
1993-94 CATALOG



CHIPOLA

JUNIOR COLLEGE

3094 Indian Circle

Marianna, Florida 32446-2053

(904) 526-2761

Calendar 1993-94

Fall Semester 1993

August

- 6 Residence Hall application deadline for fall term
- 9 Application deadline for fall semester
- 16 College returns regular work week/ Faculty returns for fall term
- 17 Residence Hall opens—10 a.m.
- 18 ACT Residual Exam
Returning students register
Drop/add—8 a.m. to 3 p.m.
- 19 Registration/drop/add—8 a.m.—6 p.m.
- 20 Registration/drop/add—8 a.m.—3 p.m.
- 23 Classes start
Late registration/drop/add—8 a.m.—6 p.m.
- 24-26 Late Registration/drop/add—8 a.m.—3 p.m.
- 27 Late Registration/drop/add—8 a.m.—12 Noon

September

- 3 Deadline for registration for October CLAST
- 6 College closed - Labor Day Holiday

October

- 2 CLAST Exam
- 13 Fall Festival
- 14 Last day to withdraw from a class without penalty
- 23 ACT Test

November

- 17 Last day to resign from all classes
- 24-26 Thanksgiving Holiday - college closed
- 29-30 Early registration for Spring term—1-3 p.m.

December

- 1-2 Early registration for Spring term—1-3 p.m.
- 7 Registration for all students with completed application for Spring—8 a.m.—3 p.m.
- 9 Last day of Fall classes
- 10 Application deadline for Spring term Final Exams begin
- 11 ACT Exam
- 13-14 Final Exams
- 15 Grades due—11 a.m.
Residence Hall closes—5 p.m.
- 16 Last faculty work day
- 20-31 College Closed - Christmas Holidays

Spring Semester 1994

January

- 2 Residence Hall opens—10 a.m.
- 3 Faculty returns/Testing
Returning student registration/drop/add—1 p.m.—6 p.m.
- 4 Registration/drop/add—8 a.m.—3 p.m.
- 5 Classes Begin
Late registration/drop/add—8 a.m.—6 p.m.
- 6-7 Late registration/drop/add—8 a.m.—3 p.m.
- 10-11 Late registration/drop/add—8 a.m.—3 p.m.
- 12 Late registration/drop/add—8 a.m.—12 Noon
- 17 College Closed—Martin Luther King Holiday
- 21 Deadline to registration for February CLAST

February

- 5 ACT Test
- 19 CLAST Exam
- 25 Last day to withdraw from all classes without penalty

March

- 23 Spring Frolics
- 25 Last day to resign from all classes

April

- 1 Residence Hall closes for Spring Break—5 p.m.
- 4-8 College closed for Spring Break
- 9 ACT test
Residence Hall opens—12 Noon
- 19 Early registration for Summer I—1-6 p.m.
- 20 Early registration for Summer I—1-4 p.m.
- 21 Registration for students with completed applications for Summer I—1-4 p.m.
- 25 Application deadline for Summer I
- 27 Last day of classes
- 28-29 Final Exams

May

- 2 Final Exams
- 4 Grades due—9 a.m.
Graduation
- 5 Last faculty work day/Testing
Residence Hall closes—12 Noon for Spring Semester

Summer Session I, 1994

May

- 5 Residence Hall opens—12 Noon
Returning student registration/drop/add—8 a.m.—3 p.m.
- 6 CLAST registration deadline
Faculty returns
Registration/drop/add—8-11 a.m.
- 9 Classes begin
Late registration/drop/add—8 a.m.—6 p.m.
Summer work week begins
- 10 Late registration/drop/add—8 a.m.—12 Noon
- 27 Last day to withdraw

June

- 3 Last day to resign from all classes
- 4 CLAST Exam
- 8 Application deadline for Summer II
- 11 ACT Test
- 14 Early registration for Summer II—8 a.m.—3 p.m.
- 16 New student testing
- 17 Classes end
- 18 Residence Hall closes for summer—12 Noon
- 20 Grades due-9 a.m.
Last faculty work day

Summer Session II, 1994

June

- 20 Monday, Wednesday evening classes begin for Summer II
Return student registration/drop/add—1-6 p.m.
- 21 Classes start for Summer II
Faculty returns
Late registration/drop/add—8 a.m.—6 p.m.
- 22 Late registration/drop/add—8 a.m.—12 Noon

July

- 4 College closed - Independence Day
- 12 Last day to withdraw from a class
- 20 Last day to resign from all classes
- 25-26 Early registration for Fall—1-4 p.m.
- 27 Early registration for Fall—1-6 p.m.
- 28 Early registration for Fall—1-4 p.m.
- 29 Registration for all students with completed Fall applications—8-11 a.m.

August

- 2 Last class day of Summer II
- 3 Grades due—11 a.m.
- 4 Last faculty work day
- 5 Residence Hall application deadline for Fall Semester
- 8 Application deadline for Fall Semester

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Junior College

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Accredited by the Southern Association of Colleges and Schools

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

An Equal Access/Equal Opportunity Institution

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The President

Dr. Kandzer



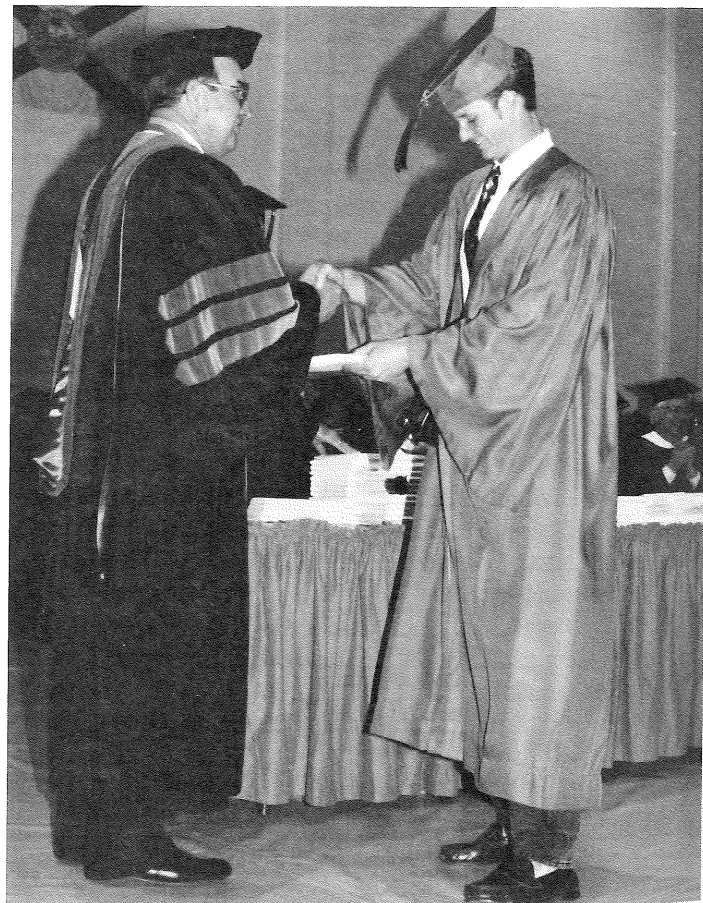
Chipola Junior College is a proud institution steeped in over forty years of tradition. It is one of the top academic institutions in the state. The college academic transfer program is united with vocational-technical, public service, Institute of Government and continuing education programs. In all areas of instruction we are moving toward a system of interactive high speed information and technology.

In addition to academic excellence, Chipola has established a center of excellence in the fine and performing arts. The arts program is recognized as outstanding through our star-quality drama

productions, instrumental music, show choir, chorus, and visual arts presentations. Chipola's athletic teams have a history of ranking at or near the top of regional, state, and national tournament competition in basketball and baseball. The college supports a wide range of academic and extracurricular clubs and a host of other activities.

Chipola Junior College is understandably proud of its heritage and looks forward to continued success as it moves into the future.

Jerry W. Kandzer
President



Jim Gardner receives his diploma from the president during graduation 1993.

Overview of the College

Excellence and Innovation

Chipola Junior College is especially inviting because of its high academic standards, excellent teaching, small classes, reasonable fees, beautiful campus, and friendly hometown atmosphere.

Academic Excellence

Data from the State Department of Education, the Division of Community Colleges, and the State University System prove that by every available measure of success, Chipola graduates excel.

CLAST Comparisons

Chipola students have an almost unequalled record of performance on the statewide College Level Academic Skills Test (CLAST). Frequently, Chipola has had the highest mean in the state on a subtest. Once, CJC ranked Number 1 in the state on percentage of students passing all four subtests. The following are only the latest in Chipola's history of excellence on the CLAST.

With 66 percent of CLAST examinees passing all four subtests in February, 1993, Chipola placed third among the 28 community colleges in the state, behind second-place Central Florida Community College with 69 percent and first-place Indian River with 76 percent. Overall, including the nine state universities, CJC was sixth, exceeded only by three of the universities: University of Florida, Florida State University and the University of North Florida, in that order. Chipola's mean score of 66 percent was 10 points above the community college mean of 50, a tie with the university mean, and 10 points above the overall mean of the 37 public institutions.

On the Essay Subtest, Chipola was number one in the Panhandle among the six community colleges, with a mean score of 7.8, and placed third overall, exceeded only by FSU with 8.4 and the University of West Florida with 8.0. With 90 percent of the students passing the essay, CJC placed fifth among all nine institutions in the Panhandle.

Chipola also placed first among Panhandle community colleges on the mean score of the English Language Skills Subtest, with a score of 323, again falling in third place overall behind FSU with 328 and UWF with 325. CJC placed third in the percentage passing,

with 86 percent, behind FSU with 90 percent and UWF with 88 percent.

On the Reading Subtest, CJC tied with Gulf Coast for first place among Panhandle community colleges on both the mean, with 328, and the percentage passing, with 82 percent. Overall in both means and percentage passing, FSU and UWF means and percentage passing were first and second respectively.

On the Mathematics Subtest, CJC was first among Panhandle community colleges with a 317 mean and 81 percent passing and was exceeded overall only by FSU with a mean of 326 and 88 percent passing.

GPA's After Transfer

The most recent report from the State Division of Community Colleges shows that CJC students who transferred to Florida universities before earning sixty hours had the highest grade point averages of any community college transfers in the state over a five-year period, 1987-91. For the same five years, CJC students transferring after completing sixty hours placed well above the mean; third in 1987 and 1988, tenth in 1989, seventh in 1990 and ninth in 1991. On some occasions, Chipola transfers have, as a group, earned

equal or higher grade point averages than the native student bodies of several of the universities.

Vocational Success

The success of students graduating from Chipola's Vocational certificate programs is indicated by the rate at which they are hired right out of school. All of Chipola's programs have hiring rates of 90 percent and above; and in some programs, the rate is 100 percent. The superiority of Chipola's Electronics Program was recognized in 1988-89 when it was designated a Center of Electronic Emphasis by the Governor's High Technology and Industry Council. As a result, the state grants this program the latest technology and additional funding each year. A Chipola student won the statewide vocational electronics competition last year.

Innovative Programs

As one of the oldest junior colleges in the nation, Chipola might be presumed a traditional institution. The reverse is true. The college has been known as an innovator since shortly after its founding in 1947 when the U.S. Department of Education coined the term "the Chipola Index," an index of the



effect that having a community college in a geographic area will have on the number of students from that area who go to college.

Upper Division Classes

Starting in the Fall of 1993, students will be able to complete certain Bachelor's Degree programs on the CJC campus. Through a cooperative agreement signed June 2, 1993, by Chipola and Troy State University at Dothan officials TSUD will offer upper division courses leading to the Bachelor of Science Degree in Criminal Justice, the Bachelors of Science Degree in Business Administration and the Master of Science Degree in Psychology (with emphasis in either agency or corrections). TSUD classes will be offered during the evenings.

Computer Literacy Pioneer

A few years ago, Chipola received a great deal of attention as a pioneer in the use of computers in English and mathematics courses. The college received so many invitations to explain what it was doing that it formed a "road show" of faculty to speak at regional and national meetings, including the National Institute for Staff and Organizational Development at the University of Texas in Austin. Also, the presentation was co-winner of the Excellence in Curriculum and Instruction award at the 1988-89 convention of the Florida Association of Community Colleges.

In 1981, Chipola became one of the first colleges in the nation to train its entire faculty in "computer literacy." During 1988-89-90, the faculty was trained in research techniques using personal computers to access educational and commercial data banks.

Special Science Activities

For the past several years, CJC has used grants and other monies to fund attendance at "Space Camp" in Huntsville, AL, by faculty, students and area science teachers. Other grant monies have funded a summer study program for science majors at the nuclear research facilities of Oak Ridge, TN. Biology professor Paul Huang coordinates the Chipola Regional Science & Engineering Fair which is held on campus each year.

FHC Institutes

For three consecutive years (1990-92), CJC has written successful grants used to host Florida Humanities Council summer

institutes for CJC District teachers of social studies, humanities and English.



Arts Achievements

In 1987-88 Chipola was one of ten institutions—and the only community college—selected by the Southern Arts Federation as a Minority and Rural Arts Initiative Center. This means that the college receives special funds from the federation to locate and promote minority and rural arts and to serve as an exhibitor of the arts. In recognition of its special attention to the arts, the college was given further grants of \$450,000 by the State Division of Cultural Affairs to remodel a campus building to serve as a regional arts center. This facility, the Chipola Arts Center, was dedicated in April of 1991.

Since its opening the Arts Center has been in continuous use for traveling art exhibits, concerts and recitals.

The college also sponsors an Artist Series that provides performances by visiting artists each year. Chipola students receive reduced ticket prices for the Artist Series.

Additionally, Chipola stages several "sold out" Madrigal Dinners each Christmas Season. The college is the home of the Chipola Regional Symphony Orchestra, which presents three to four major concerts each year on campus. Additionally, the Theatre Department produces three to four plays a year that are free to students. Last summer, the Fine and Performing Arts Department conducted a two-week residential summer theater camp for high school students which was funded by a \$15,000 grant from the Governor's Program for Excellence in the Arts. Additionally, each summer the depart-

ment buses in thousands of area children to see its annual children's theatre production.

Athletics Achievements

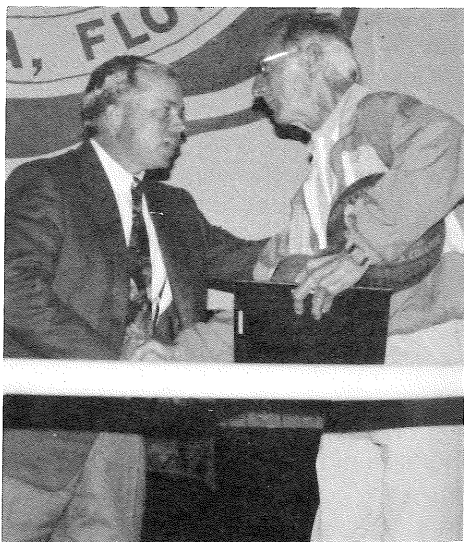
Although Chipola—with fewer than 3,000 students—is one of the smallest community colleges in the state, it is a "big name" in sports and always has been. Its basketball and baseball teams are so regularly in the state tournaments that it is more a surprise when they don't go than when they do.

Playing in one of the toughest leagues in the nation—the Panhandle Conference—Chipola has won more state basketball championships, seven, than any other Florida community college. It has won 10 Panhandle Conference championships and made nine trips to the national tournament, the last in 1988.

Last year was memorable for several reasons. Chipola's head basketball coach of 32 years, Milton H. Johnson—the "winningest coach in Florida Community College Basketball"—retired after racking up 801 career wins. He was inducted into the National Community College Athletic Association Basketball Hall of Fame in May.

The baseball Indians made the state tournament nine of the past 10 years, including last season when it won the Panhandle Conference championship. It came in fifth in the state tourney, having placed third the previous year.

A Chipola graduate, Buck Showalter, now manager of the New York Yankees, returned



During the 1993 Wild Game Dinner, Buck Showalter presents a plaque and 800th win game ball to Coach Johnson. Showalter, a CJC grad of 1976, is manager of the New York Yankees.

to the college as guest speaker at the 1993 Wild Game Dinner. The annual dinners, sponsored by Chipola's booster organization, the Appreciation Club, have raised over a quarter million dollars for CJC athletics over the past six years.

The women's intercollegiate softball team, which only began last year, did not have a winning season, but expects to improve during its second year.

Tech Prep

The college received a \$675,000 grant—funding for three years—in 1991-92 to organize and coordinate a Tech Prep Program with the 15 high schools in its district. Through this program, the college is setting up curricula and articulation arrangements that provide two years of vocational training in the high schools, which will transfer, upon graduation, to Chipola. Students completing a Tech Prep curriculum in high school may elect to apply their credits toward either a vocational certificate or an Associate of Science Degree at CJC.

Food, Medical Services & Book Store

A canteen with vending machines is located in the Student Center.

Student fees do not include any medical service, health or accident insurance. 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.

Library

The Library houses over 30,000 books and over 3,500 audiovisual items for classroom use, group use, or individual study. In addition, it subscribes to more than 250 periodicals (newspapers, journals, and magazines) and maintains extensive microform and vertical file holdings.

A number of services are provided: a copy machine, patron typing room, study rooms, and a computer room. Easy access to information is provided through an online catalog with the holdings of the 28 Florida community colleges, the state universities and a full-text encyclopedia, as well as through an electronic index to periodicals.

Dormitory & Bus Service

From its founding, the college had two features that were unusual in a junior college—residence halls and free school bus transportation. Both were necessary because of the college's rural location. Because Florida law forbade community colleges from owning residence halls, businessmen in the area formed the Chipola Dormitory Authority, built a residence hall, and operated it until Florida law changed in 1988-89; then the residence hall was deeded to the college. For most of the college's history, people in the Chipola District who had access to a county school bus also had access to Chipola. Although this service was greatly reduced in 1991-92, some buses continue to arrive on campus before 8:30 a.m. and leave about 2:15 p.m. so students may return home by making connections with other buses at the district high schools.

Satellite & Computer Links

Chipola is "wired in" to the world through its satellite dish and the Sunstar educational network and through its library computers.

Emergency treatment by private physicians or hospitalization is at the students' or parents' expense; however, the Student Services Office or the Administrative Services Office should be notified in the event of illness or accident.

Students have the responsibility of informing Student Services counselors or in-

The Office of Continuing Education, which arranges in-service courses for various occupational groups, is an especially heavy user of the satellite facilities. Over Sunstar, demonstrations are "beamed in" to Chipola's Teleconference Center for viewing by local groups of doctors, lawyers, bankers, medical technology personnel, government officials, or other special interest groups. Using a telephone connection, the local viewers may ask questions of the lecturers and see their queries answered shortly on the large television viewing screen in the center. Regular students also make use of the satellite facility. All use of this facility is not serious, however. The student body has used it to watch the Super Bowls.

In 1992, CJC became the second community college to go "on line" in LINCC — Library Information Network for Community Colleges. A Chipola librarian, Janet Wise, won the contest which provided the name LINCC. Through this computerized catalog system, Chipola students have access to the library holdings of any Florida university or college, as well as a number of other networks.

structors of personal physical problems which may affect their performance in class.

The college operates a book store on the lower level of the Student Center where students may buy and sell textbooks. The store also carries art and school supplies and a large selection of cards, gifts, and items bearing the CJC logo.

mation on the loan of library materials to non-students may be obtained at the circulation desk in the library.



Christopher King consults Merle Houston, director of library services, about a printout from LINCC, the computer network that lists the library holdings of all the community colleges and universities in Florida.

Residence Hall

The student Residence Hall is owned and operated by the college. Application for housing should be made when an application for admission is submitted.

Each residence hall applicant is required to submit a \$50 deposit with the Housing Contract to the Business Office. The deposit will be retained as long as the student resides 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 \$50.

The housing agreement is made as indicated on the Housing Contract and becomes

effective when the room rent is paid and the student acknowledges receipt of the rules and regulations. Room rent is due and payable on a semester or summer term basis at the time a student completes registration. This payment is nonrefundable.

Student rooms are equipped with single bed(s), desk and chair, dresser or chest and blinds. Personal items such as linens, rugs, curtains, and pillows are not supplied. Students are expected to furnish sheets, pillow cases, blankets or quilts, and towels. Other articles or personal furnishings may be supplied by the student according to his/her individual taste. A laundry room with coin-operated machines, TV room and lounge are provided. Small refrigerators and microwave ovens are allowed. A nominal charge is made for each appliance to cover electricity.

Background

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 approved to oper-

ate 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 expanded later to include Holmes and Liberty counties.



Karen Petty eats lunch from the trunk of her car while studying. The weather was too nice to be indoors.

Private phone lines are available through Centel.

All students living in the hall are expected to abide by rules and regulations for residence hall students as published in the Student Handbook or other publications. As mentioned above, copies of these rules and regulations are made available to students and their parents, and 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 Residence Hall and are encouraged to confirm preregistration room assignments with the Residence Hall manager.

A milestone in the history of CJC occurred in 1953 when the campus moved from its original location at the former Marianna Army Air Base to the present location. The first permanent buildings were completed and occupied in 1954. Additions through the years have brought the number of buildings to seventeen. The campus also includes outdoor physical education fields and a pool. Programs in vocational education were begun in 1967-68.

Evidence of growth with regard to official recognition by other institutions of higher learning came in 1957 when the college was accepted into membership and fully accredited by the Southern Association of Colleges and Schools. This accreditation was reaffirmed in 1967, 1977, and 1987.

Location

The Chipola District, composed of Jackson, Washington, Holmes, Calhoun and Liberty counties, is located in the Florida Panhandle—a rural area abounding in forests, rivers, and lakes. The main economic base of the region is agriculture and forestry. Situated in Marianna near the banks of the Chipola

River, the campus uses only about forty of its 105 acres. The remainder is in its natural state—covered with pines, cedars and hardwoods.

Facilities

Over the past several years, the college has undergone a multimillion dollar modernization of its buildings and instructional

facilities. Four computer labs on campus are open five days and several evenings each week. In 1991 the modernization of the Public Service Building was completed. A new pool complex opened in the summer of 1992. Last year the Social Science Building—the oldest building on campus—was remodeled. This year natural science labs will be remodeled.

Mission, Goals & Programs

Chipola is a comprehensive community college dedicated to its students and the community. The curriculum is designed to serve people in three major areas:

1. General and pre-professional classes for transfer to other colleges and universities.
2. Vocational-technical instruction to prepare students for technical degree programs and the job market.

3. Learning opportunities for all who want to improve employment skills or to study 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 Program: Technical degree programs and clock hour classes that

combine theory and hands-on laboratory experiences to up-grade career skills and prepare for jobs, to support community economic development, and to enhance the potential for development in the Chipola District.

3. Lifelong Learning Opportunities: Continuing education to stay abreast of cultural and governmental changes in a free society and to enhance personal development both physically and mentally.

4. Student Services Program as an integral part of the total educational program.

Credits & Official Standing

Accreditation/Affiliations

Chipola Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Arts and Associate of Science degrees.

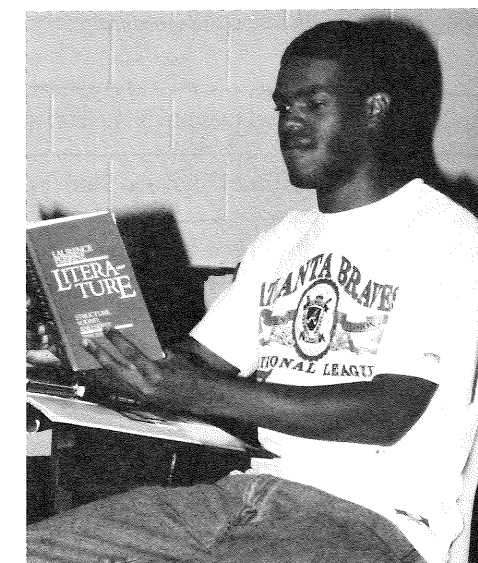
The college is also a member of the American Association of Community and Junior Colleges, the Southern Association of Junior Colleges, the Florida Association of Colleges and Universities, the American Council on Education, and other professional organizations for institutions of higher learning.

Being affiliated with these organizations 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.

Veterans Approval

Chipola is fully approved by the Florida State Approving Agency for the training of veterans and eligible dependents under the provisions of the "Cold War G.I. Bill" (Title

38, U.S. Code) and other applicable legislation administered by the U.S. Veterans Administration. The college's policies and procedures are applicable to all eligible students who make application for, and receive, V.A. Educational Assistance benefits under



Martin Laws, president of the Student Government Association for 1993-94, gets to an exam early so he can do some last minute cramming.

Chapters 30, 31, 32, 34, 35 or 106 while enrolled in an approved program of study. All degrees, certificates and courses offered by the college must be approved by the Florida State Approving Agency to allow payments to eligible students.

Complete information will be furnished to veterans or eligible dependents 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 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 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.

Student Services

Students who need financial aid to attend Chipola, or to attend a university upon graduation from Chipola, should visit the Financial Aid Office, located in the Administration Building. New scholarships are created and added to the list available throughout the year, and the office receives many notices of university scholarships that are intended for graduates of community colleges.

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 completing the Free Application for Federal Student Aid and the Florida Supplement to that form. This form may be obtained from a high school guidance counselor or the Chipola Junior College Office of Financial Aid. Assistance may consist of scholarships, grants, loans, and part-time employment, alone or in various combinations.

Scholarships based upon achievement are not limited to students who show financial need. However, continuation of all aid is dependent upon meeting the college's financial aid Measurable Progress standards. These requirements are surveyed in the "Academic Standards" section of this catalog, and a chart displaying the complete criteria is available in the Financial Aid Office. Additionally, students who are delinquent in repaying a loan or who owe the college for an overpayment of a grant are ineligible for additional financial aid until the debt is satisfied.

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

Federal, State and College Assistance Programs

Federal Pell Grant is a federally-sponsored aid program designed to provide assistance to those who show financial need to attend a postsecondary educational institution. This grant is gift aid and does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG) 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 will not exceed \$2,000 per academic year at Chipola. This is a grant and does not have to be repaid.

Federal College Work Study Program provides part-time employment for students with financial need. Work is limited to 15 hours per week, paid at minimum wage. Depending upon the availability of funds, students may also work during the summer term and other periods of non-enrollment. The Federal Student Aid Application must be submitted to participate in this program.

Federal Subsidized Stafford Student Loan is designed for students for whom the costs of education may be a burden. Eligible students borrow money directly from a bank, credit union, or other eligible lender. Students may borrow up to \$2625 during their first year and \$3500 during their second year at CJC. Interest is paid by the Federal Government during periods of deferment. Repayment begins six months after studies are completed or the student is no longer enrolled at least half-time in an eligible institution. Interest rate is variable annually set at 3.10 percent above 91-day T-bill, capped at 9 percent. The Federal Student Aid Application must be submitted to participate in this program.

Federal Unsubsidized Stafford Student Loan is designed for students who may not demonstrate financial need but who require assistance to attend college. Terms are the same as for the Subsidized Stafford Loan except that the student must begin interest payments immediately. Repayment of the principle may be deferred until the student is no longer attending college at least half-time. The Federal Student Aid Application must be submitted to participate in this program.

Federal Supplemental Loan for Students provides up to \$4000 per year to independent students who may not demonstrate financial need but who require assistance to attend college. Repayment may be deferred until completion of college; how-

ever, interest is paid by the borrower beginning with disbursement of the loan. Interest rate is variable, reset annually, capped at 11 percent. The Federal Student Aid Application must be submitted to participate in this program.

Federal Parent's Loan for Undergraduate Students allows parents of dependent students to borrow up to the cost of education. Repayment may be deferred until completion of college; however, interest is paid by the borrower beginning with disbursement of the loan. Interest rate is variable, reset annually, capped at 10 percent. The Federal Student Aid Application must be submitted to participate in this program.

Industrial Education Scholarship for recent high school graduates will pay a student's tuition for one semester a year while he or she is enrolled in a vocational industrial program of study. For further information contact the Dean of Vocational and Continuing Education.

College Scholarships offered by Chipola cover tuition for various types of students, as follows:

a. Music scholarships. Persons interested should contact the Coordinator of Fine Arts, in addition to making application for aid.

b. Athletic scholarships in men's basketball and baseball and women's softball. Interested persons should contact the Athletic Director.

c. Nine students per year are awarded science lab assistantships. Awards are recommended by a committee of the natural science and mathematics faculty. Contact the Chairman, Division of Mathematics, Natural and Social Sciences for further information.

d. Two scholarships per year are awarded to outstanding members of *The Papoose* (student newspaper) staff. Awards are recommended by the Board of Student Publications.

e. One scholarship is awarded each year to the president of the Student Government Association.

f. Two students per year are awarded theatre scholarships. The Theatre Department recommends these awards. Contact the Coordinator of Fine Arts for additional information.

g. Fees may be waived for dual enrollment students, who will apply the college credits earned toward high school graduation, and for students enrolled in vocational certificate programs.

Veterans Administration Benefits are administered through the Financial Aid Office. The office will assist in determining eligibility for benefits and in making application for benefits to the Department of Veterans Affairs. Students who believe they qualify for benefits should contact the Office of Financial Aid at the college and read the Veterans Affairs Brochure carefully.

Florida Student Assistance Grants, established by the 1971 Legislature, 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. Awarding and amount of a grant are based on financial need. The maximum amount of a grant is \$794 per academic year. Application may be made by using the Federal Student Aid Application and completing the Florida Supplement.

Florida Undergraduate Scholars Fund scholarship provides financial assistance to the state's most outstanding high school graduates who pursue their higher education at Florida colleges and universities. The student must have obtained a 3.5 GPA 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. The award is renewable annually but may not be received for more than the equivalent of eight semesters. The current award is \$2,500 per academic year; however, Florida Academic Scholars' Certificate recipients who entered high school prior to July 1, 1987, and who obtained less than a 3.5 unweighted GPA on a 4.0 scale shall receive initial awards of \$1,000. Applications are obtained and completed at the student's high school. For further information and eligibility requirements please contact the Financial Aid Office.

Chappie James Most Promising Teacher Scholarships provide up to \$4,000 per year for students planning to become teachers. Recommendation by a student's high school principal is required.

How to Apply

All students applying for financial assistance must complete a Chipola Junior College Financial Aid Application (FAA) and a Free Application for Federal Student Aid.

Students wishing to be considered for State of Florida programs must also complete the Florida Supplemental Application. Application packets containing the required forms are available at the Financial Aid Office, the college book store, and other locations throughout the campus. Packets are also available at most high school counselors' offices.

The **priority deadline date is May 15** for the following academic year; however, applications will be accepted after May 15 and will be considered on the basis of available funds. Students must reapply for funds each year. (There is no priority deadline for Pell Grants and Student Loans.)

If a student is determined to be eligible for financial aid by the Department of Education and meets the May 15 deadline, he or she may expect the following:

1. An award letter to be signed before funds will be processed.
2. With the signed award letter, the student can pay class fees and receive a book voucher.

3. The balance of any financial aid funds will be disbursed after the drop/add period.

Chipola Junior College cannot guarantee the student's financial aid funds will be available if he or she fails to meet the May 15 deadline. Students who are eligible for aid but fail to meet the May 15 deadline may expect the following:



In a parade around Indian Circle, these students call upon the Indian basketball team to "pluck" the Tallahassee Community College Eagles during the Homecoming Game. And the Indians did.

1. No award letter will be guaranteed before the fee payment deadline.
2. The applications will be processed on a first-come first-served basis after all requested forms are received and the file is complete.
3. The student is responsible for any necessary payments for fees and books.

Foundation Assistance

The Chipola Junior College Foundation, a non-profit support organization for the college, provides a means for individuals, groups and businesses to make tax-free contributions which can be used to support scholarships, staff development, library develop-

ment, and the fine and performing arts. As the need has grown, Chipola alumni and friends have responded by funding additional scholarships. In 1992-93, over 300 students were awarded more than \$290,000 by the Foundation, covering over 520 semesters of instruction at Chipola.

Some Foundation scholarships are designated for specific majors; others are designated by county of residence or high school attended. Most scholarships are based on financial need and merit; a few are based on merit alone.

Students who need scholarships in order to attend Chipola should apply first to the

Office of Financial Aid to determine if they are eligible for federal or state aid before applying for foundation funds. A list of scholarships, including application deadlines, may be obtained from either the Financial Aid Office, located in Building A (Administration), or from the Foundation Office, located in Building E (Physical Plant); or by calling either office at (904) 526-2761, Extension 370 or 223; or by addressing a letter to either office at Chipola Junior College, 3094 Indian Circle, Marianna, FL 32446-2053. The list is also available from high school counselors in the Chipola District.

Student Activities

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

Publications: Students, under the direction of faculty advisers, are responsible for producing and publishing *The Papoose*, the student newspaper. The major portion of the content of this publication is composed in journalism classes taught by the Division of Arts & Letters.

Theatre: Students are encouraged to participate in the college theatre program, which presents a season of three or four major productions each year in addition to a three-week summer workshop. Any interested students or community members are encouraged to audition for productions or to sign up for theatre lab courses for credit. No previous experience is required.

Music: The College Chorus, Chamber Chorus, and the Show Choir are coeducational performing groups evolving from credit courses. The College Chorus and the Show Choir present programs to the public as well as the student body. The college also sponsors the Jazz Ensemble for interested instrumental students. All music organization personnel cooperate in the production of musical programs. Students interested in any of the music activities are urged to contact the faculty sponsor concerned.

Sports & Intramurals: The Student Center is located inside the main college circle.

The student lounge is located here and is open for all students. Dances, parties, and receptions are also held here.

Chipola Junior College participates in intercollegiate men's baseball and basketball and women's softball. A good schedule of games has been arranged with colleges in Florida and in nearby states. Students are urged to participate in varsity sports.

The college offers a program of intramural sports for all students. Included are basketball, volleyball and flag football.

Physical education is required of all students as a part of the academic curriculum.

Campus Organizations

Baptist Campus Ministry. Sponsored by the Florida Baptist Convention and local Southern Baptist churches, BCM is open to persons of all denominations. Its purpose is to provide opportunities for Christian growth.

Black Student Union. The BSU hopes to improve and promote the educational, social and political environment on campus for black students.

Cheerleaders. The cheerleaders promote school spirit at Chipola sports events. Membership is determined by competitive tryouts.

Compass Club. The Compass Club is a women's service group sponsored by the Pilot Club. Members perform service projects for campus and community, such as hostessing on various occasions.

Indian Princesses. This organization of young women volunteers hosts Chipola's home basketball games and other sports related events.

Mu Alpha Theta. Mu Alpha Theta is a mathematics honorary society for junior col-

lege students. Members must have a 3.0 average overall and a 3.0 average in math.

New Beginnings. A mutual support group for single adult students, membership also is open to singles in the community.

Papoose. Students interested in photography, journalism, cartooning and advertising produce the student newspaper.

Phi Theta Kappa. Phi Theta Kappa is Chipola's honorary society, open to students with a 3.5 or better GPA.

Phi Beta Lambda. Phi Beta Lambda provides opportunities for students to develop skills in business and office occupations.

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

Show Choir. The Show Choir provides an opportunity for students to showcase their talents as they perform in a disciplined musical and dance group.

Student Ambassadors. This organization of specially selected students represents Chipola at high school activities and assists in hosting events for high school students at the college.

Student Government Association. SGA, a body of elected students, sponsors student activities and represents the students' interests in formal and informal contacts with the college administration.

Student Nurses Association. The Student Nurses Association prepares nursing students for the assumption of professional responsibilities.

Vocational Industrial Clubs of America. VICA offers students the opportunity to develop vocational skills through competition.

Services for Students with Special Needs

Disabled Student Services

Chipola Junior College is committed to assuring full access to its programs and facilities for all qualified individuals who have disabilities. Services are available to students whose disabilities include hearing, manual dexterity, mobility, learning (such as dyslexia), speech, visual, or others which require administrative or academic adjustments. Students who have disabilities which may require special assistance are requested to voluntarily contact the Office of Disabled Student Services, located in the Student Center. All information is confidential and will be used only to assist the student.

The Office of Disabled Student Services provides information and orientation to campus facilities and services, assistance with classroom accommodations, registration, handicapped parking decals, counseling and referral to campus and community services. Students may also receive individualized services, which include special testing and note-taking arrangements, enlargement of printed materials, mobility assistance and tutoring. Specialized equipment, such as cassette recorders, reading/writing aids and wheelchair desks are also provided as needed. Several dormitory rooms are wheelchair accessible. Handicapped crosswalks, parking spaces and restrooms are situated around the campus.

TDD users may access CJC by calling the Florida Relay System, 1 (800) 955-8770 (Voice) or 1(800) 955-8771 (TDD).

Career Center

Students who have questions about various careers are encouraged to visit the Career Center. Career information and CHOICES—a computerized career exploration system—provide current information to assist students in making realistic career decisions.

Job Training Partnership Act (JTPA)

Individuals who are financially, educationally, and culturally disadvantaged may make application for the JTPA program 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 and A.S. degree programs.

Student progress is monitored closely by instructors and the JTPA staff. 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 interest programs and the Financial Aid Office on campus. The JTPA Office is located in Room 400 of Building L.

Single Parent, Displaced

Homemaker & Single Pregnant Woman Program

This program, along with the Sex Equity Program, provides services to eligible Vocational Division students. A peer support group, "New Beginnings," is open to both vocational and academic students and to prospective students.

Services include assessment, vocational counseling, budgeting, help with job placement, self-confidence-building programs and

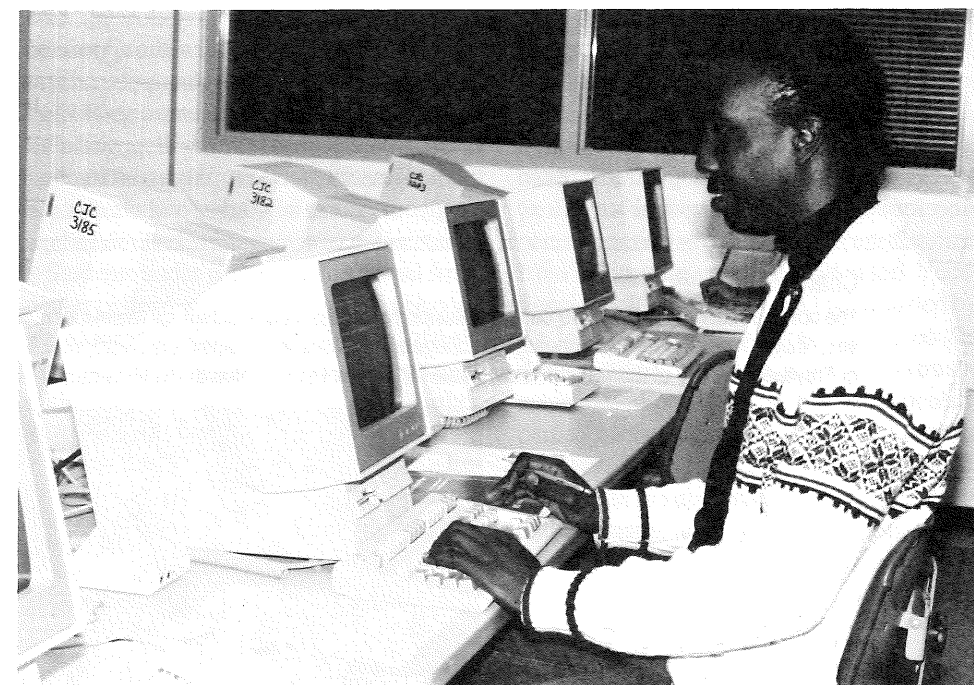
activities and referral to other resources. Limited financial aid, based on greatest need, is available for child care, transportation, tuition and books and supplies.

Sex Equity Program

Gender fairness in vocational education is the objective of the Sex Equity program. Most participants are in their early 20's and all are enrolled in vocational training for occupations usually held by members of the opposite sex. Similar services and benefits are provided as for the Single Parent/Displaced Homemaker Program.

Success Center

Trained personnel assist students in determining academic weaknesses which might prevent them from achieving their goals. Once an area is identified, an individualized prescription of work is developed to correct problem areas; then a schedule is set up for students to attend the Success Center and work on their own or with a tutor. For further information, see page 79.



Robert Nix visits the Success Center computer laboratory during the evening to work on an assignment. Because of his diligence, he was named a Student of the Month by the Vocational Division faculty.

Admissions

Getting In

Getting admitted to Chipola is as uncomplicated as state regulations allow; however, if any difficulty arises during the process, call the college at (904) 526-2761, Extension 211, and ask for assistance.

To request information by mail, write to the following:

Chipola Junior College
3094 Indian Circle
Marianna, FL 32446-2053

Open Door Policy

Chipola has an Open Door Admissions Policy which provides educational opportunities to all students 18 years of age or older who are interested in participating in the degree programs, courses, and services offered by the college. However, state placement rules determine the level of classes a student may enter, depending upon his or her

scores on certain standardized tests.

Applicants should understand that admission to the college does not imply admission to any particular program or course. They should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by policies of the District Board of Trustees.

Application Procedure

1. Call, come by, or write (Registrar's Office, Chipola Junior College, 3094 Indian Circle, Marianna, FL 32446-2053) for an application for admission form. Application deadlines are published in the Calendar (Inside Front Cover), and there is a fee for late applications. Students who want to apply for financial aid should also request a financial aid packet from the Financial Aid Office.

2. Fill out the application form—being certain to complete the residency part of the form. Return the application to the college.

3. Request that high school and/or all previously attended college transcripts be forwarded to the Registrar's Office

directly from previous school(s) after completion of all grades and/or graduation.

4. All students born after 1956 must attach proof of immunization (measles) to the application.

5. As soon as the college receives your application and the other required documents, you will be sent a letter of acceptance and a packet of information, which will include the name of your adviser and an appointment time for meeting with the adviser.

6. Meet with the adviser at the appointed time. This is a very important appointment. If you cannot keep it, call Extension 211 and reschedule it. The adviser will provide all the information needed, plus assist in planning your course of studies and classes.

7. The packet from Chipola may also ask degree-seeking applicants who did not take the ACT or SAT in high school to come to the college for a placement test. Florida regulations require a placement exam score before registration for all students who intend to take college credit courses. Applicants for vocational certificate programs may also be asked to come to the college for an interview or testing.

8. Register at the appointed time. Degree-seeking students must register each semester on the registration dates listed in the Calendar; however, some vocational certificate programs accept students at any time during the semester if space is available.

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.



Electronics engineering instructor Kenneth R. Whitehead demonstrates how to use a computer drafting plotter for a group of youngsters visiting the campus.

Admission Standards

Associate of Arts and Associate of Science Degree Programs

The following are eligible for entry into any college program:

1. High school graduates.
2. Transfer students from postsecondary education institutions.
3. International students with education equivalent to U.S. secondary school education who meet the requirements listed below.

Vocational Certificate Programs

The admission or entrance requirements for vocational certificate students depend upon the program of study to be pursued. Any student 18 years of age may be admitted to any vocational program if it can be shown

High School Credits

Florida law (S240.321) provides that students graduating from a Florida public high school after August 1, 1987, must meet specific general high school graduation requirements. Graduates from private and out-of-state high schools must have completed a curriculum which includes four years of English, and three years each of science, social studies, and mathematics. Foreign students may use four years of instruction in their native language in lieu of the English requirement.

that he or she could profit by enrollment and attendance. A personal interview is required for admission to certain programs, and testing is necessary to determine eligibility for some courses.

Programs offered in Cosmetology, Allied Health and Public Service have limited enrollments. Additionally, Allied Health and Public Service have special admission criteria set by state agencies.

Transfer Credit

AA/AS Degree

Students who have attended any college or university prior to enrolling at Chipola Junior College are considered transfer students and must present an official transcript from each college/university previously attended.

Transfer students must request that their official transcripts be mailed directly to the Registrar's Office. Transfer students seeking a degree will have an evaluation of course credit for transferability made after they are enrolled at the college. Transfer credits are accepted only from accredited colleges and universities.

Credit is granted only for courses with a grade of "D" or better, except for grades in college credit English and math courses.

Credit is granted only for grades of "C" or better in college-level English and math courses. Courses with grades of "D" or lower may be repeated under the provisions of CJC's Forgiveness Policy.

Failing grades from other colleges are used in computing grade point averages. Students on academic probation at a previous college may be admitted to Chipola in a similar status.

Students under suspension/dismissal from another college or university will not be considered for admission during the period of their suspension. In exceptional cases, students may petition the Admissions Committee for further consideration. The Registrar's Office should be consulted for information concerning the petition procedure.

Vocational Certificate

A student who has previously attended or been enrolled in a vocational center will be considered a transfer student upon admission to a Chipola vocational certificate program. Such students must meet regular admission requirements, plus present proof of honorable dismissal and eligibility to return to the last institution attended. Transcripts or competency verification lists are required from institutions previously attended. Vocational clock hour credit will be awarded by the instructor of the program, based on the documented competencies previously achieved. Work may be wholly accepted, partially accepted, or not accepted. Students who enroll for a specific competency or to participate in supplemental or technical updating classes are exempt from this agreement.

Special Categories of Admissions

International Students

For admission purposes an applicant is classified as an international student only if the college has to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States as immigrants and have been issued resident alien numbers will not be classified as international students for admission purposes.

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

1. A 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 records from all colleges previously attended.

3. Scores on the Test of English as a Foreign Language (TOEFL). The college will accept a minimum score of 525 on TOEFL as proof of sufficient knowledge of the English language. The test is available through the Educational Testing Service, Box 6151, Princeton, New Jersey 08541.

4. A notarized statement showing that financial resources are available for travel, tuition, books, and living expenses while the student is attending college in the USA. The amount of funds required is \$10,000 per year; a total of \$20,000 for the normal two-year program. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Financial Aid is not available to students on visa; students must have these funds available when they register for their classes.

5. A certificate of proof that the student is covered by standard health and accident insurance must be provided before the term of intended enrollment. This insurance coverage must continue for the entire period of enrollment at the college.

6. A certificate showing proof of immunization for mumps, measles, and rubella.

As soon as all of the above official items are received by the college, a Certificate of Eligibility (Form I-20 A-B or M-N) will be issued to the student.

Noncredit Students

All persons 16 years of age or older are eligible to enroll for non-credit courses: 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.

Transient Enrollment

Transient students should request that a "Letter of Good Standing" from the previous college be sent to Chipola. Transient students do not need transcripts from the previous college.

Dual Enrollment

Outstanding high school students who qualify for dual enrollment may enroll as full-time college credit or vocational 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.

1. An applicant must be in the 10th, 11th, or 12th grade of high school with a grade point average of "B" (3.0) or higher, and must be recommended by his or her high school principal.

2. Students enrolled in the program may pursue up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall or spring semester while concurrently enrolled in high school.

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

Early Admission

Selected students may be accepted for admission as college credit students prior to actual graduation from high school, provided they comply with all the admission requirements of entering freshmen except graduation, and also meet the criteria below.

1. Completion of the 11th grade and 12 or more credits or units toward graduation.

2. An unweighted cumulative grade point average of "B" (3.0) or higher for the 9th-11th grades, and rank in the upper 10 percent of his or her class.

3. Be at least 16 years old at the time of admission.

4. Written approval of the high school principal, including certification of rank in class and grade point average.

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.

Honors Program

High school seniors may apply for admission to Chipola's Honors Program. Minimum qualifications are a high school GPA of 3.5 and an ACT score of 23 (SAT score of 1019).

Eligible students must submit a completed application and be interviewed by the Chipola Honors Council. Twenty students will be chosen each year.



Counselor Joan Miller of the Student Services Office assists Melanie Boone in planning the courses she will take at Chipola so that she will experience no difficulty in transferring to her university of choice when she graduates.

Placement Testing

In an effort to provide more effective educational services for students, Chipola Junior College and the State of Florida have established a placement testing program. Through the placement testing program the college can better identify the student's academic strengths and weaknesses. Test results are used by the college to advise students and to place them in courses which will best assist them in improving reading, writing, and mathematics skills.

AA/AS Requirements

All students entering Chipola Junior College for the first time are encouraged to take the American College Test (ACT); however, placement test scores are mandatory for the following students:

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 semester hours of credit.

All high school applicants who are seeking dual enrollment. A score on any portion of the placement test that would require placement in college preparatory courses precludes dual enrollment at Chipola Junior College.

For students who have not taken the ACT, SAT, or ASSET for placement purposes, Chipola will administer the MAPS test during registration. It may also be offered to students with handicapping conditions.

Math & English Placement Scores

The state placement rule requires students to be placed in their first math and English courses according to their scores on a placement exam, the ACT, SAT, MAPS, or other

test on the approved list. See pages 31-32 for these scores.

Placement Testing Exemptions

All students who have earned an associate degree or higher from an accredited institution are exempt from placement testing. In addition, students who transfer in 15 or more hours of credit and have completed Chipola's English and math requirements may be exempt.

Vocational Requirements

All students entering a vocational/technical certificate program are required by the state to take the Test of Adult Basic Education (TABE). This is not a placement test, but a test to identify weaknesses in various skills so that students may be assisted to upgrade their achievement in the Success Center.

Advanced Placement and Credit by Exam

Students who have taken the College Entrance Examination Board's Advanced Placement and College Level Examination Program (CLEP) tests should have the results forwarded to the Registration Office. For the CEEB Advanced Placement Tests, CJC awards credit in the appropriate subject or discipline as per CEEB's recommendation for scores of 3, 4 or 5.

For the CLEP tests, CJC awards credit for General Examination scores as approved by the State Department of Education. Credit will be awarded for satisfactory General Examination scores in 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 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. NOTE: CLEP credit in English does not satisfy the writing requirements of the Gordon Rule (SBE 6A-10.30).

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 entering students 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.

Counseling & Advising

Both counselors and other faculty members work together to provide academic advising for new and returning students.

Each student is assigned to a counselor or faculty member for individual academic advising. Also, at the beginning of each semester all entering or first-year AA degree students are required to attend an orientation class (see page 29).

Students planning to obtain an Associate of Arts degree and transfer to a university

should discuss with a counselor/adviser the specific course requirements of the transfer institution. The counseling staff also prepares curriculum guides that list the general requirements for an A.A. degree, as well as the necessary prerequisite/recommended courses for a variety of majors at several area universities.

Students planning to obtain an Associate of Science degree or a vocational certificate should check the catalog for the course re-

quirements of their programs and secure a curriculum guide from their advisers.

Counseling services are available on campus each weekday; appointments may be made for evening sessions.

Students should contact the college Articulation Officer at Extension 228 for problems unique to their enrollment in postsecondary institutions. She acts on their behalf as a mediator.

Academic Standards

Enrollment Policies

Registration

Associate of Arts and Associate of Science students are required to register at the beginning of each semester or session for assignment to classes. No college credit registration will be accepted after the last day prescribed for each semester or session as shown in the college calendar. Some vocational and continuing education programs may accept students throughout the semester if space is available.

Drop/Add a Course

At the beginning of each semester or summer term, students may change classes according to the cutoff date for drop/add, as specified in the calendar. The last date to drop without penalty appears in the calendar for each semester or summer term. After this date, students may not drop a course. Their only option is to withdraw from all courses.

Classes that begin after the start of the semester or end prior to the completion of the semester will have as their "drop without penalty" date, the class meeting that represents 60 percent of the meeting time of that class.

Withdrawal from College

To withdraw from the college, a student should obtain a withdrawal form from the Registrar's Office, fill in the appropriate information, obtain the necessary signatures as listed on the form, and return the form to the Registrar's Office by the prescribed withdrawal date. All college obligations must be

fulfilled. Students who do not follow the required procedure may receive grades of "F" for all college credit courses being pursued at the time they discontinue attendance.

Students may be administratively withdrawn from any class in which they have excessive absences. See "Attendance" below.

Student Load

The minimum load for full-time college-level students is 12 semester hours per semester or 6 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 first-time students is 18 semester hours per semester.
2. Students who have a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of 19 semester hours per semester.
3. Students who have a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of 21 semester hours per semester.
4. Students on scholastic probation are limited to loads of 16 semester hours per semester.
5. The maximum load during the summer session is 8 semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean, Academic and Student Services. Only in unusual circumstances when evidence ex-

ists that a student can succeed in all courses 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). Students who attend fewer than 30 hours per week will be considered part-time.

Physical Education Exceptions

Physical education courses are considered an important part of the student's curriculum. With the exceptions noted below, all college-level students are required to take at least two semester hours of physical education activity courses (those listed under Required Physical Education) for the Associate of Arts degree. However, semester hours in other subjects in the Personal Improvement Area must be substituted for the hours of Required Physical Education waived.

1. Students 25 or more years of age at the time of original college enrollment are exempt if they make written application to the Dean, Academic and Student Services.
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. Physical Education requirements for students in attendance at night will be partially or fully waived in proportion to the percentage of semester hours earned during such periods of enrollment.

Administrative Withdrawal

Students who have been absent from class ten or more class periods during the period prior to the last day students may drop a course without penalty and who are making unsatisfactory progress in a course **may be** administratively withdrawn from the course upon the recommendation of the instructor. Students cannot assume, however, that every instructor will exercise this option. Some

will not. It is the student's responsibility to fill out the necessary request to drop or withdraw from a class.

When an instructor uses this method of withdrawing a student from a class, "Administrative Withdrawal" will be written on the "Authorization to Drop a Course" form, and the student affected will receive a grade of "W" for that course.

Grading System

Final grades are distributed following the close of each term. Grades may be withheld by the college for reasons such as unpaid fees, overdue loans, overdue library books, unreturned audio-visual or physical education materials and equipment, incomplete admissions records, disciplinary actions, and academic probation and expulsion. Exceptions may be made by the Dean of Academic and Student Services.

A student's Grade Point Average (GPA) is derived from the grading system/quality point scale below.

Allied Health and Public Service programs have special grading systems due to state and national performance certification standards. These special grading systems are printed in Allied Health and Public Service course syllabi.

Grading System/Quality Point Scale

Numerical Grade	Letter Grade	Quality Points
93-100	A	4
83-92	B	3
70-82	C	2
60-69	D	1
Below 69	F	0
Incomplete	I	0
Withdrawn or Dropped	W	0
Audit	X	0

F, I, W and X Grades

Students should clearly understand the differences between F, I, W and X grades and their effect upon GPA's.

A grade of X shows that a course has been taken for no credit. A grade of X carries neither semester hours nor quality points, and there is no effect upon the grade point average.

A grade of W shows that a student has dropped or withdrawn from a course after

The "Request for Student Withdrawal" must be completed by the instructor and sent to the Division Chairman and the Dean of Academic and Student Services for administrative action. The student will 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. Students have the right to appeal this administrative withdrawal through established administrative channels: Division Chairman, Dean of Academic and Student Services, President, and Board of Trustees. This appeal must be made in writing within ten days after notification of withdrawal.

the drop/add period. He/she receives neither semester hours nor quality points for courses in which the grade is W, and there is no effect upon his/her GPA.

A grade of I shows that a student has not completed the required work in a course for some valid reason (such as serious illness or death in the family), that he/she has discussed this with the instructor, and that the instructor has agreed to allow the student to make up the missed work. **Students have until the end of the succeeding semester or summer term to complete the work required to remove an I grade.** After this time an I grade will be converted to an F. Both the semester hours and quality points received will be computed into the next semester's GPA after the I has been replaced by a grade.

A grade of F shows that a course has been failed. The semester hours for the course count in the GPA computation, but no quality points are earned; thus, a grade of F lowers the GPA.

Required GPA

Students must have a 2.0 grade point average in all work attempted in order to earn the AA or AS degree and to qualify for entry into a four-year college or university. While a student may earn a cumulative average of 2.0 and have grades of D, it is well to remember that grades below C are seldom transferable to some private or out-of-state colleges and universities.

Students whose GPA falls below 2.0 will be subject to the penalties described below in "Standards of Academic Progress."

How to Compute Grade Point Average (GPA)

Each letter grade has a quality point value on the Grading System/Quality Point Scale. A student may determine the grade points for his/her grade in each course by multiplying the number of quality points a grade is worth times the number of semester hours the course carries. Thus a B (worth 3 quality points)

in a 3-semester-hour course earns 9 quality points, and an A (worth 4 quality points) in the same 3-semester-hour course earns 12 quality points.

The grade point average is found by adding the total quality points earned and dividing by the total number of semester hours attempted.

Courses Attempted	Semester Hours Attempted	Grade	Quality Points
ENC 1101	4	A	16
MAC 1104	3	C	6
SYG 1010	3	F	0
FRE 1101	4	B	12
ART 1300C	3	C	6
PEL 1441	1	B	3

Total hours attempted 18 Total Quality Points Earned 43

18 Hours Attempted Divided into 43 Quality Points Earned= 2.39 GPA

Attendance

Regular attendance is expected of all students. Each student is accountable to the instructor concerned for all class absences except those resulting from official college activities.

Limited enrollment programs may have specific attendance policies which must be adhered to by the individuals enrolled.

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 reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Evaluation of absences is the responsibility of the Office of the Dean of Academic and Student Services when requested by the instructor.

Students' appeals concerning absences are processed through established administrative channels.

Students who flagrantly violate attendance regulations are subject to suspension or dismissal.

Standards of Academic Progress

Chipola Junior College has established Standards of Academic Progress applicable to all students. Students who fall below a "C" or 2.00 Grade Point Average are placed on alert, warning or suspension, according to the following system.

Quality Point Deficiency System

A quality-point deficit is the number of quality points fewer than those needed for a "C" average. For example, if a student attempted 16 semester hours, 32 quality points would be needed to have the minimum 2.00 average. If a student has only 25 quality points for the 16 hours attempted, he has a quality point deficit of -7 points.

Standards	
Status	Quality Point Deficiency
Alert	1-18
Warning	19-29
Suspension	30 or more

Definitions

Alert: Deficit of 1-18 quality points for ten 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 19-29 quality points for ten or more cumulative semester hours credit attempted. The student will be placed on Warning for either of two reasons: (1) a cumulative quality point deficiency of 19-29 points; or (2) completion of two semesters on Alert with less than a 2.00 cumulative GPA.

Suspension: Deficit of 30 or more quality points for ten or more cumulative semester hours of credit attempted. Students will be suspended for either of two reasons: (1) A cumulative quality point deficiency of 30 or more points; or (2) completion of two semesters on Warning with less than a 2.00 Cumulative Grade Point Average.

Students will be suspended for a period of one semester for the first suspension. Each suspension thereafter shall be for a full academic year. Two summer terms equate to one semester.

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

Credit and clockhour students suspended from Chipola Junior College are eligible for readmission on Warning status only after their period of suspension. The readmission student must have less than a cumulative quality point deficiency of 30 points after one semester or be suspended again. Clockhour students must show continued progress toward their program of study in order to continue. Further, the readmission 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 participate in counseling sessions and related activities as may be prescribed by the Dean, Academic and Student Services.

Appeals

Appeals of probation and suspension decisions may be made to the Admissions Committee. Contact the Registration Specialist for the Admissions Committee schedule. The Admissions Committee's decision is final, except that action may be appealed through the president to the Board of Trustees. If students placed on scholastic suspension successfully appeal their suspension, they may be allowed to remain in college on a probationary basis.

Measurable Progress for Financial Aid Recipients

Students who receive financial aid are required to secure a complete chart of the "Standards of Measurable Progress" from the Financial Aid Office, located in Room 130 of the Administration Building.

Student financial assistance involves institutional scholarships, state scholarships and grants, federal grants, work study and guaranteed 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. Additionally, aid recipients must fulfill 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 (GPA) each term.
- b. Complete 24 semester hours each academic year.

B. State Scholarships and Grants

1. Florida Student Assistance Grants

- a. Maintain a 2.00 GPA.
- b. Complete a minimum of 24 semester hours or vocational hour equivalent each academic year.

2. Florida Undergraduate Scholars Fund

- a. Maintain at least a 3.2 GPA.
- b. Complete a minimum of 24 semester hours each academic year.

C. Federal Aid

1. AA and AS Degree Students

- a. Maintain a cumulative RGPA according to the following schedule:

First term—1.0

Second term—1.50

Third and subsequent term—2.0

Note: Remedial courses attempted are calculated in the GPA resulting in a "RGPA" which is used for determining eligibility for Title IV financial aid.

- b. Complete two-thirds of the hours attempted with a "D" or better grade each term.

Note: Grades of "I," "W," and "F" do not count towards satisfactory completion of courses attempted.

- c. Full time students are allowed to receive aid for a maximum of 8 semesters. Part-time students will be allowed to receive aid for a prorated number of semesters.

2. Clock Hour or Certificate Students

- a. Must satisfactorily complete 2/3 of the hours attempted with a "D" or better grade.

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

- c. A full-time student will be allowed to receive aid for a maximum of six semesters and three summer sessions. A part-time student will be allowed to receive aid for a prorated number of semesters.

- d. Title IV United States Code requires that vocational students complete the total number of clock hours provided by the college calendar in each semester the student is registered before receiving the next disbursement of Pell Grant funds.

Forgiveness Policy

Students may repeat courses to earn higher grades, provided an AA degree has not yet been awarded and the grade to be forgiven is lower than a "C." The grade point average will be adjusted so that only the grade on the last attempt will be used to compute the grade point average.

Graduation Requirements

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

Associate of Arts

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, must have fulfilled the requirements of the Communication and Computations Skills regulation (Gordon Rule), and must have taken and successfully passed the CLAST. Fifteen of the last 30 semester hours toward graduation excluding Physical Education activity courses must be earned in residence at Chipola.

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 Evaluation

All courses, including remedial courses at Chipola, are considered in determining "Measurable Progress." Academic work at other institutions will not be considered.

E. Probation

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

F. Removal from Probation

If at the end of the semester of probation, the student has met the published Standards of Academic Progress for the new stage of enrollment, he/she will be removed from

probation and considered to be making satisfactory progress.

G. Suspension

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

2. A student may be placed on Financial Aid Suspension without having been placed on Financial Aid Probation.

H. Reinstatement

After having been suspended from aid for a semester or more a student may request to be reinstated if he/she has attained 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, he/she may appeal the decision to the Student Financial Aid Committee by contacting the Financial Aid Office.

Chipola for removal of probation or suspension; for all other purposes, such grades will be counted as any other transfer credit.

Students should be aware that some colleges and universities may not honor Chipola's forgiveness policy and may use the grade of the initial attempt in computing the grade point average.

Certificate of Completion

Students who meet all of the requirements for either the Associate in Arts or the Associate in Science degree, 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.

Vocational Certificate

Graduation requirements for vocational certificate programs vary with each program. To be awarded a vocational certificate, 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 as specified in the Vocational Certificate Programs section of this catalog. Rules concerning the catalog to be used for graduation requirements are the same as those for degree-seeking students.

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 student educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate data.

Directory information may be released to anyone unless the student specifies in writing to the Registration Specialist not later than the tenth calendar day of classes in each term that this information is to be withheld. Classified as directory information are the student's name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received including Dean's List, 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 open to inspection only by the student, the eligible parent/guardian of the student, and members of the professional staff who have responsibility for working with the student are as follows: 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 postsecondary 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 want to see the items in their permanent folders that are available to them should make a request in writing to the Registration Specialist. Students who wish to challenge the contents of their records should contact the Registration Specialist concerning the procedures to be followed.

Any students desiring complete information relating to student access and student protection of records should contact the Registration Specialist.

Official Transcripts

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.

Classification of College Credit Students

Freshman: A student having fewer than 24 semester hours of earned credit.

Sophomore: A student having 24 or more semester hours of earned credit.

Full-Time: A student who registers for 12 or more semester hours.

Part-Time: A student who registers for fewer than 12 semester hours.

Transient: A student who is temporarily registered (for one term) at Chipola Junior College with the approval of some other college or university where he or she is regularly enrolled, or a Chipola Junior College student who is temporarily in attendance at another college or university with the approval of Chipola Junior College.

Audit: A student admitted to college classes on a non-credit basis. Audit students must complete the standard admission procedures. Attendance requirements are established by the instructor. Charges for audit registration are the same as for credit registration. Audit courses will be included on academic records with a grade of "X."

Compliance with Rules

All students are expected to comply with the rules and regulations set forth in the *Student Handbook* and this catalog.

Disciplinary Action

Violation of college rules in the handbook and catalog will subject students to dismissal. In addition, students will be responsible for all official announcements circulated on campus in the weekly newsletter, *Chipola This Week*.

Disciplinary probation refers to 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.

Parking

Students wishing to park a vehicle on campus are required to purchase a current parking permit no later than the first day of classes. The parking permit should be affixed to the left rear bumper of the vehicle. Failure to comply with this rule may result in a citation and fine, as well as possible disciplinary action. More detailed information is available in the *Student Handbook*.

Costs & Financial Policies

Since the catalog must be published well in advance of the next school year, it is not always possible to anticipate fee changes. If the fee schedule printed here has to be revised, every effort will be made to publicize the changes as far in advance as possible.

Fees

Associate of Arts and Associate of Science

1. Matriculation Fee: \$31 per semester hour (for semester or summer term). This includes a \$1.35 financial aid fee and a \$2 student activity fee per semester hour.

2. Tuition (applicable to Non-Florida residents only): \$118 per semester hour (for semester or summer term). This includes \$5.35 financial aid fee and \$2 student activity fee per semester hour.

3. A fee will be assessed to evaluate a non-credit program of study for optional credit in an AS degree program of study. College credits will be treated as transfer credits to Chipola, provided the student is eligible for admission to CJC 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 Chipola Junior College. At the date of publication of this catalog, this provision applies to the Criminal Justice, Electronic Engineering Technology, and Industrial Management Technology AS degree programs of study. It is the responsibility of students to initiate this process through their respective instructors.

4. Applied Music Fee: \$40 per semester hour (applicable only to students registered for applied music courses); one lesson per week for semester or equivalent: \$40; two lessons per week for semester or equivalent: \$80.

5. Directed Independent Study carries a fee of \$25 per credit hour, or equivalent, in addition to the regular matriculation fee.

6. Graduation Fee (applicable only to graduating sophomores): \$20, whether or not the student participates in the graduation ceremony.

7. Transcript Fee: \$1 per transcript.

8. Laboratory Fees, when required, will be listed in the course schedule published each semester.

9. Computer Use Fee:

- All fulltime students: \$3.
- All 3-credit-hour computer programming courses: \$6 per course.
- All 1-credit-hour computer based classes: \$2 per course.
- All English courses with writing center: \$4 per course.
- All math courses with math lab: \$2 per course.

10. Certification fee for American Institute of Banking credit: \$12 per class.

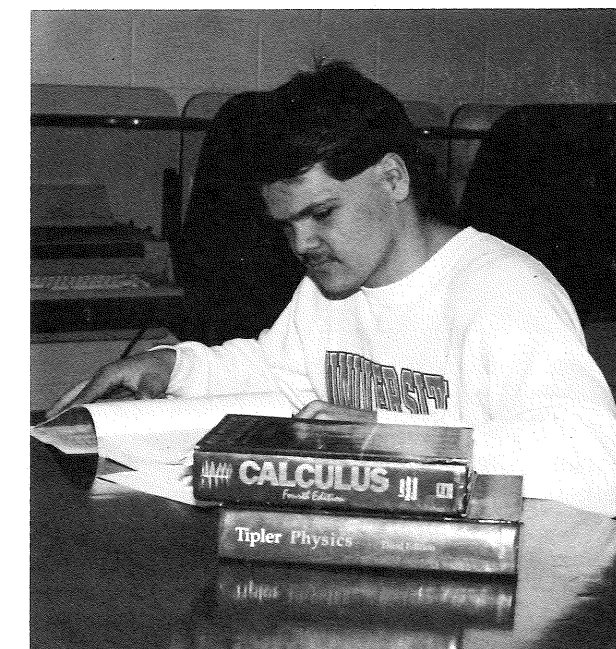
11. Liability insurance: Allied Health and Cosmetology, \$12.50 per year; EMT/Paramedic, \$17.50 per year.

12. Late Application Fee: Applications received after the published dead-

line dates through the last day of drop/add/late registration for that term must be accompanied by a \$15 late application fee.

13. Late Registration Fee: \$25. A student who both applies late and registers late only pays \$25.

To be classified as full-time, a non college credit student is enrolled for six hours or class periods per day, five days per week; half-time students are those who attend three hours or class periods per day, five days per week.



Ricky Dozier finds the quietest place on campus to study—the library.

Vocational Certificate Programs
and Continuing Education

Per Clockhour		
COURSES	IN-STATE	OUT-OF-STATE
1. Post Secondary Adult Vocational		
Vocational Preparatory	\$.43	\$ 1.73
Supplemental	.87	3.47
Lifelong Learning	.20	.80
2. Recreational and Leisure Time: Equal to the cost of instruction.		
3. Laboratory Fees, when required, are listed in the course schedule or course announcements published each semester.		

Residence Hall

- 1. Replacement of lost ID cards: \$3.
- 2. Residence Hall Rent: Per Fall and Spring Semester \$650 single; \$550 double. Residence Hall Room rent, paid on semester or term basis, is non-refundable.
- 3. Residence Hall Room Deposit fee, \$50, refundable when the student offi-

cially moves out of the room if the semester rent has been paid 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 \$50 or more.

Textbooks & Supplies

The cost per school year depends upon the program of study. For most

academic program students the total should not exceed \$250 per semester. For vocational students the costs vary with the program, depending upon whether or not specialized clothing and tools are required. Except for programs requiring specialized clothing or uniforms, the total costs for textbooks and supplies should not exceed \$500 per school year.



Art instructor Richard Vail discusses with Dorette Cobb an idea and concept for a painting she will do for a class assignment.

Summary of 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 resides in the college district, the minimum estimated expenses exclusive of room and

board, transportation, and personal expenses range from \$997 to \$1,517 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

Florida resident students who live in the dormitory or rent a room in Marianna should add \$3,425 to \$5,000 to the amounts estimated above for a

total estimated expense of \$4,422 to \$6,517 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 out-of-state tuition to the estimates shown.

Financial Regulations

Applicant/Residency
Requirements

1. No registration will be complete until all fees and tuition have been paid in full and students have received their ID cards and proof of payment. 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 in, and has his or her habitation, domicile, home and permanent abode in, the State of Florida for at least twelve months immediately preceding his/her current registration. In applying this regulation the following will be observed:

a. "Applicant" means a student applying for admission to Chipola Junior College.

b. In all applications for admission by students as citizens of the state, the applicant, if married or 18 years of age, or if a minor, his parents or legal guardian, will 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.

c. 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 a 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.

d. 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 months and, if applicable, must present United States immigration and naturalization certification that he or she is a resident alien. If the application is supported by evidence satisfactory to the community college that the student qualifies as a Florida resident, then his or her classification will be changed for future registrations.

e. The following categories will be treated as Florida residents for tuition purposes:

(1) Active duty United States military personnel stationed in Florida, their spouses, and their dependent children.

(2) Public school, public college, and full-time employees classified as instructional or administrative, their spouses, and their dependents.

(3) Latin American and Caribbean 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 or her application or accompanying documents or statements.



Jennifer Thompson, left, walks to class with English instructor Laurie Culbreth.

Refund Policy

1. The Graduation Fee is non-refundable.
2. Residence Hall rent, paid on a semester or term basis, is non-refundable.
3. The Residence Hall Deposit is refundable if the student has not damaged, destroyed, or lost any dormitory property at the time he or she vacates the room. Partial refunds may be made provided property losses do not exceed the amount of the deposit. The fee is nonrefundable if the student does not enroll and actually occupy a room.
4. For Matriculation Fee, Tuition, and Applied Music Fee charges, the refund schedule for students who officially resign or withdraw from college prior to the end of a semester or summer session term is as follows:
Resignation prior to the last date for registration for any semester or term: 100 percent refund.
Resignation after the last date for registration for any semester or term: No refund.
5. No refund of matriculation fee, tuition, and applied Music Fee charges will be made to students who reduce student loads due to officially dropping courses after close of registration.



Cheerleaders are amazed by David Van de Car's costume for a Pow Wow skit.

6. 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.
7. Courses for Which No College Credit is Given: Students who officially withdraw from class one work day prior to the first class meeting shall receive a 100 percent refund of class-related fees. Students who do not officially withdraw or who do so after the deadline shall receive no refund.
8. The late application fee is non-refundable.
9. The late registration fee is non-refundable.



As the weather turns cool on a day in fall, faculty member Mary Lu Andreu (second from left) signs up enthusiastic—but shivery—volunteers for an intramural swimming team.



1993 Homecoming Queen Kim Yongue and her escort, Brandon Spencer, are introduced at halftime of the Homecoming Game.

10. In courses for which no college credit is given, the following rules are applied:

Students who officially withdraw from class one work day prior to the first class meeting shall receive a 100 percent refund of class-related fees.

Students who do not officially withdraw or who do so after the deadline shall receive no refund.

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.

Degree Programs

Differences between Associate of Arts and Associate of Science Degrees

Chipola Junior College offers Associate of Arts and Associate of Science degree programs, as well as certificate (nondegree) programs, short courses and special interest courses.

It is important that students understand that there is a distinct difference between the Associate of Arts and the Associate of Science degree.

AA Guarantees Acceptance at State Universities

As the pages that follow explain in detail, the Associate of Arts degree is intended for students who plan to transfer to a Florida university to complete their bachelor's degree. Various agreements between the state community colleges and universities guarantee that the student who graduates from a Florida community college with an Associate of Arts degree will be accepted at the junior class level by a Florida university.

AA Curricula Required by State University System

The programs of study (curricula) for every AA degree at Chipola include all the requirements that the universities demand. These include the foreign language requirement, the Gordon Rule requirement, and the CLAST requirement.

AS Designed for Entry into Specialized Employment

The guarantee of admission to a Florida university at the junior class level does not apply to the Associate of Science degree, which is intended for students who wish to enter a skilled occupation after one to two years of study.

This does not mean, however, that the student who earns an Associate of Science degree may not be accepted by a Florida university. **It does mean that he**

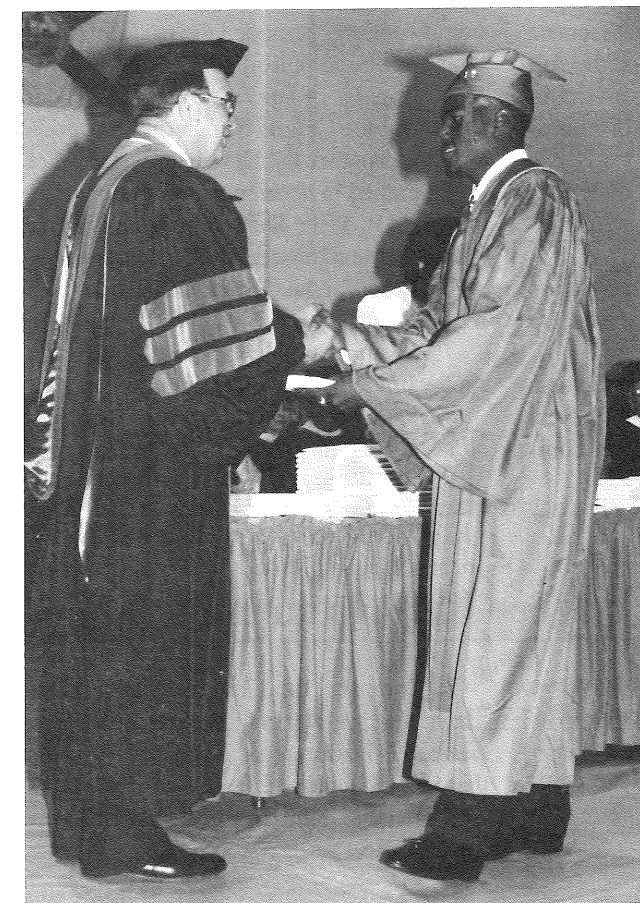
or she may be required to take further courses either before or after acceptance by the university in order to be admitted to the junior class level.

AS Graduates Must Take Additional Courses for Transfer

This is because the Associate of Science degree does not include all the requirements of the Associate of Arts and bachelor's degrees—the foreign language requirement, the Gordon Rule requirement, and the CLAST requirement.

Nevertheless, there are many advantages to earning an Associate of Science degree. For example, the person who earns an Associate Degree in Nursing, after two years of study, may take a state examination and become a Registered Nurse. While working and earning a salary as an RN, he or she could take a course or two when convenient to fulfill the university transfer requirements. Ultimately, this person could earn a Bachelor's Degree in Nursing, all the while continuing to earn a living as a skilled professional.

AA students need to be aware that some classes at Chipola are designed primarily for AS students, and, therefore, may not transfer toward the bachelor's degree. Conversely, AS students need to be aware that many of their classes will transfer toward a bachelor's degree.



Proud graduate Walter Hooks receives his diploma from the president, Dr. Jerry W. Kandzer.

Associate of Arts Degree Programs

University Parallel/Transfer Program for Students who Plan to Transfer to a University and Complete a Bachelor's Degree

Often referred to as the University Parallel or Transfer Program, the Associate of Arts degree program is designed for students who plan to complete their first two years of college work at Chipola and then transfer as juniors to a senior institution of their choice.

Credits earned in a University Parallel program are transferable to a senior institution and are applicable toward a bachelor's degree.

In planning a program, students should be certain to meet the general education

It is the responsibility of each student to consult a counselor or an assigned adviser in order to work out a program of study at Chipola Junior College; however, in the final analysis, the student is responsible for the requirements stated in this catalog and in the catalog of the transfer institution. Any discrepancy between oral advice and the catalog should be checked carefully by the student.

Student Bill of Rights

Florida Community College Associate of Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the nine state universities, except to limited access programs.*
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

*Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.

Associate of Arts Degree Requirements

1. Take SLS 1101, an orientation course, during the first semester at Chipola. (This applies to students entering after June 1993.)
 2. Complete 64 hours of college credit courses, including 40 hours of General Education courses.
 3. Complete the Gordon Rule requirements in English and mathematics. (See General Education areas 3 and 4 for courses that meet this requirement.)
 4. Pass the College Level Academic Skills Test (CLAST).
- Additionally, each student is advised to secure a Curriculum Guide for his major and transfer institution, and to take the courses recommended in the guide. Among recommendations for students planning to transfer to a Florida university are completion of the Foreign Language Requirement at the high school or community college level.

Orientation Course Requirement (SLS 1101)

To further insure the success of its students, Chipola requires them to take an orientation course (SLS 1101) during their first semester, whether enrolled full-time on campus or coming to campus after being enrolled as a high school dual enrollment student. This one-semester-hour course meets only the first few weeks of the semester.

Gordon Rule Requirement

- In 1982, the State Board of Education adopted a Communication and Computation Skills regulation (SBA 6A-10.030), also known as the Gordon Rule.
- This rule, in essence, requires all degree-seeking college students to take 12 hours from among a list of specified writing courses to total not less than 24,000 words of writing (2,000 words per credit hour of the designated courses); and to take 6 hours of mathematics courses at the college algebra level or higher. Grades of "C" or better are required in courses taken to fulfill the requirements of the rule.
- Provisions for satisfying the Gordon Rule requirement are as follows.
1. For the purposes of this rule, a grade of "C" or higher is required for 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. CLEP credit provides hours in English, but it does not satisfy the writing requirements of the Gordon Rule. Courses other than those for which CLEP credit is received must be scheduled to satisfy the number of hours of writing required.
 5. 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 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.
- See page 31 for the required mathematics courses and page 32 for the required English/communications courses.

College Level Academic Skills Test (CLAST) Requirement

The College Level Academic Skills Test, CLAST, tests skills in mathematics and communication. The test is required by Florida Statutes and by rules of the State Board of Education.

All community college students who are completing Associate of Arts (AA) degree programs or Associate of Science (AS) degree programs and are applying for admission to upper division programs in Florida state universities must take the exam. It is also required of university students who are completing their sophomore year.

If a student does not pass the CLAST, the Associate of Arts degree will not be granted, and admission to upper division status at Florida state universities may be denied. The CLAST requirements apply to students transferring to Florida state universities from private colleges in Florida and from out-of-state colleges and universities.

The State Board of Education has established minimum passing scores for the CLAST. The following minimum scores became effective Oct. 1, 1992.

Reading 295
Writing 295
Computation 295
Essay 6

CLAST Requirements

1. Students with less than an overall 3.0 GPA must take the CLAST review courses in math and English before taking the CLAST. Students with 3.0 or higher GPA may take the review courses as an elective to better prepare themselves for the test. The reviews cover all the CLAST subtests.

2. Students planning to retake the CLAST must take the appropriate review course(s) before retaking the CLAST.

Students are encouraged to take the CLAST as soon as they complete the CLAST skills courses.

CLAST Dates:

CLAST dates through the summer of 1994 are as follows:

Registration Deadline	Test Administration Day
Sept. 3, 1993	Oct. 2, 1993
Jan. 21, 1994	Feb. 19, 1994
May 6, 1994	June 4, 1994

SUS Foreign Language Requirement

The State University System requires bachelor degree candidates to have 8 semester hours of foreign language courses unless they have earned two years of high school credit in a foreign language.

Students planning to transfer to a Florida college or university should fulfill this requirement before graduating from Chipola.

The chart on pages 34-35 shows what the universities expect of community college transfers.

General Education Requirement

The General Education program is designed to improve intellectual skills and develop understanding in the broad areas of liberal education in order to prepare students for effective personal living and responsible citizenship.

Of the 64 hours required to complete an Associate of Arts degree, 40 (or more, depending upon the major and transfer institution) must be in General Education courses. Moreover, a specific number of hours is required in each of the various general education areas.

The General Education areas of study and the minimum number of hours required in each area are:

AREAS	HOURS
1. Social sciences	6
2. Natural sciences	6
3. Mathematics	6
4. Communications	12
5. Humanities	6
6. Personal improvement	4
7. Foreign language	
None for AA Degree from Chipola; however, students should be aware that the State University System requires its bachelor degree candidates to have 8 semester hours of college foreign language courses unless they have earned two years of high school credit in a foreign language. Students planning to transfer to a Florida college or university should fulfill this requirement before graduating from Chipola.	
TOTAL 40	

General Education Requirements in Area 1
Social Sciences

Minimum: 6 semester hours from among the following

Course	Title	Hours
EUH 1000 - 1001	Western Civilization	3,3
AMH 2010 - 2020	American History	3,3
POS 2041	American Federal Government	3
POS 2112	State and Local Government	3
GEA 2001 - 2002	World Geography	3,3
ECO 2013 - 2023	Principles of Economics	3,3
SYG 1000	Introductory Sociology	3
SYG 1010	Contemporary Sociology	3

General Education Requirements in Area 2
Natural Sciences

Minimum: 6 semester hours from among the following

Course	Title	Hours
PCB 2021	Cell Biology	3
AST 1002	General Astronomy	3
BOT 2010C	General Botany	4
BSC 1010 - 1011	General Biology	3, 3
BSC 2093C/2094C	Anatomy & Physiology I/II	4,4
CHM 1025/1025L	Introductory Chemistry and Lab	4
CHM 1030/1030L	General Organic & Biochemistry for Health Related Sciences I and Lab	4
CHM 1031/1031L	General Organic & Biochemistry II and Lab	4
CHM 1045/1045L	General Chemistry and Lab	4
CHM 1046/1046L	General Chem. and Qual. Analysis and Lab	4
CHM 2210/2210L	Organic Chemistry and Lab	5
CHM 2211/2211L	Organic Chemistry II and Lab	4
GLY 1001	Introduction to Earth Science	3
MCB 2013/2013L	Microbiology and Lab	4
PHY 1053C - 1054C	General Physics	4,4
PHY 2048C - 2049C	General Physics	5,5
PSC 1121	Introduction to Physical Science	3
ZOO 2010/2010L	General Zoology and Lab	4

General Education Requirements in Area 3
Mathematics

Three State Board of Education rules affect the general education mathematics courses that students must take: the Placement Rule, the Gordon Rule, and the CLAST Rule. In summary:

1. The Placement Rule requires students to be placed in their first math courses according to their scores on a placement exam, the ACT, SAT, MAPS, or other test on the state-approved list. Students whose scores fall below college and state-designated levels are required to take noncredit preparatory courses and attain minimum grades of "C" before taking college credit math courses. Specifically, students who score below 16 on the mathematics section of the Enhanced ACT or 209 on the MAPS are required to register for MAT 0024, a noncredit course.

2. The Gordon Rule (SBE 10.30) requires all Florida college students to

complete at least 6 hours of math at the college algebra level or higher, and to make at least a "C" in each course. The six hours in mathematics required by the Gordon Rule will be satisfied by courses listed below.

3. The College Level Academic Skills Test (CLAST), which every student must take to complete his AA degree and before advancing to the junior level, tests computation skills.

Minimum: 6 semester hours from among the following

Course	Title	Hours
MAC 1102	Algebra	3
MAC 1104	College Algebra	3
M AC 1140	Precalculus 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
MAC 2233	Calculus for Non-Science Majors	3
STA 2014	Fundamental Business Statistics	3

General Education Requirements in Area 4
Communications

Three State Board of Education rules affect the general education communications courses that students must take: the Placement Rule, the Gordon Rule, and the CLAST Rule. In summary:

1. The Placement Rule requires students to be placed in their first communications courses according to their scores on a placement exam, the ACT, SAT, MAPS or other tests on the approved list. Students whose scores fall below college or state-designated levels are required to take noncredit remedial courses and attain minimum grades of "C" before taking college credit communications courses.

Specifically, students who score below 16 on the English usage section of the Enhanced ACT or 31 on the MAPS are required to register for ENC 0004. Students who score below 16 on the reading section of the Enhanced ACT or 13 on the MAPS are required to register for REA 0004. Students who score 16-19 on the Enhanced ACT or 13-18 on the MAPS are required to register for REA 1205 as a corequisite with ENC 1101 or ENC 0004 and SLS 1101.

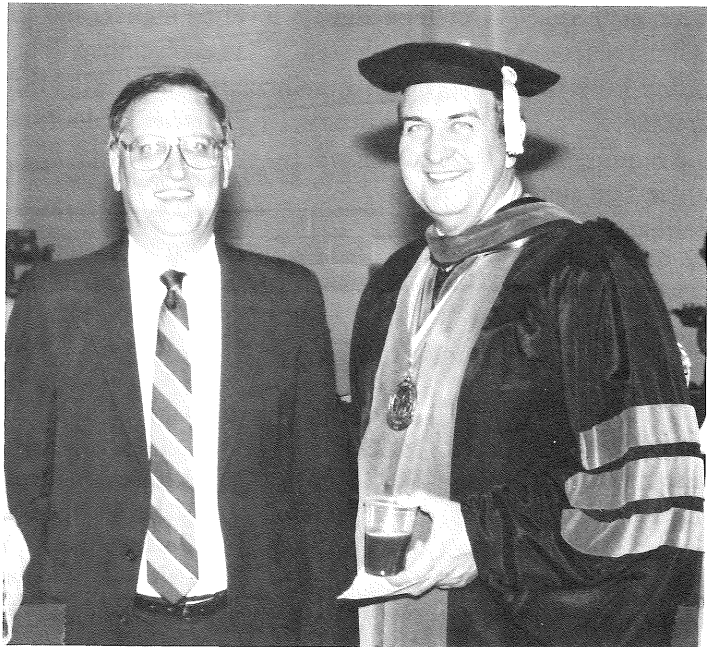
2. The Gordon Rule (SBE 10.30) requires all Florida college students to complete at least 12 hours of English at the ENC 1101

level and higher, to write 24,000 words, and to make at least a "C" in each course and any remedial courses taken as prerequisites. The twelve hours and 24,000 words required by the Gordon Rule will be satisfied by courses listed below.

3. The College Level Academic Skills Test (CLAST), which every student must take to complete his AA Degree and before advancing to the junior level, tests communications skills.

Minimum: 12 semester hours

Course	Title	Hours
Required		
ENC 1101 & 1102	Communications Skills I and II	4,4
The remaining 4 hours from:		
ENC 1133	Research Writing	1
ENC 2210	Technical Writing	3
HUM 2216	The Humanities with Writing	4
HUM 2233	The Humanities with Writing	4
ENL 2010	Survey of English Literature I	3
ENL 2020	Survey of English Literature II	3
AML 2010	Survey of American Literature I	3
AML 2022	Survey of American Literature II	3
SYG 1000	Introductory Sociology, plus SYG 1000L Writing in Sociology	3 1



At a reception following graduation, English instructor Donald Adams, left, is congratulated by the president for receiving the 1993 Willis and Carolyn Kirkland Excellence in Teaching Award. The winner of this award is selected by the faculty.

General Education Requirements in Area 5
Humanities

Note: Certain majors at different universities in Florida require a total of nine hours in humanities. Engineering is an example. After a student has decided on a major, he should check with a counselor in Student Services for a Curriculum Guide and other specific information concerning his chosen field of study and transfer school.

Note: English 1101 and 1102 are prerequisites to humanities courses.

Minimum: 6 semester hours

Course	Hours
Option 1: Choose six to eight semester hours from among	
HUM 2212 or 2216	3,4
and	
HUM 2230 or 2233	3,4

OR

Option 2: Choose three or four semester hours from among	
HUM 2212, 2216,	3,4
2230, or 2233	3,4
and	
Choose three semester hours from among any art course, any literature course, or any music course (except organization courses and applied music courses).	

OR

Option 3:	Choose three semester hours from each of the following three areas (a total of nine hours)-- (1) Any art course, (2) any literature course, and (3) any music course (except organization courses and applied music courses).
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General Education Requirements in Area 6
Personal Improvement

Minimum: 4 semester hours

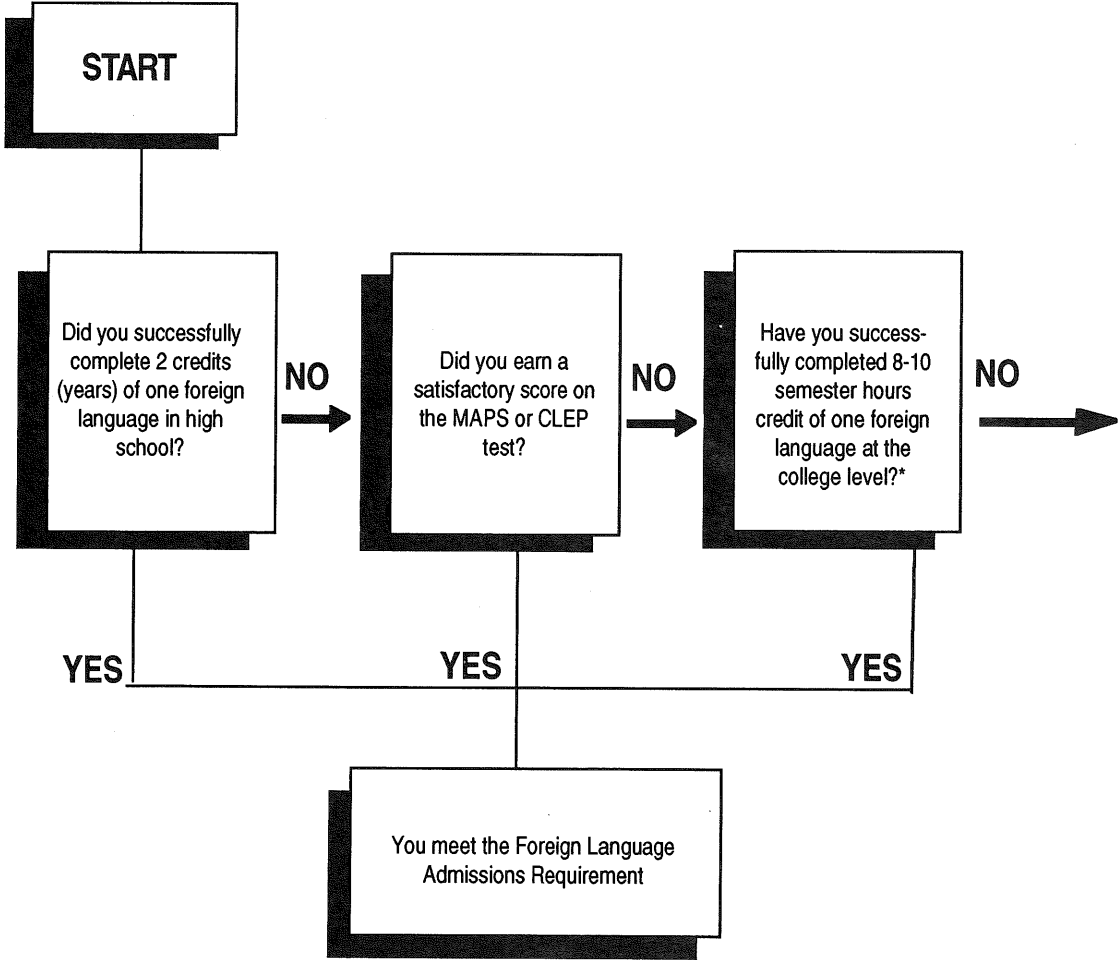
Option 1:	Choose any four semester hours of credit from courses in the physical education area with a prefix of DAA, PEL, PEM, or PEN.
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OR

Option 2:	Choose any two semester hours of credit from courses in the physical education area with a prefix of DAA, PEL, PEM, or PEN AND Two semester hours of credit from among any courses EXCEPT those required for each of the other general education areas.
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General Education Requirements in Area 7
Foreign Language

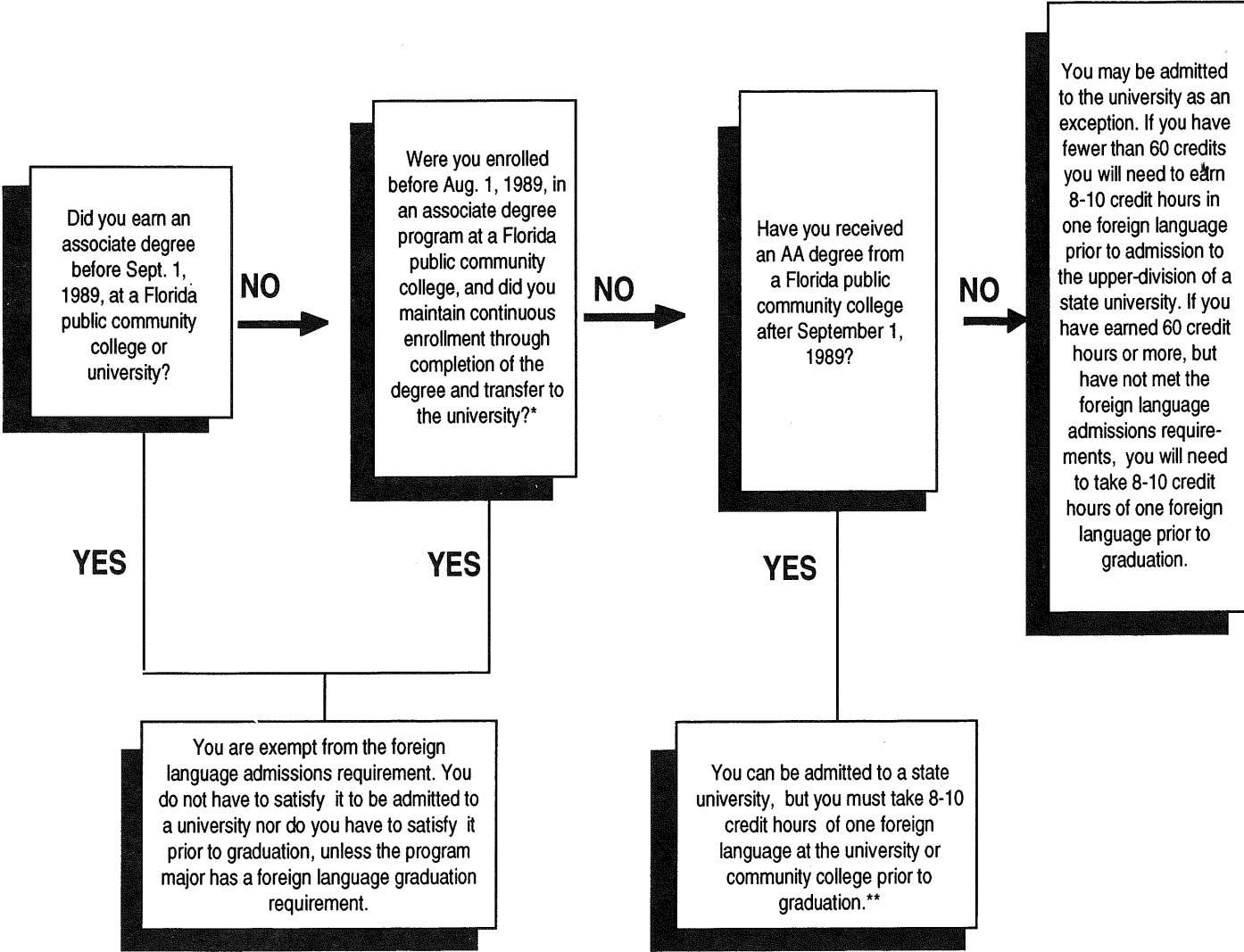
Minimum Required: None for AA Degree from Chipola; however, students should be aware that the State University System requires its bachelor's degree candidates to have 8 semester hours of college foreign language courses unless they have earned two years of high school credit in a foreign language. Students planning to transfer to a Florida college or university should fulfill this requirement before graduating from Chipola. Students may NOT be admitted to a State of Florida university without completing the foreign language requirement, unless they fall under one of the exemption rules listed below.



*Continuous enrollment: enrolled in at least one course per academic year beginning with the semester first enrolled.
**Students earning an AA Degree after Sept. 1, 1989, will be admitted; students holding an AS Degree or transferring prior to receiving an AA Degree may be admitted. AA degree students will not be counted as part of the 5% exceptions.

Foreign Language University Admission Requirements

The flow chart reproduced here is a representation of the State University System's Foreign Language Rule. The chart depicts each of the categories into which a student might fall and the route needed to fulfill the Foreign Language Requirement.



Planning a Specific Curriculum for the AA Degree and Transfer

To graduate with an AA degree, students must earn 64 hours of credit, 40 of them in general education areas. While earning these credits, students may take courses that serve two purposes: 1. They fulfill a general education requirement for the AA degree. 2. They are prerequisites—required beginning courses—for later courses that students will have to take in their major fields after transferring to a university.

Although an AA degree from Chipola will transfer to any public Florida university (State Board of Education Rule GA-10.24, FAC), students who know what they want to major in and where they plan to transfer can con-

serve time by taking the exact general education courses and prerequisites recommended for their major by their transfer institution. Requirements vary from university to university.

Each university's most up-to-date course recommendations for each major field are spelled out in counseling manuals that are sent to the community colleges, usually just before the fall semester—and too late for inclusion in the catalog. For that reason, only a “sample” Curriculum Guide is included in this catalog.

All students are required to meet with their advisers before registration in order to work out a detailed program of study and get

signed approval of their schedules semester by semester. In planning their schedules, all students should pay particular attention to the Curriculum Guides in their major, available in Student Services, Building G.

Students who do not know what they want to major in or where they want to transfer may follow the General College Curriculum Guide in this catalog; however, students may not be admitted to certain programs at many universities unless specific courses are completed prior to transfer. It is in the student’s best interest to choose his/her major and transfer school as soon as possible after entering Chipola.

Latest AA Degree Curriculum Guides Available from Student Services and Counselors

If you are interested in a major or a state university that is not listed, please consult your counselor/adviser. Special curriculum guides can be developed to meet your individual need.

- GENERAL COLLEGE-COLLEGE PREP
- GENERAL COLLEGE
- PRE-AGRICULTURE (Transfer to University of Florida)
- PRE-ARCHITECTURE (Transfer to University of Florida)
- ART OR ART EDUCATION
- AUDIOLOGY AND SPEECH PATHOLOGY (Transfer to Florida State University)
- PRE-BUSINESS ADMINISTRATION (Transfer to Florida State University)
- PRE-BUSINESS ADMINISTRATION (Transfer to Troy State University)
- PRE-BUSINESS ADMINISTRATION (Transfer to University of Florida)
- PRE-BUSINESS ADMINISTRATION (Transfer to University of West Florida)
- PRE-BUSINESS ADMINISTRATION (Transfer to Florida A&M University)
- COMPUTER SCIENCE (Transfer to Florida State University)
- COMPUTER SCIENCE (CIS Option) (Transfer to University of West Florida)
- COMPUTER SCIENCE (CIS Option) (Transfer to Troy State University)
- CRIMINOLOGY (Transfer to Florida State University)
- CRIMINOLOGY (Transfer to Troy State University)
- PRE-DENTISTRY (Transfer to University of Florida)
- PRE-ELEMENTARY EDUCATION (Transfer to Florida A& M University)
- PRE-ELEMENTARY EDUCATION (Transfer to Florida State)
- PRE-ELEMENTARY EDUCATION (Transfer to Troy State University)
- PRE-ELEMENTARY EDUCATION (Transfer to University of West Florida)
- PRE-ELEMENTARY EDUCATION (Transfer to University of Florida)
- PRE-ENGLISH EDUCATION (Transfer to Florida State University)
- PRE-ENGINEERING (Transfer to University of Florida)
- PRE-ENGINEERING (Transfer to Florida State/Florida A & M)

- PRE-JOURNALISM & COMMUNICATIONS (Transfer to University of Florida)
- PRE-JOURNALISM & COMMUNICaTIONS (Transfer to Florida State University)
- PRE-LAW (POLITICAL SCIENCE)
- PRE-MATH EDUCATION (Transfer to Florida State University)
- PRE-MEDICAL (Transfer to University of Florida)
- PRE-MEDICAL (Transfer to Florida State University)
- MEDICAL TECHNOLOGY
- MUSIC OR MUSIC EDUCATION
- NURSING (Transfer to Florida A & M)
- NURSING (Transfer to Florida State University)
- NURSING (Transfer to Troy State University)
- OCCUPATIONAL THERAPY (Transfer to University of Florida)
- OPTOMETRY
- PRE-PHARMACY (Transfer to Florida A&M University)
- PRE-PHARMACY (Transfer to University of Florida)
- PRE-PHYSICAL EDUCATION (Transfer to Florida State University)
- PRE-PHYSICAL THERAPY (Transfer to University of Central Florida)
- PRE-PHYSICAL THERAPY (Transfer to University of Florida)
- PRE-PHYSICAL THERAPY (Transfer to Florida A&M University)
- PRE-PHYSICAL THERAPY (Transfer to University of North Florida)
- PRE-SCIENCE EDUCATION (Transfer to Florida State University)
- PRE-SECONDARY EDUCATION (Transfer to Troy State University)
- PRE-SOCIAL SCIENCE EDUCATION (Transfer to Florida State University)
- PRE-PSYCHOLOGY (Transfer to Florida State University)
- PRE-PSYCHOLOGY (Transfer to University of West Florida)
- PRE-PSYCHOLOGY (Transfer to Troy State University)
- PRE-PSYCHOLOGY (Transfer to Florida A&M University)
- SOCIAL WORK OR SOCIAL WELFARE (Transfer to Florida State University)
- SOCIAL WORK OR SOCIAL WELFARE (Transfer to Florida A&M University)
- THEATRE OR DRAMA
- PRE-VETERINARY MEDICINE (Transfer to University of Florida)

Pre-planned curriculum guides for each of these majors may be obtained in the Student Services Office, Building G.

Sample Curriculum Guide
General College

This plan is for students who do not have a definite objective for the third and fourth years or who do not have definite plans about transferring to another college or university for the third and fourth years.

Students should be aware that delaying the choice of a major and a transfer school could mean one or two extra semesters at Chipola to complete the prerequisite coursework for that major and/or transfer school.

Students who have decided upon their major and transfer university should secure a Curriculum Guide (see pages 36-37) from their adviser or from the Student Services Office. If no guide exists, Student Services will assist in preparing one.

FRESHMAN YEAR

1st Semester	Hours
SLS 1101	1
ENC 1101	4
NATURAL SCIENCE (Choose from courses listed on page 31)	3
SOCIAL SCIENCE (Choose from courses listed on page 30)	3
MAC 1102 (Or higher math courses, if eligible; see page 31)	3
ELECTIVE (Choose course in area of career interest) or SLS 1401	2-3
P.E. (REQUIRED; See page 33)	1
TOTAL	17-18
2nd Semester	
ENC 1102	4
NATURAL SCIENCE (Choose from courses listed on page 31)	3
SOCIAL SCIENCE (Choose from courses listed on page 30)	3
MGF 1207 (Or higher math courses, if eligible; see page 31)	3
ELECTIVE (Choose course in area of career interest) or SLS 1401	2-3
P.E. (REQUIRED; See page 33)	1
TOTAL	16-17

SOPHOMORE YEAR

1st Semester	Hours
HUMANITIES (Choose from courses listed on page 33)	4
ELECTIVES (Choose courses in area of career interest)	7-9
FOREIGN LANGUAGE (If completed in high school, choose elective)	4
P.E. (See page 33)	1
TOTAL	16-18
2nd Semester	
HUMANITIES (Choose from courses listed on page 33)	3
ELECTIVES (Choose courses in area of career interest)	8-9
FOREIGN LANGUAGE (If completed in high school, choose elective)	4
P.E. (See page 33)	1
TOTAL	16-17

This pre-planned curriculum guide is only a sample.
Consult counselors and Student Services Office for the latest and most accurate curriculum guides.

Associate of Science Degree Programs

Although designed for entry into the job market, Associate of Science degree programs include many courses that can transfer to a senior institution. Entrance requirements for the AS are the same as for the AA.

Students who plan to pursue a bachelor's degree at a four-year college or university should fulfill the Associate of Arts degree requirements. Associate of Science majors should check with the Student Services Office regarding the transferability of specific AS degree courses.

Associate of Science Degree in Nursing

The Associate Degree Nursing Program is a limited enrollment, 74 semester hour program, approved by the Florida Board of Nursing. This program has special admission, attendance, grading and fee requirements.

Because of the unique responsibilities involved in the delivery of health care services, students seeking admission to this program must meet certain selection and admission criteria. Applicants with the best qualifications will be selected.

Upon successful completion of the prescribed course of study, graduates will receive an Associate in Science Degree in Nursing and will be eligible to take the NCLEX (National Council Licensure Examination) for professional licensure as a registered nurse (RN).

The Nursing Program prepares students for first level positions as Registered Nurses. It provides a curriculum of theoretical, simulated learning and clinical study. Academic preparation includes both general education and nursing courses. Students, under the direct guidance of the nursing faculty, actively participate in providing care to carefully selected patients in hospitals and other health care settings. Most nursing courses consist of a theoretical, laboratory and clinical component.

The program is designed to receive LPN's into the second year of the program, enabling them to acquire their ADN in three semesters.

The program is also designed to facilitate articulation toward an upper division baccalaureate program in nursing. ADN students will adhere to standards as listed in the CJC Nursing Student Handbook that complies with the Florida Board of Nursing's requirements for written rules and policies. Applicants are advised that if there has been an arrest or conviction for any offense other than a minor traffic violation, the Florida State Board of

Nursing has the authority to deny license as a Registered Nurse. Applicants must certify in writing that there is no bar to future licensure in the State of Florida based upon the above provision. Admission to the Nursing Program, however, will in no way imply

that the Florida Board of Nursing will allow the potential graduate to take the licensing examination.

For information about entering the ADN program, contact Carol Smith, 526-2761, Extension 278, Building N, Room 439.

The following are prerequisites for students who expect to enter Chipola's ADN program.

Students without LPN certification		Hours
Course	Title	
CHM 1030/1030L	Gen., Org. & Bio. Chemistry for Health and Related Sciences	4
BSC 2093C	Human Anatomy & Physiology I	4
Students with LPN certification		
CHM 1030/1030L	Gen., Org. & Bio. Chemistry for Health and Related Sciences	4
BSC 2093C	Human Anatomy & Physiology I	4
BSC 2094C	Human Anatomy & Physiology II	4
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	Fundamentals of Nursing	6
NUR 1742C	Medical-Surgical Nursing I	6
NUR 1143	Pharmacology	3

Students should not interpret acceptance into the college or a general education course on campus as automatic eligibility to enter nursing or the other allied health programs. Interested individuals should contact the Allied Health Program for additional information regarding admission criteria.

Associate of Science in Dental Hygiene

Chipola Junior College and Tallahassee Community College have an articulation agreement that allows students who attend Chipola and meet the stated prerequisites

and criteria to be guaranteed admission into the Dental Hygiene Program at TCC. CJC students wishing to utilize this agreement must follow a prescribed curriculum. For

additional information, contact Carol Smith at 526-2761, Extension 278, Building N, Room 439; or Joan Miller, Extension 228, Building G.

Associate of Science in Business Administration & Management

This curriculum prepares students for employment as managers in a variety of business environments or owner/managers

of small businesses. Students who plan to pursue a bachelor's degree at a four-year college or university should fulfill the Associate of Arts degree requirements.

Curriculum guides and further information are available from Kathryn Roberts, 526-2761, Extension 269, Building L, Room 404C.

Associate of Science in Child Development & Education

This curriculum is designed for persons seeking employment in the child care field. It is considered an equivalent to the Child Development Associate (CDA). Students who

plan to pursue a bachelor's degree at a four-year university should fulfill the Associate of Arts degree requirements. For additional

information contact Gloria Peacock at 526-2761, Extension 239, Building S, or Joan Miller, Extension 228, Building G.

Associate of Science in Computer Programming & Applications

The Associate of Science degree in Computer Programming and Applications prepares students for entry level positions in computer programming and operations as computer programmers for business, programmer/analysts, microcomputer special-

ists, and software application technicians. Students who plan to pursue a bachelor's degree at a 4-year college or university should fulfill the Associate of Arts degree requirements.

For further information or to obtain a course plan, contact Nancy Burns at 526-2761, Extension 210, Building L, Room 401B.

Associate of Science in Financial Services

This program is offered in cooperation with the American Institute of Banking under the auspices of the Chipola Bankers Study Group. Additionally, an A.I.B. certificate may be awarded for successful completion of banking courses. This AS degree program is intended for people who

plan to work or are presently working in the banking industry. Students who intend to earn a four-year degree in banking at a senior university should obtain an Associate of Arts degree with a major in business. It is possible to obtain both the AS in banking and AA in business at the same time by

pursuing a particular course of studies. For information and curriculum guides, contact Kathryn Roberts, 526-2761, Extension 269, Building L, Room 404C.

Associate of Science in Office Systems Technology

The Associate of Science degree in Office Systems Technology prepares students for employment as office systems managers, administrative secretaries, administrative

assistants, personal secretaries, and office systems technicians.

For curriculum guides and further information, contact Faye Monahan or Kathryn

Roberts at 526-2761, Extensions 340 or 269. Their offices are located in Building L, Rooms 404B and 404C.

Associate of Science in Electronic Engineering Technology

The Electronic Engineering Technology Program is a competency-based, self-paced, open entry-open exit technical program leading to an Associate of Science Degree upon satisfactory completion of required courses and/or competencies. Electronic engineering is that part of the total engineering field which uses theories in conjunction with applied technical skills to carry out and support engineering activities.

The program is designed to give students a strong background in digital electronics and modern technology. Students completing only the technical courses may return at a later date and complete the other courses required for an Associate of Science degree. Graduates of the program possess a combination of theoretical and practical understandings and fulfill a wide range of functions within industry.

Employment opportunities exist with electronic and electrical equipment manufacturers, the communications industry, research and development laboratories, government agencies, medical laboratories and hospitals, electronic equipment distributors, and service companies, semiconductor companies and automated and electrical controlled processing companies.

Students who have completed an Electronic Technology certificate program or courses with a "C" average or better, may, upon request, have their vocational course work evaluated for purposes of continuing studies in the Electronic Engineering Technology A.S. Degree Program. A maximum of 18 semester hours of evaluative credit will be accepted for transfer.

Also, Chipola Junior College will accept and treat military training in electronics as

evaluative transfer credit to the Electronic Engineering Technology A.S. Program with 18 semester hours being the maximum allowed. 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.

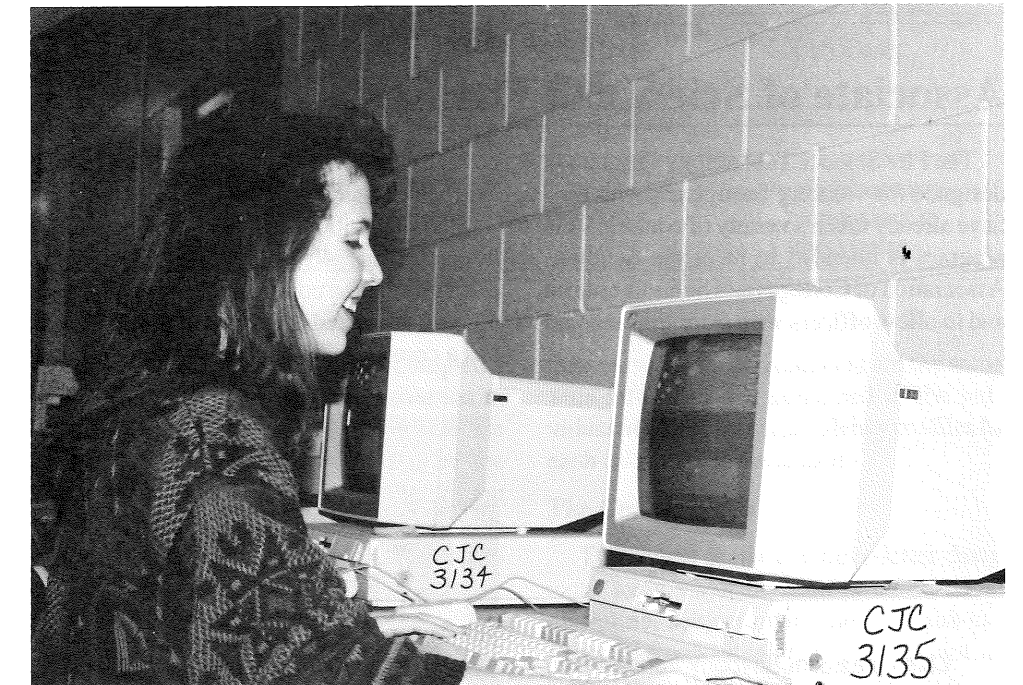
The maximum combined transferable evaluative credit from vocational courses and military training is 18 semester hours. A evaluating and processing fee will be charged for the review process.

A student must complete a minimum of 12 semester hours course work at Chipola before any evaluative credit will be placed on his or her transcript.

Students desiring to pursue a Bachelor of Science Electronic Engineering Technology degree program should consult with their program adviser regarding enrollment in courses in algebra and trigonometry.

Students desiring to pursue a Bachelor of Science degree in Electrical Engineering at a university must complete the requirements for an Associate of Arts degree, rather than an AS degree.

For further information and course plans, contact Kenneth R. Whitehead at 526-2761, Extension 361, Building O, Room 480.



Cynthia Brantley learns to use Computer Assisted Design in the Electronics Computer Lab.

Associate of Science in Industrial Management Technology

The AS Degree in Industrial Management Technology is a vehicle for articulation between industrial course credit (PSAV) programs and the AS degree and is intended as an opportunity for working adults to continue their education. It is not designed for the student who expects to transfer readily and earn the B.S. degree in industrial management technology.

Any students completing a course credit industrial program offered at Chipola, or any other accredited institution with which Chipola has an articulation agreement, may have their transcripts evaluated and be awarded up to the equivalent of 24 hours of college credit upon enrollment at Chipola. A minimum of 64 semester hours of credit will be required for the degree.

Individuals who wish to receive transfer credit equivalents should apply through the

Office of Vocational, Technical and Continuing Education. It is the responsibility of students to present sufficient information or documentation to complete the process. Students in this degree program must also meet all requirements expected of degree seeking students.

For further information, contact the Office of Vocational-Technical and Continuing Education at 526-2761, Extension 288, Building N, Room 434.

Associate of Science in Criminal Justice Technology

The Associate of Science degree in Criminal Justice Technology is designed for persons seeking employment in the field of Criminal Justice, including Corrections and Law Enforcement. Students wishing to pursue a

four-year degree should check with a counselor regarding requirements for an Associate of Arts degree in criminology.

This is a restricted enrollment program. Students must meet enrollment criteria and complete an interview for admission. Indi-

viduals who would like more specific information on inservice and advanced training or those employed in Florida Criminal Justice and Firefighting Systems should contact Harrell Glisson at 526-2761, Extension 212, Building S, Room 1016A.

Associate of Science in Advanced Training Criminal Justice

The Associate of Science degree in Criminal Justice is designed for persons currently employed in the field of Criminal Justice, including Corrections and Law Enforcement, and is not intended for people seeking a four-year degree.

Program tracks in corrections and law enforcement are offered. A student must complete courses in his discipline (corrections or law enforcement) and required electives for a total of 44 hours plus 20 hours of required general education.

This is a restricted enrollment program. Students must meet enrollment criteria and

complete an interview for admission. Individuals who would like more specific information on inservice and advanced training or those employed in Florida Criminal Justice and Firefighting Systems should contact Harrell Glisson, at 526-2761, Extension 212, Building S, Room 1016A.

Associate of Science in Fire Science Technology

The Fire Science Technology Program is designed for working firefighters who may have already taken a variety of courses. This program is intended to meet the Southern Association of Colleges and Schools criteria and to allow officers with prior training and

college credit to use that course work in this degree program.

Chipola will allow two college credit hours for any 40 hour advanced training course and three college credit hours for any 45 hour advanced training course if Chipola has a comparable course in this catalog.

This is a restricted enrollment program. Students must meet enrollment criteria and complete an interview for admission. Individuals who would like more specific information should contact Harrell Glisson at 526-2761, Extension 212, Building S, Room 1016A.



Class president Kimberly Vance thanks all who helped her as she graduates from the Basic Corrections Program at the end of Fall Semester 1992.

College Credit Course Descriptions

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses

and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type

of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-Level General Sociology	Survey Course	Social Problems	No laboratory component in this course.

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course if offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if

the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and number system faculty task forces to be equivalent to courses

offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

Directory of Courses by Prefixes

ACG-Accounting	EME-Education
AGR-Agriculture	EMS-Emergency Medical
AMH-American History, see History	ENC-English
AML-American Literature, see English	ENL-English
AOM-Agriculture	EST-Engineering
APA-Accounting	ETD-Engineering
APB- see Biological Sciences	EUH-Western Civ., see History
ARH-Art	FAD-Sociology
ART-Art	FAS-Fishing, see Agriculture
AST-Astronomy	FFP-Fire Science
BAN-Banking, see Business	FIN-Business
BOT-Botany, see Biological Sciences	FRE-French
BSC-Biological Sciences	GEA- Geography
BUL-Business Law, see Business	GEB-Business
CCJ-Criminal Justice	GLY-Earth Science, see Physical Science
CET-Engineering Tech Electronics	HIS-History
CGS-See Computer Science	HSC-Health
CHD-Child Care/Home Economics	HUM-Humanities
CHM-Chemistry	HUN-Nutrition, see Home Economics
CIS-Computer Science	IDH-Honors
COP-Computer Science	ISC-see Biological Sciences
CJD-Criminal Justice	JOU-Journalism
CJT-Criminal Justice	LIT-Literature, see English
CLP-Psychology	MAC-Mathematics
COA-Home Economics	MAE-Mathematics
COP-Computer Science	MAP-Mathematics
DAA-Dance, see Physical Education	MAT-Mathematics
DEP-Psychology	MCB-Microbiology, see Biological Sciences
ECO-Economics	MER-Mental Retardation
EDF-Education	MGF-Mathematics
EET-Engineering Tech	
EEX-Education	
EGS-Engineering	

Directed Independent Study

Students may wish to pursue independent study in courses that may not be offered in the current schedule or offered at a time available to them. DIS course work should be com-

- A. Courses in the _900–_999 series (E.G., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

pleted during the term in which it is started. Currently-enrolled students who desire to register for DIS and who have not registered by the Drop Without Penalty Date for that

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decision should be directed to Chipola’s Academic Dean, Room 106, Administration Building, (904) 526-2761-Ext. 350, or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, FL, 323900-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.

MKV-Music
MMC-Journalism
MTB-Mathematics
MUx-Music
MVx-Music
NST-Nursing
NUR-Nursing
ORI-Oral Interpretation, see Speech
OST-Business
PCB-Biological Sciences
PEL-Physical Education
PEM-Physical Education
PEN-Physical Education
PEO-Physical Education
PHI-Philosophy
PHY-Physics
PHZ-Physics
POS-Political Science
PRN-Practical Nursing
PSC-Physical Science
PSY-Psychology
QMB-see Business
REA-Reading, see English
REE-Real Estate, see Business
SLS-Student Development
SPC-Speech
SPN-Spanish
STA-Statistics, see Mathematics
SYG-Sociology
THE-Theater
TPA-Theater
TPP-Theater
ZOO-Zoology, see Biological Sciences

term may appeal to a committee appointed by the appropriate dean. DIS courses cost an additional \$25 per credit hour. Students should contact the appropriate division chairman for further information.

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 2002. Integrated Accounting on Microcomputers. A course in integrated accounting and microcomputers 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 2021. 2 semester hours credit.

ACG 2021. Introduction to Financial Accounting. An introductory course in the principles and practices of financial accounting emphasizing the measurement and reporting of income. The basic accounting model, measuring and reporting assets, liabilities and stockholder’s equity, special reports and analyses of accounting information also are covered. 3 semester hours credit.

ACG 2071. Introduction to Managerial Accounting. This is an introductory course in managerial accounting which emphasizes the use of accounting data with respect to planning operations, controlling activities and the decision making responsibilities of managers. Prerequisites: A grade of “C” or better in ACG 2021. 3 semester hours credit.

Agriculture

AGR 2002. Introduction to Agronomy. This is an introductory course covering the anatomy, classification, identification, physiology, nutrition, improvement, hazards and harvesting of field crops. 3 semester hours credit.

AOM 2737. Water Management. A course emphasizing the conservation, use and distribution of water and the proper drainage and irrigation of agricultural land. 3 semester hours credit.

FAS 2022. Introduction to Freshwater Fishing. This course is intended to help students acquire knowledge and skills to plan, develop and operate a successful freshwater fishfarming operation. 3 semester hours credit.

PMA 2321. Pesticide Application. This course covers common entomological techniques, equipment and procedures in field application of pesticides. 3 semester hours credit.

Art

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 the 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. 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 personal choice. Prerequisite: ART 1110C 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. Various media will be used in two-dimensional design projects. 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 dimensions. Various media will be used in three-dimensional design projects. 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 1300C with emphasis placed upon spatial description through perspective and other means with a greater exploration of the drawing processes through mixed technique. Prerequisite: ART 1300C 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 2510C. 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 2520C. Color and Pictorial Composition. Advanced study of the problems of pictorial composition, with greater emphasis upon individual creativity and invention. Prerequisite: ART 2510C or consent of instructor. Six hours studio per week. 3 semester hours credit.

ART 2701C. Introduction to Sculpture. A beginning course designed to introduce the student to the materials and methods of creating sculpture. Primary media include clay, plaster, wood, and cement. Prerequisite: ART 1300C or 1301C, or consent of instructor. Six hours lecture and laboratory per week. 3 semester hours credit.

Astronomy

AST 1002. General Astronomy. A course designed to aid the student in understanding the relationship between the earth and the universe. The natural structure and theories of the solar system are presented as a background to a discussion of our galaxy and the universe. Topics discussed include the earth, the solar system, historical astronomy, constellations, space exploration, and theories of the origin of the universe. 3 semester hours credit.

Biological Sciences

APB 2172. AIDS HIV Infection Education. A course to provide information on transmission, control and prevention of HIV infection; the care and treatment of persons with HIV infection and AIDS; sexually dangerous activities; social consequences caused by AIDS/HIV epidemics; workplace issues and legal issues. Other sexually transmitted diseases such as chlamydia, gonorrhea, syphilis, and genital herpes will be included in this course. 1 semester hour credit.

BOT 2010C. General Botany. A course designed primarily for majors in biological 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 cell biology, metabolism, reproduction, biotechnology, genetics and evolution as the major unifying forces in the study of life through the ages. 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 Prerequisite: BSC 1010. Two hours laboratory per week. 1 semester hour 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 2093C. 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; a pretest will be administered to determine preparation for this course. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

BSC 2094C. 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 2821C or consent of department. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

BSC 2931. Seminar in Biological Frontiers. A three-day workshop in the area of biotechnology offered for 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.

ISC 1121. Science, Technology and Man. A course designed to present in a lecture-question format the basic principles involved in man's interaction with the biological, chemical and physical technology that impinges upon his life. 3 semester hours credit.

MCB 2013. Microbiology. This course includes the fundamentals of microbiology including structure, nutrition and growth of genetics and control mechanisms, and an introduction to immunology, virology and bacterial pathogens. Prerequisites: CHM 1025, CHM 1030, CHM 1045 or consent of department. MCB 2013L should be taken concurrently. Three hours lecture per week. 3 semester hours credit.

MCB 2013L. Microbiology Lab. An introduction to experimental techniques in microbiology. The exercises include cultivation and various staining techniques, isolation, identification, biochemical activities, antibiotic sensitivity test and basic immunology. Prerequisite: CHM 1025, CHM 1030, CHM 1045 or consent of department. Two hours laboratory per week. MCB 2013 should be taken concurrently. 1 semester hour credit.

PCB 2021. 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 genetics and molecular genetics. Prerequisite: CHM 1025 or high school chemistry. BSC 1010L is recommended but not required as a co-requisite. 3 semester hours credit.

ZOO 2010. General Zoology. A course designed primarily for majors in the biological or related sciences. It is an introductory course dealing with the general principles of animal biology, including basic structures of the body and their organizations into special systems, classifications and evolutionary relationships of representatives of the major phyla. Three hours lecture per week. 3 semester hours credit.

ZOO 2010L. General Zoology Lab. An introduction to experimental techniques primarily for majors in the biological or related sciences. An introductory lab course to cell biology, embryology, genetics and classification. Two hours laboratory per week. ZOO 2010 should be taken concurrently. 1 semester hour credit.

Business

BAN 1004. Principles of Bank Operations. A course designed as the foundation for most other AIB courses to look at aspects of bank functions. It provides a comprehensive 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 1231. Commercial Lending. This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. 3 semester hours credit.

BAN 1240. Consumer Lending. A revision of the installment credit course, designed to provide an overview of the consumer credit operation. This course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of the consumer credit function within a bank. 3 semester hours credit.

BAN 1341. Teller Training. This course provides the skills that tellers need in today's banking industry. The program is divided into seven content modules, each devoted to a specific area of teller training. The course is designed for new and experienced tellers. 3 semester hours credit.

BAN 2120. Fundamentals of Bank Data Processing. A course designed for clerical and para-professional personnel in data processing and operation departments and non-data processing personnel at any level who would like a general understanding of data processing concepts, principles, and their banking applications. 3 semester hours credit.

BAN 2210. Analyzing Financial Statements. A course 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 2021. 3 semester hours credit.

BAN 2237. Agricultural Finance. A course which 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. It emphasizes 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 2501. Money and Banking. A course which presents basic economic principles as they relate to banking. It provides the essential understanding necessary to further banking study. Prerequisite: ECO 2013 recommended. 3 semester hours credit.

BAN 2511. Marketing for Bankers. A course which 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 2541. Electronic Spreadsheet. A course in which participants will learn microcomputer skills and the fundamentals of electronic spreadsheet applications. The course is designed for mid to upper level managers who wish to begin using microcomputer capabilities in decision making and strategic planning. Content highlights are fundamentals of electronic spreadsheet applications, entering data and error corrections, multiple graphs, filing, retrieving and restoring data. 1 semester hour credit.

BAN 2742. Bank Management. A course 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 imple-

mented 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 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 ever-changing financial environment. 3 semester hours credit.

BAN 2782. Bank Investments. A course which 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: ACG 2021. 3 semester hours credit.

BAN 2800. Law and Banking. A course which 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 2241. 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 2242. Principles of Business Law. A continuation of BUL 2241 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. 3 semester hours credit.

FIN 2400. Business Financial Management. A course 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.

OST 1100. Elementary Typewriting. A course for students to develop typewriting skills for professional or personal use. Emphasis is on improving keyboarding skills and learning to format/type business correspondence, tables, forms and reports. Prerequisite: OST 1141 or previous key-boarding/typing experience. 3 hours laboratory per week. 2 semester hours credit.

OST 1120. Advanced Typewriting. A course for students to improve typewriting skills for professional or personal use. Emphasis is on speed building and processing information for the general, executive, accounting, technical, governmental, medical, and legal offices. Prerequisite: OST 1100 or equivalent. 3 hours laboratory per week. 2 semester hours credit.

OST 1141. Keyboarding Skills. A course for students with no previous instruction in typewriting who desire a knowledge of basic keyboard skills. Instruction is on the alpha-numeric keyboard, stressing basic skills needed to operate a computer keyboard accurately and efficiently. The "touch system" will be stressed. 1 semester hour credit.

OST 1211. Gregg Shorthand. An introductory course in the principles of Gregg's Series 90 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 1383. Human Relations. A course designed to help students understand human relations: getting along with other people and succeeding in the world of work. 1 semester hour credit.

OST 2215. Shorthand, Dictation & 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. Prerequisite: OST 1212 or equivalent. 1 semester hour 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. Prerequisite: OST 1212 or equivalent. 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. Prerequisite: OST 1212 or equivalent. 1 semester hour 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 electronic calculating machines. Prerequisite: Test at minimum 9th grade math level or consent of instructor. 3 semester hours credit.

OST 2335. Business Correspondence. A course designed for practice in writing business letters and elementary reports. Prerequisite: ENC 1101. 3 semester hours credit.

OST 2402. Office Practice. A course designed to integrate the typewriter 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 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.

OST 2637. Business Machines. A course for practice in the use of duplicating machines, transcription and recording, and other modern office machines. Prerequisite: OST 1100 or ENC 1101. 3 semester hours credit.

QMB 1001. Business Mathematics. A course which deals with the application of mathematics to various business activities requiring computation: discounts, markups, interest, installment payments, and depreciation schedules. No prerequisite, but MAT 0024 or MAC 1102 is recommended for those students whose secondary school background did not include algebra. 3 semester hours credit.

REE 2200. Real Estate Finance. A course 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.

Chemistry

CHM 1025. Introductory Chemistry. An introduction to the elementary principle of modern chemistry. This course is designed for students whose preparation in secondary school chemistry and mathematics is such that they require a prerequisite course for general chemistry. It is also a general education course for those students who do not expect to take further work in chemistry. Corequisite: MAC 1102 or a more advanced course and CHM 1025L unless waived by department chairman. 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 1030. General, Organic and Biochemistry for Health and Related Science I. This course consists of selected topics, specifically designed for 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 per week. Prerequisite: Eligibility for MAC 1102. Corequisite: CHM 1030L. 3 semester hours credit.

CHM 1030L. General, Organic and Biochemistry Lab. This laboratory course is designed to provide basic laboratory experiences correlated with CHM 1030. Emphasis of these labs is specifically designed for 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. Corequisite: CHM 1030. Three hours laboratory per week. 1 semester hour credit.

CHM 1031. General, Organic and Biochemistry for Health and Related Science II. This is a continuation of CHM 1030. 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. Prerequisite: CHM 1030. CHM 1031L should be taken concurrently. Three hours lecture per week. 3 semester hours credit.

CHM 1031L. General, Organic and Biochemistry Lab II. This laboratory course is designed to provide basic laboratory experiences correlated with CHM 1031. Emphasis of these labs is specifically designed for a health related major with practical application of the chemical concepts of derivatives of hydrocarbons and their family of related oxygen, nitrogen, sulfur, and phosphorus compounds. Emphasis will be placed on metabolic and homeostatic relationships. Corequisite: CHM 1031. Three hours laboratory per week. 1 semester hour 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, thermo-chemistry, gases, liquids, solids, atomic structure, and bonding. Prerequisite: CHM 1025 (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 corequisite: CHM 1045. Three hours laboratory per week. 1 semester hour credit.

CHM 1046 General Chemistry with Qualitative Analysis. A continuation of CHM 1045, including 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 corequisite: CHM 1046. Three hours laboratory per week. 1 semester hour credit.

CHM 2210 Organic Chemistry. A study of the preparation and properties of various aliphatic and aromatic compounds. Prerequisite: CHM 1046 or equivalent. Corequisite: CHM 2210L. 4 semester hours credit.

CHM 2210L Organic Lab I. An organic laboratory to be taken concurrently with CHM 2210. Three hours laboratory per week. 1 semester hour credit.

CHM 2211 Organic Chemistry. A continuation of CHM 2210. Prerequisite: CHM 2210. Corequisite: CHM 2211L. 3 semester hours credit.

CHM 2211L Organic Lab II. An organic laboratory to be taken concurrently with CHM 2211. Three hours laboratory per week. 1 semester hour credit.

Child Care

CHD 1103. Child Care Training. A course including 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.

CHD 1229. Child Growth & Development I. This course is a study of the growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment and principles and theories of development. 3 semester hours credit.

CHD 1430. Observing and Recording Child Behavior. This course is designed to increase objectivity and proficiency in observing, recording, and interpreting children's behavior in addition to increasing awareness of normative patterns of behavior of children from birth through 5 years of age. Includes observation of infants, toddlers, and a case study of a child from this age group. 3 semester hours credit.

CHD 1941. Early Childhood Internship. This course provides on-the-job training towards the Child Development Associate Credential, Occupational Certificate, and Associate of Science Degree. The student will be assigned a qualified supervisor appointed by the respective agency to which he/she works. The student will be evaluated on the basis of his/her on-the-job performance and a project paper. The course may be repeated four times. 3 semester hours credit.

CHD 2130. Orientation to CDA Credentialing. A course including orientation to the Child Development Association (CDA) credentialing process, preassessment by means of written evaluation, skill test, and observation of student's performance with young children, and development of student assessment plan. Student must meet minimum eligibility standards for CDA candidates. 1 semester hour credit. Non-transferable.

CHD 2322. Programs for Young Children. This course is a study of the principles and practices of programs for young children. It includes current research in early childhood education, role of the teacher, and selection and use of equipment and materials for groups of young children. Prerequisite: CHD 1220 or consent of department. 3 semester hours credit.

CHD 2432. Curriculum for Young Children. This course is a study of the techniques of using language arts, science, art, social studies, math, and physical activities with young children with emphasis on interdisciplinary learning. Prerequisite: CHD 1220 or consent of the department. 2 semester hours credit.

Computer Science/Data Processing

CGS 1000. Introduction to Data Processing. An introduction to the terminology, procedures, and equipment used in business data processing and common business applications of computers. 3 semester hours credit.

CGS 1060. Microcomputer Literacy: Introduction. An overview of microcomputer applications, including terminology and microcomputer operations. Hands-on exercises using microcomputer software are to be completed. 1 semester hour credit.

CGS 1263. Local Area Networks. An introduction to the hardware needed to set up and operate a local area network, including a discussion of configurations, physical specifications, and requirements and limitations of network components and workstations. Prerequisite: CGS 1000 or consent of department. 2 semester hours credit.

CGS 1400. BASIC Programming for Business. An introduction to the BASIC programming language, including 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: Must be eligible to enroll in MAC 1102 or higher mathematics course and have completed CGS 1000 or CGS 1461 with a grade of C or better, or have consent of department. 3 semester hours credit.

CGS 1400L. BASIC Programming for Business Lab. Two hours supervised lab experience per week using the BASIC programming language on microcomputers. This course should be taken concurrently with CGS 1400 BASIC Programming for Business. 1 semester hour credit.

CGS 1461. Microcomputer Programming. An introduction to programming. Includes microcomputer operations, problem solving strategies, program design, flow charts, program control structures, and coding of programs. 1 semester hour credit.

CGS 1500. Microcomputer Literacy: Word Processing. A course using microcomputers for word processing activities. Provides an introduction to the capabilities of word processing software for microcomputers through hands-on exercises. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit.

CGS 1501. Microcomputer Literacy: Intermediate Word Processing. Topics include advanced editing and formatting functions, macros, merging documents and tables, global search and replace commands. Prerequisite: CGS 1500 or consent of department. 1 semester hour credit.

CGS 1502. Microcomputer Literacy: Advanced Word Processing. Explores the advanced functions of word processing. Topics include advanced math functions, indexing, mail merge, automatic outlining, and the use of macros to increase effectiveness. Prerequisite: CGS 1501 or consent of department. 1 semester hour credit.

CGS 1510. Microcomputer Literacy: 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 1060 or consent of department. 1 semester hour credit.

CGS 1511. Microcomputer Literacy: Intermediate Spreadsheet. A second course in using spreadsheet software, covering how to build graphs and databases. Students will explore graph possibilities and database functions. Prerequisite: CGS 1510 or consent of department. 1 semester hour credit.

CGS 1512. Microcomputer Literacy: Advanced Spreadsheet. A third course in using spreadsheet software covering techniques of building and using macros to increase the efficiency of spreadsheet applications. Prerequisite: CGS 1510 or consent of department. 1 semester hour credit.

CGS 1530. Microcomputer Literacy: Integrated Software. A course using 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. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit.

CGS 1540. Microcomputer Literacy: Database. A course designed to provide theory and hands-on training in using a microcomputer for database applications. Specifically, the course involves creating and using databases, locating and editing data, and organizing that data to display information. Prerequisite: CGS 1060 or consent of instructor. 1 semester hour credit.

CGS 1541. Microcomputer Literacy: Intermediate Database Management. A course in learning how to use multiple database files, view files, query files, memory variables, command files, program design and development, and debugging techniques. Prerequisite: CGS 1540 or consent of department. 1 semester hour credit.

CGS 1542. Microcomputer Literacy: Advanced Database Management. An advanced course in database management. Topics include creating and using procedure files, designing modular programs, customizing the user environment, using error-checking techniques, and advancing commands and functions. Prerequisite: CGS 1541 or consent of department. 1 semester hour credit.

CGS 1550. Microcomputer Literacy: Using a LAN. An introduction to software used in operating a local area network. Hands-on experience with one or more software packages will be provided. Prerequisite: CGS 1560 or consent of department. 1 semester hour credit.

CGS 1551. LAN Management. An introduction to the practice and procedures of managing a local area network. Hands-on experience with one or more software packages will be provided. Prerequisite: CGS 1550 or consent of department. 1 semester hour credit.

CGS 1560. Microcomputer Literacy: MS-DOS. An introductory course in using MS-DOS commands to effectively manage and control an IBM or IBM compatible microcomputer system, including techniques used in hard disk management. Prerequisite: CGS 1060, CGS 1000 or consent of department. 1 semester hour credit.

CGS 1561. Microcomputer Literacy: Intermediate MS-DOS. A second course in using MS-DOS covering advanced features including creation and use of batch files, system configuration and redirecting input/output. Prerequisite: CGS 1560 or consent of department. 1 semester hour credit.

CGS 1580. Microcomputer Literacy: Desktop Publishing. An introduction to the production of camera-ready masters for photocopyers or offset presses using microcomputer equipment, a word processing program, a graphics program, and a page layout program. Prerequisite: consent of department. 1 semester hour credit.

CGS 1581. Intermediate Desktop Publishing. A second course in the production of camera-ready masters using microcomputer equipment and software. Prerequisite: CGS 1580 or consent of department. 1 semester hour credit.

CGS 1582. Advanced Desktop Publishing. A third course in the production of camera-ready masters using microputer equipment and software. This course emphasizes design techniques. Prerequisite: CGS 1581 or consent of department. 1 semester hour credit.

CGS 2151. Social Science Applications Workshop. A course involving the use of the computer as a tool in the social sciences. Provides an introduction to the use of specific computer software used in social science applications. Prerequisite: CGS 1060 or consent of department. 1 semester hour credit.

CIS 1400. Computer Operations on the IBM System 36. An introduction to operation of the IBM System 36, including terminal operation, commands for file and library manipulation, and use of the DSU editor and one or more compilers. Prerequisite: CGS 1000 or consent of department. Also open to students registered concurrently for COP 2120, COP 2200, or COP 2160. 1 semester hour credit.

CIS 1920. Workshop in Microcomputer Applications. A course in using a particular microcomputer application. For students who have completed one of the microcomputer literacy 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. Prerequisite: One of the following course sequences-CGS 1500-1501-1502, CGS 1510-1511-1512, CGS 1530, CGS 1540-1541-1542, CGS 1550-1551, CGS 1560-1561, CGS 1580-1581-1582; or consent of department. 1-2 semester hours credit.

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 1400 or consent of department. 3 semester hours credit.

CIS 2930-2931-2932-2933. Topics in Computer Science. A seminar covering a topic of current interest in computer science for computer science majors. Prerequisite: COP 2000 or consent of department. 1 - 2 semester hours credit.

CIS 2900. Applied Programming Speciality. A course in using 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. Prerequisite: 6 semester hours credit in courses with COP prefix or consent of department. 1-3 semester hours credit.

COP 2000. Introduction to Computer Programming. An introduction to computer programming as problem-solving, with an emphasis on problem analysis, design decisions, and creative algorithm development apart from coding in a computer language. Tools for documenting program logic will be introduced. The fundamentals of computer organization and machine representation of data will be covered. Prerequisite: CGS 1000 or CGS 1461 with C or better. Corequisite: Eligible to enroll in MAC 1102 or higher mathematics or have consent of department. 3 semester hours credit.

COP 2000L. Introduction to Computer Programming Lab. Two hours supervised lab experience per week using the Pascal programming language on microcomputers. This course should be taken concurrently with COP 2000 Introduction to Computer Programming. 1 semester hour credit.

COP 2120. COBOL 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: CGS 1400 or consent of department. 3 semester hours credit.

COP 2120L. COBOL Programming Lab. Two hours supervised lab experience per week using the COBOL programming language on microcomputers. This course should be taken concurrently with COP 2120. 1 semester hour credit.

COP 2121. Advanced COBOL. An advanced course in COBOL programming. Topics include modular design of programs, structured programming, COBOL syntax, processing using multi-dimensional tables, methods of file organization, and file processing techniques. Prerequisite: COP 2120 or consent of dept. 3 semester hours credit.

COP 2160. RPG Programming. An introduction to programming with RPG, including practical experience coding programs in RPG. Prerequisites: Must have completed CGS 1400 or COP 2120 with a grade of C or better, or have consent of department. 2 semester hours credit.

COP 2172. Advanced 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: CGS 1400 or consent of department. 3 semester hours credit.

COP 2200. FORTRAN Programming. 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. Recommended for Math, Science or Engineering majors who need to know FORTRAN language. Prerequisite: MAC 1104, MAC 1132 or consent of department. 3 semester hours credit.

COP 2200L. FORTRAN Programming Lab. Two hours supervised lab experience per week using the FORTRAN programming language. This course should be taken concurrently with COP 2200 FORTRAN Programming. 1 semester hour credit.

COP 2210. PASCAL Programming. 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: Must have completed COP 2000 with a grade of C or better and be eligible to enroll in MAC 1104 or higher math course, or have consent of department. 3 semester hours credit.

COP 2220. C Programming. An introduction to the C programming language. Requires previous structured programming experience. Prerequisites: Must have completed COP 2000 with a grade of C or better, or have consent of department. 3 semester hours credit.

Criminal Justice

CCJ 1020. 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. Introductions to Corrections. An examination of the total correctional processes from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole history and philosophy, career oriented. 3 semester hours credit.

CCJ 2210 Criminal Law. A course in 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 and the roles 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 2330. Probation, Pardons, and Parole. A course which examines the use of probation, parole, and pardons as alternatives to incarceration. Prerequisite: CCJ 1020. 3 semester hours credit.

CCJ 2350. Essentials of Interviewing. A study of 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 2401. Police Operations. A discussion of 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. 3 semester hours credit.

CCJ 2440. Principles of Correctional Administration. A course on 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. A course designed to allow the student to pursue selected issues in the Criminal Justice System. Issues will be researched 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.

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 occupational. This course will include a survey of various typologies, causation factors, individual self concepts and rationale. 3 semester hours credit.

CJD 2696. Community and Human Relations. This course is designed to help officers understand their own feelings in efforts to create and ability to effectively deal with the feelings of others. Law enforcement image and functions as well as conflict-causing barriers which exist between police and the community will be explored. 3 semester hours credit.

CJT 2100. Criminal Investigations. A course to provide education theory in the fundamentals of investigation and the techniques of collection, preservation and transportation of evidence. 3 semester hours credit.

CJT 2430 Traffic Accident Investigation and Enforcement. 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.

Criminal Justice— Advanced Courses

The following courses adhere to Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, and are **For Criminal Justice Personnel Only**.

CJD 2250. Interviews and Interrogations. An advanced course designed to cover the techniques, methods, principles, and issues of interviews and interrogations. 3 semester hours credit.

CJD 2253. Self Defense and Use of Force. A course with emphasis placed on physical conditioning, evaluation and exercises; falling techniques; holding, escape, defense techniques; defenses against armed attacks, including club, gun and knife attacks; take down techniques, wristlock/come-along hold, and baton techniques. Laws and regulations pertaining to the use of force will be covered. 3 semester hours credit.

CJD 2254. First Responder to Medical Emergencies. A course to acquaint the officer with effective medical procedures and life saving techniques for handling emergency illness or injuries should he/she be the first to arrive at a scene where such aid is required. Practical exercises are an important aspect of this course and must be successfully performed. 3 semester hours credit.

CJD 2310. Line Supervision. A course designed to provide students with the knowledge and skills needed to function effectively as supervisors. Major topic areas include interpersonal communications, principles of organization and management, human relations, planning and development, policy formulation and budgeting. 6 semester hours credit.

CJD 2320. Middle Management. A course designed for the law enforcement or correctional officer in a management or supervisory position. The course strengthens basic skills and develops leadership skills which are necessary for successful performance in the criminal justice field. 6 semester hours credit.

CJD 2330. Developing and Maintaining a Sound Organization. A course designed to acquaint the criminal justice officer with the general concepts and principles of organization and organizational structures. 3 semester hours credit.

CJD 2331. Planning the Effective Use of Financial Resources. This course was designed to acquaint the criminal justice officer with general financial concepts and terms, financial systems, budgets, and the effective uses of financial information within a criminal justice agency. An eight-hour practicum has been provided in this course to allow the students to actually develop and justify a working budget. 3 semester hours credit.

CJD 2332. Building and Maintaining a Sound Behavior Climate. A course designed to acquaint the criminal justice officer with behavioral concepts, management techniques, motivational techniques, and the role of communication in criminal justice administration. 3 semester hours credit.

CJD 2461. Advanced Correctional Operations. An advanced course in correctional operations for in-service Florida Correctional Officers, designed to increase skills in correctional agency organization and mission, records and reports, legal applications to correctional operations, correctional facility security, intake/classification/release procedures, fire safety and discipline procedures, introduction to supervision and release and bonding procedures. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2467. Counseling and Communication Skills. A course designed to facilitate student appreciation of the importance of communica-

tions and counseling skills. It develops working level competence in offender profiling, case problem solving, staff working relationships and the art of listening. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2468. Youthful Offender Program. A course designed to provide the officer with increased knowledge and experience related to youthful offenders. General concepts, staff-in-mate relationships, treatment of discipline strategies and youthful offender supervisory skills will be presented. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2470. Emergency Preparedness. A course designed to introduce correctional officers to the concept and key components of emergency situations; effective leadership to prevent such occurrences; and internal factors both inside and outside correctional institutions which affect emergency situations. FDL - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2471. Discipline and Special Confinement Techniques. A course designed to aid the correctional officer in effectively and properly performing the task requirements inherent in a confinement environment. The student will perform many of these tasks in practical exercises to demonstrate proficiency. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2476. Fire Fighting. A course designed to provide officers with first-stage firefighting capabilities and thereby reduce the dangers of death and injury in correctional settings. Emphasis will be placed on rescue techniques, the use of breathing equipment, evacuation of prisoners. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2477. Proficiency Skills Enhancement for Correctional Officers. A course designed to refresh and improve the skills of the correctional officer by providing a review and enhancement of identified critical basic skills. Time restrictions necessitate a review of concepts rather than practical exercises. Officers are expected to practice the skills within their agencies. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2501. Instructor Techniques. A course designed to enhance the criminal justice officers' knowledge, skills and ability to provide efficient and effective training to fellow criminal justice personnel in skill or subject areas dictated by local need. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 6 semester hours credit.

CJD 2602. Narcotic Identification and Investigation. A course which follows the curricula

developed by the U. S. Drug Enforcement Administration for teaching criminal justice officers essential concepts and techniques in the area of drug and drug-related crimes. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2603. Sex Crimes Investigation. A course providing an overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field. Provides an understanding of the problematic, legal, investigative and evidentiary aspects of sex crimes. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2604. Injury and Death Investigations. A course giving the patrol officer and investigator with limited experience in injury and death investigation a general insight into investigative, legal and evidentiary compounds. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2626. Hostage Negotiations. This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations; to include: introduction to the problem, types of hostage situations, formulation of policy, hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2630. Firearms Instructor. A course presenting skills necessary to become firearms instructors. Emphasis will be on instructor techniques methodology, safety principles, firing range conduct, revolver and shotgun nomenclature, analysis of common shooter dysfunctions and lesson plan construction. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2632. Field Training Officer. A course designed to introduce the criminal justice student to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (FTO), communications techniques, counseling techniques, legal and ethical issues and human motivation. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2660. Forensic Photography. A course covering practical exercises to allow students adequate time to demonstrate their capability to produce, process and prepare photographs suitable for court presentation. This course is for the patrol officer and for law enforcement and correctional investigators. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2661. Special Tactical Problems. A course providing an overview of special tactical problems for officers. It will provide the trainee with a working knowledge of special problems faced by law enforcement or corrections to include natural and man-made disorders. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2663. Writing and Reviewing Reports. A course providing a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2677. Drug Abuse Awareness and Education. A course providing the informed criminal justice officer with the methodologies necessary to educate members of the community. This is achieved through various modes of presentation on current and critical issues relevant to drug abuse FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2681. Case Preparation and Court Presentation. A study of the fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer, to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2691. Stress Awareness and Resolution. A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2693. Crisis Intervention. A course providing the law enforcement and correctional officer with the training needed to recognize and handle common crises. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 3 semester hours credit.

CJD 2696. Community and Human Relations for Law Enforcement Officers. This course is designed to help officers understand their own feelings in efforts to create an ability to effectively deal with the feelings of others. Law enforcement image and functions as well as conflict-causing barriers which exist between police and the community are explored. 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. A course emphasizing the market, the firm and the market, and 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. A course 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. A course involving supervised practical work experience under the supervision of a college instructor and a cooperating public school teacher. Growth of children and the learning processes are stressed. A project directly related to the work experience may be required. A minimum of 6 hours laboratory experience per week is required. Employment as an aide in a school system is recommended. Consent of the department required. Elective credit only. 3 semester hours credit.

Emergency Medical

EMS 1159C. Emergency Medical Technology. A basic course designed to provide the student with the knowledge and basic skills necessary to provide effective emergency care of the sick and injured. Theoretical instruction and selected clinical experiences are provided. 5 semester hours credit.

Engineering

EGS 2110C. 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: Students will be required to purchase suitable instruments. Five hours lecture/laboratory per week. \$5 lab fee. 3 semester hours credit.

Engineering Tech Electronic

CET 2114C. 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. Prerequisite: EET 2119C. Six semester hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

CET 2152C. Microcomputer Systems. A study of microprocessors as a part of a complete microcomputer. Included are assembly languages, programming techniques, hardware test and measurement techniques, diagnostic programming to repair training computers, microprocessor system and utilization of appropriate test equipment. Prerequisite: CET 2114C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

CET 2173C. Digital Systems-Fault Analysis. A study of 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 and utilization of appropriate test equipment. Prerequisite: CET 2152C. Four hours lecture/laboratory per week. 3 semester hours credit.

EET 1015C. Direct Current Circuits. A fundamental course including series, parallel and complex circuit analysis, Ohms Law, 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. \$6 lab fee. 4 semester hours credit.

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. Prerequisite: EET 1015C. Six hours lecture/laboratory per week. \$6 lab fee. 4 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. \$6 lab fee. 3 semester hours credit.

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, FET's, PNP's, and other devices. Prerequisite: EET 1025C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EET 2119C. Analog Circuits. A study of half-wave power supplies and vacuum tube, transistor and FET cascaded amplifiers, including coupling methods, frequency considerations, stabilization and feedback. Prerequisite: EET 2104C. Six hour lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

EET 2322C. Fundamentals of Analog Communications. A study of the fundamentals of communication, 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/lab per week. Prerequisite: Consent of instructor. \$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. Prerequisite: EET 2119C. Six hours lecture/laboratory per week. \$6 lab fee. 4 semester hours credit.

ETD 2320C. Introduction to Computer Aided Design-Drafting (CADD). This course emphasizes the use of computers for engineering design and drafting. Stressed will be the utilization of hardware and software to produce engineering and other drawings and menus. This course serves all areas which require methods of drafting, design, and engineering, such as electrical-electronic, civil, mechanical and structural, architecture, mapping, landscaping, facilities planning, interior design, theater set and lighting design, museum display design, graphic arts and archaeology. Five hours lecture/lab per week. Prerequisite: EGS 2110C or consent of instructor. \$6 lab fee. 3 semester hours credit.

ETD 2350C. Advanced CADD. This course emphasizes advanced CADD functions: isometrics, the Third Dimension, XYZ point filters, user coordinate systems, 3D modeling, REVSURF, RULESURF, EDGESURF and 3D MESH commands; creating new/customizing menus, and AutoLISP programming. Prerequisite: ETD 2320C or consent of instructor. 3 semester hours.

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. 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, Crane, Frost, Hemingway, and Faulkner. Writing assignments will satisfy the requirements of the Communication Skills Law. Prerequisites: Grades of C in ENC 1101-1102. 3 semester hours credit.

ENC 0003. Applied English. This four-hour non-credit course is designed for students who do not possess entry skills for college prep writing as indicated by ACT or MAPS scores: students scoring from 0 to 8 on the Enhanced ACT or below 8 on the TABE. Students may repeat this course as needed to meet entry requirements for college prep writing. Students who make a D in this course will be allowed to advance to ENC 0004.

ENC 0004. College Preparatory Writing I. A course designed to remediate severe problems in writing skills. Students who fail to make a score of 16 on the Enhanced ACT or a scaled score of 31 on the Florida MAPS (TSWE) must make a grade of "C" in this course before registering for ENC 1101. This course does not earn college credit but counts 4 semester hours for load purposes.

ENC 0005. College Preparatory Writing II. A course designed for the higher level group of students who score below 16 on the Enhanced ACT or below 31 on the Florida MAPS (TSWE), specifically those who score 14-15 on ACT and 23-30 on the Florida MAPS (TSWE), and for students who make a "D" in College Preparatory Writing I. Students must make a grade of "C" or above in ENC 0005 before registering for ENC 1101. This course does not earn college credit but counts 4 semester hours for load purposes.

ENC 1101. Communications Skills I. A course in English composition designed to prepare a student to write successfully throughout his four-year college career. Theme assignments deal with narrative, descriptive, expository, and argumentative writing. Brief oral presentations are required. A documented essay is required, and the total amount of writing required fulfills the requirements of the Communication Skills Law. Prerequisite: Acceptable placement scores in writing (or a grade of C in ENC 0004 or ENC 0005) and reading (or a grade of C in REA 0004). 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. Communication Skills II. A course in English Composition, the second half of the sequence begun with ENC 1101. This second semester is concerned primarily with themes about literature, based on reading of short stories, plays, poetry, and novels. The writing requirements fulfill the demands of the Communication Skills Law. Brief oral presentations are required. Prerequisite: A grade of C in ENC 1101. A C grade or higher must be earned to advance to a higher level English or other Gordon Rule course or to use this course as part of the general education requirements in English. 4 semester hours credit.

ENC 1103. Communications Skills Review. A course designed for students who must take the College Level Academic Skills Test (CLAST). The reading skills that will be emphasized are literal and critical comprehension. Writing skills that will be reviewed are word choice, sentence structure, grammar, spelling, punctuation, and the process of writing an essay. Institutional credit is offered, but this course does not apply toward satisfying the general education requirements in English. Prerequisites: ENC 1101 and 1102. 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 1103A. Individual Communication Skills CLAST Review I. A course designed for students who must retake the College Level Academic Skills Test (CLAST), which includes three English subtests: reading, writing and essay. The student will study the skills needed to pass the subtest(s) failed in the first attempt. Institutional credit is offered but this course does not apply toward satisfying general education requirements in English. Prerequisites: Gordon Rule classes and ENC 1103. 1 semester hour credit.

ENC 1103B. Individual Communication Skills CLAST Review II. A course designed for students who must retake the College Level Academic Skills Test (CLAST), which includes three English subtests: reading, writing and essay. The student will study the skills needed to pass the subtest(s) failed in the second attempt. Institutional credit is offered but this course does not apply toward satisfying general education requirements in English. Prerequisites: Gordon Rule classes and ENC 1103 and 1103A. 1 semester hour credit.

ENC 1103C. Individual Communication Skills CLAST Review III. A course designed for students who must retake the College Level Academic Skills Test (CLAST), which includes three English subtests: reading, writing and essay. The student will study the skills needed to pass the subtest(s) failed in the third attempt. Institutional credit is offered but this course does not apply toward satisfying general education requirements

in English. Prerequisites: Gordon Rule classes and ENC 1103, ENC 1103A and ENC 1103B. 1 semester hour credit.

ENC 1133. Research Writing. A course designed to increase proficiency in effective methods of library research and in writing the documented essay. Partially fulfills the writing requirements of the Communication Skills Law. Prerequisite: A grade of C in ENC 1101-1102. 1 semester hour credit.

ENC 2210. Technical Writing. A course designed to prepare technicians, professionals and administrators to communicate information concerning their specialized skills. It will prepare the student to compose and organize all types of reports, prepare technical documents, and write various types of letters. Prerequisite: Grades of "C" in ENC 1101-1102. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

ENC/MAT. 2905. Communication/Mathematics Through Tutoring. A course 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. May be repeated for a maximum of four semesters.

ENL 2010. Survey of English Literature I. A survey of English literature and authors of the Old English, Middle English, Tudor, and Puritan and Neoclassical periods, including *Beowulf*, ballads, Chaucer, Shakespeare, Donne, Milton, Swift and Pope. Prerequisites: Grades of "C" or better in ENC 1101-1102. Writing assignments totaling 6,000 words will satisfy the Communications Skills Law. 3 semester hours credit.

ENL 2020. Survey of English Literature II. A survey of English literature and authors of the Romantic, Victorian, and Twentieth Century periods, including Blake, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Hopkins, Hardy, Conrad, Yeats, Joyce, Lawrence, and Thomas. Prerequisites: Grades of "C" or better in ENC 1101-1102. Writing assignments totaling 6,000 words will satisfy the Communications Skills Law. 3 semester hours credit.

LIT 2012. Reading the Novel. A course designed to teach how to get the most out of reading the novel. Emphasis will be on reading and discussing popular novels that have literary value, including many that have been made into movies. The discussion will include the structure, vision, characterization and meaning of classics and a brief study of classic novels. 3 semester hours credit.

LIT 2100. Literature Appreciation. A course in literature appreciation, involving reading a variety of types of literature: short stories, plays, poetry, novels, and essays. The student will have a great deal of freedom in choosing his own material. In addition, other selections will be chosen by the class. Prerequisites: ENC 1101-1102 or consent of department. 3 semester hours credit.

LIT 2110. Survey of World Literature. A study of selections from classical, medieval, English and American literature. Prerequisites: Grades of C in ENC 1101-1102. Writing assignments will satisfy the requirements of the Communication Skills Law. 3 semester hours credit.

REA 0003. Applied Reading. This four-hour non-credit course is designed for students who do not possess entry skills for college prep reading as indicated by ACT or MAPS scores, from 0 to 10 on the Enhanced ACT Reading Score or 0-5 on the MAPS Reading Scaled Score or by direction of the department. Students may repeat this course as needed to meet entry requirements for college prep reading. Students who make a D in this course will be allowed to advance to REA 0004.

REA 0004. College Preparatory Reading. 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 16 on the Enhanced ACT Social Studies Reading Score or a Florida MAPS Reading Scaled Score of 15. Students must make a grade of C in this course before registering for ENC 1101. Open to any student. This course does not earn college credit but counts 4 semester hours for load purposes.

REA 1205. Advanced Reading. A course designed to improve students' 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. This course is required of all students who have a reading score of 16-19 on the Enhanced ACT or a MAPS reading score of 13-18. It must be taken concurrently with SLS 1101. ENC 1101 or 0004 may be a corequisite. 2 semester hours credit.

Fire Science

FFP 1200. Fire Inspection Practices. A course on structure and organization of fire prevention, organizations, conducting inspections, interpreting and applying code regulations. A study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards and fire risk analysis as applied to municipal and industrial occupancies. 3 semester hours credit.

FFP 1240. Fire Cause and Arson Detection. A unit emphasizing the investigation of fires for determination of the source of ignition and first fuel, point of origin, direction and rate of spread and whether the cause was accidental or illegal. Florida arson laws are studied along with procedures for ensuring the admissibility of any evidence found at the scene of the fires, including methods of questioning the witnesses, interviewing, interrogation, and case preparation, with stress on recognition of cause and evidence. 3 semester hours credit.

FFP 1300. Principles of Fire Prevention and Fire Related Laws, Codes and Ordinances. A study including the recognition and categorization of fire hazards. It emphasizes methods of developing effective fire prevention programs for large and small communities, industries, and institutions. The legal basis for fire protection in effect throughout Florida and the application of state, county and municipal legislation as well as other sources of authoritative guidance will be studied. 3 semester hours credit.

FFP 1326. Blue Print Reading and Plans Examination. A course using code standard and inspection techniques learned previously, to review building plans to find errors and omissions, make corrections according to code, and identify where each item is located in the code. 3 semester hours credit.

FFP 2420. Firefighting Strategy and Tactics. A study of multiple company operations, logistics, strategy, use of mutual aid forces, and conflagration control. It is intended for high-ranking officers who may be in command of major fires and other emergencies involving close coordination and maximum use of large amounts of manpower and equipment. Typical tactical situations and case histories will be given. 3 semester hours credit.

FFP 1620. Fire Protection Systems and Devices. A study of fixed and portable systems for detecting, reporting and extinguishing fires. Comparison is made between the value of detection and the value of automatic extinguishing systems. Study is made of the factors which influence the choice of one of several systems for a given occupancy and the value of each type system. Restoration after use and routine maintenance are stressed. 3 semester hours credit.

FFP 1640. Fire Stream Hydraulics. A study of pertinent properties of water, distribution of pressures in dynamic and static systems, friction loss in hoses and pipes and factors which influence it. Approximation methods for quick calculation are given, as well as the more technical computations. Effort is directed toward giving an understanding of how good fire streams are developed. 3 semester hours credit.

FFP 2100. Fire Department Administration, Management and Supervision. A study of administrative, managerial and supervisory principles as they apply to the fire service. This course is intended for those seeking to participate in upper level organizational activity such as budgeting, cost controls, goal setting, manpower acquisition and distribution, and for those seeking to supervise fire company personnel with emphasis upon leadership traits, training, planning, and company officer responsibilities. 3 semester hours credit.

FFP 2150. Fire Science Instructor Techniques. A course on principles, procedures, and techniques of teaching, with emphasis on methods of instruction, developing training outlines, use of visual aids, and testing procedures of fire science instructors. 3 semester hours credit.

FFP 2500. Hazardous Materials I. A study of the understanding of the basic principles involved in the recognition of materials which are hazardous because of combustibility, toxicity, reactivity, or other properties. A study is made of pyrophoric metals, hypergolics and cryogenics, and insecticides. Emphasis is placed upon ways in which hazardous materials can be recognized in the field and study is made of sources of special information relating to safe handling of the materials and extinguishing of fires in which they are involved. 3 semester hours credit.

FFP 2501. Hazardous Materials II. Further study of the chemical and physical properties of various forms of matter and their possible interaction relating to storage, transportation, and handling. Includes flammable liquids, combustible solids, oxidizing corrosives, and radioactive materials. 3 semester hours credit.

FFP 2666. Aircraft Fire Protection and Rescue Procedures. An introduction to the basic techniques of aircraft firefighting, rescue, fire prevention and hazards commonly faced by firefighters in such operations. 3 semester hours credit.

French

FRE 1120. Elementary French I. The essentials of French, with emphasis on oral expression. Open to students who enter college without any or with only one year of high school French. 4 semester hours credit.

FRE 1121. Elementary French II. A continuation of FRE 1120, with emphasis on oral and written expression. 4 semester hours credit.

FRE 2200. Intermediate French I. 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: FRE 1121 or two years of high school French. 4 semester hours credit.

FRE 2201 Intermediate French II. A continuation of FRE 2200. 4 semester hours credit.

Geography

GEA 2001. World Geography. 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 sequence 2001-2002. GEA 2001 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

Health

HSC 1000. Introduction to Health Care. An introduction to the health care delivery system in the United States, providing an overview of the roles and responsibilities of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Content also includes communication and interpersonal skills, legal and ethical guidelines, basic concepts of medical terminology and infection control (including the state-approved four-hour course in AIDS prevention), and the personal characteristics of the successful health care professional. Students will demonstrate learned competencies such as vital signs and basic first aid procedures and cardiopulmonary resuscitation. 3 semester hours credit.

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 understanding and implementing the principles of maintaining and improving individual and community health for effective daily living. 3 semester hours credit.

HSC 1531. Medical Terminology. This course is designed to provide a basis for understanding and utilizing basic principles of medical word building. The course is designed to prepare students to analyze words structurally, to spell and pronounce medical terms accurately and to understand certain word elements related to anatomy, physiology and selected disease processes. 3 semester hours credit.

History

AMH 2010. American History to 1865. A general survey of the development of the United States from the period of discovery and exploration through the Civil War. 3 semester hours credit.

AMH 2020. American History Since 1865. A survey course on the development of the United States from the Reconstruction period to the present. AMH 2010 is not a prerequisite, but is recommended. 3 semester hours credit.

AMH 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 of Afro-Americans. No prerequisite, but either AMH 2010-2020 or SYG 1000-1010 is recommended. 3 semester hours credit.

EUH 1000. Western Civilization. A survey course designed to trace the development of, and to give perspective to the political, economic, religious, and other cultural institutions and ideas of the Western World. These phases of man's accomplishments are related to his history from the earliest beginnings to the end 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 coverage in current periodicals, radio and television. Emphasis is placed on the development of informal judgments about public affairs by the student. Open to all students for a maximum of four semesters. A student may pursue only one Current Affairs course during a given semester unless special consent is given by the department. 1 semester hour credit.

HIS 2955. Studies Abroad in Civilization. An introduction to the political, intellectual and cultural history of foreign nations designed to provide a cross-cultural contact with people of other countries. Study and travel abroad are supplemented with readiness and classroom lectures in Florida. May be repeated for credit. Prerequisite: high school Western Civilization and approval of the instructor or division chair. 3 semester hours credit.

Home Economics

HUN 1201. Elements of Nutrition. A basic course which discusses the social and natural environmental factors which influence personal nutrition. Major topics included are digestion, absorption and metabolism of carbohydrates, fats and protein; the known functions of the major vitamins and minerals; and nutritional needs throughout the life cycle. 3 semester hours credit.

Honors

IDH 1931-1932-2931-2932. Honors Seminar. The honors seminar is a forum for students enrolled in the honors program. Books, research and issues will be discussed in a seminar setting. Corequisite: Enrollment in two honors courses. 1 semester hour credit.

Humanities

HUM 2212. The Humanities. 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. Not open to students who have credit in HUM 2216. Prerequisite: Grades of "C" in ENC 1101-1102. 3 semester hours credit.

HUM 2230. The Humanities. 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, revolutionary and modern periods. Not open to students who have credit in HUM 2233. Prerequisites: Grades of "C" in ENC 1101-1102. 3 semester hours credit.

HUM 2740. European Study in the Humanities. A course consisting 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.

HUM 2216. The Humanities with Writing. 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 2216 deals primarily with our ancient, medieval and renaissance cultural heritage. It includes a writing component to satisfy the 8,000 word requirement of the Communication Skills Law. Not open to students who have credit in HUM 2212. Prerequisites: Grades of "C" in ENC 1101-1102. 4 semester hours credit.

HUM 2233. The Humanities with Writing. 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 2233 deals primarily with our cultural heritage from the baroque, and revolutionary and modern periods. It includes a writing component to satisfy the 8,000 word requirement of the Communications Skills Law. Not open to students who have credit in HUM 2230. Prerequisites: Grades of "C" in ENC 1101-1102. 4 semester hours credit.

Journalism

JOU 1420L-1421L. Newspaper Production. A course for freshmen, designed to familiarize them with news gathering, news writing, and practical skills involved in newspaper work in general. Students will assist the advanced class in the production of the college newspaper. No prerequisite, but ENC 1101 or 1102 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit for each course.

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 three hours of workshop per week. 2 semester hours credit for each course.

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. Pre-requisites: Grades of C in ENC 1101-1102. 3 semester hours credit.

Mathematics

MAC 1102. Algebra. A course designed to enable students to meet part of the general education requirements in mathematics, and receive instruction in the algebraic concepts of the CLASP. Topics include algebra review, solutions and graphs of first and second degree questions and inequalities in one or two variables, simplification of radical forms and rational forms and rational exponent, systems of linear equations in two or three variables, relations and functions, variation, applications, and geometric and arithmetic sequence. Prerequisites: 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 satisfy part of the general education requirement in mathematics. Not open for students who have completed any other MAC prefixed mathematics course. 3 semester hours credit.

MAC 1104. College Algebra. A course including 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 1311. Prerequisites: two years of high school algebra or be enrolled in the second semester of high school algebra and be eligible for Dual Enrollment and an adequate score on an accepted placement test or MAC 1102. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1104L. College Algebra Lab. A concrete approach to college algebra topics, stressing 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 1104, College Algebra. 1 hour elective credit.

MAC 1114 Plane Trigonometry. This course deals with the solution of triangles, trigonometric relation, and functions of an angle, logarithms, and complex numbers. Prerequisite: MAC 1104, MAC 1140 or consent of department. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MAC 1114L. Plane Trigonometry Lab. A concrete approach to trigonometry topics, stressing the use of manipulatives and microcomputers. Emphasis will be placed on using the microcomputers 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. A course 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 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 satisfy part of the general education requirements in mathematics. 5 semester hours credit.

MAC 1132L. Calculator Mathematics. This course is designed to teach the use of the calculator as a tool for understanding topics taught in College Algebra and Trigonometry. The graphing calculator will be used to provide quick, accurate graphs so students may study the numerical and analytical properties of functions. The exploratory nature of graphing technology will be used to help students learn how a given graph can be obtained from a basic graph using geometric transformations. Other topics will include matrices, logarithms, sequences and series, extreme, conics, and composite functions. Corequisite or prerequisites: MAC 1114. 1 semester hour credit.

MAC 1140. Precalculus Algebra. A course designed to prepare students for Calculus and Analytic Geometry. Students who successfully complete MAC 1104 will not receive credit for both MAC 1104 and MAC 1140. Topics include review of algebraic techniques or operations, radicals, exponents, complex numbers, absolute value, linear and quadratic equations and inequalities, exponential and logarithmic functions, systems of equations and inequalities, roots of polynomials, matrices, determinants, applications, mathematical proof techniques, mathematical induction, binomial theorem sequences and series. The use of hand-held calculators is required. Prerequisite: MAC 1102 or second-year high school algebra or consent of department. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the education requirements in mathematics. 3 semester hours credit.

MAC 1311. Calculus and Analytic Geometry I. A course including 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 1114. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit.

ics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit.

MAC 1311L. Calculus and Analytic Geometry I Lab. 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 1920. Space Mathematics: An Orientation for Teachers. A course which introduces secondary educators to a wide variety of space related subjects, gives them hands-on experience, and a first hand look at the state-of-the-art technology in that subject. The course will cover a range of topics in mathematics and science. Each topic is composed of lecture and laboratory sessions. The students will be provided with a notebook of lectures and related experiments which can be performed in their classrooms. 2 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 satisfy part of the general education requirements in mathematics. 3 semester hours credit.

MAC 2312. Calculus and Analytic Geometry II. A course which includes techniques of integration; applications of the integral; polar coordinates; sequences and series; Taylor Series; conic sections; vectors, lines, and planes; and vector-valued functions. Prerequisite: MAC 1311. A "C" grade or higher must be earned to advance to a higher level mathematics course or to satisfy part of the general education requirements in mathematics. 5 semester hours credit.

MAC 2313. Calculus and Analytic Geometry III. A course which 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 satisfy part of the general education requirements in mathematics. 4 semester hours credit.

MAP 2302. Differential Equations. A course which is an introduction to ordinary differential equations. Topics include 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; and Fourier series solutions. Prerequisite: MAC 2313. 3 semester hours credit.

MAT 0002. Developmental Mathematics. This course is designed as a self-paced course for the student who needs to strengthen skills and understanding of the concepts of arithmetic. Topics include operations with whole number, fractions, decimals, percents and ratio and proportion. This course is not open to anyone who has previously completed any other college mathematics course. It does not meet the general education requirement in mathematics. Students will be enrolled in this course by vertical transfer from MAT 0024. Students who advance to MAT 0024 must earn a C or better or have the consent of the department. Prerequisites: An approved placement score, a TABE (level D) score below 50 percent on the arithmetic sections and referral by MAT 0024 instructor. 5 non-credit semester hours.

MAT 0024. College Prep Algebra. An elementary course designed for the students who have little or no secondary school background in algebra and who need preparation for MAC 1102, Algebra for College Students. Topics included: operations on and properties of real numbers; algebraic expressions; solving equations; fractional expressions; factoring; exponents and radicals. A grade of C or higher must be earned in the course or consent of department is needed to advance to a higher level mathematics course. Not open to any student who has previously completed a college mathematics course other than MAT 0002. Does not meet general education requirements in mathematics. Four hours lecture and one hour laboratory per week. 5 non-credit semester hours.

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 tutoring: 1 credit, 25 hours; 2 credits, 38 hours; and 3 credits, 50 hours.

MGF 1207. Topics in Finite Mathematics. A course is designed to enable students to meet part of 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 1141, or an adequate score on an algebra achievement test. A "C" grade or higher must be earned in this course to satisfy part of the general education requirements in mathematics. 3 semester hours credit.

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 exercise 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. Prerequisite: MAC 1102 or above. 1 semester hour credit.

MGF 2119. Individualized College Level Academic Skills Test Review. A course designed to provide remediation for individual CLAST topics, which include sets, logic, geometry, probability, permutations and combinations, algebraic operations and statistics. Students who enroll in this course will be given individual prescriptions for correcting skill deficiencies. Students who enroll in this course must have successfully completed MGF 2118 and must have failed the mathematics portion of CLAST. This course cannot be used to meet the mathematics general education requirements. Prerequisite: MGF 2118 or consent of the department. 1 semester hour credit.

MTB 1327. Mathematics for Electronics I. A study of the basic concepts of math and algebra. Topics covered: decimals, fractions, scientific notations, roots, powers of ten introduction to trigonometry and geometry, the use of Kirchhoff's law, Thevenin and Norton's theorems, and Ohms Law in circuit analysis. 3 semester hours credit.

MTB 1328. Mathematics for Electronics II. A study of the basic concepts of trigonometry, vector analysis and logarithms. Topics covered: AC circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance, Pythagorean theorem resonant circuits, power factors, complex number, logarithmic and mathematical tables. Prerequisite: MTB 1327. 3 semester hours credit.

STA 1021. Essential Skills: Statistics and Probability. A course 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 of deviation, fractiles, the normal curve, permutations and combinations, probability, odds, mathematical expectation, and 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 satisfy part of the general education requirements in mathematics. 1 semester hour credit.

STA 2014. Fundamental Business Statistics. An introductory statistics course which includes measures of central tendency and dispersion, probability, probability distributions, normal distributions, sample designs and sampling distributions, statistical estimation, hypothesis testing, and statistical applications in business. Prerequisite: MAC 1104 or its equivalent, or consent of the 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.

Mental Retardation

MER 1000. Introduction to Mental Retardation. A course which provides an overview of the Department of Health and Rehabilitative Services and how it relates to people with developmental disabilities. Students will learn about flow charts and service delivery systems in HRS and other social service agencies. Students will have at least seventeen class hours devoted to communication skills, both oral and written. Interviewing skills also will be a part of the course. Personal development will be accomplished through personal psychosocial and self-testing. 3 semester hours credit.

MER 1101. Seminar in Daily Living Skills. A seminar that deals with techniques in teaching people with developmental disabilities, including mental retardation, visual and auditory handicaps, learning disabilities, physical disabilities, mental illness, emotional disturbance, juvenile delinquency, and speech problems. Techniques and problems in formal and informal testing will be covered. Corequisite: MER 1101L. 1 semester hour credit.

MER 1101L. Daily Living Skills Laboratory. A course which provides experiences in testing and teaching individuals with developmental disabilities. Teaching experiences will be in the areas of self-help skills, social skills, leisure skills, prevocational and vocational skills, speech and physical therapy, physical and academic classes, and occupational therapy. Corequisite: MER 1101. 3 semester hours credit.

MER 2200. Seminar in Behavior Management. A seminar that teaches the application of techniques in behavior therapy. Students will learn about reinforcement, recording behavior, and current institutional practices in behavior management. The emphasis is on decreasing inappropriate behavior. Corequisite: MER 2200L. 1 semester hour credit.

MER 2200L. Behavior Management Laboratory. A course in which students will plan and carry out behavior-management programs for selected individuals. Students will also observe behavior management programs in selected training areas.

This course is designed for occupational students. Corequisite: MER 2200. 3 semester hours credit.

MER 2800. Directed Field Work and Study. A course which provides supervised volunteer work experience as a paraprofessional in the training areas at selected social service agencies which serve people with mental retardation and other developmental disabilities. The number of volunteer hours is contingent on the number of semester hours of course credit that is taken. Maximum: 15 hours credit.

Music

All music majors should schedule one semester hour and one 2 semester hour applied music courses each semester. Fees of \$40 and \$80, respectively, are charged for the 1 and 2 semester hour courses.

MUC 1101. Music Composition. An applied music course of study in the creative process of composing. Credit will depend upon successful completion of at least one project which must be performed in a recital or jury. Credit will be granted twice for the course. Prerequisites: MUT 1111 and MUT 1112. 2 semester hours credit.

MUE 2290. Music Skills. A study of the fundamentals of music needed by the elementary teacher as preparation for the public school music course. Recommended for all elementary education majors except those who have had extensive musical training. Not open for credit to music or music education majors. 3 semester hours credit.

MUH 2018. The History of Jazz. This course presents the origination of jazz and covers all periods of jazz history and most of the key musicians. The various styles of jazz are viewed in their historical-social-political context. 2 semester hours credit.

MUL 2010. Music Appreciation. A course for the non-music major, designed to teach the skills needed to evaluate and appreciate music. 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 music major to standard works by providing an analytical basis for visual and aural examination of musical examples. 2 semester hours credit.

MUN 1370-MUN 2371. Show Choir. (Freshman and Sophomore) 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 open to all part-time or full-time students on credit or non-credit basis. Public performances scheduled at frequent intervals throughout the year. Prerequisite: Audition or consent of department. Credit will be granted twice for each course. Corequisite: DAA 1480/1101. 1 semester hour credit.

MUN 2710-MUN2711. Rock and Jazz Ensemble. (Freshman and Sophomore). A study of rock and jazz with an emphasis on repertoire development and preparation for public performances. Membership is open to all part-time or full-time students on a credit or non-credit basis. Two or more hours of instruction per week. Credit will be granted twice for each course. 1 semester hour credit.

MUN 1310-MUN 2310. College Chorus. A course requiring 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-MUN 2340. Chamber Chorus. A course requiring two or more hours of choral work per week by selected male and female singers. Credit will be granted twice for each course. Prerequisite: Consent of department. 1 semester hour credit.

MUS 0010. Student Recital. A course in which all music majors must enroll and receive a satisfactory grade (S) in student recital attendance (MUS 0010) for a total of four semesters during the AA degree program. Attendance requirements for transfer students who were music majors at the institution from which the transfer is being made will be determined by the Arts and Letters Division in accordance with the number of semester hours completed. No credit.

MUS 2201. Diction. An introduction to the study of diction, including the use of the international phonetic alphabet as applied to English, Italian, German, and French repertoire. This course is specifically designed for voice principals and secondaries, but may be taken by any student who has an interest in languages. 1 semester hour credit.

MUT 1111. Music Theory I. After a study of the fundamentals, including clefs, accidentals, enharmonics, and scales, students will study chordal construction, figured bass, Roman numerals, pop chord symbols, cadences and non-chord tones. Included are written assignments and class drills. 3 semester hours credit.

MUT 1112. Music Theory II. An intense study of diatonic chord progressions and voice leading, including seventh chords and common chord modulations. Included are written assignments and class drills. Prerequisite: MUT 1111. 3 semester hours credit.

MUT 1221-1222-2226-2227. Sight Singing I, II, III, IV. A study of sight-singing techniques. Prerequisite: Consent of department or earlier

course in the sequence. 1 semester hour credit each course.

MUT 1231. Keyboard Harmony I. A course 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 encountered 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. A study of modulations and chromatic chords will be followed by variation techniques and binary and ternary forms. Written assignments and class drills will involve original composition in 18th-19th Century small scale, characteristic piano styles. Prerequisite: MUT 1112 or consent of department. 3 semester hours credit.

MUT 2117. Music Theory IV. A study of large scale forms, fugue and late Romantic and Twentieth Century harmonic practices. Written assignments and class drills required. Prerequisite: MUT 2116. 3 semester hours 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. A 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 students who desire general keyboard proficiency. No previous keyboard experience is necessary. Primary emphasis is on development of music reading and playing for personal satisfaction. 1 semester hour credit.

MVK 2121. Class Piano II. A continuation of MVK 1111, designed for the non-piano major. Emphasis on coordination, major and minor scales and pieces, and increasingly difficult rhythms. Prerequisite MVK 1111 or consent of department. 1 semester hour credit.

MVK 2621. Basic Piano Pedagogy. This introductory course prepares the student for professional piano teaching at the beginner and early

elementary level. Three contact hours per week. 2 semester hours credit.

MVV 1111. Class Voice. A course in the fundamentals of voice production, elementary level, designed for the non-voice major. 1 semester hour credit. Course may be repeated for maximum credit of 2 semester hours.

MVS 1116. Class Guitar. A course performance in guitar 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.

MV-(B,K,P,S,V,W) 1011-1016. Applied Music Prep. A course of private instruction for students preparing for the freshman level of performance. Each course may be repeated for a maximum of four (4) semester hours. Credit earned in the MV- (B,K,P,S,V,W) 1011-1016 series will not apply toward the requirement of the principal instrument. 2 semester hours credit per course.

Applied Music. A course in applied music instruction is offered in voice, piano, and band instruments for non-music majors. 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:

Private instruction for non-music majors requires that they also be enrolled in at least one other course on campus. This does not apply to dual enrollment or early admissions students.

MVB 1211-2221. App. Music - Trumpet
MVB 1212-2222. App. Music - French Horn
MVB 1213-2223. App. Music - Trombone
MVB 1214-2224. App. Music - Bar. Horn
MVB 1215-2225. App. Music - Tuba
MVK 1211-2221. App. Music - Piano
MVK 1213-2223. App. Music - Organ
MVP 1211-2221. App. Music - Percussion
MVV 1211-2221. App. Music - Voice
MVW 1211-2221. App. Music - Flute
MVW 1212-2222. App. Music - Oboe
MVW 1213-2223. App. Music - Clarinet
MVW 1214-2224. App. Music - Bassoon
MVW 1215-2225. App. 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. App. Music - Trumpet
MVB 1312-2322. App. Music - French Horn
MVB 1313-2323. App. Music - Trombone
MVB 1314-2324. App. Music - Bar. Horn
MVB 1315-2325. App. Music - Tuba
MVK 1311-2321. App. Music - Piano
MVP 1311-2321. App. Music - Percussion
MVV 1311-2321. Applied Music - Voice
MVW 1311-2321. App. Music - Flute
MVW 1312-2322. App. Music - Oboe
MVW 1313-2323. App. Music - Clarinet
MVW 1314-2324. App. Music - Bassoon
MVW 1315-2325. App. Music - Saxophone

Nursing

Associate Degree Courses

NSP 2012C. Physical Assessment in Health Care. This course is designed for registered nurses or graduates of a nursing program who wish to improve their skills for various reasons. The course content will build upon basic nursing knowledge and skills. Content includes completion of a health data base, communication skills, development of nursing diagnosis and body systems assessment. Cultural and sociological influences will be explored. Analysis of data will provide the foundation for formulation of nursing diagnosis. Supervised practice and planned clinical experience will be correlated with theory to provide a meaningful experience for interested students. Three hours lecture and one hour lab per week. 4 semester hours credit.

NUR 1020C. Fundamentals of Nursing. A course designed to provide students with an understanding of certain key concepts and principles fundamental to the practice of nursing, along with the 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 the 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 opportunities to utilize nursing theory to 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 labora-

tory per week. Prerequisites: Chemistry 1030C and APB 2821C. 6 semester hours credit.

NUR 1142. Pharmacology. A course 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 the mathematical knowledge and skills which are essential to safe nursing practice. Prerequisite: CHM 1030 (Exemption Examination Offered to LPN's). 3 semester hours credit.

NUR 2003. LPN Transition Course. A course designed to facilitate the entry of Licensed Practical Nurses into the second year of the Associate Degree Program. Theoretical components of NUR 1020M 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 1020M and NUR 1742C Skills List. Individualized guidance in simulated labs will be provided as a component of this course. Lecture 1 hour. 1 semester hour credit.

NUR 2310C. Pediatrics. A course which provides students with opportunities to acquire the 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). Corequisite: NUR 2301C. 6 semester hours credit.

NUR 2420C. Maternal and Neonatal Nursing. A course designed to present the nursing student with basic knowledge and skills necessary to provide proper care during the normal state of pregnancy, including labor and delivery, post partum care and care of 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 adaption 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). Corequisite: NUR 3210C. 6 semester hours credit.

NUR 2523C. Psychiatric Nursing. A course which provides the student with opportunities to acquire the 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. Corequisite: NUR 2744C. 4 semester hours credit.

NUR 1742C. Medical-Surgical Nursing I. A course which provides students with opportunities to acquire the knowledge and skills necessary for safe and effective nursing care of patients with common medical-surgical problems. Building upon the foundation materials acquired in NUR 1020M, 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

1020M (Exemption Examination Offered to LPN's). 6 semester hours credit.

NUR 2743C. Medical-Surgical Nursing II. A course which builds upon previously acquired knowledge and skills to enhance the student's ability to provide safe, 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 1020M and NUR 1742C. 6 semester hours credit.

NUR 2744C. Medical-Surgical Nursing-Advanced. A course 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 specialty areas. Two hours lecture and six hours laboratory per week. Prerequisite: NUR 2743C, NUR 2310C, NUR 2420C (90% Accuracy on Diagnostic Mathematics Test). Corequisite: NUR 2523C. 4 semester hours credit.

Physical Education (Professional)

PEO 2003. Sports Officiating. Lecture and discussion of rules along with practice in techniques of officiating various sports through laboratory experience. Students must be available for off-campus officiating after school hours. Three hours lecture-laboratory per week. 2 semester hours credit.

PEL 2219. Theory and Practice of Baseball. Lecture and discussion of all phases of baseball techniques, strategy and coaching procedures with some laboratory experience. Three hours laboratory per week. 2 semester hours credit.

PEO 2624. Theory and Practice of Basketball. A 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.

Physical Education (Required)

DAA 1100-1480. Contemporary Dance I and II. An activity in which the student should gain elementary technical proficiency and a working knowledge of the traditional discipline inherent in the art of the contemporary dance. 1 semester hour credit per course. Credit will be granted twice for each course.

DAA 1200-1201. Ballet I and II. A beginning dance course designed to serve as an introduction to the tradition and discipline of the art of 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.



In an impressive capping and pinning graduation ceremony, Associate Degree Nursing student Vickie Parris receives her cap from instructor Carol Hardin.

PEL 1111. Bowling I. A coeducational course that includes a brief history of the sport followed by instruction and practice in fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1112. Bowling II. A continuation of PEL 1111. Two hours laboratory per week. Prerequisite: PEL 1111 or consent of department. 1 semester hour credit.

PEL 1121. Golf. A coeducational course that includes a brief history of the sport, followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1141. Archery. A coeducational course that includes a brief history of the sport, followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1219-2219. Varsity Baseball. An activity course designed to serve varsity baseball team members. May be taken four semesters for credit. 1 semester hour credit.

PEL 1341. Tennis. A coeducational course that includes a brief history of the sport, followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1421. Handball. A coeducational course that includes a brief history of the sport, followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1441. Racquetball. A coeducational course that includes a brief history of the sport, followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

PEL 1624-2624 Varsity Basketball. An activity course designed to serve varsity basketball team members. May be taken four semesters for credit. 1 semester hour credit.

PEM 1101-2101. Law Enforcement Conditioning I, II. A physical conditioning program for law enforcement personnel. 1 semester hour credit.

PEM 1101. Physical Conditioning. A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building. Two hours laboratory per week. 1 semester hour credit.

PEM 1146. Jogging. A coeducational course with planned programs in jogging to meet the individual needs of the participant. Two hours laboratory per week. 1 semester hour credit.

PEM 1953-2953. Varsity Cheerleading I, II. An activity course designed to serve varsity cheerleader team members. Includes practice of fundamentals and techniques of cheerleading. May be taken four semesters for credit. 1 semester hour credit.

PEN 1113. Lifesaving. American Red Cross advanced lifesaving class. The student will be certified by the American Red Cross upon successful completion. Two hour laboratory per week. Prerequisites: Demonstrated ability to swim and certification in CPR and Red Cross First Aid. 1 semester hour credit.

PEN 1121. Swimming I. A coeducational course designed for the non-swimmer. Primary emphasis is placed on learning basic swimming and water safety techniques. Two hours laboratory per week. 1 semester hour credit.

PEN 1122. Swimming II. A coeducational course that includes instruction and practice in advanced swimming and water safety techniques. Two hours laboratory per week. 1 semester hour credit.

PEN 1136. Scuba I. A course designed to prepare the student in academic knowledge, water safety, and diving skills in order to obtain the Professional Association of Diving Instructors (PADI) Open Water Certification. Two hours laboratory per week. Prerequisite: Demonstrated ability to swim. 1 semester hour credit.

PEN 1137. SCUBA II. Advanced Open Water Diver. A course designed to review PADI open water skills, navigation underwater, buoyancy, hydrothermics, hydroacoustics, hydrooptics, pressure/temperature relationships, air under pressure, dive site relocation techniques, diver's diet, dental problems, sextant knowledge, diving problems with respiration and circulation. It also includes underwater communications, buddy system techniques, oceanography and water movement, search and recovery techniques. Prerequisite: open water certification. 1 semester hour credit.

PEN 1138. SCUBA III. Rescue Diver. A continuation of SCUBA II, this course include PADI skill circuit, swimming and non-swimming assists, panicked diver response, underwater problems of exertion and alternate air assists, missing diver procedures, surfacing the unconscious diver, rescue diver exercises, inwater artificial respiration, equipment removal during artificial respiration and first aid procedures for pressure related accidents. Prerequisite: PEN 1137. 1 semester hour credit.

Physical Science

GLY 1001. Introduction to Earth Science. A general education course involving an elementary study of geology, physical geography, and meterology. Demonstrations and practical applications are emphasized. Open to all students. 3 semester hours credit.

ISC 2901. Workshop for K-12 Science Teachers. This course includes selected topics and laboratory experiments for those teaching science in grades K-12. Prerequisite: Selected sci-

ence teachers in grades K-12. 3 semester hours credit.

PSC 1121. Introduction to Physical Science. A general education course involving an elementary study of astronomy, the physical laws that govern the universe, and characteristics of matter, including the changes it undergoes. Demonstrations and practical applications are emphasized. Open to all students; however, the course is not intended for science majors. 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. Twentieth Century Physics. A course dealing 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 or physics (minimum grade of "B"). 3 semester hours credit.

PHY 1053C. General Physics. 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. Includes the study of forces, linear motion, circular motion, energy, hydrostatics, heat, thermal expansion and thermodynamics, with laboratory applications of these topics. Corequisite or prerequisite: MAC 1104 or 1132. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 1054C. General Physics. A continuation of PHY 1053. Topics covered are static electricity, magnetism, direct current circuits, alternating current circuits, sound, light, and nuclear physics, with laboratory applications of these topics. Prerequisite: PHY 1053. Corequisite: MAC 1114 or 1311. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

PHY 2048C. General Physics. The first course in a two-semester sequence intended primarily for students majoring in physics, mathematics, chemistry or engineering. Course includes the study of forces, statics, linear motion, circular motion, momentum, energy, gravity, relativity, oscillatory motion, ideal gases, thermal properties of matter and thermodynamics, with laboratory applications of these topics. Corequisite: MAC 2312. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHY 2049C. General Physics. 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, with laboratory applications of these topics. Prerequisite: PHY 2048. Corequisite: MAC 2313. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

PHZ 2300. Nuclear Physics. A study of the nucleus 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, i.e. by fusion and fission reactions. Prerequisite: Consent of department. 3 semester hours credit.

Political Science

POS 2041. American Federal Government. A study of our Federal Government, designed to give the student an understanding of its organization, principles and the way it works. The relationship of the individual to government is emphasized. POS 2112 is recommended for subsequent study. 3 semester hours credit.

POS 2112. State and Local Government. A study of the form or organization, the functions, and the operations of state and local governments in the United States. Particular attention is given to state, county, and city government in Florida. This course is designed to be as practical as possible and includes actual participation of county and city officials. POS 2041 is not a prerequisite, but is recommended. 3 semester hours credit.

Psychology

CLP 2100. Abnormal Psychology. A course which concentrates on the description, causes and treatment of behavioral disorders as seen from the viewpoint of the major theoretical models of abnormal behavior. Prerequisite: PSY 2012. 3 semester hours credit.

DEP 2102. Child Psychology. A course with application to an objective study of the preadolescent child. Preadolescent physical, psychological, and social development are 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. A course 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 of college study. 3 semester hours credit.

Sociology

FAD 2220. Life Span Development. A course in which biophysical, cognitive and psychosocial development throughout the life span (from conception to death) 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: PSY 2012. Completion of DEP 2102 is strongly recommended as preparation for this course. 3 semester hours credit.

SYG 1000. Introductory Sociology. 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 how it is developing. 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. 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 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 1010. Contemporary Sociology. This course is intended to provide the student with an insight into some of the major social issues and problems confronting American society. The course will have the flexibility to shift the focus on issues and problem areas as they move in and out of the social arena. It will provide students with a multi-cultured, unisex course capable of dealing with any social problem subject area deemed appropriate for study. 3 semester hours credit.

SYG 1410. Marriage and Family Relationships. 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 2361. Gerontology. A course in aging, death and dying for professionals who will work with people over 55 years of age as part of the professional experience. The course topics include successful aging through physical, social and personal adjustment; financial planning and knowledge of the diseases associated with aging and life adjustments. Theories dealing with institutional care, family life, funerals and bereavement will be discussed. 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 for those who wish to acquire some knowledge of Spanish through the use of conversation, not for those who wish to meet curriculum requirements in foreign language. A brief introduction to the history, geography and culture of Spanish-speaking countries is included. 3 semester hours credit.

SPN 1120. Elementary Spanish. A study of the essentials of Spanish, with emphasis on oral expression. Open to students who enter college without any high school Spanish. 4 semester hours credit.

SPN 1121. Elementary Spanish. A continuation of SPN 1120 with emphasis on both oral and written expression. Prerequisite: SPN 1120. 4 semester hours credit.

SPN 2200. Intermediate Spanish. A course including the reading of selections from modern prose authors, a review of grammatical principles, and further study of composition and conversation. Prerequisite: SPN 1121. 4 semester hours credit.

SPN 2201. Intermediate Spanish. A continuation of the courses 2200-2201. Prerequisite: SPN 2200. 4 semester hours credit.

Speech

ORI 2000. Oral Interpretation. A course designed to develop the ability to analyze the meaning, and deliver oral interpretations of, the major forms of prose, poetry, and drama. 3 semester hours credit.

SPC 0001. Voice and Diction Workshop. An audio-visual course which provides individualized instruction in pronunciation, articulation, diction and oral sentence structure. Speech theory

combines with practical and specific exercises for improvement of voice and diction. The course is designed to help the student become aware of his linguistic environment and provide for the improvement of his own speech skills. Special emphasis is placed on correcting oral usage errors in irregular verbs, subject-verb agreement, pronoun reference, and pronunciation. 1 semester hour of non-college credit.

SPC 1050. Fundamentals of Speech. An intensive study of the speech process, designed primarily for English, speech, elementary education and special education majors. Emphasis is on enabling the students to evaluate their own speech; to understand phonetic, physiological, and psychological factors involved in speech; and to establish procedures to follow for personal speech improvement. A study of the International Phonetic Alphabet is included. 3 semester hours credit.

SPC 2030. Effective Speaking. A course dealing with the preparation and presentation of speeches for business, social and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of the speaking voice. Prerequisite: ENC 1101, ENC 1102, or instructor's approval. 3 semester hours credit.

Student Development

SLS 1101. Orientation. This course provides the entering student with information necessary for successful adjustment to college life, work and activities. Attention is given to study habits, vocational choice and the development of a well-rounded philosophy of life. This course is mandatory for students who have completed fewer than 12 semester hours and for all high school graduates who were dually enrolled. 1 semester hour 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.

SLS 1501. College Success Skills. A course designed for first semester freshmen students. It serves as an introduction to Chipola Junior College and assists the beginning student in coping 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.

Theatre Arts

THE 1020. Introduction to Theatre. This course examines the evolution of several facets of theatre, including acting, directing, playwriting, the physical stage, performance conditions, and dramatic literature. The emphasis is on demonstrating the collaborative, eclectic nature of theatre, and on providing students with a sophisticated understanding of how live performances have evolved to meet the demands of each society through the ages. 3 semesters hours credit.

THE 1051. Theatre for Special Audiences. A course for participation in the organization, construction, rehearsal, and performance of a show for children. Credit for this course will be received only by members of the ensemble who have been selected by audition. 3 semester hours credit.

THE 1071. Cinema Survey. An introduction to the motion picture industry. This course will cover such topics as the history of cinema, directing for the camera, film editing techniques, film genres, acting styles, screen writing, and the industry's responses to evolving cultural issues. 3 semester hours credit.

THE 1925-1926-1927. Rehearsal/Performance Lab. A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisite: Courses should be taken in sequence. 1 semester hours credit each course.

THE 2014. Modern Dramatic Literature. A study of the diverse trends in playwriting and in the theatrical performance over the past one hundred years as viewed through the works of the major playwrights of Europe and North America. The focus of the course will be placed equally upon script analysis and the art of theatre. 3 semester hours credit.

THE 2721. Children's Theatre. A course for participation in the organization, construction, rehearsal, and performance of a show for children. Credit for this course will be received only by members of the ensemble who have been selected by audition. 3 semester hours credit.

THE 2925-2926-2927. Rehearsal/Performance Lab. A course for advanced participation in theatrical productions. Credit may be received for acting, choreography, dancing, singing, or stage management in plays or musicals. Prerequisite: Courses should be taken in sequence. 2 semester hours credit each course.

TPA 1200. Introduction to Technical Theatre. A lecture/seminar/laboratory course designed to help acquaint the student with general play production procedures. The course will familiarize the student with the overall workings of a theatrical organization and facets of technical theatre through textbook, video, and assigned crew work related to the semester's production. Corequisite: TPA 1290. 1 semester hours credit.

TPA 1290. Technical Theatre Lab . A course for participation in the technical facets of a theatre production. Credit may be received for work in the areas of lighting, set construction, costuming, publicity, and makeup. Corequisite: TPA 1200. 1 semester hour credit.

TPA 1291. Technical Theatre Lab . A course for participation in the technical facets of a theatre production. Credit may be received for work in the areas of lighting, set construction, costuming, publicity, and makeup. Prerequisite TPA1200 and TPA 1290. 2 semester hours credit.

TPA 1292-1294-1296. Technical Theatre Lab. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. Prerequisite: TPA 1291; courses should be taken in sequence. 2 semester hours credit each course.

TPA 2297. Technical Theatre Lab. A course for advanced participation in the technical facets of a theatre production. Credit may be received for significant, independent projects in technical theatre. Prerequisite: Consent of department. 3 semester hours credit.

TPP 1100. Stage Acting. An introduction to the requirements of acting in plays. The focus will be placed equally upon script analysis and upon developing the technical skills necessary to perform comfortably on a stage. There will be regular lectures and discussions, as well as performance assignments on pantomime, improvisation and acting technique. The final grade will not be based upon talent. 3 semester hours credit.

TPP 2210. Touring Theatre. A course for participation in the organization, construction, rehearsal, and performance of a touring production. Credit for this course will be received only by members of the ensemble who have been selected by audition. 3 semester hours credit.

Vocational Certificate Programs

Preparation for Employment

Vocational certificate programs are intended for students who want one or two years of specialized training in a career field before entering the job market. These programs also provide additional training for people already employed.

Vocational certificate programs are generally based upon the number of clock hours spent in class. The programs last from one to two years and are intended to place students in a job at completion.

The courses of study consist chiefly of preparatory training for employment in trades or skilled occupations. Mostly, classes are scheduled during the day, five days each week for six hours or class periods per day. In a number of programs, students may enroll on a full-time or part-time basis. Selected programs offer evening instruction.

Open Entry/Open Exit

A number of the certificate programs offer open-entry/open-exit, meaning that students may enter the program at any time and complete the program at their own pace.

Limited Programs

Some programs, such as those offered by Cosmetology, Public Service and Allied Health, have limited enrollments. Furthermore, admission to the college does not mean that a student has been admitted to

Cosmetology or to a program in Allied Health or Public Service. Also, classes offered in some programs may not start and end according to the regular college calendar.

Dual Enrollment

Dual enrollment is available to area high school students with a grade point average of 2.0 or better when approved by high school principals and instructors of the vocational program. Dual enrollment in certificate programs is accomplished through attending class half days at the high school and half days in the vocational class.

Admission Requirements

Admission or entrance requirements for certificate programs depend upon the program of study to be pursued. A student may be admitted to some programs if it can be shown that he or she could profit by enrollment and attendance.

On the other hand, certificate programs in Allied Health and Public Service have strict entrance requirements as well as limited enrollments.

To enter one of these programs, students must make arrangements in advance by contacting the person in charge of the program, listed on the following pages.

All adult clockhour students (certificate) are required by State Board Rule to take the

Test of Adult Basic Education (TABE) within the first six weeks of enrollment. Arrangements for the test are made through vocational instructors or the Success Center. Instructors may require remediation to meet Department of Education minimum basic skill requirements and to enhance individualized approaches to skill training.

Clockhours/Course Credits

At this time, vocational certificate programs are being converted from clockhours to course credits. Because this process is incomplete, the following pages reflect the clockhours assigned and the proposed number of course credits that may be assigned. During this transitional period, some programs may enroll students under the previous system, while other programs may use the new system.

Program Completion

Trade and Industrial vocational certificate programs are competency-based, self-paced, open-entry/open-exit courses of study. Therefore, when a student completes all required course work/competencies and is recommended by the program instructor, he will be awarded the appropriate certificate, even though he or she may not have completed the total average number of clockhours listed for the program.

To inquire about enrolling in a particular program, contact the instructor listed for that program on the following pages.

Allied Health Programs

Certain programs offered by the Allied Health Department are limited enrollment programs with special requirements. These are Emergency Medical Technician, Patient Care Attendant and Practical Nursing.

Due to the unique responsibilities involved in the delivery of health care services, students seeking admission to these programs must meet certain selection and admission criteria. Applicants with the best qualifications will be selected.

Furthermore, these programs have special attendance requirements, grading policies, dress codes and fees.

Curricula for these programs are prescribed by the Department of Education's Program Standards, Health Rehabilitative Services-EMS Division, and the Florida State Board of Nursing.

All who satisfactorily complete these programs will receive certificates from Chipola

Junior College. However, licensure to practice is dependent upon passing a state licensing or certification examination.

Applicants are advised that if they have been arrested or convicted of anything other than a minor traffic violation, the certifying or licensing agency may deny licensing or certification.

To inquire about these programs, contact Carol Smith at 526-2761, Extension 296, Building N, Room 439.

To inquire about an Allied Health Program, contact Carol Smith at 526-2761, Extension 296, Building N, Room 439.

Emergency Medical Technician Program

This is a limited enrollment program preparing students for employment as ambulance drivers/ambulance attendants, or emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials.

The program prepares students for certification as EMT's in accordance with Chapter 10D-66 of the Florida Administrative Code.

Upon successful completion of EMS 1159C Emergency Medical Technician, a

five-semester-hour course, the student will be eligible to take the state certification examination.

The curriculum encompasses theory, simulated learning and clinical study. This is an evening program with selected weekend clinical study.

EMS students will adhere to standards as listed in the Chipola Junior College Emergency Medical Services Student Handbook that complies with the HRS-EMS Requirements for Written Rules and Policies.

Emergency Medical Course of Studies

Course	Title	Semester Hours
EMS 1159C	Emergency Medical Technician	5
The course for the Emergency Medical Technician Program is listed in the College Credit Course Descriptions section of this catalog.		

Mental Retardation 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 enroll in the academic program as special students and are not required to take standardized entrance and exit exams. Exams will be proficiency exams related to work training.

Students may take a maximum of 15 credit hours in internship and 26 credit hours in mental retardation courses to meet the minimum 32 semester hours required.

Further information is available from the program instructor, Mary Lu Andreu, at 526-2761, Extension 241, Building C., Room 1.

Mental Retardation Course of Studies

Fall Semester		
Course	Title	Semester Hours
MER 1000	Introduction to Mental Retardation	3
MER 1101	Seminar in Daily Living Skills	1
MER 1101L	Daily Living Skills Laboratory	3
MER 2800	Directed Field Work and Study	6
Elective		3
Spring Semester		
MER 2200	Seminar in Behavior Management	1
MER 2200L	Behavior Management Laboratory	3
MER 2800	Directed Field Work and Study	9
[Elective		3
or 6 hours during summer terms]		
Descriptions of Mental Retardation courses are in the College Credit Course Descriptions section of this catalog.		

Patient Care Assistant Program

This program is designed to prepare health care technicians (70060400) Patient Care Assistants or Patient Care Technician students for employment as Health Care Technicians or Patient Care Assistants, or to provide supplemental training for persons previously or currently employed in these occupations.

This program provides a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Upon completion, the graduate will be prepared to care for patients in a hospital, nursing home, home health agency or private home. Successful completion of the program qualifies the student to take state certification for em-

ployment as a nursing assistant in a nursing home in accordance with Chapter 82-163 of the Florida Statutes. It also meets requirements of home health aide as stated in the Rules of the Department of Health and Rehabilitative Services, Chapter 10D-66 Minimum Standards for Home Health Agencies. The Patient Care Assistant Course is 300

hours in length, meeting five days a week, 8:30 a.m. to 2:30 p.m.

Classroom instruction will be offered on campus while local clinical facilities will be used for clinical experiences. The attendance policy must be strictly observed.

Each student must complete the following course of studies:

Patient Care Assistant Course of Studies

Course*	Title	Hours/Credits
HCP 0XXX	Beginning Nursing and Patient Care Skills	90/3
HCP 0XXX	Clinical Practice for Patient Care Assistants	150/5
HCP 0XXX	Home Health for the Patient Care Assistants	30/1
HCP 0XXX	Employability Skills	30/1

*Course numbers will be assigned by SCNS during 1993-94.

Patient Care Assistant Course Descriptions

HCP 0XXX. Beginning Nursing and Patient Care Skills. The course is designed to provide students with job related competencies, such as communication skills, legal and ethical behavior, employability skills, and knowledge of the function, interrelatedness and needs of human body systems. Patient care activities of daily living, health and hygiene are provided for all age groupings with particular emphasis on gerontology. 90 hours/3 credits.

HCP0XXX. Clinical Practice for Patient Care Assistants. Clinical experience is provided under

the direct supervision of the teacher in licensed nursing homes, hospitals and home health agencies. Patient care activities including specified treatments and procedures are practiced. Patient need for rehabilitation, tender loving care and well-being are stressed. 150 hours/5 credits.

HCP0XXX. Home Health for the Patient Care Assistants. The Patient Care Assistant Program provides all the general competencies for certification as a Home Health Aide. Only competencies specific to the Home Health Aide are presented in this course, such as principles of nutri-

tion and home health care services. 30 hours/1 credit.

HCP0XXX. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for job information, making preparation for applying for a job, preparing a resume, preparing a job application letter, completing a job application form and interviewing for a job. It also includes instruction on maintaining employment, such as proper work habits, attitudes, human relations, appropriate dress and grooming, health habits and job change techniques. 30 hours/ 1 credit.

Practical Nursing Program

The Practical Nursing Program is a limited 1200 hour vocational program approved by the Florida Board of Nursing. Upon successful completion of the prescribed course of study, the graduates will receive a certificate and will be eligible to take the NCLEX (National Council Licensure Examination) for licensure as a licensed practical nurse (LPN).

The program prepares students for entry level positions as Licensed Practical Nurses. It provides a curriculum for theoretical, simulated laboratory and clinical study. Students under the direct guidance of the nursing faculty actively participate in providing care to carefully selected patients in hospitals and other health care settings.

The program is designed with some selected weekend courses and/or clinicals. Students will be able to transfer up to four college credit courses into the Practical Nursing Program in lieu of vocational courses. Transfer-

able courses are Communications Skills I, Human Anatomy and Physiology I and II, Individual and Family Life Span Development, and Elements of Nutrition. Students who complete this program are eligible to apply to the LPN transition component of

the ADN program in Chipola's Allied Health Department.

The following courses must be taken in sequence and completed successfully in order to graduate from this program and take the state exam.

Practical Nursing Course of Studies

Number	Title	Hours/Credits
PRN0001V	Practical Nursing I	60/2
PRN0010V	Vocational Adjustment and Leadership	30/1
PRN0050V	Emergency Care/Structure and Function	60/2
PRN0070V	Nutrition and Diet	30/1
PRN0002V	Practical Nursing II	60/2
PRN0020V	Ind. Life Span Dev.	30/1
PRN0030V	Pharmacology and the Administration of Medications	30/1
PRN0400V	Practical Nursing Communications II	60/2
PRN0003V	Practical Nursing III	120/4
PRN0041V	Practical Nursing IV	150/5
PRN0100V	Practical Nursing V	150/5
PRN0200V	Practical Nursing VI	195/7
PRN0007V	Practical Nursing VII	195/7
PRN0011V	Career Planning	30/1

Practical Nursing Course Descriptions

PRN0001V. Practical Nursing I. This is a fundamental knowledge and skills course utilizing scientific principles. The course encompasses five basic steps of the nursing process and the practical nurse's role in assisting with the collection of data, contributing to the plan of care, performing basic therapeutic techniques, preventive measures and assisting in the evaluation of nursing interventions. A foundation for specific communication and documentation in charting and reporting will be emphasized. Classroom, lab and clinical experiences total 60 hours/2 credits.

PRN0010V. Vocational Adjustment and Leadership. This course combines vocational adjustments and interpersonal relationships into one course. It is designed to orient the student to a

practical nursing program and the practical nursing occupation and to increase the student's awareness of the importance of the interrelationship of physical, emotional and psycho-social needs of the patient. Focus of this course will be on the psychosocial adaptation and coping mechanisms. This course emphasizes the practical nursing role in meeting the needs of patients with common health problems through effective communication skills. 30 hours/1 credit.

PRN0050V. Emergency Care/Structure and Function. This course covers basic normal anatomy and physiology and provides the student with basic foundation upon which to build subsequent learning, involving human structure and function, normalities and abnormalities. Medical

terminology for each system is integrated throughout the course. 60 hours/2 credits.

PRN0070V. Nutrition and Diet. This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing, and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be emphasized. 30hours/1 credit.

PRN0002V. Practical Nursing II. A continuation of the steps in the nursing process. The assessment phase is emphasized while acquiring the skills of body measurements, infection control and providing for nutrition and elimination. First

aid techniques are reviewed with a focus on emergency care. 60 hours/2 credits.

PRN 0020V. Life Span. This course covers the following developmental stages: infancy, pre-school age, school age (6-11), preadolescence, adolescence, young adulthood, middle age adulthood, and geriatrics. 30 hours/1 credit.

PRN0030V. Pharmacology and the Administration of Medications. This course provides knowledge of the broad groups of drugs, dosages and side effects. It includes mathematics necessary to administer safe and accurate dosages of medications. Drug therapy is also a component. 30 hours/1 credit.

PRN0400V. Communications Skills II. This course promotes effective communication skills through written work and through the use of electronic equipment. Students are required to demonstrate the ability to read, analyze and interpret communications. Included are hands-on experience and an introduction to major software applications used in the health care industry. 60 hours/2 credits.

PRN0003V. Practical Nursing III. A second-level course in fundamental knowledge and skills, including assisting with examinations, interventions to promote nutrition and elimination, tissue

healing, and care of the chronically and terminally ill. 120 hours/4 credits.

PRN0041V. Practical Nursing IV. This course provides a framework for understanding the common health problems within the community and the illnesses that bring the client to the hospital or health care agency. Topics include perioperative care, community health care, fluid and electrolyte balance, fluid and blood replacement, the patient in pain, infectious disease process, emergency care (including emergency deliveries), cancer and its treatment, and sexually transmitted diseases. The course also serves as a foundation for all nursing specialties. 150 hours/5 credits.

PRN0100V. Practical Nursing V. This course covers the needs of the expectant mother and the growth of children. The focus is on the promotion and maintenance of health during the rapid developmental years. Emphasis is placed on the impact to normal family life, growth and development when illness occurs. Phases of the nursing process are used to guide students in performing basic therapeutic and preventive nursing procedures. 150 hours/5 credits.

PRN 0200V. Practical Nursing VI. This course is an introduction to medical and surgical nursing as specialties. Focus is on the adult patient who is experiencing disturbances of body supportive

structures and locomotion, threats to adequate respiration, insults to cardiovascular integrity, disturbances of sexual structure or reproductive function, and problems resulting from endocrine imbalances. The nursing process provides a framework for the student to learn the common disease entities that interfere with normal body functions of the adult and the nursing and medical management of these disease processes as they relate to the individual client/patient. 195 hours/ 7 credits.

PRN0007V. Practical Nursing VII. This course is a continuation of nursing care of the adult patient. Focus is on adults experiencing disorders of the cognitive, sensory or psychomotor function, disturbances of ingestion, digestion, absorption and elimination, and common problems involving disfigurement. This course also provides the knowledge necessary to care for patients with commonly occurring health problems with predictable outcomes. 195 hours/7 credits.

PRN0011. Career Planning. This course covers a survey of job opportunities, licensing requirements, legal responsibilities, personal finances and personal responsibilities for growth and continuing education that will help students in preparing for employment in Practical Nursing. 30 hours/ 1 credit.

Business Programs

Office Systems Specialist Program

This course of study prepares students for employment in business and industry as office systems specialists, correspondence specialists, electronic workstation specialists, or reprographics specialists. Courses completed may also be counted toward the Associate of Science degree in Office Systems Technology. The program ordinarily takes one year to complete. For further information, contact Helen Rhynes or Kathryn Roberts at 526-2761, Extension 267 or 269, Building L, Room 401C or 404C.

Office Specialist Course of Studies

First Semester		Semester Hours
Course	Title	
ENC 1101	Communication Skills I	4
*OST 1120	Advanced Typewriting	2
OST 1211	Gregg Shorthand	3
or BUL 2241	Principles of Business Law	
or GEB 1011	Introduction to Business	
CGS 1060	Microcomputer Literacy: Introduction	1
CGS 1500	Microcomputer Literacy: Word Processing	1
CGS 1501	Microcomputer Literacy: Intermediate Word Processing	1
CGS 1540	Microcomputer Literacy: Database	1
APA 1251	Introductory Accounting	3
Second Semester		
Course	Title	
OST 2324	Business Math and Machines	3
or QMB 1001	Business Mathematics	
OST 2637	Business Machines	3
ACG 2002	Integrated Accounting on Microcomputers	2
CGS 1000	Introduction to Data Processing	3
CGS 1502	Microcomputer Literacy: Advanced Word Processing	1
OST 1383	Human Relations	1
OST 2335	Business Correspondence	3

*Prerequisite: One year of high school typewriting, successful completion of OST 1141 and 1100, or consent of department.

Descriptions of these courses are in the College Credit Course Descriptions section of this catalog.

Public Service Programs

All programs offered by the Public Service Department teach objectives specified by the Criminal Justice Standards and Training Commission. These minimum standards classes are regulated by Florida Statutes and

are disciplined programs with special rules and procedures.

All Public Service Programs have special criteria for entrance—age, education, scores on entry exams—plus an interview.

Individuals who would like more specific information about any Public Service Program should contact Harrell Glisson at 526-2761, Extension 212, Building S, Room 1016A.

Law Enforcement Program

The Law Enforcement Program prepares students as entry level law enforcement officers, such as Police Officer and Deputy Sheriff. Practical skills and field exercise are an integral part of this program.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination.

The following courses have special lab fees: CJD 0704, 0705, 0254 and 0723.

Law Enforcement Course of Studies		Hours/Credits
Course	Title	
CJD 0760	Law Enforcement: Legal I	38/1
CJD 0761	Law Enforcement: Legal II	48/2
CJD 0730	Law Enforcement: Legal III	34/1
CJD 0762	Law Enforcement: Communications	48/2
CJD 0763	Law Enforcement: Interpersonal Skills I	58/1
CJD 0704	Criminal Justice: Defensive Tactics	80/2
CJD 0705	Criminal Justice: Weapons	80/3
CJD 0254	Criminal Justice: Medical First Responder	48/2
CJD 0731	Law Enforcement: Patrol	38/1
CJD 0732	Law Enforcement: Traffic	48/2
CJD 0723	Law Enforcement: Vehicle Operations	48/2
CJD 0734	Law Enforcement: Investigations	63/2
		630/21

Correctional Officer Program

The Basic Corrections Program prepares students for employment as correctional officers and provides supplemental training for persons previously or currently employed in this occupation.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination.

Correctional Officer Course of Studies		
Course	Title	
CJD 0770	Corrections: Legal I	48/2
CJD 0771	Corrections: Legal II	24/1
CJD 0772	Corrections: Communications	48/2
CJD 0773	Corrections: Interpersonal Skills I	72/2
CJD 0704	Criminal Justice: Defensive Tactics	80/2
CJD 0705	Criminal Justice: Weapons	80/3
CJD 0254	Criminal Justice: Medical First Responder	48/2
CJD 0750	Corrections: Interpersonal Skills II	56/2
CJD 0741	Corrections: Emergency Preparedness	40/1
CJD 0752	Corrections: Operations	64/2
		560/19

Combination Law Enforcement & Corrections Academy Program

The Combination Law Enforcement & Corrections Academy Program prepares students for employment as correctional officers and law enforcement officers and provides supplemental training for persons previously or currently employed in these occupations.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination. This program is open to high school enrollment.

Combination Course of Studies		
Course	Title	
CJD 0710	Criminal Justice: Legal I	90/3
CJD 0711	Criminal Justice: Legal II	48/2
CJD 0712	Criminal Justice: Communications	90/3
CJD 0713	Criminal Justice: Interpersonal Skills I	90/3
CJD 0704	Criminal Justice: Defensive Tactics	80/2
CJD 0705	Criminal Justice: Weapons	80/3
CJD 0254	Criminal Justice: Medical First Responder	48/2
CJD 0730	Law Enforcement: Legal III	34/1
CJD 0731	Law Enforcement: Patrol	38/1
CJD 0732	Law Enforcement: Traffic	48/2
CJD 0723	Law Enforcement: Vehicle Operations	48/2
CJD 0734	Law Enforcement: Investigations	62/2
CJD 0750	Corrections: Interpersonal Skills II	56/2
CJD 0741	Corrections: Emergency Preparedness	40/1
CJD 0752	Corrections: Operations	64/2
		916/31

Cross-Over Law Enforcement to Corrections Program

Persons who have received their certificates in Basic Law Enforcement may also become certified in Basic Corrections by successfully completing this course of study.

Cross-Over Law/Corrections Course of Studies		
Prerequisite: Completion of the Basic Law Enforcement Program		
Course	Title	Hours/Credits
CJD 0780	Cross-Over Corrections	40/1
CJD 0750	Corrections: Interpersonal Skills II	56/2
CJD 0741	Corrections: Emergency Preparedness	40/1
CJD 0752	Criminal Justice: Operations	64/2
*CJD 0704	Criminal Justice: Defensive Tactics	80/2
*CJD 0705	Criminal Justice: Weapons	80/3
*CJD 0254	Criminal Justice: Medical First Responder	48/2
*CJD 0704, 0705 and 0254 are considered high liability courses and will not be honored if taken at another training site. These three courses must be successfully completed at this training site within one year of state exam. Students who fail to meet this criteria will be required to repeat the courses to demonstrate proficiency.		

Cross-Over Corrections to Law Enforcement Program

Persons who have received their certificates in Basic Corrections may also become certified in Basic Law Enforcement by completing the following course of study.

Cross-Over Corrections/Law Course of Studies		
Prerequisite: Completion of the Basic Corrections Program		
Course	Title	Hours/Credits
CJD 0781	Cross-Over Law Enforcement	40/1
CJD 0730	Law Enforcement: Legal III	34/1
CJD 0731	Law Enforcement: Patrol	38/1
CJD 0732	Law Enforcement: Traffic	48/2
*CJD 0704	Criminal Justice: Defensive Tactics	80/2
*CJD 0705	Criminal Justice: Weapons	80/3
*CJD 0254	Criminal Justice: Medical First Responder	48/2
*CJD 0704, 0705 and 0254 are considered high liability courses and will not be honored if taken at another training site. These three courses must be successfully completed at this training site within one year of state exam. Students who fail to meet this criteria will be required to repeat the courses to demonstrate proficiency.		

Public Service Course Descriptions

CJD 0254. Criminal Justice: Medical First Responder. Covers the Department of Transportation's First Responder techniques needed in emergency medical situations. Includes major types of communicable diseases among adults, signs and symptoms of each disease and the methods of transmission. 48 hours/2 credits.

CJD 0704. Criminal Justice: Defensive Tactics. Covers techniques needed for an officer's personal safety and those necessary to subdue, search and transport inmates. Includes use of restraining devices, impact weapons and pressure points. 80 hours/2 credits.

CJD 0705. Criminal Justice: Weapons. The use of officer firearms, including handguns, shotguns and chemical agents, with emphasis on safety procedures. Practical exercises included. 80 hours/3 credits.

CJD 0710. Criminal Justice: Legal I. A study of the history, philosophy, ethics, development and objectives of the criminal justice systems. The court system of the United States will be studied at all levels. The use of probation, parole and community control are also examined, as well as the roles of the judge, prosecutor, defense and jury. 90 hours/3 credits.

CJD 0711. Criminal Justice: Legal II. A study of Constitutional Law and its impact on various criminal justice issues. The course also covers basic concepts of evidence and how they relate to criminal proceedings, as well as Florida laws and their impact on law enforcement.

CJD 0712. Criminal Justice: Communications. This course emphasizes correct preparation techniques necessary for effective writing skills in

both corrections and law enforcement. Effective interpersonal skills will be presented and students will be required to demonstrate proficiency. The student will also demonstrate interviewer responsibilities and techniques for proper interrogation of a subject. 90 hours/3 credits.

CJD 0713. Criminal Justice: Interpersonal Skills I. This course covers special groups and their impact on criminal justice systems as well as prevention, recognition and various intervention techniques for social problems. Also covered are ethnic groups, cultural groups and human diversity. 90 hours/3 credits.

CJD 0723. Law Enforcement: Vehicle Operations. Covers basic vehicle operation skills of police vehicles. Includes vehicle pullovers and felony traffic stops. Includes practical exercises on driving range. 48 hours/ 2 credits.

CJD 0730. Law Enforcement: Legal III. Covers various criminal laws with emphasis on those specific to police work, including juvenile, alcohol and tobacco control, public nuisance, unlawful assembly, weapons, child abuse, burglary, fraud, repossession, vessel, victim/witness assistance, traffic, driver's license and other vehicle laws. 34 hours/1 credit.

CJD 0731. Law Enforcement: Patrol. Addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls, including prowler response, crime-in-progress response, foot pursuit techniques, wants and warrants procedures, as well as handling unusual occurrences, crowd control, animal handling, environmental enforcement responsibilities, missing persons/children procedures, recognition of controlled substances, landlord/tenant dispute procedures. Covers methods of approach to various high-risk situations, officer survival considerations, and referral procedures to social service agencies. Practical exercises included. 38 hours/1 credit.

CJD 0732. Law Enforcement: Traffic. Covers traffic law enforcement and control, including DUI offenses, accident investigation, scene management and reporting procedures, alcohol violations and field sobriety tests. 48 hours/2 credits.

CJD 0734. Law Enforcement: Investigations. Covers investigations of various crimes, including those against property and persons, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death. Teaches techniques to follow from observation through processing of a crime scene and case preparation, including photography techniques, handling evidence and fingerprinting. Also includes familiarization with Florida's computer network as an information source. 62 hours/2 credits.

CJD 0741. Corrections: Emergency Preparedness. Covers skills and techniques for riot and disturbance control, handling unusual occurrences, emergency procedures, firefighting principles, and procedures if taken hostage. Includes prevention procedures. 40 hours/1 credit.

CJD 0750. Corrections: Interpersonal Skills II. Covers interpersonal skills and techniques needed by officers to understand incarcerated persons, including human adjustment to imprisonment, inmate societies, criminal types and careers, institutional criminalities, female inmates, inmate homosexuality, recognition of inmate deception and manipulation. Also includes inmate supervision techniques. 56 hours/ 2 credits.

CJD 0752. Corrections: Correctional Operations. Covers operation of correctional facilities, including chain of command, facility and vehicle inspection, safety, environmental, health and food services, control room operations, intake procedures and classification, fingerprinting, transfer, release, disciplinary confinement, referral,

cell and area search procedures, officer survival considerations, patrol concepts, techniques and hazards, accountability, security, inmate movement procedures, investigation procedures, and state rules and regulations. 64 hours/2 credits.

CJD 0752L. Correctional Operations Lab. An introduction to forensic science tasks, fingerprinting, crime laboratory examination, and forensic photography. Prisoner intake and release procedures will be practiced. The proper use of security equipment will be explored. Prerequisite: CJD 0572 in conjunction with the Combination Corrections and Law Enforcement Academy course of studies. 26 hours/1 credit.

CJD 0760. Law Enforcement: Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. Includes the foundation and basic components of law enforcement and its organizations, legal terms and definitions, classification of offenses, civil and criminal liability, court structure, rules and trial procedures, subpoena, burden of proof and use of force. Court procedure and testimony are examined. 38 hours/1 credit.

CJD 0761. Law Enforcement: Legal II. Covers constitutional law and its application to the public and officers. Includes evidence procedures, arrest, search and seizure, and other statutory laws common to police and correctional officers. Emphasis on elements of various crimes and application of civil laws, including civil and criminal liability of officers, as well as drug, criminal mischief, Baker Act, Myers Act, obstruction of justice, pornography, obscenity, Rico Act, extortion, gambling, conspiracy, arson, assault, sex crimes, robbery, kidnapping, homicide and theft laws. 48 hours/2 credits.

CJD 0762. Law Enforcement: Communications. Covers report writing process, including interview, statement taking, note taking, differences between interviewing and interrogating, interpersonal communication skills, radio and telephone procedures, with emphasis on techniques of interviewing and interrogating witnesses and prisoners. 48 hours/2 credits.

CJD 0763. Law Enforcement: Interpersonal Skills I. Covers community relations techniques with emphasis on crime prevention. Examines needs of various societal groups, including juveniles, elderly, ethnic minorities, mentally ill, retarded, handicapped, substance abusers. Includes intervention techniques for various situations, such as suicide and domestic violence, and recognition signs of stress and other behaviors. 58 hours/1 credit.

CJD 0770. Corrections: Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. Includes study of probation and parole, inmate rights and responsibilities, privi-

leged communication, correctional officer's rights and responsibilities, classification of offenses, civil and criminal liability, bribery, rules and trial procedures and burden of proof. 48 hours/2 credits.

CJD 0771. Corrections: Legal II. Covers constitutional law and its application to corrections officers, including rules of evidence, arrest laws, search and seizure concepts, obstruction of justice, arson, assault and sexual battery, theft, homicide, extortion, Myers Act, Baker Act, Corrections Mental Health Act. Includes the civil and criminal liability of officers. 24 hours/1 credit.

CJD 0772. Corrections: Communications. Covers report writing process from interview through final product. Includes communication equipment, radio codes, telephone procedures and interpersonal skills. Includes practical exercises. 48 hours/2 credits.

CJD 0773. Corrections: Interpersonal Skills I. Covers personal relations techniques with emphasis on human behavior and needs, including those of various inmate groups such as juvenile and youthful offenders, ethnic and cultural minorities, mentally ill or retarded, handicapped, substance abusers. Includes crises intervention techniques for various situations, including suicide, and recognition of signs of stress and other behaviors. 72 hours/2 credits.

CJD 0780. Cross-Over Corrections. Provides an overview of liability issues, correctional officer rights and responsibilities and inmate rights. Covers laws pertaining to work in corrections facilities, as well as techniques for dealing with juvenile and youthful offenders and suicide prevention and intervention. 40 hours/1 credit.

CJD 0781. Law Enforcement: Cross-Over. This course provides an overview of investigative techniques, elements of crime and privileged communication. It also covers legal aspects of various laws and specific problems facing special groups. Prerequisite: Completion of Basic Corrections Program or consent of the department. 48 hours/2 credits.

CJD 0940. Practicum in Criminal Justice. This course involves participation in the public or private sector of law enforcement, corrections, community-based corrections, courts, or substance rehabilitation programs. The course is structured to provide field experience and practical knowledge within the work environment. Each student will be evaluated by the participating agency. Prerequisite: Concurrent enrollment in a criminal justice program and consent of the department. 40 hours/1 credit.

Firefighting Program

The Firefighting Program prepares students for certification and employment as Fire Fighters in accordance with Florida Statutes.

Special Program Requirements: An academic average of "C" or higher must be earned in each Fire Fighting course in the program to receive a certificate. To be eligible for the state exam a student must complete all requirements set forth by the college and the Bureau of Fire Standards and Training.

This program requires that students follow the BFST attendance policy, which basically states that no student may miss more than ten percent of any course. Some class experiences, however, have a mandatory attendance requirement. The Fire Fighting program termination policy will be strictly enforced. Roll call will be held at each class meeting and attendance is considered an essential requirement of Fire Fighting students.

A minimum grade of seventy percent must be maintained on each evaluation. One re-take is permitted on each evaluation; failure to reach a seventy percent grade on a retake would result in dismissal. A student is allowed to take only two retake examinations.

The grading scale for this program is:
A=96—100%
B=86—95%
C=75—85%
D=70—74%
F=69— 0%

Firefighting Course of Study

Prerequisites: Candidates are required to take a physical examination. Entry requirements of the Bureau of Fire Standards and Training (BFST) must be met. Students must be physically fit to perform all tasks assigned. Complete turn-out (bunker) gear must be furnished by the student. Also required: TABE Level A-Reading 10; Math 10; Language 10.

Course	Title	Hours/Credits
FFP 0060	Introduction to Firefighting	58/2
FFP 0077	Emergency Medical Care	48/2
FFP 0061	Introduction to Fire Streams	82/3
FFP 0063	Introduction to Firefighting Tactics	58/2
FFP 0065	Introduction to Firefighting Support Practices	96/3
FFP 0066	Introduction to Fire Prevention Practices	24/1
FFP 0067	Hazardous Materials	30/1
FFP 0069	Practicum and Review	40/1

Firefighting Course Descriptions

FFP 0060. Introduction to Firefighting. This course examines fire departments' organizations and procedures. The study of combustion, extinguishing methods and fire control behavior are presented through lecture and drills. 58 hours/2 credits.

FFP0077. Emergency Medical Care. This course covers first responder training and response to hazardous materials, as well as health issues as they relate to emergency medical care. 48 hours/ 2 credits.

FFP 0061. Introduction to Fire Streams. This course consists of lecture and drills concerning water supply systems, fire streams and hose applications. Students will be required to demonstrate proficiency and pass required examinations. The course will also require physical fitness training. 82 hours/3 credits.

FFP 0063. Introduction to Firefighting Tactics. This course covers various firefighting tactics which include fire suppression and company performance tactics. Automatic sprinkler systems are discussed and salvage techniques are practiced. This course requires physical fitness training, and students will be required to demonstrate proficiency and pass required examinations. 58 hours/2 credits.

FFP 0065. Introduction to Firefighting Support Practices. This course demonstrates rope practices and applications. Rescue and extrication principles are presented and practiced. Forcible

entry techniques are explored as well as ventilation procedures. Functions of ladders are practiced. Physical fitness training is required. Also required are proficiency testing and examinations. 96 hours/3 credits.

FFP0067. Introduction to Fire Prevention Practices. The course presents building construction

concepts and fire cause determination. It will focus on fire safety and fire prevention practices. 24 hours/1 credit.

FFP 0067. Hazardous Materials. The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 30 hours/1 credit.

FFP 0069. Practicum and Review. This course consists of at least one live burn of a dwelling to provide supervised training and on the spot evaluations. It also provides a review of materials and physical skills needed to take the state examination. 40 hours/1 credit.



A big umbrella comes in handy for Veronica Baker on a rainy day in Spring.

Trade and Industrial Programs

Air Conditioning, Refrigeration & Heating Service Technology Program

This program is designed to prepare a person for initial employment as an Air Conditioning Mechanic, Air-Conditioning Installer Servicer, Environmental Control System Installer, Air-Conditioning Installer, Oil Burner Servicer and Installer, Furnace Installer, or Furnace Installer and Repairer or to provide supplemental training for a person previously or currently employed in these occupations. It may also serve as pre-apprenticeship or apprenticeship related instruction. This is a two-year program featuring open-entry/open exit competency-based, self-

paced instruction leading to a certificate upon satisfactory completion of required courses and/or competencies.

For further information, contact John Lamar at 526-2761, Extension 362, Building P, Room 496.

Air Conditioning, Refrigeration & Heating Course of Study

Course	Title	Hours/Credits
ACR 0XXX	HARV Electrical Fundamentals	360/12
ACR 0XXX	HARV Mechanical Fundamentals	420/14
ACR 0XXX	Advanced Refrigeration	300/10
ACR 0XXX	Advanced Air Conditioning	585/19
ACR 0XXX	Advanced Heating	435/15
ACR 0XXX	Computer and Record Keeping Fundamentals	30/1
SLS 0341	Employability Skills	30/1
SLS 0380	Principles of Entrepreneurship	30/1

Air Conditioning, Refrigeration & Heating Service Technology Course Descriptions

ACR 0XXX. HARV Electrical Fundamentals. Content includes electrical theory, schematic symbols, motor theory and solid state devices and hands-on instruction in basic electrical system components, building and testing of basic circuits and system components. 360 hours/12 credits.

ACR 0XXX. HARV Mechanical Fundamentals. Content includes identifying and using trade tools and piping, as well as soldering, brazing and welding techniques, identifying refrigerants and their uses, refrigeration cycles and components, testing and servicing components, reading blueprints, troubleshooting and preventive maintenance procedures on refrigeration systems. 430 hours/14 credits.

ACR 0XXX. Advanced Refrigeration. Content covers installing and troubleshooting chiller systems, cooling towers, water treatment systems and specialty refrigeration systems. It includes advanced blueprint reading, load calculations, equipment selection and advanced preventive maintenance skills. 300 hours/10 credits.

ACR 0XXX. Advanced Air Conditioning. Content includes installing and troubleshooting pneumatic controls, air to air, water to air, heat pump, chiller, cooling tower and water treatment systems. Also included are psychometric techniques, advanced blueprint reading, load calculations, selection of equipment duct and air movement systems and advanced preventive maintenance skills. 585 hours/19 credits.

ACR 0XXX. Advanced Heating. Content includes theory of heat pumps, installation and repair of heating systems and associated electrical components and controls. Also included are psychometric techniques, heating and cooling load requirement, selections of equipment, duct fabrication and advanced preventive maintenance techniques. 435 hours/15 credits.

ACR 0XXX. Computer and Record Keeping Fundamentals. Content includes filling out forms, basic computer start-ups and operation and the operation of energy management systems. 30 hours/1 credit.

SLS 0341. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Automotive Technology Program

The program is designed to prepare a person for initial employment as an Automobile Mechanic, Automobile 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 to upgrade the skills of a person previously or currently employed. This is a two-year open entry/open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses or competencies. For further information, contact Horace Williams at 526-2761, Extension 306, Building N, Room 438A.

Automotive Technology Course of Studies

Course	Title	Hours/Credit
AER 0XXX	General Automotive Technician	138/5
AER 0XXX	Automotive Heating and Air Conditioning Technician	240/8
AER 0XXX	Automotive Brakes Technician	125/4
AER 0XXX	Automotive Alignment & Suspension Technician	155/5
AER 0XXX	Automotive Power Train/Drive Line Assembly Technician	165/6
AER 0XXX	Automotive Engine Rebuild Technician	415/14
AER 0XXX	Maintaining & Repairing Transmission	335/11
AER 0XXX	Engine Performance Technician	467/16
AER 0XXX	Performing Differential Repair & Maintenance	90/3
SLS 0341	Employability Skills	30/1
SLS 0380	Entrepreneurship Skills	30/1

Automotive Technology Course Descriptions

AER 0XXX. General Automotive Technician. This course covers the various systems of the automobile and instructs the student in shop practices, safety, service manuals, pay structures, and tools. The student will learn minor repair procedures, including lubrication, wheel, tire and exhaust system service and new care predelivery service. 138 hours/ 5 credits.

AER 0XXX. Automotive Heating and Air Conditioning Technician. The course covers the theory and operation of modern heating and air conditioning systems, including diagnostic and repair procedures. 240 hours/8 credits.

AER 0XXX. Automotive Brakes Technician. This course covers the theory and operation of brake systems. Students learn all aspects of diagnosis, testing and repair of brakes, including drum and disc brakes and power brakes. 125 hours/ 4 credits.

AER 0XXX. Automotive Alignment and Suspension Technician. This course covers diagnosis and repair of steering suspension and wheels, including trueing , balancing and aligning wheels, removing and replacing spindle assemblies and ball joints, shock absorbers and steering dampers, steering linkage components, front control arms and bushing and front coil springs and several types of suspension and steering systems. 155 hours/ 5 credits.

AER 0XXX. Automotive Power Train/Drive Line Assembly Technician. This course covers diagnosing and repairing line drive and differential assemblies, including front and rear differential assemblies, drive shafts, rear axle shaft and front transaxle shaft assemblies. 165 hours/6 credits.

AER 0XXX. Automotive Engine Rebuild Technician. The course covers the theory, principles of the internal combustion engine and operation. Engines will be disassembled, parts identified, inspected, measured and reassembled. 415 hours/ 14 credits.

AER 0XXX. Maintaining and Repairing Transmissions. This course covers the operation of modern transmissions and drive train components. Overhaul, testing, diagnosis, and repair procedures are studied in detail. 335 hours/11 credits.

AER 0XXX. Engine Performance Technician. This course covers ignition systems, engine servicing and troubleshooting for 4, 6 and 8 cylinder engines. Diagrams, working models and cutaways are used for in-depth exploration of ignition system theory, including component replacement, timing and dwell adjustment and carburetor adjustments. Logical troubleshooting procedures, as well as diagnostic tests, are used to solve common engine problems. Also covered are use

of the oscilloscope and the operation of computer controlled systems. 467 hours/16 credits.

AER 0XXX. Performing Differential Repair and Maintenance. This course covers the operation of modern differential and drive train components. Overhaul, testing, diagnosis and repair procedures are covered in detail. 90 hours/3 credits.

SLS 0341. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form and interviewing for a job. Includes instruction on maintaining employment, such as proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction on evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Cosmetology Program

This is a one-year open entry-open exit, competency-based, self-paced program leading to a certificate upon the satisfactory completion of required courses and/or competencies. It 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.

This is a limited access program, and arrangements must be made several months in advance for entry. For further information, contact Peggy Register at 526-2761, Extension 285, Building N, Room 440.

A special fee is charged for liability insurance.

Cosmetology Course Descriptions

COS 0011. Fundamentals of Cosmetology. Content includes basic chemistry and pH scale, histology of skin, trichology of hair, bacteriology and sanitation techniques. Also includes hygiene, visual poise, personality development and professional ethics. 90 hours/3 credits.

COS 0510C. Scalp and Hair Care. Content includes preparation of patron, analyzing scalp and hair conditions, proper brushing techniques,

selection of shampoos, rinses and scalp treatments, and application of manipulative skills, including manual and electrical equipment. 90 hours/3 credits.

COS 0301C. Hair Cutting and Shaping. This course includes identification and use of hair cutting implements, sectioning the hair and applying various cutting and chaping techniques with the razor, scissors, thinning shears and clippers. It

also includes safety precautions employed during hair cutting procedures. 120 hours/4 credits.

COS 0400C. Hair Styling. This course includes the basic principles of hair design, parting techniques, removing tangles, molding, finger waving, pin curling and roller curling techniques. It also includes pressing, iron curling, wigs and hairpieces and comb-out techniques. 180 hours/6 credits.

COS 0XXX. Chemical Hair Restructuring. Content includes proper sectioning techniques, selection of rods and chemical solutions used on the hair during straightening, permanent waving and soft curl perming. It also includes deleting natural pigment and adding artificial color to the hair. Safety precautions are taught throughout the course. 330 hours/11 credits.

CSP 0010C. Manicure and Pedicure. Content includes nail structure and disorders of the nails, proper selection and use of equipment, implements, cosmetics and materials in giving a plain manicure and pedicure. Also included are preparing manicuring table and practicing safety rules when shaping nails and giving hand and arm massage and techniques in nail wrapping and sculptured nails. 120 hours/4 credits.

Electronic Technology Program

This 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, modifications and testing of electronic circuits, devices, and systems.

It is a two-year open entry-open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies.

Electronic Technology Course Descriptions

EEV 0794. Applied Math for DC Circuits. A study of the basic concepts of math and algebra. Topics covered include decimals, fractions, scientific notation, roots, powers of ten and the application of Ohm's Law, Kirchhoff's Law, Thevenin, Norton, Millman and Superposition Theorems in Circuit analysis. 120 hours/4 credits.

EEV 0795. Applied Math for AC Circuits. A study of the basic concepts of trigonometry, vector analysis and logarithms. Topics covered include circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance, Pythagorean theorem, resonant circuits, power factors, complex numbers, logarithmic and mathematical tables. Prerequisite: EEV 0794. 120 hours/4 credits.

EEV 0811C. Fundamentals of DC circuits. A fundamental course in DC circuit analysis designed to prepare the student for fundamentals of

CSP 0300. Facials and Makeup. This course includes the effects and purpose of giving a facial and applying makeup. Also covered is massage procedures and manipulative skills, types of corrective facials and makeup and cosmetic chemistry. Safety precautions are taught in conjunction with all aspects of this course. 150 hours/5 credits.

COS 0870. Salon Management. Content includes all aspects of managing a beauty salon, such as arrangement of the physical layout, developing an operating budget and preparing a marketing and advertising plan. Also includes a comprehensive study of state laws and rules governing cosmetologist and salon owners which prepare the student for the State Board Examination. 120 hours/4 credits.

SLS 0341 Employability Skills. This course provides instruction in obtaining employment, such

as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

For further information, contact Kenneth R. Whitehead at 526-2761, Extension 361, Building O, Room 480.

All courses except EEV 0794, 0795, SLS 0341 and 0380 have a lab fee, in addition to tuition.

Electronic Technology Course of Study

Course	Title	Hours/Credits
EEV 0794	Applied Math for DC Circuits	120/4
EEV 0795	Applied Math for AC Circuits	120/4
EEV 0811C	Fundamentals of DC Circuits	150/5
EEV 0812C	Fundamentals of AC Circuits	150/5
EEV 0813C	Solid State Devices	150/5
EEV 0814C	Analog Circuits	150/5
EEV 0815C	Digital Fundamentals	150/5
EEV 0816C	Microprocessor Fundamentals	150/5
EEV 0821C	Basic Soldering	30/1
EEV 0822C	Soldering Rework and Repair	60/1
EEV 0798C	Technical Reporting and Lab Practices	30/1
SLS 0341	Employability Skills	30/1
SLS 0380	Principles of Entrepreneurship	30/1

AC circuits and subsequent advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing algebraic concepts are supplemented with laboratory projects to provide the student with practical hands-on experience in the use of electronic test equipment and in proper techniques for data measurements/interpretation, problem-solving and trouble shooting. 150 hours/5 credits.

EEV 0812C. Fundamentals of AC Circuits. A fundamental course in AC circuit analysis and transit-response networks designed to prepare the student for advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing trigonometric concepts are supplemented with laboratory projects to provide the students with practical hands-on experience in the use of electronics test equipment and in the proper techniques for data measurement/

interpretation, trouble shooting and documentation of test results and conclusions. 150 hours/5 credits.

EEV 0813C. Solid State Devices. The course provides a basic understanding of electronic circuits which utilize semiconductor diode transistor circuit elements. Approximations and semiconductor devices and their electrical properties are presented. Emphasis is placed on circuit analysis and various small-signal, lineal and power applications utilizing diodes and transistors. The student will complete appropriate hands-on laboratory projects to expose him to practical considerations in implementing the various semiconductor circuits analyzed in the class. 150 hours/5 credits.

EEV 0814C. Analog Circuits. This course covers complex semiconductor electronic circuits to include application of field-effect transistor cir-

cuitry. amplitude/phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, active filters, industrial control circuits, switching power supplies, voltage regulators, operational amplifiers, spectrum analysis and harmonic distortion. Practical hands-on experience using an array of test equipment via assigned laboratory projects is provided the student to supplement classroom lectures. 150 hours/5 credits.

EEV 0815C. Digital Fundamentals. This course introduces the principles and techniques required for development of analytical skills in digital circuitry. Topics include computer number systems; digital codes and parity error detection methods; Boolean algebra, Karnaugh mapping; logic gate minimization techniques; arithmetic operations via combination logic, flip-flop timing and synchronization circuits; and pulse waveform generation. Laboratory projects provide hands-on experience in the use of laboratory test instruments and in techniques for measurement and interpretation of digital data. 150 hours/5 credits.

EEV 0816C. Microprocessor Fundamentals. This course is a study of various digital subsystems (logic assemblies) and their use in digital computing and control systems and the use of analytical tools necessary to perform analysis and

problem diagnosis. Topics include counter/shift register systems and applications; digital subsystems using integrated circuit logic chips; encoding/decoding techniques; data interfacing and busing; multiplex demultiplex techniques; analog/digital conversion techniques; static/dynamic memory systems; and computer system organization. Laboratory projects and demonstrations provide the student practical insight into the capabilities and limitations of alternative methods of data transfer, storage and interface conversion commonly utilized in digital computing or control system applications. 150 hours/5 credits.

EEV 0821C. Basic Soldering. This course covers soldering safety standards, use of hand and power tools, soldering techniques, electrical connections, terminals, desoldering techniques, harnessing, cabling, wire wrapping, printed circuit boards and electrostatic discharge safety procedures. 30 hours/1 credit.

EEV 0822C. Soldering Rework and Repair. This course covers electrostatic discharge (ESD), safety procedures, construction of printed circuit boards (PCB's), soldering TO-5 type packages, flat packs and other multi-lead devices to PC board, and rework and repair techniques. 60 hours/1 credit.

EEV 0798C. Technical Reporting and Lab Practices. This course introduces the student to

schematic drawings, technical reports, maintaining test logs and making equipment failure reports. The student will requisition electronic parts and components. Computer operation systems, high-level language and application also will be introduced. This course is a corequisite for the following: EEV 0811, 0812, 0813, 0814, 0815, 0816. It may be taken for credit up to six times. 30 hours/1 credit.

SLS 0341. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS0380. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Machining Program

The program is designed to prepare a person for initial employment as a machine shop operator, computer-numerical control operator, grinder operator, milling machine operator, lathe operator 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.

This is a one and one-half year open entry-open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies. For further information, contact Frank White at 526-2761, Extension 304, Building N, Room 435.

Machining Course Descriptions

PMT 0205. Introduction to Machine Shop Practices. Content includes safety; materials selection; shop math; planning machine work; reading and interpreting charts, tables, prints and sketches; set up of machinery handbook, planning and estimating work; measuring parts using various instruments, scales and gauges; performing bench work and operating power saws. 180hours/6 credits.

PMT 0213. Lathe Operation I. Content includes setting up and operating lathes to produce parts to blueprint specifications. Includes such skills as shop math, blueprint reading, precision measurement, layout and inspection. 300 hours/10 credits.

PMT 0233. Lathe Operation II. This course is a continuation of PMT 0807B and includes further instruction in setting up and operating lathes to

produce parts to blueprint specifications. 300 hours/10 credits.

PMT 0214. Mill Operation I. Content includes setting up and operating milling machines to produce parts to blueprint specifications. Skills include shop math, blueprint reading, precision measurement, layout and inspection. 300 hours/10 credits.

Machining Course of Study

Course	Title	Hours/Credits
PMT 0205	Introduction to Machine Shop Practices	180/6
PMT 0213	Lathe Operation I	300/10
PMT 0233	Lathe Operation II	300/10
PMT 0214	Mill Operation I	300/10
PMT 0234	Mill Operation II	300/10
PMT 0250	CNC Programming	240/8
PMT 0226	Grinding, Heat Treating & EOM Operation	180/6
SLS 0341	Employability Skills	30/1
SLS 0380	Principles of Entrepreneurship	30/1

PMT 0234. Mill Operation II. A continuation of PMT 0807D. 300 hours/10 credits.

PMT 0250. Computerized Numerical Control Programming. Content includes application of computerized numerical control operations skills, including the writing of a basic program. 240 hours/8 credits.

PMT 0226. Grinding, Heat Treating and EOM Operation. Students learn to set up and operate surface and cylindrical grinders, heat treat furnaces and EOM. 180 hours/6 credits.

Major Appliance & Refrigeration Repair

The program is designed to prepare a person for initial employment to install, maintain and repair major appliances with occupational titles such as Electrical Appliance Servicer, Household Appliance Installer, Appliance Repairer, Electrical Appliance 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.

This is a two-year open entry-open exit, competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies. For further information, contact John Lamar at 526-2761, Extension 362, Building P, Room 496.

Major Appliance & Refrigeration Repair Course Descriptions

EER 0365C. Microwave Service Technician. This course provides instruction in basic appliance repair skills and electrical skills. Students analyze components of electrical systems, diagnose malfunctioning microwave ovens using complete wiring diagrams and sequence charts and test for radiation leaks. 80 hours/3 credits.

EER 0312C. Dishwasher Service Technician. Content includes basic appliance repair skills and electrical skills. Students analyze components of electrical and water systems and diagnose dishwashers using complete wiring diagrams and sequence charts. 80 hours/3 credits.

EER 0311C. Range Service Technician. Content includes basic appliance repair skills and basic electrical skills. Students analyze components of electrical systems and diagnose ranges using wiring diagrams and sequence charts. 100 hours/3 credits.

EER 0320C. Gas Appliance Technician. This course covers basic appliance repair skills, electrical skills and gas skills. Students learn to identify properties of gas and diagnose, repair and adjust gas systems. Also included is analysis of electrical and gas components using wiring diagrams. 100 hours/3 credits.

SLS 0341. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS0380. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Major Appliance & Refrigeration Repair Course of Study

Course	Title	Hours/Credits
EER 0365C	Microwave Service Technician	80/3
EER 0312C	Dishwasher Service Technician	80/3
EER 0311C	Range Service Technician	100/3
EER 0320C	Gas Appliance Technician	100/3
EER 0315C	Laundry Appliance Service Technician	450/15
ACR 0XXX	Air Conditioning Service Technician	450/15
ACR 0XXX	Refrigerator/Freezer Service Technician	450/15
EER 0318C	Electrical Appliance Technician	450/15
SLS 0341	Employability Skills	30/1
SLS 0380	Principles of Entrepreneurship	* 30/1

EER 0315C. Laundry Appliance Service Technician. This course provides basic appliance repair skills and electrical skills. Students analyze components of mechanical, electrical and water systems and diagnose washers and dryers using complete wiring diagrams and sequence charts. 450 hours/15 credits.

ACR 0XXX. Air Conditioning Service Technician. Content includes basic appliance repair, electrical and refrigeration skills. Students analyze components of refrigeration and electrical systems and diagnose refrigeration systems using wiring schematics and pressure/temperature relationship charts. 450 hours/15 credits.

ACR 0XXX. Refrigerator/Freezer Service Technician. Content includes basic appliance, electrical and refrigeration skills. Students analyze components of refrigeration and electrical systems and diagnose refrigeration systems using wiring schematics and pressure/temperature relationship charts. 450 hours/15 credits.

EER 0318C. Electrical Appliance Technician. This course covers appliance repair and electrical and refrigeration skills. Students analyze components of mechanical and electrical, low temperature/high temperature refrigeration and water sys-

tems for washers, dryers, ranges, refrigerators, freezers, air conditioners and microwave ovens. Students diagnose appliances using diagram, sequence charts and/or pressure/temperature relationship examinations. 450 hours/15 credits.

SLS 0341. Employability Skills. This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.

SLS 0380. Principles of Entrepreneurship. This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Welding Program

The program is designed to prepare a person for initial employment as a Welder and Cutter or Combination Welder, or to provide supplemental training for a person previously or currently employed in these occupations. This is a one and one-half year open entry-open exit competency-based, self-paced program leading to a certificate upon satisfactory completion of required courses and/or competencies. For further information, contact Freddie Foran at 526-2761, Extension 303, Building N, Room 436.

Welding Course Descriptions

- PMT 0102. Introduction to Welding.** Content provides an introduction to welding skills, including safety, measuring, communication, leadership, use of tools and equipment, cutting, finishing, bending, drilling and punching operations. 30 hours/1 credit.
- PMT 0113. Oxy-Fuel Welding (OFW).** Content includes instruction on safety, setting up oxy-fuel equipment, preparation of carbon steel for welding, brazing ferrous and nonferrous metal, welding cast iron, silver brazing ferrous and nonferrous metals and cutting carbon steel using oxy-fuel equipment. 60 hours/2 credits.
- PMT 0121. Shielded Metal Arc Welding (SMAW).** Content includes use of shielded metal arc equipment, safety, setting up equipment, preparation of materials for welding and type of electrodes. Also includes instruction in welding multiple joints in all positions and guided bend test and cutting with air arc equipment. 430 hours/14 credits.
- PMT 0134. Gas Metal Arc Welding (GMAW).** Content includes safety requirements, setting up GMAW equipment and preparation of materials for welding mild steel, aluminum and stainless

Course	Title	Hours/Credits
PMT 0102	Introduction to Welding	30/1
PMT 0113	Oxy-Fuel Welding (O/A)	60/2
PMT 0121	Shielded Metal ARC Welding (SMAW)	430/14
PMT 0134	Gas Metal ARC Welding (SMAW)	300/10
PMT 0131	Gas Tungsten ARC Welding (GTAW)	300/10
PMT 0161	Pipe Welding	220/7
PMT 0153	Plasma ARC Cutting & Welding	30/1
PMT 0123	Metal Fabrication	200/7
SLS 0341	Employability Skills	30/1
SLS 0380	Principles of Entrepreneurship	30/1

- steel joints in all positions. Also, instruction is provided in fluxcore welding of carbon steel joints in all positions. 300 hours/10 credits.
- PMT 0131. Gas Tungsten Arc Welding (GTAW).** Content includes instruction in safety, setting up GTAW equipment and preparation of materials for welding. Also, instruction is provided in welding of aluminum, mild steel and stainless steel joints in all positions. 300 hours/10 credits.
- PMT 0161. Pipe Welding.** Content includes safety, preparing materials and setting up equipment for welding pipe in all positions. Also, instruction is provided in using the following processes: OAW, SMAW, GMAW and GTAW for the welding of pipe joints. 220 hours/7 credits.
- PMT 0153. Plasma Arc Cutting and Welding.** Content includes safety, setting up plasma arc equipment, cutting operation of equipment, cutting ferrous and nonferrous metals, welding operations with plasma arc and other specialized welding operations. 30 hours/1 credit.
- PMT 0123. Metal Fabrication.** Content includes instruction in interpreting detail drawings, selection of materials and metal identification. Also, instruction is provided in setting up layout and fabricating new metal products. Additional instruction is provided in making repairs to metal products and control of distribution. 200 hours/7 credits.
- SLS 0341. Employability Skills.** This course provides instruction in obtaining employment, such as conducting a job search, identifying sources for obtaining job information, making preparations for applying for a job, preparing a resume, preparing a job application letter, completing a job application form, interviewing for a job, maintaining employment, proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques. 30 hours/1 credit.
- SLS 0380. Principles of Entrepreneurship.** This course provides instruction in the importance of entrepreneurship, advantages and disadvantages of business ownership and risks of business ownership. Also includes instruction in evaluating the possibilities of starting a business, identifying characteristics of a successful entrepreneur and identifying procedures for starting a small business. 30 hours/1 credit.

Vocational Training Services

Success Center

Vocational Preparation

The Success Center is a modern approach to improving basic skills for success in today's world. The returning student will find this program very helpful in preparing for success at Chipola Junior College. Trained personnel assist students in determining any academic weakness which might prevent them from achieving their goals. Once an area is identified, an individualized prescrip-

tion of work is developed to correct problem areas.

Students attend the Success Center as their schedule permits and work on assignments individually, receiving assistance as needed. Materials such as films, tapes, computer software, videos, and textbooks are used. Enrollment is open and students may enroll at any time during the year on a space-available basis.

SAIL

SAIL is a program that assists students currently enrolled in Associate of Science degree or certificate programs. It offers instruction in basic skills, employability skills, and other skills needed in the workplace.

Information about specific vocational preparation courses of study may be obtained by contacting Jane Walker at 526-2761, Extension 284, Building O.

Vocational Preparation Course Descriptions

VPI 0001. Vocational Prep. This is a program of studies to help individuals gain basic skills in math, reading and writing. This program is offered at no cost to individuals without a high school diploma 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 his or her individual personal goals or complete the equivalency exam for a high school diploma (GED).

VPI 0002. Basic Skills Review. This is a program of studies to help individuals gain basic skills in math, reading and writing. This program is offered to students with high school diplomas who need to brush up on math, reading and writing skills.

Continuing Education

Continuing Education activities consist of seminars, courses, programs, workshops, teleconferences or other events designed to meet the leisure and lifelong learning or professional continuing education needs of specific groups within the community. These activities are offered through the Office of Continuing Education, the Department of Criminal Justice and Public Service, and the Institute of Government.

Chipola welcomes the opportunity to assist local agencies with entry level training, and businesses and industries with planning and conducting inservice activities for their employees. Activities can be custom designed to meet the specific needs of each employer.

Continuing Education Units (CEU's) and/or Certificates of completion can be awarded by the college when deemed appropriate. CEU's, when awarded, are calculated on the basis of one CEU for each ten contact hours of instruction.

To indicate interest in one of the following activities, or find out about recently scheduled continuing education activities, contact

Gloria Peacock at the Office of Continuing Education at 526-2761, Extension 297, 395 or 239; Building S, Room 1007.

- Life Agents Qualification
- Emergency Medical Technology Refresher
- Nursing Continuing Education Activities
- Preparation for Childbirth
- Child Care Training
- Real Estate 45-Hour Post Licensure
- Real Estate Sales
- Basic Photography
- Firearms Safety
- CPR
- CPR Instructor
- Standard First Aid
- AIDS Workshop for Cosmetologists & Barbers
- Home Health Aide
- Insurance Continuing Education Activities
- Child Development Associate Training
- Ballroom Dance
- Craft Classes
- Sign Language

Institute of Government

The Chipola Junior College Institute of Government plays a key role in assessing the need for and delivering education and training services for local elected officials and public employees.

The institute's purpose is to develop and offer job-related performance improvement education and training opportunities to local government officials and to government employees throughout its service area. It also has the mission of providing technical assistance to these entities at their request. Operating in an economy best described as disadvantaged, the institute represents the only on-going cost-effective source of employee training/education for area local governments. Further, these fragile economic

conditions dictate the formation of strong public/private partnerships in order to produce meaningful community quality of life improvements. For this reason institute programs are intentionally offered to a diversity of private sector community leaders in addition to its designated public sector constituency.

Community Planning
Leadership and Motivation
Basic Management and Supervision
Ethics in Public Service
The Florida Sunshine Laws
Time Management
Public Speaking/Presentation Skills
Telephone Skills

In meeting its responsibility, and in addition to specifically requested programs from area jurisdictions, the institute offers short courses, workshops and certification courses covering the subjects listed below. For further information, contact Paul Smith in S1006 or by calling 526-2761, Extension 253.

Employee Productivity
Stress Management
Interpersonal Communication Skills
Municipal Clerks Certification Training
Animal Control Certification Training
Code Enforcement Certification Training
Notary Public Training

Sex Equity, Single Parent, Displaced Homemaker Programs

Sex Equity

This federally-funded program promotes gender fairness in vocational education. It provides vocational assessment, career counseling and other services to women and men seeking training for high-wage occupations dominated by the opposite sex.

The coordinator also conducts campus and community programs to reduce sex bias and open doors to nontraditional employment. Limited financial aid is available for eligible students. For more information see Addie Summers in Room N436 or call 526-2761, Ext. 208.

Single Parent,
Displaced Homemaker,
Single Pregnant Woman

Participants in this federally-funded program receive special assistance in making the transition into vocational training for high-wage occupations. Services include assessment, vocational counseling, career planning and a peer-support group. Limited financial aid is available to eligible students. For more information, see Addie Summers in Room N436 or call 526-2761.

Cooperative Training Program

The Cooperative Training Program is a planned paid work experience in which students are employed in jobs directly related to their vocational field of study.

Students should contact the vocational instructor for the program in which they are enrolled for further information.

CVT 0949. Vocational Cooperative Training. A course involving supervised practical vocational work experience under the supervision of a vocational instructor and a cooperating trade-industrial enterprise. Satisfactory completion of required/assigned competencies are stressed. A project directly related to the work experience may be required. Consent of the vocational program instructor is required prior to enrollment. Variable 30 - 480 hours/1-16 credits.

Directory of Personnel

This directory reflects Chipola's Organizational Chart.

District Board of Trustees

Appointed by the governor to oversee the operation of the college and to insure that it meets the higher education

needs of the area, the board meets on the third Tuesday of each month at 7:00 p.m. in the Administration Building, Room 126.

Dates indicate the expiration of the member's current appointment to the board.

Calhoun County



Tucker

Liberty County



Summers

Holmes County



Feagle



Gillis

Jackson County



Manor

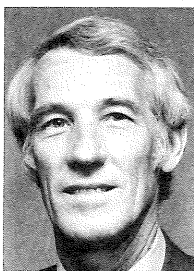


Williams



Westbrook

Washington County

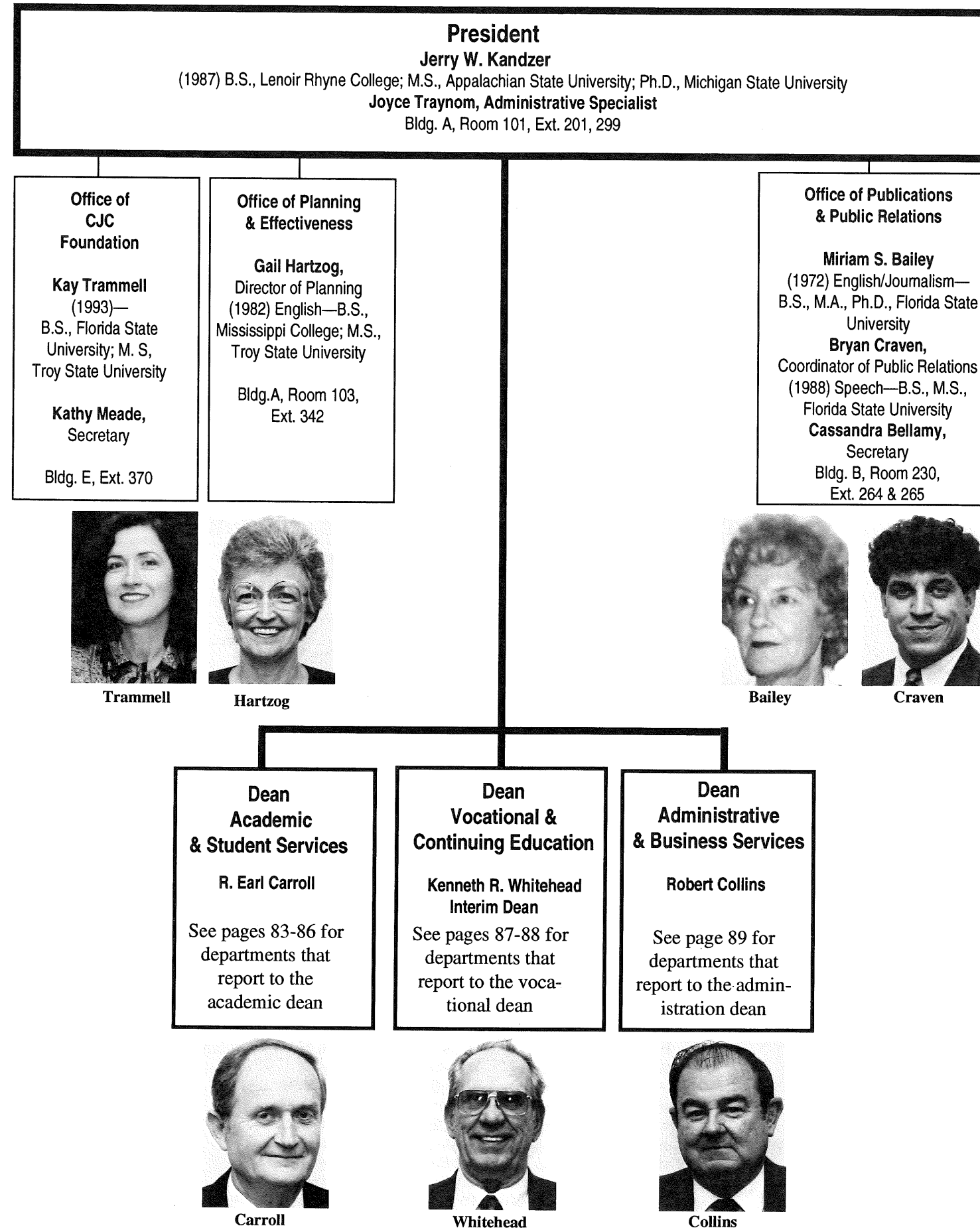


Davis



Robinson

Eddie Davis (1995), Post Office Box 583, Chipley, FL 32428
Mrs. Betty Feagle (1995), 211 West Iowa Ave., Bonifay, FL 32425
Leroy Gillis (1993), Rt. 3, Box 149, Westville, FL 32464
John W. Manor (1994), Post Office Box 550, Marianna, FL 32446
David Summers (1994), Post Office Box 384, Bristol, FL 32321
Mrs. Josephine R. Robinson (1995), Rt. 7, Box 284, Chipley, FL 32428
T. Michael Tucker (1993), Post Office Box 555, Blountstown, FL 32424
Jamey W. Westbrook (1995), Post Office Box 135, Bascom, FL 32423
Mrs. G. "Nick" Williams (1993), 1605 E. 10th Ave., Graceville, FL 32440
T. Gerald Holley, Board Attorney, Post Office Box 268, Chipley, FL 32428



Throughout this section dates indicate beginning of professional employment at CJC.

Academic & Student Services

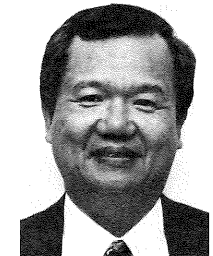
R. Earl Carroll, Dean
 (1957-58, 1960) B.S., M.S., Ph.D., Florida State University—
 Bldg. A, Room 106, Ext. 350
Ionia Barnes, Secretary—Bldg. A, Room 103, Ext. 209



Cleveland

Mathematics, Natural & Social Science

Linda L. Cleveland, Chairman
 (1982) B.S., M.S., Adv.M., Ed.D., Florida State University—
 Bldg. C, Room 6B, Ext. 260
Carol Edenfield, Secretary—Bldg. D, Room 330, Ext. 255
Pat Barfield, Secretary—Bldg. D, Room 321, Ext. 319



Huang



Keen

Mathematics Faculty

Brenda Alford—(1993) Mathematics—B.A., M.S., Florida State University
JoAnn Everett—(1988) Mathematics—B.S., University of West Florida—Bldg. D, Room 310, Ext. 281
Charlene T. Lord—(1990) Mathematics—B.S., Huntingdon College; M.S., Troy State University—Bldg. D, Room 325, Ext. 326
Fauline J. Mathis—(1965) Mathematics—B.S., Troy State University; M.S., University of Mississippi—Bldg. D, Room 312, Ext. 242
Patricia B. Mathis—(1961) Mathematics—B.A., Judson College; M.A., Louisiana State University—Bldg. D, Room 327, Ext. 247
Kitty Myers—(1981) Mathematics—B.A., University of Georgia; M.A., Ph.D., Florida State University—Bldg. D, Room 329, Ext. 243
Bonnie B. Smith—(1986) Mathematics—B.A., University of West Florida; M.A., Troy State University—Bldg. D, Room 320, Ext. 324
Jean W. Taylor—(1989) Mathematics Lab—B.A., University of West Florida—Bldg. D, Room 320, Ext. 324

Natural Science Faculty

Francis W. Breivogel—(1983) Chemistry/Physics—B.S., University of Notre Dame; Ph.D., University of California—Bldg. D, Room 301, Ext. 250
June Eubanks-Mays—(1981) Biological Science/Chemistry—M.A., University of Florida; M.S., Chicago State University—Bldg. D, Room 302, Ext. 251
Paul Huang—(1966) Biological Sciences & Associate Division Chairman—B.S., National Taiwan University; M.S., University of Southern Mississippi—Bldg. D, Room 318, Ext. 244
Stephen Shimmel—(1985) Biological Sciences—B.S., M.S., Ph.D., University of Georgia—Bldg. D, Room 311, Ext. 246
Tommy J. Tharp—(1965) Physical Science—B.S., Troy State College; M.A.T., University of North Carolina—Bldg. D, Room 307, Ext. 248

Social Science Faculty

Mary L. Andreu—(1973) Mental Retardation/Psychology—B.S., M.A., University of Florida—Bldg. R, Room 946, Telephone 482-1131
Robert Ivey—(1993) History—B.A. University of West Florida; M.S. Troy State University at Dothan.
Charlton D. Keen, Jr.—(1965) History/Social Science & Associate Division Chairman—B.A., Birmingham-Southern College; M.S., Florida State University—Bldg. P, Room 493, Ext. 261
Mary M. McClendon—(1975) History/Social Science—B.S., Florida A&M University; M.A.T., University of Florida—Bldg. D, Room 331, Ext. 240
Perry E. Shedd—(1990) Sociology—B.A., Park College; B.S.E., Ed.S., Central Missouri State University; M.A., Webster University; Ph.D., University of Missouri-Columbia—Bldg. D, Room 308, Ext. 331
Willie Spires—(1987) Psychology—B.A., University of West Florida; M.S., Ed.S., Troy State University—Bldg. D, Room 309, Ext. 332
Rene C. Tharpe—(1978) Home Economics/Social Science—B.S., M.S., Florida State University—Bldg. D, Room 326, Ext. 263

Academic & Student Services Continued

Arts & Letters

Sarah M. Clemmons, Chairman

(1979) B.A., University of West Florida; M.S., Troy State University; M.A., Ph.D., Florida State University—Bldg. M, Room 418, Ext. 213

Jan Cummings, Secretary—Bldg. M, Room 426, Ext. 305



Clemmons

Joan B. Stadsklev, Coordinator, Fine & Performing Arts

(1986) B.M., M.S., Florida State University—Bldg. H, Room 702, Ext. 301

Anita Shealy, Secretary—Bldg. H, Room 700, Ext. 277



Stadsklev

English, Humanities, Speech and Foreign Languages Faculty

Donald W. Adams—(1967-69, 1976) English—B.A., University of Florida; M.J., University of California at Los Angeles—Bldg. M, Room 423, Ext. 275

H. Warren Almand—(1964) English—B.S., College of Charleston; M.A., Florida State University—Bldg. M, Room 419, Ext. 283

Miriam S. Bailey—(1972) English/Journalism—B.S., M.A., Ph.D., Florida State University—Bldg. B, Room 226, Ext. 264

Bryan Craven—(1988) Speech—B.S., M.S., Florida State University—Bldg. B, Room 226, Ext. 265

Laurie B. Culbreth—(1990) English—B.S., M.S., Troy State University—Bldg. M, Room 424, Ext. 298

J. Robert Dunkle—(1988) Humanities—B.A., University of Florida; M.A., University of Nevada-Las Vegas; Ph.D., Florida State University—Bldg. L, Room 402A, Ext. 245

Marcella Durr—(1991) English—B.A., University of West Florida; M.S., Florida State University—Bldg. L, Room 402, Ext. 321

Roberta E. Grantham—(1991) English—B.A., University of Alabama; M.A., Florida State University—Bldg. L, Room 402, Ext. 321

Gail Hartzog—(1982) English—B.S., Mississippi College; M.S., Troy State University—Bldg. A, Room 103, Ext. 342

Juanita Hayes—(1988) English—B.S., M.Ed., Florida A&M University—Bldg. M, Room 425, Ext. 287

Loletia Henson—(1986) English/Foreign Languages—B.A., Newcomb College; M.A., University of Wisconsin—Bldg. M, Room 420, Ext. 282

Lonnie H. Keene—(1970) Humanities—B.S., M.A., Florida State University—Bldg. H, Room 703, Ext. 226

R. Bland Lawson—(1992) English—B.A., College of Charleston; M.A., Ph.D., Florida State University—Bldg. M, Room 421, Ext. 279

Harriet A. Reeves—(1989) English—B.M.E., M.S., Ed.D., Florida State University—Bldg. L, Room 402B, Ext. 322

Carol I. Saunders—(1988) English—B.S., M.S., Auburn University—Bldg. M, Room 417, Ext. 280

Kelly Weems—(1987) English—B.S., University of Mississippi; M.A., Indiana University—Bldg. M, Room 422, Ext. 276

E. Bruce White—(1990) English—B.A., University of South Florida; M.A., Florida State University—FBTC, Ext. 305

Music, Art and Theater Faculty

Robert M. Daniel—(1990) Music—B.A.U., M.A., University of North Carolina—Bldg. H, Room 725, Ext. 229

Judy Laubaugh—(1989) Music—B.S., Ohio State University; M.S., Georgia State University—Bldg. H, Room 722, Ext. 230

Allen W. Molineux—(1988) Music—B.M., DePauw University; M.M., University of Rochester; D.M., Florida State University—Bldg. H, Room 723, Ext. 257

Adena H. Moree—(1990) Speech/Theater—B.S., Troy State University; M.F.A., University of Southern Mississippi—Bldg. H, Room 718, Ext. 221

Carolyn W. Sapp—(1968) Music/Humanities—B.M., Shorter College; M.M., Northwestern University—Bldg. H, Room 724, Ext. 313

Richard H. Vail—(1970) Art—B.S., Western Carolina College; M.A., George Peabody College—Bldg. H, Room 708, Ext. 225

Academic & Student Services Continued

Physical Education

J. Kermit Davis, Director of Athletics & Head Basketball Coach

(1991) B.B.A., M.A., Mississippi State University—Bldg. R, Room 950, Ext. 236

Scott Taylor, Assistant Basketball Coach—Bldg. R, Room 949, Ext. 262

Annie O'Pry, Secretary—Bldg. R, Room 953, Ext. 302

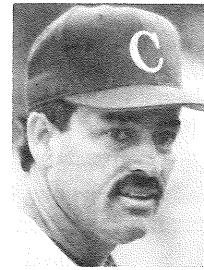


Davis

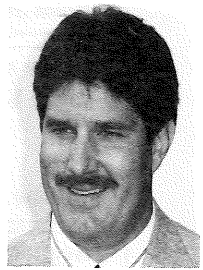
Faculty/Coaches

Dell G. Hughes—(1989) Physical Education/Baseball Coach—B.S., Troy State University; M.Ed., Southeastern Louisiana University—Bldg. R, Room 947, Ext. 234

Gordon B. Wells—(1988) Physical Education/Women's Softball Coach—B.S., Georgia Southwestern College; M.A., Murray State University—Bldg. R, Room 952, Ext. 235



Hughes



Wells

Library

Merle Z. Houston, Director

(1963) B.S., Troy State College; M.Ed., Auburn University; M.L.S., Florida State University—Bldg. B, Room 202, Ext. 272

Janet Wise, Secretary—Bldg. B, Room 203, Ext. 273

Jannis Reynolds, Library Technician—Bldg. B, Room 210, Ext. 274

Edna Long, Periodical Technician—Bldg. B, Room 219, Ext. 274



Houston

Librarians

Doris B. Herring—(1979) Librarian/Media Specialist—B.S., Florida A&M University; M.A., University of Tampa—Bldg. B, Room 201, Ext. 274

Nancy D. Nobles-Dunkle—(1978) Librarian/Head Cataloger—B.A., M.S., Florida State University—Bldg. B, Room 205, Ext. 353



Almost ready to get in line for the academic processional at graduation are, from left, Dr. Lou Cleveland, June Eubanks-Mays and Dr. Miriam Bailey.

Academic & Student Services Continued

Student Services**Alfonsa James, Director**

(1988) B.S., Palm Beach Atlantic College; M.Ed., Florida A&M University—Bldg. G, Room 413, Ext. 215

Betty Broome, Secretary—Bldg. G, Room 410, Ext. 266

Disabled Student Services**Gary Cook—Counselor**

(1993) B.A., Southeastern College of the Assemblies of God; M.S., Florida State University

Reba Johns, Instructional Aide—Bldg. G, Room 416, Ext. 317

Office of Testing**Jayne Roberts—Counselor**

(1991) B.S., Florida State University; M.S., Troy State University—Bldg. K, Room 804, Ext. 309

Jeanne Hollon, Secretary—Bldg. A, Room 106, Ext. 295

Registrar

Annette Widner, Registration Specialist—Bldg. A, Room 108, Ext. 292

Kathy Anderson, Secretary—Bldg. A, Room 108, Ext. 211

Linnette Harris, Secretary—Bldg. A, Room 109, Ext. 211

Residence Hall

Linda Hatcher, Manager—Bldg. F, Ext. 232

Dot Bell, Assistant Manager—Bldg. F, Ext. 232

Financial Aid**Garey Wood, Coordinator**

(1992) B.G.S., University of Nebraska; M.S., Troy State University—Bldg. A, Room 136, Ext. 223

Sybil Cloud, Financial Aid Assistant, Bldg. A, Room 138, Ext. 224

Ellen McGee, Secretary, Bldg. A, Room 138, Ext. 293

Counseling**Kristin W. Hinson—Counselor/Student Activities**

(1990) B.M.E., M.S., Florida State University — Bldg. G, Room 417, Ext. 314

Joan Miller—Articulation Officer & Counselor

(1982) B.A., M.A., University of Central Florida—Bldg. G, Room 412, Ext. 228

R. Lindsay Roach, Counselor

(1991) A.B., M.Ed., University of South Carolina—Bldg. G, Room 411, Ext. 290

Cynthia Forrest, Grant Specialist—Bldg. G, Room 419, Ext. 317

JTPA**Margie B. Williams**

(1986) B.S., Troy State University; M.S., University of West Florida—Bldg. L, Room 400G, Ext. 339

Gayle Duncan, Grant Specialist, Bldg. L, Room 400F, Ext. 363

Sandra Harrell, Grant Specialist, Bldg. L, Room 400E, Ext. 363

Sherry Moore, Instructional Aide, Bldg. L, Room 400C, Ext. 396

Idwella Butler, Instructional Aide, Bldg. L, Room 400 Lobby, Ext. 396



James



Widner



Anderson



Hatcher



Wood



Hinson



Miller



Roach



Roberts



Williams

Vocational & Continuing Education

Kenneth R. Whitehead (Interim Dean)—(1983) B.S., William Carey College; B.S., M. Ed., University of West Florida

Lisa Shores, Secretary—Bldg. N, Room 433, Ext. 270

Public Service

Mary B. Dryden, Secretary—Bldg. S, Room 1016, Ext. 286

Carolyn Smith, Clerk—Bldg. S, Room 1016, Ext. 315



Glisson

Public Service Faculty

Michael Dolan—(1988) Criminal Justice—B.S., Florida A&M University; M.S., Troy State University—Bldg. S, Room 1016—C, Ext. 315

Harrell Glisson—(1988) Criminal Justice—B.S., M.S., Troy State University—Bldg. S, Room 1016—B, Ext. 394

Health Related Occupations**Carol Smith, Coordinator**

(1986) B.S.N., M.S.N., University of Alabama—Bldg. N, Room 439, Ext. 278

Betty Johnson, Secretary—Bldg. N, Room 439, Ext. 296



Smith

Nursing Faculty

Cathlyn M. Benoit—(1992) Nursing—B.S.N., Florida State University—Bldg. N, Room 439—F, Ext. 291

Sherry Carmichael-Tindall—(1993) Nursing—B.S.N., University of Florida—Bldg. N, Room 443—B, Ext. 334

Carol L. Hardin—(1989) Nursing—B.S.N., State University of New York; M.S., Troy State University—Bldg. N, Room 442, Ext. 294

Maria Scott—(1986) Nursing—B.S.N., Incarnate Word College; M.S.N., Troy State University—Bldg. N, Room 439, Ext. 291

Darla Speigner—(1992) Nursing—B.S.N., Auburn University at Montgomery—Bldg. N, Room 443, Ext. 294

Barbara Taylor—(1988) Nursing—B.S.N., Florida State University; M.S.N., Troy State University—Bldg. N, Room 439—F, Ext. 291



Roberts

Office Occupations**Business Faculty**

Nancy Burns—(1986) Computer Science—B.S., University of Houston; B.S., Troy State University; M.E.D., North Texas State University—Bldg. L, Room 401B, Ext. 210

Vikki Milton—(1993) Business—B.S., University of Florida; M.B.A., Troy State University at Dothan

Faye F. Monahan—(1968) Business—B.S., Salem State Teachers College; M.Ed., Fitchburg State Teachers College—Bldg. L, Room 404B, Ext. 340

Helen Rhynes—(1981) Clerical/Secretarial—A.A., Chipola Junior College—Bldg. L, Room 401C, Ext. 267

Kathryn A. Roberts—(1979) Accounting/Economics—B.S., M.S., Florida State University—Bldg. L, Room 404C, Ext. 269

Lee B. Shook—(1993) Accounting—B.A., University of Virginia; M.P.A., University of Southern Mississippi

Vocational and Continuing Education Continued

Trade & Industrial

Trade & Industrial Faculty

Freddie Foran, Welding (1978)—Bldg. N, Room 436, Ext. 303
John M. Lamar, Appliance Repair (1991)—Bldg. P., Room 496, Ext. 362
Peggy D. Register, Cosmetology (1967)—Bldg. N, Room 440, Ext. 285
Frank White, Machine Shop (1986) A.S., University of Florida—Bldg. N, Room 435, Ext. 304
Kenneth R. Whitehead, Electronics—(1983) B.S., William Carey College; B.S., M. Ed., University of West Florida—Bldg. O, Room 480, Ext. 361
Horace Williams, Automotive Mechanics (1984) —Bldg. N, Room 438A, Ext. 306
Janet German, Electronics Instructional Aide—Bldg. O, Room 480, Ext. 361
(Vacant), Electronics Instructional Aide—Bldg. O, Room 480, Ext. 361

Success Center
Janice Holley—(1988) B.S., M.S., Troy State University—Bldg. O, Ext. 284
Angela V. Tyler—(1989) B.S., M.S., Troy State University—Bldg. O, Ext. 284
Jane P. Walker—(1980) B.S., University of West Florida; M.S., Troy State University—Bldg. O, Ext. 284
Suzette Price, Instructional Aide—Bldg. O, Ext. 284
Brenda Jordan, Instructional Aide—Bldg. O, Ext. 284

Continuing Education
Gloria Peacock—(1966) B.S., M. S., Florida State University—Bldg. S, Room 1007A, Ext. 239
Barbara Gregg, Secretary—Bldg. S, Room 1005, Ext. 395
Louise Neel, Specialist—Bldg. S, Room 1007, Ext. 297

Institute of Government
Paul Smith, Coordinator—(1987)B.S., Benedictine College—Bldg. S, Room 1006A, Ext. 253
Margaret Keeman, Secretary—Bldg. S, Room 1006, Ext. 249

Single Parent/Displaced Homemaker
Addie Summers, Coordinator—(1991) B.S., Florida State University; M.S., Troy State University—Bldg. N, Room 432, Ext. 208

Tech Prep
Clifford Lewis, Grant Specialist—Bldg. N, Room 434, Ext. 338



Walker



Peacock



Smith



Summers

Administrative & Business Services
Robert Collins, Dean
(1988) B.B.A., University of Miami; M.A., University of South Florida—Bldg. A, Room 146, Ext. 202
Annette Rash, Administrative Specialist—Bldg. A, Room 146, Ext. 207

Data Center
Dennis F. Everett, Director of Data Processing—(1984) B.S., University of West Florida—Bldg. A, Room 150, Ext. 216
Grace Barber, Programmer/Operator—Bldg. A, Room 149, Ext. 217
Michelle Stone, Programmer/Operator—Bldg. A, Room 149, Ext. 218

Business Office
Sherrill Wimberly, Comptroller—Bldg. A, Room 139, Ext. 203
Carol Jean Crawford, Senior Cashier—Bldg. A, Room 135, Ext. 204
Doris Williams, Accounting Clerk—Bldg. A, Room 135, Ext. 220
Shirley Reid, Accounting Clerk—Bldg. A, Room 135, Ext. 219
Alice Capps, Accounting Clerk—Bldg. A, Room 135, Ext. 206
Diane Timmons, Fiscal Assistant—Bldg. A, Room 141, Ext. 311

Personnel Services
Karan Davis, Personnel Specialist—Bldg. A, Room 121, Ext. 205
Nora Mayo, Secretary—Bldg. A, Room 119, Ext. 351

Switchboard
Kim Collins, Operator—Bldg. A, Switchboard, Ext. 0

Book Store
Debbie Herndon, Manager—Bldg. K, Basement, Ext. 258
(Vacant), Clerk—Bldg. K, Basement, Ext. 258

Physical Plant
Sonny Wise, Manager—Bldg. E, Ext. 310
Christine Melvin, Clerk—Bldg. E, Ext. 254

Physical Plant Staff
Lucinda Baker, Custodian—Bldg. E, Ext. 254
Aggie Bell, Custodian—Bldg. E, Ext. 254
Robert Brown, Custodial Supervisor—Bldg. E, Ext. 254
Richard Edenfield, Electrician—Bldg. E, Ext. 254
Bernard Felton, Custodian—Bldg. E, Ext. 254
Annie Graham, Custodian—Bldg. E, Ext. 254
Wayne Herring, Maintenance Repairman—Bldg. E, Ext. 254
Bill Gause, Lead Groundskeeper—Bldg. E, Ext. 254
Wayne Hill, Inventory Clerk—Bldg. E, Ext. 318
Lucy Thomas, Custodian—Bldg. E, Ext. 254
Johnny Meredith, Groundskeeper—Bldg. E, Ext. 254
Craig Hightower, Maintenance Repairman—Bldg. E, Ext. 254
Eddie Smith, Maintenance Repairman—Bldg. E, Ext. 254
Randy Southwell, Groundskeeper—Bldg. 3, Est. 254
Marion Varnum, Custodial Crewleader—Bldg. E, Ext. 254
Tom Weathington, Maintenance Facilitator—Bldg. E, Ext. 254



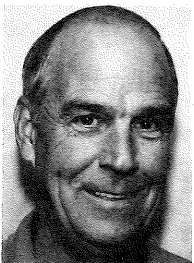
Everett



Davis



Herndon



Wise

Faculty Emeriti

- Augustus M. Adkison** (1965-83)
Music
- G. W. Allen, Jr.** (1948-78)
Dean of the College
- Elizabeth M. Barnes** (1966-76)
Social Science
- Walter Basford** (1967-85)
Automotive
- Mary Bennett** (1969-74)
Manager, Student Center, (1983-85)
Head Dormitory Resident
- Paul Braxton** (1968-81)
Electronics
- Theodore H. Brittain** (1963-74)
Mathematics
- Albert B. Caraway** (1966-82)
Dean, Vocational-Technical
- Dorothy T. Clemmons** (1967-88)
English
- Ruth Davis** (1948-49, 1964-87)
English
- Raymond M. Deming** (1969-79)
President
- Eva J. Dixon** (1955-79)
Director, Library Services
- Eulles Edenfield** (1969-85)
Automotive
- John E. Flynn** (1964-81)
Humanities
- Marlon W. Godsey** (1965-91)
Counseling
- Donald G. Holley** (1970-91)
Major Appliances
- Bonnie Holt** (1956-91)
Physical Education
- Frederick L. Howell** (1965-80)
Dean, Vocational Division
- Milton H. Johnson** (1961-93)
Head Basketball Coach, Athletic
Director, Division Chairman Physical Education
- Elek J. Lehoczy** (1965-76)
Mathematics
- James A. Lewis** (1957-93)
Business Manager, Academic Dean,
Business
- Albert E. Lightfoot** (1963-76)
English
- Arthur R. Manning** (1965-76)
Social Science



Humanities instructor
Lonnie Keene has some choice
Greek quotations for a
malfunctioning projector that
spewed out several hundred
feet of mangled film.

- James H. McGill** (1952-83)
Director, Physical Plant
- Jay L. Mitchell** (1962-90)
Physics and Physical Science
- Margie G. Mixson** (1966-79)
English
- Darrell H. Morton** (1965-85)
Biological Science
- Sidney Mordes** (1959-83)
Geography and Social Science
- Lawrence Nelson** (1960-87)
Coordinator, Fine Arts
- David Nicholson**, (1962-93)
Chairman, Mathematics, Natural &
Social Sciences
- James S. Pavy** (1956-88)
Physical Education
- Chester H. Pelt** (1948-50, 1954-73)
Philosophy and Sociology
- Frederick B. Peters** (1957-65, 68-93)

- Business Manager, Business
- Mertice B. Ringer**—(1961-92)
Director, Institutional Planning & Research
and CJC Foundation
- Robert E. Ringer** (1960-83)
Chairman, Natural Science and Mathematics
- R. A. Rogers** (1970-82)
Carpentry
- William H. Stabler** (1961-89)
Director, Library Services
- Josephine Story** (1955-86)
Chairman, Natural Science and Mathematics
- Wilbur I. Throssell** (1954-71)
Chairman, Literature and Language
- Cleatus C. Toole** (1967-78)
Welding
- Jeanette P. Watford** (1969-88)
English and Speech
- C. D. West, Jr.** (1960-78)
Registrar and Admissions Officer

TSUD Programs at CJC

Evening Degree Programs

Under terms of an agreement between Chipola Junior College and Troy State University at Dothan, TSUD will begin offering evening classes on the CJC campus for the Fall Quarter of 1993.

Couses offered by TSUD will be in three degree programs:

1. Bachelor of Science in Criminal Justice.
2. Bachelor of Science in Business Adminstration (Management).
3. Master of Science in Counseling and Psychology with emphasis in either agency or corrections counseling.

Application Procedure

Students desiring to enter one of these programs should contact Dr. Helen Livingston, Director of TSUD at FCI Marianna/CJC. Her office is located in the CJC Administration Building (Room 120). She may be contacted through the CJC Switchboard (904-526-2761, Ext. 341).

All new applicants to TSUD must pay an application fee. New applicants are encouraged to have their applications and tran-

scripts to Dr. Livingston a month before a quarter begins. TSUD's Fall Quarter will begin Sept. 13.



Livingston

Entry Requirements to TSUD Bachelor of Science Programs

Chipola's requirements for an Associate of Arts degree comply with those of upper division Florida universities. TSUD's requirements differ.

At CJC, TSUD offers upper division courses leading to the Bachelor of Science degree with a major in criminal justice and the Bachelor of Science in Business Administration degree with a major in management. CJC students are eligible to apply for admission to either of these programs if they have completed an Associate of Arts or an Associate of Science degree, or if they have achieved at least sophomore status.

All students who transfer to TSUD shall have their credits evaluated for general education course equivalents on a course-by-course basis. Students who earn the Associate of Arts or the Associate of Science degree

will not be granted credit for having completed the TSUD general education program unless they have earned equivalent credit for each course required in TSUD's general studies program.

TSUD has no CLAST requirement or Gordon Rule. Other differences between TSUD's general studies requirements and CJC's general education requirements are as follows.

1. Two three-semester-hour courses in literature, in addition to English 1101 and 1102.
2. One three-semester-hour course at the college algebra level or above (MAC 1104

or above) for Criminal Justice majors; two three-semester-hour math courses (specifically, MAC 1104 or above and MGF 1207) for Business Administration majors.

3. Six-semester-hours in Natural Sciences; however, at least three-semester-hours must be in a biological science and three-semester-hours in a physical science.
4. Three-semester-hours of Speech (specifically, either SPC 1050 or 2030).
5. Six-semester-hours in Humanities consisting of Humanities 2212 and 2230 (or 2216 and 2233); or two three-semester-hour courses—one in music appreciation and one in art appreciation.

Entry Requirements to TSUD Master of Science Program

A student who has earned a bachelor's degree from an accredited four-year college or university and who has at least a 2.5 (4.0 scale) grade point average and a score of at least 36 on the Miller's Analogies Test (or an equivalent Graduate Record Exam test score) is eligible for unconditional admis-

sion to the Master of Science program in Counseling and Psychology, with emphasis in either agency or corrections counseling.

A student who does not satisfy the above GPA requirement may be conditionally admitted to the program pending satisfactory completion of the first 20 quarter hours with

a 3.0 GPA. However, there are minimum acceptable test scores. After the student completes the first 10 hours with a 3.0 GPA or better, he/she will be granted unconditional admission. A student who does not have the 3.0 GPA at the end of 20 hours will be dropped from Graduate School.

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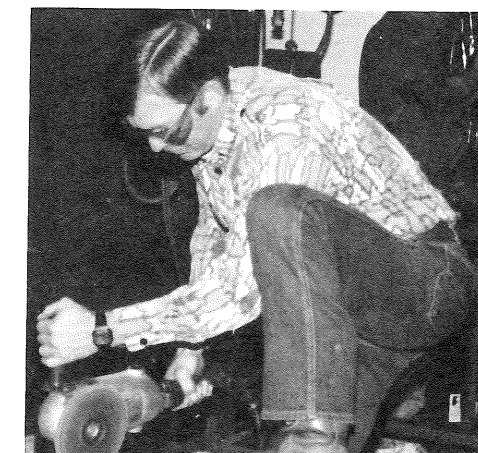
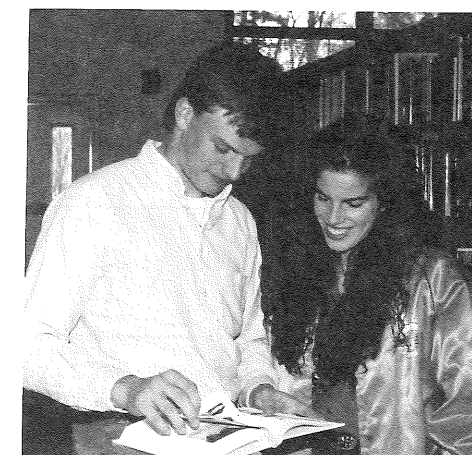
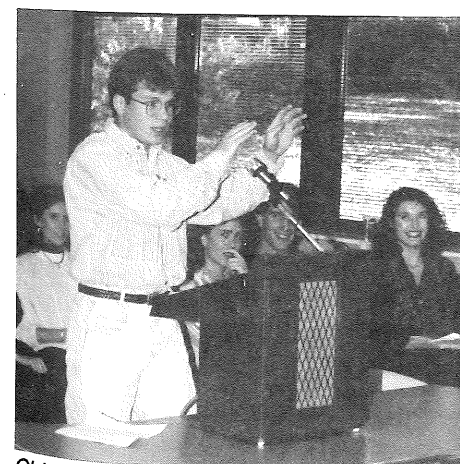
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This catalog is a production of the Office of Publications and Public Relations. Dr. Miriam Bailey is editor and chairman of the Catalog Committee, whose members were Dr. Earl Carroll, Charles Nolen, Dr. Sarah Clemmons, David Nicholson, Joan Miller, Annette Widner, Kathy Anderson, Ionia Barnes and Laurie Culbreth. Ken Whitehead made significant contributions, and Bryan Craven provided the photographs.



Request for Information

Tear out this page, fold and mail to the college

Office of the Registrar
Chipola Junior College
3094 Indian Circle
Marianna, FL 32446-2053

Date _____

Please forward an application form to me for admission to Chipola Junior College. The following information will indicate my interests and my stage of educational development.

1. I have (check the highest level that applies):

- ☐ Completed junior high/middle school
- ☐ Received a state high school equivalency diploma
- ☐ Graduated from high school
- ☐ Completed some college studies

2. I would like to enroll as a

- ☐ Full-time student
- ☐ Part-time student

3. I need forms for

- ☐ Financial Aid & Scholarships
- ☐ Residence Hall

4. My interest is in the following kinds of studies: _____

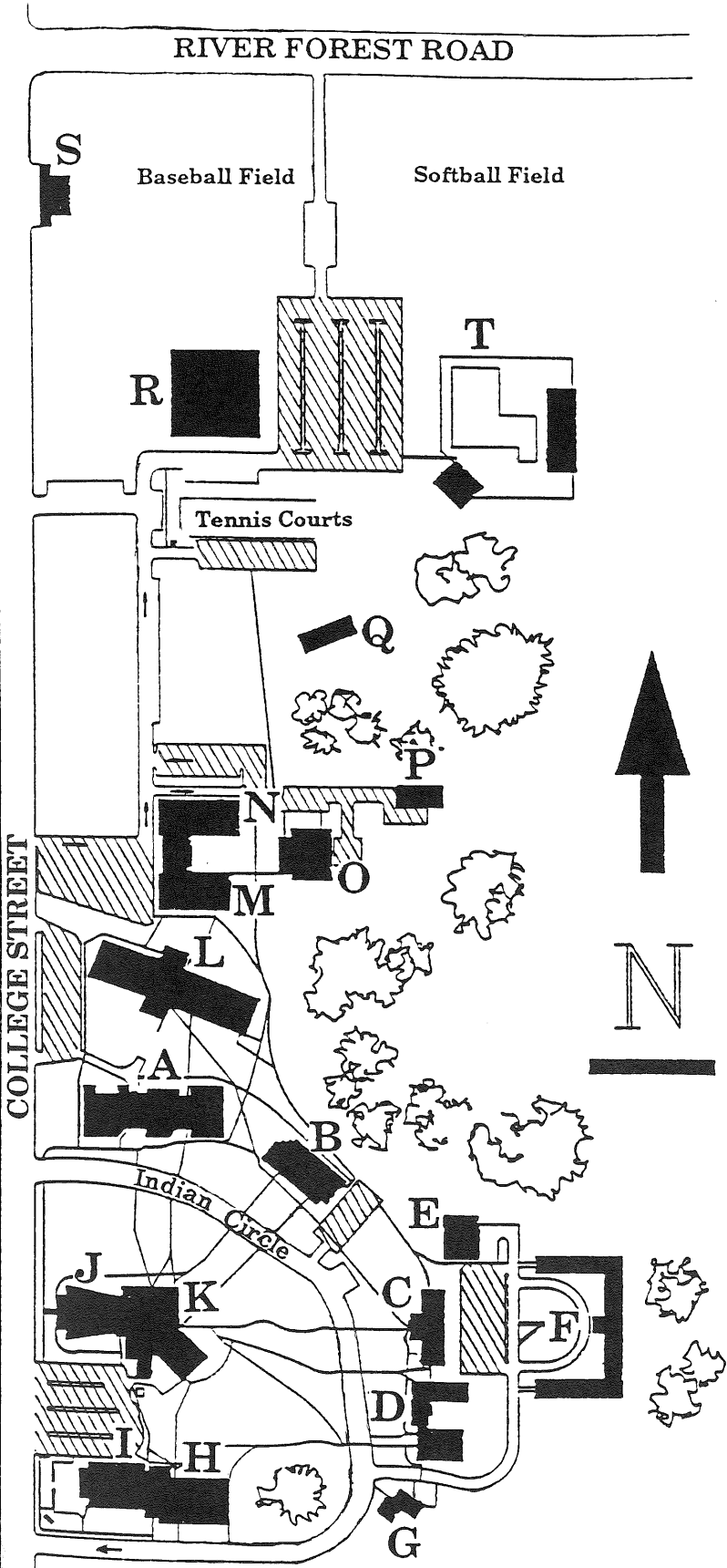
Name (Print) _____
Last First Middle

Address _____
Street or P.O. Box City State Zip

Signature _____

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CAMPUS MAP



Buildings

- A—Administration
- B—Library
- C—Social Science
- D—Natural Science
- E—Physical Plant Office
- F—Residence Hall
- G—Student Services
- H—McLendon Fine Arts
- I—Arts Center
- J—Auditorium
- K—Student Center
- Conference Center
- Bookstore
- L—Business
- M—English
- N—Vocational
- O—Success Center
- Electronics
- P—Appliance Repair
- Q—Storage
- R—Health Center
- S—Public Service
- Continuing Education
- T—Pool

Parking Lots





CHIPOLA
JUNIOR COLLEGE

3094 Indian Circle
Marianna, Florida 32446-2053

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