programs as part time students if their attendance is approved by the high school principal, if they are identified by the high school for a particular vocational clockhour program and if they are approved for the chosen vocational clockhour 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 I (B-E) **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:
- Active duty United States military personnel stationed in Florida, their spouses, and their dependent children.
  - Public school, public college, and full-time employees classified as instructional or administrative, their spouses, and their dependent children.
  - Latin American and Cribbean full-time students on federal or state scholarships.

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\*

The following fees and charges are in effect at this time. However, since the catalog must be published well in advance of the next school year, it is not always possible to anticipate changes. Thus the fee schedule may have to be revised. Every effort will be made to publicize changes as far in advance as possible.

### For College-Credit Students

- Matriculation Fee: \$20.25 per semester hour (for semester or summer term). (Includes a \$.90 student activity fee.)
- Tuition (applicable to Non-Florida residents only): \$21.00 per semester hour (for semester or summer term).
- A fee of \$25.00 will be assessed to evaluate a non-credit program of study for optional credit in an A. S. degree program of study. College credits will be treated as transfer credits to Chipola Junior College 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) and has successfully completed twelve semester hours of credit with a 2.0 G. P. A. or better. At the date of publication of this catalog this provision applies to the Criminal Justice and Electronics Engineering Technology A. S. programs of study. It is the responsibility of students to initiate this process through their respective instructors.
- 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
- Directed Independent Study carries an additional \$25.00 per credit hour, or equivalent, to regular matriculation fee.
- 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
- Transcript Fee: \$1.00 per transcript.
- Laboratory Fees: Laboratory fees, when required, will be listed in the course schedule published each semester.

### For Vocational Students

- Matriculation Fee (based upon a fee per hour of instruction):  
For the Fall and Spring Semesters: (Per Semester)  
For Full-time\* students: Approximately \$194.04 (includes \$7.50 student activity fee)  
For Half-time\* students: Approximately \$97.02 (includes \$3.75 student activity fee)  
For the Summer Session: (Per term)  
For full-time\* students: \$69.30 (includes \$3.75 student activity fee)  
For half-time\* students: \$34.65 (includes \$1.88 student activity fee)
- Tuition:  
For the Fall and Spring Semesters:  
For full-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$388.08 per semester  
For half-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$194.04 per semester  
For the Summer Session:  
For full-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$138.60 per term  
For half-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$69.30 per term
- Laboratory Fees:  
Laboratory fees, when required, will be listed in the course schedule published each semester.

\*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. Five percent of fees collected shall be for student activities.

### For Dormitory Students

- Identification Cards:  
Replacement of ID cards: \$3.00
- Dormitory Room Rent:  
Please contact Director of Student Services for Current rates.
- Residence Hall Room rent, paid on semester or term basis, is non-refundable.

- The Residence Hall Room Deposit fee of \$35.00 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 \$35.00 or greater.
- 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 per semester. For vocational students the costs vary with the program, depending upon whether or not specialized clothing or tools are required. Except for those programs requiring specialized clothing or uniforms, the total costs for textbooks and supplies should not exceed \$500.00 per school year.
- Cafeteria Charges:

The following fees and charges are in effect at this time. However, since the catalog must be published well in advance of the next school year, it is not always possible to anticipate changes. Thus the fee schedule may have to be revised. Every effort will be made to publicize changes as far in advance as possible.

Students who live in college dorms are required to pay board for their noon meals in the college dining hall. The dining hall will serve its last meal plan lunch on the day classes are dismissed for holidays or end of term vacations. The first meal plan lunch served at the end of holidays (or vacations) will be lunch on the days classes resume. Board charges per term are:

### FALL TERM

81 NOON MEALS @\$3.30 = \$280.67 plus tax

### SPRING TERM

82 NOON MEALS @\$3.30 = \$284.13 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

- The Graduation Fee is non-refundable.
- Dormitory rent, paid on a semester or term basis is non-refundable.
- The Dormitory Room Deposit fee is refundable if the student has not damaged, destroyed or lost any dormitory property at the time he or she vacates the dormitory room. Partial refunds may be made provided property losses do not exceed \$35.00. It is non-refundable if the student does not enroll and actually occupy a room.
- Charges for the 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.
- For Matriculation Fee, Tuition, and Applied Music Fee charges the refund schedule for students who officially resign or withdraw from college prior to the end of a semester or summer session term is as follows:  
Resignation prior to the last date for registration for any semester or term: 100% refund.  
Resignation after the last date for registration for any semester or term: No Refund.
- 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.
- Full refund of fees paid will be made to students when the college administration cancels a class or program or a student drops a course before it begins.
- Short course - All fees, or letter from a college approved agency certifying payment of fees is forthcoming, are due the first class meeting. A full refund will be given if a student cancels prior to the first class meeting. An 80 percent refund will be given if the student cancels prior to a second class meeting. After the second class meeting, no refunds will be issued.
- Clockhour courses not following college calendar: Fees, or letter from a college approved agency certifying payment of fees is forthcoming, paid by the first class meeting. An 80 percent refund will be given if the student cancels prior to the third class meeting. After the third class meeting, there will be no refund.

## 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 \$727.00 to \$988.00 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 \$2,227.00 to \$2,688.00 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.



# 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 Registration Office.

To receive full consideration for any type of financial aid, applications should be received by the Office of Financial aid not later than May 15 for the following academic year. Requests received after May 15 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. These requirements are fully outlined in this catalog.

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-secondary school educational institutions. This grant is gift aid and 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 or \$2000.00 per academic year. SEOG grants are gift aid and 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. **Public School Work Experience Program**. The Public School Work Experience Program is funded by the State of Florida for full time sophomore students with financial need who are two year Florida residents and Florida high school graduates. Students work as tutorial assistants at the College or in area elementary and high schools.
5. **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 students 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.
6. **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 Coordinator of Fine Arts.
7. **The Industrial Education Scholarship**, for recent high school graduates will pay tuition for one semester a year while enrolled in a vocational industrial program of study. For further information contact the Director of Vocational Education.
8. **College Scholarships**. The College offers scholarships covering tuition 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 Coordinator of 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. Contact the Chairman, Division of Mathematics, Natural and Social Sciences and/or the Community Affairs Office, Room 121, Administration Building for further information.
  - e. Two scholarships per year are awarded to an outstanding member of the Papoose staff. Awards are 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. Contact the Director of Theatre for additional information.
  - 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.
9. **Guaranteed Student Loan Program**. This is designed for middle income families for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, savings and loan association or other eligible lenders. Students may borrow up to \$5250 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.

10. **Short Term Revolving Loan Program**. The Short Term Revolving Loan Program is designed to offer limited financial assistance to students in an emergency situation. It is funded by the college foundation.
11. **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.
12. **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. The current programs in effect are Chapter 34, 35, 32-(VEAP), 31-VR, and the new Chapter 106. The college will assist any eligible person in making application to the Veterans Administration for educational benefits. Eligible students should contact the Office of Financial Aid at the college.
13. **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 and are renewable if the student meets the grades and hours requirement. The awarding and amount of a grant is based on financial need. The maximum amount of a grant is \$540.00 per academic year.

Application may be made by using the ACT Family Financial Statement.
14. **Florida Undergraduate Scholars Fund**. This scholarship provides financial assistance to the State's most outstanding high school graduates who pursue their higher education at Florida colleges and universities. The award is renewable annually but may not be received for more than the equivalent of 8 semesters. The current award is \$1,000.00 per academic year. The student must have obtained a 3.5 G.P.A on a 4.0 scale, or equivalent in high school academic subjects and scored 1200 or above on the combined verbal and quantitative parts of the SAT, or 28 on the ACT. Applications are obtained and completed at the student's high school. For further information and eligibility requirements please see the Financial Aid Office.
15. **Other Scholarships**. Other 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. 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 Elizabeth Adams Staley Art Scholarship Foundation, Harshbarger Scholarship Fund, Jackson County Cattlemen's Association, Marianna Kiwanis Club, Marianna Lions Club, Marianna Pilot Club, Marianna Rotary Club, Mildred H. Keen Scholarship Foundation, Senior Woman's Club of Marianna, and many other civic organizations and individuals. New scholarships are awarded each year.
16. **The Chipola Junior College Foundation**. The Chipola Junior College Foundation, a non-profit support organization for the college, provides a means for individuals and/or groups to make tax-free contributions which are used for scholarships. Additional information concerning the Foundation and/or its scholarships is available from Chipola Counselors, The Financial Aid Office, or the Foundation Office, Room 121, Administration Building.

A comprehensive listing of scholarships is available in the offices of high school counselors in the Chipola District.

## MEASURABLE PROGRESS STUDENT FINANCIAL AID REQUIREMENTS

Student financial assistance involves institutional scholarships, state scholarships and grants, Federal grants, work and loan programs, and veterans administration educational benefits.

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

- A. **Institutional Scholarships**
  1. **Athletic Scholarships**
    - a. Maintain National Junior College Athletic Association standards.
    - b. Maintain Florida Community College Athletic Association standards.
  2. **Merit Scholarships**
    - a. Maintain a 2.00 grade point average each term or semester, and complete 24 semester hours each academic year.
- B. **State Scholarships and Grants**
  1. Florida Student Assistance Grants. Maintain a 1.00 grade point average and complete a minimum of 24 semester hours or vocational hour equivalent each academic year.
  2. Florida Undergraduate Scholars Fund. Maintain at least a 3.2 G.P.A. and complete a minimum of 24 semester hours or vocational hour equivalent each academic year.
  3. Public School Work Experience Program (PSWEP). Must have completed freshman year and have earned a cumulative G.P.A. of 3.0 for all previous college work, and have earned less than a 3.0 for no more than one academic term during the previous academic year in which state aid is received and completed a minimum of 24 semester hours.
- C. **Federal Aid**
  1. **AA and AS Degree Students**
    - a. 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

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

#### CHART OF REQUIREMENTS FOR FEDERAL AID

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

Semester at Chipola	Minimum Cumulative GPA	12 + Hrs. Full Time Enrollment (Student Must Complete)	9-11 Hrs 3/4 Time Enrollment	6-8Hrs. 1/2 Time Enrollment
1st Sem.	1.00	8	6	4
2nd Sem.	1.50	8 (16)	6 (12)	4 (8)
3rd Sem.	2.00	8 (24)	6 (18)	4 (12)
4th Sem.	2.00	8 (32)	6 (24)	4 (16)
5th Sem.	2.00	8 (40)	6 (30)	4 (20)
6th Sem.	2.00	8 (48)	6 (36)	4 (24)
7th Sem.	2.00	8 (56)	6 (42)	4 (28)
8th Sem.	2.00	6 (64)	6 (48)	4 (32)
9th Sem.	2.00	No Further Aid	6 (54)	4 (36)
10th Sem.	2.00		6 (60)	4 (40)
11th Sem.	2.00		6 (64)	4 (44)
12th Sem.	2.00		No Further Aid	4 (48)
13th Sem.	2.00			4 (52)
14th Sem.	2.00			4 (56)
15th Sem.	2.00			4 (60)
16th Sem.	2.00			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	510 + Hrs. Cumulative GPA	425-509 Hrs. Full time Enrollment (Student Must Complete)	255-424 Hrs. 3/4 Time Enrollment	1/2 Time Enrollment
1st Sem.	D	340	283	170
2nd Sem.	D	340	283	170
1st Sum. Sess.	D	120	90	60
3rd Sem.	D	340	283	170
4th Sem.	D	340 1480	283 1222	170
2nd Sum. Sess.	D	120	90	60
5th Sem.	D	340	283	170
6th Sem.	D	340	283	170
3rd Sum. Sess.	D	120 2400	90	60 1200
7th Sem.	D	No Further Aid	283	170
8th Sem.	D		283 2354	170
4th Sum. Sess.	D		No Further Aid	60
9th Sem.	D			170
10th Sem.	D			170
5th Sum. Sess.	D			60
11th Sem.	D			170
12th Sem.	D			170
6th Sum. Sess.	D			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.

2. Clock Hour or Certificate Students  
a. Must earn 2/3 of the hours attempted each term with a "D" or better grade.

- b. An "F" grade on 450 or more clock hours attempted in a term will result in College, and, therefore, financial aid suspension.  
c. 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

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

#### D. Course Work to be Evaluated

Title IV of Pell Grant Program requires that students complete the total number of clockhours provided by the college calendar in each semester the student is registered before receiving the next disbursement of Pell Grant funds.

#### 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.

#### 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.

## STUDENT HOUSING

The Residence Hall for student housing is owned 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 submit a \$35.00 deposit (subject to change) with the Application for College Housing. The deposit will be retained as long as the student is residing in the Residence Hall.

The room deposit is 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 exceed \$35.00.

The housing agreement is 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 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 publications. Copies of these rules and regulations are made available to students and their parents upon occupancy. The students are required to acknowledge receipt of the rules and regulations before the rental agreement becomes effective.

Students should refer to the College calendar for the opening and closing dates of the dormitory and are encouraged to confirm pre-registration room assignments with the dormitory supervisor.

## FOOD SERVICES

The dining hall is located in the Student Center. Students living both on and off campus may use this facility.

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.

## LEARNING RESOURCES CENTER

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 Learning Resources Center houses over 45,000 books and over 4,000 audiovisual items for classroom use, group, or individual study. In addition, it subscribes to more than 250 periodicals (newspapers, journals, and magazines) and maintains extensive micro-form and vertical file holdings. Fines for overdue and lost materials are as follows: Regular loan, 2 cents per item, per day, including Saturday, Sunday, and Holidays. Reserved material, 50 cents per day, up to a maximum fine of ten dollars per overdue reserve item. Under ordinary circumstances, current periodicals may not be checked out of the LRC.

The Learning Resources Center houses one of the most innovative features of the college — the Success Center. The Success Center 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/she needs to know in order to achieve success in his chosen occupation. Microcomputers are the newest addition to the LRC equipment. IBM and Apple microcomputers are located in the Success Center.

## 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. The teams in former years have had successful seasons in each sport. A good schedule of games with colleges in Florida and nearby states has been arranged. Students are urged to participate in varsity sports. 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 faculty advisors, are responsible for producing and publishing the **Papoose**. The major portion of the content of this publication is composed in journalism and offerings of the Division of Communications, 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, Chamber Chorus, and the Show Choir are co-educational 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 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 Afro American Alliance 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 personal and social problems.

At the beginning of each semester or term, all entering or first year students are encouraged 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 Financial Aid Office should be contacted for part-time jobs and for full-time employment after graduation or during the summer.

## PLACEMENT TESTING

In an effort to provide more effective educational services for students, Chipola Junior College has established a Basic Skills Assessment Program. Through the assessment program, the College can identify the student's academic strengths and weaknesses in reading, writing and mathematics skills. This information will be used by the College to provide advisement and placement in courses which will best help the individual student to improve skills in reading, writing and mathematics.

All students entering Chipola Junior College for the first time are encouraged to take the basic skill assessment battery. However, assessment is mandatory for the following:

- All first-time in college degree seeking students.

- All students registering for an English or Mathematics course.

- All degree seeking students who are completing 12 cumulative credits.

- All high school applicants who are seeking dual enrollment. The College President may waive assessment for students in dual enrollment programs. A score on any portion of the basic skills assessment which requires college preparatory placement precludes concurrent enrollment at Chipola Junior College.

As assessment of basic skills using other than the ACT (American College Test) will be administered to those who did not take the ACT. It also may be offered to students with handicapping conditions.

All students who have earned an Associate's degree or higher from an accredited institution are exempt from basic skills assessment. In addition, students who transfer in 15 or more semester hours credit and have completed English and Mathematics may be exempt.

Chipola Junior College will accept the SAT in lieu of the ACT or the Florida MAPS (Multiple Assessment and Placement Services). Other test scores may be accepted at the discretion of the Testing Director in consultation with the Director of Student Services, if these tests have been taken within the past three years and if the scores are adequate.

## COLLEGE LEVEL ACADEMIC SKILLS MINIMUM SCORES ESTABLISHED

The State Board of Education has established passing scores for the College Level Academic Skills Test (CLAST), effective August 1984. The following scale scores represent the minimum level of attainment of the communication and computation skills that are required on each subtest during each of the designated periods of time to satisfy the minimum standards of the State Board.

- From August 1, 1984 through July 31, 1986, the scores shall be: Reading, 260; Writing, 265; Computation, 260; and Essay, 4.
- From August 1, 1986 through July 31, 1989, the scores shall be: Reading, 270; Writing, 270; Computation, 275; and Essay, 4.
- After August 1, 1989, the scale score shall be: Reading, 295; Writing, 295; Computation, 295; and Essay, 5.

Under current provisions of the law, community college and university sophomores must pass the test in any term beginning after August 1, 1984 in order to earn an Associate of Arts degree or advance to a state university upper division status. However, students who pass three of the four CLAST subtests will be permitted to take up to 36 semester hours of upper division course work while preparing to pass the fourth subtest.

## SERVICES TO HANDICAPPED

Chipola Junior College is committed to assuring full access to its programs and facilities for all qualified individuals who have handicaps. The Office of Disabled Student Services provides a range of individualized services which includes counseling, special testing and notetaking arrangements, enlarging of printed materials, mobility assistance and tutoring. Specialized equipment is provided as needed and includes computers, typewriters, cassette recorders, reading/writing aids and wheelchair desks. Staff members are available to assist during registration. The staff serves as a vital communications link with the college faculty and administration and liaison with referring agencies such as Vocational Rehabilitation and Blind Services. All services are, of course, confidential and purely voluntary.

Chipola Junior College is engaged in a continuing program of removing architectural barriers. Several dormitory rooms are wheelchair accessible and handicapped parking spaces and accessible restrooms are situated around the campus.

At Chipola Junior College having a disability is not necessarily a handicap.

## CAREER/LIFE PLANNING CENTER

Individuals who are undecided about their academic/career plans or who have questions about various careers are encouraged to come to the Career/Life Planning Center, located in Room 406.

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

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 most universities, colleges and technical schools throughout the Southeast. Information on many universities, colleges, and technical schools in the United States is also available.

The above services are provided from 8:00 a.m. until 4:00 p.m., Monday through Friday, except during the 4-day summer work schedule. Evening services are always available by appointment.

## NEW INITIATIVE PROGRAM (NIP)

The New Initiative Program is designed to increase participation of minorities, females and disadvantaged students, including limited English proficient students in vocational education.

In the New Initiative Program, an outreach recruiter/counselor assists students in training programs through which they develop skills needed to become gainfully employed. Directed at providing various support services to help each potential student realize success in the vocation of his or her choice, the outreach recruiter/counselor's assistance to students includes, but is not limited to, counseling, career information, enrollment assistance (including financial aid), referral services and moral support. Upon successful completion of a program, assistance in finding a job is also available.

## JOB TRAINING PARTNERSHIP ACT (JTPA)

Chipola Junior College is committed to serving area residents by providing educational training through the JTPA Program. The JTPA Classroom Training Program is designed to meet the needs of individuals who are financially, educationally, and culturally disadvantaged.

taged by providing vocational training in a marketable skill. Remediation and basic skills instruction are also provided as needed.

Application for JTPA is made at the local Job Service of Florida Office. Upon certification of eligibility, individuals are referred to the college for assessment. Applicants who do not possess a marketable skill or who need basic education or employability skills training will be selected for classroom training in a program related to their interest and ability. JTPA can assist eligible students who are interested in the vocational certificate programs and A.S. degree programs.

Student progress is monitored closely by instructors and JTPA staff. Employability Skills Training is incorporated into the students' course of study plans. Job placement assistance is provided by Job Service of Florida to obtain permanent employment related to classroom training.

JTPA coordinates its efforts with other special service programs and Financial Aid on campus. The JTPA Office is located in room 405, adjacent to the Career/Life Planning Center.

## SPECIALTY TRAINING AND EMPLOYMENT PLACEMENT SERVICES (STEPS)

STEPS is a joint effort between the college and Health and Rehabilitative Services/Developmental Services (HRS) to address the special needs of developmentally disabled individuals in the college service area. This program is designed to train and place persons with developmental disabilities into the world of work. Candidates for this program are referred to the college from HRS. These trainees develop confidence and pride in themselves while receiving training to acquire and keep jobs in the college service area.

## DISPLACED HOMEMAKER/SINGLE PARENT PROGRAM

Chipola Junior College recognizes the unique problems experienced by displaced homemakers and single parents trying to obtain marketable skills and enter (or reenter) the work force.

The Displaced Homemaker/Single Parent Program can provide skills assessment and evaluation; help in building self-confidence and self-esteem; financial assistance with job training, childcare and transportation expenses and referral to other available resources. The program offers career counseling and job placement services in addition to guidance and support while making the transition from dependence to self-sufficiency.

These services are free to anyone who is a single head-of-household, widowed, separated, divorced, or whose spouse is disabled, and who needs economic assistance.

Chipola Junior College is aware of the plight of rural women as one of the nation's largest disadvantaged groups, employed mostly in low paying, traditionally female jobs. As Florida is one of the top ten states in the nation with growing job opportunities in the high technology, professional and service industries; job training and placement for women in these high-wage, nontraditional occupations is essential.

## 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 Vice President for 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 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's scores are acceptable, 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 Vice President 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 was due to illness or other clearly unavoidable reason. 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 Vice President 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, Vice President, 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.

Numerical equivalent of grades is as follows:

100 - 93 = A

92 - 83 = B

82 - 70 = C

69 - 60 = D

Below 60 = F

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 Vice President 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.

ACTION	STANDARDS QUALITY POINT DEFICIENCY
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 semesters 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 Vice President 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/her suspension, he/she 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 at least two 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 Improvement 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 Vice President for 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

Chipola Junior College policy fully complies with the Buckley Amendment and all other applicable Federal and State laws in order to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate data.

Directory information will be released to anyone unless the student specifies in writing to the Registration Specialist that this information is to be withheld. Notification to withhold information must be received not later than the 10th calendar day from the first day of classes in each term. Requests will not be honored after this date. The following items are classified as directory information: student's name; address; telephone number; date and place of birth; dates of attendance; degrees and awards received, including Dean's list and most recent previous educational institution attended; major field of study; participation in college activities and sports, and weight and height of members of athletic teams.

Items which require the student to give written approval for dissemination include all personally identifiable information. The following items will be open to inspection only by the student, the eligible parent/guardian of the student, and such members of the professional staff who have responsibility for working with the student: health and medical records, disciplinary records, personal counseling and advising records; student placement files relating to employment; general test information, required student and family financial income records, and student permanent academic records, including grade reports and other supporting data.

In order for parents to have access to a student's records, without written permission from the student, the parents must certify that the student is economically dependent upon the parent as defined by Section 152 of the Internal Revenue Code of 1954. Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded the student.

Students who desire access to all items in their permanent folder that may be shown them should make a request in writing to the Registration Specialist. Students who wish to challenge the content(s) of their records should contact the Registration Specialist concerning the procedures.

Any student desiring complete information as it relates to student access and student protection of records should contact the Registration Specialist.

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; must have completed a total of not less than sixty-four semester hours of acceptable college work; and must have taken and successfully passed the CLAST. 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

Chipola Junior College perceives general education to be the non-specialized and non-vocational areas of a student's education—that fund of knowledge which should be held in common by all well-educated people.

The general education program at Chipola Junior College is designed to improve intellectual skills and develop understandings in the broad areas of liberal education in order to prepare students for effective personal living and responsible citizenship. Specific areas include communication skills, computational skills, the natural sciences, the social sciences, the fine arts, and personal improvement.

The program outlined below is designed to serve both the students whose formal education ends at the junior college level and those whose training will later become highly specialized.

#### Area 1: Social Sciences

Minimum 6 semester hours from Required column  
Maximum 12 semester hours

POS 2112  
GEA 2001-2002  
ECO 2013-2023

State And Local Government (3)  
World Geography (3,3)  
Principles of Economics (3,3)

#### Required

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)

SYG 1000  
PSY 2012  
SYG 1410  
SYG 2430

Introductory Sociology (3)  
General Psychology (3)  
Marriage and Family Relationships (3)  
The Family and Society (3)

#### Area 2: Natural Sciences

Minimum - 6 semester hours from Required column  
Maximum - 12 semester hours

#### Required

APB 2111      Cell Biology (3)  
APB 2203C     Anatomy and Physiology I (4)  
APB 2204C     Anatomy and Physiology II (4)  
BOT 2010C     General Botany (4)  
BSC 1010-1011   General Biology (3,3)  
CHM 1025      Introductory Chemistry (4) and Lab  
CHM 1030C     General Organic & Biochemistry for Health & Related Sciences I (4)  
CHM 1045      General Chemistry (4) and Lab  
CHM 1046      General Chem. and Qual. Analysis (4) and Lab  
CHM 1031C     General Organic and Bio-Chemistry II (4) and Lab  
CHM 2210      Organic Chem. (5)  
CHM 2211      Organic Chem. II (4)  
GLY 1000      Introduction to Earth Science (3)  
PHY 1053-1054C   General Physics (4,4)  
PHY 2048C-2049C   General Physics (5,5)  
PSC 1121      Introduction to Physical Science (3)  
ZOO 2010C     General Zoology (4)  
MCB 2013C     Microbiology (4)

#### Area 3: Mathematics

Minimum 6 semester hours  
Maximum 12 semester hours

The six hours in mathematics required by the Communication and Computation Skills Law (SBER 6A-10.31) will be satisfied by courses from the required column.

#### Required

MAC 1102      Algebra (3)  
MAC 1104      College Algebra (3)  
MAC 1114      Plane 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)  
MGF 1207      Topics in Finite Mathematics (3)  
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)

MAE 2810

Mathematics for Elementary Teachers (3)

#### Area 4: Communications

Minimum 12 semester hours  
Maximum 14 semester hours

The twelve hours and 24,000 words required by the Communication and Computation Skills Law (SBER 6A-10.31) will be satisfied by courses from the required column.

#### Required

ENC 1101-1102      Communications Skills I and II (4,4) or  
ENC 1101M-1102M   (3,3) or  
ENC 1121-1122      Advanced Freshmen English (3,3)

The remaining 4 or 6 hours from:

ENC 2301      Advanced Composition (4)  
CRW 2000      Creative and Critical Writing (3)  
ENC 2210      Technical Writing (3)  
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  
ENC 2020      (3) Survey of English Literature II  
ENC 2030      (3) Survey of English Literature III  
AML 2010      (3) Survey of American Literature I  
AML 2022      (3) Survey of American Literature II  
SYG 1000      (3) Introductory Sociology, plus SYG  
1000L, Writing in Sociology (1)

#### Others

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)

#### Area 5: Humanities

Minimum 6 semester hours from Required column  
Maximum 12 semester hours

#### Required

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  
organizational) courses.

Three courses (9 semester hours) from three departments (3 hours from each department) from courses listed in the Others column.

#### Others

Any Art course listed in the catalog except ART 1001C.



Any American or English Literature course listed in the catalog.  
Any Music course listed in the catalog except music organizations i.e.  
MUN 1270, 1271, 2270, MUN 1310, 2310, 1340, 2340, 1710.

#### Area 6: Personal Improvement

Minimum 4 semester hours (2 of these semester hours may be taken from the others column)  
Maximum 11 semester hours

#### Required

Any PEL or PEM course listed in the catalog (except as noted in catalog description)

#### Others

BUL 2111	Principles of Business Law (3)
BUL 2112	Principles of Business Law (3)
CGS 1510	Micro Literacy II Spread Sheeting (1)
CGS 1500	Micro Literacy III Word Processing (1)
COA 1100	Problems of Family Finance (3)
CGS 1061	Micro Literacy I Introduction (1)
CGS 1000	Introduction of Data Processing (3)
FIN 2400	Business Financial Management (3)
GEB 1011	Introduction to Business (3)
HES 1000	Personal and Community Health Problems (3)
HUN 1201	Elements of Nutrition (3)
MUN 1270-71	Show Choir (1) (1)
MUN 2270-72	Show Choir (1) (1)
OST 1100	Elementary Typewriting (2)
OST 1120	Advanced Typewriting (2)
OST 1141	Keyboarding Skills (1)
OST 1210	Gregg Shorthand (3)
OST 1211	Shorthand Dictation and Transcription (3)
OST 2212	Advanced Shorthand Dictation and Transcription (3)
OST 2321	Business Machines (2)
OST 2324	Business Math and Machines (3)
OST 2335	Business Correspondence (3)
OST 2402	Office Practice (3)
QMB 1001	Business Mathematics (3)
SLS 1201	Personal Adjustment (3)
SLS 1401	Career and Life Planning (2)

#### Area 7: Foreign Language

#### Required

None

Those students who wish to transfer to a university in the State University system must have 12 semester hours unless two years of high school credit has been earned. (Subject of State Board rule)

#### Others

SPN 1100-1101	Elementary Spanish (4,4)
SPN 2200-2201	Intermediate Spanish (4,4)
FRE 1100-1101	Elementary French (4,4)
FRE 2200-2201	Intermediate French (4,4)

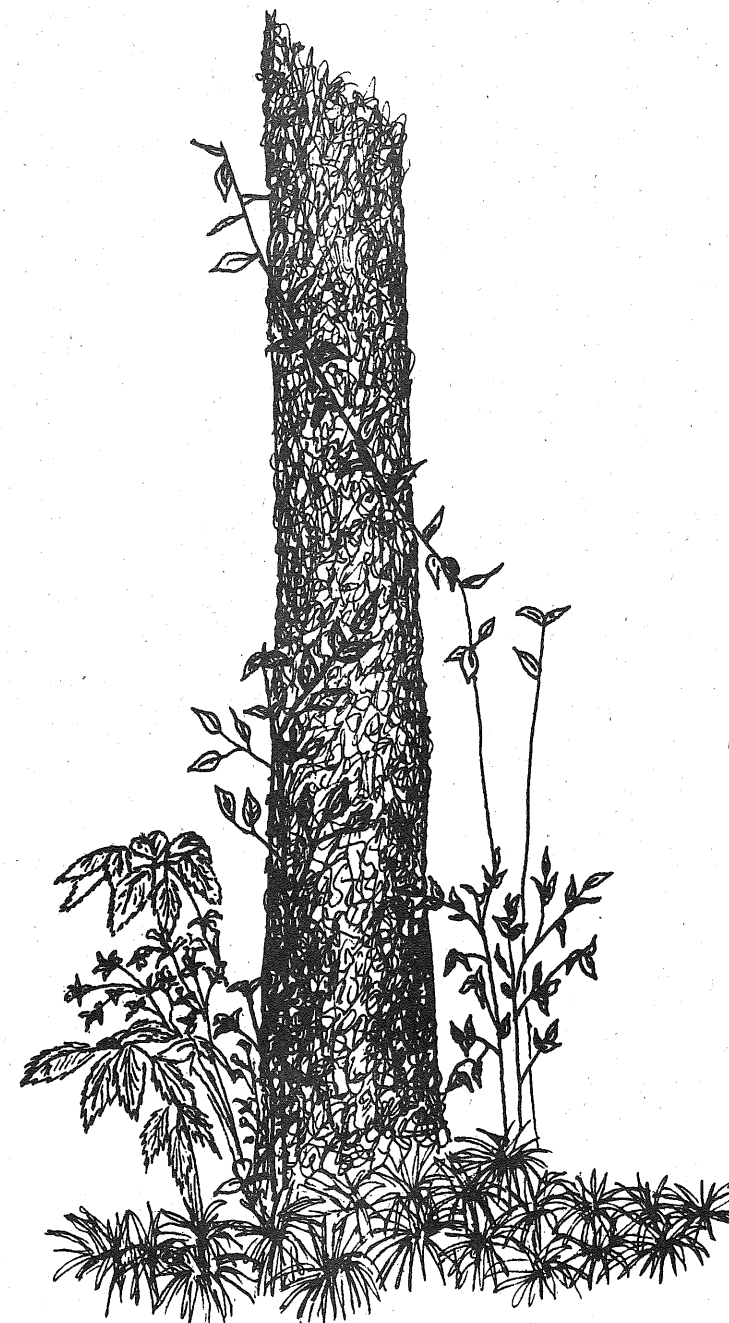
#### COLLEGE LEVEL ACADEMIC SKILLS PROGRAM (CLASP/CLAST)

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 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.

## Program Outlines



# ASSOCIATE OF ARTS DEGREE

## UNIVERSITY PARALLEL

### COURSE OF STUDY LEADING TO ADVANCED DEGREES AT FOUR-YEAR COLLEGES AND UNIVERSITIES

#### GENERAL INFORMATION

The college offers a two-year program leading to the Associate of Arts (A.A.) Degree. Usually referred to as the University Parallel, or Transfer Program, it is designed for students who plan to complete their first two years of college work at Chipola Junior College (CJC) and then transfer as juniors to a senior institution of their choice.

The specific program of study for a given major should be worked out individually between the student and the counselor soon after the student enrolls at CJC. Earned credits in a University Parallel study are transferable to senior institutions and applicable toward a Bachelor's degree.

In planning a program at CJC, the student should be certain to meet the general education requirements for the Associate of Arts degree and complete a program of at least 64 semester hours. Within these 64 semester hours, the student should be certain to fulfill the pre-requisite course reequirements for the major which the student intends to take at the university of choice. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and adviser or counselor soon after the student enrolls at the college. To maximize transferability, the student is advised to choose a major as early as possible while at CJC.

Any student transferring with the A.A. degree is guaranteed the transferability of credits earned toward that degree and junior level standing by the State Articulation Agreement (SBE Rule GA-10.24, FAC). A student transferring prior to receipt of the A.A. degree is not assured of such status, and may not receive acceptance of credits earned in courses with less than a "C" grade.

The counselors in the Student Services Office on each campus have counseling manuals provided by each state university in Florida, which list courses to be taken at the community college for each undergraduate major the university offers. Using these manuals, as well as catalogs from the universities, the counselor or adviser will work out a program of study at CJC for the student. However, the student has the responsibility for making contact with a counselor or adviser in the Student Services Office to Work out a program of study at CJC.

## 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	Communications Skills I	4
BSC 1010 or GLY 1000	General Biology I Intro. to Earth Sci.	3
Social Science**		3
Physical Education (Required)	Physical Education	1
Math* or Elective***		6
		TOTAL 17

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC 1011 or PSC 1121****	General Biology II Intro. to Phys. Sci.	3
Social Science**		3
Physical Education (Required)	Physical Education	1
Elective*** or Math*		6
		TOTAL 17

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212#	The Humanities I	3-4
GLY 1000	Intro. To Earth Sci.	3
Physical Education (Optional)	Physical Education	1
Social Science**		3
SPC 2030 or Elective***	Effective Speaking	3
Elective***		3
		TOTAL 16

2nd Semester		Sem. Hrs.
HUM 2230#	The Humanities II	3
PSC 1121 or BSC 1011****	Intro. to Phys. Sci. General Biology II	3
Physical Education (Optional)	Physical Education	1
Social Science**		3
Elective*** or SPC 2030		3
Elective***	Effective Speaking	3
		TOTAL 16-17

\*A minimum of 6 semester hours of math required; MAC 1102 or MAC 1104 are recommended prerequisites for MGF 1207.

\*\*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 ECO 2013-2023 to apply toward general education and SYG 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 1025, CHM 1045L-1046L, PHY 1053C-1054C, and GLY 1000-PSC 1121.

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



## 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	Communication Skills I	4
BSC 1010	General Biology I	3-4
or BOT 2010C	General Biology II	
Social Science*		3
Math**		3-4
Physical Education (Required)	Physical Education	1
Elective****		3
		<b>TOTAL 17-19</b>

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BOT 2010C	General Biology II	4
or ZOO 2010C	General Zoology	
Social Science*		3
Math**		3-4
Physical Education (Required)	Physical Education	1
Elective		3-0
		<b>TOTAL 18-16</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities I	3-4
PHY 1053C*	General Physics	4
CHM 1045***	General Chemistry	4
Physical Education (Optional)	Physical Education	1
ECO 2013	Macroeconomics	3
SPC 2030	Effective Speaking	3
		<b>TOTAL 18-19</b>

2nd Semester		Sem. Hrs.
HUM 2230	The Humanities II	3-4
BOT 2010C	General Biology	4
or ZOO 2010C	General Zoology	
CHM 1045	General Chemistry	4
or CHM 1046***	Gen. Chem. & Qual. Analysis	
Physical Education (Optional)	Physical Education	1
ENC 2210	Technical Writing	3
		<b>TOTAL 15-16</b>

\*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 MAC 1102 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 1045 without further preparation should take CHM 1025 and CHM 1045 and CHM 1046. Chemistry courses require a lab.

\*\*\*\*Recommended electives include SPC 2030, MMC 1000, OST 2335, PSY 2012, SYG 1000, ACG 2001, PHI 1100, ECO 2023.

## 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	Communication Skills I	4
SSI 1011	Survey of Social Sciences	3
MAC 1132	College Algebra & Plane Trig.	5
BSC 1011	General Biology II	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 16</b>

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
SSI 1012	Survey of Social Sciences	3
MAC 1311	Cal. & Analytic Geometry I	5
BSC 1011	General Biology II	3-4
or ZOO 2010C	General Zoology	
Physical Education (Required)	Physical Education	1
		<b>TOTAL 16-17</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities I	3-4
PHY 1053C	General Physics	4
MAC 2312**	Cal. & Analytic Geo. II	5
ACG 2001 or Elective***	Principles of Accounting	3
Physical Education (Optional)	Physical Education	1
		<b>TOTAL 16-17</b>

2nd Semester		Sem. Hrs.
HUM 2230	The Humanities II	3-4
PHY 1054C	General Physics	4
MAC 2313**	Cal. & Analytic Geo. III	4-6
or Electives***		
Physical Education (Optional)	Physical Education	1
Electives***		3
		<b>TOTAL 15-18</b>

\*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. 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 SYG 1000; also, art courses and EGN 2120C.

For Architecture: ARH 1003, ART 1300C-1301C, ART 1202C-1203C, EGN 2102C. For Building Construction: OST 2335, EGN 2120C and ACG 2001.

## 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	Communication Skills I	4
BSC 1011	General Biology II	3
or GLY 1000	Intro. to Earth Science	
or PSC 1121	Intro. to Physical Science	
ARH 1003	The Purpose of Art	6
and ART 1300C	Introduction to Drawing	
Physical Education		
(Required)	Physical Education	1
MAC 1102	Algebra	3
or MAC 1104	College Algebra	
	<b>TOTAL 17</b>	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC 1011	General Biology	
or GLY 1000	Intro. to Earth Science	
or PSC 1121	Intro. to Physical Science	3
ART 1301C	Introduction to Drawing	3
MGF 1207	Topic in Finite Math	3
Physical Education		
(Required)	Physical Education	1
Elective**		3-2
	<b>TOTAL 17-16</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
ART 2205C	Color & Pictorial Comp.	3
EUH 1000	Western Civilization	3
or AMH 2010	American History to 1865	
HUM 2212***#	The Humanities	3-4
PSY 2012	General Psychology	3
or MGF 1207	Topic in Finite Math	
ART 1202C**	Intro. to Two Dimens. Design	3
Physical Education		
(Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	
2nd Semester		Sem. Hrs.
ART 2206C	Color & Pictorial Composition	3
EUH 1001	Western Civilization	3
or AMH 2020	American Hist. Since 1865	
HUM 2230***#		3-4
Elective**		3
or ART 2701C	Introduction to Sculpture	
ART 1203C**	Intro. to Three Dimens. Design	3
Physical Education		
(Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	

\*Foreign language is required for the A.B. Or B.A. degree in Art in some colleges. If foreign language is required, SPN/FRE 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, ENL 2023, AML 2010, or AML 2022, MUL 2011 or MUE 2402 instead of HUM 2212-2230 (6 semester hours).

## 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	Communication Skills I	4
GLY 1000	Intro. to Earth Science	3
or BSC 1010*	General Biology I	
EUH 1000	Western Civilization	3
or AMH 2010	American Hist. to 1865	
MATH**		3-5
Physical Education		
(Required)	Physical Education	1
	<b>TOTAL 14-16</b>	
2nd Semester		Sem. Hrs.
ENC 1102	Communications Skills II	4
PSC 1121	Intro. to Physical Science	3
or BSC 1011*	General Biology II	
PSY 2012	General Psychology	3
MATH**		3-4
EUH 1001	Western Civilization	3
or AMH 2020	American Hist. to 1865	
Physical Education		
(Required)	Physical Education	1
	<b>TOTAL 17-18</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities I	3-4
ACG 2001	Principles of Accounting	3
ECO 2013	Macroeconomics	3
Computer Science***		3
SPC 2030 or elective	Effective Speaking	3
Physical Education		
(Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	
2nd Semester		Sem. Hrs.
HUM 2230	The Humanities II	3-4
ACG 2011	Principles of Accounting	3
ECO 2023	Macroeconomics	3
STA 2013	Elementary Statistics	3
OST 2402	Office Practice	3
or ENC 2412		
Physical Education		
(Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	

\*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 1207. A minimum of 6 semester hours of math is required.

\*\*\*Student should take at least one computer science course. CGS 1000 may be necessary as a prerequisite for other courses. COP 2120, COP 2200, or COP 2170 is recommended.



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	Communication Skills I	4
MAC 1104	College Algebra	3
AMH 2010	American Hist. to 1865	3
or SSI 1011	Survey of Social Sciences	
BSC 1010	General Biology I	3
or PSC 1121	Intro. to Physical Science	
CGS 1000	Intro. to Data Processing	3
Physical Education (Required)	Physical Education	1
	TOTAL	17

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MGF 1207	Topic in Finite Math	3
or MAC 1114	Plane Trigonometry	
AMH 2020	American Hist. Since 1865	3
or SSI 1012	Survey of Social Sciences	
BSC 1011	General Biology II	3
or GLY 1000	Intro. to Earth Science	
COP 2170	Intro. to Programming BASIC	3
Physical Education (Required)	Physical Education	1
	TOTAL	17

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212#	The Humanities	3-4
ECO 2013	Macroeconomics	3
ACG 2001	Principles of Accounting	3
STA 2013	Elementary Statistics	3
COP 2120	COBOL Language Programming	3
Physical Education (Optional)	Physical Education	1
	TOTAL	16-17

2nd Semester		Sem. Hrs.
HUM 2230#	The Humanities	3
ECO 2023	Microeconomics	3
ACG 2011	Principles of Accounting	3
COP 2200	Computer Programming I	3
Elective		3
Physical Education (Optional)	Physical Education	1
	TOTAL	16-17

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	Communication Skills I	
MAC 1132	College Algebra & Plane Geo.	5
AMH 2010	American Hist. to 1865	3
or SSI 1011	Survey of Social Sciences	
CHM 1025	Introductory Chemistry	4
or CHM 1045	General Chemistry	
Physical Education (Required)	Physical Education	1
	TOTAL	17

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MAC 1311	Calc. & Analytic Geo. II	5
AMH 2020	American Hist. Since 1865	3
or SSI 1012	Survey of Social Sciences	
BSC 1010	General Biology I	3
or PSY 2012	General Psychology	
Physical Education (Required)	Physical Education	1
	TOTAL	16

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
MAC 2312**	Calc. & Analytic Geometry II	5
HUM 2212*	The Humanities	3-4
ECO 2013***	Macroeconomics	3
PHY 1053C	General Physics	4
Physical Education (Optional)	Physical Education	1
	TOTAL	16-17

2nd Semester		Sem. Hrs.
MAC 2313**	Calc. & Analytic Geometry III	4
HUM 2230*	The Humanities	3-4
STA 2013***	Elementary Statistics	3
COP 2120	COBOL Language Programming	3
Physical Education (Optional)	Physical Education	1
	TOTAL	16-17

\*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 Univrsity of West Florida's "Business Option" in Systems Science, instead of the "Scientific Option", then they need only MAC 1104, but must take ACG 2001-2011 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."

CRIMINAL JUSTICE

For students who plan to earn the B. S. degree in Criminology or Criminal Justice at Florida State University or other Florida universities.

FRESHMAN YEAR

1st Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4
CCJ 1100	Intro. to Criminal Justice	3
BSC or PSC*		3
MAC 1102	Intermediate Algebra	3
or MAC 1104	College Algebra	
Physical Education (Required)	Physical Education	1
Elective**		3
TOTAL 17		

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
CCJ 1300	Intro. to Corrections	3
BSC or PSC*		3
PSY 2012	General Psychology	3
Physical Education (Required)	Physical Education	1
MGF 1207	Topics in Finite Math	3
TOTAL 17		

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities	3-4
SYG 1000	Introductory Sociology	3
ECO 2013	Macroeconomics	3
POS 2041	American Fed. Government	3
Physical Education (Optional)	Physical Education	1
CCJ 2420	Police Operations	3
TOTAL 16-18		

2nd Semester		Sem. Hrs.
HUM 2230	The Humanities	3-4
CCJ 2210	Criminal Law	3
ECO 2023 or Elective	Microeconomics	3
POS 2112	State & Local Government	3
Physical Education (Optional)	Physical Education	1
Elective**		3
TOTAL 16-17		

\*Take BSC 1010-1011 or GLY 1000 - PSC 1121.  
\*\*Recommended electives include ACG 2011, OST 1100 or 1120, OST 2335, BUL 2111, STA 2013, or Criminal Justice courses.

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	Communication Skills I	4
MAC 1132*	College Algebra & Plane Trig.	5
CHM 1045**	General Chemistry	4
SSI 1011	Survey of Social Sciences	3
Physical Education (Required)	Physical Education	1
TOTAL 17		

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MAC 1311*	Calc. & Analytic Geometry I	5
CHM 1046**	Gen. Chem. & Qual. Analysis	4
SSI 1012	Survey of Social Science	3
Physical Education (Required)	Physical Education	1
TOTAL 17		

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212***	The Humanities I	3-4
MAC 2312*	Calc. & Analytic Geometry II	5
PHY 2048**	General Physics	5
COP 2200	Computer Programming I	2-3
Physical Education (Optional)	Physical Education	1
BSC 1010	General Biology I	3
TOTAL 18-21		

2nd Semester		Sem. Hrs.
HUM 2230***	The Humanities II	3-4
MAC 2313*	Calc. & Analytic Geometry III	4
PHY 2049**	General Physics	5
COP 2200	Computer Programming I	3
Physical Education (Optional)	Physical Education	1
TOTAL 16-17		

\*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 1025 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.

## 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	Communication Skills I	4
BSC or PSC**		3
Math*		3
EDF 1005 or Elective***	Intro. to Education	3
SSI 1011	Survey of Social Sciences	3
	<b>TOTAL 17</b>	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC or PSC**		3
Math*		3-4
PSY 2012	General Psychology	3
Physical Education (Required)	Physical Education	1
SSI 1012	Survey of Social Sciences	3
	<b>TOTAL 17-18</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212#	The Humanities I	3-4
PSC or BSC**		3
GEA 2001	World Geography	3
SPC 2030	Effective Speaking	3
Elective***		3
Physical Education (Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	
2nd Semester		Sem. Hrs.
Hum 2230#	The Humanities II	3-4
PSC or BSC**		3
Elective***		3
Elective***		3
Elective***		0-3
Physical Education (Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	

\*Six (6) semester hours of math including MAC 1102 or MAC 1104 and MGF 1207 are required. Student should take STA 2013 in his math sequence. BSC 1010-1011 and GLY 1000-PSC 1121 are recommended. Science course must include Lab.

\*\*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, 2021, 2023, AML 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, AML 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. Physical Education majors should schedule all professional Physical Education courses offered plus APB 2210-APB 2211. Elementary Education majors should schedule one additional course in humanities area (ARH 1003, ENL 2010, ENL 2021, ENL 2023, AML 2010, AML 2022, or MUL 2010) plus MAE 2810, MUE 2290, SYG 1000, and HSC 1100.

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

## 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	Communication Skills I	4
MAC 1132**	College Algebra & Plane Trig.	5
SSI 1011	Survey of Social Sciences	3
or POS 2041***	American Fed. Government	
Physical Education (Required)	Physical Education	1
BOT 2010	General Botany	4
	<b>TOTAL 20</b>	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MAC 1311**	Calc. & Analytic Geometry I	5
SSI 1012	Survey of Social Science	3
or POS 2112***	State & Local Government	
ZOO 2010C	General Zoology	4
ECO 2023	Microeconomics	3
Physical Education (Required)	Physical Education	1
	<b>TOTAL 20</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212#	The Humanities I	3-4
ECO 2013	Macroeconomics	3
CHM 1045***	General Chemistry	4
MAC 2312**	Calc. & Analytic Geometry II	5
Physical Education (Optional)	Physical Education	1
PHY 1053C	General Physics	4
	<b>TOTAL 22-21</b>	
2nd Semester		Sem. Hrs.
HUM 2230#	The Humanities II	3-4
PHY 1054C	General Physics	4
CHM1046***	Gen. Chem. & Qual. Analysis	4
STA 2013	Elementary Statistics	3
Physical Education (Optional)	Physical Education	1
ECO 2023	Microeconomics	3
	<b>TOTAL 18-19</b>	

\*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.



## 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	Communication Skills I	4
BSC 1010	General Biology I	3
CHM 1045	General Chemistry	4
or CHM 1025**	Introduction to Chemistry	
HUN 1201	Elements of Nutrition	3
or ART 1202C	Intro. to Two Dimens. Design	
Math*		3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 18</b>

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC 1011	General Biology II	3
CHM 1045	General Chemistry	4
or CHM 1046	Gen. Chem. & Qual. Analysis	
PSY 2012	General Psychology	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 15</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities I	3-4
CHM or Elective***		4-3
ART 1202C	Intro. to Two Dimens. Design	3
or HUN 1001		
EUH 1000	Western Civilization	3
Physical Education (Optional)	Physical Education	1
Math*		3
		<b>TOTAL 18-16</b>

2nd Semester		Sem. Hrs.
HUM 2230	The Humanities II	3-4
MCB 2013C	Microbiology	4-3
or Elective***		
SPC 2030	Effective Speaking	3
or PSY 2012	General Psychology	
EUH 1001	Western Civilization	3
Physical Education (Optional)	Physical Education	1
ECO 2013	Macroeconomics	3
or ECO 2023	Microeconomics	
	<b>TOTAL 18-16</b>	

\*Six (6) semester hours of math is required, including MAC 1102 or MAC 1104, and MGF 1207.

\*\*Students not qualified to take CHM 1045L should take CHM 1025 as a prerequisite and take CHM 1045L during the second semester. If CHM 1046L 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 2210L-2211L 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 ACG 2001 and SYG 1000.

## 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	Communication Skills I	4
PSC or BSC*	Intro. to Physical Science or General Biology	3
JOU 1420L and 1430L	Newspaper Production	2
SSI 1011	Survey of Social Science	3
MAC 1102 or MAC 1104	Algebra or College Algebra	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 16</b>

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
PSC or BSC*	Intro. to Physical Science or General Biology	3
JOU 1421L	Newspaper Production	2
PSY 2012	General Psychology	3
MGF 1207	Topics in Finite Mathematics	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 16</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212**	The Humanities	3-4
SPC 2030	Effective Speaking	3
POS 2041	American Federal Government	3
AMH 2010	American History	3
JOU 2422L	Newspaper Production	2
ECO 2013	Economics	3
Physical Education (Optional)	Physical Education	1
		<b>TOTAL 18-19</b>

2nd Semester		Sem. Hrs.
HUM 2230**	The Humanities	3-4
MMC 1000	Mass Media Communication	3
POS 2112	American Federal Government	3
AMH 2020	American History	3
JOU 2423L	Newspaper Production	2
PSC or BSC*	Introduction to Physical Science or General Biology	3
Physical Education (Optional)	Physical Education	1
		<b>TOTAL 18-19</b>

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, ENL 2010, ENL 2021, ENL 2023, ENL 2301, CRW 2000, ORI 2000, and other writing, speech and literature courses.

## 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	Communication Skills I	4
BSC 1010 or GLY 1000	General Biology I or Introd. to Earth Science	3
SPN 1100*	Elementary Spanish	3
MAC 1102 or MAC 1104	Algebra or College Algebra	3
Physical Education (Required)	Physical Education	1
Elective		3
	<b>TOTAL 17</b>	

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC 1011 or PSC 1121	General Biology II or Introduction to Physical Science	3
SPN 1101*	Elementary Spanish	3
MGF 1207	Topics in Finite Mathematics	3
PSY 2012	Gen Psychology	3
Physical Education (Required)	Physical Education	1
	<b>TOTAL 17</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities	3-4
SPN 2200*	Intermediate Spanish	3
AMH 2010	American History	3
POS 2041	American Federal Government	3
ECO 2013	Economics	3
Physical Education (Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	

2nd Semester		Sem. Hrs.
HUM 2230	The Humanities	3-4
SPN 2201*	Intermediate Spanish	3
AMH 2020	American History	3
POS 2112	State and Local Government	3
SPC 2030	Effective Speaking	3
Physical Education (Optional)	Physical Education	1
	<b>TOTAL 16-17</b>	

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.

## 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	Communication Skills I	4
BSC 1010 or GLY 1000	General Biology I or Introduction to Earth Science	3
OST 1100 or Elective*	Elementary Typewriting	2-3
SPN 1100**	Elementary Spanish	4
MAC 1102 or MAT 1104	Intermediate Algebra or College Algebra	3
Physical Education (Required)	Physical Education	1
	<b>TOTAL 17-18</b>	

2nd Semester		Sem. Hrs.
ENC 1102	Communications Skills II	4
BSC 1011 or PSC 1121	General Biology II or Introduction to Physical Science	3
SYG 1000*	Introductory Sociology	3
SPN 1101	Elementary Spanish	4
MGF 1207	Topic in Finite Mathematics	3
Physical Education (Required)	Physical Education	1
	<b>TOTAL 18</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212***	The Humanities	3-4
ENL 2010	Survey of English Literature I	3
EUH 1000	Western Civilization	3
SPN 2200**	Intermediate Spanish	4
PSY 2012	General Psychology	3
Physical Education (Optional)	Physical Education	1
	<b>TOTAL 17-18</b>	

2nd Semester		Sem. Hrs.
HUM 2230***	The Humanities	3-4
ENL 2021	Survey of English Literature II	3
EUH 1001	Western Civilization	3
SPN 2201**	Intermediate Spanish	4
Physical Education (Optional)	Physical Education	1
	<b>TOTAL 17-18</b>	

\*Typewriting (OST 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.

## MEDICAL AND 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	Communication Skills I	4
CHM 1045	General Chemistry	4
MAC 1132	College Algebra and Plane Trigonometry	5
BSC 1011 & 1010L	General Biology II and General Biology I Lab	4
Physical Education (Required)	Physical Education	1
		<b>TOTAL 18</b>
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
CHM 1046	General Chemistry and Qualitative Analysis	4
MAC 1311	Calculus and Analytic Geometry I	5
ZOO 2010C	General Zoology	4
Physical Education (Required)	Physical Education	1
		<b>TOTAL 18</b>
*1st Summer Term		Sem. Hrs.
HUM 2212	The Humanities	3-4
EUH 1000 or AMH 2010	Western Civilization or American History to 1865	3
Physical Education (Optional)	Physical Education	1
		<b>TOTAL 7-8</b>
*2nd Summer Term		Sem. Hrs.
HUM 2230	The Humanities	3-4
EUH 1001 or AMH 2020	Western Civilization or American History Since 1865	3
	<b>TOTAL 6-7</b>	

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
ZOO 2010C or BOT 2010C	General Zoology or General Botany	4
CHM 2210	Organic Chemistry	5
PHY 1053C	General Physics	4
MAC 2312	Calculus and Analytic Geometry II	5
		<b>TOTAL 18</b>
2nd Semester		Sem. Hrs.
MAC 2313**	Calculus and Analytic Geometry III	4
CHM 2211	Organic Chemistry	4
PHY 1054C	General Physics	4
Physical Education (Optional)	Physical Education	1
		<b>TOTAL 13</b>

\*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.

## 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	Communication Skills I	4
APB 2111	Cell Biology	3
CHM 1045	General Chemistry	4
MAC 1132#	College Algebra and Plane Trigonometry	5
Physical Education (Required)	Physical Education	1
		<b>TOTAL 17</b>
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills	4
ZOO 2010C	General Zoology	4
MAC 1311#	Calculus and Analytic Geometry I	5
Physical Education (Required)	Physical Education	1
CHM 1046C	General Chemistry and Qualitative Analysis	4
		<b>TOTAL 18</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212***	The Humanities	3-4
SSI 1011 or EUH 1000	Survey of Social Science or Western Civilization	3
CHM 2210 or BOT 2010C**	Organic Chemistry or General Botany	5-4
PHY 1053C	General Physics	4
STA 2013 or Elective	Elementary Statistics	3-4
		<b>TOTAL 18-19</b>
2nd Semester		Sem. Hrs.
HUM 2230***	The Humanities	3-4
MCB 2013C	Microbiology	4
CHM 2211 or PHY 1054C	Organic Chemistry or General Physics	4
SSI 1012 or EUH 1001	Survey of Social Sciences or Western Civilization	3
Physical Education (Optional)	Physical Education	1
		<b>TOTAL 15-16</b>

#For those students who expect to earn the B. S. degree by transfer to Florida State or University of Florida, or 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 APB 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.



## 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	Communication Skills I	4
BSC 1010 or GLY 1000	General Biology I or Introduction to Earth Science	3
Elective*		3
SYG 1410 or SYG 1000	Marriage and Family Relationships or Introductory Sociology	3
MAC 1102 or MAC 1104	Algebra or College Algebra	3
Physical Education (Required)	Physical Education	1
	<b>TOTAL 17</b>	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC 1011 or PSC 1121	General Biology II or Introduction to Physical Science	3
PSY 2012	General Psychology	3
SYG 1000 or SYG 1410	Introductory Sociology or Marriage and Family Relationships	3
MGF 1207	Topic in Finite Mathematics	3
Physical Education (Required)	Physical Education	1
	<b>TOTAL 17</b>	
SOPHOMORE YEAR		
1st Semester		Sem. Hrs.
HUM 2212**	The Humanities	3-4
EUH 1000	Western Civilization	3
SPC 2030 or SPC 1050	Effective Speaking or Fundamentals of Speaking	3
Physical Education (Optional) Electives*	Physical Education	1
	<b>TOTAL 16-17</b>	
2nd Semester		Sem. Hrs.
HUM 2230**	The Humanities	3-4
EUH 1001	Western Civilization	3
Physical Education (Optional) Electives	Physical Education	1
	<b>TOTAL 16-17</b>	

\*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.

## MUSIC OR MUSIC EDUCATION

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

FRESHMAN YEAR		
1st Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4
MUL 2110	Survey of Music Literature	2
MUT 1111, 1221, 1231	Music Theory I, Sight Singing I and Keyboard I	5
Applied Music**		3
Music Organization(s)***		1-2
P. E. (REQUIRED)		1
	<b>Total 16-17</b>	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MUH 2211	Survey of Music History	3
MUT 1112, 1222, 1232	Music Theory II, Sight Singing II and Keyboard II	5
Applied Music**		3
Music Organization(s)***		1-2
P. E. (REQUIRED)		1
Restricted Elective****		3-0
	<b>Total 21-17</b>	
SOPHOMORE YEAR		
1st Semester		Sem. Hrs.
MUT 2116, 2226, 2236	Music Theory III, Sight Singing III, and Keyboard Harmony III	5
Applied Music**		3
Music Organization(s)***		1-2
EUH 1000	Western Civilization (Am. Hist./Soc. Sci.)	3
Restricted Elective***		3
Restricted Elective****		3
P. E. (Optional)		1
	<b>Total 20-19</b>	
2nd Semester		Sem. Hrs.
MUT 2117, 2227, 2237	Music Theory IV, Sight Singing IV and Keyboard Harmony IV	5
Applied Music**		3
Music Organization(s)***		1-2
EJH 1001	Western Civilization (Am. Hist./Soc. Sci.)	3
MUH 2212	Survey of Music History	3
Restricted Elective****		3
P. E. (Optional)		1
	<b>Total 20-19</b>	

\*Students following this curriculum should be aware of the fact that they will find it necessary to attend a summer session(s) in order to complete Chipola's requirements for graduation. MAC 1102 and MGF 1207 are recommended to meet math requirements. HUM 2212 and 2212L or HUM 2230 and 2230L are recommended to meet Humanities requirements.

\*\*See APPLIED MUSIC (in catalog).

\*\*\*See MUN 1310, 2310, 1270, 1271, 2270, 2271, 1710 (in catalog).

## 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	Communication Skills I	4
BOT 2010C or ZOO 2010C	General Botany or General Zoology	4
SSI 1011 or EUH 1000	Survey of Social Sciences or Western Civilization	3
MAC 1102 or MAC 1104	Intermediate Algebra or College Algebra	3
Physical Education (Required) CHM 1025	Physical Education Introductory Chemistry	1 4
		<b>TOTAL 15-18</b>

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
ZOO 2010C or BOT 2010C	General Zoology or General Botany	4
SSI 1012 or EUH 1001	Survey of Social Sciences or Western Civilization	3
PSY 2012	General Psychology	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 15</b>

### SUMMER SESSION

1st Term		Sem. Hrs.
APB 2111	Cell Biology	3
CHM 1030C	Gen. Chem. & Intro. Org. Chem. for Health and Related Sciences	4
		<b>TOTAL 7</b>
2nd Term		Sem. Hrs.
CHM 1031C	Organic and Biochemistry II	4
Elective		3
		<b>TOTAL 7</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities	3-4
SYG 1000	Introductory Sociology	3
HUN 1201	Elements of Nutrition	3
Physical Education (Optional)	Physical Education	1
APB 2203	Human Anatomy and Physiology I	4
MGF 1207	Topic in finite Mathematics	3
		<b>TOTAL 17-18</b>
2nd Semester		Sem. Hrs.
HUM 2230	The Humanities	3-4
MCB 2013C	Microbiology	4
FAD 2220	Individual and Family Life Span Development	3
Physical Education (Optional)	Physical Education	1
APB 2204C	Human Anatomy and Physiology II	4
		<b>TOTAL 15-18</b>

\*CHM 1025 is recommended for all students who have not had high school chemistry.

\*\*\*CHM 1045-1046 may be pursued in lieu of CHM 1030C-1031C.

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

## 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	Communication Skills	4
BSC 1010	General Biology I	3
SSI 1011	Survey of Social Sciences	3
MAC 1102 or MAC 1104	Intermediate Algebra or College Algebra	3
ART 1202C or 1300C*	Introduction to Two Dimensional Design or Introductory Drawing	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 17</b>

2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
BSC 1011 or ZOO 2010C	General Biology II or General Zoology	3-4
SSI 1012	Survey of Social Sciences	3
PSY 2012	General Psychology	3
ART 1203C or 1301C*	Introduction to Three Dimensional Design or Introductory Drawing	3
Physical Education (Required)	Physical Education	1
		<b>TOTAL 17-18</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212	The Humanities	3-4
GLY 1000 or PSC 1121	Introduction to Earth Science	3
Elective**	Introduction to Physical Science	3
Physical Education (Optional)	Physical Education	1
MGF 1207	Topic in finite Mathematics	3
DEP 2102	Child Psychology	3
		<b>TOTAL 16-17</b>
2nd Semester		Sem. Hrs.
HUM 2230	The Humanities	3-4
PSC 1121 or GLY 1000	Introduction to Physical Science or Introduction to Earth Science	3
Physical Education (Optional)	Physical Education	1
SPC 2030	Effective Speaking	3
Electives**		3
SYG 1000	Introductory Sociology	3
		<b>TOTAL 16-17</b>

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

\*\*Additional work in art (ARTY 1110C-1111C) is recommended. Other recommended electives include additional work in mathematics, HSC 1100 and additional work in the humanities area.

## OPTOMETRY

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

### FRESHMAN YEAR

1st Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4
MAC 1104**	College Algebra	3
BSC 1010C*	General Biology I	3
CHM 1045	General Chemistry	4
Physical Education (Required)	Physical Education	1
	<b>TOTAL</b>	<b>15</b>
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MAC 1114**	Plane Trigonometry	3
BSC 1011 or ZOO 2010C	General Biology II or General Zoology	3-4
CHM 1046	General Chemistry and Qualitative Analysis	4
Physical Education (Required)	Physical Education	1
PSY 2012	General Psychology	3
	<b>TOTAL</b>	<b>18-19</b>

### SOPHOMORE YEAR\*\*\*

1st Semester		Sem. Hrs.
HUM 2212	The Humanities	3-4
CHM 2210	Organic Chemistry	5
PHY 1053C	General Physics	4
EUH 1000 or AMH 2010	Western Civilization or American History to 1865	3
APB 2211	Human Anatomy and Physiology I	4
Physical Education (Optional)	Physical Education	1
	<b>TOTAL</b>	<b>20-21</b>
2nd Semester		Sem. Hrs.
HUM 2230	The Humanities	3-4
CHM 2211	Organic Chemistry	4
PHY 1054C	General Physics	4
EUH 1001 or AMH 2020	Western Civilization or American History Since 1865	4
MCB 2013C	Microbiology	4
Physical Education (Optional)	Physical Education	1
	<b>TOTAL</b>	<b>19-20</b>

\*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.

## 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	Communication Skills I	4
BSC 1010; 1010L	General Biology I and Lab	4
CHM 1045	General Chemistry	4
MAC 1132*	College Algebra and Plane Trigonometry	5
Physical Education (Required)	Physical Education	1
	<b>TOTAL</b>	<b>18</b>
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
ZOO 2010C	General Zoology	4
CHM 1046	General Chemistry and Qualitative Analysis	4
MAC 1311*	Calculus and Analytic Geometry I	5
Physical Education (Required)	Physical Education	1
	<b>TOTAL</b>	<b>18</b>

### SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212**	The Humanities	3-4
PHY 1053C	General Physics	4
CHM 2210	Organic Chemistry	5
Social Science**		3
Physical Education (Optional)	Physical Education	1
ECO 2013	Macroeconomics	3
	<b>TOTAL</b>	<b>19-20</b>
2nd Semester		Sem. Hrs.
HUM 2230***	The Humanities	3-4
PHY 1054C	General Physics	4
CHM 2211	Organic Chemistry	4
Social Science**		3
Physical Education (Optional)	Physical Education	1
	<b>TOTAL</b>	<b>15-16</b>

\*MAC 1132-1311 is the minimum requirement; MAC 2312 (during sophomore year) is desirable but not required. If eligible to do so the student schedule MAC 2313 for freshman year. This math sequence does not cover all CLAST skills.

\*\*SSI 1011-1012, POS 2041-2112 or AMH 2010-2020 are recommended. Student must meet general education social science graduation requirements.

\*\*\*Many students will find it advisable to attend one or 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.



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	Communication Skills I	4
SSI 1011	Survey of Social Sciences	3
BSC 1010	General Biology I	3
MAC 1102 or MAC 1104	Intermediate Algebra or College Algebra	3
Physical Education (Required)	Physical Education	1
SYG 1000	Introductory Sociology	3
	TOTAL 17	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MGF 1207	Topic in Finite Mathematics	3
BSC 1011 or PSC*	General Biology II or Introduction of Physical Science	3
PSY 2012	General Psychology	3
Physical Education (Required)	Physical Education	1
SPC 2030 or Elective	Effective Speaking	3
	TOTAL 17	

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212****	The Humanities	3-4
EUH 1000 or AMH 2010**	Western Civilization or American History To 1865	3
SYG 2430 or Elective***	The Family and Society	3
ECO 2013	Macroeconomics	3
POS 2041	American Federal Government	3
Physical Education (Optional)	Physical Education	1
	TOTAL 16-17	
2nd Semester		Sem. Hrs.
HUM 2230****	The Humanities	3-4
DEP 2102 or AMH 2020**	Child Psychology or American History Since 1865	3
ECO 2023 or Elective	Macroeconomics	3
Elective*** or SYG 2430	The Family and Society	3
POS 2112 or Elective	State and Local Government	3
Physical Education (Optional)	Physical Education	1
	TOTAL 16-17	

\*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, OST 1100 or OST 1120, OST 2335, BUL 2111, ENC 2301, MMC 1000, STA 2013, and SYG 1410.

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

THEATRE OR DRAMA

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

FRESHMAN YEAR

1st Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4
MAC 1102 or MAC 1104	Intermediate Algebra or College Algebra	3
BSC or PSC*	General Biology or Introduction to Physical Science	3
THE 1920	Theatre Workshop I	2
THE 1000	Introduction to the Theatre	2
Physical Education (Required)	Physical Education	1
	TOTAL 15	
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
MGF 1207	Topic in Finite Mathematics	3
BSC or PSC*	General Biology or Introduction to Physical Science	3
THE 1920	Theatre Workshop I	2
SPC 2030	Effective Speaking	3
Physical Education (Required)	Physical Education	1
	TOTAL 16	

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
HUM 2212****	The Humanities	3-4
Social Science**		3
PSY 2012	General Psychology	3
TPP 2100	Fundamentals of Acting	3
SPC 1050	Fundamentals of Speech	3-6
Physical Education (Optional)	Physical Education	1
	TOTAL 16-20	
2nd Semester		Sem. Hrs.
HUM 2230****	The Humanities	3-4
Social Science**		3
ORI 2000	Oral Interpretation	3
THE 2925	Play Production	3
Elective***		3-6
Physical Education (Optional)	Physical Education	1
	TOTAL 16-20	

\*Student should take BSC 1010-1011 or GLY 1000-PSC 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, 2023, 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.

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.

CHIPOLA JUNIOR COLLEGE A.D.N. PROGRAM:

The following are prerequisites to the R.N. Program for students who expect to enter Chipola's ADN Program.

ASSOCIATE DEGREE NURSING

Generic Students		Sem. Hrs.
CHM 1030C	Gen. Chem. & Intro. Org. Chem. for Health and Related Sciences	4
APB 2203C	Human Anatomy & Physiology I	4
		TOTAL 8
LPN STUDENTS		
CHM 1030C	Gen. Chem. & Intro. Org. Chem. for Health and Related Sciences	4
APB 2203C-2204C	Human Anatomy & Physiology I and II	8
HUN 1201	Elements of Nutrition	3
PSY 2012	General Psychology	3
ENC 1101	Communication Skills I	4
NUR 2003	LPN Transition Course	1
Advanced standing credit awarded to LPNs by exam for NUR 1020C, NUR 1742C & NUR 1143	Fundamentals of Nursing, Medical-Surgical Nsg. I & Pharmacology	
		TOTAL 38
SESSION	COURSE OF STUDY COURSE	CREDIT HR.
First Year		
Term I (Spring)	NUR 1020C Fundamentals of Nsg.	6
(12 generic students accepted each January)	NUR 1143 Pharmacology	3
	HUN 1201 Elements of Nutrition	3
	APB 2204C Human Anatomy & Physiology	4
		TOTAL 16
Term II (Summer)		
Session I & II	NUR 1742C Medical-Surgical Nsg. I	6
Session I	ENC 1101 Communication Skills I	4
Session II	PSY 2012 General Psychology	3
	NUR 2002 LPN Transition Course	
		TOTAL 13
LPN ENTRY LEVEL (12 LPN'S)	ACCEPTED EACH AUGUST)	
Term III (Fall)	NUR 2743C Medical-Surgical Nsg II	6
	ENC 1102 Communication Skills II	4
	FAD 2220 Individual & Family Life Span	3
		TOTAL 13
Second Year		
Term IV (Spring)	NUR 2420C Maternal & Neonatal Nsg.	6
	NUR 2310C Pediatrics	6
	MCB 2013C Microbiology	4
		TOTAL 16
Term V (Summer)		
Session I	NUR 2523C Psychiatric Nsg.	4
Session II	NUR 2744C Medical-Surgical Adv.	4
		TOTAL 8

ADN students will adhere to standards as listed in the Chipola Junior College Nursing Student Handbook that complies with the Florida Board of Nursing's requirements for written rules and policies.

ADMINISTRATIVE SECRETARIAL  
FRESHMAN YEAR

1st Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4
CGS 1000	Introduction to Data Processing	3
or OST 2324	Business Math and Machines	
OST 1141	Keyboarding Skills	1
OST 1100	Typing I	2
OST 1211	Gregg Shorthand	2
Physical Education (Required)		
SSI 1012	Physical Education	1
or POS 2112	Survey of Social Science	3
	State and Local Government	
		TOTAL 16
2nd Semester		Sem. Hrs.
ENC 1102	Communication Skills II	4
OST 1212*	Shorthand Dictation and Trans.	3
or Elective**		
OST 1120*	Advanced Typewriting	2
CGS 1061	Micro Lit I: Introduction	1
Physical Education (Required)		
CGS 1510	Physical Education	1
OST 2324	Micro Lit II: Spreadsheet	1
or CGS 1000	Business Math and Machines	3
	Introduction to Data Processing	
		TOTAL 15

SOPHOMORE YEAR

1st Semester		Sem. Hrs.
POS 2041	American Federal Government	3
or AMH 2020	American History Since 1865	
APA 1251	Introductory Accounting	3
or ACG 2001	Principles of Accounting	
BUL 2111	Principles of Business Law	3
OST 2623	Business Machines	3
CGS 1500	Micro Lit III: Wordprocessing	1
SPC 2030	Effective Speaking	3
Physical Education (Optional)		
	Physical Education	1
		TOTAL 17
2nd Semester		Sem. Hrs.
OST 1383	Human Relations	1
OST 1711	Word Processing-Dedicated Equipment	2
OST 2250***	Shorthand Dictation & Transcription Legal	1
OST 2255***	Shorthand Dictation & Transcription Medical	1
OST 2215***	Shorthand Dic. & Trans. Business/Industry	1
BUL 2112	Principles of Business Law	3
OST 2402	Office Practice	3
OST 2335	Business Correspondence	3
Physical Education (Optional)		
	Physical Education	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. OST 1212 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 OST 1120 or OST 1211 is not scheduled. Other recommended electives include HES 1100, PSY 2012, ECO 2013-2023, and any data processing course.

\*\*\*Approved elective may be substituted if these courses are not offered.

Former Chipola Junior College Clerical/Secretarial clockhour students may be allowed to have courses taken under credit instructors in the Business Department treated as academic credit for those who wish to enroll in certificate or A.S. degree programs in Secretarial Science. To be eligible, students must have completed Clerical/Secretarial clockhour program and must have achieved at least a "C" average in each course. Sufficient documentation must exist for all courses for which students could receive academic credit. A \$25.00 evaluation and processing fee will be assessed for the review process.

# CLERICAL AND SECRETARIAL CERTIFICATE PROGRAM

These one, two, or three semester clerical and secretarial training programs are available to allow students a great degree of flexibility in choosing a program of study. The one semester program provides for limited skill development, and students are urged to enroll for the two or three semester programs.

## Clerk Typist/Office Clerk

One Semester		Sem. Hrs.
OST 1141*	Keyboarding Skills	1
CGS 1500	Micro Lit III: Wordprocessing	1
OST 1100*	Elementary Typewriting	2
OST 2637	Business Machines	2
CGS 1061	Micro Lit I: Introduction	1
OST 2324	Business Math and Machines	3
OST 1351	Records Management	1
GEB 1101	Introduction to Business	3
OST 1383	Human Relations	1
TOTAL 15		

\*OST 1120 Advanced Typing II or CAP 1801 Spreadsheet may be substituted.  
Junior Secretary

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
OST 1141	Keyboarding Skills	1	OST 1120*	Advanced Typewriting	2
CGS 1500	Micro Lit III: Wordprocessing	1	OST 1711	Word Processing-Dedicated Equipment	2
OST 1100 or 1120	Elementary Typewriting	2	OST 1211	Gregg Shorthand	3
OST 2637	Business Machines	2	OST 2402	Office Practice	3
COC 1061	Micro Lit I: Introduction	1	BUL 2111	Principles of Business Law	3
OST 2324 or CGS 1000	Business Math and Machines	3	APA 1251	Introductory Accounting	3
OST 1351	Records Management	1			TOTAL 16
GEB 1101	Introduction to Business	3			
OST 1383	Human Relations	1			
		TOTAL 15			

\*Elective in business may be substituted if Typing II is taken 1st semester.  
Technical Secretary

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
OST 1141*	Keyboarding Skills	1	OST 1120*	Advanced Typewriting	2
OST 1100 or 1120	Elem. or Adv. Typewriting	2	OST 1711	Word Processing-Dedicated Equipment	2
CGS 1500	Micro Lit III: Wordprocessing	1	OST 1211	Gregg Shorthand	3
OST 2637	Business Machines	2	OST 2402	Office Practice	3
CGS 1061	Micro Lit I: Introduction	1	ENC 1101	Communication Skills I	3
OST 2324 or CGS 1000	Bus. Math and Machines or	3	APA 1251	Introductory Accounting	3
	Intro. to Data Processing				TOTAL 16
OST 1351	Records Management	1			
OST 1211	Gregg Shorthand	3			
OST 1383	Human Relations	1			
		TOTAL 15			

3rd Semester		Sem. Hrs.
OST 2335	Office Correspondence	3
SPC 2030	Effective Speaking	3
OST 2250	Shorthand Dictation & Transcription Legal	1
OST 2255	Shorthand Dictation & Trans. Medical	1
OST 2215	Shorthand Dic. & Trans. Business/Industry	1
	Integrated Software	1
GEB 1011	Introduction to Business	3
BUL 2111	Principles of Business Law	3
TOTAL 16		

\*Elective in Business may be substituted if Typing II is taken 1st semester.

Former Chipola Junior College Clerical/Secretarial clockhour students may be allowed to have courses taken under credit instructors in the Business Department treated as academic credit for those who wish to enroll in certificate or A.S. degree programs in Secretarial Science. To be eligible, students must have completed the Clerical/Secretarial clockhour program and must have achieved at least a "C" average in each course. Sufficient documentation must exist for all courses for which students could receive academic credit. A \$25.00 evaluation and processing fee will be assessed for the review process.

# 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.	2nd Semester	Sem. Hrs.
ENC 1101 or 1101M	4-3	ENC 1102 or 1102M	4-3
CGS 1000	3	QMB 1001	3
ACG 2001	3	ACG 2011	3
BAN 1110	3	PSY 2012 or SPC 2030	3
ECO 2013	3	ECO 2023	3
TOTAL 16-15		TOTAL 16-15	
SOPHOMORE YEAR			
1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
SPC 2030 or PSY 2012	3	OST 2355	3
Banking or Finance Courses*	12	Banking or Finance Courses*	12
TOTAL 15		Restricted Electives**	3
		TOTAL 18	

\*Courses from BAN 2150, BAN 2210, 2230, 2240, 2260, 2270 & 2800 and FIN 2230 & 2400.

\*\*Either BAN 2201 or REE 2200.

#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.

# CRIMINAL JUSTICE — ASSOCIATE OF SCIENCE

For persons seeking employment in Florida's Criminal Justice Systems and for the in-service training of employed personnel.  
FRESHMAN YEAR

1st Semester		Sem. Hrs.
ENC 1101	Communication Skills I	4
CCJ 1100	Introduction to Criminal Justice	3
SOC 1000	Introductory Sociology	3
CCJ 1300	Introduction to Corrections	3
Math Elective		3
	TOTAL	16
2nd Semester		Sem. Hrs.
ENC 1102	Communications Skills II	4
CCJ 2210	Criminal Law	3
CCJ 2420	Police Operations	3
PSY 2012	General Psychology	3
POS 2041	American Federal Government	3
	TOTAL	16

SOPHOMORE YEAR		Sem. Hrs.
1st Semester		
POS 2112	State & Local Government	3
SPC 2030	Effective Speaking	3
CCJ 2250	Constitutional Law	3
CCJ 2100	Probation and Parole or	
CCJ 2330	Criminal Investigation	3
CCJ Elective		3
P.E. (REQUIRED)		1
	TOTAL	16
2nd Semester		Sem. Hrs.
CCJ 2230	Criminal Evidence	3
CCJ 2930	Criminal Justice Problem	
	Analysis	3
CCJ 2430	Group Counseling or	
CCJ 2440	Principles of Correctional Adm.	3
CCJ Elective		3
Elective		3
P.E. (REQUIRED)		1
	TOTAL	16

This curriculum, leading to the Associate of Science Degree, is designed for persons seeking employment in the field of Criminal Justice including Corrections and Law Enforcement and not planning a four year degree.



DATA PROCESSING

FRESHMAN YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
ENC 1101	Communication Skills	4	ENC 1102	Communication Skills	4
GEB 1011	Introduction to Business	3	BUL 2111	Business Law	3
OST 2324	Business Math and Machines	3	OST 2335	Business Correspondence	3
OST 1141	Keyboarding	1	COP 2170	Introduction to BASIC programming	3
CGS 1061	Microcomputer Literacy: Intro	1	CGS 1510	Microcomputer Literacy: Spreadsheet	1
CGS 1000	Introduction to Data Processing	3	CGS 1500	Microcomputer Lit: Wordprocessing	1
PE	Physical Education	1		PE	Physical Education
		TOTAL 16			TOTAL 16

SOPHOMORE YEAR

1st Semester		Sem. Hrs.	2nd Semester		Sem. Hrs.
PSY 2012	General Psychology	3	SPC 2030	Effective Speaking	3
APA 1251	Introduction to Accounting		ACG 2002	Integrated Acct. on Microcomputers	3
or					
ACG 2001	Principles of Accounting I	3	CIS 2321	Elements of Business Analysis	3
COP 2120	Introduction to COBOL	3	COP 2001	Applied Programming Specialty	2
CIS 2110	Database Management	3	COP 2172	Advanced BASIC	
COP 2172	Advanced BASIC		or		
or			COP 2121	Advanced COBOL	
COP 2200	FORTRAN programming	3	or		
or			COP 2200	FORTRAN programming	3
COP 2210	Pascal programming		or		
PE	Physical Education (or Elective)	1	COP 2210	Pascal programming	
		TOTAL 16	CIS 1920	Workshop in Microcomputer Applications	
			or		
			CGS 1530	Microcomputer Lit: Integrated Software	1
			or		
			OST 1711	Wordprocessing on Dedicated Equipment (2 hrs.)	
			PE	Physical Education (or Elective)	1
					TOTAL 16

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

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Techonolgy 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 digital 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.
MTB 1327	Mathematics for Electronics I	3
MTB 1328	Mathematics of Electronics II	3
ENC 1101	Communication Skills I	3-4
ENC 1102	Communication Skills II	3-4
EET 1015C	Direct Current Circuits	4
EGN 2120C	Engineering Graphics	3
EET 1607C	Printed Circuits (PC) Fabric. and Sold.	2
EET 2104C	Electronic Devices	4
EET 1025C	Alternating Current Circuits	4
Physical Education (Required)	Physical Education	1
		TOTAL 32

SOPHOMORE YEAR

		Sem. Hrs.
CGS 1500	Microcomputer Literacy III: Wordprocessing	1
CGS 1061	Microcomputer Literacy I: Introduction	1
CGS 1510	Microcomputer Literacy II: Spreadsheet	1
EET 2119C	Electronic Circuits	4
EET 2155C	Microelectronic Circuits	4
EST 2113C	Industrial Electronics	4
ETD 2620C	Electronic Drafting	3
CET 2112C	Digital Circuits	4
CET 2152C	Microcomputer Systems	4
EST 2603C	Introduction to Robotics	4
Physical Education (Required)	Physical Education	1
		TOTAL 31

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

Students may enroll in course CET 2173C and EET 2421C two semesters for a total of 7 semester hours.

Students who have completed the Electronics Techonolgy clockhour program with a "C" average or better, may be allowed to transfer that work to credit hours at Chipola Junior College for purposes of continuing studies in the Electronics Engineering Technology A.S. Program. A \$25.00 evaluation of processing fee will be assessed for the review process.

Also, Chipola Junior College will accept and treat military training in electronics as transfer credit to the Electornics Engineering Technology A.S. Program with a cap of 18 semester hours being the maximum allowed for transferable credit. All evaluations must be done using criteria established in the Guide to Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education. A \$25.00 evaluation and processing fee will be assessed for the review process.

## BUSINESS ADMINISTRATION AND MANAGEMENT

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.	2nd Semester	Sem. Hrs.
ENC 1101	4	ENC 1102	4
GEB 1011 or Elective*	3	Mathematics**	3
ECO 2013	3	ECO 2023	3
OST 1100 or 1120***	2	CGS 1000	3
Physical Education (Required)	1	PSY 2012 or SPC 2030	3
Elective	3	Physical Education (Required)	1
	TOTAL 16		TOTAL 17

### SOPHOMORE YEAR

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
HUM 2212	3	HUM 2230	3
ACG 2001	3	ACG 2011	3
BUL 2111	3	BUL 2112	3
SPC 2030 or PSY 2012	3	OST 2335	3
Physical Education (Optional)	1	Physical Education (Optional)	1
Elective	3	Elective	3
	TOTAL 16		TOTAL 16

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

\*\*MGF 1207 will meet minimum requirements; MAC 1104 is recommended if student is eligible; QMB 1001 may be substituted.

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

## 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 the 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 SYG 1000; a school offering the same course in the sophomore year will number it SYG 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.

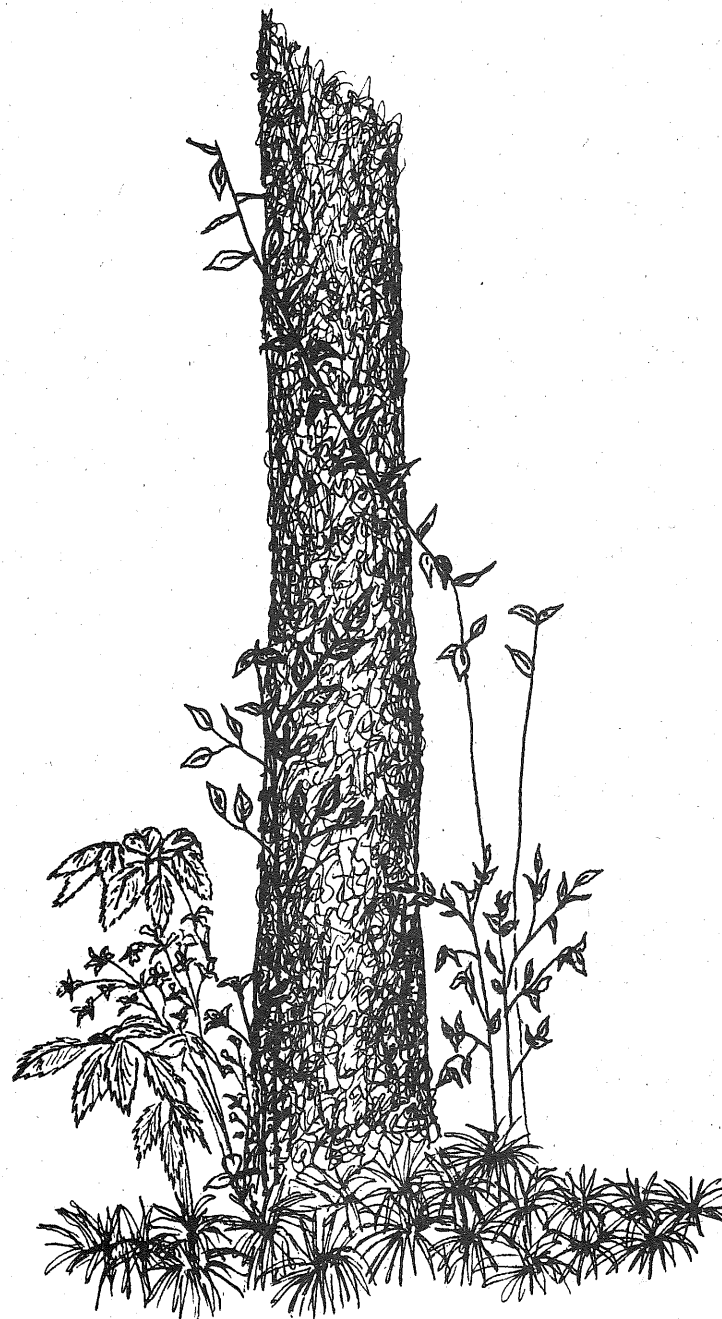
#### Explanation of Prefixes and Numbers

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.

## Course Descriptions



## ACCOUNTING

- APA 1251. 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. 3 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 1100C. Crafts I.**  
A course offering experience in the creative use of a variety of materials including clays, wood, metals, fabrics, synthetics, and combinations of these materials. 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. 3 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. 3 semester hours credit.
- ART 1202C. Introduction to Two Dimensional Design.**  
The elements and principles of design as applied to the two dimensional plane. Applied problems to the solution of two dimensional design through various media. Six hours laboratory per week. 3 semester hours credit.
- ART 1203C. Introduction to Three Dimensional Design.**  
The elements and principles of design as applied to the three dimension. Applied problems to the solution of three dimensional design through 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 2280C. Lettering.**  
The development of hand lettering skills through the study of traditional letter forms. 3 semester hours.
- ART 2510. 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 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.

## ASTROMONY

- 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 is 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 2203. 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 2204. 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 2203. Three hours lecture and two hours laboratory per week. 4 semester hours credit.
- BOT 2010C. 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 including cell biology, metabolism, genetics, physiology and evolution. Co-requisite or Pre-requisite: BSC 1010. Two hours laboratory per week. 1 semester hour credit.
- BSC 2810. Biological Principles for Teachers I.**  
This course is offered as an institute for junior high and senior high school science teachers. It includes a review of classic biological principles and an update of recent developments and current ideas in biological science. The course will be divided into two parts focusing on botany and zoology. 3 hours lecture and 2 hours laboratory.
- PCB 2921. Seminar in Biological Frontiers.**  
A three-day workshop in the area of biotechnology offered for the area science majors and industrial personnel. The workshop provides current information on bioenergy research and development. Special attention is given to the production of ethyl and methyl alcohol, gasification, bioengineering, and computer mediated energy information management and production/conversion systems integration. Prerequisite: consent of department. 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 include 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 1004. Principles of Banking.**  
The foundation for most other AIB courses, this course looks at nearly every aspect of bank functions. Providing a com-

prehensive introduction to the diversified services offered by the banking industry today, it is essential for most new banking personnel. This revised course includes new material on bank accounting, pricing, and profitability; and expands the discussion on the personnel and security functions of the bank. 3 semester hours credit.

**BAN 1930. Microcomputers in Banking: A Hands-on Approach.**

Participants will acquire a basic understanding of microcomputer terminology; learn how to evaluate hardware and software capabilities and become familiar with the microcomputer applications. 1 semester hour credit.

**BAN 2781. Management of Commercial Bank Funds.**

This sophisticated treatment of a central bank function offers the student an overall treatment of funds management policies and practices conducive to liquidity, safe risks and profitability, with special focus on spread management. Emphasis is on how the banker can successfully apply basic funds management principles to the everchanging financial environment. 3 semester hours credit.

**BAN 2210. Analyzing Financial Statements.**

This course is designed for the banker who already has an understanding of accounting and wants to know how to apply that knowledge to the interpretation and evaluation of financial reports of businesses. It focuses on the ways in which financial statement analysis is used in bank credit decisions. Emphasis is on theory and problem solving rather than "how to" skills. A case-study approach is used to encourage active student involvement in the analysis of financial condition and operating performance of a modern business firm. Recommended prerequisite: ACG 2001. 3 semester semester hours credit.

**BAN 2782. Bank Investments.**

This course presents the factors that affect investment strategies and decisions, grounded in a framework of yield. The basic characteristics of the major types of bank investments are studied, along with the relationship of investment management to other functional areas of the bank. Recommended prerequisite: BAN 1004 or equivalent experience. 3 semester hours credit.

**BAN 2240. Installment credit.**

This course emphasizes pragmatic "how to's" that detail the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debts in delayed payments. 3 semester credit hours.

**BAN 2237. Agricultural Finance.**

This course offers a comprehensive look at all facets of extending agricultural and agri-business loans, from analysis of the financial statements of agricultural enterprises to dealing with problem loans. Emphasizing general principles of management evaluation, fulfillment of credit needs and the use of capital. It is a more theoretical course than Agricultural Credit Analysis. 3 semester hours credit.

**BAN 2411. Savings and Time Deposit Banking.**

This course is designed to acquaint the student with many of the major developments contributing to the "New World" of banking, the impact of banking deregulation, growth of money market funds, and still competition from non-bank entities is discussed. Emphasis is on deposit instruments rather than on deposit operations. Major points include financial institutions, competition and savings, management of bank funds, types of savings and time deposits, operations and controls, regulation and examination of banks, bank marketing, and the impact of automation. 3 semester hours credit.

**BAN 2511. Marketing for Bankers.**

This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry. Content highlights include marketing in the organization, consumer motivation and buying behavior, marketing information and research, and public relations and communications. 3 semester hours credit.

**BAN 2742. Bank Management by Objectives.**

This course is designed to teach bank officers how to resolve bank problems using a step-by-step approach. Using the management-by-objectives system, realistic goals and objectives are identified and implemented in sample situations drawn from actual experience. Students learn a way of thinking and an attitude which will equip them with the ability to map out a managerial strategy for their respective banks and departments. 3 semester hours credit.

**BAN 2800. Law and Banking.**

This course provides an overview of the legal aspects of banking. The course is designed to equip the student with a non-technical, clear understanding of all aspects of the legal system that directly affect banks. Topics include jurisprudence, the court system, and civil procedure, contracts, quasi-contracts, property, torts, crimes, agency, and the nature of partnerships and corporations. 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.

**BAN 2501. Money and Banking.**

This course presents basic economic principles as they relate to banking. It provides the essential understanding necessary to further banking study. Prerequisite: ECO 2013 recommend. 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 0024 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.

**OST 1100.**

**Elementary Typewriting.**

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

**OST 1120.**

**Advanced Typewriting.**

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

**OST 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.

**OST 1211.**

**Gregg Shorthand.**

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

**OST 1212.**

**Shorthand Dictation and Transcription.**

A continuation of OST 1211 with increased practice in dictation and transcription. Prerequisite: OST 1211 or one year of high school shorthand. 3 semester hours credit.

**OST 2213.**

**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: OST 1212 or equivalent. 3 semester hours credit.

**OST 2637.**

**Business Machines.**

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

**OST 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. Prerequisite: Test minimum 9th grade level or consent of instructor. 3 semester hours credit.

**OST 2335.**

**Business Correspondence.**

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

**OST 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, such as: filing, telephone techniques, meeting callers, locating information, handling mail, and finding and applying for a job. Prerequisites: OST 1120, or consent of department. 3 semester hours credit.

**OST 2250.**

**Shorthand Dictation and Transcription Legal.**

An advanced course with emphasis on the secretarial specialist. Introduction to the various documents used in the field of law, including vocabulary, dictation, and transcription used in the legal profession. 1 semester hour credit.



- OST 2255. Shorthand Dictation & Transcription Medical.**  
An advanced course with emphasis on the secretarial specialist. Introduction to the various documents used in the medical field, including vocabulary, dictation, and transcription used in these fields. 1 semester hour credit.
- OST 2215. Shorthand Dictation and Transcription Business/Industry.**  
An advanced course with emphasis on the secretarial specialist. Introduction to the special areas of business and industry, including vocabulary, dictation, and transcription used in these fields. 1 semester hour credit.
- OST 1351. Records Management.**  
Individualized introduction to develop an understanding of the profession of records management. Included are the criteria by which records are created, classified, stored, retrieved, retained, transferred, or their disposition. 1 semester hour credit.
- OST 1383. Human Relations.**  
The purpose of this course is to help students understand human relations. Good human relations are essential in getting along with other people and in succeeding in the world of work. Without good human relations techniques, it is difficult for anyone, no matter how skillful, to be successful in business. 1 semester hour credit.
- OST 1711. Word Processing-Dedicated Equipment.**  
This course is designed to prepare students to produce form letters and reports using dedicated word processing equipment. It includes the operation of word processors, composition and editing of business letters, preparation of business and financial reports and a review of basic fundamentals of English grammar and punctuation.
- CIS 2110. Introduction to the Use of Data Bases.**  
This course includes file organization and access methods, as related to business data processing applications. Inventory control, accounting, payroll will be included. Students will be required to build and maintain files using microcomputers. 3 semester hours credit.

## CHEMISTRY

- CHM 1025. 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. Co-requisite: MAT 1033 or a more advanced course and CHM 1015L unless waived by Department Chairman. 3 hours lecture per week. 3 semester hours credit.
- CHM 1025L. Introductory Chemistry Laboratory.**  
A laboratory course designed to provide basic laboratory experiences for the introductory chemistry student. Emphasis is placed on fundamental laboratory techniques, laboratory safety, and the use of the scientific method. Selected experiments and exercises will exemplify and reinforce topics discussed in class. 1 semester hour credit.
- CHM 1030C. General, Organic and Biochemistry for Health and Related Sciences I.**  
This course consists of selected topics from general chemistry specifically designed toward a health related major with practical application of the chemical concepts of matter, atoms, measurement, bonding, reactions, pH, etc. The organic portion will introduce carbon chemistry and its compounds and their relationship to health related fields. Three hours lecture and three hours laboratory per week. 4 semester hours credit. dissection and experiments. Prerequisite: BSC 1010 or equivalent. Three hours lecture and two hours laboratory per week. 4 semester hours credit.
- CHM 1045. General Chemistry I.**  
The courses CHM 1045-1046 are designed to fulfill requirements in general chemistry for the first year in science, pre-medical, and engineering curricula. Includes units and measurements, chemical calculations, thermochemistry, gases, liquids, solids, atomic structure, and bonding. 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. CHM 1045L should be taken concurrently. 3 semester hours credit.
- CHM 1045L. General Chemistry Laboratory I.**  
An introduction to experimental techniques in chemistry designed to demonstrate basic chemical principles. Prerequisite or co-requisite: CHM 1045. Three hours laboratory per week. 1 semester hour credit.
- CHM 1046. General Chemistry with Qualitative Analysis.**  
A continuation of CHM 1045. Includes solutions, equilibrium, kinetics, acids and bases, redox reactions, nuclear reactions, and organic compounds. Prerequisite: CHM 1045. CHM 1046L should be taken concurrently. 3 semester hours credit.
- CHM 1046L. General Chemistry and Qualitative Analysis Laboratory II.**  
A continuation of CHM 1045L. It includes qualitative analysis of selected ions. Prerequisite or co-requisite: CHM 1046. Three hours laboratory per week. 1 semester hour credit.
- CHM 1031C. General, Organic and Biochemistry for Health and Related Sciences II.**  
This is a continuation of CHM 1030C. 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 1046 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

- OST 2404. Office Management.**  
A course designed to teach the theories and practices of office management. Topics include information storage and retrieval, records center administration, records security, records disposition, forms and reports, design, computer applications, microfilming, records management, personnel training and supervision. 3 semester hours credit.
- COP 2001. Applied Programming Speciality.**  
Use of a particular programming language to create programs to solve a particular problem. Students write a contract for the particular programming activities to be completed during the course. 2 credit hours.
- CGS 2120. 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.
- CIS 2920. 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.
- CGS 1061. Microcomputer Literacy I: Introduction.**  
An overview of microcomputer applications, including terminology and microcomputer operations. Hands-on exercises using microcomputer software are to be completed. Writing computer programs is not a major activity in this course. 1 credit hour.
- CGS 1510. Microcomputer Literacy II: Spreadsheet.**  
Use of spreadsheet software for microcomputers. Provides an introduction to the use of spreadsheet software for problem-solving for personal and business applications through hands-on exercises. Prerequisite: CGS 1061 or consent of instructor. 1 credit hour.
- CGS 1500. Microcomputer Literacy III: Wordprocessing.**  
Use of microcomputers for wordprocessing activities. Provides an introduction to the capabilities of wordprocessing software for microcomputers through hands-on exercises. Prerequisite: CGS 1061 or consent of instructor. 1 credit hour.
- CIS 1920. Workshop in Microcomputer Applications.**  
Use of a particular microcomputer application. For students who have completed one of the microcomputer literature courses with a grade of C or better who desire further study of a particular microcomputer application. Students write an individual contract for the activities to be completed during the semester. 1 credit hour.
- CGS 1530. Microcomputer Literacy: Integrated Software.**  
Use of integrated software packages for microcomputers. Provides an introduction to the functions commonly available in integrated software packages for microcomputers through hands-on exercises and demonstrations of representative software packages. 1 credit hour.
- CGS 1000. Introduction of Data Processing.**  
An introduction to the terminology, procedures, and equipment used in business data processing and common business applications of computers. 3 credit hours.
- CGS 1461. Microcomputer Programming I.**  
An introduction to programming. Includes microcomputer operations, problem solving strategies, program design, flow charts, program control structures, and coding of programs. 1 credit hour.
- CIS 2321. Elements of Business Analysis.**  
An introduction to business systems analysis. Topics include the system development life cycle, structured analysis and design techniques, systems analysis tools, forms design, report design, and system controls. Prerequisite: CGS 1000 or consent of instructor. 3 credit hours.
- COP 2200. Computer Programming I.**  
An introduction to computer programming using FORTRAN. Includes fundamentals of the FORTRAN programming language, logical analysis of problems, and practice in programming elementary business and scientific exercises. Prerequisite: MAC 1104, MAC 1132 or consent of instructor. 3 credit hours.
- COP 2120. Introduction to COBOL Language Programming.**  
An introduction to programming in COBOL. Topics include organization and structure of a COBOL program, syntax of COBOL statements, program design techniques, arithmetic operations and control structures, control break processing, use of tables, and sequential file processing. Prerequisite: COP 2170 or consent of instructor. 3 credit hours.

- COP 2170. Introductory Programming in BASIC.**  
An introduction to BASIC programming language. Includes organization and structure of a BASIC program, syntax of BASIC statements, variables, mathematical operations, logical operations, input/output operations, control structures, sequential file processing, problem solving strategies, program design techniques, and algorithms for sorting and searching. Prerequisite: CGS 1461 or consent of instructor. 3 credit hours.
- COP 2172. Advanced techniques in BASIC.**  
An advanced course in programming with BASIC. Includes sequential and random access file processing techniques, multi-dimensional arrays, graphics, DOS, and a comparison of the capabilities of different commercial versions of BASIC. Prerequisite: COP 2170 or consent of instructor. 3 credit hours.
- COP 2210. Introduction to PASCAL.**  
An introduction to programming with PASCAL. Includes organization and structure of a PASCAL program, syntax of selected PASCAL statements, variables, mathematical operations, logical operations, input/output operations, control structures, functions and procedures, programmer-defined data types, arrays, records, sets, and files, algorithm design, and modular programming techniques. Prerequisite: COP 2170 or consent of instructor; MAC 1104 or MAC 1132 is also recommended. 3 credit hours.
- CGS 2151. Social Science Applications Workshop.**  
Use of computer in social sciences. Provides an introduction to the use of specific computer software used in social science applications. 1 credit hour.
- CIS 2110. Database Management.**  
An introduction to database management. Topics include capabilities and uses of database management software; evaluation of DBMS packages; data models; creation, maintenance, and use of a database; hands-on experience with selected DBMS software. Prerequisite: CGS 1000 or consent of instructor. 3 credit hours.
- COP 2121. Advanced COBOL Programming.**  
An advanced course in COBOL programming. Topics include modular design of programs; structured programming; COBOL syntax; processing using multi-dimensional tables; methods of files organization; and file processing techniques. Prerequisite: COP 2120 or consent of instructor. 3 credit hours.

## 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 1023. 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 1100. Introduction to Criminal Justice.**  
A study of the history, philosophy, ethics, development, and objectives of the criminal justice systems. The organization and administration of local, state, and federal criminal justice agencies are emphasized. Professional career opportunities are surveyed. 3 semester hours credit.
- 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 1500. Juvenile Delinquency.**  
A history of the juvenile court system in the United States will be reviewed. Delinquency and the family will be analyzed. Delinquency control including the police, courts, legislation and support agencies will be discussed. 3 semester hours credit.
- CCJ 2200. The Courts System.**  
The courts system of the United States is explained at all levels, emphasizing adversary procedures in the criminal and civil or equity procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Prerequisite: CCJ 1020 or consent of department. 3 semester hours.
- CCJ 2210. Criminal Law.**  
The theory, purpose and history of criminal law. General criminal procedures including arrest and trial, appeal, punishment and release, search and seizure and the rights and duties of law officers. 3 semester hours credit.
- CCJ 2230. Criminal Evidence.**  
An analysis of courtroom procedures, presentation of evidence and judicial decisions. Rules of evidence the role of judge, prosecutor, defense and jury will be discussed. 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: SYG 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: SYG 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 SYG 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 2420. Police Operations.**  
Police problems and responsibilities including the distribution of personnel and materials, supervision of forces, operating procedures, communications and records, highway safety and traffic control, disasters and disturbances, and the relationship between the police and the public will be discussed. 3 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: SYG 1000 or consent of department. 3 semester hours credit.
- CCJ 2930. Criminal Justice Problem Analysis.**  
Court designed to allow the student to pursue selected issues in the Criminal Justice System. Thorough research of issues will be through class discussions, practical field visits, and written resource materials. Students will develop a more meaningful understanding of the inter-relationships among segments of the Criminal Justice System and various problem solving techniques. 3 semester hours credit.
- CCJ 2949. Cooperative Education: Criminal Justice.**  
The intern will gain valuable experience and knowledge while working with an assigned supervisor in an appropriate agency. A minimum of 150 hours is required, utilizing various criminal justice agencies as the "laboratory." 3 semester hours credit.
- CJD 1000. Criminal Justice Basic Standards.**  
A course designed to meet the minimum standards required for employment as a corrections officer or law enforcement officer in the State of Florida. Course consists of lectures, demonstrations, practice and laboratory experience in order to satisfy objectives set forth by Florida Criminal Justice Standards and Training Commission. Students will also be required to complete college level assignments and discussions session set by the instructor. Students must be enrolled in or have complete basic corrections or law enforcement requirements consisting of a minimum of 320 hours or equivalent, at Chipola Junior College. 9 semester hours credit.
- CJD 2649. White Collar Crime.**  
A study of criminal behavior not usually associated with the traditional crime. Crimes committed by a person of respectability and high social status in the course of his occupation. This course will include a survey of various typologies, causation factors, individual self concepts and rationale. 3 semester hours credit.
- CJT 2100. Criminal Investigations.**  
To provide education theory in the fundamentals of investigation, techniques of collection, preservation and transportation of evidence.
- 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 1949-2949. **Cooperative Education I & II.**  
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.

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 co-requisite or prerequisite. Students will be required to purchase suitable instruments. Five hours lecture/laboratory per week. \$5.00 lab fee. 3 semester hours credit.

ENGINEERING TECH: ELECTRONIC

- CET 2112C. **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: EET 2119C, EET 2155C. Six hours lecture/laboratory per week. 4 semester hours credit, \$6 lab fee.
- CET 2152C. **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: CET 2112C. Six hours lecture/laboratory per week. 4 semester hours credit. \$6 lab fee.
- CET 2173C. **Digital Systems-Fault Analysis.**  
Fault analysis and troubleshooting techniques as applied to various types of digital systems comprised of both discrete and integrated circuits. Involves a practical hands-on application to troubleshooting using diagnostic programming to repair training computers, microprocessor systems, utilizing appropriate test equipment. Four hours lecture/laboratory per week. Prerequisite: CET 2152C. 3 semester hours credit.
- EET 1015C. **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. Six hours lecture/laboratory per week. 4 semester hours credit, \$6 lab fee.
- EET 1025C. **Alternating Current Circuits.**  
A study of A.C. fundamentals, inductive, circuits, capacitive circuits, complex numbers, resonance, and filters. Theoretical circuit analysis and circuit testing by the use of meters and oscilloscopes are stressed. Six hours lecture/laboratory per week. Prerequisite: EET 1015C. 4 semester hours credit, \$6 lab fee.

- EET 1003. **Survey of Electronics (Non-Majors).**  
An overview of electronics to acquaint the student with the principles upon which modern electronics devices operate. The course includes a survey of the basic concepts of electricity and magnetism, electronic circuits, digital electronics, communications and computers. Prerequisite: None. 3 semester hours credit.
- EET 1607C. **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. Four hours lecture/lab per week. 3 semester hours credit, \$6 lab fee.
- EET 2104C. **Electronic Devices.**  
A study of semiconductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FETs, PNP's, and other devices. Six hours lecture/laboratory per week. Prerequisite: EET 1015C, MTB 1327, MTB 1328. 4 semester hours credit, \$6 lab fee.
- EET 2119C. **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: EET 1015C, EET 1025C, EET 2104C. Six hours lecture/laboratory per week. 4 semester hours credit, \$6 lab fee.
- EET 2155C. **Microelectronic Circuits.**  
A study of integrated circuits; differential, operational and Norton amplifiers, including: power requirements, design considerations, characteristics, linear and non-linear application. Prerequisites: EET 1015, EET 1025C, EET 2104C, EET 2119C. Six hours lecture/laboratory per week. 4 semester hours credit, \$6 lab fee.
- EET 2322C. **Electronic Communications.**  
A study of the fundamentals of communications including AM and FM receivers and transmitters, comprised of both discrete and integrated circuits. Involves a practical hands-on application of trouble shooting techniques to analyze and isolate faults. Six hours lecture/laboratory per week. Prerequisite: EET 2155C. \$6 lab fee. 4 semester hours credit.
- EST 2113C. **Industrial Electronics.**  
A study of elementary operations of process control systems, such as: sequencing, monitoring, sampling, inspecting, counting, etc. Included is the study of: motor controls, sensing devices, SCR's, thyristors, relays, and servo-mechanisms. Prerequisites: EET 1015C, EET 1025C, EET 2104C. Six hours lecture/laboratory per week. 4 semester hours credit, \$6 lab fee.
- EST 2603C. **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. Six hours lecture/laboratory per week. 4 semester hours credit. \$6 lab fee.
- ETD 2621. **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 included: orthographic descriptions, layout of diagrams, standards, symbols, schematics and printed circuits. Four hours lecture/laboratory per week. 3 semester hours credit, \$5 lab fee.

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: Grades of C in 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: Grades of C in 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: Grades of C in 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. **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 14 on the ACT or a MAPS scaled score of 30 must make a grade of C in this course before registering for ENC 1101. This course does not earn college credit.

ENC 0002.	<b>College Prep Writing II.</b> This course is designed for the higher level group of those students who score below 14 on the ACT or 30 on the MAPS (TSWE), specifically those who score 11-13 on ACT and 25-29 on the MAPS, and for those students who make a D in College Preparatory Writing I. This course does not earn college credit but counts 4 semester hours for load purposes.
ENC 1101.	<b>Communications Skills I.</b> 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 Communications Skills Law. Prerequisite: a score of 14 on the ACT or successful completion of ENC 0001. A "C" grade or higher must be earned to advance to a higher level English course or to use this course as part of the general education requirements in English. 4 semester hours credit.
ENC 1102.	<b>Communication Skills II.</b> 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. A "C" grade or higher must be earned to advance to a higher level English course or to use this course as part of the general education requirements in English. 4 semester hours credit.
ENC 1121.	<b>Advanced Freshman English I.</b> 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. 4 semester hours credit.
ENC 1122.	<b>Advanced Freshman English II.</b> 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. 4 semester hours credit.
ENC 1133.	<b>Research Writing.</b> 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: A grade of C in ENC 1101. 1 semester hour credit.
ENC 1090.	<b>Communications Skills Review.</b> 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 and writing of 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. The course is mandatory for all students who register for the CLAST with an overall grade point average below 3.0. 1 semester hour credit.
ENC 2210.	<b>Technical Writing.</b> 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: Grades of C in ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.
ENC 2301.	<b>Advanced Composition.</b> 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: Grades of C in ENC 1101-1102 or ENC 1121-1122. Writing assignments fulfill the demands of the Communication Skills Law. 4 semester hours credit.
ENC/MAT 2905.	<b>Communications/Mathematics Through Tutoring.</b> The goal of this course is to teach the general communication skills needed for successfully tutoring in an academic setting, to teach general methods of tutoring and to teach the tutoring techniques needed in specific courses. Teacher-tutor seminars, teacher-tutor conferences, and formal instruction will supplement the extensive tutoring experiences. The number of hours of credit varies from 1 to 3 hours depending upon the number of hours of tutoring: 1 credit, 25 hours; 2 credits, 38 hours; and 3 credits, 50 hours.
ENL 2010.	<b>Survey of English Literature I.</b> 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 ( <i>Paradise Lost</i> ), and Bunyan ( <i>Pilgrim's Progress</i> ). Prerequisites: Grades of C in ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.
ENL 2021.	<b>Survey of English Literature II.</b> 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. Prerequisites: Grades of C in ENC 1101-1102 or 1121-1122. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENL 2023.	<b>Survey of English Literature III.</b> 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. Prerequisites: Grades of C in ENC 1101-1102 or ENC 1121-1122. Writing assignments will satisfy the requirements of the Communication skills Law. 3 semester hours credit.
ESL 1281.	<b>English as a Second Language.</b> A course for non English speaking students who need additional assistance in writing and reading English in order to be prepared for English 1101. Major emphasis is on writing (paragraphs and short essays) and reading skills. Prerequisite: A score of 350 on the TOEFL or by referral based on individual conditions. Required of all students who do not pass an exemption test. 3 semester hours credit.
FIL 2002.	<b>Film Appreciation.</b> 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.	<b>Modern Grammar.</b> 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 language they will need to be effective in dealing with the increasingly nontraditional student of today. Prerequisite: ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.
LIT 2012.	<b>Reading the Novel.</b> 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.	<b>Literature Appreciation.</b> 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, 1121-1122, or consent of department. 3 semester hours credit.
LIT 2313.	<b>Survey of Science Fiction.</b> 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.	<b>Literature of the Bible.</b> 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 0004.	<b>Drill in Basic Communication Skills.</b> A course designed to improve general study skills; reading, listening, note-taking, and question-answering. It is required of all students who fail to make a score of 14 on the ACT English standard score or a MAPS reading scaled score of 12. Open to any student. This course does not earn college credit.
REA 0105.	<b>Reading Improvement.</b> 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.	<b>Advanced Reading.</b> 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 of, or current enrollment in, ENC 1101 or ENC 1121. 2 semester hours credit.

FRENCH

FRE 1100.	<b>Elementary French I.</b> The essentials of French, with emphasis on oral expression. Open to those students who enter college without any or with only one year of high school French. 4 semester hours credit.
FRE 1101.	<b>Elementary French II.</b> A continuation of FRE 1100 with emphasis on both oral and written expression. 4 semester hours credit.
FRE 2200.	<b>Intermediate French I.</b> 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. 4 semester hours credit.
FRE 2201.	<b>Intermediate French II.</b> The second half of the courses FRE 2200-2201. 4 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

- HSC 1100. Personal and Community Health Problems.**  
A course designed to prepare the student for solving personal and community health problems through an understanding of health rules and habits. Emphasis is given to the principles of maintaining and improving individual and community health and organizing these factors for effective daily living. 3 semester hours credit.
- HSC 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.
- AMH 2091. 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 1930-1931-2932-2933. 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 judgements 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

- CHD 1103. Child Care Training.**  
This course includes the study of state and local rules and regulations; health, safety and nutrition; identifying and reporting child abuse and neglect; child growth and development. Open only to those seeking child care certification. 1 semester hour credit.
- 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; 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, medieval and renaissance cultural heritage. Prerequisites: A grade of C in English 1101 or English 1102, or consent of department.

- HUM 2230. 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 2230 deals primarily with our cultural heritage from the baroque and revolutionary and modern period cultural heritage. Prerequisites: A grade of C in English 1101 or English 1102 or consent of the department.
- 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. A "C" grade or higher must be earned in this course. 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. A "C" grade or higher must be earned in this course. 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.

## JOURNALISM

- 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 co-requisite. 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, methods, and functions of mass communications media: newspapers, magazines, books, radio, television, and film—with emphasis on evaluation of the impact of mass media on society. This course satisfies the Communications Skills Law. Writing requirement: 6,000 words. Prerequisites: Grades of C in ENC 1101-1102 or ENC 1121-1122. 3 semester hours credit.

## MATHEMATICS

- MAC 1102. Algebra.**  
This course is designed to enable students to partially meet the general education requirement in mathematics and receive instruction in the algebraic concepts of the CLASP. Topics include: algebra review, solutions and graphs of first and second degree equations and inequalities in one or two variables; simplification of radical forms and rational exponents; systems of linear equations in two or three variables; relations and functions; variation; applications; and geometric and arithmetic sequences. Prerequisites: MAT 0024 or at least one year of high school algebra and an acceptable score on a state approved mathematics placement test. 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. Not open for students who have completed any other mathematics course other than MAT 0024. 3 semester hours credit.
- MAC 1104. College Algebra.**  
The scope of this course includes linear and quadratic functions, systems of equations and inequalities, polynomials and rational functions and equations, absolute values, complex numbers, the binomial theorem, matrices and determinants, progressions, logarithmic and exponential functions. This course should not be pursued by students planning to take MAC 1132. Prerequisites: two years of high school algebra and 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.
- MAC 1104L. College Algebra Lab.**  
A concrete approach to college algebra topics will be stressed through the use of manipulatives and micro-computers. Emphasis will be placed on using the micro-computer as a problem solving tool. This course should be taken concurrently with MAC 1104, College Algebra. 1 hour elective credit.
- MAC 1114. Plane Trigonometry.**  
This course deals with the solution of triangles, trigonometric relations, and functions of an angle, logarithms, and complex numbers. Prerequisite: MAC 1104 or consent of department. 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 1114L. Plane Trigonometry Lab**  
A concrete approach to trigonometry topics will be stressed through the use of manipulatives and micro-computers. Emphasis will be placed on using the micro-computers as a problem solving tool. This course should be taken concurrently with MAC 1114, Plane Trigonometry. 1 hour elective credit.

- MAC 1132. College Algebra and Plane Trigonometry.**  
This course is primarily designed to prepare students for Calculus and Analytic Geometry. The subject matter covered in MAC 1132 is similar to that which is included in the two courses, College Algebra and Plane Trigonometry. 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: second-year high school algebra and high school trigonometry. Or consent of department. 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: limits; basic techniques of differentiation and integration; word problems with application to business and economics. Prerequisite: MAC 1104. A "C" grade or higher must be earned 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 1311. Calculus and Analytic Geometry I.**  
This course includes: the analytic geometry of the line and circle; limits; continuity; derivatives and integrals of the algebraic and transcendental functions; applications of derivations, 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; trapezoidal and Simpson's Rule. 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 1311L. Calculus and Analytic Geometry I.**  
A concrete approach to topics in Calculus I through the use of manipulatives and microcomputers. Emphasis will be placed on using the microcomputer as a problem solving tool. This course should be taken concurrently with MAC 1311. Calculus I and Analytic Geometry. 1 hour elective credit.
- MAC 2312. Calculus and Analytic Geometry II.**  
This course includes: techniques of integration; applications of the integral; polar coordinates; sequences and series; Taylor Series; conic sections; vectors, 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. This course includes: properties and operations of rational numbers; introduction to real numbers; a study of measurement; introduction to LOGO. This course is not to be used for credit toward a major or minor in mathematics. Prerequisite: MGF 1207. 3 semester hours credit.
- MAP 2302. Differential Equations.**  
This course is an introduction to ordinary differential equations. Topics included: linear first-order equations and their applications; methods for solving non-linear and second order differential equations; Wronskians; power series solutions; methods of undetermined coefficients; Laplace transforms; Fourier series solutions. Prerequisite: MAC 2313. 3 semester hours credit.
- MAT 0013. Development Mathematics with Algebra.**  
This course is designed for all students who are deficient in basic arithmetic and algebra skills. Topics included: operations with integers, fractions, decimals and percent; geometric figures and their measures; properties of and operations on the rational numbers; simplification of polynomials and fractional expressions; equation-solving techniques. A "C" grade or higher must be earned to advance to a higher level mathematics course. Credit not applicable to the A.A. degree. Prerequisites: A sufficient score on the placement test or consent of the department. 4 non-credit semester hours.
- 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 MAC 1102, Intermediate algebra. Topics included: operations on and properties of real numbers; algebraic expressions; solving equations; fractional expressions; factoring; exponents; radicals. Not open for credit to any student who has previously completed a college mathematics course other than MAT 0013. Does not meet general education requirement in mathematics. Three hours lecture and one hour laboratory per week. 4 non-credit semester hours.
- MAT 0024L. College Prep Algebra Lab.**  
This course will provide individualized instruction in the topics taught in Elementary Algebra through the use of manipulatives, drill and practice and micro-computers. Emphasis will be placed upon using the micro-computer as a problem solving tool. This course must be taken concurrently with MAT 0024, Elementary Algebra. 1 non-credit semester hour.
- MGF 2118. College Level Academic Skills Test Review.**  
The College Level Academic Skills Test Review is a review of the essential academic skills for Florida community colleges and universities. It is designed to provide additional practice exercises to students who have successfully completed or are currently completing their six hour general education mathematics' requirements, but desire remediation in individual concepts. Topics included: sets, logic, geometry, probability, permutation and combinations, algebraic operations; statistics. The course is mandatory for all students with an overall grade point average below 3.0, who register for the CLAST and cannot be used to meet the mathematics general education requirement. 1 semester hour credit.

- MAT/ENC 2905. Mathematics/Communications Through Tutoring.**  
The goal of this course is to teach the general communication skills needed for successfully tutoring in an academic setting, to teach general methods of tutoring and to teach the tutoring techniques needed in specific courses. Teacher-tutor seminars, teacher-tutor conferences, and formal instruction will supplement the extensive tutoring experiences. The number of hours of credit varies from 1 to 3 hours depending upon the number of hours of tutoring: 1 credit, 25 hours; 2 credits, 38 hours; and 3 credits, 50 hours.
- MAT 1030. Intermediate Algebra Part A.**  
A one hour mathematics course designed to enable the entering student to meet the requirement for MAC 1102, Intermediate Algebra, in three one hour segments rather than in a three hour course. Topics included: introduction to real number system; algebraic expressions; factoring. Not open for credit to any student who has previously completed any college level mathematics course other than MAT 0024 or MAT 0013. A grade of "C" or higher must be earned in this course to advance to MAT 1031 or to use as part of the general education requirement in mathematics. Prerequisite: One year of high school algebra and an acceptable score on mathematics achievement test. 1 semester hour credit.
- MAT 1031. Intermediate Algebra Part B.**  
A one hour mathematics course for students who wish to meet the requirement for MAC 1102, Intermediate Algebra, in one hour segments rather than in a three hour course. Topics included: exponents; radicals; linear and quadratic functions. Not open for credit to any student who has previously completed any college level mathematics course other than MAT 0024, MAT 0013 or MAT 1030. A grade of "C" or higher must be earned in this course to advance to MAT 1032 or to use as part of the general education requirement in mathematics. Prerequisite: MAT 1030. 2 semester hour credit.
- MAT 1032. Intermediate Algebra Part C.**  
A one hour mathematics course designed for students who wish to meet the requirement for MAC 1102, Intermediate Algebra, in three one hour segments rather than in a three hour course. Topics included: inequalities; determinants; systems of linear equations and inequalities; binomial theorem; complex numbers; variation. Not open for credit to any student who has previously completed any college level mathematics course other than MAT 0024, MAT 0013, MAT 1030 and MAT 1031. A grade of "C" or higher must be earned in this course to advance to a higher level mathematics or to use as part of the general education requirement in mathematics. Prerequisite: MAT 1030 and MAT 1031. 1 semester hour 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 included: measure, indirect measurement, geometric measures, and errors in measurement. This course is not open for credit to anyone who has successfully completed the 3 semester hour course MGF 1207. 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 included: Venn diagrams, truth tables, logic operations, logical equivalence, ancient numeration systems, computations with different number bases. This course is not open for credit to anyone who has successfully completed the 3 hour course in MGF 1207. A "C" grade or higher must be earned in this course 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 1207. Topics in Finite Mathematics.**  
This course is designed to enable students to partially meet the general education requirement in mathematics and receive instruction in the nonalgebraic concepts of the CLASP. Topics included: sets, logic systems of numeration, counting principles, the metric system, mathematical systems, geometry, probability, statistics, permutations and combinations. Prerequisite: MAC 1102 or MAC 1104 or MAC 1132, or an adequate score on an algebra achievement test. A "C" grade or higher must be earned in this course to use it as part of the general education requirements in mathematics. 3 semester hours credit.
- MTB 1327. 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. Ohms in circuit analysis is covered. 3 semester hours credit.
- MTB 1328. Mathematics for Electronics II.**  
A study of the basic concepts of trigonometry, vector analysis and logarithms. Topics covered will include: 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 included: tables and graphs; samples and populations; measures 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 the 3 semester hour course in MGF 1207 or who has completed PHI 1100 or STA 2013. A "C" grade or higher must be earned to advance to a higher level mathematics course or to use as part of the general education requirements in mathematics. 1 semester hours credit.

**STA 2013. Elementary Statistics.**  
An introductory statistics course which includes measures of central tendencies and dispersion, probability, probability distributions, binomial distributions, normal distributions, sample designs and sampling distributions, statistical estimation and hypothesis testing. Prerequisite: MAC 1104 or MAC 1132 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.

**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 A.S. degree. Prerequisite: MER 1000 or consent of instructor; co-requisite: MER 1101L. 1 semester hour credit.

**MER 1101L. Daily Living Skills Laboratory.**  
Experiences in testing and teaching individuals who are mentally retarded. The areas studies include self-help skills, social maturity, physical skills and communications skills. The course is for occupational students. Prerequisite: MER 1000 or consent of instructor; co-requisite: MER 1101. 3 semester hours credit.

**MER 2200. Seminar in Behavior Management.**  
This is a seminar that deals with the basic learning theory as applied in behavior management with mentally retarded individuals. Course is designed for occupational students. Prerequisite: MER 1101 and 1101L or consent of instructor; co-requisite: 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; co-requisite: 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 Mariana 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 2290. Music Skills.**  
The fundamentals of music needed by the elementary teacher as a preparation for the public school music course. Recommended for all elementary education majors except those who have had extensive musical training. Not open for credit to music or music education majors. 3 semester hours credit.

**MUH 2211. Survey of Music History.**  
A course designed to survey the history of music from antiquity to the early eighteenth century. Prerequisite: MUL 2110. 3 semester hours.

**MUH 2212. Survey of Music History.**  
A course designed to survey the history of music from the middle of the eighteenth century to the present. Prerequisite: MUL 2110. 3 semester hours credit.

**MUL 2010. 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.

**MUL 2110. Survey of Music Literature.**  
A course designed to introduce the incoming music major to standard works by providing an analytical basis for visual and aural examination of musical examples. Prerequisite: none. 2 semester hours credit.

**MUN 1270-1271. (Freshman year). Show Choir.**  
**MUN 2270-2271. (Sophomore year). Show Choir.**  
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir ensemble. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students, on a credit or a non-credit basis. Public performances will be scheduled at frequent intervals throughout the year. This course is required of all who have music or drama scholarships. Prerequisite: Audition or consent of department. 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.

**MUN 1710. 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.

**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. Applied Music - Trumpet  
MVB 1211-2222. Applied Music - Horn  
MVB 1211-2223. Applied Music - Trombone  
MVB 1214-2224. Applied Music - Baritone Horn  
MVB 1215-2225. Applied Music - Tuba  
MVK 1211-2221. Applied Music - Piano
- MVP 1211-2221. Applied Music - Percussion  
MVV 1211-2221. Applied Music - Voice  
MVW 1211-2221. Applied Music - Flute  
MVW 1212-2222. Applied Music - Oboe  
MVW 1214-2224. Applied Music - Bassoon  
MVW 1215-2225. Applied Music - Saxophone

Private instruction in the primary instrument or voice consists of two one half hour lessons per week with 2 semester hours credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:

- MVB 1311-2321. Applied Music - Trumpet  
MVB 1312-2322. Applied Music - Horn  
MVB 1313-2323. Applied Music - Trombone  
MVB 1314-2324. Applied Music - Baritone Horn  
MVB 1315-2325. Applied Music - Tuba  
MVK 1311-2321. Applied Music - Piano
- MVP 1311-2321. Applied Music - Percussion  
MVV 1311-2321. Applied Music - Voice  
MVW 1311-2321. Applied Music - Flute  
MVW 1312-2322. Applied Music - Oboe  
MVW 1314-2324. Applied Music - Bassoon  
MVW 1315-2325. Applied Music - Saxophone

All music majors should schedule one 1 semester hour and one 2 semester hour applied music courses each semester.

Fees of \$40.00 and \$80.00 are charged for the 1 and 2 semester hour courses, respectively.

## ASSOCIATE DEGREE NURSING PROGRAM

- NUR 1020C.

**Fundamentals of Nursing.**  
This course is designed to provide students with an understanding of certain key concepts and principles fundamental to the practice of nursing along with related ethical and legal responsibilities of the nurse as a health care provider. The student is introduced to the nursing process as a systematic method of problem solving in which effective communication and interpersonal relationships are central components. Basic needs relative to hygiene, oxygen, food, fluids and activity are emphasized along with nursing skills and procedures necessary to meet the needs of the moderately ill, hospitalized patient. The content includes consideration of socio-economic, ethno-cultural and spiritual needs. Supervised practice and planned hospital experience will provide the student with opportunities to utilize nursing theory to safely assist patients to an optimal level of wellness. Theoretical instruction and clinical experience in geriatric nursing are incorporated throughout the course. Three hours lecture and nine hours laboratory per week. Prerequisites: Chemistry 2200C and APB 2203C. 6 semester hours credit.
- NUR 1143.

**Pharmacology.**  
This course is designed to introduce students to drug standards and legislation, the major classification of drugs and the general actions of selected drugs. It also emphasizes clinical application of drugs to insure rational and optimal patient care. Serious attention is given to mathematical knowledge and skills which are essential to safe nursing practice. Prerequisite: CHM 2200C (Exemption Examination Offered to LPN's). 3 semester hours credit.
- NUR 2003.

**LPN Transition Course.**  
This course is designed to facilitate the entry of License Practical Nurses into the second year of our Associate Degree Nursing Program. Theoretical components of NUR 1020C and NUR 1742C that are not commonly included in the practical nursing curriculum will be emphasized. LPN's will be held accountable for safe performance of all nursing procedures included on the NUR 1020C and NUR 1742C Skills List. Individualized guidance in simulated labs will be provides as a component of this course. Lecture 1 hour (1 credit hour).
- NUR 2310C.

**Pediatrics.**  
This course provides students with opportunities to acquire knowledge and skills needed to care for children from birth through adolescence. Emphasis is placed on care of the hospitalized child with acute illness. Individualized nursing care is planned with consideration for the emotional, social and physical needs of the child. The clinical experience is provided in in-patient facilities. Three hours lecture and nine hours laboratory per week. Prerequisite: NUR 2743C (90% Accuracy on Diagnostic Mathematics Test). Co-requisite: NUR 2420C. 6 semester hours credit.
- NUR 2420C.

**Maternal and Neonatal Nursing.**  
This course is designed to present the nursing student with basic knowledge and skills related to the normal state of pregnancy, including labor and delivery, post partum care and the normal new born with any deviations that may occur during any stage of pregnancy. The student nurse will utilize the nursing process throughout this course of study to foster a healthy adaptation of the pregnant woman and her family unit. Three hours lecture and nine hours laboratory per week. Prerequisites: NUR 2743C (90, Accuracy on Diagnostic Mathematics Exam). Co-requisite: NUR 2310C. 6 semester hours credit.
- NUR 2523C.

**Psychiatric Nursing.**  
This course provides the student with opportunities to acquire knowledge and skills needed to care for patients with emotional illnesses. Therapeutic nurse-patient interaction skills are stressed. Clinical experiences are selected to help students increase their understanding of the interdisciplinary health team and the nurse's role as a member of the team. Clinical practice is provided in a psychiatric hospital. Two hours lecture and six hours laboratory per week. Prerequisites: PSY 2012, NUR 2310C, NUR 2420C and NUR 2743C. Co-requisite: NUR 2744C. 6 semester hours credit.
- NUR 1742.

**Medical-Surgical Nursing I.**  
This course provides students with opportunities to acquire knowledge and skills necessary for safe and effective nursing care of patients with common, medical-surgical problems. Building upon the foundation material acquired in NUR 1020C,

this course emphasizes disturbances in homeostasis, perioperative care, care of the elderly patient, death and dying, integumentary problems and immunity. Supervised practice and planned clinical experience will be correlated with theory in an effort to make the content more meaningful to the student. The nursing process is also emphasized. Theoretical instruction and clinical experience in geriatric nursing are incorporated throughout the course. Three hours lecture and nine hours laboratory. Prerequisite: NUR 1020C (Exemption Examination Offered to LPN's). 6 semester hours credit.

- NUR 2743C.

**Medical-Surgical Nursing II.**  
This course builds upon previously acquired knowledge and skills to enhance the students ability to provide safe and effective nursing care in more complex situations. Medical and surgical problems associated with the circulatory system, endocrine system, digestive system, musculoskeletal system and reproductive system are emphasized. Supervised and planned clinical experience will be correlated with theory. Students will be expected to function with a greater degree of independence and demonstrate a more in-depth understanding of the scientific principles related to nursing care. The nursing process will be emphasized. Three hours lecture and nine hours laboratory per week. Prerequisites: NUR 1742C (90% Accuracy on Diagnostic Mathematics Test). LPN's may enter after successful completion of exemption examinations for NUR 1020C and NUR 1742C. 6 semester hours credit.
- NUR 2744C.

**Medical-Surgical Nursing-Advanced.**  
This course is designed to assist the student in the transition from the student role to the graduate nurse role. Clinical experiences will provide team-leading opportunities in order to foster competence in the decision-making process. Emphasis is placed on sharpening the student's ability to utilize the nursing process when giving care to selected groups of medical-surgical patients. Advanced concepts will be incorporated and reinforced with clinical experience in speciality areas. Two hours lecture and six hours laboratory per week. Prerequisite: NUR 2743C, NUR 2310C, NUR 2420C (90% Accuracy on Diagnostic Mathematics Test). Co-requisite: NUR 2523C. 4 semester hours credit.

## PHYSICAL EDUCATION

### Required

Note: Students not exempt from Physical Education due to age, physical disqualification, or schedule are required to earn at least two semester hours credit in the courses listed under this section as part of the general education requirements for the A.A. degree.

- DAA 1100-1101.

**Contemporary Dance I & II.**  
An activity course in which the student should gain elementary technical proficiency and a working knowledge of the tradition discipline inherent in the art of the contemporary dance. 1 semester hour credit per course.
- DAA 1200-1201.

**Ballet I & II**  
Beginning dance course designed to serve as an introduction to the tradition and discipline of the art of the classical ballet. Physical development of the body as an expressive instrument for ballet movement will be stressed as strength, flexibility, balance, agility, alignment, turn-out, control, elevation, and sensitivity to line are studied. 1 semester hour credit per course.
- 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 co-educational 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 co-educational 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 co-educational 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 co-educational 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 co-educational 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 co-educational 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.	<b>Advanced Archery.</b> A co-educational 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.	<b>Advanced Tennis.</b> A co-educational 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.	<b>Law Enforcement Conditioning I,II.</b> A physical conditioning program for law enforcement personnel. 1 semester hour credit.
PEM 1101.	<b>Physical Conditioning.</b> 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.	<b>Jogging.</b> A co-educational 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.	<b>Primitive Camping.</b> A co-educational 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 national parks. 1 semester hour credit.
PEM 1376.	<b>Back Packing.</b> A co-educational course that includes the fundamentals of loading a back pack (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; a two-day, overnight hike (with camping), and at least one three-day hike will be required. 1 semester hour credit.
*PEM 1951-2951.	<b>Signals Workshop I, II.</b> 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.	<b>Varsity Cheerleading I, II.</b> 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.	<b>Canoeing.</b> History of canoeing followed by instructions 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.	<b>Angling.</b> A co-educational 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 by classroom and 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 co-educational.

PEO 2003.	<b>Sports Officiating.</b> 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.	<b>Theory and Practice of Baseball.</b> Skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit.
PEO 2621.	<b>Theory and Practice of Basketball.</b> 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.	<b>Practical Logic.</b> 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 in this course for it to be used as part of the general education requirement in mathematics. Prerequisite: MAT 1033 or MAC 1104 or MAC 1132. 3 semester hours credit.
-----------	--

## PHYSICAL SCIENCE

GLY 1000.	<b>Introduction to Earth Science.</b> 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.	<b>Introduction to Physical Science.</b> 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 except that 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 1037.	<b>Twentieth Century Physics.</b> This course deals with those areas of physics which have revolutionized our understanding of the physical universe in this century. The topics are covered in considerable depth, but the discussion is non-mathematical. Includes relativity, quantum theory, and elementary particles. Prerequisite: a high school or college course in physical science (minimum grade of B) or in physics. 3 semester hours credit.
PHY 1053C.	<b>General Physics.</b> 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. Co-requisite or prerequisite: MAC 1104 or 1132. Three hours lecture and two hours laboratory per week. 4 semester hours credit.
PHY 1054C.	<b>General Physics.</b> 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. Co-requisite: MAC 1114 or 1311. Three hours lecture and two hours laboratory per week. 4 semester hours credit.
PHY 2048C.	<b>General Physics.</b> 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 motin, ideal gasses, thermal properties of matter and thermodynamics, and laboratory applications of these topics. Co-requisite: MAC 2312. Three hours lecture and four hours laboratory per week. 5 semester hours credit.
PHY 2049C.	<b>General Physics.</b> 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. Co-requisite: MAC 2313. Three hours lecture and four hours laboratory per week. 5 semester hours credit.
PHZ 2300.	<b>Nuclear Physics.</b> 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.	<b>American Federal Government.</b> This course is a study of our Federal Government designed to give the student an understanding of its organization, principles and actual workings. The relationship of the individual to government is emphasized. Credit will be given without taking POS 2112 but same is recommended. 3 semester hours credit.
POS 2112.	<b>State and Local Government.</b> 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.

## POSTAL SERVICE

MNA 1392.	<b>Postal Customer Services I.</b> This course is designed to provide the student with an indepth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and non-postal services. Special emphasis is placed on means to achieve and manage a professional window service operation. The duties of Customer Service Representatives are also reviewed. 3 semester hours credit.
-----------	---

- MNA 1393. Postal Customer Services II.**  
This course is a continuation of MNA 1392, Customer Services I. This course is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. Based on Management's approach to delivery service, the first part of the course covers the duties, responsibilities, and skills needed in the carrier crafts. Two management training programs, "Methods Improvement Plant/Standare Operating Procedures" and "Route Inspections and Evaluations", are explained and emphasized throughout the course. Management of rural delivery service, along with the Fair Labor Standards Act requirements are also explained. 3 semester hours credit.
- MNA 2398. Postal Labor Relations.**  
This course presents an overview of laws and practices as related to Labor-Management in the Postal Service. It starts with the development of labor unions in the federal government and reviews the current status, problems, and/or issued in the Postal Service. Emphasis is placed on the National and Local Agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board.
- MNA 2394. Postal Finance.**  
This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations, and administrative services. 3 semester hours credit.
- MNA 1395. Mail Processing I.**  
This course covers the following topics: mail classification and rates; Service Standards; postal terminology; the four functions of mail processing; distribution systems; mail processing objectives and responsibilities; the mail preparation operation; manual distribution; revenue protection; and the bulk mail centers. 3 semester hours credit.
- MNA 1396. Mail Processing II.**  
This second course in Mail Processing covers the following topics: postal mechanization, machine distribution, human resources management in mail processing, reporting systems and data analysis, operational planning, scheduling and staffing, budgeting and functional coordination with customer services. 3 semester hours credit.
- MNA 2397. Postal Service Employee Relations.**  
This course involves the actual functions of the Personnel Office in relation to the services it provides fr postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurances and retirement benefits, awards programs, salary schedules, and safety and health. 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 Socblogy.**  
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 workshop which will allow the student to complete the Communication Skills Law (Gordon Rule) requirement while receiving credit in Sociology. In the course students will improve their writing skills through a series of written assignments (based on the course material of Introductory Sociology and appropriate writing instruction). Prerequisite: Completion of ENC 1101-1102 or ENC 1121-1122 with grades of C or above. The student must be taking SYG 1000 during the same semester the writing section is taken. 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 expectations 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. 4 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 only one year of high school Spanish. 4 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. 4 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. 4 semester hours credit.
- SPN 2201. Intermediate Spanish.**  
The second half of the course 2200-2201. Prerequisite: SPN 2200. 4 semester hours credit.

## SPEECH

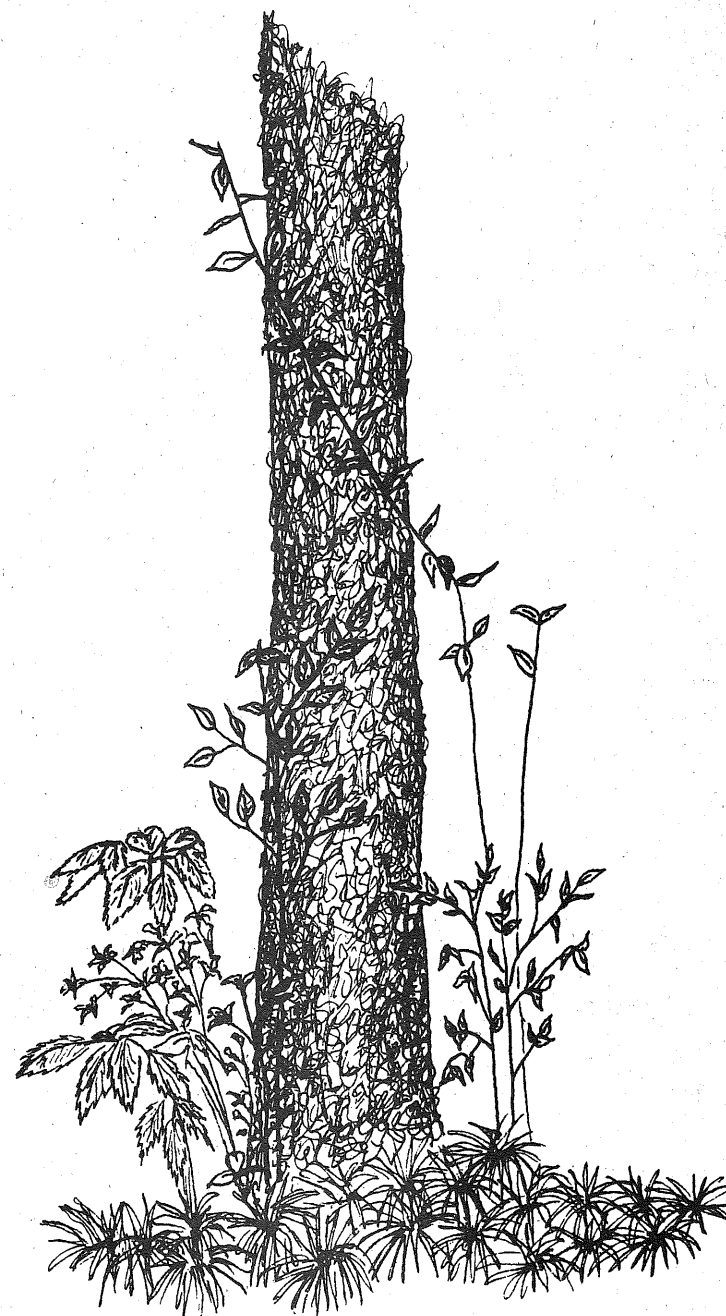
- ORI 2000. Oral Interpretaion.**  
Oral interpretation of major forms of prose, poetry, and drama with emphasis on integration of vocal skills. 3 semester hours credit.
- SPC 1050. Fundamentals of Speech.**  
An intensive study of the speech process. This course, primarily designed for English, speech, elementary and special education majors, enables the student to evaluate his own speech; to understand phonetic, physiological, and psychological factors involved in speech; 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.
- THE 2051. Children's Theatre.**  
A basic orientation to the principles of theatre for children with an emphasis on practical application. The course culminates in performances of folk, fairy tale, musical or an original story. If possible, the course will try to be designed to involve audience participation as part of the production. The class participates in characterizations, costumes, props and music.

- TPP 2100. Fundamentals of Acting.**  
This course is designed to study the fundamental techniques and principles of acting. Training in improvisation, interpretation, stage movement, pantomime, and characterization is 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 are taught through practical experience in the college theatre. 1 semester hour credit.

## STUDENT DEVELOPMENT

- SLS 1122. 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 coping with the challenges of college life. Students will become 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.
- 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.
- 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, or equivalent, to the regular matriculation fee. Students should contact department chairmen for further information.

## Vocational Clock-Hour Programs





# Vocational Clock-Hour Programs

## 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 part-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. Select programs offer evening instruction. Contact the Vo-Ed office for schedules.

The length of a 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. Certificates 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 and cosmetology, a student may enroll in any clock-hour vocational program or course at any time school is in session on a space available basis.

Admission or entrance requirements depend upon the program of study to be pursued. Any student may be admitted to any program, if it can be shown that he or she could profit by enrollment and attendance. Determination of possible success in a given vocational program will be determined by scores on standardized tests and/or a personal interview by an admissions committee for the chosen program. An interview with the instructor of the chosen program is required prior to registration. Variations or special requirements for any specific program including registered nursing, where enrollment is limited, will be furnished upon request.

All adult vocational clock-hour students are required by State Board Rule to take the Test of Adult Basic Education (TABE) within the first six weeks enrolled on campus. Arrangements for the test are made through vocational instructors. Instructors may require additional assessment to determine student needs and enhance individualized approaches to skill training. Some programs have selective admissions criteria and require an interview by an admissions committee.

The catalog numbers of vocational programs and courses are the identifying numbers used by the DOE/DVACE Program Standards. The Statewide Common Course Numbering System used for college credit courses is not used for vocational courses.

Following the title of each program is a general description of the program or course, and the basic tasks are shown in terms of clock hours of instruction involved. Individual students will also receive a course outline from the instructor.

### VOC 8590-9000. The Success Center Variable Hours.

In order to assist vocational students in becoming more successful in their chosen programs, the Success Center provides help in the areas of reading, mathematics and language.

A program which will prepare students to enter vocational training and may lead some students to pass the GED (General Equivalency Diploma) is also offered by the Success Center.

The Success Center also offers other courses, such as preparation for the CLAST (College Level Academic Skills Test), job skills, life management, resume writing, and microcomputer literacy.

**PROGRAM CONTENT:** All of the course offerings in the Success Center are individually designed and students complete the course at their own pace. Students may enroll in these courses at any time during the semester and complete when they finish. The hours of the Success Center are flexible to meet students' needs. A variety of methods are used, including computer-assisted instruction, filmstrips, videos, cassett tapes, and workbooks, in the following content areas:

- A. Reading
- B. Mathematics
- C. Language
- D. Job Seeking and Job Keeping Skills
- E. Resume Writing
- F. Life Management Skills
- G. Microcomputer Literacy

### VOC 9013.

#### Air Conditioning, Refrigeration, and Heating Mechanics 2160 Hrs.

The program is designed to prepare a person for initial employment as an Air Conditioning Mechanic, Air-Conditioning Installer Servicer, Environmental Control System Install, 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 pre-apprenticeship or apprenticeship related instruction.

**PROGRAM CONTENT:** Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Demonstrate knowledge of orientation practices.
- B. Apply basic air conditioning and refrigeration skills.
- C. Apply basic tubing piping, soldering and brazing skills.
- D. Apply basic refrigeration fundamentals skills.
- E. Apply basic electrical skills.
- F. Install and service air conditioning and refrigeration electrical systems.
- G. Install, maintain and repair residential air conditioning systems.
- H. Install, maintain and repair commercial air conditioning.
- I. Install, maintain and repair commercial refrigeration systems.
- J. Install, maintain and repair heating systems.
- K. Apply basic heat gain, heat loss and design skills.
- L. Demonstrate and practice employability skills.

### VOC 9021.

#### Major Appliance Repair. 2160 Hrs.

The program is designed to prepare a person for initial employment to install, 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. Basic skills for appliances and refrigeration. | G. Ranges.                        |
| B. Clothes washers.                               | H. Microwave ovens.               |
| C. Clothes dryers.                                | I. Refrigerators and/or freezers. |
| D. Dishwashers.                                   | J. Window air conditioners.       |
| E. Trash Compactors.                              | K. Customer relations.            |
| F. Food waste disposers.                          | L. Employability skills.          |

### VOC 9043.

#### Automotive Mechanics. 2160 Hrs.

The program is designed to prepare a person for initial employment as an Automobile Mechanic, Automotive Computer Technician, Automobile Tester, Automobile Mechanic Helper, Carburetor Mechanic, Front End Mechanic, Transmission Mechanic, and Tune Up person. It may also serve as pre-apprenticeship or apprenticeship related instruction or upgrade the skills of a person previously or currently employed.

**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. Fundamentals of computerized fuel systems
- G. Engine overhauls
- H. Maintenance and repair of cooling systems
- I. Maintenance and repair of fuel systems, diesel injection, gasoline injection, conventional carburetion systems and turbo charging systems
- J. Servicing, maintenance, and overhauling transmissions and power train
- K. Maintain and repair standard and power steering units and suspension
- L. Perform tune-ups
- M. Maintenance and repair of front ends
- N. Maintenance and repair of braking systems
- O. Maintenance and repair of electrical systems
- P. Maintenance and repair of heaters and air conditioners
- Q. Malfunction diagnosis/troubleshooting
- R. Maintenance and repair of exhaust systems and emission control systems
- S. Maintenance and repair of ignition systems
- T. Maintenance of lubrication system
- U. Use of service and repair manuals
- V. Recordkeeping and business procedures
- 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 9100.

#### Vocational Prep.

This is a program of studies to help individuals gain basic literacy skills in math, reading and writing. This program is offered at no cost to individuals without a high school diploma or GED and to individuals functioning at the 8th grade level or below as determined by the Test of Adult Basic Education (TABE). Individualized plans of study are developed to help each participant achieve their individual personal goals and could lead to a GED.

### VOC 9205.

#### Cosmetology. 1200 Hrs.

The program is designed to prepare a person for initial employment as a Cosmetologist. Certification of completion from Chipola 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                        | L. Permanent waving                    |
| B. Leadership skills                           | M. Hair coloring                       |
| C. Human relations and employability skills    | N. Chemical relaxing                   |
| D. Safe and efficient work practices           | O. Thermal hair straightening          |
| E. Bacteriology, sterilization, and sanitation | P. Thermal curling and waving          |
| F. Shampooing                                  | Q. Manicuring and pedicuring           |
| G. Scalp and hair treatments                   | R. Facial treatments and facial makeup |
| H. Hair shaping                                | S. Salon management                    |
| I. Hair arranging                              |  |
| J. Blow waving                                 |  |
| K. Care and styling of wigs                    |  |



**VOC 9329. Electronic Technology. 1800 Hrs.**

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 the student to work closely in support of Electronic Engineers and related professionals in design, development, modification and testing of electronic circuits, devices, and systems. This program is open to high school students.

**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. Analysis test data
- L. Equipment and circuitry adjustment and calibration
- M. Preparation, evaluation, and analysis of technical reports
- N. Install 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 9553. Precision Machining Operations. 1800 Hrs.**

The program is designed to prepare a person for initial employment as a machine shop operator, lay-out operator, numerical control machine operator, transfer machine operator, grinder set-up operator, milling machine operator, shear operator, or bench grinder operator 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. Interpreting 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. 1600 Hrs.**

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.

**To express your interest in taking one of the following courses, indicate your interest in some other subject area, or to secure information on recently scheduled courses, call 526-2761, ext. 315 between the hours of 8:00 A.M. to 4:30 P.M.**

**Emergency Medical Technician.** A 220 clockhour program that meets the requirements for certification established by Florida Department of Health and Rehabilitation Services. Upon successful completion of this program, the student is required to pass the State of Florida Certification Examination.

**Emergency Medical Technician Refresher.** A 30 clockhour course designed to fulfill state requirements for recertification as a licensed EMT.

**Nursing Assisting.** A 300 clockhour program designed to prepare a person for employment as a nursing assistant or nurses aide or to provide supplemental training for a person previously or currently employed in these occupations.

**Life Insurance Agents Course.** A 40 clockhour course in the basics of health and life insurance sales. Successful completion of this course is required for persons planning to take the state licensure examination.

**Real Estate Sales.** A 63 clockhour course designed to prepare a person for employment as in real estate sales. Upon successful completion of this course, the student is required to pass the state examination of the Florida Real Estate Commission to become a licensed sales person.

**Checker/Cashier Program.** A 150 clockhour program designed to prepare students as cashiers, or to provide supplemental training for persons previously or currently employed in this occupation.

**Nursing In-Service Activities.** Various offerings on topics approved for continuing education credit for nurses.

**Laboratory Personnel Activities.** Various offerings on topics approved for continuing education credit for clinical laboratory personnel.

## CONTINUING EDUCATION

The Office of Continuing education at Chipola Junior college organizes and provides a number of non-credit courses, workshops, seminars, special programs and other enriching educational experiences to meet the variety of needs and interests of the adult community. Clockhour credit programs and some academic courses are offered through the Continuing Education Office. These offerings vary in length running from hourly seminars to full semester courses.

Chipola's purpose in continuing education is to provide an instructional program to meet the multi-faceted needs of adults in the five county district. The Office of Continuing Education directs two areas of activity: Community Education and Continuing Education. Community Education courses are designed to assist in the solving of identified community needs in the areas of environment, health, safety, human relations, child rearing, government, and consumer economics as well as to meet the organized leisure of adults in the community.

Continuing Education activities consist of seminars, courses, programs or other events designed to meet the life-long learning or professional continuing education needs of specific groups within the community. The Office of Continuing Education welcomes the opportunity to assist local agencies and businesses in planning and conducting in-service education for employees.

Additional information about the Continuing Education or Community Education activities may be obtained from the Office of Continuing Education at Chipola Junior College.

## PUBLIC SERVICE TRAINING COURSES

**VOC 8119. Basic Law Enforcement Officer Training. 360 Hrs.**

This program meets all requirements for certification established by the Florida 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. Administration                          | E. Patrol procedures      |
| B. Introduction to criminal justice system | F. Traffic control        |
| C. Basic law and legal procedure           | G. Human relations skills |
| D. Crime Investigation                     | H. Proficiency skills     |

**VOC 8122.**

**Correctional Officer. 360 Hrs.**

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 relations skills and behavior
- K. Proficiency skills as designated in minimum training requirements
- L. Employability skills
- M. Leadership and human relations skills
- N. Health and safety

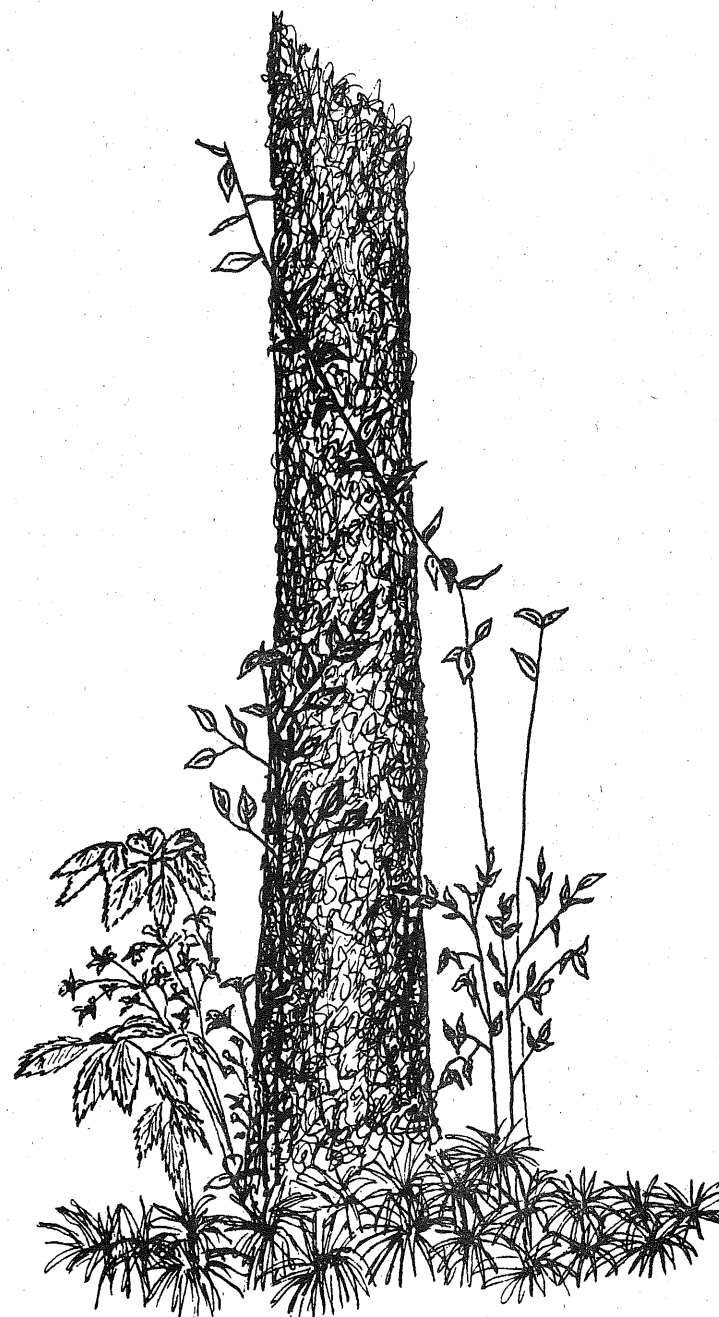
**VOC 8123.**

**Basic Firefighting 300 Hrs.**

This program meets all requirements established by the Florida Bureau of Fire Standards and Training. This program is not restricted to person who are employed with a fire department.

**PROGRAM CONTENT:** Instruction is designed to enable the individual to achieve instructional objectives in the following content areas:

- A. Orientation
- B. Fire behavior
- C. Portable extinguishers
- D. Protective breathing equipment
- E. Apparatus and equipment
- F. Tools and equipment
- G. Ladders
- H. Hose
- I. Fire streams
- J. Fundamentals of extinguishment
- K. Private fire protection systems
- L. Forcible entry
- M. Rescue
- N. Ventilation
- O. Salvage
- P. Overhaul
- Q. Fire prevention inspection
- R. First responder
- S. Physical fitness
- T. Examinations
- U. Control burning



# STAFF

## ADMINISTRATION BUILDING

### OFFICE OF THE PRESIDENT

Dr. James R. Richburg  
President

Joyce Traynom  
Administrative Specialist

### OFFICE OF THE VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT AFFAIRS

Dr. Donald A. Dellow  
Vice President

Vickie C. Reed  
Secretary

### OFFICE OF ADMINISTRATIVE AFFAIRS

Carlotta Appleman  
Director

Annette Rash  
Administrative Specialist

Nina Basford  
Switchboard Operator

Vacancy  
Facilities Manager

### BUSINESS OFFICE

Jessie Brookins  
Comptroller

Carol Jean Crawford  
Senior Cashier

Beatrice Stanko  
Account Clerk

Diane Timmons  
Account Clerk

Shirley Reid  
Account Clerk

### OFFICE OF COMMUNITY AFFAIRS

Merle Houston  
Director of Public Relations

Jayne Roberts  
Secretary

### OFFICE OF FINANCIAL AID

Gayle Heinemann  
Financial Aid Specialist

Sybil Cloud  
Financial Aid Assistant

### COMPUTER CENTER

Dennis Everett  
Reports Coordinator/Programmer

Grace Barber  
Programmer/Operator

Michelle Dunham  
Programmer/Operator

### OFFICE OF PERSONNEL SERVICES

Karan Davis  
Personnel Specialist

### OFFICE OF REGISTRATION & ADMISSIONS

Annette Widner  
Registration Specialist

### OFFICE OF STUDENT SERVICES

Dr. Robert E. Smith  
Director

Beth Basford  
Secretary  
Joseph Fagan  
Director of Testing

Linda Burger  
Instructional Aide, Handicapped Svc.

### PHYSICAL PLANT

Christine Melvin  
Secretary

Elton Baston  
Custodian

Aggie Bell  
Custodian

Dorothy Bell  
Custodian

Robert Brown  
Custodian

Rodney Crawford  
Custodian

Richard Edenfield  
Electrician

Louise Neel  
Secretary

Lisa Railey  
Displaced Homemaker Spec. & STEPS Coord.

France Henderson  
Job Coach, STEPS

Sandra Jeter  
Coordinator, JTPA

Mary Barnes  
Instructional Aide, JTPA

Anita Glass  
Instructional Aide, JTPA

Rene Green  
Instructional Aide, JTPA

Margie Williams  
Instructional Aide, Success Ctr.

Charles Tadlock  
Instructional Aide, Electronics

Carol Smith  
Coordinator, Nursing

Betty Johnson  
Secretary

### ENGLISH BUILDING

Earl Carroll  
Chairman, Div. of Comm, Hum, & Fine Arts

Ionia Barnes  
Secretary

### FINE ARTS BUILDING

Joan Stadskev  
Coordinator

### SOCIAL SCIENCE BUILDING

David Nicholson  
Chairman, Div. of Math, Nat & Soc. Sc.

Carole Edenfield  
Secretary

Mertice Ringer  
Self-Study Director

Wayne Herring  
Maintenance Repair Helper

Wayne Hill  
Custodial Supervisor

Lucy Lovett  
Custodian

Monica Lovett  
Custodian

Louis Roberts  
Security Officer

Richard Schipull  
Inmate Supervisor

Eddie Smith  
Maintenance Supervisor

Marion Varnum  
Custodian Crewleader

Tom Weathington  
HVAC Technician

### LEARNING RESOURCES CENTER

William Stabler  
Director

Janet Gilbert  
Secretary

Deborah Lovett  
Library Technician

Edna Vann  
Periodical Technician

### VOCATIONAL EDUCATION

Tom Dunn  
Director

Debbie McMullian  
Secretary

Gary Latham  
Criminal Justice Coordinator

Annie O'Pry  
Secretary

Gloria Peacock  
Continuing Education Coordinator

### PHYSICAL EDUCATION

Milton Johnson  
Div. Chairman &  
Men's Basketball Coach

Kathy Anderson  
Secretary

Vacancy  
Coaching Assistant

### CAFETERIA

Lillie Garvin  
Manager

Emma Peterson  
Cook

Mary Wallace  
Cook

### BOOKSTORE

Robert Ringer  
Manager

# INDEX

Accounting.....	62	Learning Resources Center.....	17
Administration.....	5	Mathematics.....	75
Admission.....	9	Matriculation Fee.....	12
Application for Admission.....	96	Measurable Progress.....	15
Art.....	62	Medical Services.....	17
Astronomy.....	63	Mental Retardation.....	78
Attendance.....	21	Military Educational Experiences.....	11
Biological Sciences.....	63	Music.....	78
Books, Supplies.....	13	Music Activities.....	18
Buildings.....	8	Music Fee.....	12
Business.....	63	New Initiative Program (NIP).....	19
Cafeteria Charges.....	13	Nursing, ADN.....	80
Calendar.....	2	Objectives CJC.....	9
Career/Life Planning Center.....	19	Organizations.....	18
Chemistry.....	66	Papoose.....	18
Civil Rights Compliance.....	9	Physical Education.....	81
Communication and Computation Skills.....	19	Physical Plant.....	8
Computer Science.....	67	Physical Science.....	83
Continuing Education.....	91	Physics.....	83
Costs.....	12	Philosophy.....	82
Counseling Services.....	18	Placement Testing.....	19
Course Descriptions.....	62	Political Science.....	83
Courses of Study.....	28	Postal Service.....	83
Course Offerings.....	62	Probation, Scholastic.....	22
Credits, Official Standing.....	9	Psychology.....	84
Criminal Justice.....	68	Public Service Training Courses.....	91
Curriculum.....	24	Publications.....	18
Data Processing.....	67	Quality Points.....	22
Displaced Homemaker.....	20	Refund Policy.....	13
Dormitory Regulations.....	12	Registration.....	20
Drama.....	18	Religious Organizations.....	18
Dual Enrollment.....	21	Responsibility for Regulations.....	20
Economics.....	70	Scholarships.....	14
Education.....	70	Scholastic Probation, Suspension.....	22
Engineering.....	70	Social Science.....	84
Engineering Technology: Electronics.....	70	Sociology.....	84
English.....	71	Spanish.....	85
Faculty.....	5	Speech.....	85
Fees.....	12	Sports, Recreation.....	18
Financial Aid.....	14	Staff.....	94
Financial Regulations.....	11	Standards of Progress.....	22
Fines.....	13	STEPS.....	20
Food Services.....	17	Student Activities.....	18
Forgiveness Policy.....	22	Student Costs.....	13
French.....	73	Student Development.....	86
General Education.....	23	Student Housing.....	17
General Information.....	8	Student Load.....	22
Geography.....	74	Student Records.....	23
Grading System.....	74	Success Center.....	18
Graduation Fee.....	12	Suspension.....	22
Graduation Requirements.....	23	Transcripts.....	23
Handicapped Services.....	19	Transfer Students.....	23
Health.....	74	Trustees, Board of.....	5
History.....	74	Tuition.....	12
Home Economics.....	74	Vocational Clock-Hour Programs.....	88
Housing.....	17	Vocational Courses.....	91
Humanities.....	74	Withdrawal from Course.....	21
Job Training Program JTPA.....	19		
Journalism.....	75		

\_\_\_\_\_ Application for admission to Chipola Junior College.  
 \_\_\_\_\_ Financial Aid Information.  
 \_\_\_\_\_ More program information on \_\_\_\_\_

I have/have not attended another college or University. I plan to be (check one):

\_\_\_\_\_ A college level student.  
 \_\_\_\_\_ An early admission student.  
 \_\_\_\_\_ A vocational student.  
 \_\_\_\_\_ A special student (personal enrichment, career exploration, limited access preparation, employment related).

MAIL TO:

Registration Office  
 Chipola Junior College  
 Marianna, FL 32446

