

**CATALOG**  
1966-1967





# OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY  
FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

FLORIDA ASSOCIATION OF PUBLIC JUNIOR COLLEGES  
AMERICAN ASSOCIATION OF JUNIOR COLLEGES  
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

CANDIDATE FOR MEMBERSHIP  
SOUTHERN ASSOCIATION OF COLLEGES  
AND SCHOOLS

# ADMINISTRATION OF THE COLLEGE

## *Boards of Public Instruction*

### OKALOOSA COUNTY

(Governing Board)

Bryan Smith, Chairman

J. H. Etheredge

M. A. Fortune

Jack Foster

Plenn Phelps

### WALTON COUNTY

(Cooperating Board)

Cortez Cadenhead, Chairman

Lewis Frank Cawthon, Jr.

Colen Douglas

Howard H. Griffith

Glen Parker

## *Superintendents of Public Instruction*

Maxwell Bruner, Jr.

John E. Baldwin

## *Advisory Committee*

Alston Campbell

Andrew J. Erickson

Mrs. W. W. Lynn

Charles A. Wade

Claude Lee, Chairman

W. W. Adams

Eugene Barley

Emory Campbell

John Creel

## *College Administrative Council*

J. E. McCracken

*President*

A. W. Scrivner

*Dean, Degree Programs*

James A. Durham

*Director, Administrative  
Services*

Lucile Anderson

*Director, Library Services*

George S. Davis, Jr.

*Dean, Adult Studies*

William S. Roberts

*Director, Financial Services*

Jack Bartell

*Director, Student Services*

E. C. Wallace

*Registrar*

## POINT OF VIEW

Okaloosa-Walton Junior College is committed to the belief that provision of opportunities for continuing study is the most desirable approach to fulfillment of the aspirations of the citizens of Northwest Florida. This age of accelerated change, of rapid occupational obsolescence, and of man's intensified search for meaning in his life demands such a commitment. Consequently, every effort of the College draws its strength and structure from its determination to assist in making continuing study a reality for students of all ages.

O W J C  
COLLEGE CALENDAR  
DATES AND DEADLINES

*FALL SEMESTER 1966*

General Faculty Meeting (9:00 A.M.)	August 22
Registration for On-Campus Programs	August 24-26
Registration for Off-Campus Programs	August 24-31
Classes Begin (Day—8:00 A.M.; Evening— 6:30 P.M.)	August 29
Last day to complete registration	September 2
Labor Day (no classes)	September 5
Evening On-Campus Students—Last day to change courses	September 9
Labor Day Make-up (Monday Evening Classes)	September 23
Last day to drop a course with grade of “W”, and last day to reprogram day student schedules (see page 15)	October 7
Mid-term grades due in Registrar’s Office by 12:00 noon	October 24
Thanksgiving Holidays	November 24-25
Early Registration for Winter Semester Begins (currently enrolled students only)	November 28
Thanksgiving Day Make-Up (Thursday Evening Classes)	December 2
End Early Registration	December 9
Final Examinations	December 15-17
Christmas Holidays Begin at 4:30 P.M.	December 17
Grades due in Registrar’s Office by 12:00 noon	December 19

*WINTER SEMESTER 1967*

Registration for On-Campus Programs	January 2-3
Registration for Off-Campus Programs	January 2-6
Classes Begin (Day—8:00 A.M.; Evening— 6:30 P.M.)	January 4
Day Students—Last day to complete registration	January 10
Evening Students—Last day to change courses	January 17
Last day to drop a course with a grade of “W”, and last day to reprogram day student schedules	February 15
Mid-term grades due in Registrar’s Office by 12:00 noon	March 1

Spring Holiday .....	March 24
Early Registration for Spring Semester and Terms I and II (currently enrolled students only) .....	April 3-14
Final Examinations .....	April 20-22
Grades due in Registrar's Office by 12:00 noon .....	April 24
American Arts Festival .....	April 27-30
Graduation .....	April 30

### *SPRING SEMESTER 1967*

Registration for On-Campus Programs .....	May 1-2
Registration for Off-Campus Programs .....	May 1-5
Classes Begin (Day—8:00 A.M.; Evening— 6:30 P.M.) .....	May 3
Last day to complete registration .....	May 10
Last day to drop a course with a grade of "W", and last day to reprogram day student schedules .....	May 24
Mid-term grades due in Registrar's Office by 12:00 noon .....	June 12
Holidays .....	July 3-4
July 3 Make-Up (Monday Evening Classes) .....	July 14
July 4 Make-Up (Tuesday Evening Classes) .....	July 21
Final Examinations .....	July 28
Grades due in Registrar's Office by 12:00 noon .....	July 31

### *TERM I—1967*

Registration for On-Campus Day Programs .....	May 1-2
Classes Begin (8:00 A.M.) .....	May 3
Last day to complete registration .....	May 8
Last day to drop a course with a grade of "W" .....	May 17
Final Examinations .....	June 14
Grades due in Registrar's Office by 12:00 noon .....	June 15

### *TERM II—1967*

Registration for On-Campus Day Programs .....	June 16
Classes Begin (8:00 A.M.) .....	June 19
Last day to complete registration .....	June 22
Last day to drop a course with a grade of "W" .....	June 30
Holidays .....	July 3-4
July 3 Make-Up (Monday Term II Day Classes) ..	July 15
July 4 Make-up (Tuesday Term II Day Classes) ..	July 22
Final Examinations .....	July 29
Grades due in Registrar's Office by 12:00 noon .....	July 31

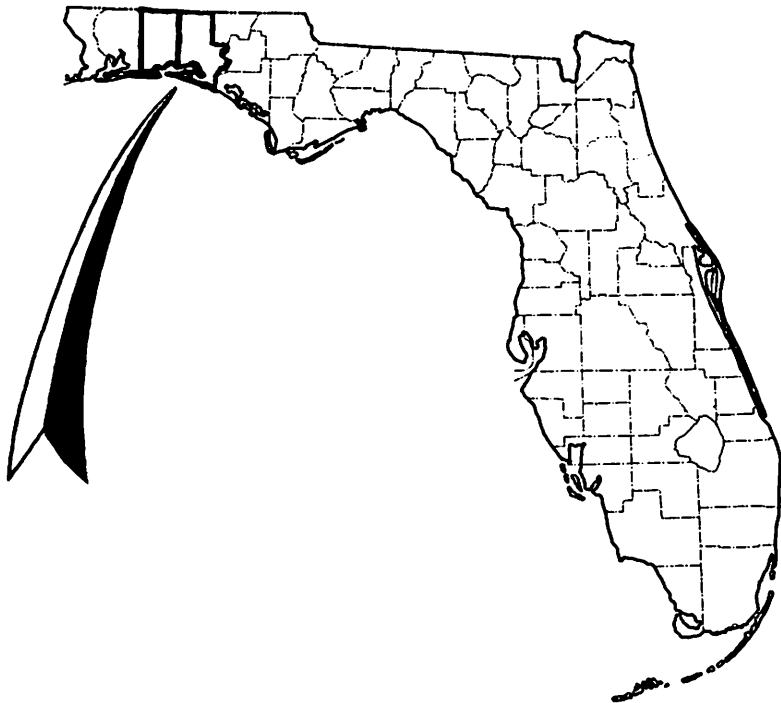
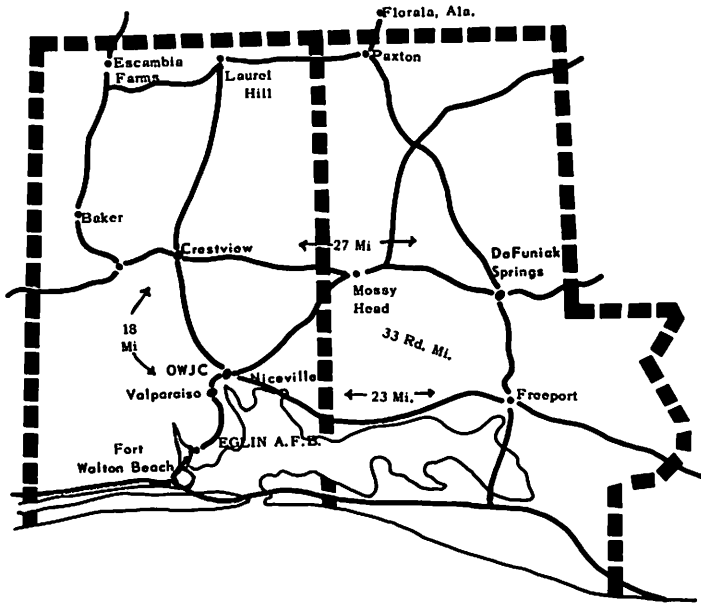
# 1966

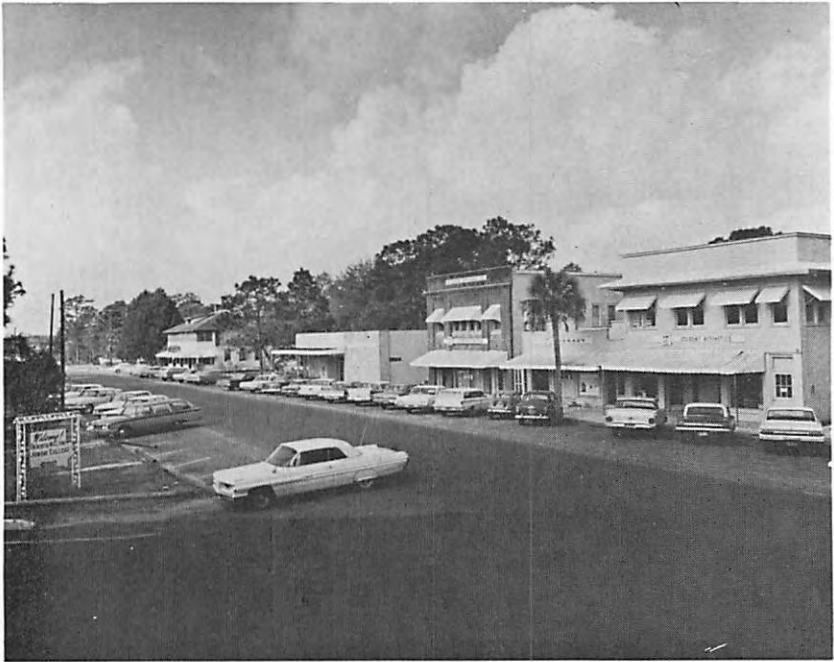
JANUARY							FEBRUARY							MARCH							APRIL										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1			1	2	3	4	5			1	2	3	4	5			1	2	3	4	5				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9				
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16				
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23				
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30				
30	31																														
MAY							JUNE							JULY							AUGUST										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1					1	2	3	4							1	2							1	2	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13				
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20				
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27				
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31							
29	30	31												31																	
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1						1						1	2	3	4	5							1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17				
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24				
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31				

# 1967

JANUARY							FEBRUARY							MARCH							APRIL														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
						1					1	2	3	4							1	2	3	4							1				
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8								
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15								
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22								
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29									
29	30	31																			30														
MAY							JUNE							JULY							AUGUST														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
						1						1	2	3							1	2	3	4							1	2	3	4	5
1	2	3	4	5	6	7	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12								
8	9	10	11	12	13	14	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19								
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26								
21	22	23	24	25	26	27	22	23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30	31										
28	29	30	31				25	26	27	28	29	30		30	31																				
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
						1						1	2	3							1	2	3	4							1	2	3	4	5
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9								
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16								
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23								
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30								
							29	30	31					27	28	29	30																		

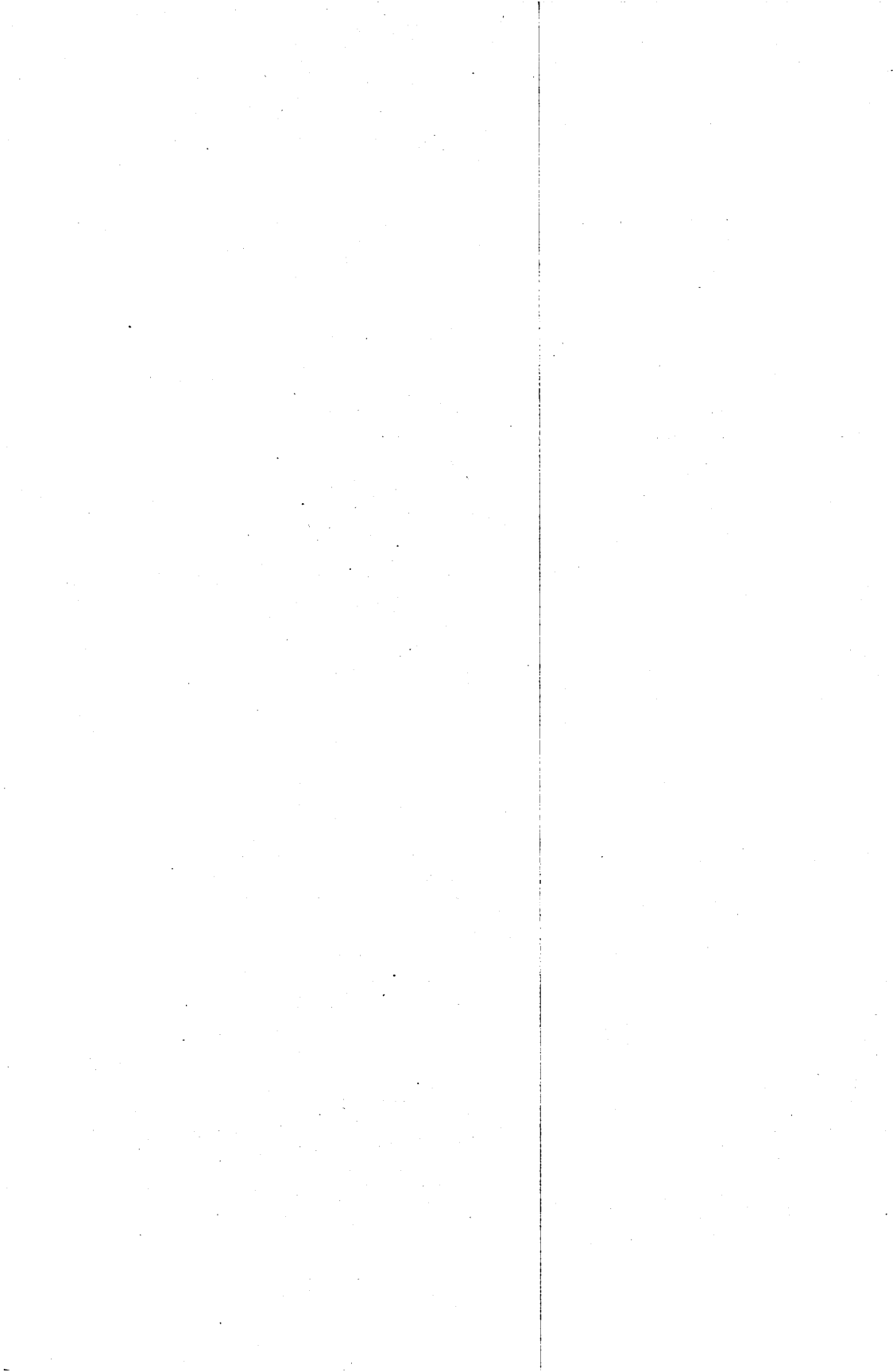






# CATALOG DIVISIONS

	Page
GENERAL INFORMATION .....	1
Objectives	
History	
Facilities	
Campus Life	
Evening Programs	
Year-Round Opportunity	
Composition of Student Body	
Accreditation	
PROCEDURES AND REGULATIONS .....	7
Requirements for Admission	
Registration	
Early Registration	
Transfer Credits	
Transferring Credits to a Four-Year Institution	
Counseling and Admissions Testing	
Foreign Students	
Advanced Placement	
Financial Information	
Academic Regulations	
Academic Standing	
Requirements for Graduation	
Physical Education Requirements	
STUDENT LIFE AND SPECIAL SERVICES .....	23
Student Life	
Student Services	
PROGRAMS: OFFERINGS AND REQUIREMENTS .....	34
Associate of Arts Degree	
Associate of Science Degree	
Occupational and Enrichment Studies	
Adult Studies	
COURSE DESCRIPTIONS .....	40
SUGGESTED PROGRAMS AND PLANNING NOTES .....	83
FACULTY AND ADMINISTRATIVE STAFF .....	107





# GENERAL INFORMATION

## *OBJECTIVES*

1. To provide an harmonious educational environment which may enhance the learning experience of each and every participant in each specific offering and activity of the college;
2. To provide two years of college study which is directly applicable to degrees at the baccalaureate level;
3. To provide two years of college study which will prepare individuals for those positions in industry, commerce, and the service occupations, which require such preparation as a condition of or preference in employment;
4. To provide specialized, occupational certificate programs which focus directly upon effective, gainful employment;
5. To provide adult general education programs which may lead to a special certificate, a diploma, to particular personal satisfactions, and to new educational and occupational opportunities;
6. To provide services of personnel and use of facilities of the College, as may be suitable, to benefit appropriate needs and interests of its two-county community;
7. To provide stimulation and assistance in facilitating enrichment of the cultural climate of its two-county community.

## *HISTORY*

As the thirtieth public junior college in the State of Florida, OKALOOSA-WALTON JUNIOR COLLEGE, found its specific beginning on April 16, 1963, at which time the State Board of Education granted it "Priority One" status for organization and operation. The 1963 State Legislature approved and appropriated funds for the establishment of OKALOOSA-WALTON JUNIOR COLLEGE. The Advisory Committee (five members from Okaloosa County and four members from Walton County) was appointed in December, 1963. The first president of the College assumed his responsibilities on February 15, 1964. Subsequently, the College was named officially on March 3, 1964, and its temporary location was designated as Valparaiso, Florida, effective April 3, 1964. The first faculty members arrived on August 17, 1964 and classes began on August 24, 1964.

The present site of approximately twelve acres centers around Perrine Park on a point of land which rests between two of the

scenic bayous that fringe the northern shores of Choctawhatchee Bay. The temporary campus is in a pleasantly wooded residential area located just south of Highway 85 and only a short distance from Eglin Air Force Base. The Twin Cities of Niceville and Valparaiso, Florida, contributed the initial conversion of the parks and buildings, which comprise the former center of the picturesque town of Valparaiso, into a collegiate campus.

At the time of its opening session in August, 1964, the campus consisted of seven buildings. As of Spring, 1966, facilities have been increased to twenty buildings to accommodate the broader range of programs and the greatly expanded student enrollment. Facilities have been made available in local communities throughout the two-county area to serve for the many "off-campus" courses taught through extension and for the Adult Basic Education programs.

Ample opportunity for recreational activities are available both on campus and throughout the beautiful beach and bayou areas. In addition to the natural serenity of the wooded campus, meditation and worship opportunities are available in the interdenominational Community Church which is located on the campus.

The permanent site for the main campus was designated on November 24, 1965, by transfer of two hundred sixty-four acres of land from the Eglin Air Force Reservation to the Board of Public Instruction of Okaloosa County on behalf of Okaloosa-Walton Junior College. The site is located at the northern boundary of Niceville between State Road 85 and State Road 285 in a beautiful wooded area. The construction program on the new campus, uniquely designed to implement the particular mission of the College, is expected to begin in the Fall of 1966. The natural setting plus those features which are added will provide an appealing atmosphere for study and fellowship among students of all ages.

## *FACILITIES*

The College is fortunate in having a well-correlated temporary campus, pending construction of its permanent campus. Buildings, equipment, and general campus grounds provide students a congenial, efficient environment in which to pursue their learning activities. The campus is comprised of the following buildings:

### **ADMINISTRATIVE SERVICES**

*Administration Building* located on Westview Avenue houses the offices of the President, the Deans, the Director of Administrative Services, the Director of Financial Services, and the Registrar.

*Adult Studies* located on the corner of Westview and Southview houses the offices of the Adult Studies staff.

*The Campus Booknook* is located in the Student-Faculty Center and handles textbooks and supplies needed by the students.

*Library.* The Library is adjacent to the Administration Building and houses reading, audio-visual, periodical, and work rooms. Holdings exceeded 10,000 volumes by Spring of 1965-66, its second year of operation.

*Maintenance Building* located on Edge Avenue constitutes a home base for maintenance personnel and activities.

*Student Government Office* is located on the second floor next to the library.

*Student-Faculty Center* located on the corner of Westview and Glenview houses faculty offices, the Student Services Office, the tutorial laboratory, student publications, the student lounge, and the snack bar which is operated by the Florida Council for the Blind.

#### CLASSROOMS AND LABORATORIES

*Basic Studies* located on Southview Avenue houses general classrooms.

*Classroom Buildings (5)* located behind the Valparaiso Community Church contain general classrooms and specialized laboratories for music and art.

*Communications* located on Westview Avenue houses two general classrooms.

*Convocation Hall* (the Jet Theater) located on John C. Sims Parkway is used when all students convene for special programs.

*Education Building (Community Church)* located on Chicago Avenue houses the language laboratory and general classrooms.

*Liberal Arts* located adjacent to the Administration Building houses four classrooms and faculty offices. An annex behind the principal building houses certain business laboratories and a portion of the library.

*Physical Education* located on Glenview Avenue houses student locker rooms, a large general classroom, and faculty offices.

*Science* located on the corner of John C. Sims Parkway and Seminole Avenue houses science laboratories, classrooms, and faculty offices.

#### CAMPUS LIFE

The atmosphere on this college campus is determined by the blend of a dedicated faculty with an ambitious, determined, and stimulating student body. From this environment comes an unforgettable chain

of memorable experiences for both the faculty and the student. Each student and each faculty member finds himself appreciated for his own nature and for the unique contributions he makes in building and enriching his College—OWJC.

Students find outlets for their particular talents through the college publications, through campus government, through athletics, through hobby groups, and through the many other student activities that complement the central function and purpose of the College—the program of continuing studies.

The students and faculty in each academic year are the primary determiners of the campus life and atmosphere at OWJC in terms of the patterns they maintain and enrich for the campus—this is an opportunity and a responsibility.

## *EVENING PROGRAMS*

The courses and programs offered during the late afternoon and evening are primarily designed for students who are continuing their education on a part-time basis. These courses are basically the same as day courses since they are taught whenever possible by the full-time faculty of the day program.

*Degree Programs.* A student enrolled in the evening program is limited to a maximum of 12 credit hours. If he is working full-time, he should limit his academic load to 8 credit hours or less.

*Adult Study Programs.* Any student enrolled in these programs should establish with counselors and registration personnel loads suitable to the nature of the program and to his daily work load obligations.

*Probation and Suspension.* Students enrolling in the evening degree programs are subject to the same general rules on probation and suspension as pertain to the full-time students in the day programs. At such time as the degree program student attains 12 credit hours, his record is subject to analysis both for honors and for assessment of probation, suspension, or dismissal status.

## *YEAR-ROUND OPPORTUNITY*

The programs of continuing study at the College vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous certificate programs are offered on demand as these demands occur and for whatever periods of time may be warranted in terms of the nature of the offerings. Special programs are announced as



they are developed and the public are especially INVITED TO REQUEST SHORT OR EXTENDED OFFERINGS in areas of need or interest which they recognize and can call to our attention.

### *COMPOSITION OF STUDENT BODY*

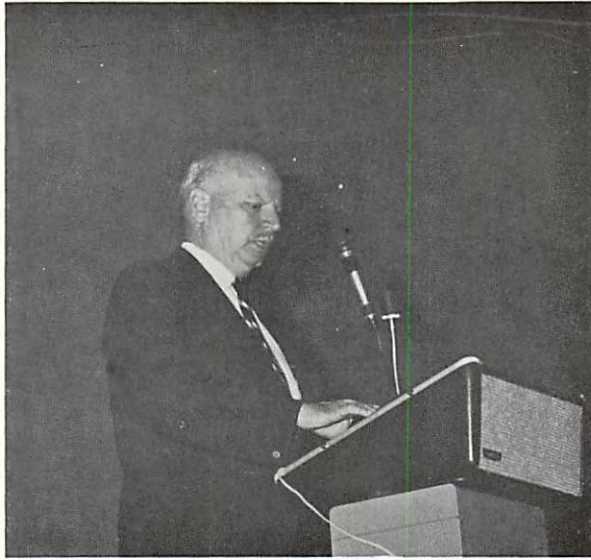
Okaloosa-Walton Junior College is a co-educational institution serving such students, of all age levels, as are legally out (by virtue of graduation, age, or circumstance) of grades 1-12.

### *ACCREDITATION*

Accreditation by the Florida State Department of Education was granted when the College opened in the Fall of 1964.

The credits earned by students at OWJC have already been and will continue to be accepted for transfer by the institutions of higher learning in the State of Florida and by institutions of higher learning outside the State.

As of December, 1965, the College attained its status as a "Candidate for Membership" in the Southern Association of Colleges and Schools. This status is an early recognition of those colleges who are progressing at a suitable rate in their accreditation processes.



# PROCEDURES AND REGULATIONS

## *REQUIREMENTS FOR ADMISSION*

*Associate Degree Programs.* Candidates for admission to degree programs must have graduated from a secondary school or must be transfer students from colleges or universities accredited by the appropriate regional accrediting agency. Such candidates whose records meet minimum academic standards for OWJC students are eligible for admission. Candidates may also enter if they possess high school equivalency certificates from the various state departments of education provided they meet the minimum standards required by the Florida State Department of Education (GED Test with minimum standard score of 40 on each test and an overall average of 45; age minimum of 20 years).

*Adult Studies Programs.* Students entering Adult Studies programs are not limited to the admission requirements of credit programs. Rather, the particular nature of each offering will prescribe the readiness of each applicant for that specific continuing study experience.

## *REGISTRATION*

Students are expected to register on the days designated in the College Calendar. All late registrants will be charged an additional fee of \$5.00. Fees are to be paid at the time of registration. Registration must be completed within two days after a student obtains his class cards from the Registrar's Office to remain eligible to attend classes.

## *EARLY REGISTRATION*

Each semester, for a two-week period just prior to final examinations, all *currently enrolled* degree program students are given the opportunity to register for the next semester. By registering early each student is assured of a suitable schedule for the subsequent semester.

## *TRANSFER CREDITS*

Course work with a grade of "C" or above from an accredited college will be accepted. Grades of "D" will be accepted only on a provisional basis contingent upon the attainment of an academic record at Okaloosa-Walton Junior College which compensates for the quality point deficiency involved.

## *TRANSFERRING CREDITS TO A FOUR-YEAR INSTITUTION*

Those students who expect to transfer to a senior institution from Okaloosa-Walton Junior College may obtain programming assistance by consulting a counselor in the Student Services Office. The experienced counselors, available to all students, will gladly assist in planning and coordinating college programs to facilitate smooth transfers to a senior institution.

It is desirable that a student planning to transfer to a senior institution plan his or her program so that he transfers to the senior institution at the beginning of the school year (August or September). Curriculums are generally offered in sequence and better articulation in a student's program may be achieved if he will strive to complete his entire two-year program before transferring.

## *COUNSELING AND ADMISSIONS TESTING*

Students at OWJC are expected to have completed the Florida State-wide Testing Program prior to enrollment. If a student has not completed the Florida State-wide Testing Program, achievement tests given by the College will be required. In addition, achievement and aptitude tests will be required of individual students as the need arises.

While it is not required for admission to OWJC, it is recommended that applicants take the American College Test (ACT) during their senior year in high school or prior to enrolling in college.

## *FOREIGN STUDENTS*

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. An application, passport-size photograph, official certificates, and detailed transcripts of records should be submitted to the Registrar at least *two months* prior to the opening of the term in which the applicant hopes to gain admittance. This will allow time for exchange of necessary correspondence relative to entrance and, if the applicant is admitted, for assistance to him in obtaining the necessary passport visa.

Applicants may also be required to take a qualifying examination in English. If they are not sufficiently qualified in the English language to pursue degree program courses, they will be required to prepare themselves adequately in English before registering as regular students.

Each student from a foreign country is required, upon his arrival at the College, to consult with the Director of Student Services for the purpose of arranging a beneficial counseling program.



## ADVANCED PLACEMENT

*Military Experience.* A maximum of 15 semester hours may be granted through accreditation of military experiences and/or general educational development testing (or equivalent) while a member of the armed forces.

Ocala-Walton Junior College participates in the *Advanced Placement Program* conducted by the College Entrance Examination Board, which provides 13 college-level advanced placement examinations. OWJC allows a maximum of 15 semester hours credit for scores of 3, 4, and 5, and allows advanced placement without credit for scores of 2 upon recommendation of the department concerned. Qualified students may make special arrangements for taking the advanced placement tests through the Director of Student Services at OWJC.

Advanced Placement Tests should be taken at participating high schools or centers; however, a qualified student may make a request and pay the required fees to the College Entrance Examination Board, Educational Testing Service, Princeton, New Jersey to make arrangements to have the test or tests sent to and administered by the Test Coordinator at OWJC. Information bulletins are available from the Educational Testing Service upon request.

While it is not required, it is recommended that applicants take the *American College Test (ACT)* during their senior year of high school or prior to enrolling in the college.

*High School Students.* Outstanding students from high schools may enroll and participate in an honors program upon approval of: (1) parents or guardians, (2) high school principal, and (3) the Dean of the Degree Programs. The students may complete up to 15 semester hours while still enrolled in high school and be awarded the credit upon successful completion of high school. Grades in high school, test scores, and any unique individual circumstances will be considered in making each commitment to this program.

Those high school students who may desire to pursue occupational programs not available within the high school, itself, may consult with their principals and the Dean of Adult Studies of OWJC to arrange, where feasible and wise, for released-time study of such courses at OWJC. Any such released-time arrangements must have the recommendation and approval both of the principal involved and of the Dean of Adult Studies at OWJC.

## FINANCIAL INFORMATION

A student will not have completed registration until all matriculation and tuition fees have been paid in full. No faculty or staff member

of the College with the exception of the Director of Financial Services has the authority to set aside this ruling. Permission, if granted, must be in writing.

*Financial Assistance.* The College will assist students insofar as possible in identification of opportunities for financial assistance in connection with their studies. A variety of types of opportunities are available to students who seek aid: work scholarships and loans for prospective teachers, State of Florida full-value loans which pay tuition and fees, the College Work-Study Program, part-time employment, and other unique loans and scholarships granted on an individual basis. All inquiries concerning financial aid should be directed to the *Director of Financial Services*.

*Residence Classification.* For the purpose of assessing tuition, students are classified as *Okaloosa or Walton County residents*, as *residents of other counties in Florida*, or as *non-Florida residents*. This classification is made by the Director of Financial Services of the College according to Florida State Laws relative to residency in relation to school attendance.

The student's "Residence Classification" is determined at the time of his first registration and may not thereafter be changed except by ruling of the Director of Financial Services in terms of bona fide change of legal residence on the part of the student if over 21 years of age or of the parents if the student is a minor.

Active military personnel and their dependents stationed in Okaloosa or Walton Counties of the State of Florida are classified as residents of these two counties.

A fee of \$10.00 will be charged against the account of any student who misrepresents his place of legal residence—this being in addition to correction of the actual fee charge itself.

*Application Fee.* An application fee of \$5.00 is required with all applications for admission to Okaloosa-Walton Junior College. This fee is not refundable but will be applied toward the fees of the student for the first semester in attendance.

## **SEMESTER FEES**

Full-time students (12 or more semester hours)

1. Matriculation for Okaloosa and Walton County residents and/or residents of other counties which participate in the support of a public junior college ..... \$ 60.00

2. Matriculation for Florida students from counties not participating in the support of a public junior college ..... \$ 75.00
3. Matriculation for Non-Florida students ..... \$110.00

Part-time students (day or evening) enrolled for less than 12 semester hours

1. Florida students ..... \$ 7.00 per sem. hr.
  - Minimum semester charge ..... \$ 14.00
  - Maximum semester charge ..... \$ 60.00
2. Non-Florida students ..... \$ 10.00 per sem. hr.
  - Minimum semester charge ..... \$ 20.00
  - Maximum semester charge ..... \$110.00

Non-credit courses: Fees will be based on length of course, instructional costs, and costs of special equipment.

Adult Study Fees: The minimum cost per course is \$1.00 plus laboratory and shop fees where applicable.

### OTHER FEES

Application fee .....	\$ 5.00
Required of all applicants planning to enter OWJC for the first time. This fee is <i>not</i> refundable but is deducted from the matriculation fee at the time of registration.	
Change of schedule .....	1.00
Diploma fee for Adult High School .....	5.00
Duplicate transcript (first one free) .....	1.00
Graduation fee for degree programs .....	10.00
Laboratory fees .....	\$2.00-10.00
Late examination .....	5.00
Late registration .....	5.00
Music fees (\$10.00 per semester hour)	
Applied Music 31710-32710 .....	20.00
Applied Music 31720-32720 .....	20.00
Applied Music 31730-32730 .....	10.00
Applied Music 31740-32740 .....	10.00
Special fees (e.g. Equitation) .....	At Cost
Student activity fee*	
Full-time students .....	15.00
Part-time students .....	2.00

\* STUDENT ACTIVITY FEE, paid at the beginning of each term is used to defray expenses connected with maintaining the following activities: intercollegiate athletics, College newspaper, College annual, College literary magazine, and such special activities as may be sponsored by the College.

## COST SUMMARY

Typical range of basic charges for a full-time student:

Fees .....	\$ 75.00 to \$130.00
Books and supplies .....	\$ 45.00 to \$ 75.00
Total .....	\$125.00 to \$205.00

Food and housing costs depend upon the student's habits and circumstances of residence. In a student government survey of Fall, 1964, Student Expenditures showed an average *total* expense of \$188.00 per semester.

*Change of Schedule.* A student may change a course during the first week of classes. If a student withdraws from the College during the first week, he will, upon request, receive a refund in the amount of 80 per cent of his matriculation fee. No fees other than matriculation fee shall be refunded. No refund shall be made of *any* fees after the first week.

Any and all refunds to military personnel shall be accomplished in accordance with the prevailing pertinent military assistance contract.

After the period of registration, changes in courses or sections may be made during the time specified in the College Calendar. However, for such changes the student will be required to pick up class cards from the instructor of the class that he is dropping and to obtain new cards for the course in which he desires to enroll. When the student turns in his old cards and secures the new cards in the Registrar's Office, the course change will be effective following payment of a \$1.00 fee.

*Information for Veterans and Military Personnel.* This College is certified for training under the various veterans' training laws. Veterans planning to enter should consult the local Veterans Administration Office well in advance of enrolling. The veteran assumes responsibility for all fees out of monies paid to him by the Veterans Administration. The veteran must complete a special form available in the Business Office which is required by the Veterans Administration at the end of each calendar month of attendance in order to receive payments from the Veterans Administration.

Training time is computed as follows:

15 or more semester hours .....	Full time
10 to 14 semester hours .....	$\frac{3}{4}$ time
7 to 9 semester hours .....	$\frac{1}{2}$ time
1 to 6 semester hours .....	Less than $\frac{1}{2}$

The veteran who is absent three consecutive school days without notifying the Registrar will have his training interrupted and will have to file a certificate of re-entrance.

A veteran in training under Public Law 550 receives an education and training allowance each month from the Government. At registration the veteran will be required to pay all of his fees. Since the first checks are sometimes delayed, it is advisable that the veteran be prepared to meet all expenses for about two months.

A veteran entering the College under Public Law 894 (disabled veterans) who has approval from the Veterans Administration will have his registration fees paid directly to the College by the Government.

Veterans who wish to enroll under the Cold War "G. I. Bill" should secure a Certificate of Eligibility (V.A. Form No. 7-1993) from the Veterans Administration prior to registration in order to expedite the subsistence allowance. Both veteran students and war orphans desiring information about benefits, requirements and registration procedures as required by the Veterans Administration should contact the Student Services Office.

*Military Personnel* who would like to continue their education through any of the various programs offered by OWJC may receive assistance by contacting the Registrar or the Director of Student Services. Military personnel who enroll in college credit programs through the Education Office at their respective base are eligible for financial assistance (up to 75% of matriculation fees) through the Military Assistance Contracts which OWJC has with both Eglin Main and Hurlburt Field. (e.g. typical cost to an Air Force student in 1965-66 for one three-hour course was \$5.25).

## ACADEMIC REGULATIONS

*Academic Load.* A student of OKALOOSA-WALTON JUNIOR COLLEGE is considered to be full-time or part-time according to his course load at the time of registration. The designation will not be changed after the specified deadline for withdrawal. A student enrolled in 12 or more semester hours or 24 or more contact hours is considered to be a full-time student for the purpose of participating in the various student activities.

A combination of semester hours and contact hours (Adult Study Courses) constitutes full-time status based upon the following scale:

<i>Degree Programs</i>	<i>Adult Study Programs</i>
12 semester hours plus	0 contact hours per week
11 semester hours plus	2 contact hours per week
10 semester hours plus	4 contact hours per week

*Degree Programs      Adult Study Programs*

9 semester hours plus	6 contact hours per week
8 semester hours plus	8 contact hours per week
7 semester hours plus	10 contact hours per week
6 semester hours plus	12 contact hours per week
5 semester hours plus	14 contact hours per week
4 semester hours plus	16 contact hours per week
3 semester hours plus	18 contact hours per week
2 semester hours plus	20 contact hours per week
1 semester hour plus	22 contact hours per week
0 semester hours plus	24 contact hours per week

A student enrolled for anything less than the above combinations would be considered part-time.

*Class Attendance.* Students are expected to attend all of their scheduled classes. Audit students, likewise, are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

Attendance will be kept by the instructor and reported to the Registrar's Office. The instructor will report immediately each student who has accumulated three absences.

*Audit Students.* Any student registering in a credit course on a "non-credit" basis will be considered as an audit student and his records will be marked accordingly. The word "Audit" will be placed on the permanent record in place of a grade and no hours attempted or quality points will be recorded.

Examinations are not required; however, audit students are expected to attend classes on the same basis as credit students. Audit students are expected to meet all the requirements of the course with the exception of the examination.

Fees are the same for both credit and audit students.

Students may register for a class on an "Audit" basis or change to "Audit" status at any time during the regular registration period or prior to the date *stated in the official catalog calendar* as the last day for reprogramming student schedules. Registration as an "Audit" student at any time other than during registration period must be approved by the appropriate Dean; *no* changes to Audit status may occur after the last day for reprogramming student schedules.

Audit students may not change to credit status following the expiration of the change of schedule period.

*Repeated Courses.* Any course may be repeated; however, the grade, hours attempted, and quality points of *each* attempt will be

included in the quality point average, but only one semester-credit entry will count toward the required semester hours for graduation.

*Reprogramming of Student Schedules.* To provide individual attention to each student's educational aspirations and needs, Okaloosa-Walton Junior College provides the opportunity for evaluation of student progress at the end of the first six weeks of each semester with the possibility of schedule adjustment.

The Director of Student Services has available pertinent test information, and counselors are available for individual conferences at which time schedules may be changed if personal needs so dictate.

After this date any revision of student schedules will be governed by withdrawal policies.

*Withdrawals.* For students who withdraw from a class before the beginning of the sixth (6th) week but after the first week, a grade of "W" and zero hours attempted will be entered on the permanent record; after the beginning of the sixth (6th) week of a semester, a grade of "WP" and zero hours attempted if doing satisfactory work at the time of withdrawal. If the student is not doing satisfactory work at the time of withdrawal, the grade will be "WF" with the appropriate number of hours attempted.

Withdrawals are subject to the following rules: *first week*—no record of the course will be made on the permanent record; *second week through fifth week*—grade of "W" on record and zero hours attempted; *sixth week through finals*—automatic grade of "F" unless it can be established that the reason for withdrawal was beyond the control of the individual, e.g. illness, transfer, and that the student was doing passing work at that time. Final approval for any student to be exempt from this automatic grade of "F" must be approved by the Admissions and Registration Committee. A grade of "I" (Incomplete) shall be entered if the student was doing passing work. Should the student not complete all course requirements by mid-term of the following semester, the "I" shall automatically become an "F".

Grades of "W" or "WP" do not affect a student's grade point average; however, a grade of "WF" affects the grade point average in the same manner as does a grade of "F".

*Grades and Examinations.* Final examinations are held at the end of each term. Examinations must be taken at the scheduled time. If a student is absent from a final examination because of illness or other approved reasons, a late examination will be given. Before taking such an examination, *the student must obtain written permission from the instructor and from the Admissions Office and pay the fee of \$5.00.*

*Semester Hours and Quality Points.* A minimum of 64 semester hours in a prescribed course of study and a minimum of 128 quality



points is required for both the Associate of Arts and the Associate of Science degree. *No degree may be granted for completion of less than 64 semester hours.* The minimum quality point average for graduation is 2.0 on the *total of all work* attempted at Okaloosa-Walton Junior College. Any deficiencies in grade point average on work taken at other institutions must be compensated for prior to graduation. Thus, the student must have a minimum quality point average of 2.0 on the total of *all work* attempted in order to graduate.

Letter grades will be assigned as follows: A, excellent; B, good; C, average; D, passing; F, failing; I, incomplete. Work required for removal of a grade of "I" *must* be completed prior to mid-term grades of the next semester following the issuance of that grade. Failure to remove the Incomplete will result in an automatic grade of "F" in each such course.

Quality points per semester hour are as follows: A = 4; B = 3; C = 2; D = 1; F = 0; I = 0.

## ACADEMIC STANDING

*Honors.* When the quality of a student's work is superior, the College is pleased to honor his work through recognition:

1. Full-time students making a quality point average of 3.75-4.00 will be placed on the President's List for that term.
2. Full-time students making a quality point average of 3.25-3.74 will be placed on the Dean's List for that term.

At the time of graduation, a student's total academic record is reviewed to determine High Honors (3.75-4.00) and Honors (3.25-3.74).

*Good Standing.* A student who has obtained a record of 1.50 or better is considered to be in good standing, but he must attain a cumulative quality point average of 2.00 ("C" average) on the *total of all work* transferred and/or taken at Okaloosa-Walton Junior College for graduation with an Associate Degree.

*Probation, Suspension or Dismissal.* The standards of Okaloosa-Walton Junior College dictate that the quality of academic work accomplished by its students shall be accurately represented through the grades given by each instructor at this institution. When the quality of a student's work is represented by an instructor as less than satisfactory, the College feels obligated to initiate restrictive actions relative to his further studies in order to apprise him of the serious nature of his status in relationship to his studies. For these reasons, the following regulations pertain with respect to academic probation

and with respect to suspension or to dismissal of a student for academic reasons.

Restrictive actions for student behavior other than those necessitated by academic performance shall be determined by the Administrative Council of the College on such occasions as the situation warrants.

*Probation.* Any student who has failed to maintain a 1.5 quality point average during any given semester will be placed on academic probation beginning with the next semester's attendance. This action is based upon the fact that a student, in order to graduate from this College, must attain a 2.0 quality point average ("C") on *all work attempted* (both in residence here and by transfer). Consequently, the College feels the necessity of apprising any student of shortages of quality points with respect to these standards. The record of any student who fails to meet the 1.5 quality point average requirement will be stamped "Academic Probation."

Subsequent to the semester in which the student failed to maintain the necessary quality point average for good standing, the student on probation must attain at least a 2.0 average to avoid recurrences of the "Academic Probation" status. A student must, prior to graduation, compensate further for the semester of probation by attaining a quality point average of 2.0 ("C") on *all work attempted*.

Should the student's record contain the entry "Academic Probation" for two semesters and the student fails to remove himself from probation in the next immediate semester, he shall be subject to automatic suspension at the end of that semester for a *minimum* of one semester. Any future enrollment in degree program courses at the College will be determined in accordance with the regulations which pertain to Academic Suspension.

Any student who enters the College on Academic Probation must attain at least a 2.0 ("C") quality point average on the total of all work attempted in his first semester at the College. Failure to attain this average by the end of that semester shall result in automatic suspension and subject the student to the regulations pertaining thereto.

*Suspension.* Any student who attains less than a 1.00 quality-point average in any given semester shall automatically be placed on suspension for a *minimum* of one full semester. Re-enrollment of such a student subsequent to the semester of suspension shall be at the discretion of the Admissions and Registration Committee of the College in terms of clear evidence of potentialities for attaining an acceptable record in future studies. For the student whose record necessitates suspension according to these regulations, the entry "Academic Suspension" shall be stamped on his permanent record.

Any student who shall have failed to remove himself from academic

probation after two such entries shall be automatically Suspended for a *minimum* of one semester. Subsequent readmission shall be solely at the discretion of the Admissions and Registration Committee.

Any student whose record from another institution of higher education indicates less than a 1.00 quality-point average on a 4-point scale will not be considered for enrollment at the College unless such records have been followed by at least 15 full semester hours of academic work in which a quality-point average of 2.0 ("C") was attained, except by special action of the Admissions and Registration Committee.

*Dismissal.* Any student who has failed all of his academic courses in any given semester shall be dismissed for academic reasons and his record stamped appropriately. Similarly, a student who has not passed at least one-half of his academic work in any semester subsequent to the first semester of his freshman year shall be dismissed for academic reasons. Such students are not eligible for further admission to credit courses at Okaloosa-Walton Junior College.

*Readmission and Special Admissions.* To be admitted to Okaloosa-Walton Junior College following suspension or dismissal from another institution or following suspension from OWJC, it is necessary for a formal request to be submitted to the Admissions and Registration Committee of the College. The form for this purpose is available in the Registrar's Office.

*Students, who as a result of academic difficulty become ineligible to enroll in credit courses are encouraged to continue their education through certificate programs or non-credit offerings. This may be arranged through counseling in the Student Services Office.*

## REQUIREMENTS FOR GRADUATION

General requirements for graduation from Okaloosa-Walton Junior College must be met by all students seeking a degree, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate of Arts or the Associate of Science degree rests with the student.

1. Students must have 64 semester hours for graduation. Four (4) semester hours of physical education activity credit will be required unless waived (see P. E. requirements) in which case 4 hours shall be substituted from non-activity P. E. courses.
2. At least 24 semester hours of credit must be earned in residence, and the student must be in attendance during the semester in which the degree is earned except by special written dispensation of the Administrative Council.

3. A quality point average of not less than 2.0 ("C") must be attained on the cumulative total of all work attempted whether at OWJC or by transfer. The minimum quality point average for all course work attempted at OWJC must be 2.0 ("C"). Any credits accepted for transfer to this institution shall be "C" work or better, or shall be provisional (in the case of "D" grades) upon attainment of an academic record at Okaloosa-Walton Junior College which compensates for the quality-point deficiency involved.
  - a. Qualification for graduation with Honors or High Honors shall be computed on the total of all degree work attempted, whether at OWJC or by transfer.
4. Each full-time student will be required to enroll and participate in a physical education activity each semester he is in attendance until the 4-credit hour P. E. requirement is met. Exceptions are noted under Physical Education Requirements.
5. Students must make formal application for graduation on the proper form furnished by the Registrar.
6. Participation in graduation exercises is expected of all graduates. Any student in any semester who is carrying enough credit to graduate at the end of that semester will be charged a graduation fee of \$10.00. This fee must be paid at the time application for graduation is made. If a student fails to meet the requirements for graduation or is permitted to graduate in absentia, he will be refunded the cost of cap and gown.



## *PHYSICAL EDUCATION REQUIREMENTS*

All full-time students (12 hours or over) shall take four semester hours of activity courses in the physical education area. Exceptions are as follows:

1. Students who are physically unable to participate must present a letter from their physician to the Registrar and receive a written waiver of the requirement.
2. Men and women who have reached their 25th birthday need not enroll for activity courses in physical education.
3. Veteran students who have served on active duty for a period of not less than two years shall be exempt from physical education.
4. Students transferring from other institutions can transfer only four semester hours of physical education.
5. Students who are completing their requirements at Okaloosa-Walton Junior College by attending evening classes only may be graduated without the physical education requirement.
6. Students engaged in varsity sports must enroll in a one-hour physical education course for which they have not received credit. Grades will be assigned upon satisfactory completion of the semesters' activities; however, only one semester of P. E. credit may be earned for each varsity sport.
7. Students who are exempt from the required four hours of activity courses shall substitute any four semester hours from the Physical Education area.

*Administrative Council.* The Administrative Council consists of the President and seven administrators of the College who are responsible for execution and implementation of the official policies of the College.

*Faculty Council.* The Faculty Council consists of the faculty at large and serves as the legislative body of the professional staff.

*OWJC Council.* The OWJC Council is a group of selected College administrative officers and Student Government officers which provides liaison between student government officers and the administrative officers of the College.

#### PUBLICATIONS

*The Raiders.* The College newspaper is staffed and published by students under the guidance of a faculty advisor. As the official student newspaper, it supplies information about college services and provides experiences in journalism for its staff. Any student is eligible to join the staff upon request. Appropriate material submitted by students may be accepted for publication.

*The OKAWAJUCO.* The Annual of the College portrays through pictures and written materials the personalities and activities of the year. It is published by the students under the guidance of a faculty advisor.

*The Literary Review.* The College magazine is staffed and published by the students under the leadership of a faculty advisor. Students from classes in creative writing provide most of the material although any student may submit material for publication. Published annually, the *Literary Review* reflects student creativity in prose and poetry.

#### ORGANIZATIONS

*Chamber Choir.* This is a select group of twelve to sixteen voices (SATB) which performs music specifically composed for the chamber choral ensemble. Music is selected from all periods with special emphasis on the Renaissance and the Twentieth Century. Membership in the OWJC Chorale is required for membership in the Chamber Choir, and prospective members are required to sing an audition before the membership of the Chamber Choir.

*Chorale.* This is a group of mixed voices (SATB) which presents choral music from every historical period. The Chorale performs several times during the year, both on campus and at the area secondary schools. In addition, orientation tours to various senior institutions are scheduled each Spring. No audition is required, but membership is contingent upon an attitude of service to the College and a consistent effort to improve oneself musically and thus to enhance the musicianship of the Chorale.



*Delta Chi Delta.* This is a social fraternity which was organized for the purpose of providing social activities for members and for the entire student body. Members also perform various services for the College and charity organizations. This was the first organization of its kind on the campus. Membership in the fraternity is by invitation only.

*Dramatics Club.* This club consists of students interested in pursuing the dramatic arts. Interested students should submit applications to the OWJC Dramatics Club in order to obtain full membership.

*Jazz Ensemble.* The OWJC Jazz Ensemble serves two major functions—as a laboratory group which investigates and performs representative works by outstanding composers in the field of jazz, and serves as a rehearsal group for student composer-arrangers and writers in the area which the College serves. The Jazz Ensemble also presents several jazz concerts on campus during the year and appears at the public schools which the College serves. Membership in the Jazz Ensemble is by audition, and all members of the Jazz Ensemble must be members of the Wind Ensemble.

*Mu Alpha Theta.* This organization is sponsored by the National High School and Junior College Mathematics Club with the National Headquarters at the University of Oklahoma. This club is a non-secret organization whose purpose is to stimulate interest in mathematics, recognize superior mathematical scholarship, and promote various mathematics activities for OWJC students.

*Oratorio Chorus.* The Oratorio Chorus meets one night each week for a two hour rehearsal and usually performs two major works each year—at Christmas and during the Lenten Season. This organization is part of the Adult Studies Program in music, but membership is open to all students enrolled in the College. No audition is required.

*OWJC Voices.* This group of students participates in vocal music activities. Membership is open to all interested students.

*Sigma Kappa Zeta.* The purpose of this social organization is to further the social and academic well-being of its membership (limited to thirty members) as well as to dedicate its services to Okaloosa-Walton Junior College. Members are selected by invitation on the basis of character, academic record, and service to the College, and must maintain a set academic level in order to be active in the organization.

*Student Christian Association.* This organization consists of students interested in creating, maintaining, and extending the highest standards of Christian character on the campus and throughout all college activities.

Program and business meetings are held every other Thursday in the Community Church. The programs and activities of the Student Christian Association are designed to foster a vigorous and wholesome partnership between academic endeavor and religious development in the college career of the student.

Once each year this organization sponsors Religious Emphasis Week during which outstanding speakers address the student body on matters of vital religious and spiritual concern. During this week of meetings one is held in Ft. Walton Beach; one in Crestview; and one in DeFuniak Springs. All others are held on campus.

The organization is non-sectarian and interdenominational and is open to all students of Okaloosa-Walton Junior College.

*Wind Ensemble.* The OWJC Wind Ensemble is a small concert group involved with the performance of literature for the wind band. The Wind Ensemble performs frequently on campus and tours extensively during the Spring. No audition is required for members in the Wind Ensemble, but the difficulty of the literature being performed would generally necessitate two or more years of secondary school concert band activity prior to enrollment in the organization.

#### ATHLETICS

Okaloosa-Walton Junior College is a member of the National Junior College Athletic Association and the Florida Junior College Conference, made up of public and private junior colleges in the State of Florida.

*Varsity participation* on a team representing the College is open to evening and to day college students but is limited to two years. All entering freshmen are eligible provided they carry a minimum of eight semester hours in the evening or 12 semester hours in day school. Scholastic requirements for eligibility on a varsity team are the following: (1) for evening students, passing of eight credit hours of work in the term last attended and (2) for day college students, the passing of 12 credit hours of work in the last term attended. In order to participate in conference and tournament games, students must also conform to FJCC eligibility rules.

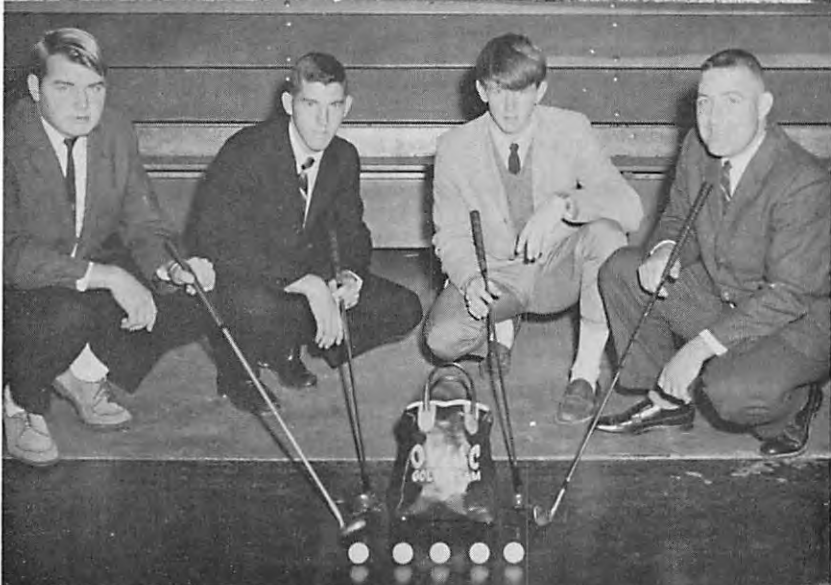
Students with activity cards are admitted free to all varsity home contests.

*Intra-Mural Activities.* The intra-mural program is under the direction of the Okaloosa-Walton Junior College Physical Education department. The program includes every student in some phase of its activities.

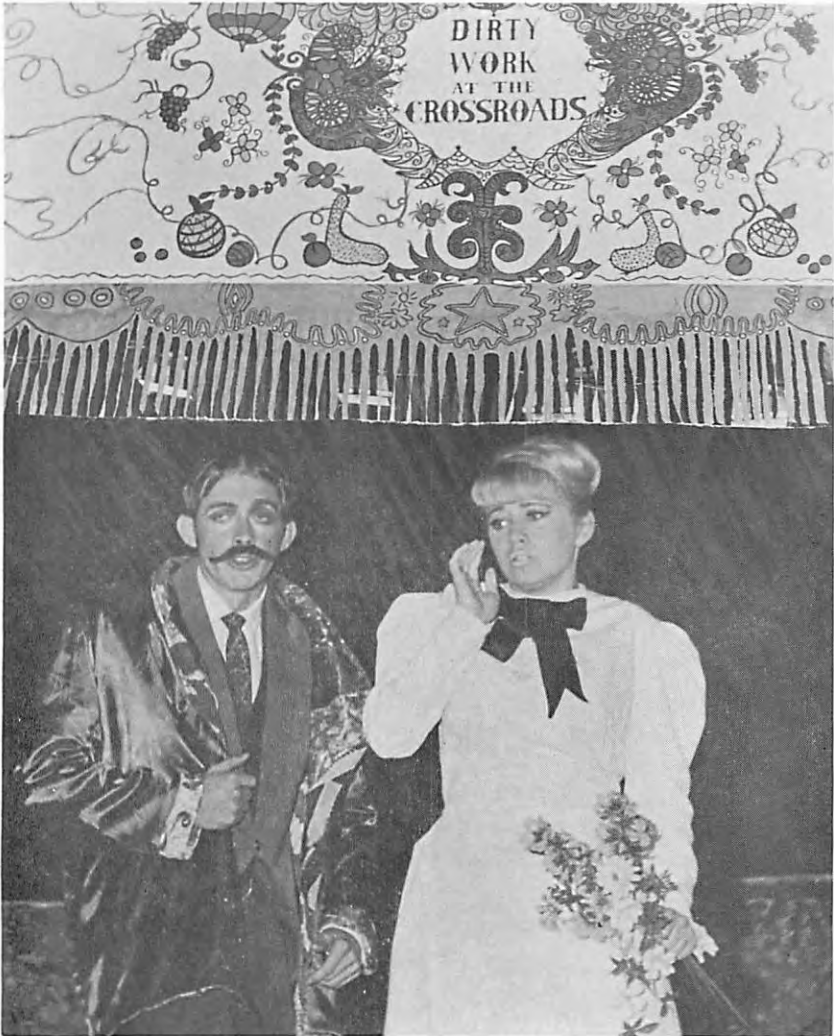
*Intercollegiate Sports.* Basketball, baseball, cross-country, track and field, tennis, golf, and riflery are the sports engaged in by the College

on an intercollegiate level. Football is prohibited by regulations of the Florida State Board of Education.

*Scholarships.* Each year several general athletic scholarships covering matriculation, books, and general fees are granted to students maintaining a satisfactory grade point average.







## STUDENT SERVICES

### ACADEMIC ASSISTANCE

*Counseling and guidance* services are provided by the faculty and counselors of Okaloosa-Walton Junior College under the coordination of the Deans of the College and the Director of Student Services. Each student is assigned to a faculty advisor who provides close personal attention and professional consultation. Guidance counselors are available in the Student Services Office to provide specific counseling assistance. The combined efforts of the faculty and counseling staff seek to insure for each student those opportunities necessary for maximum growth.

*The Tutorial Program*, an extension of classroom and individual study, is one of the methods by which Okaloosa-Walton Junior College honors its commitment to provide quality education for its students. Students who need additional instruction in a particular area are tutored by superior students who are competent in the particular area needed. The benefits are two-fold: (1) the student who needs help is given the opportunity to attend scheduled tutorial sessions where he may correct his particular deficiencies by concentrated study; and (2) the superior student becomes, through the tutoring he provides, more articulate and acquires a greater depth in the subject matter in which he is already proficient.

In order to ensure maximum student motivation, participation in the tutorial program is voluntary for both tutors and tutorial students. Scheduling is arranged through the counseling services under the supervision of the counselor in charge of tutorials and through the faculty. Students meet with their tutors for one period one or more days each week. The program, because it is voluntary, gives the student maximum freedom of choice which, in turn, provides maximum opportunity for students to realize their academic potential.

### SCHOLARSHIPS

Several types of scholarships available to qualified students attending Okaloosa-Walton Junior College are as follows:

A. *General Scholarships for the Preparation of Teachers.* These scholarships valued at \$200 per term are granted to eligible students on a competitive basis. Winners of the scholarships must sign a pledge to teach, following graduation, in a Florida public school for the same number of years that they received scholarship aid.

B. *Gift Scholarships.* A number of other scholarships are also available to worthy students. Some of these scholarships are to be repaid after the student's graduation from college.



The following scholarships were available for the 1965-66 school year:

Air Force Aid Society Scholarship  
John Arnold Perpetual Fund Scholarship  
Bank of Fort Walton Scholarship  
Ethel Hopkins Bartell Scholarship  
Beta Sigma Phi, Exemplar Chapter Scholarship  
Beta Sigma Phi, #4295 Delta Omicron Scholarship  
Haydon Burns Scholarship  
Choctawhatchee Electric Coop., Inc. Scholarship  
Choctawhatchee High School Scholarship  
Civitan International Scholarship  
Creel-Puckett College Fund Scholarship  
Crestview Kiwanis, William Osburn Basketball Scholarship  
Eglin N. C. O. Wives Club Scholarship  
Eglin Officers' Wives Club Scholarship  
First National Bank of DeFuniak Springs Scholarship  
First National Bank of Crestview Scholarship  
Fisher Hardware Company Scholarship  
Fort Walton Hospital Auxiliary Scholarship  
Mrs. Phil Harris Scholarship  
Lillian F. Hill Scholarship  
IEEE Scholarship  
Kiwanis Club of DeFuniak Springs Scholarship  
Laurel Hill Ruritan Club Scholarship  
Niceville-Valparaiso Rotary Club Scholarship  
Okaloosa Council PTA Scholarship  
Okaloosa County Classroom Teachers Association Scholarship  
Okaloosa County Education Association Scholarship  
Okaloosa County Teachers Association Scholarship  
Okaloosa National Bank Scholarship  
Okaloosa News Journal Scholarship  
Patrick NCO Wives Club Scholarship  
Paxton Plan Scholarships  
Ricks and Kendrick, Architects Scholarship  
Sonic City Lions Club of Fort Walton Scholarship  
Howard Storrs Scholarship  
Temple Mound Chapter, NSA Scholarship  
Valparaiso State Bank Scholarship  
Walton County Teachers Association Scholarship  
W. C. Combs Scholarship Fund

*C. Athletic Scholarships.* Students interested in applying for a scholarship should get in touch with the Director of Financial Services and with the physical education staff.

## ASSISTANTSHIPS

Two federal grants under the Economic Opportunities Act are available for students enrolled at OWJC—The College Work-Study Program and The Educational Opportunities Grants. Students who qualify may participate in a work-study program which has an average value of \$1.25 or \$1.50 an hour or may participate in The Opportunity grant program.

## LOANS

The College maintains a loan fund from which a student may secure a short-term loan. The loan carries a small service charge and must be repaid before the end of the term. Money obtained through the loan fund must be used to finance the student's education. Applications for loans may be made to the Director of Financial Services. The loan fund was made available through the sponsorship of the Niceville-Valparaiso Rotary Club. The funds are administered by the OWJC Financial Assistance Committee.

## VOCATIONAL REHABILITATION AID

By act of Congress, any physically handicapped student may be eligible for a partial tuition scholarship under the provisions of Public Law 565. Inquiries may be directed to the Director of Financial Services.

## MEDICAL SERVICES

No hospital facilities are under the control of the College. In case of accident or illness, the family doctor and/or the parents are notified immediately. Emergency conditions are accommodated by prompt action of the College officials in securing medical assistance, pending arrival of the parents or their designated physician.

## BUS SERVICE

County bus service is provided free of charge for the convenience of students enrolled at Okaloosa-Walton Junior College. The buses arrive in time for the first period class each morning. The buses leave the College at the end of the last class in the afternoon.

# PROGRAMS

Okaloosa-Walton Junior College offers three basic programs which students may enter for the purpose of completing specific goals. In addition, the College offers other educational services in an attempt to provide total educational opportunities for the community.

*The Associate of Arts Degree* provides the student with curricula designed for transfer, with full credit, to other institutions for the purpose of satisfying the requirements for the Bachelor's Degree.

*The Associate of Science Degree* provides the student with college-credit curricula designed to prepare persons for employment or advancement in a specific occupational area.

*Adult Study Programs* provide certificate programs for any person legally out of grades 1-12 by virtue of age or situation regardless of the grade previously completed. The courses in this area include vocational, technical, high school completion, and adult basic education. Certificates and/or diplomas are awarded for completion of the various programs in the Adult Studies areas.

In addition, the College provides individuals with an opportunity to become more effective in the use of their leisure time or to increase their occupational efficiency through enrichment courses on a credit or non-credit basis.

## ASSOCIATE OF ARTS DEGREE

Eleven basic Associate of Arts curricula are offered for those students planning to transfer to a four-year institution for the last two years of their Bachelor's degree program. Additional programs are available through individual planning with the faculty advisors subject to the approval of the Dean of Degree Programs.

*Residence* (Credit hours taken at Okaloosa-Walton Junior College). Minimum residence requirement for the Associate Degree at Okaloosa-Walton Junior College is 24 semester hours of which at least 18 must be in the sophomore year.

*General Education.* The general education program for the Associate of Arts degree at Okaloosa-Walton Junior College embraces a minimum of 36 semester hours of academic credit in the area of communications, arts and humanities, social sciences, mathematics, sciences, and physical education. Students completing the general education courses and earning an overall average of "C" will have their permanent records certified that the general education program has been completed.

The state-supported senior colleges in Florida have agreed that once

a student has been certified by this institution as having completed the general education requirement, no further lower division general education courses will be required of the transfer student. This does not preclude the possibility that students may sometimes need additional foundation courses in the specific area of their specialization.

Six semester hours of *foreign language* may be taken in lieu of six semester hours of *science* for students planning to transfer to a program in a senior institution requiring *foreign language* for an advanced degree. Such students should complete two years of college level *foreign language* prior to transferring.

**REQUIRED GENERAL EDUCATION SEQUENCE  
ASSOCIATE OF ARTS DEGREE**

		SEMESTER			
		1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>					
(12-13 Semester Hours)					
41000-41010	Communication Skills.....	3	3	.....	.....
31750 or					
31760	Humanities.....		3-2	.....	.....
31770-31780	Humanities.....			2	2
<b>Social Science</b> (6 semester hours)					
62000-62010	American History, or				
61330-61340	World Civilization, or				
61000 and 61380 or 62020 or 62560	.....			3	3
<b>Mathematics</b> (3 semester hours)					
51010	Mathematics, or				
51100	Algebra and Trigonometry, or				
51110	Algebra.....	3	.....	.....	.....
<b>Science</b> (14-16 semester hours)					
71500-71510	Biology, or				
71560	Botany, and				
71600	Zoology.....	3-4	4	.....	.....
71300-71310	Physical Science, or				
71360-71370	Physical Geography, or				
71400-71410	Physics, or				
72400-72410	Physics, or				
71100-71110	Chemistry, or				
71150-71160	Chemistry and Qualitative Analysis.....			3-4	3-4
<b>Physical Education</b> (4 Semester hours)					
21930-21940	Physical Education.....	1	1	.....	.....
22930-22940	Physical Education.....			1	1
<b>Total</b> .....		10-11	10-11	9-10	9-10

Additional general education courses may be selected as electives. *At least one* additional general education course will be required.

## SPECIFIC CURRICULA FOR ASSOCIATE OF ARTS DEGREES

Students planning to transfer to a four-year institution for the last two years of their Bachelor's degree program may select from the following Associate of Arts curricula a program to fit their needs.

<i>Curricula</i>	<i>Total Requirements and Suggested Sequence</i>
BUSINESS ADMINISTRATION (COLLEGE TRANSFER) .....	Page 84
GENERAL ARTS .....	Page 85
LIBERAL ARTS .....	Page 86
PRE-ENGINEERING .....	Page 87
PRE-LAW .....	Page 88
PRE-MEDICINE .....	Page 89
PRE-MINISTRY .....	Page 90
PRE-MUSIC .....	Page 91
SCIENTIFIC (GENERAL) .....	Page 92
TEACHER EDUCATION (GENERAL) .....	Page 93
TEACHER EDUCATION (SCIENCE) .....	Page 94

# ASSOCIATE OF SCIENCE DEGREE

Applied studies include specialized programs in the areas of technical, business, semi-professional, and supervisory education. Okaloosa-Walton Junior College within its objective of continuing study has developed programs for applied studies based on the assumption that self-contained curricula will best equip each student who selects these curricula to pursue fulfillment of his role as a productive citizen. Programs include study and practical applications, both on the job and in the laboratory.

*Residence* (Credit hours taken at Okaloosa-Walton Junior College). Minimum residence requirement for the Associate of Science degree at Okaloosa-Walton Junior College is 24 semester hours of which at least 18 semester hours must be in the sophomore year.

*General Education.* The general education program for the Associate of Science Degree at Okaloosa-Walton Junior College embraces a minimum of 22 semester hours of academic credit in the areas of communications, arts, and humanities, social science, mathematics, and science.

## REQUIRED GENERAL EDUCATION SEQUENCE ASSOCIATE OF SCIENCE DEGREE

		SEMESTER			
		1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>					
(9 Semester Hours)					
41000	Communication Skills.....	3	.....	.....	.....
41010	Communication Skills, or				
41030	Communications: Writing, or				
42700	Speech.....	.....	3	.....	.....
31750	Humanities.....	.....	.....	3	.....
<b>Social Science</b> (3 Semester Hours)					
61000	American Civilization, or				
62000	American History, or				
61340	World Civilization.....	.....	.....	.....	3
<b>Science and Mathematics</b> (6 Semester Hours)					
51010	Mathematics, or				
	51100, 11300, or 11400.....	3	.....	.....	.....
71300	Physical Science, or				
	71360, 71400, 71100, or 72900....	.....	3-4	.....	.....
<b>Physical Education</b> (4 Semester Hours)					
21930-21940	Physical Education.....	1	1	.....	.....
22930-22940	Physical Education.....	.....	.....	1	1
Total.....		7	7-8	4	4

Courses within these categories may be substituted with the permission of the Dean of Degree Programs to meet the specific needs of each student but must embrace all three areas.



## SPECIFIC CURRICULA FOR ASSOCIATE OF SCIENCE DEGREES

Students planning to obtain employment or advancement in a specific occupational area after graduating from Okaloosa-Walton Junior College may select from the following Associate of Science curricula a program to fit their needs.

SECRETARIAL SCIENCE .....	Page	96
ACCOUNTING .....	Page	97
GENERAL BUSINESS MANAGEMENT .....	Page	98
GENERAL OFFICE MANAGEMENT .....	Page	99
INDUSTRIAL MANAGEMENT .....	Page	100
FOOD SERVICE MANAGEMENT .....	Page	101
DRAFTING AND DESIGN .....	Page	102
ELECTRONICS .....	Page	103

# ADULT STUDIES PROGRAMS

*Adult Studies Programs* provide certificate programs for any person legally out of grades 1-12 by virtue of age or situation regardless of the grade previously completed. The courses in this area include vocational, technical, high school completion, and adult basic education. Certificates and/or diplomas are awarded for completion of the various programs in the Adult Studies areas. All programs and announcements for 1966-67 will be available in separate bulletins *on request*.

## *Agriculture and Agri-Business*

Agricultural Technology  
Scientific Agriculture  
Marketing  
Processing  
Transporting  
Distributing

## *Business Education*

Vocational Preparation  
General Training

## *Distributive Occupations*

Selling  
Sales Promotion  
Buying  
Business Operation  
Marketing  
Management  
Real Estate  
Insurance

## *General Adult Education*

High School Review (Preparation  
for GED Examination)  
Preparatory Courses (Citizen-  
ship Papers)  
Homemaking  
Remedial Reading  
High School Credit and Basic  
Education Courses

## *Home Economics*

Vocational Home Economics  
General Home Economics

## *Industrial Education*

Air Conditioning  
Automotive Mechanics  
Building Trades  
Carpentry and Cabinet Work  
Data Processing  
Electricity and Electronics  
Graphics  
Health-Related Occupations  
Small Motor Repair

*Occupational and Enrichment Studies.* Students planning to continue their studies for a specific occupation or for enrichment may select from one of the following programs to fit their needs. Certificates are awarded annually in the Spring following satisfactory completion of a planned program.

CLERICAL CERTIFICATE .....	Page	105
STENOGRAPHIC CERTIFICATE .....	Page	105
CULTURAL ENRICHMENT CERTIFICATE .....	Page	105
SOCIOLOGICAL ENRICHMENT CERTIFICATE ..	Page	106
SCIENTIFIC ENRICHMENT CERTIFICATE .....	Page	106



Additional non-credit enrichment offerings lead toward increased personal satisfaction in use of leisure time and toward increased desire for continuing studies of all kinds. Offerings of this type are created upon public demand.

- |                        |                       |
|------------------------|-----------------------|
| Flower Arranging       | Clothing Construction |
| Upholstery             | Interior Decoration   |
| Glamour Clinic         | Practical Politics    |
| Calculus Review        | Driver Education      |
| Stocks and Bonds       | Insurance Institutes  |
| Real Estate Institutes | Decision-Making       |

The certificate programs offered by the College are not intended for purposes of transfer credit.

## COURSE DESCRIPTIONS

The courses which are offered by OKALOOSA-WALTON JUNIOR COLLEGE are listed below in numerical order within seven subject matter areas. The first digit of a course number indicates the subject matter area within which that course is offered:

- |   |                                 |
|---|---------------------------------|
| 1.....Business                            | 5.....Mathematics               |
| 2.....Education and<br>Physical Education | 6.....Social Studies            |
| 3.....Arts and Humanities                 | 7.....Science and<br>Technology |
| 4.....Communications and<br>Language Arts |                                 |

The second digit\* of a course number indicates the class level or specialized nature of the course.

- |                 |                     |
|-----------------|---------------------|
| 1.....Freshman  | 6.....General Adult |
| 2.....Sophomore | 7.....Industrial    |
| 3.....Junior    | 8.....Technical     |
| 4.....Senior    | 9.....Vocational    |
| 5.....Graduate  |                     |

The third and fourth digits of the numbers are used for the sequential numbering of the courses in each area; 11100 represents a business course on the freshman level which is the first of a

\* Only numbers 1 and 2 pertain to those freshman and sophomore courses which typically constitute the associate of arts degree programs. Numbers 3, 4, 5, pertain to advanced undergraduate courses. Numbers 6 through 9 designate specialized courses within the various occupational and preparatory programs.

sequence, 11110 being the second course of that sequence, and 12100 being the sophomore level course in the same subject matter area. 76080 is a science course in the adult high school program providing 1 unit toward graduation, 77000 is a science course in industrial education leading to a certificate, and 77010 being the second in a sequence in this same subject.

## COURSE DESCRIPTIONS\*

In preparation for processing of academic records electronically, the numbering system for courses has been revised. A cross-reference list of new numbers with those of previous years is available in the Registrar's office and in the Dean's offices.

### *BUSINESS*

- 11100 Typewriting, 2 semester hours, 1 lec., 3 lab., (Bu 101)  
Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- 11110 Typewriting, 2 semester hours, 1 lec., 3 lab., (Bu 102)  
Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Previous typewriting experience or permission of the instructor.
- 11200 Shorthand, 3 semester hours, 2 lec., 3 lab., (Bu 103)  
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- 11300 Business Mathematics, 3 semester hours, 3 lec., (Sm 113)  
Mathematical problems involved in business transactions including payrolls, depreciation, simple and compound interest, cash and trade discounts, promissory notes, drafts, taxes, insurance, and similar transactions. Meets the general education requirements for business majors. Prerequisite: Satisfactory score on mathematics section of the Florida High School Placement Test, satisfactory completion of 51010, or permission of instructor.
- 11310 Business, 3 semester hours, 3 lec., (Bu 111)  
Examination and discussion of the problems of the business world. Principles of taxation, insurance, marketing, advertising, and factors of production.

\* The bracketed entry at the end of a course heading refers to administrative resource data relative to that course and is used solely for administrative purposes.

- 11360 Organization and Supervision, 3 semester hours, 3 lec., (Ap 165)  
Industrial organization and management. Interrelationship of the basic functions and principles for efficient and profitable operation of business and industrial enterprises.
- 11400 Statistics, 3 semester hours, 3 lec., (Sm 115)  
Sampling and the concept of error, tabular and graphic presentation of data, time series and frequency distributions, simple index number, correlation and inference. For business majors.
- 11500 Dictation, 3 semester hours, 2 lec., 3 lab., (Bu 104)  
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.
- 12000-12010 Accounting, (3-3), 3 semester hours, 3 lec., (Bu 251-252)  
Principles of sole proprietorship. Use of journals, ledgers, trial balance, preparation of work sheets, balance sheets, profit and loss statements, controlling accounts and subsidiary ledgers. Voucher systems, partnerships, corporation accounting. Practice sets and problems required.
- 12020 Machine Accounting Systems, 3 semester hours, 3 lec. (Bu 209)  
Operation of adding and calculating machines, including touch control of the 10-key adding machine, the use of correction techniques, and the verification of answers.
- 12030 Machine Accounting Systems, 3 semester hours, 3 lec., (Bu 210)  
Operation of representative makes of accounting machines. Includes: machine posting methods for accounts receivable, accounts payable, and payroll; detection of error in accounting distribution; posting and proof of posting; and basic operation of key punch machines.
- 12060 Production-Quality Control, 3 semester hours, 3 lec., (Ap 269)  
Purpose, principles, policies, and procedures of production and control; application of production and planning controls; factors affecting production control.
- 12100 Typewriting, 2 semester hours, 1 lec., 3 lab., (Bu 201)  
Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: 11110, or permission of the instructor.
- 12200 Business Law, 3 semester hours, 3 lec., (Bu 235)  
Nature, classification, and characteristics of law; courts and procedures; crimes and torts; business relationships; the contract, agency, and employment; personal property; bailments.

- 12210 Business Law, 3 semester hours, 3 lec., (Bu 236)  
Continuation of 12200. Prerequisite: 12200, or permission of the instructor.
- 12400 Business Communications, 3 semester hours, 3 lec., (Co 105)  
Correspondence and report forms for a business office; various kinds of business letters and reports.
- 12410 Managerial Accounting, 3 semester hours, 3 lec., 2 lab., (Bu 257)  
Quantitative concepts for management planning and control. Accounting data evaluated, risks prediction in management decisions, techniques of analyzing business problems; problem situations involved in analysis of accounting information.
- 12420 Accounting, 3 semester hours, 3 lec., 2 lab., (Bu 253)  
Accounting theory relating to income measurement, corporate capital structure, preparation and correction of financial statements with emphasis on measurement of receivables, inventories, and investment. Prerequisite: 12000-12010.
- 12430 Accounting, 3 semester hours, 3 lec., 2 lab., (Bu 254)  
A continuation of 12420. Measurement of tangible fixed assets, liabilities, reserves, and the interpretation of financial statements; analysis of working capital, application of funds and cash-flow.
- 12440 Cost Accounting, 3 semester hours, 3 lec., 2 lab., (Bu 255)  
Measuring unit production costs; principles of manufacturing, cost accounting for business planning, control and income measurement; product costing practice. Prerequisite: 12000-12010.
- 12450 Tax Accounting, 4 semester hours, 2 lec., 4 lab., (Bu 256)  
Determining income of individuals, partnerships, and corporations for income tax purposes; interpretations of Internal Revenue Code, related regulations, and tax advisory services; payroll tax return of business firms. Prerequisite: 12000-12010.
- 12500 Transcription, 3 semester hours, 2 lec., 3 lab., (Bu 203)  
Increasing accuracy in transcribing notes and a speed-building program for dictation. Prerequisite: 11500, or permission of the instructor.
- 12600 Office Practices, 3 semester hours, 2 lec., 2 lab., (Bu 207)  
Secretary's duties in an office setting. Includes dictation, filing, telephone usage, record keeping, reports, minutes, office machines, and duplication procedures. Prerequisite: 11110 and 11500, or permission of the instructor.

- 12610 Personal Development, 1 semester hour, 1 lec., 2 lab., (Bu 219)  
Specialized training consisting of concentrated instruction for the purpose of refining proficiency in the performance of job responsibilities.
- 12700 Salesmanship, 3 semester hours, 3 lec., (Bu 233)  
Selling; correct attitudes and personal attributes for dealing with the public on a business or professional basis.
- 12710 Supervisory Management, 3 semester hours, 3 lec., (Ap 168)  
Supervisor's responsibility for planning, organizing, directing, controlling and staffing. Organization and development of supervisor's role in carrying out the objectives of the enterprise.
- 12720 Small Business Management, 3 semester hours, 3 lec., (Bu 238)  
Small business operation with proper balance between business and management functions.
- 12760 Human Relations, 3 semester hours, 3 lec., (Bu 241)  
Psychology of human behavior in industry; role of the technician. Human behavior that bears upon success and failure on the job, technique of group participation and leadership, plus opportunity for self-analysis.
- 12770 Management, 3 semester hours, 3 lec., (Bu 237)  
Business organization and management; problems and principles in personnel management; budgets and financial controls; plant location and layout; and other vital managerial technique.
- 12780 Employee Development, 3 semester hours, 3 lec. (Ap 167)  
Training, orientation, and induction of employees; vestibule and on-the-job training, job instruction principles, apprenticeship training, technical training, supervisory training, and management development.
- 12790 Labor-Management Relations, 3 semester hours, 3 lec., (Ap 273)  
Labor Movement; development of the National Labor Relations Act (Wagner), the Labor Management Relations Act (Taft-Hartley), and the Labor-Management Reporting and Disclosure Act (Landrum-Griffin). Practical problems and solutions in labor contracts and grievance procedures.
- 12900 Data Processing Concepts, 3 semester hours, 3 lec., (Ap 121)  
Data processing equipment; consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.
- 12990 Tutorial, 1 semester hour, (Bu 299)



16000 Beginning Shorthand, 1 Unit (706A-706C)

Shorthand for adults enrolled in high school completion programs in preparation for shorthand as an elective high school credit course. Performance in transcription is comparable to high school courses in shorthand.

16020 Bookkeeping, Non-Vocational, 1 Unit (708A-708C)

Principles, concepts and knowledges required for practical bookkeeping in everyday living; principles of personal and family financing.

16040 General Business, 1 Unit (713A-713C)

Non-vocational course to provide adults an understanding of general business practice as related to the everyday business affairs of the lay citizen.

16060 Typewriting, 1 Unit (703A-703C)

Non-vocational course in typewriting for personal use; mastery of the keyboard and ability to write personal and business letters accurately. Comparable to high school courses in typewriting.

17000 Industrial Supervision and Foremanship, Certificate Program (946V)

17010 Industrial Supervision and Foremanship, 1 Unit (946V)

Supervision of workers by studying and interpreting blue-prints, sketches, and written or verbal orders, determining procedure of work, assigning duties, and inspecting work for quality and quantity production; timekeeping, production record keeping, and other record keeping; employing, training, and discharging workers; and setting up and inspecting equipment prior to regular operation.

17180 Law Enforcement, Certificate Program (952V)

17190 Law Enforcement, 1 Unit (952V)

Phases of law enforcement such as weaponless defense, small arms use, chemical tests for intoxication, police administration and supervision, criminology, and crime prevention.

18000 Food Services: Merchandising, 3 semester hours, 3 lec., (Ap 253)

Aesthetic and realistic display of foods providing a setting which enhances the product.

18010 Food Services: Purchasing, 3 semester hours, 3 lec., (Ap 247)

Analysis of purchasing, planning, pricing, promotion and distribution as it relates to cost control.

- 18020 Food Services: Supervision and Administration, 3 semester hours, 3 lec., (Ap 241)  
Principles, methods, and procedures related to the effective utilization of human resources in food service programs.
- 18100 Industrial Management and Supervision, Certificate Program (025V)
- 18110 Industrial Management and Supervision, 1 Unit (025V)  
Preparation of technicians and personnel in specialized areas of industrial personnel management and supervision.
- 19000 Farm Management, Certificate Program (751V)
- 19010 Farm Management, 1 Unit (751V)  
Operation of the farm as a unit. Instruction and supervision is provided for managerial jobs on the farm such as planning the farm; financing; renting and leasing; evaluation of property; keeping records and analyzing records.
- 19020 Business English, Certificate Program (128V)
- 19030 Business English, 1 Unit (128V)  
Effective oral and written expression for business; application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing.
- 19040 Business Mathematics, Certificate Program (283V)
- 19050 Business Mathematics, 1 Unit (283V)  
Arithmetical concepts required for effective bookkeeping and merchandising; provides practice in solving business problems which involve mathematics.
- 19060 Vocational Typewriting, Certificate Program (704V)
- 19070 Vocational Typewriting, 1 Unit (704V)  
Skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.
- 19080 Shorthand and Transcription, Certificate Program (707V)
- 19090 Shorthand and Transcription, 1 Unit (707V)  
Integration of shorthand, English, and typewriting skills to develop the ability and speed for vocational competence.
- 19100 Vocational Bookkeeping, Certificate Program (708V)
- 19110 Vocational Bookkeeping, 1 Unit (708V)  
Employment as a bookkeeper or clerk; principles and techniques involved in bookkeeping for a business office.

19120 Business Law, Certificate Program (715V)

19130 Business Law, 1 Unit (715V)

Legal system and principles of law applied to business situations; prepares the office worker to meet and cope with simple legal problems of an office occupation.

19140 Office Practice, Certificate Program (716V)

19150 Office Practice, 1 Unit (716V)

A laboratory course to aid the student in filing, duplicating, operating a switchboard and office machines, record keeping, and developing job efficiency; personal qualities and traits essential for success.

19160 Advanced Secretarial Practice, Certificate Program (717V)

19170 Advanced Secretarial Practice, 1 Unit (717V)

Preparation for the examination offered by the National Secretaries' Association for the designation of "Certified Professional Secretary." Open to secretaries interested in improving job proficiency.

19180 Office Machines, Certificate Program (718V)

19190 Office Machines, 1 Unit (718V)

Practice in the use of business machines. Short courses to achieve proficiency on a specific type of office machine may be offered.

19200 Basic Accounting, Certificate Program (723V)

19210 Basic Accounting, 1 Unit (723V)

Complete bookkeeping cycle, including journalizing, posting, preparing financial statements, and adjusting and closing the books. Procedures for proprietorships, partnerships, and corporations, inventory methods, control accounts, special journals, the voucher systems, notes and drafts, depreciation and payroll methods.

19220 Advanced Accounting, Certificate Program (724V)

19230 Advanced Accounting, 1 Unit (724V)

Theory and accounting procedures for merchandising, manufacturing concerns, and the principles of cost accounting. Profit and loss analysis, comparative statements, ratios, adjustments, and various cost accounting systems are included. Attention to income, income tax and official security tax laws, returns, and accounting procedures.

19240 Legal Secretarial Practice, Certificate Program (725V)



- 19250 Legal Secretarial Practice, 1 Unit (725V)  
Stenographic procedures for employment in law offices; legal forms, instruments, and legal terminology for the legal secretary.
- 19260 Medical Secretarial Practice, Certificate Program (726V)
- 19270 Medical Secretarial Practice, 1 Unit (726V)  
Secretarial procedures for the doctor's office, clinic, or hospital; medical vocabulary, medical case histories, and problems of dealing with ill and infirm.
- 19280 Filing, Certificate Program (733V)
- 19290 Filing, 1 Unit (733V)  
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- 19300 Supervisory Training for Business, Certificate Program (739V)
- 19310 Supervisory Training for Business, 1 Unit (739V)  
Principles and procedures of supervision for a business office; supervision, establishment of good relationships, evaluation of job performance, employee training and job advancement.
- 19320 Business Management, Certificate Program (510V)
- 19330 Business Management, 1 Unit (510V)  
Administrative management personnel problems in the organization and operation of a business; business location, sales promotion, long and short-term financing, record keeping, managerial aids, and efficient use of personnel and merchandise.
- 19340 Applied Marketing Economics, Certificate Program (512V)
- 19350 Applied Marketing Economics, 1 Unit (512V)  
Economic principles applied to specific marketing problems encountered by managers of distributive businesses. Short course dealing with the national income and its distribution; demand, supply and prices; competition, spending and taxes; international trade and commercial policy; debt management; and money and banking.
- 19360 Service Station Management, Certificate Program (513V)
- 19370 Service Station Management, 1 Unit (513V)  
Service station managers and owners training. Principles involved, customer relations, accounting, servicing, and product control.
- 19380 Hotel-Motel Management, Certificate Program (514V)

- 19390 Hotel-Motel Management, 1 Unit (514V)  
Hotel and/or motel operation including supervision of employees, room sales, dining room service, bellman duties, and training technique; promoting the sales of services offered and accounting procedures.
- 19400 Food Service Management, Certificate Program (515V)
- 19410 Food Service Management, 1 Unit (515V)  
Managerial or supervisory problems of the food service industry; food purchasing, food cost accounting, food control, food checking, and food sales and services.
- 19420 Insurance Sales and Agency Management, Certificate Program (516V)
- 19430 Insurance Sales and Agency Management, 1 Unit (516V)  
Insurance agency and insurance sales management. The history of the industry and methods of operation, essentials of direct selling, group demonstrations, and technique of preparing sales talks.
- 19440 Marketing Executive Development, Certificate Program (531V)
- 19450 Marketing Executive Development, 1 Unit (531V)  
Executive supervisory personnel specializing in merchandising and buying. The functions of marketing, inventory control systems, buying, and sales promotion. Management problems and typical operation sheets are developed.
- 19460 Supervisory Training for Distributive Workers, Certificate Program (535V)
- 19470 Supervisory Training for Distributive Workers, 1 Unit (535V)  
Principles and application of supervision; job of supervision, human relations, evaluation of job performance, employee training, and job advancement.
- 19480 Principles of Retailing, Certificate Program (550V)
- 19490 Principles of Retailing, 1 Unit (550V)  
Organization and operation of a retail merchandising business; sales, service, sales promotion and advertising, credit and accounting, and administration departments. Also channels of distribution, store financing, personnel problems, and operating statements are studied.
- 19500 Techniques of Selling, Certificate Program (551V)
- 19510 Techniques of Selling, 1 Unit (551V)  
Selling sequences for making a sale. Includes retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling.

- 19520 Applied Sales Psychology, Certificate Program (552V)
- 19530 Applied Sales Psychology, 1 Unit (552V)  
Short course of psychological principles applied to selling problems which include buyer motivation, the factors of attention and interest in the sales process, and the attributes of a successful salesperson.
- 19540 Sales Promotion, Certificate Program (553V)
- 19550 Sales Promotion, 1 Unit (553V)  
Methods and techniques used in sales promotion program development. Research, advertising, merchandising display, direct mail advertising, development of effective sales talks, and demonstrations are covered.
- 19560 Floral Design and Sales, Certificate Program (561V)  
Designs and specific sales technique for personnel employed as retail florists.
- 19580 Interior Decorating for Retail Sales, Certificate Program (565V)  
Problems of persons employed in selling furniture, draperies and fabrics, household accessories, carpeting, paint, and other lines requiring a knoweldge of interior decoration. Presentation of information regarding design and color to assist in making more effective sales.
- 19600 Negotiable Instruments, Certificate Program (571V)
- 19610 Negotiable Instruments, 1 Unit (571V)  
Provisions of the uniform negotiable instruments law with emphasis upon bills of lading, stock certificates, bonds, certificates of deposit, trade acceptances, ware house receipts, and other similar banking instruments.
- 19620 Real Estate Law—Instruments and Documents, Certificate Program (591V)
- 19630 Real Estate Law—Instruments and Documents, 1 Unit (591V)  
Legal practices and procedures in real estate including a study of the legal documents used in real estate transactions. Actual practice in the preparation of various legal forms.
- 19640 Real Estate Appraisals, Certificate Program (593V)
- 19650 Real Estate Appraisals, 1 Unit (593V)  
Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, income approach, types of appraisals, valuations, maps, values, costs, and markets.

- 19660 Waiter-Waitress Training, Certificate Program (600V)  
Technique used in greeting guests, seating them, taking orders, serving food, proper sanitation practices, and suggestive selling to aid uncertain customers.
- 19680 Hostess Training, Certificate Program (601V)  
Problems of restaurant personnel which covers the proper way to handle goods, dress, how to take orders, placing of orders, seating arrangements, dining room service, and ways to make customer's meals pleasant.
- 19700 Hotel-Motel Front Office Procedures, Certificate Program (602V)  
Duties and responsibilities of front office personnel, i. e., registering and rooming guests, reservations, recording charges and credits, billing guests, checking out guests, preparing transcripts of guest's accounts receivable, and balancing transcripts.
- 19720 Hotel-Motel Cashiering, Certificate Program (603V)  
Procedure and mathematics required to prepare guest accounts accurately. Posting of charges and credits to individual guest accounts, handling of checks and making change, posting of charges and credits to accounts of non-registered guests, handling of transcripts, and check-ins and check-outs are considered.
- 19740 Hotel-Motel Auditing and Posting Machine, Certificate Program (604V)  
Posting charges and credits to guest accounts, correcting errors, balancing cash at end of watch, transferring bills to new accounts, taking trial balance, and proving all transactions made during the watch.
- 19760 Hotel-Motel PBX Operator, Certificate Program (605V)  
Manipulative skills involved in handling keys, cards, supervisory signals, dials, extensions, incoming and outgoing local and long distance calls, voice techniques, and courtesy. Proper phrasing, paging, and filing names of guests are included.
- 19780 Executive Housekeeping, Certificate Program (606V)  
Leadership and organizational ability for supervisory personnel responsible for maintaining an establishment in a clean, orderly, and attractive manner. Includes the basic technical knowledge essential to the position.
- 19800 Hotel Housekeeping, Certificate Program (607V)  
Training in the cleaning, orderliness, and decorating of a commercial housing establishment, including the purchasing of supplies and equipment for the housekeeping department.
- 19820 Organization and Management, Certificate Program (894V)

- 19830 Organization and Management, 1 Unit (894V)  
Fundamentals of organization which include planning, lines of responsibility and authority, environmental factors influencing organization, and the measures of successful organization and management.
- 19840 Accounting and Reporting (Record Keeping), Certificate Program (895V)
- 19850 Accounting and Reporting (Record Keeping), 1 Unit (895V)  
Recording and reporting quantity food service business. Includes sound record keeping and reporting system, daily practice in maintaining adequate records and reporting information clearly and accurately for food service managers and accountants.
- 19860 Purchasing, Certificate Program (896V)
- 19870 Purchasing, 1 Unit (896V)  
Principles of purchasing, grades of food, quality and control of costs, marketing functions, laws, regulation, purchasing procedures and purchasing records for food service managers.
- 19880 Supervised Food Service Worker, Certificate Program (853V)  
Preparation and serving of food in institutions such as hospitals, homes for the aged, nursing homes, children's homes, and daycare centers. Hygienic practices in food preparation, cooking, serving, and storing; safety regulations in use of equipment and food handling. Preparation of large quantity recipes, serving food at table or on trays; organizing work in relation to space and time limitations.
- 19890 Personal Wardrobe Maintenance Specialist, Certificate Program (854V)  
Wardrobe repairing, cleaning, and storing; job determination and wardrobe examination to determine care, repair, and upkeep.

#### EDUCATION AND PHYSICAL EDUCATION

- 21000 Introduction to Education, 3 semester hours, 3 lec., (So 101)  
Orientation to the profession of teaching and an overview of education in a democratic society. Opportunities to observe activities in local schools. Visits and lectures by resource personnel.
- 21400 First Aid, 2 semester hours, 2 lec., (Ph 111)  
Preparation to meet emergencies that occur in the school, home, or on the highway. Instruction and practice in dressing and bandaging, care of wounds, shock, bone and joint injuries, artificial respiration, transportation of injured, and medical emergencies. An advanced First Aid Card is issued by the American Red Cross for satisfactory completion.

- 21460 Health and Recreation, 3 semester hours, 3 lec., (Ph 203)  
History, fundamental concepts, programs, and personal requirements in the fields of community health and recreation.
- 21900 Physical Education Theory, 3 semester hours, 3 lec., (Ph 205)  
History, principles, and basic philosophy of physical education. Emphasis on the teaching of physical education, recreation, and athletics.
- 21930-21940 Physical Education, (1-1), 1 semester hour, 2 lab., (Ph 101-102)  
Women—Instruction in archery, badminton, bowling, golf, gymnastics, tennis, softball, paddleball, volleyball, and personal hygiene.  
Men—Instruction in archery, aquatics, badminton, basketball, bowling, golf, gymnastics, softball, tennis, track, volleyball, paddleball, and personal hygiene.
- 22930-22940 Physical Education, (1-1), 1 semester hour, 2 lab., (Ph 201-202)  
Continuation of 21930-21940.
- 22950 Advanced Sports, 1 semester hour, 2 lab., (Ph 200)  
Eligible only to students participating in inter-collegiate athletics. May be repeated for credit.
- 22960 Camp Counseling, 3 semester hours, 3 lec., (Ph 206)  
The training of counselors in organized camping including camp craft, nature of woods lore, and informal activities.
- 22990 Tutorial, 1 semester hour, (Ph 299)
- 26000 Elementary Education, Certificate Program (099A)  
Elementary education for adults possessing the skills of reading and writing and planning to continue their study toward the secondary school. Includes reading, handwriting, arithmetic, spelling, social studies, general (elementary) science, health, and the language arts.
- 26020 General Education, Certificate Program (904A)  
General education subjects at the elementary and secondary levels. Accommodates the needs of a class which consists in part of individuals who are on the school level.
- 26040 Literacy Education, Certificate Program (097A)  
Instruction in the basic skills of reading and writing for the adult beginner.

26060 High School Review, No Credit (906A)

Intensive review of the four major academic areas: English, mathematics, social studies and science, on the secondary school level.

28500 Food Services: School Law and Finance, 3 semester hours, 3 lec., (Ap 149)

School law and principles of finance which directly relate to school lunch personnel.

29080 Child Day-Care Center Worker, Certificate Program (850V)

Problems and procedures for children in day-care centers; activities for different age groups; care of clothing; supervision of activities; development of children's habits; and provisions for cleanliness, attractiveness and accident free day-care centers.

29100 Visiting Homemaker, Certificate Program (852V)

Training in maintaining normal family life in an emergency; cooperation with Welfare or Health agency in charge; maintenance of family routines and activities; provides security through sympathetic understanding; supervises the play and rest of children. Preparing or assisting in the preparation of simple nutritious meals and assists in light laundry work and in keeping house clean and orderly. (Suggested hours of training—60-90, 100-180 in service)

ARTS AND HUMANITIES

31000 Art, 3 semester hours, 3 lec., 3 lab., (Co 151)

Problems in drawing techniques and media.

31010 Art, 3 semester hours, 3 lec., 3 lab., (Co 152)

Problems in drawing and composition. Prerequisite: 31000, or permission of the instructor.

31020 Ceramics, 3 semester hours, 3 lec., 3 lab., (Co 153)

Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay.

31030 Ceramics, 3 semester hours, 3 lec., 3 lab., (Co 154)

Intermediate course in ceramics which covers technique used on potters wheel. Prerequisite: 31020.

31040 Art Workshop, 1 semester hour, 1 lec., (Co 297)

Art education workshop. Broadens the scope of art education. Use of art materials and the planning and teaching of school art through actual participation where art projects are carried through to completion.

- 31050 Design, 3 semester hours, 3 lec., 3 lab., (Co 156)  
Principles of visual organization. Deals with line, space, form, and color in two-dimensional composition.
- 31060 Design, 3 semester hours, 3 lec., 3 lab., (Co 157)  
Extension and development of the elements of design in three-dimensional projects.
- 31210 Music Theory, 4 semester hours, 3 lec., 2 lab., (Co 161-162)  
Theory and harmony, with emphasis on sight-singing, ear-training, dictation, elementary composition, part-writing, and key board harmony.
- 31220 Music Theory, 4 semester hours, 3 lec., 2 lab., (Co 161-162)  
Continuation of 31210.
- 31230-31240 Music Seminar, (1-1), 1 semester hour, 2 lab., (Co 170-171)  
Convocations featuring student recitals, lectures and recitals by the Music Faculty, and discussions on the various areas in the music career field. Visits by artist/teachers from neighboring senior institutions. Opportunities for performance as soloists.
- 31310 Music Organizations, 1 semester hour, 3 lab., (Co 172) Sections: (1) Jazz Ensemble, (2) Chamber Choir, (3) Chorale, (4) Wind Ensemble, (5) Oratorio Chorus, (6) Concert Band. May be repeated for credit.
- 31400-31410 Instrumental Lab, (1-1), semester hour, 3 lab., (Co 178-179)  
Instrumental practice in the flexible atmosphere of the performance workshop. May be repeated for credit.
- 31500 Music Fundamentals, 3 semester hours, 3 lec., (Co 160)  
Materials of musical composition. Includes reading from all clefs and continues through triad identification and analysis, with emphasis on sight-singing and ear-training.
- 31530 Class Instrument Instruction, 1 semester hour, 2 lab., (Co 180)  
Sections: (1) piano, (2) woodwinds, (3) brass, (4) percussion, (5) strings, (6) other.
- 31710-31720 Applied Music\*: Principal Instrument, (2-2), 2 semester hours, 2 lab., (Co 163-164)  
Two ½-hour private lessons per week.
- 31730-31740 Applied Music\*: Secondary Instrument, (1-1), 1 semester hour, 1 lab., (Co 167, 169)  
One ½-hour private lesson per week.

\* APPLIED MUSIC SECTIONS: (1) bassoon, (2) clarinet, (3) cornet/trumpet, (4) flute/piccolo, (5) French horn, (6) oboe/English horn, (7) percussion, (8) piano, (9) saxophone, (10) trombone, (11) tuba, (12) voice, (13) other.



- 31750 Humanities, 3 semester hours, 3 lectures, (Co 251)  
 Representative material in literature, art, music, and philosophy to increase understanding of the cultural heritage of Western civilization.
- 31760 Humanities: Literature, 2 semester hours, 2 lec., (Co 253)  
 Masterpieces of our Western world culture, with attention paid to the development of influential literary genre.
- 31770 Humanities: Music, 2 semester hours, 2 lec., (Co 254)  
 History of man and his music from prehistory to the present. Fundamentals of music with laboratory experiences in musical creativity.
- 31780 Humanities: Art, 2 semester hours, 2 lec., (Co 255)  
 Role of art in the development of our Western civilization to increase the student's understanding of art as a medium of expression.
- 32010 Painting, 3 semester hours, 3 lec., 3 lab., (Co 257)  
 Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: 31010, or permission of the instructor.
- 32020 Painting, 3 semester hours, 3 lec., 3 lab., (Co 258)  
 Technique is stressed as an end result of approach to subject matter. Development of abstraction through the use of theory. Prerequisite: 32010, or permission of the instructor.
- 32200-32210 Music Theory, (4-4), 4 semester hours, 3 lec., 2 lab., (Co 261-262)  
 A continuation of 31220, through the use of substitute chords, chromatic harmony, and with an introduction to Twentieth Century techniques. Advanced sight-singing and ear-training, with dictation to include twelve-tone melodies and non-triadic harmonies. Harmonic analysis of various compositional styles. Prerequisite: 31210 and 31220, or permission of the instructor.
- 32370-32380 Recorder Ensemble, (1-1), 1 semester hour, 1 lec., 1 lab., (Co 259-260)  
 The instruction of beginners in the art of playing the recorder, or prime flute, and to offer performance opportunities for the advanced players of the instrument.
- 32500-32510 Keyboard Harmony, (1-1), 1 semester hour, 2 lab., (Co 285-286)  
 Creation of bass lines for given melodies, harmonization of melodies, realization of figured bass, improvised accompaniments for given melodies.

- 32520 Music Literature, 3 semester hours, 3 lec., (Co 283)  
Major periods of music history from the Renaissance to the present with emphasis on style and form. Prerequisite: 31770 or permission of the instructor.
- 32710-32720 Applied Music\*: Principal Instrument, (2-2), 2 semester hours, (Co 263-264)  
Two ½-hour private lessons per week.
- 32730-32740 Applied Music\*: Secondary Instrument, (1-1), 1 semester hour, (Co 267, 269)  
One ½-hour private lessons per week.
- 32990 Tutorial, 1 semester hour (Co 299)
- 36000 Music Appreciation, 1 unit (634A)
- 36020 Chorus, 1 Unit (616A-616C)
- 38050 Interior Decoration, 3 semester hours, 3 lec., (Ap 131)  
Instruction and guidance in the selection of home furnishings, their design, construction and arrangement, concerned with making the home more attractive and livable.
- 38100 Technical Illustration, Certificate Program (034V)
- 38110 Technical Illustration, 1 Unit (034V)  
Drafting, basic design, blueprint reading, and phases of commercial are for technical reports, manuals, and illustrations. Including perspective relationship of detail parts to main parts, preparing preliminary and complete drawings, exploded views, and shading and coloring details to illustrate prototype devices, parts assemblies, or assembled systems.

#### COMMUNICATIONS AND LANGUAGE ARTS

- 41000 Communication Skills, 3 semester hours, 3 lec., (Co 101)  
Interpretive and the critical reading of essays and biographies. Instruction in and intense practice of writing the exposition and the argument, with stress on logical thinking.
- 41010 Communication Skills, 3 semester hours, 3 lec., (Co 102)  
Interpretive and the critical reading of fiction, (novel, novella, short-story), drama, poetry. Practice in the writing of descriptive and narrative discourse. Special practice in writing the library research term paper.

\* APPLIED MUSIC SECTIONS: See footnote to 31710.

- 41030 Communications: Writing, 3 semester hours, 3 lec., (Co 103)  
Techniques of unity, coherence, emphasis, variety as exercised in the standard written English dialect. This course offers the student more individualized practice of writing than is offered in 41000-41010. Prerequisite: Permission of the instructor as an alternate replacing 41010.
- 41050 Speech, 3 semester hours, 3 lec., (Co 111)  
Preparation and presentation of speeches for business, social, and professional occasions. Participation in speech media with continuing group analysis and constructive criticism.
- 41060 Parliamentary Speech, 1 semester hour, 1 lec., (Co 107)  
Parliamentary procedure and practice in conducting and participating in meetings governed by parliamentary rules.
- 41080 Oral Interpretation, 3 semester hours, 3 lec., (Co 204)  
Oral communication of "re-recreation" of poetry, prose, and drama for an audience. Prerequisite: 41050, or permission of the instructor.
- 41330 Library Use, 1 semester hour, 1 lec., (Co 115)  
Acquaintance with library procedures. Consideration of fundamental techniques in using books, periodicals, and material.
- 41400-41410 French\*, (3-3), 3 semester hours, 2 lec., 2 lab., (Co 121-122)  
Pronunciation and grammatical structures of French with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing. Exercises in composition and grammar. Not open to students who have completed successfully two or three years of high school French with grade of "C" or better.
- 41500-41510 German\*, (3-3), 3 semester hours, 2 lec., 2 lab., (Co 123-124)  
Pronunciation and grammatical structures of German with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing. Exercises in composition and grammar. Not open to students who have completed successfully two or three years of high school German with grade of "C" or better.

\* Every student presenting 2 or more years of foreign language study in high school (or its equivalent) will be required to take the Modern Language Association's Co-Operative Foreign Language Tests to determine the appropriate level of course work which he will be permitted to take for credit. One semester of college language work is normally regarded as the equivalent of a year of high school work in foreign language. No student will be allowed to enroll for two beginning foreign language courses in any one semester.

- 41600-41610 Spanish\*, (3-3), 3 semester hours, 2 lec., 2 lab., (Co 127-128)  
 Pronunciation and grammatical structures of Spanish with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing. Exercises in composition and grammar. Not open to students who have completed successfully two or three years of high school Spanish with grade of “C” or better.
- 41620-41630 Russian\*, (3-3), 3 semester hours, 2 lec., 2 lab., (Co 125-126)  
 Pronunciation and grammatical structures of Russian with emphasis upon balanced development of the four skills—listening, speaking, reading, and writing.
- 42200 American Literature, 3 semester hours, 3 lec., (Co 215)  
 American letters from the colonial period to the Civil War.
- 42210 American Literature, 3 semester hours, 3 lec., (Co 216)  
 American letters from the Civil War through the contemporary period.
- 42260 English Literature, 3 semester hours, 3 lec., (Co 213)  
 English literature based upon masterpieces from the times of Beowulf through the eighteenth century.
- 42270 English Literature, 3 semester hours, 3 lec., (Co 214)  
 English literature based upon masterpieces from the Romantic era through modern times.
- 42280 Contemporary Literature, 3 semester hours, 3 lec., (Co 217)  
 Studies in contemporary prose and poetry.
- 42400-42410 French\*, (3-3), 3 semester hours, 2 lec., 2 lab., (Co 221-222)  
 Readings in the literature and cultural history of France, a brief review of grammar, and practice in audio-lingual skill. Prerequisite: Two or three years of high school French with grade of “C” or better; 41400-41410, or its equivalent.
- 42420 Communications: Technical, 3 semester hours, 3 lec., (Co 106)  
 Expository writing, (unity, clarity, coherence, organization, and correctness) applied to a variety of industrial and technical reports, letters, and forms.
- 42430-42440 Conversational French\*, (2-2), 2 semester hours, 2 lec., 2 lab., (Co 223-224)  
 Development of fluency in French conversation through practice on topics of everyday use. Prerequisite or corequisite: 42400-42410, or equivalent.

\* See footnote to 41400.



- 42500 Creative Writing, 3 semester hours, 3 lec., (Co 201)  
Creativity in prose, poetry, and drama: All student creativity is submitted to publisher market.
- 42510-42520 GERMAN\*, 3 semester hours, 2 lec., 2 lab., (Co 231-232)  
Readings in the literature and cultural history of Germany, a brief review of grammar, and practice in audio-lingual skill. Prerequisite: Two or three years of high school German with grade of "C" or better; 41500-41510, or its equivalent.
- 42530-42540 Conversational German\*, 2 semester hours, 2 lec., 2 lab., (Co 233-234)  
Development of fluency in German conversation through practice on topics of everyday use. Prerequisite or corequisite: 42510-42520, or equivalent.
- 42600-42610 Spanish\*, 3 semester hours, 2 lec., 2 lab., (Co 227-228)  
Readings in the literature and cultural history of representative Spanish speaking countries, a brief review of grammar, and practice in audio-lingual skill. Prerequisite: Two or three years of high school Spanish completed with grade of "C" or better; 41600-41610, or its equivalent.
- 42620-42630 Conversational Spanish\*, 2 semester hours, 2 lec., 2 lab., (Co 229-230)  
Development of fluency in Spanish conversation through practice on topics of everyday use. Prerequisite or corequisite: 42600-42610, or equivalent.
- 42730 Discussion and Debate, 3 semester hours, 3 lec., (Co 205)  
Reflective thinking and logical reasoning with emphasis on discussion and competitive debate. Prerequisite: An introductory course in speech, or permission of the instructor.
- 42740 Public Address, 3 semester hours, 3 lec., (Co 203)  
Public addresses as aids in speaking extemporaneously and from manuscript. The relationship between public speaking and policy formulation. Prerequisite: 41050.
- 42760 Theatre, 3 semester hours, 3 lec., (Co 206)  
Appreciation of the theatre through a study of the various aspects of dramatic production. Prerequisite: An introductory course in speech, or permission of the instructor.
- 42800 Spanish for Teachers, 3 semester hours, 3 lec., (Co 291)  
Designed for teachers who wish to update their foreign language preparation; provides background for the audio-lingual approach to modern foreign language.

\* See footnote to 41400.

42810 French for Teachers, 3 semester hours, 3 lec., (Co 293)  
Designed for teachers who wish to update their foreign language preparation; provides background for the audio-lingual approach to modern foreign language.

42990 Tutorial, 1 semester hour, (Co 298)

46000 English, 1 Unit (114A-114C)  
English on various levels to accommodate the needs of adults. May be used for high school credit.

46020 English for Foreign Born, 1 Unit (117A)  
English for non-English speaking adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.

46040 Foreign Language: Spanish, 1 Unit (503A-503C)  
For high school credit, comparable in content to those offered in the regular secondary school. For conversational purposes, emphasis is placed on speaking and oral comprehension.

46060 Speech, 1 Unit (173A-173C)  
Fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise, and elements of parliamentary procedure.

46100 Reading, 1 Unit (143A)  
Reading courses are offered on different levels to satisfy adult reading needs. Emphasize basic reading skills and comprehension and to increase reading speed.

48140 Technical Writing (Publications Technology), Certificate Program (036V)

48150 Technical Writing (Publications Technology), 1 Unit (036V)  
Technical writing, industrial publications functions, and the fundamentals of applied sciences with emphasis on electricity and electronics; preparation of service manuals, operation manuals, and similar types of literature to conform to accepted standards of industrial communication and military specifications for technical publications. May include applied mathematics, physics and chemistry, manufacturing processes, and business practices.

## MATHEMATICS

51000 Mathematics, 3 semester hours, 3 lec., (Sm 101)  
Mathematics with practical applications. Includes arithmetic, basic algebra, trigonometry, and logarithms. Designed specifically for the student needing further preparation in mathematics prior to

enrollment in 51010. *Does not meet general education requirements for the Associate of Arts Degree or the Associate of Science Degree.*

51010 Mathematics, 3 semester hours, 3 lec., (Sm 103)

Operations, number systems, ratio, proportion, percentage, factoring, exponents and radicals, solution of linear and quadratic equations, basic trigonometric solutions of right triangles, introduction to set terminology and applications. Designed primarily for those students who plan no further work in mathematics. In addition, designed to strengthen the foundation for further work as required. Not intended for science or math majors. Prerequisite: 51000, adequate score in the mathematics portion of the Florida High School Placement Test, or permission of the instructor.

51060 Geometry, 4 semester hours, 3 lec., 2 lab., (Sm 160)

Theory of orthographic projections and their applications to engineering problems.

51100 Algebra and Trigonometry, 3 semester hours, 3 lec., (Sm 105)

Advanced work in algebra to include equations, exponents and radicals, the binomial theorem, elementary theory of equations; inequalities, absolute values, and complex numbers; logarithms; analytical trigonometry to include the trigonometric functions, ratios, identities, equations, Law of Sines and Cosines, and the inverse trigonometric functions. Designed for the math and science major with adequate high school preparation in algebra (2 years), but lacking preparation in analytical trigonometry. Prerequisite: 51010, adequate score in the mathematics portion of the Florida High School Placement Test, or permission of the instructor.

51110 Algebra, 3 semester hours, 3 lec., (Sm 106)

Exponential and logarithmic functions; elements of logic; sets and set notation, operations on a set, ordered pairs, relations and functions; number systems to include equivalence relations, binary operations, and fields; vectors, matrices, and determinants. Designed for the math and science major with adequate high school preparation including analytical trigonometry and basic analytic geometry. This is the first course in the mathematics sequence acceptable toward the mathematics major in the Florida University System. Prerequisite: 51100, adequate score in the mathematics portion on the Florida High School Placement Test, or permission of the instructor.

51360 Slide Rule, 1 semester hour, 1 lec., (Sm 111)

Principles in the use of the slide rule with practice and problem solving.

- 51500 Drafting, 4 semester hours, 6 lec., (Ap 161)  
Plotting graphs, principles of orthographic projections, use of electronic and electrical symbols, use of schematics, fundamentals of multiview drawing and pictorials, selected methods of circuit development.
- 52000 Analytic Geometry and Calculus, 4 semester hours, 4 lec., (Sm 211)  
Concepts of analytic geometry; includes relations, graphs, distance formula, straight lines, circles, parabolas, ellipses, hyperbolas; axes rotation and translation are covered as they relate to the general second degree equation; calculus topics include slope of a curve velocity and other related rates, limits, derivatives and differentials of algebraic functions, applications by related rates and maxima/minima problems and the Mean Value Theorem. Prerequisite: 51110, or permission of the instructor.
- 52010 Analytic Geometry and Calculus, 4 semester hours, 4 lec., (Sm 212)  
Integration of algebraic functions, areas by calculus, differentiation and integration of transcendental functions, applications of the definite integral, special integration methods, polar coordinates. Prerequisite: 52000, or permission of the instructor.
- 52020 Analytic Geometry and Calculus, 4 semester hours, 4 lec., (Sm 213)  
Vectors and parametric equations, solid analytic geometry, partial differentiation, multiple integration. Prerequisite: 52010, or permission of the instructor.
- 52360 Differential Equations, 3 semester hours, 3 lec., (Sm 215)  
Elementary differential equations; topics include solution of first order equations, orthogonal trajectories, applications to vibrations and electric circuits. Fourier Series and LaPlace Transforms are discussed. Prerequisite: 52010, or permission of the instructor. This course may be taken concurrently with 52020.
- 52370 Linear Algebra, 3 semester hours, 3 lec., (Sm 214)  
Coordinization of space, scalar and vector product, equations of lines and planes in vector form, linear transformation. Prerequisite: 52000, or permission of instructor. This course may be taken concurrently with 52010. Designed for math majors.
- 52500 Drafting Design, 4 semester hours, 3 lec., 2 lab., (Ap 261)  
Industrial drafting which includes machine and structural design and electrical, structural, pipe and welding drawing.
- 52510 Drafting Design, 4 semester hours, 3 lec., 2 lab., (Ap 262)  
Continuation of 52500. Emphasis on detail and assembly drawing. Prerequisite: 52500.



- 52560 Engineering Drawing, 4 semester hours, 3 lec., 2 lab., (Sm 159)  
Making, reading, and interpretation of engineering drawings.
- 52700 Math: Elementary Teachers, 3 semester hours, 3 lec., (Sm 219)  
Designed for elementary teachers who wish to update their training in modern mathematics. Includes set theory and approaches elementary mathematics with emphasis on understanding structure rather than mechanical procedures.
- 52710 Math: Secondary Teachers, 3 semester hours, 3 lec., (Sm 220)  
Designed for secondary teachers who wish to update their preparation. Provides background for modern topics in mathematics found in the new secondary mathematics curriculum.
- 52990 Tutorial, 1 semester hour, (Sm 299)
- 56000 Algebra I, 1 Unit (215A-215C)  
Algebra including formulas, positive and negative numbers, graphs, simple equations, linear equations, factoring, fractional equations, basic work on powers and roots of numbers, and simple quadratic equations.
- 56020 Algebra II, 1 Unit (216A-216C)  
Algebra including products and factors, proportions and variations, exponents, roots and radicals, solution of equations, logarithms, ratios, progression and variation, and numerical trigonometry.
- 56040 Analytical Geometry, 1 Unit (295A-295C)  
Coordinate geometry in two or three dimensions, circles, parabolas, ellipses, hyperbolas—transformations and tangents, planes and quadric surfaces, polar coordinates, and transcendental curves.
- 56060 Applied General Mathematics, 1 Unit (214A)  
For individuals whose interests or responsibilities require specialized mathematical skills and understanding.
- 56080 Everyday Business Mathematics, 1 Unit (283A)  
Non-vocational course to develop mathematical abilities needed for day to day problems involving personal business affairs. Fundamental operations in arithmetic applied to problems of budgeting, banking, computation of interest, income tax preparation, installment buying, insurance wages, and related business activities.
- 56100 General Mathematics, 1 Unit (213A-213C)  
Fundamental principles of arithmetic and beginning algebra, with emphasis upon fractions, decimals, formulas, graphs, equations, maps, charts, measurements, and consumer buying problems.

- 56120 Modern Mathematics for Parents, 1 Unit (243A)  
 For parent's orientation and understanding of the basic concepts and terminology of the new mathematics program being taught in the elementary and junior high schools in Florida.
- 56140 Plane Geometry, 1 Unit (218A-218C)  
 Concepts of geometry, including a study of geometric problem solving, postulates, axioms and theorems, circles, areas of plane figures, kinds of angles, parallel lines, polygons, and quadrilaterals.
- 56160 Solid Geometry, 1 Unit (263A-263C)  
 Three dimensional geometry with emphasis upon points, lines, planes in space, polyhedrons, cylinders, cones, spheres, and prisms.
- 56180 Trigonometry, 1 Unit (219A-219C)  
 Trigonometric functions and identities, functions of angles, formulas, meaning and use of logarithms, and trigonometric and logarithmic tables.
- 57060 Blueprint Reading and Estimation, Certificate Program (910V)
- 57070 Blueprint Reading and Estimation, 1 Unit (910V)  
 Reading and interpretation of blueprints and architectural drawing, and from such designs computing labor, material and equipment costs for construction work.
- 57120 Drafting, Certificate Program (925V)
- 57130 Drafting, 1 Unit (925V)  
 Preparation of clear, complete, and accurate working plans and detail drawings from rough or detailed sketches, or notes for engineering or manufacturing purposes, according to specified dimensions.
- 57580 Surveying, Certificate Program (990V)
- 57590 Surveying, 1 Unit (990V)  
 Location and measurement of points, elevations, lines, areas, and contours on the earth's surface for purposes of securing data for construction, map making, deeds, or other records.
- 58120 Technical Mathematics, Certificate Program (035V)
- 58130 Technical Mathematics, 1 Unit (035V)  
 For Mathematics Aide emphasizing the principles of physical science and applied and theoretical mathematics. For analyst and research assistant as well as proving a strong foundation in new and changing employment areas of industrial design and production.
- 58160 Drafting and Design Technology, Certificate Program (040V)

58170 Drafting and Design Technology, 1 Unit (040V)

Understanding of engineering and a skill in drafting which includes design applications in mechanical devices, electronic circuitry, cartography and architectural areas, technical illustration, drafting from specification, and sketching proposals for design use.

**SOCIAL STUDIES**

61000 American Civilization, 3 semester hours, 3 lec., (So 121)

Unified, historical approach to American studies. Involves the emerging pattern of American character and heritage in history, literature, and the humanities.

61260 Personal Adjustment, 3 semester hours, 3 lec., (So 164)

Psychology in everyday life. Practical application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and how they may be changed into more adaptive behavior is included.

61330 World Civilization, 3 semester hours, 3 lec., (So 215)

Historical material from pre-history to the present. Includes medieval history, the Renaissance, the Reformation, and the expansion of Europe. Non-Western history is studied but primarily as a means of enhancing the students understanding of the West.

61340 World Civilization, 3 semester hours, 3 lec., (So 216)

Absolutism; the French revolution; the Industrial Revolution, nationalism in Italy, Germany, and the Balkans; the First World War; post-war Europe; the Second World War; and contemporary history. Includes a study of the United States Constitution.

61360-61370 Political Science, (3-3), 3 semester hours, 3 lec., (So 141-142)

Examines government, political ideals, and institutions. Strong emphasis is placed on political thought, the origin of the American federal system, and the distribution of powers between state and national governments. National government is the primary area of concentration.

61380 Political Geography, 3 semester hours, 3 lec., (So 123)

National and global power is studied by world regions. Includes land resources, population, and the economic structure. Strategic concepts of geopolitics are emphasized in contemporary political and international affairs.

62000 American History, 3 semester hours, 3 lec., (So 211)

American history to 1865; describes the social, political, and economic development of the American people against the geo-

graphic background of the New World. Particular emphasis is placed on American intellectual and political thought leading to the emergence of basic American character, ideas, and attitudes. Includes a study of the United States Constitution.

- 62010 American History, 3 semester hours, 3 lec., (So 212)  
American history from 1865, concentrating on industrial growth, the rise of corporate business, big labor, and government organization. Modification of basic American character and ideas is studied as a continued historical process.
- 62020 Twentieth Century, 3 semester hours, 3 lec., (So 213)  
History of the world since 1900, emphasizing the political, military, social, and economic developments in Europe and Asia that have formed the background of this century. The concentration involves the emergence of new global relations between the United States and the world.
- 62100 Anthropology, 3 semester hours, 3 lec., (So 207)  
Physical evolution of man and modern racial types. Prehistoric and historic developments of culture are analyzed and compared.
- 62560 Current World Problems, 3 semester hours, 3 lec., (So 214)  
Critical world issues and immediate trouble spots are examined against a historic, economic, and social background. The individual student is called upon to develop a special area of interest.
- 62700 Philosophy, 3 semester hours, 3 lec., (So 209)  
Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.
- 62750 Comparative Religion, 3 semester hours, 3 lec., (So 210)  
Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- 62760 Psychology, 3 semester hours, 3 lec., (So 231)  
Surveys the various fields of psychology. Provides an understanding of the human behavior by studying the adaptation of the individual to his physical and social environment.
- 62770 Sociology, 3 semester hours, 3 lec., (So 205)  
Field of concentration is on the description of the individual and group behavior. Basic concepts are related to the family and the city. Individual, industrial, and political problem areas are also considered.
- 62780 Education Psychology, 3 semester hours, 3 lec., (So 232)  
Significant aspects of the growth and development of children and youth, including physical, social, and intellectual develop-

ments as they affect behavior patterns. Psychology as applied in improving the learning process. Prerequisite: 62760.

62860-62870 Economics, (3-3), 3 semester hours, 3 lec., (So 203-204)  
Application of basic concepts and analytical technique to the problems of public policy. Includes a study of the basic factors in the economic development of the United States.

62990 Tutorial, 1 semester hour, (So 299)

66000 American Constitution and Government, 1 Unit (446A-446C)  
The constitution, legislative, executive, and judicial branches, and functions of national, state, and local government, finance and taxation, national defense, health, education and welfare, elections, and citizenship.

66020 Americanism vs. Communism, No Credit (419A)  
Critical-analytical study of the nature, purpose, methods, objectives, and dangers of communism to our free society. Focus is on the ideology of the communist part, the structure and functions of the Soviet system, and the rule of the current regime.

66040 American History, 1 Unit (416A-416C)  
Political, social, and economic events in the development of the United States from Colonial times to the present.

66060 Civics, 1 Unit (413A-413C)  
Structure and function of government at the local, state, and national levels. May include a survey and analysis of current vocational opportunities. For high school credit, the course is comparable to the regular secondary school course.

66080 Citizenship (Civic) Education, 1 Unit (470A)  
Short courses dealing with the responsibilities of citizenship in a democratic society. Examination and study of the current scene and the implications for citizen participation and relationship to his government-local, state, and national.

66100 Citizenship Education for Foreign Born, 1 Unit (471A)  
Acquaints prospective citizens with United States history, the Constitution and its historic background, the organization of local, state, and federal government; to promote understanding and appreciation for ideals, privileges, and responsibilities of democratic citizenship; and to prepare individuals for the examination administered by immigration and naturalization authorities.

66120 Economics, 1 Unit (473A-473C)  
Economic problems of a modern democratic society. Typical subjects, or separate short courses may include consumer relations and problems, laws of supply and demand, money and banking,

production and labor problems, modern business, trade and transportation, and governmental functions.

66140 Florida Government, 1 Unit (456A-456C)

Framework and function of local and state government. In addition to a general overview course in local and state governmental operation, short courses may be developed which treat specific aspects or facets of government in Florida, such as Taxation, the Minimum Foundation Program, Legislative Reapportionment, or the Florida Constitution.

66160 Florida History, 1 Unit (497A-497C)

Social, political, and economic development of the State of Florida from territorial days to the present.

66180 Geography, 1 Unit (445A-445C)

Physical, economic, political, and cultural aspects of important geographic areas and peoples, and their influence on world conditions and problems. Short courses may also be offered dealing with specific areas and people.

66200 Problems of Democracy, 1 Unit (418A-418C)

Problems of living in the American democracy, based on historical and current political issues and problems. Includes a review and analysis of America's role in world affairs.

66220 Psychology, 1 Unit (427A-427C)

Human behavior with consideration to the family and its place in society, psychology in human relations, coping with the problems of a changing social and cultural environment, understanding the interests, attitudes, and desires of individuals in matters of personal and group adjustment.

#### SCIENCE AND TECHNOLOGY

71100-71110 Chemistry, (4-4), 4 semester hours, 3 lec., 3 lab., (Sm 171-172)

Theoretical and descriptive chemistry, with practical experience in the laboratory. Includes historical development and perspective relationships with industry, other sciences, and household materials. For non-science majors with no previous chemistry.

71150-71160 Chemistry and Qualitative Analysis, (4-4), 4 semester hours, 3 elec., 3 lab., (Sm 271-272)

Quantitative approach to modern theoretical and descriptive chemistry, with appropriate development of laboratory technique including semi-micro qualitative analysis. Logical treatment of experimental data leading to understanding of the (1) particulate, electrical nature of matter and bonding, (2) periodicity of properties of the elements, (3) relationships of properties to structure,

and (4) chemical equilibrium. For science majors, pre-medical, pre-engineering students and others who have acceptable backgrounds in chemistry and math.

71300-71310 Physical Science, (3-3), 3 semester hours, 3 lec., (Sm 121-122)

Physical factors of the environment, astronomy, chemistry, geology, meteorology, and concepts of physics. Not intended for physical science majors.

71360 Physical Geography, 3 semester hours, 3 lec., (Sm 141)

The earth in the solar system, maps and map reading, the weather elements, the climate and global circulation, soil, water, landform, with the underlying theme being the Geosynclinal Cycle Theory.

71370 Physical Geography, 3 semester hours, 3 lec., (Sm 142)

Weather circulation on a global basis, various weather zones, i.e., polar, arctic, and highland climates, etc. The physiographic providences of the U. S. including the coastal plain (shelf), included will be the economic aspects of each providence along with the physical properties.

71400-71410 Physics, (4-4), 4 semester hours, 2 lec., 3 lab., (Sm 161-162)

Selected topics from all branches of physics. Course sequence for non-science majors, these courses meet the general education physical science requirements. Prerequisite: One year of high school algebra. Corequisite: 51010.

71460 Meal Planning and Table Service, 4 semester hours, 2 lec., 4 lab., (Ap 154)

Scientific principles of cooking with emphasis on the aesthetic appeal of food materials and their nutritive value. Meal planning and setting attractive tables.

71500-71510 Biology, (3-3), 3 semester hours, 3 lec., (Sm 130-131)

The nature of living organisms and of life; contemporary information concerning the basic biological concepts; the history of the development of the science of biology; a first hand experience with the scientific method of study; and an appreciation of man's understanding of his environment.

71560 Botany, 4 semester hours, 3 lec., 2 lab., (Sm 132)

The form, structure, growth, reproduction, and physiology of plants with emphasis on the flowering plants. The plant kingdom to study the evolutionary relationships of the plant phyla.

71600 Zoology, 4 semester hours, 3 lec., 2 lab., (Sm 133)

Concepts of animal life. Lectures and laboratory study. Cell structure, types of cells in higher animals, genetics, embryology, and relationships of major animal phyla to each other and to man.

72000 Comparative Vertebrate Anatomy, 4 semester hours, 3 lec., 2 lab., (Sm 233)



- Lectures and laboratory dissections to acquaint the student with the structure of vertebrates, using representative examples of fish, amphibia, reptiles, birds, and mammals, comparing them with each other as well as with the primitive chordates. Lectures on the embryological origins of the adult organ systems. Prerequisite: 71600 or its equivalent.
- 72160-72170 Organic Chemistry, (4-4), 4 semester hours, 3 lec., 3 lab., (Sm 291-292)  
The essential chemistry of functional groups, molecular structure, and fundamental theories. Reaction types and mechanisms are treated in the second semester. Prerequisite: 71150-71160.
- 72200 Inorganic Qualitative Analysis, 4 semester hours, 2 lec., 4 lab., (Sm 273)  
Identification of metals and selected anions. Equilibrium theory applied to weak acids and bases, precipitates, hydrolysis, and coordination compounds. Prerequisite: 71110.
- 72400 Physics, 4 semester hours, 3 lec., 2 lab., (Sm 261)  
Mechanics, heat and sound. Prerequisite: 51110. Corequisite: 52000.
- 72410 Physics, 4 semester hours, 3 lec., 2 lab., (Sm 262)  
Optics, electricity and magnetism. Prerequisite: 51110 with a grade of "C" or better. Corequisite: 52010.
- 72530-72540 Biology for Teachers, (3-3), 3 semester hours, 3 lec., (Sm 234-235)  
Recent progress in selected areas of plant and animal sciences to teachers or to those who are seeking "refresher" training in order to return to teaching following an interim out of the profession. Prerequisite: At least one year college biology and permission of the instructor.
- 72600 Hematology, 3 semester hours, 3 lec., (Ap 282)  
Human hematopoietic system, testing procedures, and evaluation of results as applied in the medical technical clinical laboratory.
- 72800 Climatology, 3 semester hours, 3 lec., (Sm 282)  
Global distribution of the principal climatic elements with emphasis on the physical causes of climate. Prerequisite: 72900.
- 72860 Genetics, 3 semester hours, 3 lec., (Sm 231)  
Heredity, the physical basis on inheritance including the contemporary concept of the gene, and the qualitative and quantitative aspects of genetic variation. Prerequisites: 71560 or 71600, or equivalents.
- 72590 Parasitology, 3 semester hours, 3 lec., 3 lab., (Ap 281)  
A study of human parasites, their pathogenisity, diagnosis, and treatment as applied in the medical technology clinical laboratory.

- 72870 Ecology, 3 semester hours, 2 lec., 2 lab., (Sm 236)  
 Plant and animal communities in relation to climatic, physiographic, edaphic, and biotic factors. Representative biotic communities in Northwest Florida will be studied. Prerequisites: 71500-71510, or 71560 and 71600, or equivalents.
- 72900 Meteorology, 3 semester hours, 3 lec., (Sm 281)  
 Structure of the atmosphere and of weather systems with an introduction to the physical laws which govern weather processes and atmospheric motion. Prerequisite: 51110. Corequisite: 71400 or 72400.
- 72920 Qualitative Organic Analysis, 4 semester hours, 2 lec., 4 lab., (Sm 293)  
 Characterization and identification of organic compounds. Prerequisite: 72160.
- 72950 Quantitative Analysis, 4 semester hours, 2 lec., 4 lab., (Sm 295)  
 Theory and technique of volumetric, gravimetric, and instrumental analysis. Evaluation of data. Prerequisite: 71150-71160.
- 72960 Local Flora, 3 semester hours, 1 lec., 4 lab., (Sm 238)  
 Identification and classification of native vascular plants. Field trips for the collection of local vascular plants to be identified and preserved. Prerequisites: 71500-71510, or 71600, or equivalent.
- 72990 Tutorial, 1 semester hour, (Ap 299)
- 76000 Biology, 1 Unit (314A-314C)  
 Living things, plant and animal, from the most simple to the most complex; structures, reproduction, characteristics and classification of living things, conservation of natural resources, economic botany, and sanitation.
- 76020 Chemistry, 1 Unit (316A-316C)  
 Laws of chemistry, structure and classification of matter, formulas and equations, and the periodic table. Topics involving chemistry in the home, in industry, and in nature may be included to broaden the student's understanding of the subject.
- 76040 General Science, 1 Unit (344A-344C)  
 Physical and biological sciences, with emphasis on scientific facts, theories, and the use of the scientific method in problem solving.
- 76060 Human Anatomy and Physiology, 1 Unit (363A-363C)  
 Structure and function of organs and systems of the human body. Students should have successfully completed a course in biology.
- 76080 Physical Science, 1 Unit (345A-345C)  
 High school credit, designed to acquaint the individual with various aspects of the physical sciences. It includes elements of phys-

ics, chemistry, geology, astronomy, meteorology, and other selected physical science topics.

**76100 Physics, 1 Unit (318A-318C)**

Physical laws and the basic principles of heat, electricity, light and sounds, atomic energy, radiation, and electronics.

**77000 Air Conditioning, Refrigeration, and Heating Mechanics, Certificate Program (901V)**

**77010 Air Conditioning, Refrigeration, and Heating Mechanics, 1 Unit (901V)**

Training in the installation, inspection, and repair of heating and cooling units for commercial and residential building, motor vehicles, aircraft, and ships.

**77020 Automotive Mechanics, Certificate Program (904V)**

**77030 Automotive Mechanics, 1 Unit (904V)**

Training in the repair of passenger automobiles and light delivery trucks, including engines, transmissions, clutches, carburetors, ignition systems, chassis, bodies, and power operated equipment.

**77040 Aviation Mechanics (Power and Frame), Certificate Program (905V)**

**77050 Aviation Mechanics (Power and Frame), 1 Unit (905V)**

Training in the skills necessary for inspection, overhaul, and maintenance of Air Frames and Power Plants including woodwork, fabric work, finishing, assembly, rigging, instruments, radio, ignition, carburetion, heating and pressurization, sheet metal, welding, propellers, and systems pertaining to hydraulics electricity, fuel, oil, de-icing, oxygen, fire-fighting, and vacuums.

**77080 Cabinet Making, Millwork, and Furniture Making, Certificate Program (915V)**

**77090 Cabinet Making, Millwork, and Furniture Making, 1 Unit (915V)**

Training in hand carpentry necessary to cut, shape, and assemble furniture, fixtures, cabinets, door and window frames, and finished interior woodwork.

**77100 Carpentry, Certificate Program (916V)**

**77110 Carpentry, 1 Unit (916V)**

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

**77140 Electric Wiring, Certificate Program (930V)**

- 77150 Electric Wiring, 1 Unit (930V)  
Training in the installation of wiring systems and lighting fixtures, in buildings, including laying conduit, installation of switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.
- 77160 Gasoline Engine Mechanics, Certificate Program (938V)
- 77170 Gasoline Engine Mechanics, 1 Unit (938V)  
Training in the inspection and repair of the mechanical equipment of gasoline-powered engines (other than automobile and truck), including motor testing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing broken or damaged parts.
- 77200 Business Machine Mechanics, Certificate Program (914V)
- 77210 Business Machine Mechanics, 1 Unit (914V)  
Training in the inspection, adjustment, repair, cleaning, and servicing of office machines including adding machines, calculators, tabulators, bookkeeping machines, duplicators, typewriters, and cash registers.
- 77220 Custodial Service and Building Maintenance, Certificate Program (921V)  
Training in the upkeep of commercial and public buildings.
- 77240 Electricity: Industrial, Certificate Program (927V)
- 77250 Electricity: Industrial, 1 Unit (927V)  
Training in the installation, repair, and maintenance of electrically controlled and operated machinery and equipment used in industry.
- 77260 Electric Line Service and Repair, Certificate Program (928V)
- 77270 Electric Line Service and Repair, 1 Unit (928V)  
Training in the repair and replacement of defective power and communication lines and auxiliary equipment, including replacement of defective poles, installation of transformers, and inspection of insulators.
- 77280 Electric Motor and Generator Mechanics, Certificate Program (929V)
- 77290 Electric Motor and Generator Mechanics, 1 Unit (929V)  
Training in repair of electronic motors, generators, and accessory equipment such as starting devices and switches; in winding armatures and field coils; and in testing and installing repaired motors and transformers.
- 77300 Electronics: Industrial, Certificate Program (932V)

- 77310 Electronics: Industrial, 1 Unit (932V)  
 Training in the installation, maintenance, and repair of electronically controlled and operated distribution systems used in industry and commercial businesses.
- 77320 Garment Making: Commercial, Certificate Program (937V)  
 Training in the design, pattern cutting and making of any kind of clothing.
- 77340 Gas Service Installation and Repair, Certificate Program (939V)
- 77350 Gas Service Installation and Repair, 1 Unit (939V)  
 Training in the installation and repair of gas service systems and related equipment, including natural, butadience, butane, ethylene, and propane types.
- 77360 Hydraulic Mechanics, Certificate Program (944V)
- 77370 Hydraulic Mechanics, 1 Unit (944V)  
 Training in the testing and adjusting of hydraulic systems including diagnosing faulty operation of systems, and the replacing and adjusting of defective parts.
- 77380 Industrial Safety, Certificate Program (945V)  
 Instruction in the methods for preventing accidents or reducing their frequency in industrial plants through examination of plans and specifications for new machinery and equipment to ascertain if all safety precautions have been included. Includes the inspection of machinery and equipment and installation designs.
- 77400 Welding, Certificate Program (994V)
- 77410 Welding, 1 Unit (994V)  
 Training in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.
- 77420 Instrument Repair, Certificate Program (947V)
- 77430 Instrument Repair, 1 Unit (947V)  
 Training in the installation, repair, and adjustment of recording, regulating, and control instruments such as pressure, flow, and combustion meters and gauges.
- 77440 Medical Assisting (Lab or Office), Certificate Program (958V)
- 77450 Medical Assisting (Lab or Office), 1 Unit (958V)  
 Training in the preparation of patients for medical examination and in simple laboratory testing and analyzing. May also include record-keeping, appointment making, and other duties assigned by doctors.

- 77460 Nursing Aide, Certificate Program (966V)  
Training in the performance of selective tasks under the supervision of a professional nurse, which involve personal care and comfort measures for patients in hospitals or nursing homes.
- 77480 Practical Nursing, Certificate Program (974V)
- 77490 Practical Nursing, 1 Unit (974V)  
Preparatory course leading to eligibility to take the state licensing examination or extend the knowledge and improve the practice of the practical nurse licensed by waiver. The study and application of basic principles of nursing care of the sick and injured to work under the direction of a physician or a registered nurse to give safe, intelligent and competent bedside care to selected patients and to assist the registered nurse with the care of the more seriously ill.
- 77500 Radio Communications, Certificate Program (977V)
- 77510 Radio Communications, 1 Unit (977V)  
Training in the receiving and sending of messages by radio, radio-telephone, radiotelegraph, and other electronic transmission equipment.
- 77520 Radio and Television Service, Certificate Program (978V)
- 77530 Radio and Television Service, 1 Unit (978V)  
Training in the installation, testing, adjusting, and repair of radio and television sending and receiving equipment.
- 77540 Sheet Metal Work, Certificate Program (985V)
- 77550 Sheet Metal Work, 1 Unit (985V)  
Training in fabricating, assembling, altering, repairing, and installing sheet metal articles and equipment.
- 77560 Surgical Technical Assisting, Certificate Program (989V)
- 77570 Surgical Technical Assisting, 1 Unit (989V)  
Training as an operating room scrub or circulating assistant, including preparation, care, and maintenance of instruments, tools, materials, equipment and supplies.
- 78000 Electronics, 3 semester hours, 4 lec., (Ap 101)  
Electron theory, magnetism, DC circuits, AC circuits, and simple electron devices. *Not for electronics majors.*
- 78010 Electronics I, 6 semester hours, 6 lec., (Ap 111)  
Concepts of electronics, D-C theory and magnetism, magnetic circuits, basic circuit analysis, and essentials of algebra. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: Permission of the instructor.

- 78020 Electronics II, 6 semester hours, 6 lec., (Ap 112)  
Advanced circuit analysis, single and polyphase A-C, inductance, capacitance, applied geometry and trigonometry and graphical analysis. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78010 and permission of the instructor.
- 78030 Electronics III, 6 semester hours, 6 lec., (Ap 113)  
Series resonance, parallel resonance, RLC circuit applications, inductance and inductive coupling, advanced algebraic concepts, and essentials of analytic geometry. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78020 and permission of the instructor.
- 78060 Electronics IV, 6 semester hours, 6 lec., (Ap 211)  
Thermionic emission, triode tube theory, multi-element tubes, electron tubes as amplifiers, power supplies, and cathode-ray oscilloscope. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78030 and permission of the instructor.
- 78070 Electronics V, 6 semester hours, 6 lec., (Ap 212)  
Quantum physics, semi-conductor physics, transistor, detection theory, and differential calculus. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78060 and permission of the instructor.
- 78080 Electronics VI, 6 semester hours, 6 lec., (Ap 213)  
Electronic tube oscillators, frequency control and multipliers, transistor oscillators, electrical measurements and elements of integral calculus. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78070 and permission of the instructor.
- 78090 Electronics VII, 6 semester hours, 6 lec., (Ap 214)  
Reception theory, audio frequency amplification, transistor amplifiers, transistor power supplies, and transistor switching applications. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78080 and permission of the instructor.
- 78100 Electronics VIII, 6 semester hours, 6 lec., (Ap 215)  
Unijunction transistor, R-F amplification, servo-systems, modulation, advanced measurements, transmission lines, and pulse techniques. Designed as a theory course for persons actually employed in electronic industries. Prerequisite: 78090 and permission of the instructor.



- 78110 Materials, Properties and Specifications, 3 semester hours, 2 lec., 2 lab., (Ap 163)  
Properties of metals, alloys, woods, and plastics and their application in industrial processes.
- 78120 Hydraulics Fluid Flow, 3 semester hours, 4 lec., (Ap 270)  
Theoretical and actual phenomena occurring in the flow in incompressible and compressible fluids. Viscosity, vapor pressure and surface tension are treated. Pointed toward the problems of the chemical industry and bulk water distribution. Prerequisite: 51100.
- 78130 Work Simplification, 3 semester hours, 3 lec., (Ap 271)  
Principles of work simplification including job methods improvement, administration, motion study fundamentals, and time study techniques. Use of flow diagrams, and methods evaluation.
- 78140 Statics for Design, 3 semester hours, 4 lec., (Ap 169)  
Theory of stresses enriched by laboratory experiences in its application to design problems.
- 78150 Strength of Materials, 3 semester hours, 2 lec., 2 lab., (Ap 263)  
Determination of stresses, strains, and deformation of simple structures. Prerequisite: 51010.
- 78200 Foods, 4 semester hours, 2 lec., 4 lab., (Ap 153)  
Application of principles of good meal planning and food preparation by planning, preparing, and serving simple and attractive meals for small groups.
- 78210 Food Services: Nutrition, 3 semester hours, 3 lec., (Ap 141)  
Principles of nutrition and the factors influencing the ability of the individual and the family to secure and maintain a good nutritional status.
- 78220 Food Services: Equipment, 3 semester hours, 3 lec., (Ap 249)  
Layouts, materials, specifications, and maintenance of food service equipment.
- 78230 Food Services: Facilities, 3 semester hours, 3 lec., (Ap 243)  
Description and function of food service facilities. Efficient and economical operation of food service facilities.
- 78240-78250 Food Services: Quantity Cooking, (3-3), 3 semester hours, 3 lec., (Ap 245-246)  
Production and effective use of food material considering economic, nutritive, and aesthetic factors. Emphasizes standards of food preparation. Estimates of raw material needed, preparation of foods in quantity and the use of institutional food service equipment.

- 78260 Food Services: Sanitation and Safety, 3 semester hours, 3 lec., (Ap 251)  
Procedures and practices which result in sanitary and safe handling of food products.
- 78300 Design: House and Dress, 3 semester hours, 3 lec., (Ap 155)  
Applications of art principles to textiles, dress, and house. Designed to help the student to have a deeper appreciation for things of beauty and to enrich everyday living.
- 78350 Clothing Construction, 3 semester hours, 1 lec., 4 lab., (Ap 151)  
Selection of design, color and fabric, selection and use of commercial patterns; planning and construction of garments and developing of basic construction of garments and developing of basic construction skills.
- 78360 Clothing Construction, 3 semester hours, 1 lec., 4 lab., (Ap 152)  
Use of commercial patterns in clothing construction, adapting the pattern to suit the individual, with emphasis on suitability of construction and finishes. Prerequisite: 78350.
- 78400 Air Conditioning, Refrigeration, and Heating Technology, Certificate Program (011V)
- 78410 Air Conditioning, Refrigeration, and Heating Technology, 1 Unit (011V)  
Design, research, manufacture, construction, installation, operation, and maintenance of air conditioning, refrigeration, and heating equipment with emphasis on the technical or theoretical aspects.
- 78420 Data Processing Technology, Certificate Program (018V)
- 78430 Data Processing Technology, 1 Unit (018V)  
Use and operation of electronic computing equipment. Implementation of designed programming, processing, and interpretation of data.
- 78440 Electronics Technology, Certificate Program (021V)
- 78450 Electronics Technology, 1 Unit (021V)  
Engineering research, design, manufacture, and operation of technical electronic equipment, Special skills are developed in rapid diagnosis required for maintenance, repair, and adjustment of complicated technical electronics equipment.
- 78460 Instrumentation Technology, Certificate Program (026V)
- 78470 Instrumentation Technology, 1 Unit (026V)  
Operation and maintenance of electrical mechanical, and thermal instruments and industrial control equipment, including the in-

stallation, calibration, testing, inspection, and maintenance of various instruments used in research, development, and manufacturing establishments.

78480 Medical Technology, Certificate Program (029V)

78490 Medical Technology, 1 Unit (029V)

Performance of medical duties in a hospital or medical laboratory, such as making tests of urine and blood, indentifying parasites and infections, and giving inoculations.

79000 Farm Mechanization, Including Farm Shop and Machinery, Certificate Program (753V)

79010 Farm Mechanization, Including Farm Shop and Machinery, 1 Unit (753V)

Instruction and supervision in the construction, care and repair of farm buildings and equipment, including the farm home; also purchase, operation, care and repair of farm machinery and equipment; and farm electrification.

79020 Farm and Home Improvement, Including Landscaping, Certificate Program, (758V)

Improvement of the farm home and farmstead; practices in planning, maintenance, alteration, and repair of buildings, construction of small building, additions, and household conveniences. Propagation, culture, and appropriate use of plant materials in landscaping may also be included.

79040 Farm Forestry, Certificate Program (764V)

79050 Farm Forestry, 1 Unit (764V)

Establishing and or maintaining a forest or farm woodlot; establishment, maintenance, and protection of desirable trees, the production, marketing of forestry products, and practices for which Agricultural Conservation Program payments are available.

79060 Non-Production Agriculture, Certificate Program (767V)

79070 Non-Production Agriculture, 1 Unit (767V)

Training for non-agricultural production occupations. A separate course is set up for each occupation where training is needed for a period necessary for upgrading and providing the enrollees with salable skills.

79160 Companion to an Elderly Person, Certificate Program (855V)

Training as aide to an elderly or convalescent person. Students are trained to serve meals, answer the telephone, assist with correspondence, and other activities which are required in the home care of an elderly or convalescent person.

- 79180 Family Dinner Service Specialist, Certificate Program (856V)  
Training in the preparation of home meals for those who wish to prepare for employment in the home or as a refresher course for those already employed as a Family Dinner Service Specialist. Training also includes menu planning and grocery shopping.
- 79200 Homemakers's Assistant, Certificate Program (857V)  
Training in the performance of basic housekeeping duties and in the use of the various manual and electrical equipment used in the home. Training also includes simple laundering techniques, preparation and serving of family meals, use of the telephone, child care in the absence of the parents, etc.
- 79220 High School Credit, 1 Unit (899V)  
Comprehensive in scope and includes at least four of the areas of instruction in home economics education.
- 79240 Foundation of Quantity Food Preparation and Service, Certificate Program (890V)
- 79250 Foundation of Quantity Food Preparation and Service, 1 Unit (890V)  
To assist employees in finding and solving problems of quantity food service including the characteristics of good food service and the principles of menu planning, purchasing, food preparation, equipment use and care, sanitation and safety, personal cleanliness and grooming, personnel relationships, etc.
- 79260 Basic Principles of Nutrition, Certificate Program (891V)
- 79270 Basic Principles of Nutrition, 1 Unit (891V)  
Good nutrition and the relation of food selection to health. The aim is to interpret nutrition in terms of its practical application in the planning, preparing and serving of meals and relating these meals to the other food for the week. It also aims to develop an understanding of daily dietary allowances for various age groups and the responsibility for providing these. It includes information on foods with maximum nutritive value and how to purchase, store and prepare them in order to retain these values to the maximum. (60 hours)
- 79280 Quantity Cookery, Certificate Program (892V)
- 79290 Quantity Cookery, 1 Unit (892V)  
To improve quality and quantity of food served. It includes principles and techniques of quantity food production. Actual preparation of foods in quantity provides on-the-job experiences using principles and techniques learned. Trainees learn proper use and care of equipment, use of available serving tools to assure adequate

# ASSOCIATE OF ARTS DEGREE

## BUSINESS ADMINISTRATION (COLLEGE TRANSFER) Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
42700.....	.....	3	.....	.....
<b>Social Science</b>				
62000-62010, 61330-61340, or 61000 and 61380, 62770, 62020, or 62560.....	.....	.....	3	3
62860-62870.....	.....	.....	3	3
<b>Mathematics</b>				
51010, 51100, 51110, or 11300.....	.....	3	.....	.....
<b>Business</b>				
11100*.....	2	.....	.....	.....
11310.....	3	.....	.....	.....
12000-12010.....	.....	.....	3	3
11400.....	.....	.....	3	.....
<b>Science</b>				
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
71500-71510, or 71560-71600.....	3-4	3-4	.....	.....
<b>Electives</b> .....	3	.....	.....	.....
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	15-16	15-17	18-19	15-16

\*Students will be admitted to the level of typewriting and shorthand for which they are qualified (based upon proficiency tests or High School credits) and all lower level courses will be waived for which students will be required to substitute other business courses.

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**GENERAL ARTS**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
<b>Social Science</b>				
62000-62010, 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
<b>Mathematics</b>				
51010, 51100, or 51110.....	3	.....	.....	.....
<b>Science</b>				
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
71500-71510 or 71560-71600.....	3-4	3-4	.....	.....
<b>Electives</b> .....	6	6	7	7
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	16-17	15-17	16-17	16-17

\* \* \* \*

Notations for planning (See faculty advisor and Dean):



**LIBERAL ARTS**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
41400-41410, or 41500-41510, or 41620-41630, or 41600-41610.....	3	3	.....	.....
42400-42410, or 42430-42440, or 42600-42610..	.....	.....	3	3
42700.....	3	.....	.....	.....
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000, and 61380, 62020, or 62560.....	.....	.....	3	3
62700 or 62760.....	3	.....	.....	.....
<b>Mathematics</b>				
51010, 51100, or 51110.....	.....	3	.....	.....
<b>Science</b>				
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
71560-71600.....	4	4	.....	.....
71360.....	.....	.....	3	.....
<b>Electives</b> .....	.....	.....	.....	4
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
<b>Total</b> .....	17	16	15-16	16-17

\* \* \* \*

Notations for planning (See faculty advisor and Dean):



**PRE-ENGINEERING**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3 ✓	3 ✓	.....	.....
31750-31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
<b>Mathematics</b>				
51100-51110.....	3 ✓	3	.....	.....
52560-51060.....	4	4	.....	.....
52000, 52010 and 52020.....	.....	4	4	4
<b>Science</b>				
71500-71510, or 71560-71600.....	3-4	3-4	.....	.....
72400-72410.....	.....	.....	4	4
71150-71160.....	.....	.....	4	4
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	14-15	20-22	18	18

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**PRE-LAW**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
42260-42270 or 42200-42210.....	.....	.....	3	3
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
62700.....	.....	.....	.....	3
61360-61370.....	3	3	.....	.....
61260 and 62760.....	.....	3	3	.....
<b>Business</b>				
12000-12010.....	.....	.....	3	3
<b>Mathematics</b>				
51010, 51100, or 51110.....	3	.....	.....	.....
<b>Science</b>				
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
71500-71510, or 71560-71600.....	3-4	3-4	.....	.....
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	13-14	15-17	18-19	18-19

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**PRE-MEDICINE**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
41400-41410, or 41500-41510.....	3	3	.....	.....
42400-42410, or 42430-42440.....	.....	.....	3	3
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
<b>Mathematics</b>				
51100-51110.....	3	3	.....	.....
<b>Science</b>				
71560-71600.....	4	4	.....	.....
72400-72410.....	.....	.....	4	4
71150-71160.....	4	4	.....	.....
<b>Electives</b> .....	.....	.....	3	3
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	18	20-21	16	16

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**PRE-MINISTRY**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
42700 and 42740.....	3	3	.....	.....
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
62700-62750.....	.....	.....	3	3
62770, 62100, or 61330.....	.....	.....	3	3
<b>Mathematics</b>				
51010, 51100, or 51110.....	3	.....	.....	.....
<b>Science</b>				
71500-71510, or 71560-71600.....	3-4	3-4	.....	.....
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
<b>Electives</b> .....	.....	.....	.....	2
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
<b>Total</b> .....	13-14	12-13	15-16	17-18

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**PRE-MUSIC**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
31210-31220.....	4	4	.....	.....
31710-31720.....	2	2	.....	.....
31730-31740.....	1	1	.....	.....
31310.....	1	1	1	1
31230-31240.....	1	1	1	1
32200-32210.....	.....	.....	4	4
32500-32510.....	.....	.....	1	1
32710-32720.....	.....	.....	2	2
32730-32740.....	.....	.....	1	1
32520.....	.....	.....	3	.....
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, or 62020, or 62560.....	.....	.....	3	3
<b>Mathematics</b>				
51010, 51100, or 51110.....	3	.....	.....	.....
<b>Science</b>				
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
71500-71510, or 71560-71600.....	3-4	3-4	.....	.....
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	19-20	18-20	22-23	19-20

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**SCIENTIFIC (GENERAL)**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
<b>Mathematics</b>				
51100-51110.....	3	3	.....	.....
52000, 52010 and 52020.....	.....	4	4	4
51360.....	1	.....	.....	.....
<b>Science</b>				
71560-71600.....	4	4	.....	.....
<b>Electives</b>				
71400-71410, 71100-71110, 72400-72410, 71150-71160, 72900-72800, 71360-71370.....	3	3	8	8
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	15	20-21	18	18

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**TEACHER EDUCATION (GENERAL)**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	3	.....	2	2
42700.....	3	.....	.....	.....
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, or 62020, or 62560.....	.....	.....	3	3
62760-62780.....	3	3	.....	.....
<b>Mathematics</b>				
51010, 51100, or 51110.....	3	.....	.....	.....
<b>Science</b>				
71500-71510, or 71560-71600.....	3-4	3-4	.....	.....
71300-71310, or 71360-71370, or 71400-71410, or 72400-72410, or 71100-71110, or 71150-71160.....	.....	.....	3-4	3-4
<b>Electives</b>				
42500, 42260, 42270, 42200, 42210, 21460, 21000.....	.....	3	6	7
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	16-17	16-17	15-16	16-17

\* \* \* \*

Notations for planning (See faculty advisor and Dean):



**TEACHER EDUCATION (SCIENCE)**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Education, and Humanities</b>				
41000-41010.....	3	3	.....	.....
31750 or 31760.....	.....	3-2	.....	.....
31770-31780.....	.....	.....	2	2
21000.....	3	.....	.....	.....
<b>Social Science</b>				
62000-62010, or 61330-61340, or 61000 and 61380, 62020, or 62560.....	.....	.....	3	3
62760-62780.....	3	3	.....	.....
<b>Mathematics</b>				
51010, 51100, or 51110.....	3	.....	.....	.....
Electives (Mathematics).....	.....	3	.....	.....
<b>Science</b>				
71560-71600.....	4	4	.....	.....
72400-72410, or 71150-71160.....	.....	.....	4	4
Electives (Science).....	.....	.....	4	4
<b>Electives</b> .....	.....	.....	2	2
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
<b>Total</b> .....	17	16-17	16	16

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**ADDITIONAL PROGRAMS**

Additional programs leading to the Associate of Arts degree are available through individual planning with faculty advisors subject to the approval of the Dean of Degree Programs.

\* \* \* \*

**Planning Sheet**

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities.....				
Social Science.....				
Mathematics.....				
Science.....				
Business.....				
Electives.....				
Physical Education.....				
Total.....				

# ASSOCIATE OF SCIENCE DEGREE

## SECRETARIAL SCIENCE

### Total Requirements and Suggested Sequence

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000, 41010, 12400, and 31750.....	3	3	3	3
<b>Social Science</b>				
61000, 62000, or 61340.....				3
62860-62870.....	3	3		
<b>Mathematics</b>				
51010 or 11300.....	3			
<b>Business</b>				
*11100, 11110, 12100.....	2	2	2	
*11200, 11500, 12500.....	3	3	3	
11310.....	3			
12600.....		3		
12200-12210.....			3	3
12000.....			3	
12760.....				3
<b>Science</b>				
71300, 71500, 71560, 71360, 71400, 71100, 72400, 71150, or 72900.....				3-4
<b>Physical Education</b>				
21930-21940.....	1	1		
22930-22940.....			1	1
Total.....	18	15	15	16-17

\*Students will be admitted to the level of typewriting and shorthand for which they are qualified (based upon proficiency tests or High School credits) and all lower level courses will be waived for which students will be required to substitute other business courses.

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**ACCOUNTING**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
4100.....	3	.....	.....	.....
12400.....	.....	3	.....	.....
31750.....	.....	.....	.....	3
<b>Social Science</b>				
61000, 62000, or 61340.....	.....	.....	3	.....
62860-62870.....	.....	3	3	.....
<b>Mathematics</b>				
11300.....	3	.....	.....	.....
<b>Business</b>				
11100*.....	2	.....	.....	.....
11310.....	3	.....	.....	.....
12200-12210.....	.....	3	3	.....
12770.....	.....	3	.....	.....
12000-12010.....	3	3	.....	.....
12420-12430.....	.....	.....	3	3
12440.....	.....	.....	.....	3
12450.....	.....	.....	.....	4
<b>Science</b>				
71500-71510.....	.....	.....	3	3
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	15	16	16	17

\*Students will be admitted to the level of typewriting for which they are qualified (based upon proficiency tests or High School credits) and all lower level courses will be waived for which students will be required to substitute other business courses.

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**GENERAL BUSINESS MANAGEMENT**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000, 12400, and 31750.....	3	3	.....	3
<b>Social Science</b>				
61000, 62000, or 61340.....	.....	.....	3	.....
62860-62870.....	.....	3	3	.....
<b>Mathematics</b>				
51010, 51100, or 11300.....	3	.....	.....	.....
<b>Business</b>				
*11100.....	2	.....	.....	.....
11310.....	3	.....	.....	.....
12700.....	.....	3	.....	.....
12200-12210.....	.....	.....	3	3
12760.....	.....	3	.....	.....
12770-12720.....	.....	.....	3	3
12000.....	.....	.....	3	.....
12410.....	.....	.....	.....	3
11360.....	.....	3	.....	.....
<b>Science</b>				
71300, 71500, 71560, 71360, 71400, 71100, 72400, 71150, or 72900.....	3-4	.....	.....	.....
<b>Electives</b> .....	.....	.....	.....	4
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
<b>Total</b> .....	15-16	16	16	17

\*The requirement of Basic Typewriting will be waived for students who pass a proficiency test in typewriting or present a satisfactory grade for 1 year typewriting at High School level. If waived, student will be required to take 2 hours of other Business courses.

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**GENERAL OFFICE MANAGEMENT**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts and Humanities</b>				
41000 and 31750.....	3	.....	.....	3
<b>Business</b>				
11100*.....	2	.....	.....	.....
11310.....	3	.....	.....	.....
12400.....	.....	3	.....	.....
12600.....	.....	.....	.....	3
12200-12210.....	.....	3	3	.....
12760.....	.....	3	.....	.....
12770-12720.....	.....	.....	3	3
12000-12010.....	.....	.....	3	3
12020.....	.....	3	.....	.....
<b>Social Science</b>				
61000, 62000, or 61340.....	.....	.....	3	.....
62860-62870.....	.....	3	3	.....
<b>Mathematics</b>				
51010, 51100, or 11300.....	3	.....	.....	.....
<b>Science</b>				
71300, 71500, 71560, 71360, 71400, 71100, 72400, 71150, or 72900.....	3-4	.....	.....	.....
<b>Electives</b> .....	.....	.....	.....	3
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	15-16	16	16	16

\*Students will be admitted to the level of typewriting for which they are qualified (based upon proficiency tests or High School credits) and all lower level courses will be waived for which students will be required to substitute other business courses.

\* \* \* \*

Notations for planning (See faculty advisor and Dean):



**INDUSTRIAL MANAGEMENT**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts, and Humanities</b>				
41000, 42400, and 42700.....	3	3	.....	3
<b>Business</b>				
12780-12710.....	3	3	.....	.....
12060.....	.....	3	.....	.....
12790.....	.....	.....	.....	3
12760.....	.....	.....	3	.....
11360.....	.....	3	.....	.....
<b>Social Science</b>				
61360.....	.....	.....	3	.....
62860.....	.....	.....	3	.....
<b>Mathematics</b>				
51000 and 51010.....	3	3	.....	.....
51500.....	4	.....	.....	.....
<b>Science</b>				
78000.....	.....	.....	3	.....
78110.....	3	.....	.....	.....
78140.....	.....	.....	3	.....
78150.....	.....	3	.....	.....
78120.....	.....	.....	.....	3
78130.....	.....	.....	.....	3
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	17	19	16	13

\* \* \* \*

Notations for planning (See faculty advisor and Dean):



**FOOD SERVICE MANAGEMENT**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communication, Education and Humanities</b>				
41000 and 41010, 41030, or 42700.....	3	3	.....	.....
31750.....	.....	.....	3	.....
28500.....	3	.....	.....	.....
<b>Social Science</b>				
61000, 62000, or 61340.....	.....	.....	.....	3
<b>Business</b>				
12200 and 12760.....	3	.....	.....	3
18020.....	.....	3	.....	.....
18010.....	.....	.....	.....	3
12410.....	.....	3	.....	.....
18000.....	.....	.....	.....	3
<b>Mathematics</b>				
51010, 51100, 51110, 11300, or 11360.....	3	.....	.....	.....
<b>Science</b>				
71300, 71560, 71360, 71400, 71100, 72400, 71150, or 72900.....	.....	3-4	.....	.....
78210 and 78230.....	3	.....	3	.....
78240-78250.....	.....	.....	3	3
78220 and 78260.....	.....	3	3	.....
<b>Electives</b> .....	.....	.....	3	.....
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	16	16-17	16	16

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**DRAFTING AND DESIGN**  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications, Arts and Humanities</b>				
41000, 42420, and 42700.....	3	3	3	.....
<b>Business</b>				
11360.....			3	.....
12060.....				3
<b>Social Science</b>				
62560.....			3	.....
62760.....				3
<b>Mathematics</b>				
51100-51110.....	3	3	.....	.....
51060.....		4	.....	.....
52000.....			4	.....
51500.....	4			.....
52500 and 52510.....			4	4
52560.....		4		.....
<b>Science</b>				
78000.....		3		.....
78110.....	3			.....
78120.....				3
71400.....	3			.....
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....			1	1
Total.....	17	18	18	14

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

**ELECTRONICS\***  
**Total Requirements and Suggested Sequence**

	SEMESTER			
	1st	2nd	3rd	4th
<b>Communications and Humanities</b>				
41000 and 41010, 41030, or 42700.....	3	3	.....	.....
31750.....	.....	.....	3	.....
<b>Science and Technology</b>				
78010, 78020, 78030, 78060.....	6	6	6	6
78070, 78080, 78090, 78100.....	6	6	6	6
<b>Social Science</b>				
61060, 62000, or 61340.....	.....	.....	.....	3
<b>Physical Education</b>				
21930-21940.....	1	1	.....	.....
22930-22940.....	.....	.....	1	1
Total.....	16	16	16	16

---

\*Admission to this program only by permission of the Dean to persons currently employed in electronics or related fields.

\* \* \* \*

Notations for planning (See faculty advisor and Dean):

## ADDITIONAL PROGRAMS

Additional programs or courses in the applied studies area will be developed and offered on demand.

\* \* \* \*

### Planning Sheet

	SEMESTER			
	1st	2nd	3rd	4th
Communications, Arts, and Humanities .....				
Social Science .....				
Mathematics .....				
Science .....				
Business .....				
Electives .....				
Physical Education .....				
Total .....	_____	_____	_____	_____



**CERTIFICATE PROGRAMS IN  
OCCUPATIONAL AND ENRICHMENT STUDIES**

**CLERICAL CERTIFICATE**

Suggested Program	Semester Hours
11100 Typewriting.....	2
11110 Typewriting.....	2
11300 Business Mathematics.....	3
11310 Business.....	3
12770 Management.....	3
12600 Office Practices.....	3
12400 Business Communications.....	3
41000 Communication Skills.....	3
Electives.....	8
	—
	30

**STENOGRAPHIC CERTIFICATE**

Suggested Program	Semester Hours
11310 Business.....	3
12770 Management.....	3
11500 Dictation.....	3
12500 Transcription.....	3
12100 Typewriting.....	2
12600 Office Practices.....	3
12400 Business Communications.....	3
41000 Communication Skills.....	3
	—
	30

**CULTURAL ENRICHMENT CERTIFICATE**

Suggested Program	Semester Hours
42260-42270 English Literature.....	6
42200-42210 American Literature.....	6
62700 Philosophy.....	3
31760-31770-31780 Humanities.....	6
61000 American Civilization.....	3
Electives.....	6
	—
	30

### SCIENTIFIC ENRICHMENT CERTIFICATE

Suggested Program	Semester Hours
51000 Mathematics.....	3
51100 Algebra and Trigonometry.....	3
71300-71310 Physical Science.....	6
71500 or 71560 Biology or Botany.....	3-4
71600 Zoology.....	4
71360 Physical Geography.....	3
Electives.....	7-8
	—
	30

### SOCIOLOGICAL ENRICHMENT CERTIFICATE

Suggested Program	Semester Hours
61000 American Civilization.....	3
61380 Political Geography.....	3
62770 Sociology.....	3
62100 Anthropology.....	3
62700 Philosophy.....	3
62750 Comparative Religion.....	3
61260 Personal Adjustment.....	3
62560 Current World Problems.....	3
Electives.....	6
	—
	30

# FACULTY AND STAFF

## FACULTY

- ANDERSON, LUCILE *Librarian*  
Florida State University, M.A.
- BARKER, JAMES M. *Social Studies*  
Indiana State University, M.S.
- BARTELL, JACK *Director of Student Services*  
University of Mississippi, M.A.
- CAPP, AL *OWJC American Arts Chair\**  
Distinguished cartoonist and  
critic of America and her heritage
- CARTER, HODDING *OWJC American Arts Chair\**  
Pulitzer Prize winning editor of the  
Greenville, Mississippi DELTA-DEMOCRAT-  
TIMES. Bowdoin College, B.A. Advanced  
study, School of Journalism, Columbia  
University
- CROZIER, MARGARET A. *Communications—Speech*  
Louisiana Polytechnic Institute, M.A.
- DAVIS, GEORGE S. *Dean of Adult Studies*  
Florida State University, Ed.D.
- DAVIS, FANNY-FERN *Science*  
Washington University, Ph.D.
- DURHAM, JAMES A. *Director of Administrative Services*  
University of Tennessee, M.S.
- ELMORE, H. D. *Coordinator, General Adult, Business,  
and Distributive Education*  
Florida State University, M.A.
- ELOFSON, ELFERD L. *Adult Studies*  
Florida State University, B.S.
- FLUHARTY, JEAN L. *Communications—Language*  
Florida State University, M.A.
- GLASGOW, J. C. *Mathematics*  
Florida State University, M.S.

\* The OWJC American Arts Chair provides for bringing to Okaloosa-Walton Junior College a number of American personalities as "Artists in Residence" for the annual American Arts Festival.



GRINER, LEWIS Whitworth College, B.A.	<i>Adult Studies</i>
HEAD, RONALD A. University of the Pacific, Ph.D.	<i>Science</i>
HEATH, LANNY R. George Peabody College, M.A.	<i>Physical Education</i>
HECKROTH, LEWIS C. Texas A & M University, M.S.	<i>Mathematics</i>
HILL, RHETTA Georgia Southern University, M.Ed.	<i>Physical Education</i>
HILTON, ROSA N. Florida State University, M.A.	<i>Communications—English</i>
HOWELL, KENNETH B. Troy State College, M.S.	<i>Science and Mathematics</i>
HUGGINS, G. EDWARD Florida State University, M.S.	<i>Social Science</i>
JOHNSON, CECIL ROBERT University of Alabama, M.S.	<i>Business</i>
LARSON, ROBERT A. University of Florida, M.A.	<i>Social Science</i>
LAW, L. BOB George Peabody College, M.A.	<i>Coordinator, Adult Basic Education</i>
LEON, LIONEL O. University of Florida, M.S.	<i>Science</i>
LEVY, ALLISON M. Tulane University, B.M.E.	<i>Science</i>
LINDSAY, BRYAN E. George Peabody College, M.A.	<i>Communications—Music</i>
MCCRACKEN, J. E. Ohio State University, Ph.D.	<i>President</i>
MARTIN, ELIZABETH N. University of Alabama, M.A.	<i>Business</i>
MATTHEWS, JOSEPH J. University of Miami, M.A.	<i>Director of Projects and Special Services</i>
MOULTON, MARY H. Western Reserve University, M.S.	<i>Home Economics</i>

- MYERS, GORDON *OWJC American Arts Chair\**  
 Prominent baritone, well-known scholar  
 on Early American vocal music. Juilliard  
 School of Music; Columbia University,  
 Ed.D.
- PARK, ROBERT T. *Communications—English*  
 University of Chattanooga, M.Ed.
- PARKS, OATTIS E. *Science*  
 Texas Christian University, M.A.
- PATERSON, DONALD *Social Science*  
 University of Mississippi, B.A.
- POPE, HAROLD CLAY *Communications—Language*  
 University of Texas, M.A.
- PULLEY, CHARLES H. *Physical Education*  
 University of Florida, M.Pe.
- RACHELS, HOPE *Communications—Humanities*  
 George Peabody College, Ed.S.
- RAY, LAURA *Assistant Librarian*  
 George Peabody College, M.A.
- ROBERTS, WILLIAM S. *Director of Financial Services*  
 University of Southern Mississippi, M.S.
- SCHRADER, ARTHUR *OWJC American Arts Chair\**  
 “Balladeer on the Green,” Old Sturbridge  
 Village, Massachusetts. University of  
 Buffalo, M.A.; advanced studies Columbia  
 University.
- SCRIVNER, A. W. *Dean of Degree Programs*  
 Indiana University, Ed.D.
- SIMMONS, OLIVIA *Adult Basic Education*  
 Florida State University, B.S.
- SINGLETARY, LOYD DAVID *Business*  
 University of Southern Mississippi, M.S.
- SMITH, ROLAND DALE *Social Science*  
 University of Missouri, M.A.
- STAIR, JOHN *Counselor and Evening Registrar*  
 University of Southern Mississippi, M.S.

\* The OWJC American Arts Chair provides for bringing to Okaloosa-Walton Junior College a number of American personalities as “Artists in Residence” for the annual American Arts Festival.

TROTMAN, WILLIAM I. University of Florida, M.Ed.	<i>Social Science</i>
WADE, ROSE T. University of Southern Mississippi, M.S.	<i>Adult Basic Education</i>
WALLACE, E. CHARLES Duke University, M.A.T.	<i>Registrar</i>
WALTER, MAMIRUTH George Washington University, M.Ed.	<i>Counselor, Testing and Study Skills</i>
WENNERHOLM, EMILY Y. University of Florida, M.Ed.	<i>Communications—Art</i>
WILSON, CLARENCE M. University of Florida, M.Ed.	<i>Communications</i>
ZELNICK, GALE E. Southern Illinois University, M.S.	<i>Science</i>

**STAFF**

Laura Barnette	<i>Administrative Secretary</i>
Carolyn Baxley	<i>Administrative Secretary</i>
Audrey Brown	<i>Administrative Secretary</i>
Sarah Edwards	<i>Secretary</i>
Cathryn Floyd	<i>Bookkeeper</i>
Arlene Graves	<i>Administrative Secretary</i>
Dorothy Hackworth	<i>Administrative Secretary</i>
Alice Hunter	<i>Secretary</i>
Sarah Judd	<i>Switchboard Operator</i>
Kay Koenig	<i>Secretary</i>
Ann Larsen	<i>Secretary</i>
Victoria Lawrence	<i>Secretary to the President</i>
Anna Bell McDonald	<i>Administrative Secretary</i>
Hattie Miller	<i>Secretary</i>
Marsha L. Randle	<i>Administrative Secretary</i>
Anne Sexton	<i>Administrative Secretary</i>
James E. Stone	<i>Maintenance Supervisor</i>

# INDEX

	Page No.		Page No.
Academic Assistance .....	31	Facilities .....	2
Academic Load .....	13	Fees and Costs .....	10
Academic Probation .....	16	Financial Assistance .....	10
Academic Regulations .....	13	Financial Information .....	9
Academic Standing .....	16	Food Service Management	
Accreditation .....	5	Curriculum .....	101
Adult Studies-Program .....	39	Foreign Student Admission	
Admissions .....	7	Procedures .....	8
Advanced Placement .....	9		
Application Fee .....	10	General Arts Program .....	85
Applied Studies Courses .....	95	General Business Curriculum	
Arts and Humanities Courses .....	54	(Secretarial) .....	96
Assistantships .....	33	General Business Curriculum	
Associate of Arts Degree .....	34	(Managerial) .....	98
Associate of Science Degree .....	37	General Education Sequences	
Athletics .....	26	(Associate of Arts Degree and	
Audit Students .....	14	Associate of Science Degree) ...	35
		Good Standing, Academic .....	16
Bus Service .....	33	Grades and Examinations .....	15
Business Courses .....	41	Graduation Requirements .....	18
Business Administration Curriculum	84		
		History of the College .....	1
Campus Life .....	3	Honors, Academic .....	16
Change of Schedule .....	12		
Class Attendance .....	14	Industrial Management	
Clerical Certificate .....	39	Curriculum .....	100
College Calendar .....	iv	Intra-Mural Activities .....	26
Communications and Language		Intercollegiate Sports .....	26
Arts Courses .....	57		
Cost Summary .....	12	Liberal Arts Curriculum .....	86
Counseling and Tutoring .....	8	Library and Materials Center .....	3
Course Descriptions .....	40		
Cultural Enrichment Certificate .....	39	Mathematics Courses .....	61
Curricula, Associate of Arts .....	36	Military Experience, Advanced	
Curricula, Associate of Science .....	38	Placement .....	9
		Military Personnel, Information for	13
Delta Chi Delta .....	25		
Disciplinary Actions .....	23	Objectives, College .....	1
Dismissal, Academic .....	18	Occupational and Enrichment	
Drafting and Design Curriculum .....	102	Studies .....	39
Dramatics Club .....	25	Organizations, Campus .....	24
		OWJC Voices .....	25
Education and Physical Education			
Courses .....	52	Physical Education Courses .....	21
Electronics Curriculum .....	103	Physical Education Requirements .....	21
Enrichment Studies .....	4		
Evening Programs .....	4		
Examinations .....	15		

	Page No.		Page No.
Pre-Professional Programs		Student Conduct	23
Pre-Engineering	87	Student Court	23
Pre-Law	88	Student Government	23
Pre-Medicine	89	Student Life	23
Pre-Ministry	90	Student Senate	23
Pre-Music	91	Student Services	31
Probation, Academic	16	Suggested Programs and	
Publications, Student	24	Planning Notes	83
		Associate of Arts Degrees	84
Registration	7	Associate of Science Degrees	96
Repeated Courses	14	Certificate Programs in Occupa-	
Reprogramming Student Schedules	15	tional and Enrichment Studies	105
Residence Classification	10	Suspension, Academic	17
Residence Requirements for			
Degrees	7	Teacher Education Curriculum	
		(General)	93
Scholarships	31	Teacher Education Curriculum	
Science and Technology Courses	69	(Science)	94
Scientific Enrichment Certificate	39	Transfer Credits	7
Scientific Curriculum (General)	92	Tutorial Laboratories	31
Semester Hours and Quality Points	15		
Sociological Enrichment		Veterans, Information for	12
Certificate	39	Vocational Rehabilitation Aid	33
Social Studies Courses	66		
Stenographic Certificate	39	Withdrawals, Policy Statement	15
Student Assistants	33		
Student Christian Association	25	Year-Round Opportunity	4



## REQUEST FOR INFORMATION

\_\_\_\_\_  
(Date)

Director of Admissions  
Okaloosa-Walton Junior College  
Valparaiso, Florida

Please forward application forms to me for enrollment in Okaloosa-Walton Junior College. The following information will indicate my interests and my stage of educational development.

1. I have completed (check highest level) :  
 elementary school  
 high school  
 some college studies  
 bachelor's degree  
 some graduate studies  
 a graduate degree
2. I would like to enroll as a:  
 Day Student ( part-time;  full-time)  
 Evening Student
3. My interest is in the following kind of continuing study  
(please state) :

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P. O. Box) (City) (State)

(Please tear off and fold this page for mailing)





