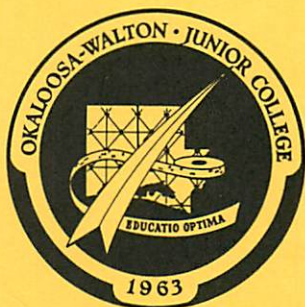
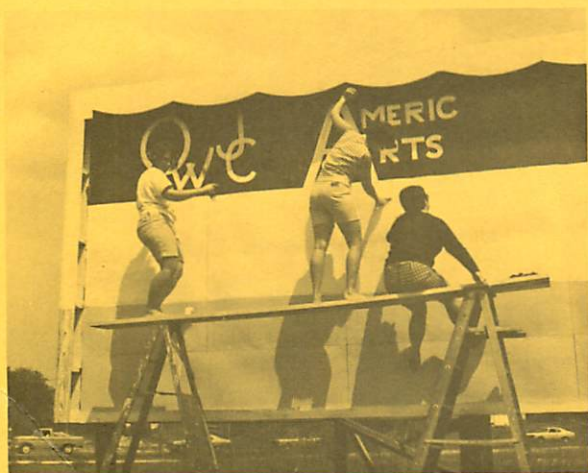


*Catalog 1969  
1970*



**OKALOOSA-WALTON  
JUNIOR COLLEGE**

NICEVILLE, FLORIDA 32578



One of the highlights of the college year is the American Arts Festival which this past year featured the renowned Bill Mauldin (above) and which involves many hours of student and faculty participation. The communities of Valparaiso, Niceville, and Fort Walton Beach, as well as many cultural-minded citizens, help to support the American Arts Festival.

# OKALOOSA-WALTON JUNIOR COLLEGE



**ACCREDITED BY**

SOUTHERN ASSOCIATION OF COLLEGES  
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

**MEMBER**

FLORIDA ASSOCIATION OF PUBLIC JUNIOR COLLEGES

AMERICAN ASSOCIATION OF JUNIOR COLLEGES

SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

ADMINISTRATION OF THE COLLEGE

JULY 1969

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*of*

*Okaloosa-Walton Junior College*

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## 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.

# 1969-70

## COLLEGE CALENDAR

### COLLEGE CREDIT PROGRAMS

#### FALL SEMESTER, 1969-70

Early Registration (8:00 A.M.-5:30 P.M.)	July 21, 22, 23
General Faculty Meeting (9:00 A.M.)	August 20
Registration—Friday (8:30 A.M.-4:30 P.M.) for previously enrolled students only	August 22
Saturday (8:30 A.M.-3:00 P.M.) and Monday (8:30 A.M.-8:00 P.M.) for new students	August 23, 25
Tuesday (8:30 A.M.-8:00 P.M.) for all other students	August 26
Evening Class Registration	August 25-Sept. 4
Freshman Orientation	August 22, 25, 26
Class Days	August 27-Dec. 16
Late Registration (Day Classes)	August 27-Sept. 2
Change of Schedule Period	
Day Classes	August 27, 28
Evening Classes	August 27, 28
Last Day to Add Courses	
Day Students	September 2
Evening Students	September 4
Labor Day Holiday—(All Personnel)	September 1
Graduation Application Deadline for Fall Semester	October 13
Mid-Term Grades Due—(8:00 A.M.)	October 20
Last day to drop a course with a grade of "W"	October 31
Thanksgiving Holiday (All Personnel)	November 27, 28
Early Registration for Winter Semester	December 1, 2, 3
Final Examinations	December 17-19
Final Grades Due (Noon)	December 20
Christmas Holiday (All Personnel)	December 25, 26

#### WINTER SEMESTER, 1969-70

New Year's Holiday (All Personnel)	January 1, 1970
Registration—Monday, Tuesday and Wednesday (8:30 A.M.-8:00 P.M.)	January 5, 6, 7
Evening Class Registration	January 5-15
Class Days	January 8-April 24



Late Registration .....	January 8, 9, 12, 13
Change of Schedule Period	
Day Classes .....	January 8, 9
Evening Classes .....	January 8, 9
Last Day to Add Courses	
Day Students .....	January 13
Evening Students .....	January 20
Graduation Application Deadline for Winter Term ....	February 19
Mid-Term Grades Due (Noon) .....	March 6
Last day to drop a course with a grade of "W" .....	March 13
Easter Holiday (All Personnel) .....	March 27
Early Registration for Spring Semester .....	April 6-8
Final Examinations .....	April 27-29
Final Grades Due (Noon) .....	April 30
Graduation .....	May 3

*SPRING SEMESTER, 1969-70*

Registration—Monday (8:30 A.M.-8:00 P.M.) for formerly enrolled students .....	May 4
Tuesday (8:30 A.M.-8:00 P.M.) for new students .....	May 5
Evening Class Registration .....	May 4-14
Class Days .....	May 6-July 29
Change of Schedule Period	
Day Classes .....	May 6, 7
Evening Classes .....	May 6, 7
Last Day to Add Courses	
Day Students .....	May 8
Evening Students .....	May 14
Last day to drop a course with a grade of "W" .....	June 23
Graduation Application Deadline for Spring Term .....	July 14

*TERM I*

Registration—Monday (8:30 A.M.-8:00 P.M.) for formerly enrolled students .....	May 4
Tuesday (8:30 A.M.-8:00 P.M.) for new students .....	May 5
Class Days .....	May 6-June 16
Change of Schedule Period	
Day Classes .....	May 6, 7
Evening Classes .....	May 6-12
Last Day to Add Courses	
Day Students .....	May 8
Evening Students .....	May 12
Last day to drop a course with a grade of "W" .....	June 2
Examinations .....	June 17
Final grades due (Noon) .....	June 18

**TERM II**

Registration—Thursday (8:30 A.M.-8:00 P.M.) .....	June 18
Class Days .....	June 19-July 31
Change of Schedule Period	
Day Classes .....	June 19, 22
Evening Classes .....	June 22-25
Last Day to Add Courses	
Day Classes .....	June 22
Evening Classes .....	June 25
Holiday .....	July 3
Graduation Application Deadline for Term II .....	July 14
Last day to drop a course with a grade of “W” .....	July 17
Grades Due (Noon) .....	August 3

## NON-COLLEGE CREDIT CALENDAR

### *FALL TERM, 1969-70*

General Faculty Meeting (full-time instructors only) . . . . .	August 20 (9 a.m.)
Planning Period, including student orientation . . . . .	August 21-29
Registration . . . . .	August 27-28
Class Days . . . . .	September 2-December 19
Holiday . . . . .	September 1, November 27-28
Christmas Recess . . . . .	December 22-January 2

### *WINTER TERM*

Registration . . . . .	January 5-8
Class Days . . . . .	January 5-April 29
Holiday . . . . .	March 27

### *SPRING AND SUMMER TERM*

Registration and Vocational School Fair . . . . .	April 30, May 1, 2
Class Days (Special program completion option) . . . . .	May 4-June 5
Class Days—Spring Term . . . . .	May 4-July 30
Class Days—Term I . . . . .	May 4-June 16
Registration—Term II . . . . .	June 17
Class Days—Term II . . . . .	June 18-July 30
Holiday . . . . .	July 3

1970-1971 CALENDAR TO BE ANNOUNCED

# 1969

	S	M	T	W	T	F	S
<b>JULY</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
<b>AUG.</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
<b>SEP.</b>	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
<b>OCT.</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
<b>NOV.</b>	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
<b>DEC.</b>	1	2	3	4	5	6	
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	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

# 1970

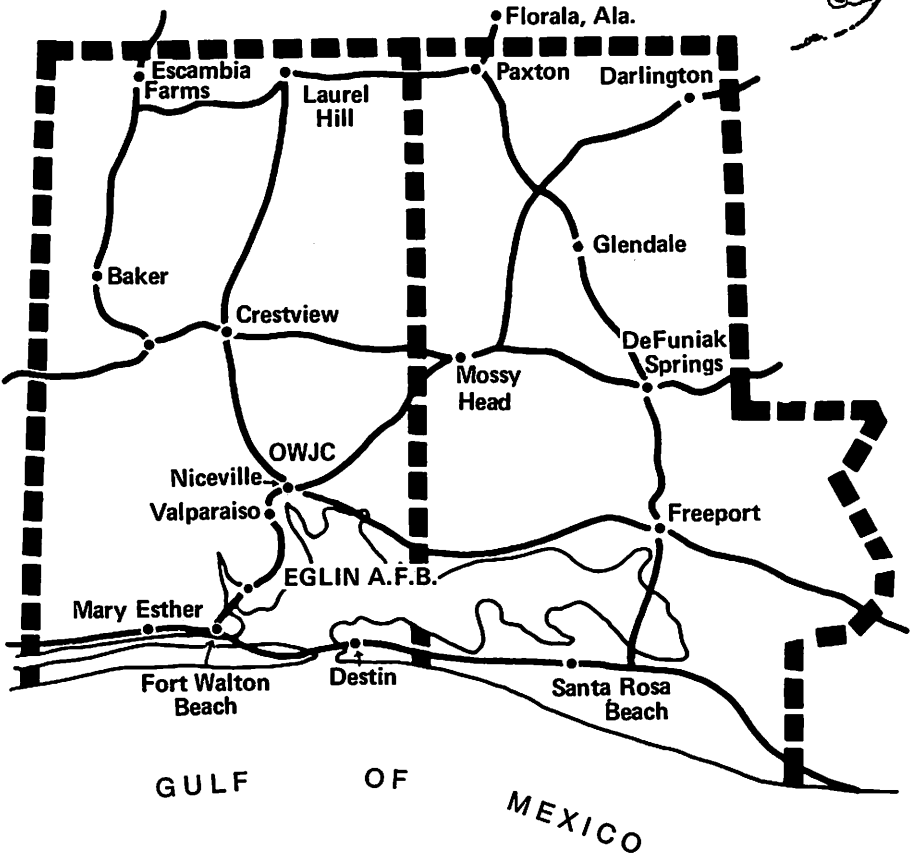
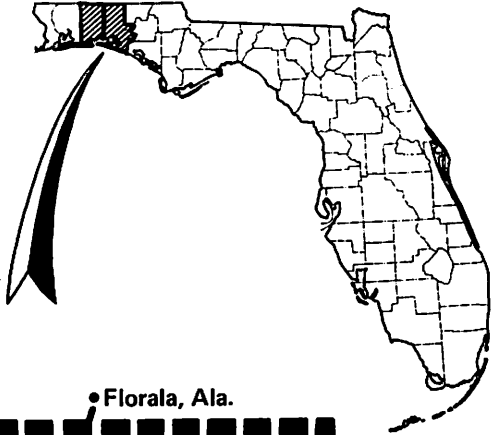
	S	M	T	W	T	F	S
<b>JAN.</b>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
<b>FEB.</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
<b>MAR.</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>APR.</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
<b>MAY</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
<b>JUNE</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
<b>JULY</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
<b>AUG.</b>	2	3	4	5	6	7	8
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	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
<b>SEP.</b>	6	7	8	9	10	11	12
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	27	28	29	30			
<b>OCT.</b>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
<b>NOV.</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
<b>DEC.</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

# 1971

	S	M	T	W	T	F	S
<b>JAN.</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
<b>FEB.</b>	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						
<b>MAR.</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
<b>APR.</b>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
<b>MAY</b>	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
<b>JUNE</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			



**OKALOOSA-WALTON  
JUNIOR COLLEGE  
DISTRICT**





The Okaloosa-Walton Junior College opened in the fall of 1964 using the former downtown section of Valparaiso to serve as temporary location (picture top). In January of 1969 the College moved into its new facilities in Niceville. The Learning Resources Center, one of seven new buildings, is pictured above.



Pictured above are two views of the new buildings, one featuring the beautiful columns of the Administration Building and the other featuring a part of the Science Building.



The artist's rendering of the new campus envisions the total complex as it will appear when all of the buildings are completed on the 264-acre campus.



# GENERAL INFORMATION

## OBJECTIVES

1. To provide a 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, to 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

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 at that time (now the District Board of Trustees) 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 temporary site of approximately twelve acres centered around Perrine Park in Valparaiso. The Twin Cities of Niceville and Valparaiso, Florida, contributed the initial conversion of the parks and buildings, which comprised 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 build-

ings. As of the fall of 1968 the facilities had increased to twenty-three buildings to accommodate the broader range of programs and the greatly expanded student enrollment.

The permanent site of the main campus, located at the northern boundary of Niceville between State Road 85 and State Road 285 in a beautiful wooded area, was designated on November 24, 1965. Transfer of two hundred sixty-four acres of land from the Eglin Air Force Reservation was made in January, 1966, to the Board of Public Instruction of Okaloosa County on behalf of Okaloosa-Walton Junior College.

The philosophy which undergirded the planning of the new 264-acre permanent college facility, as summarized by OWJC President J. E. McCracken, states "We envision . . . through our program, a movement that will enable an individual to experience all aspects of our great heritage—from arts to sciences; from chemical creativity to technical productivity; from contemplation of primeval origins to consideration of ultimate destinies. The new campus of OWJC should characterize this heritage by infusion of the crafts and the liberal arts, blending these two inheritances into one unified whole, both in program and in architecture."

A ceremony marking the dedication of the permanent site was held April 10, 1969, with Congressman Bob Sikes and artist Emil Holzhauer as the principal honored guests. The dedication ceremonies included establishment of the Robert L. F. Sikes Honorary Faculty Chair in government and the acceptance of the Emil Holzhauer Collection for perpetual archives under the care of the OWJC Library.

## *FACILITIES*

The main campus of Okaloosa-Walton Junior College, occupied in January of 1969, has been cited as an outstanding example of a much-needed return to human dimensions in collegiate environments. In contrast to the cold, hard lines of a preponderance of institutional architecture, the warm, inviting profiles of the buildings and their setting confirm a central commitment of the College—"no one a stranger; a stranger to no one."

The new campus, upon completion of its first phase in January of 1969, included the following seven permanent buildings and nine temporary buildings:

The *Administration Building* houses the executive offices of the College administration and student government, student personnel services, admissions, registration, business, adult studies, computer operations, and the tutorial and reading laboratories.

The *Music Building* houses the music faculty and classrooms.

Within the *Business Building* are located business administration, secretarial science, data processing, and mid-management programs.

The *Industrial-Technical Building* contains the laboratories for instruction in electronics, air conditioning, heating and refrigeration, and drafting and design.

The *Science Building* is comprised of classrooms and laboratory facilities for programs in biology, physics, physical science, chemistry, and art; and includes therein a greenhouse and a live animal room.

The *Learning Resources Center*, the largest structure on the new campus, houses a library of more than 23,000 books, an audio-visual center, a dial access system (due for completion in the fall of 1969-70), and a Rare Books collection. Faculty offices, conference rooms, and classrooms are located on the first floor. The upper mezzanines are devoted to "home-base alcove" areas and constitute a study lounge environment.

The initial component of the *Physical Education and Health Building* contains dressing room facilities, classrooms, and a physical fitness exercise and training room.

The *Utilities Building* houses the air conditioning and heating equipment for the entire campus. All utility supply lines are located underground.

The *Student-Faculty Dining Area* provides food service during both day and evening hours.

The *Student Activities Building* provides housing for student publications, student organizations, and correlated facilities for relaxing, recreation, and leisure-time activities.

The *Maintenance Buildings* constitute a central facility for maintenance personnel and activities.

The *Day Care Center* accommodates small children of those students whose attendance at OWJC is dependent upon such a service.

The *Campus Book-Nook* sells textbooks and supplies needed by students, as well as miscellaneous sundries and novelty items.

Until further phases of construction are funded for the main campus, certain specialized activities are programmed for the interim campus in Valparaiso.

## 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 per semester. If he is working full-time, he should limit his academic load to 8 credit hours or fewer.

*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 at that time, and each succeeding 12 semester hour block thereafter, 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 is especially INVITED TO REQUEST SHORT OR EXTENDED OFFERINGS in areas of need or interest.

### *COMPOSITION OF STUDENT BODY*

Okaloosa-Walton Junior College is a co-educational institution

serving students of all ages who are legally out of grades 1-12 (by virtue of graduation, age, or circumstances). In 1969-70 for the first time, a small segment of the student body will consist of released-time high school students with particular vocational interests.

### *ACCREDITATION*

Accreditation by the Florida State Department of Education was granted when the College opened in the Fall of 1964. Effective in December, 1965, the College attained its full accreditation status in the Southern Association of Colleges and Schools.

# PROCEDURES AND REGULATIONS

## ADMISSION REQUIREMENTS

*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. 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 (GED Test with minimum standard score of 40 on each test and an overall average of 45; age minimum of 20 years). Admission of any students who do not meet these requirements will be given consideration by the Academic Affairs Council only upon special recommendation of the Admissions and Registration Committee of the College. In order to be eligible for admission to OWJC the prior records of any applicant must meet at least the minimum requirements for OWJC students themselves to continue studies at this institution. The action taken by the Academic Affairs Council upon such special cases shall be final.

Should a student whose credits are ten or more years old desire to seek relief from the effect of those grades upon his current record at OWJC, he may petition the Academic Affairs Council of the College through the Office of the Registrar. The action of the Academic Affairs Council upon such a petition shall be final.

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

*Special Student Enrollments.* A student who already has a degree from a regionally accredited two-year or four-year college or university and does not intend to pursue a degree program at Okaloosa-Walton Junior College may submit, from the institution involved, evidence of the award of that degree in lieu of transcripts from *all* institutions attended.

An Interim-Study Student, who seeks enrollment for one semester, only, as part of his pursuit of a degree at another institution, must submit a letter of good standing from the institution he is attending concurrently and written approval of the courses for which enrollment is sought at OWJC as part of his on-going program at that institution. These documents must be accompanied by an official transcript from the institution being attended concurrently, along with a full listing of *all* institutions of higher education previously attended.

FALSIFICATION OF INFORMATION ON ANY ADMISSION PA-

PERS WILL SUBJECT THE STUDENT TO DENIAL OF ADMISSION OR TO IMMEDIATE DISMISSAL FROM THE COLLEGE.

### *ADMISSIONS PROCEDURES*

Applicants seeking either full-time or part-time admission to degree programs at Okaloosa-Walton Junior College must obtain from and return to the Admissions Office appropriate admissions materials. A \$5.00 non-refundable application fee must accompany the application of a new applicant for admission. The health form included in the packet of admission forms is required for admission.

Upon receipt of all completed admission forms, the Admissions Office will notify applicants of their status and provide additional information to approved students. All forms relative to admission to the college should be received in the Admissions Office two weeks prior to the beginning of registration to minimize delays during registration.

### *FIRST-TIME-IN-COLLEGE APPLICANTS*

Applicants *without* prior college work must furnish (1) a record of their high school work (on forms which are available from the OWJC Admissions Office. These forms should be completed by the high school from which the applicant graduated and be mailed directly to the Director of Admissions at OWJC) or, (2) a copy of a GED test report with minimum scores (as indicated above).

### *APPLICANTS WITH PRIOR COLLEGE WORK*

Applicants *with* prior college work must request all colleges attended to send official transcripts of all work attempted to the Admissions Office at Okaloosa-Walton Junior College. All transcripts must be received prior to the beginning of classes and must be received in the mail directly from the institution which awarded the credit.

### *FOREIGN STUDENT APPLICANTS*

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. An application, a passport-size photograph, official certificates, and detailed transcripts of records should be submitted to the Director of Admissions 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.

An applicant may also be required to take a qualifying examination in English. If he is not sufficiently qualified in the English lan-

guage to pursue degree program courses, he will be required to prepare himself adequately in English before registering as a regular student.

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.

### *OUT-OF-STATE APPLICANTS*

Students who indicate they are out-of-state residents must file an application for admission with the Admissions and Registration Committee prior to acceptance by the College.

### *ADVANCED STUDIES PROGRAM FOR THE HIGH SCHOOL STUDENT*

Outstanding students in the Okaloosa-Walton Junior College District who: (1) have completed the 11th grade in an accredited high school; (2) have scored in the 75th percentile or higher on the School and College Ability Test; and (3) rank academically in the upper 10% of their high school classes, may enroll in an Advanced Studies honors program at the College. Admission to this program requires approval of: (1) the student's parents or guardian; (2) his high school principal; (3) the Director of Admissions; and (4) the Vice President, Academic Affairs. Grades in high school, test scores, and any unique individual circumstances will be considered in making each commitment to this program.

Requests for participation in this program must be submitted at least one month prior to the beginning of the summer session which follows the student's junior year in high school. These students may complete a limited number of college credits while still enrolled in high school and be awarded the credit upon successful completion of high school and completion of pertinent CEEB tests.

### *ADULT STUDIES FOR HIGH SCHOOL PARTICIPANTS*

As the Area Vocational School for the Okaloosa-Walton Junior College District, the College makes pertinent facilities available to high school students for pursuit of particular vocational studies requiring special laboratory and shop facilities and equipment. The high school student remains enrolled in his own high school and has transferred to his high school record those units earned while studying in the OWJC Area Vocational School program. Selection of participants in the program is accomplished jointly by the student, his parents or guardian, the principal of the high school, and the Admissions Officer of the College.



## TRANSFER CREDITS

*General Provisions:* Course work with a grade of “C” or above from an accredited college or university will be accepted. A grade 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. The acceptability of college courses for transfer credit at Okaloosa-Walton Junior College shall be at the discretion of the Registrar in conjunction with the chairman of the department involved.

*Military Experience Credits:* A maximum total of 15 semester hours toward a degree while on active duty as member of the armed forces may be granted through accreditation of the following military experiences: (1) correspondence or extension courses (9 semester hours maximum) from institutions accredited by the National University Extension Association and approved by the Registrar; (2) general educational development (or equivalent—CCT, CLEP, GED, USAFI) testing (15 semester hours maximum); (3) service school credits based on the American Council of Education standards and an evaluation by the Okaloosa-Walton Junior College Registrar (15 semester hours maximum).

*Advanced Placement Credits:* Okaloosa-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 may 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.

## ADMISSIONS TESTS AND COUNSELING SERVICES

Submission of college ability test scores is anticipated by the College in order to assist students in effective planning of their programs. Although admission is dependent only upon the criteria indicated under “Admissions Requirements,” availability of test scores is helpful in proper placement of students within the various programs. Most applicants will have completed the Florida State-Wide

Testing Program which is administered in the 12th grade. Students who have not taken the Florida Senior Test are expected to submit scores from one of the several nationally standardized tests prior to admission.

It is recommended that applicants take the American College Test (ACT) during their senior year in high school or prior to enrolling in College. However, other college ability test scores may be submitted. Other achievement tests may be required as necessary. Aptitude and interest tests are administered to individual students as the need arises.

Experienced college counselors are available to all students attending Okaloosa-Walton Junior College. Counselors are located in the Student Services Offices on the second floor of the Administration Building. Students are given assistance with problems which may be academic, vocational, social, or financial; and a placement service for full-time or part-time work is provided.

Special assistance and advice is available in Reading, Tutorial, and Basic Skills areas. Student tutors on a volunteer basis meet regularly with other students in various subject areas in the Student Services Tutorial Lab. Students in need of such help place a request with Student Services. The Reading Laboratory, under the direction of two professional Reading Specialists, is located, also, in Student Services, and a large number of students make use of the Reading Improvement classes.

## REGISTRATION

Students are expected to register on the days designated in the College Calendar except for those Adult Studies courses for which a student may register at special announced registration periods for specific courses. All late registrants in college credit courses will be charged an additional fee of \$5.00. Fees are to be paid at the time of registration.

Registration will be completed in person during the regularly scheduled period during each semester.

During the Fall and Winter Semesters, just prior to final examinations, all *currently enrolled* degree program students whose mid-term quality-point average is 1.50 or higher are given the opportunity to pre-register for the next semester. By registering early each student is assured a suitable schedule for the subsequent semester.

## 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 Vice President for Busi-

ness Affairs has the authority to set aside this ruling. Permission, if granted, must be in writing and no deferment of fees may extend beyond the last day for payment of fees as stated in the College Calendar.

*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: State of Florida Loans for Prospective Teachers, State of Florida Student Loans, the College Work Study Program\*, Federally Insured Loans\*, and loans and scholarships granted on an individual basis. All inquiries concerning financial aid should be directed to the Financial Aids Coordinator, Student Services Office.

*Residence Classification.* For the purpose of assessing tuition, students are classified as *Okaloosa-Walton District residents*, as *residents of other districts in Florida*, or as *non-Florida residents*. This classification is made by the Vice President for Business Affairs 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 Vice President for Business Affairs 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, base-related government contract personnel, and their dependents stationed in the Okaloosa-Walton Junior College District of the State of Florida are classified as residents of this district.

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 all college-credit programs of Okaloosa-Walton Junior College. This fee is not refundable.

\* OWJC is required to accept the following obligation: "The institution shall take such steps as are necessary and appropriate to assure that the financial assistance provided for under this agreement is not made available to students where prohibited by Section 504 of the Higher Education Amendments of 1968 (P.L. 90-575), or Section 411 of the Department of Health, Education, and Welfare Appropriation Act of 1969 (P.L. 90-575)."

## FEE SCHEDULE

### COLLEGE-CREDIT ENROLLMENTS

*Full-time students (12 or more semester hours)*

1. Matriculation for Okaloosa-Walton Junior College District residents .....\$ 85.00

2. Matriculation for out-of-district Florida students .....\$100.00
3. Matriculation for Non-Florida students .....\$160.00

*Part-time students* (enrolled for fewer than 12 semester hours)

1. Florida Students
  - a. In-District .....\$ 9.00 per semester hour
    - Minimum Charge .....\$ 18.00
    - Maximum Charge .....\$ 85.00
  - b. Out-of-District .....\$ 10.00 per semester hour
    - Minimum Charge .....\$ 20.00
    - Maximum Charge .....\$100.00
2. Non-Florida Students .....\$ 15.00 per semester hour
  - Minimum Charge .....\$ 30.00
  - Maximum Charge .....\$160.00

## NON-CREDIT ENROLLMENTS

Fees will be based on length of course, instructional costs, and costs of special equipment. The minimum cost per course is \$3.00 plus laboratory and shop fees where applicable.

## PERQUISITE FOR TEACHERS

Matriculation for courses at OWJC for properly certificated instructional personnel who are on the current payroll in either Okaloosa or Walton County will be at one-half the normal matriculation fee. All other fees (e.g., laboratory, supplies, etc.) will be full price. The one-half price for matriculation will apply only when the payment is an out-of-pocket expense for the teacher involved; should payment be by the State or from Federal funds, full charges will apply. This reduction in price applies only to OWJC courses and is not applicable to courses offered by other institutions on the OWJC campus.

## OTHER FEES

Application fee .....	\$ 5.00
Required of all applicants planning to enter OWJC college-credit programs for the first time. This fee is <i>not</i> refundable.	
Change of schedule (per course) .....	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 .....	5.00-10.00
Late examination .....	5.00
Late registration .....	5.00

Music fees (per semester hour) .....	0.00-40.00	
Special fees (e.g., Equitation) .....		At Cost
Student activity fees*	<i>Fall/Winter</i>	<i>Spring</i>
		Semester
Full-time students		
(12 or more semester hours) ....	\$15.00 per semester	\$5.00
Part-time students		
7-11 semester hours .....	\$ 7.50 per semester	\$2.50
1-6 semester hours .....	-0-	-0-

\* 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 for the student body.

### COST SUMMARY

Typical range of basic charges for a full-time, college-credit student per semester:

Fees .....	\$100.00 to \$180.00
Books and supplies .....	\$ 45.00 to \$ 75.00
Total .....	\$145.00 to \$255.00

Food and housing costs depend upon the student's habits and circumstances of residence.

*Refunds.* If a student withdraws from the College prior to the beginning of classes he shall receive 90% of *all* fees (other than application fee) paid to the date of drop or withdrawal. If an authorized withdrawal occurs during the first week of classes, the student will, upon request, receive a refund in the amount of 80% of his *matriculation fee*. If a course is cancelled by the College during the first week of classes, there shall be refunded 100% of all fees for the course cancelled. No other refunds shall be made. The student must present the official OWJC receipt for his payment when seeking a refund. No refund shall be made of any fees after the first week of classes. Any and all refunds to military personnel shall be accomplished in accordance with the prevailing pertinent military assistance contract.

Students will not have completed registration until all fees have been paid. Therefore, students will not be admitted to class until fees are paid.

*Change of Schedule.* After the period of registration, changes in courses or sections may be made during the time specified in the College Calendar. For such changes, however, the student will be required to pick up "Drop and Add" forms from the Registrar's Office. These forms must be signed by the student's advisor as well as a representative of the Student Services Office. When the completed forms are submitted to the Registrar's Office and to the Business Office along with a fee of \$1.00 for each course added or drop-

*ped*, the revised schedule will become effective. The \$1.00 drop fee will be waived for complete withdrawal.

*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:

14 or more semester hours or 30 hours non-credit weekly . . . Full time  
10 to 13 semester hours or 18 hours non-credit weekly . . .  $\frac{3}{4}$  time  
7 semester hours or 15 hours non-credit weekly . . .  $\frac{1}{2}$  time

The veteran who is absent three consecutive class sessions or 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 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.

A veteran who wishes 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.

A widow of a veteran is now eligible for educational financial assistance as a result of recent federal legislation. She should, therefore, consult Student Services for information.

*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, Director of Student Services on campus, the Director of Military Assistance Instructional Programs offices at Eglin Field, or the Education Officer at either Hurlburt or Eglin Main. Military personnel who enroll in college

credit programs through the Education Office at their respective bases 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.

**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 last date of the change of schedule period. 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
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

The above table does not apply to the Veterans Administration definition of full-time status or necessarily to the draft board's definition. Any student enrolled for fewer hours than the above combinations will be considered a part-time student.

*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 in college-credit courses 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 for audit students are not required; however, audit students are expected to attend classes on the same basis as credit students and 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 Vice President for Academic Affairs; *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 of the semester-credit entries 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

Withdrawals are subject to the following rules:

1. *Before* the end of the 10th week of the Fall and Winter Semesters, 7th week for Spring Semester, and 4th week for Terms 1 and 2, but *after* the change of schedule period indicated in the College Calendar, a grade of "W" with zero hours attempted will be entered on the permanent record for a properly executed withdrawal through the Registrar's Office.

2. *After* the end of the 10th week for the Fall and Winter Semesters, 7th week for Spring Semester, and 4th week for Terms 1



and 2, *NO WITHDRAWALS* will be permitted; any extenuating circumstance situations being ruled on by the Admissions and Registration Committee. If the student feels a grade of "W" is appropriate in his case, he will be responsible for validation of the specific extenuating situation and for filing a petition with the Admissions and Registration Committee.

### *ENFORCED WITHDRAWAL*

In rare cases, students who have not submitted all completed admissions forms will be allowed to register provisionally. Should the required forms not be on file by the stated deadline for each semester, the student will be subject to the enforced withdrawal policy as follows:

1. No refund will be granted.
2. A grade of "W" will be recorded in each course for which the student registered.
3. The student will be ineligible to attend any classes or receive any credit during the semester involved.
4. Readmission for subsequent semesters may be accomplished provided the records are cleared *only* by a petition approved by the Admissions and Registration Committee.

STUDENTS WITHDRAWING FROM THE COLLEGE OR DROPPING ANY COURSE FOR WHICH REGISTERED, MUST FILE AN OFFICIAL DROP SLIP IN THE OFFICE OF THE REGISTRAR AND THE BUSINESS OFFICE TO AVOID RECEIVING AN AUTOMATIC GRADE OF "F" IN THE COURSES DROPPED.

### *EXAMINATIONS AND GRADES*

Final examinations are held at the end of each term and 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 *No grades or transcripts will be issued to students with incomplete admissions folders or outstanding fees, loans, or library fines.*

Letter grades will be assigned as follows: A, excellent; B, good; C, average; D, passing; F, failing; I, incomplete; S, satisfactory; U, Unsatisfactory. 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.

Quality points per semester hour are as follows: A=4; B=3; C=2; D=1; F=0; I=0. Grades of "I" are computed as "F"s" at the end of the semester following the issuance of the grade, if the work is not

“made-up” during that period of time. The “I” will carry 0 quality points until it is made up. “U’s” or “S’s” carry neither quality points nor credits.

## 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 Vice President’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 after his first term who has attained a quality point average of 1.50 or better is considered to be in good standing; thereafter, a student must attain a quality point average of 1.8 each semester to be in good standing. He must attain a cumulative quality point average of 2.0 (“C”) on the total of all work transferred and/or taken at the Okaloosa-Walton Junior College in order to graduate 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 Academic Affairs Council of the College upon recommendation from the Student Affairs Committee on such occasions as the situation may warrant.

*Probation.* Any first-term student who has failed to maintain a 1.5 quality point average during the first semester (or the first 12 hours attempted in the case of the part-time student) will be placed on Academic Probation. This action is based on the fact that a student in order to be graduated from this college must attain a quality point average of not less than 2.0 (“C”) on a cumulative total of all work attempted whether at Okaloosa-Walton Junior College or 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 first semester student who fails to make the 1.5 quality point average will be stamped "Academic Probation."

Subsequent to the semester in which the student fails to maintain a necessary quality point average for good standing, the student on probation must attain at least a 2.0 average (in accumulation of his next 12 semester hours in the case of the part-time student) the next term or an overall average of 1.8 to avoid recurrence 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. A student on probation will be permitted to register for more than 14 credit hours only by permission of the Vice President of Academic Affairs.

Should the student's record contain the entry "Academic Probation" for two semesters and the student fail to remove himself from probation in the next immediate semester, or equivalent for part-timers, by earning at least a 2.0 average that third semester, he shall be subject to automatic suspension at the end of that semester for a minimum of one semester. As long as a student attains a semester average of 2.0 or a cumulative average of no less than 1.8 thereafter he shall be permitted to continue his studies. Any future enrollment in degree program courses at the College will be determined in accordance with regulations which pertain to Academic Suspension.

Any student who enters the College on Academic Probation must attain a 2.0 ("C") quality point average on the total of all work attempted in his first semester at the college or a cumulative 1.8 average on all work attempted. Failure to attain this average by the end of that semester shall result in continued probation if he has had four or more terms in college.

*Suspension.* Any full-time student who attains less than a 1.0 quality point average on a 4. scale (minimum of 12 hours) shall automatically be placed on suspension for a minimum of one full semester.

A student who has been on probation three times shall be subject to suspension. 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 the future. It is strongly recommended that a student enroll in non-credit courses during the semester of suspension in order to strengthen the areas of deficiency. For the student whose record necessitates suspension according to these regulations, the entry "Academic Suspension for a Minimum of one Semester" shall be stamped on his permanent record.

Any transfer student with less than 1.0 cumulative average will not be considered for admission unless at least one term has elapsed since he attended the last institution. If his transcript indicates his record falls into this College's category for "Dismissal," he shall be subject to the Okaloosa-Walton Junior College policies relative to dismissal.

A transfer student who enters this institution with a cumulative average between 1.0 and 1.79 will be admitted on probation and will be subject to the rules on probation. He must attain at least a 2.0 average in the next semester or an overall 1.8 cumulative average to avoid recurrence of the "Academic Probation" status.

*Dismissal.* Any full-time student (or part-time student who has accumulated 12 credits) who fails all of his courses his first semester of attendance or more than one-half of his academic work subsequently shall be dismissed for academic reasons. Such a student is not eligible to be readmitted for credit courses at Okaloosa-Walton Junior College unless approved by the Committee on Admissions and Registration.

*Readmission and Special Admissions.* To be readmitted to Okaloosa-Walton Junior College following *academic suspension or academic dismissal* from another institution or following *academic suspension* from Okaloosa-Walton Junior College, 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.) Academic Affairs Council approval shall be required for such readmissions. Students who are dismissed for disciplinary reasons are not eligible for any further status at OWJC.

A student who as a result of academic difficulty becomes ineligible to enroll in credit courses is encouraged to continue his education through non-credit certificate programs or other non-credit offerings. Arrangements may be made through the Student Services Office.

## **TRANSFERRING CREDITS TO A SENIOR 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. These 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 may transfer 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. Students majoring in highly specialized programs should seek programming assistance well in advance of actual transfer.

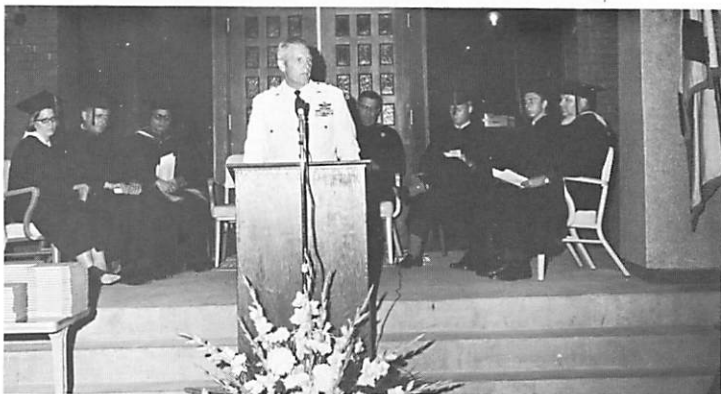
## *REQUIREMENTS FOR GRADUATION*

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 a total of 64 semester hours for graduation, including a minimum of 40 semester hours of General Education courses for the Associate of Arts Degree and 26 semester hours of General Education courses for the Associate of Science Degree. The remaining 24 hours in the Associate of Arts Program and 38 hours in the Associate of Science Program may be taken in any one of the prescribed programs, or a planned program (see "General Arts and Sciences," page \_\_\_ ) which is applicable to a baccalaureate degree at a specific Senior institution.
2. Each graduate is required to have completed successfully at least one course which includes the study of the United States Constitution.
3. At least 24 semester hours of credit must be earned in residence (at least 18 in the sophomore year), and the student must be in attendance during the semester in which the degree is earned except by special written dispensation of the Academic Affairs Council.
4. 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.
5. 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.
6. Since four (4) semester hours of physical education activity credit are required unless specifically waived, all regularly enrolled full-time students seeking a degree must enroll in, and satisfactorily complete, at least one physical education activity course each semester until the four-semester hour requirement is met. Exceptions are as follows:



At the graduation ceremony the college-sponsored playground Choral Union performed.



Major-General Andrew J. Kinney Armament Development and Test Center Commander, gave the main address at a recent graduation ceremony.



Numerous civic-minded groups, including the Eglin and Hurlbert Officers Wives' Clubs, have generously donated funds for scholarships for deserving students.

The OWJC cheerleaders practice many long hours to be able to execute their carefully planned maneuvers at the basketball games.





Moving onto the new campus was accomplished smoothly. Dr. J. E. McCracken, President, discusses with a group of students the utilization of the new facilities, especially the remote access equipment and "home base" alcoves.

One of the most active organizations on campus is the Proscenium Playhouse.



At the annual Valparaiso-Niceville Christmas Parade the OWJC students have several times won first prize with their floats.

The OWJC Women's Honorary Club takes the leadership in many worthwhile campus activities.



The junior college basketball team provides many exciting moments for its supporters during the season.

- a. Students who are physically unable to participate in the regular activity program must present a letter from their physician to the Registrar and receive a written waiver of the requirement authorized by the chairman of the Physical Education Department.
- b. Men and women who have reached their 25th birthday need not enroll in physical education activity courses.
- c. Students who have served in the armed forces of the U.S. on active duty for a period of not less than two years shall be exempt from physical education. A copy of the official discharge must be submitted to the Office of the Registrar in order to qualify for this exemption. Students currently on active duty who have served for two years must provide the Registrar's Office with written proof of this fact.
- d. Students who are completing the requirements of Okaloosa-Walton Junior College by attending evening classes only may be graduated without the physical education requirements.
- e. Students who are exempt from physical education must make up for the four-hour credit by taking courses in non-activity physical education or in other academic areas.
- f. Students engaged in varsity sports are required to enroll in the Advanced Sports course to receive credit. Students may receive credit only once for satisfactory participation in each varsity sport.

Physical Education majors are encouraged to enroll in as many physical education courses as their academic schedules will permit.

7. Students must make formal application for graduation on the proper form furnished by the Registrar and must meet the deadlines designated in the College Calendar.
8. 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, the fee will be refunded.



# STUDENT LIFE AND SPECIAL SERVICES

## STUDENT LIFE

*Conduct.* Since each student enrolling at Okaloosa-Walton Junior College is an adult, rules and regulations are provided only for the safety and welfare of the college community. *Smoking* will not be permitted in any buildings except where receptacles are provided. The possession and use of *alcoholic beverages* and *narcotics* by students on school property is prohibited by state law. The general appearance and behavior of the students is expected to bring credit to Okaloosa-Walton Junior College.

*Probation, Suspension, or Dismissal for Disciplinary Reasons.* Noticeable or gross departures from expected standards of conduct on the part of students will first be considered errors in judgment. Persistent violations will involve disciplinary action. The Administrative Council of the College may deny admission and/or continuation of enrollment to those students whose decisions and actions are contrary to the purposes and procedures of the College.

Students who become ineligible as a result of disciplinary action may *not* continue their education through any programs or offerings at Okaloosa-Walton Junior College.

## GOVERNMENT

The Okaloosa-Walton Junior College government is represented by a joint assemblage of students and staff in order that all components of the college may share fully in government services and opportunities, seek solutions as one body, promote the respect of the community, and direct their efforts toward one goal to further and maintain maximum educational opportunities.

*Student Senate.* The principal governing body of elected student representatives is the Student Senate. The executive functions of the Senate reside in the Cabinet. The size and functions of the Senate and its Cabinet are set forth in the Constitution.

*Inter-Club Council.* The purpose of the Inter-Club Council is to promote unity and cooperation among the clubs and organizations of OWJC. This organization is responsible for the activities and competition among different clubs and organizations.

*Student Affairs Committee* is a combined student, faculty, and administrative body, representing all facets of the college, organized to consider evidence and responsibility in cases of student conduct considered harmful to the welfare of the college community.

*Faculty Council.* This committee is charged with the responsibility

of recommending and reviewing such policies and procedures as affect the instructional program. Committee is responsible for developing a Faculty Handbook, policies and obligations affecting the faculty and is also responsible for the general faculty welfare. The Faculty Council is selected by random choice so that it can represent a true cross section of faculty opinion.

*OWJC Council.* The OWJC Council is a group of selected College administrative officers, student government officers and faculty members, which provides liaison between the students, the faculty, and the administration of the college.

## PUBLICATIONS

*RAIDER REVIEW.* The official college newspaper supplies information about college activities and services and provides experiences in journalism for its staff. Any student is eligible to join the staff upon request. Appropriate material submitted by students and staff may be accepted for publication.

*OKAWAJUCO.* The Annual of the College is a student publication which portrays through pictures and written material the personalities and activities of the year.

*SCOPE.* Students from classes in creative writing provide most of the material although any student or staff member may submit material for publication. Published annually, the magazine reflects OWJC creativity in prose and poetry.

## ORGANIZATIONS

*Artista.* Artista is dedicated to the promotion of the visual arts on campus. Artista fosters interest in and brings increased participation of its members into student-related art activities. All students, both art majors and non-majors, are encouraged to join and have an opportunity to gain additional knowledge and understanding of the visual arts.

*Baptist Student Union.* The purpose of the Baptist Student Union is to provide a ministry to individuals in the campus community who have need for or seek Christian fellowship.

*Sigma Delta Phi.* The purpose of Sigma Delta Phi shall be to further the spirit of Greek Letter Societies by establishing itself as an organization based on brotherhood which seeks to be of service to the students and faculty of Okaloosa-Walton Junior College and the surrounding communities.

*SNEA.* The members of Chapter Number Twenty-Nine of the Student National Education Association are dedicated to serve the College by making American ideals a reality through their indivi-

dual conduct and education as the means for transmitting and enhancing these ideals.

*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.

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

The programs and activities of the student Christian Association, including the annual Religious Emphasis Week, are designed to foster a vigorous and wholesome partnership between academic endeavor and religious development in the college career of the student. As of fall 1967, the Association assumed responsibility for the Student Counselor Program and Orientation Program for new freshman and transfer students.

*Wind Ensemble.* The OWJC Wind Ensemble is a small concert group involved with the performance of literature for the wind band.

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 participation in the organization.

*Oratorio Chorus* usually performs two major works each year—one at Christmas and one during the Lenten Season. Membership is open to all students enrolled in the College and to citizens throughout the District. No audition is required.

*OWJC Women's Honorary Society.* The purpose of the organization is to recognize young women of initiative, integrity, high scholastic standing, outstanding leadership abilities, and interest in service to their school, thereby stimulating high standards in scholarship and encouraging loyalty, interest, and participation in campus activities.

*Proscenium Playhouse.* Proscenium Playhouse is the official dramatic organization of Okaloosa-Walton Junior College. Its goals are to foster an interest in and an appreciation of the theatre arts, to produce plays, and to provide an outlet for the creative abilities of the students. The organization believes that anyone with an interest in theatre can play a useful and satisfying role in some aspect of theatrical production, and strives to develop interest and ability in all aspects of stagecraft.

*OWJC Reader's Theatre.* Reader's Theatre is a popular form of interpretative reading for group participation. Since Reader's Theatre conforms to no one style, it invites imaginative experimentation. The activities of Reader's Theatre are designed to develop skills in the art of interpretation and appreciation for fine works of literature.

*Chamber Choir.* This is a selected 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.

*Circle K.* This club is a service organization sponsored by the Kiwanis Club of Fort Walton Beach in connection with Kiwanis International. This group has as its express purpose—service to OWJC and its community.

*Florida Association of Managerial Education.* This association is an organization of students enrolled in programs in marketing and management, at Okaloosa-Walton Junior College, to develop leadership in the field of marketing and management; to encourage the use of hospitable and ethical standards in marketing and services; and to foster the best possible spirit of cooperation among employers, employees, and colleges.

*OWJC 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 during the year. 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. This club is a non-secret organization whose purpose is to stimulate interest in mathematics, recognize superior mathematical scholarship, and promote various mathematical activities for OWJC students.

*Phi Theta Kappa, Sigma Mu Chapter.* National Junior College honorary organization for scholastic achievement. Members must have a quality point ratio of 3.2 or better.

## INTERCOLLEGIATE ATHLETICS

*Organizational Membership.* Okaloosa-Walton Junior College is a member of the National Junior College Athletic Association and the Florida Junior College Conference composed of public and private junior colleges in the State of Florida.

*Intercollegiate Sports Participation.* Basketball and golf are the sports engaged in by the College on an intercollegiate level. Varsity participation on a team representing the College is open by competitive selection to all students provided they meet the eligibility requirements as stated by the National Junior College Athletic Association.

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

*Intramurals.* The intramural program offers a variety of activities selected for their popularity and carry-over values. Types of activities include: Tennis, golf, canoeing, camping, row-boating, basketball, jogging, and horseback riding.

## 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 Director of Student Services. Each student is assigned by the Registrar 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 Learning Skills Laboratory* provides valuable services to students of all abilities who wish to improve their proficiency in reading, study, and subject matter areas. Participation in this program is arranged through the office of Student Services by the student, his instructors, his faculty advisor, or by a counselor. Participation is voluntary; however, when a counselor or a faculty member recommends student participation, this student should make every effort to take advantage of the opportunity.

*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 \$300 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 gift scholarships are available to worthy students. Some of these scholarships are to be repaid after the student's graduation from college.

#### LIST OF SCHOLARSHIP DONORS

Air Force Aid Society  
Alabama Textile Products Corp.  
Alpha Lodge No. 172, F & AM  
Baker Chapter, MU Alpha Theta  
Ethel Hopkins Bartell  
Blue Horizon Motel  
Choctawhatchee Outboard Motor Club  
Creel Ford Company  
Delta Zeta Chapter, Beta Sigma Phi  
Eglin NCO Wives Club  
Eglin Officers' Wives' Club  
Escambia Farms Recreation Organization  
Exemplar Chapter, Beta Sigma Phi  
First National Bank, Crestview  
First National Bank, DeFuniak Springs  
Florida Hotel & Motor Hotel Association  
Ft. Walton Beach Business and Professional Women's Club

Lillian F. Hill Perpetual Scholarship Fund  
 I. E. & E. Engineers, FWB Chapter  
 Iota Upsilon Chapter, Beta Sigma Phi  
 James M. Sutton Scholarship Fund, FWB Rotary Club  
 Kiwanis Club, DeFuniak Springs  
 Laurel Hill Ruritan Club  
 Mackenzie & Erleen Lunan Scholarship Fund  
 McDonald's Hamburger of FWB  
 Mildred Plew Meigs Memorial  
     Scholarship Loan Fund  
 National Defense Transportation Association,  
     Northwest Florida Chapter  
 National Secretaries Association, FWB  
 Niceville-Valparaiso Rotary Club  
 Okaloosa County Council PTA  
 Okaloosa County Education Association  
 Okaloosa County Mental Health Association  
 Okaloosa National Bank, Niceville  
 Okaloosa News Journal, Crestview  
 Playground Junior Women's Club  
 Sonic City Lions Club  
 OWJC Student Government Association  
 University of West Florida Foundation  
 Valparaiso-Niceville Civitan Club  
 Walton County Education Association

*C. Athletic Scholarships.* Students interested in applying for a scholarship should get in touch with the Vice President for Business Affairs and with the physical education staff.

#### ASSISTANTSHIPS

A federal grant under the Economic Opportunities Act is available for students enrolled at OWJC. Students who qualify may participate in a work-study program in which they may earn \$1.45 an hour.

#### LOANS

The College maintains two loan funds from which a student may secure a short-term loan. The loan carries a small service charge and must be repaid at the end of each semester. Money obtained through the loan funds must be used to finance the student's education. Applications for loans may be made to the Vice President, Business Affairs. The loan funds were made available through the sponsorship of the Niceville-Valparaiso Rotary Club and the Eglin AFB Officers' Wives' 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 Student Services.

## MEDICAL SERVICES

Health services are coordinated through the Student Services Office, with emergency first aid and services available through qualified personnel at the Physical Education Building and at the Student Services Office. On-call services of three registered nurses and a local physician are immediately available through these offices or through the switchboard. Parents or nearest relative are notified immediately in the event of illnesses and/or emergencies.

## BUS SERVICE

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

## CIVIL RIGHTS

The Okaloosa-Walton Junior College is in full compliance with Section 601 of the Civil Rights Act of 1964.



# 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 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

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 Vice President of the College.

*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 40 semester hours of academic credit in the area of communications, 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 a transfer student. This does not preclude the possibility that students may sometimes need additional foundation courses in the specific area of their specialization or that they may be required to take junior or senior level general education courses.

*Specialization.* In order to complete requirements for graduation, each student must have earned at least 64 semester hours of credit, with a minimum of 40 in the general education sequence and an approximate total of 24 hours in a specialization.

The specialized programs are outlined on the following pages:

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Art

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2100 Series	Physical Education	1	1
3100-3101	Drawing I-II	3	3
3105-3106	Design I-II	3	3
4100-4101 or 4102-4103	Communication Skills I-II	(3)4	(3)4
5101 or 5120 or Higher Level	Mathematics		(4)3
8149 or 8150-51 or 8156, 60	Basic Biology Electives, General Education	4	3
		<u>(14)15</u>	<u>17</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1
3102-3103	Ceramics I-II	3	3
3175	Humanities		3
3201-3202	Painting I-II	3	3
*3254-55	Art History Survey I-II	2	2
6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6256 or 6276 or 6277 or 6278	Social Science	3	3
7135 or 7110-11 or 7115-16 or 7140-41 or 7145-46 or 7240-41	Physical Science Electives, General Education	4	(4) 3
		<u>16</u>	<u>18</u>

\*Will count for general education humanities for art major only.

**COLLEGE TRANSFER PROGRAMS**

**Associate of Arts Degree**

**Pre-Biology (Zoological, Botanical, Molecular Biology)**

**FRESHMAN YEAR**

<b>Course</b>	<b>Description</b>	<b>1st Term</b>	<b>2nd Term</b>
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
5101 or 5120 or higher level	Mathematics		(4)3
7110-11 or 7115-16	Chemistry I-II	4	4
8156-60	Botany, Zoology	4	4
	*Electives	3	3
		<u>(15)16</u>	<u>19</u>

**SOPHOMORE YEAR**

2100 Series	Physical Education	1	1
3175-79 or 3277 or 3279 or 3280 or 4109 or 4228 or 4276	Humanities	3	3
6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6256 or 6276 or 6277	Social Science	3	3
7216-17	Organic Chemistry	4	4
8200 or 8201 or 8250	Biological Sciences	4	4
	Electives	3	3
		<u>18</u>	<u>18</u>

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\*Foreign Language recommended.

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Business Administration

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
°1110 or 1111 or 1210	Typewriting	2	
1200	Accounting I		3
1131	Introduction to Business	3	
1286-87	Economics I-II	3	3
1202	Basic Office Machines		2
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
5101 or 5120 or Higher Level	Mathematics	(4)3	
8149	Basic Biology		4
		<u>16</u>	<u>(16)17</u>

#### SOPHOMORE YEAR

1140	Statistics		3
1201	Accounting II	3	
2100 Series	Physical Education	1	1
3175 and 3179 or 3280 or 3277 or 3279 or 4109 or 4228 or 4276	Humanities	3	3
4105	Speech	3	
°°6133-34 or 6136-37			
6200-01 or 6100 and 6138 or 6202 or 6256 or 6276 or 6277 or 6278	Social Science	3	3
7135 or 7110-01 or 7115-16 or 7140-41 or 7145-46 or 7240-41	Physical Science Electives as required	4	(4) 6
		<u>17</u>	<u>16</u>

°Students will be admitted at the level for which they are qualified.

°°6133-34 or 6136-37 may be taken by freshmen with permission of instructor.

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Chemistry

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2100 Series	Physical Education	1	1	
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4	
*5120-21	Mathematics	4	4	
5220	Calculus I			4
7115-16 and 7295	College Chemistry I-II Chemical Analysis	4	4	4
8149 or 8150-51	Biology	(3)4	(3)	
3175 and 3179 or 3277 or 3280 or 4109 or 4228 or 4276	Humanities		3	3
		<u>(15)17</u>	<u>(18)16</u>	<u>11</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1	
5221-22	Calculus II-III	4	3	
7216-17	Organic Chemistry I-II	4	4	
7240-41	Physics I-II	4	4	
6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6256 or 6257 or 6277	Social Science	3	3	
		<u>16</u>	<u>15</u>	

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\*The well-prepared student may start the mathematics sequence with 5220 with permission of department chairman.

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Engineering

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2100 Series	Physical Education	1	1	
4100-01 or 4102-03	Communication skills I-II	(3)4	(3)4	
*5120-21	Mathematics	4	4	
5136	Slide Rule	1		
5220	Calculus I			4
7105	Engineering Graphics		3	
7115-7116	College Chemistry I-II	4	4	
8149	Biology			4
		<u>(13)14</u>	<u>(15)16</u>	<u>8</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1	
3175 and 3179 or 3277 or 3280 or 4109 or 4228 or 4276	Humanities	3	3	
5221-22	Calculus II-III	4	3	
5237	Linear Algebra		3	
**6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6256 or 6276 or 6277	Social Science	3	3	
7106	Descriptive Geometry	3		
7240-41	College Physics I-II	4	4	
		<u>18</u>	<u>17</u>	

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\*Four semester hours may be allowed toward general education requirement. The well prepared student may start the Mathematics sequence with 5220 with permission of department chairman. To prepare properly for 7240, 5220 should be completed prior to third semester.

\*\*6133-34 or 6136-37 may be taken by freshmen with permission of the instructor.

**COLLEGE TRANSFER PROGRAMS**

**Associate of Arts Degree**

**Pre-Law Enforcement**

**FRESHMAN YEAR**

<b>Course</b>	<b>Description</b>	<b>1st Term</b>	<b>2nd Term</b>
2100 Series	Physical Education	1	1
4100-4101 or 4102-4103	Communications	(3)4	(3)4
5101 or 5120 or Higher Level	Mathematics	3	
6136-6137	Social Science	3	3
6140	Introduction to Law Enforcement	3	
6141	Administration of Justice		3
6276	Psychology	3	
8149	Biology		4
		<u>(16)17</u>	<u>(14)15</u>

**SOPHOMORE YEAR**

2100 Series	Physical Education	1	1
3175 and 3179 or 3277 or 3279 or 3280 or 4109 or 4276 or 4228	Humanities	3	3
6142	Police Organization and Administration	3	
6143	Juvenile Delinquency		3
6145, 6147	Criminal Law I-II	3	3
6241	Criminal Investigation	3	
6242	Seminar Police Problems		3
6277	Sociology	3	
7135	Physical Science		4
		<u>16</u>	<u>17</u>



## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Liberal Arts—General Transfer (including Pre-Law)

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
4140-41 or 4240-4241 or 4245-46 or 4247-48	*Foreign Language French	3	3
4150-51 or 4251-52 or 4255-56 or 4257-58 or 4160-61 or 4260-61 or 4265-66 or 4267-68	or German or Spanish		
5101 or 5120 or Higher Level	Mathematics	(4)3	
7135 or 7110-11 or 7115-16 or 7140-41 or 7145-56 or 7240-41	Physical Science	4	(4)
8150 or 8156	Biology Electives		4 4
		<u>15</u>	<u>(19)16</u>

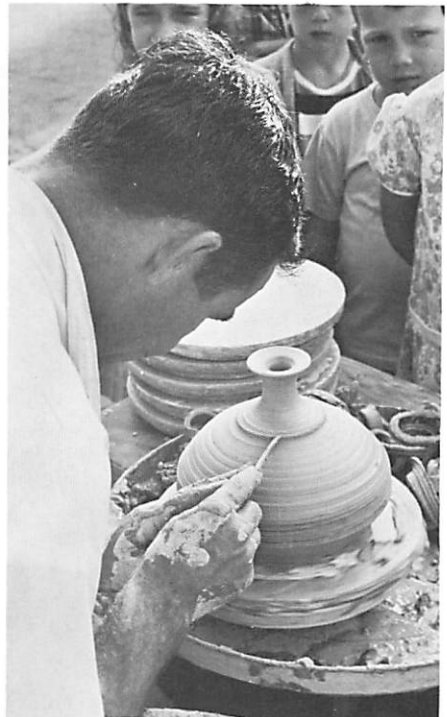
#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1
3175 and 3179 or 3277	Humanities	3	3
3279 or 3280	Philosophy	3	
4240-41 or 4245-46 or 4247-48	*Foreign Language (if not completed) French	3	3
4251-52 or 4255-56 or 4257-58	or German		
4260-61 or 4265-66 4267-68	or Spanish		
6133-34 or 6136-37 6200-01 or 6100 and 6138 or 6202 or 6256 or 6277	Social Science	3	3
8151 or 8160	Biology Electives as required (6136, 6137 recommended)	(3)4	
		<u>17</u>	<u>16</u>

\*On the basis of sufficient prior studies in a given language, a student may, with permission of the instructor, be enrolled initially in a second-year language and thus fulfill the language requirement in one year or he may take third-year language as part of his program.



OWJC holds classes in a wide variety of programs, from those that are strictly university parallel to those work-oriented like middle-management, to adult high school and adult basic education to reading improvement. All of these contribute equally to the total educational mission of the institution.



## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Mathematics

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2100 Series	Physical Education	1	1	1
4100-01 or 4102-03	Communications Skills I-II	(3)	(4)	
4140-41 or 4240-41 or 4245-46 or 4247-48 or 4150-51 or 4251-52	Foreign Language French or German	3	3	
*5120-21	Mathematics (pre-calculus)	4	4	
5220	Calculus I			4
7115-16	College Chemistry	4	4	
8149 or 8150-51	Biology			4
		(15)	16	9

#### SOPHOMORE YEAR

2100 Series	Physical Education	1		
3175 and 3179 or 3280 or 4109 or 4228 or 4276	Humanities	3	3	
4240-41 or 4245-46 or 4247-48 4251-52 or 4255-56 or 4257-58	Foreign Language (if not completed) French or German	3	3	
6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6256 or 6276 or 6277	Social Science	3	3	
5221-22	Calculus II-III	4	3	
5237	Linear Algebra		3	
7240-41	Physics	4	4	
		18	19	

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\*The well-prepared student may start the mathematics sequence with 5220 with permission of department chairman.

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Ministerial

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2100 Series	Physical Education	1	1
3276	Psychology	3	
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
4105	Speech		3
4109 or 4220-21 or 4226-27	Literature		3
5101 or 5120 or Higher Level	Mathematics	(4)3	
7135 or 7110-7111 or 7115-16 or 7140-41 or 7240-41	Physical Science	(4)	4
8149 or 8150-51 or 8156, 8160	Biology	4	(4)
		<u>(19)15</u>	<u>(18)15</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1
3175 and 3179 or 3277 or 4228 or 4276	Humanities	3	3
3279	Philosophy	3	
3280	Comparative Religion		3
6133-34	World Civilization	3	3
6277	Sociology	3	
	Electives as required	4	7
		<u>17</u>	<u>17</u>

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### Pre-Music

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2100 Series	Physical Education	1	1	
3121-22	Music Theory I-II	3	3	
3123-24	Woodwind Technique	1	1	
3125-26	Sight Singing and Ear Training	1	1	
3171	Applied Music Principal	2	2	
3172	Applied Music Secondary	1	1	
*3252-53	Music Literature		2	2
4100-01 or 4102-03	Communications I-II	(3)4	(3)4	
7135	Physical Science			4
8149	Biology	4		
		<u>(16)17</u>	<u>(14)15</u>	<u>6</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1	
3175	Humanities	3		
3220-21	Music Theory III-IV	3	3	
3223-24	Sight Singing and Ear Training	1	1	
3225-26	Brass Technique	1	1	
3250	Keyboard Harmony		2	
3271	Applied Music Principal	2	2	
5101 or 5120	Mathematics	3		
6133-34 or 6136-37 or 6200-01 or 6100 and 6202 or 6256 or 6277	Social Studies	3	3	
	General Education Electives		4-6	
		<u>17</u>	<u>17-19</u>	

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\*Open only to music majors to satisfy part of the humanities requirement. Every Music Major MUST participate in College Chorus each semester. Every Instrumental Major MUST participate in College Band every semester. Secondary instrument requirement will be waived as soon as the performing examination is passed.

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

#### °Pre-Nursing

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
4105	Speech	3	
5101 or 5120 or Higher Level	Mathematics		(4)3
7110	Chemistry I	4	
8150-51 or 8156-60	Biology	(3)4	(3)4
	Electives		4
		<u>(14)16</u>	<u>(15)16</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1
3175 and 3179 or 3277 or 3280 or 4109 or 4228 or 4276	Humanities	3	3
6100	American Civilization	3	
6276	Psychology	3	
6277	Sociology		3
7221	Nutrition	3	
8210	Human Growth and Development	3	
8250	Microbiology		4
8255	Anatomy and Physiology		4
	*Electives		1
		<u>16</u>	<u>16</u>

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°The proper sequence of courses in this program is very important; therefore, any student planning to major in this program at a senior institution should get a catalog from the institution to which he is planning to transfer so that he can plan his program carefully.

**COLLEGE TRANSFER PROGRAMS**  
Associate of Arts Degree

**Pre-Physical Education**

**FRESHMAN YEAR**

Course	Description	1st Term	2nd Term
2100 Series	Physical Education	(2)1	(2)1
2140	First Aid	2	
2146	Personal and Community Health		3
2100	Introduction to Education	3	
2190	Introduction to Physical Education		3
2296	Camp Counseling		3
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
5101 or 5120 or Higher Level	Mathematics	(4)3	
7135	Physical Science		4
8149	Biology	4	
		<u>(18)17</u>	<u>18</u>

**SOPHOMORE YEAR**

2100 Series	Physical Education	1	1
3175 and 3179 or 3277 or 3279 or 3280 or 4109 or 4228 or 4276	Humanities	3	3
4105	Speech	3	
6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6257 or 6277	Social Science	3	3
6210	Human Growth and Development	3	
6276	Psychology	3	
6278	Educational Psychology		3
8255	Human Anatomy and Physiology		4
2100 Series	Electives as required		3
		<u>16</u>	<u>17</u>

## COLLEGE TRANSFER PROGRAMS

### Associate of Arts Degree

Pre-Professional (Medical, Dental, Veterinary, \*\*\*Medical Technology)

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
	*Foreign Language	3	3
4140-41 or 4240-41 or 4245-46 or 4247-48	French		
4150-51 or 4250-51 or 4255-56 or 4257-58	or German		
4160-61 or 4260-61 4265-66 or 4267-68	or Spanish		
5101 or 5120 or Higher Level	Mathematics	(4)3	
7110-11 or 7115-16	General Chemistry I-II	4	4
8156, 8160 or 8150-51	Botany, Zoology or Biology	(3)4	(3)4
		<u>(18)19</u>	<u>(14)16</u>

#### SOPHOMORE YEAR

2100 Series	Physical Education	1	1
3175 and 3179 or 3277 or 3279 or 3280 or 4109 or 4228 or 4276	Humanities	3	3
4240-41 or 4245-46 or 4247-48	Foreign Language (if not complete)	3	3
4251-52 or 4255-56 or 4257-58	French		
4260-61 or 4265-66 or 4267-68	or German		
	or Spanish		
**6133-34 or 6136-37 or 6200-01 or 6100 and 6138 or 6202 or 6256 or 6276 or 6277	Social Science	3	3
7216-17 or 7140-41 or 7240-41	Organic Chemistry I-II or Physics I-II	4	4
8200	Comparative Vertebrate Anatomy	4	
	Electives as required		4
		<u>18</u>	<u>18</u>

\*On the basis of sufficient prior studies in a given language, a student may with the permission of the instructor be enrolled initially in second-year language and thus fulfill the language requirements in one year, or he may take third year as part of his program.

\*\*6133-34 or 6136-37 may be taken by Freshmen with permission of the instructor.

\*\*\*For medical technology, foreign language is not required. However, physics is required.



**COLLEGE TRANSFER PROGRAMS**  
Associate of Arts Degree

**Pre-Teacher Education**

**FRESHMAN YEAR**

Course	Description	1st Term	2nd Term
2100	Introduction to Education	3	
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
4105	Speech		3
4109	Approach to Literature		3
6276	Psychology	3	
7135 or 7110-11 or 7115-16 or 7140-41 or 7240-41	Physical Science	4	(4)
8149 or 8156-60 or 8150-8151	Biology	(4)	4
		<u>(19)15</u>	<u>(19)15</u>

**SOPHOMORE YEAR**

2100 Series	Physical Education	1	1
*3150	Music Fundamentals	3	
3175 and 3179 or 3213 or 3279 or 3280 or 4228 or 4276	Humanities	3	3
**5101 or 5120			
*5105 and 5210	Mathematics	3	(3)
6133-34 or 6200-01 or 6100 and 6138 or 6202 o 6256 or 6277	Social Science	3	3
**6278	Educational Psychology	3	
*6210	Human Growth and Development	3	
	Electives as required		7-10
		<u>19</u>	<u>17</u>

\*For elementary teachers only

\*\*For secondary teachers only

**COLLEGE TRANSFER PROGRAMS**

**Associate of Arts Degree**

**Pre-Teacher Education (Science Option)**

**FRESHMAN YEAR**

<b>Course</b>	<b>Description</b>	<b>1st Term</b>	<b>2nd Term</b>
2100	Introduction to Education	3	
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
4105	Speech		3
5101 or 5120 or Higher Level	Mathematics		(4)3
6276	Psychology	3	
8156-60 or 8150-51	Biology	(3)4	(3)4
		<u>(13)15</u>	<u>(16)15</u>

**SOPHOMORE YEAR**

2100 Series	Physical Education	1	1
3175 and 3179 or 3277 or 3279 or 3280 or 4228 or 4276	Humanities	3	3
5120 or Higher Level	Mathematics	4	
6200-01 or 6133-34	Social Studies	3	3
6278	Educational Psychology		3
7110-11 or 7115-16 or 7140-41 or 7240-41	Physics or Chemistry Electives as required	4 2	4 3
		<u>17</u>	<u>17</u>

## General Arts and Sciences

A specialization designed to permit planning of individually developed curricula for the following needs:

(1) Students who seek a specialization not previously listed may request approval by the Vice President for Academic Affairs and the Chairman of any of the following disciplines of a specially designed sequence which, with the general education sequence, will meet degree requirements: Biological Science, Business, Communications, Humanities, Mathematics, Physical Education, Physical Science, and Social Sciences.

(2) Students who intend to transfer to a specific known senior institution may arrange a specialization program, with the approval of a faculty advisor and the Vice President for Academic Affairs, which will articulate most effectively with the junior and senior years at that institution; which specialization, along with the general education sequence, shall meet degree requirements.

Any programs planned under the General Arts and Sciences Specialization should consist of at least 24-semester hours of planned electives. These electives, in combination with the general education sequence required of all Associate of Arts students, shall total at least 64-semester hours for graduation.

## ASSOCIATE OF SCIENCE DEGREE

Associate of Science Degree programs provide for specialization in 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 one of these programs 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 26 semester hours of academic credit in the areas of communications, humanities, social science, mathematics, science, and physical education.

*Specialization.* In order to complete requirements for graduation, each student must have earned at least 64 semester hours of credit, with a minimum of 26 in the general education sequence and an approximate total of 38 in a specialization.

The specialization within which students should plan their programs are described in the following section:

**Associate of Science Degree**

**Air Conditioning and Refrigeration Technology**

**FRESHMAN YEAR**

<b>Course</b>	<b>Description</b>	<b>1st Term</b>	<b>2nd Term</b>	<b>3rd Term</b>
°1276	Human Relations		3	
°4110-11	English I, II	3	3	
4112	Report Writing			3
°5150-51 and 5250	Mathematics I, II, III	3	3	3
6100 or 6136	Social Science	3		
7100	Principles of Air-Conditioning and Refrigeration	3		
7103	Electronic Controls		3	
7105	Engineering Graphics	3		
7106	Descriptive Geometry		3	
°7242	General Physics			3
		<u>15</u>	<u>15</u>	<u>9</u>

**SOPHOMORE YEAR**

3175	Humanities		3	
7104	Technical Measurements	3		
°7243	General Physics	3		
7263-64	Refrigeration	3	3	
7265-66	Air-Conditioning	4	4	
7267	Control Systems		4	
7268	Air-Conditioning Design		3	
7269	Residential Air-Conditioning	4		
		<u>17</u>	<u>17</u>	

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\*These courses meet the General Education requirement for the Associate of Science degree only.

## Associate of Science Degree

### Commercial Data Processing

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
*1110	Typewriting	2		
1113	Unit Record Equipment		2	
1114	Basic Concepts of Data Processing	3		
1115	Computer Mathematics	3		
1131	Introduction to Business	3		
1200-01	Accounting I-II		3	3
1204	Computer Programing I		4	
2100 Series	Physical Education	1	1	
3175	Humanities			3
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4	
6100 or 6200 or 6134 or 6136	Social Sciences		3	
		<u>(15)16</u>	<u>(16)17</u>	<u>6</u>

#### SOPHOMORE YEAR

1140	Statistics		3	
1208	Computer Programing II	4		
1244	Cost Accounting	3		
1207	Data Processing Systems Design and Procedures		3	
1286-87	Economics I-II	3	3	
2100 Series	Physical Education	1	1	
7135	Physical Science	4		
8149	Biology		4	
		<u>15</u>	<u>14</u>	

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\*The requirement of Basic Typewriting will be waived for students who pass a proficiency test in typewriting or present satisfactory grade for one year typewriting at the high school level. If the course is waived, a substitute must be taken.

## Associate of Science Degree

### Drafting and Design Technology

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2100 Series	Physical Education	1	1	
*4110-11	English I, II	3	3	
3175	Humanities		3	
*5150-51 and 5250	Mathematics I, II, III	3	3	3
6100 or 6136	Social Science	3		
7122-23	Drafting and Design	6	6	
*7242	General Physics			3
7246	Applied Mechanics—Statics			3
		16	16	9

#### SOPHOMORE YEAR

*1276	Human Relations		3	
2100 Series	Physical Education	1	1	
4112	Report Writing	3		
7222, 23, 24, or 25	Advanced Drafting and Design			3
7243	General Physics	3		
7244	Surveying		3	
7245	Strength of Materials	3		
7248	Applied Mechanics—Dynamics	3		
	Electives		9	
		13	16	3

#### APPROVED ELECTIVES

##### Architectural Option

7244	Advanced Drafting and Design Architectural			3
7232	Air-Conditioning and Plumbing Design		3	
7239	Introduction to Architecture	3		
7252	Structures		3	
7257	Building Construction and Materials		3	
		3	9	3

\*These courses meet the General Education requirement for the Associate of Science degree only.

**Civil and Structural Option**

<b>Course</b>	<b>Description</b>	<b>1st Term</b>	<b>2nd Term</b>	<b>3rd Term</b>
7225	Advanced Drafting and Design Civil and Structural			3
7249	Hydraulics	3		
7251	Surveying II			3
7252	Structures		3	
7257	Building Construction and Materials		3	
		<u>3</u>	<u>6</u>	<u>6</u>

**Mechanical Option**

7223	Advanced Drafting and Design Mechanical			3
7232	Air Conditioning and Plumbing Design		3	
7234	Machine Design		3	
7249	Hydraulics	3		
7258	Tool and Die Design		3	
		<u>3</u>	<u>9</u>	<u>3</u>



## Associate of Science Degree

### Electronics Technology

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
°1276	Human Relations	3		
3175	Humanities		3	
°4110-11	English I, II	3	3	
4112	Report Writing			3
°5150-51 and 5250	Mathematics I, II, III	3	3	3
6100 or 6136	Social Science	3		
7105	Engineering Graphics	3		
°7242	General Physics		3	
		<u>15</u>	<u>12</u>	<u>6</u>

#### SOPHOMORE YEAR

7161	Fields and Forces	3		
7162	Materials and Metals	2		
7163-7281	Circuit Analysis	4	3	
7164	Electronic Devices	3		
7166	Electronic Computer Programming	1		
7231	Computer Fundamentals		3	
°7243	General Physics	3		
7280	Semiconductors		4	
7282	Electronic Drafting and Fabrication		2	
7283	Industrial Electronics		3	
7284	Electronic Circuits			4
7285	Pulse and Digital Circuits			4
		<u>16</u>	<u>15</u>	<u>8</u>

### Communication Option

	Credit Hours
7288 Electronic Communication Systems .....	3
7289 Electric Transmission .....	4
7290 Antennas and Waveguides .....	4
7291 Transmission Systems .....	3
7292 Construction Systems .....	3
7293 Telephone Systems .....	3

°These courses meet the General Education requirements for the Associate of Science degree only.

**Power Technology Option**

<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>
7165	Electric Machinery .....	3
7288	Electronic Communication Systems .....	3
7289	Electric Transmission .....	4
7294	Power System .....	3
7297	Electric Machinery Control Systems .....	3
7298	Electronic Control Systems .....	4

**Radar Specialist Technician Option**

7165	Electric Machinery .....	3
7228	Synchros and Servos .....	3
7230	Solid-State Circuitry .....	3
7235	Microwaves .....	4
7238	Radar Fundamentals .....	3
7290	Antennas and Waveguides .....	4

**Electronic Computer and Control Option**

7229	Fortran Programming .....	3
7230	Solid-State Circuitry .....	3
7233	Advanced Programming .....	4
7236	Computer Programming Devices .....	3
7237	Computer Control Systems .....	3
7298	Electronic Control Systems .....	4

**Associate of Science Degree**

**General Business Management**

**FRESHMAN YEAR**

Course	Description	1st Term	2nd Term
°1110	Typewriting	(2)	
2100 Series	Physical Education	1	1
4100-01 or 4102-03 or 4110-11	Communication Skills I-II	(3)4	(3)4
1130 or 5101	Mathematics	(4)3	
1131	Introduction to Business	3	
1202	Basic Office Machines		2
1221	Business Law I		3
1259	Office Practices		3
1276	Human Relations	3	
7135	Physical Science	4	
8149	Biology		4
		<u>(20)18</u>	<u>(16)17</u>

**SOPHOMORE YEAR**

1200-01	Accounting I-II	3	3
1221	Business Law II	3	
1240	Business Communications	3	
1276	Management		3
1286-87	Economics I-II	3	3
2100 Series	Physical Education	1	1
3175	Humanities	3	
6100, 6134, 6136 or 6200	Social Science Electives		3 3
		<u>16</u>	<u>16</u>

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\*The requirement of Basic Typewriting will be waived for students who pass a proficiency test in typewriting or present a satisfactory grade for one year of typewriting at the high school level.

## Associate of Science Degree

### Mid-Management

#### FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1131	Introduction to Business	3	
*1200-01	Accounting I-II	3	3
1209	Introduction to Marketing		3
1291	Distribution Seminar I		2
2100 Series	Physical Education	1	1
4100-01 or 4102-03	Communication Skills I-II	(3)4	(3)4
3175	Humanities	3	
7135	Physical Science	4	
8149	Biology		4
		<u>(17)18</u>	<u>(16)17</u>

#### SOPHOMORE YEAR

1270	Salesmanship	3	
1277	Management		3
1282	Advertising		3
1286	Economics I	3	
1292-93	Distribution Seminar II-III	2	2
2100 Series	Physical Education	1	1
1130 or 5101	Mathematics	3	
6100 and 1276 or 6276 or 6277	Social Studies	3	3
	Electives	3	6
		<u>18</u>	<u>18</u>

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\* A student may elect Accounting II or Business Law I. Electives may be chosen from: Humanities, 3179; Retail Management, 1280-81; Hotel-Motel Management, 1283-84; Independent Study, 1278-79; Economics II, 1287; Statistics, 1140; Speech, 4105.

**Associate of Science Degree**

**Police Science**

**FRESHMAN YEAR**

<b>Course</b>	<b>Description</b>	<b>1st Term</b>	<b>2nd Term</b>	<b>3rd Term</b>
4110-11	English	3	3	
1130 or 5101	Mathematics	3		
2140	First Aid		2	
2158	Speech		3	
4105	Defensive Tactics	2		
4112	Report Writing			3
3175	Humanities			3
6136	Political Science I	3		
6140	Introduction to Law Enforcement	3		
6141	Administration of Justice		3	
6243	Police Operations		3	
6276	Psychology		3	
6277	Sociology			3
		<u>14</u>	<u>17</u>	<u>9</u>

**SOPHOMORE YEAR**

2191	Firearms		2	
6142	Police Organization and Administration	3		
6143	Juvenile Delinquency		3	
6144	Traffic	3		
6145, 6147	Criminal Law I-II	3	3	
6240	Penology and Corrections		3	
6241	Criminal Investigation	3		
6242	Seminar: Police Problems		3	
7135 or 8149	Science	4		
	Approved General Education Electives		4	
		<u>16</u>	<u>18</u>	

**Associate of Science Degree**

**Secretarial Science**

**FRESHMAN YEAR**

Course	Description	1st Term	2nd Term
*1110, 1111, 1210	Typewriting	2	2
*1120, 1150, 1250	Shorthand	3	3
1130 or 5101	Mathematics		3
1131	Introduction to Business	3	
1133	Secretarial Accounting		3
2100 Series	Physical Education	1	1
4100-0- or 4102-03 or 4110-11	Communication Skills I-II	(3)4	(3)4
8149	Biology	4	
		<u>(16)17</u>	<u>(15)16</u>

**SOPHOMORE YEAR**

1202	Basic Office Machines	2	
1220-21	Business Law	3	3
1240	Business Communications		3
1276	Human Relations	3	
1286-87	Economics I-II	3	3
2100 Series	Physical Education	1	1
3175	Humanities		3
6100, 6136	Social Studies		3
7135	Physical Science	4	
		<u>16</u>	<u>16</u>

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\*Students will be admitted to the levels of typewriting and shorthand for which they are qualified.

## ADULT STUDIES PROGRAMS

*Adult Studies Programs* provide educational opportunities 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 with no less than 30% of the work in each program (except Adult Basic Education and High School Completion) earned in residence. All programs and announcements each year will be available in separate bulletins *on request*.

Okaloosa-Walton Junior College has been designated as the Area Adult and Vocational-Technical Educational Facility for the two-county area, and programs in five (\*) of the eight vocational areas are currently offered.

Agriculture and Agri-Business

\*Business Education

\*Distributive Occupations

Fishery Occupations

Health Occupations

\*Home Economics

\*Industrial Education

\*Technical Education

College degree occupational programs are described under "Associate of Science Degree." Certificate Programs follow:

## CERTIFICATE PROGRAMS\*\*

### Requirements for granting of certificate:

A student must be in attendance and successfully complete 85% of the required hours. A student must also pass a written and practical competency examination with a combined score of 75% and at least 70% on each.

### AIR CONDITIONING AND REFRIGERATION MECHANICS:°

Course No.	Course Title	Class Hours
7837	Basic Air Conditioning and Refrigeration Mechanics . . . .	240
7838	Refrigeration Mechanics I . . . . .	240
7839	Refrigeration Mechanics II . . . . .	240
7840	Air Conditioning Mechanics I . . . . .	240
7841	Air Conditioning Mechanics II . . . . .	240
7842	Advanced Air Conditioning and Refrigeration Mechanics . . . . .	240
		1440

### BRICK AND BLOCKLAYING:°

7908	Brick and Blocklaying I . . . . .	480
7909	Brick and Blocklaying II . . . . .	480
7910	Brick and Blocklaying II . . . . .	480
		1440

### WELDING MECHANICS:°

7949	Welding I . . . . .	480
7950	Welding II . . . . .	480
7951	Advanced Welding . . . . .	480
		1440

### RADIO AND TELEVISION REPAIR AND SERVICING:°

7868	Radio and Television Repair and Servicing I . . . . .	480
7869	Radio and Television Repair and Servicing II . . . . .	480
7970	Radio and Television Repair and Servicing III . . . . .	480

### INDUSTRIAL DRAFTING AND DESIGN:°

7845	Industrial Drafting and Design I . . . . .	480
7846	Industrial Drafting and Design II . . . . .	480
7847	Industrial Drafting and Design III . . . . .	480
		1440

### INDUSTRIAL ELECTRONICS:°

7811	Industrial Electronics I . . . . .	480
7812	Industrial Electronics II . . . . .	480
7813	Industrial Electronics III . . . . .	480

° Programs approved for Veterans training.

\*\*When the certificate requirements are designated in "Class Hours," high school graduation is not a prerequisite for admission; when the requirements are in "Semester Hours," high school graduation is a prerequisite.

Full-time certificate program courses (480 class hours) may be taken on a part-time basis; however, the total class hours as indicated must be completed through subsequent enrollments before a grade will be issued or an entry of course completion made on the permanent record.



**CLERICAL\***

Suggested Program	Semester Hours
1110 Typewriting .....	2
1111 Typewriting .....	2
1130 Business Mathematics .....	3
1131 Business .....	3
1240 Business Communications .....	3
1277 Management .....	3
1260 Office Practices .....	3
4100 Communication Skills .....	3
Electives .....	8
	<u>30</u>

**STENOGRAPHIC\***

Suggested Program	Semester Hours
1131 Business .....	3
1277 Management .....	3
1150 Dictation .....	3
1210 Typewriting .....	2
1250 Transcription .....	3
1240 Business Communications .....	3
1260 Office Practices .....	3
4100 Communication Skills .....	3
Electives .....	7
	<u>30</u>

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\* High school graduation required for entry.

<b>Science</b> .....	<b>2 units</b>
7604 General Science	
8600 High School Biology	
<b>Business</b> .....	<b>6 units</b>
1913 High School Business Law	
1934 Merchandising	
1953 Sales Psychology	
1948 Principles of Retailing	
1951 Techniques of Selling	
1957 Distributive Education Training and Orientation	

### FOOD SERVICE

#### Total Requirements and Suggested Sequence

<b>English</b> .....	<b>3 units</b>
4600 English 1	
4601 English 2	
1903 Business English 1	
<b>Social Studies (U.S. Constitution Required)</b> .....	<b>2 units</b>
6606 Civics	
6604 United States History	
<b>Mathematics</b> .....	<b>1 unit</b>
1905 Business Arithmetic	
<b>Science and Technology</b> .....	<b>8 units</b>
7600 High School Biology	
7608 Basic Physical Science	
7606 Human Anatomy and Physiology	
7910 Basic Foods	
7927 Basic Principles of Nutrition	
7925 Foundation of Quantity Food Preparation and Service	
7929 Quantity Cookery	
7931 Equipment Use and Care	
<b>Business</b> .....	<b>2 units</b>
1987 Purchasing	
1941 Food Service Management	

### SECRETARIAL

#### Total Requirements and Suggested Sequence

<b>English</b> .....	<b>3 units</b>
4600 English 1	
4601 English 2	
1903 Business English 1	
<b>Mathematics</b> .....	<b>1 unit</b>
1905 Business Arithmetic	
<b>Science</b> .....	<b>2 units</b>
7604 General Science	
8600 High School Biology	
<b>Social Studies (U.S. Constitution Required)</b> .....	<b>2 units</b>
6604 United State History	
6606 Civics	

<b>Business</b> .....	<b>8 units</b>
1907 Vocational Typewriting 1	
1997 Vocational Typewriting 2	
1909 Shorthand 1	
1999 Shorthand 2	
1929 Filing	
1915 Basic Office Practices	
1919 Office Machines	
1917 Secretarial Practice or 1925 Legal Secretary or 1927 Medical Secretary	

### VOCATIONAL AND TECHNICAL

<b>English</b> .....	<b>3 units</b>
4600 English 1	
4601 English 2	
4603 English 3	
<b>Social Studies (U.S. Constitution Required)</b> .....	<b>2 units</b>
6604 United States History	
6606 Civics	
<b>Mathematics</b> .....	<b>1 unit</b>
5610 General Mathematics	
<b>Science</b> .....	<b>2 units</b>
7604 General Science	
8600 High School Biology	
<b>Vocational and Technical Elective</b> .....	<b>8 units</b>
Air Conditioning and Refrigeration Mechanics	
Automotive Mechanics	
Automotive Body Repair and Refinishing	
Brick and Blocklaying	
Data Processing	
Industrial Drafting and Design	
Industrial Electronics	
Radio and Television Repair and Servicing	
Welding	

## ENRICHMENT CERTIFICATES

### CULTURAL ENRICHMENT\*

Suggested Program	Semester Hours
4226-4227 English Literature .....	6
4220-4221 American Literature .....	6
3279 Philosophy .....	3
3175, 3179 Humanities .....	6
6100 American Civilization .....	3
Electives .....	6

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### SCIENTIFIC ENRICHMENT

Suggested Program	Semester Hours
5101 Mathematics .....	3
5120 College Algebra .....	4
7130-7131 Physical Science .....	6
8150 or 8156 Biology or Botany .....	3-4
8151 or 8160 Biology or Zoology .....	4
7136 Physical Geography .....	3
Electives .....	7-8
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	31

### SOCIOLOGICAL ENRICHMENT\*

Suggested Program	Semester Hours
3279 Philosophy .....	3
3280 Comparative Religion .....	3
6100 American Civilization .....	3
6138 Political Geography .....	3
6277 Sociology .....	3
6126 Personal Adjustment .....	3
6256 Current World Problems .....	3
Electives .....	9
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\*High school graduation required for entry.

# COURSE DESCRIPTIONS

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

- 1 . . . . . Business
- 2 . . . . . Education and  
Physical Education
- 3 . . . . . Arts and Humanities
- 4 . . . . . Communications and  
Language Arts
- 5 . . . . . Mathematics
- 6 . . . . . Social Sciences
- 7 . . . . . Physical Science and  
Technology
- 8 . . . . . Biological Sciences

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

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

The third and fourth digits of the numbers are used for the sequential numbering of the courses in each area; 1110 represents a business course on the freshman level which is the first of a sequence, 1111 being the second course of that sequence, and 1210 being the sophomore level course in the same subject matter area. 7608 is a science course in the adult high school program providing 1 unit toward graduation, 7700 is a science course in industrial education leading to a certificate; and 7701 is the second in a sequence in the same subject. *Courses identified as "Certificate Program" are uniquely designed for special interest groups as workshops, institutes, seminars, short courses, etc.*

A cross-reference list of course numbers in use prior to the Fall Semester, 1966, is available from the Registrar.

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\*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.

## **BUSINESS**

- 1110 Typewriting 1, 2 semester hours, 1 lec., 3 lab.  
Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing. Lab fee, \$5.00.
- 1111 Typewriting 2, 2 semester hours, 1 lec., 3 lab.  
Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Previous typewriting experience or permission of the instructor. Lab fee, \$5.00.
- 1112 Introduction to Data Processing, 3 semester hours, 3 lec.  
An introduction to basic methods, techniques, and systems of manual, mechanical, and electronic data processing. Course covers development of data processing, basic data processing functions as applied in manual, mechanical, electro mechanical, and electronic data processing system, as well as an introduction to analysis and application of these systems to business and industrial paper work and information.
- 1113 Unit Record Equipment, 2 semester hours, 1 lec., 2 lab.  
The first of two semester courses in the electric accounting machines used to program business applications. It includes programming of interpreters, reproducers, collators, and accounting machine.
- 1114 Basic Concepts of Data Processing, 3 semester hours, 3 lec.  
Data processing equipment; consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.
- 1115 Computer Mathematics, 3 semester hours, 3 lec.  
Designed for the student entering the field of Data Processing. Includes study of number systems, basic algebraic techniques, matrix methods, linear programming control methods, modern algebra as applied to the computer.
- 1120 Shorthand, 3 semester hours, 2 lec., 3 lab.  
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- 1130 Business Mathematics, 3 semester hours, 3 lec.  
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 5101, or permission of instructor.

- 1131 **Introduction to Business**, 3 semester hours, 3 lec.  
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.
- 1133 **Secretarial Accounting**, 3 semester hours, 3 lec.  
Designed to meet the needs of secretarial science majors by a comprehensive treatment of principles for sole proprietorship. Use of journals, ledgers, worksheets, and financial statements.
- 1140 **Statistics**, 3 semester hours, 3 lec.  
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.
- 1150 **Dictation**, 3 semester hours, 2 lec., 3 lab.  
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor. Lab fee, \$5.00.
- 1200–1201 **Accounting 1–2 (3–3)**, 3 lec.  
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.
- 1202 **Basic Office Machines**, 2 semester hours, 1 lec., 2 lab.  
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. Lab fee, \$5.00.
- 1203 **Machine Accounting Systems**, 3 semester hours, 3 lec.  
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. (Offered on demand.)
- 1204 **Computer Programming 1**, 4 semester hours, 2 lec., 4 lab.  
A basic course in the programming of electronic digital computers to prepare programmers and students of closely related occupations for employment in business and industry. Course covers problems of data processing, characteristics of computers, and computer programming.

- 1207 Data Processing Systems Design and Procedures, 3 semester hours, 2 lec., 3 lab.**  
A study of data processing systems and procedures including analysis of various existing business data processing applications, integrated processing principles, total management information, and data system concepts. Case study projects developing detailed data processing procedures are stressed.
- 1208 Computer Programming 2, 4 semester hours, 2 lec., 4 lab.**  
An advanced course in electronic digital computer programming for achievement of technological proficiency in programming input and output devices, machine-aided coding/compilers, program optimizing, basic file maintenance, computer problem planning, and report writing. Prerequisite: 1204 or permission of the instructor.
- 1209 Introduction to Marketing, 3 semester hours, 3 lec.**  
An introductory course in the field of marketing including a look at marketing as it exists in our economy today. Consideration of the market, the product, distribution channels, etc. A special emphasis is placed on the study of human behaviour in marketing promotion.
- 1210 Typewriting 3, 2 semester hours, 1 lec., 3 lab.**  
Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: 1111, or permission of the instructor. Lab fee, \$5.00.
- 1220–1221 Business Law 1–2, (3–3), 3 semester hours, 3 lec.**  
Study of the various laws that determine the rights and liabilities of persons taking part in business transactions, whether as individuals or as businessmen, in order to develop an understanding of the basic principles of law that govern our economic activities, to provide knowledge of the rights and remedies which the community, through law, makes available to those who engage in business transactions, and to provide such an understanding of the law that the student will know when a business legal problem is too difficult for him to determine for himself.
- 1240 Business Communications, 3 semester hours, 3 lec.**  
Correspondence and report forms for a business office; various kinds of business letters and reports.
- 1242 Accounting 3, 3 semester hours, 3 lec.**  
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: 1200-1201 or permission of the instructor.

- 1243 Accounting 4, 3 semester hours, 3 lec.  
A continuation of 1242. Measurement of tangible fixed assets, liabilities, reserves, and the interpretation of financial statements; analysis of working capital, application of funds and cash-flow.
- 1244 Cost Accounting, 3 semester hours, 3 lec.  
Measuring unit production costs; principles of manufacturing, cost accounting for business planning, control and income measurement; product costing practice. Prerequisite: 1200-1201 or permission of the instructor.
- 1245 Tax Accounting, 3 semester hours, 3 lec.  
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: 1200-1201 or permission of the instructor.
- 1250 Transcription, 3 semester hours, 2 lec., 3 lab.  
Increasing accuracy in transcribing notes and a speed-building program for dictation. Prerequisite: 1150, or permission of the instructor. Lab fee, \$5.00.
- 1251 Medical Secretarial Practices, 3 semester hours, 2 lec., 3 lab.  
General medical office procedures dealing with appointment scheduling, health and insurance records, medical correspondence, filing, collections, billing, credit extension and follow-up, and medical record keeping, including medical terminology. Prerequisite: 1250 or permission of instructor. Usually offered in alternate odd-numbered winter semesters, e.g., 1969, 1971.
- 1252 Legal Secretarial Practices, 3 semester hours, 2 lec., 3 lab.  
The legal secretary's role in an attorney's office including compilation and safeguarding professional information, accounting for the law office, payroll and miscellaneous record keeping. Prerequisite: 1250 or permission of instructor. Usually offered in alternate even-numbered winter semesters, e.g., 1970, 1972.
- 1259 General Office Practices, 3 semester hours, 3 lec.  
Secretary's duties in an office setting. Includes filing, telephone usage, record keeping, reports, minutes, office machines, and duplication procedures. Prerequisite: 1111.
- 1260 Secretarial Office Practices, 3 semester hours, 2 lec., 2 lab.  
Secretary's duties in an office setting. Includes dictation, filing,

telephone usage, record keeping, reports, minutes, office machines, and duplication procedures. Prerequisite: 1111 and 1120, or permission of the instructor. Lab fee, \$5.00.

1270 Salesmanship, 3 semester hours, 3 lec.

Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.

1276 Human Relations, 3 semester hours, 3 lec.

Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations; the basis of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.

1277 Management, 3 semester hours, 3 lec.

Business organization and management problems and principles in personnel management; budgets and financial controls; plant location and layout; and other vital managerial techniques.

1278–1279 Independent Study in Business 1–2 (3–3)

Directed study and individual projects designed to meet the needs of students interested in a specialized area of Business for which present course availability is limited. Feasible areas for study include food store management, interior decoration, fashion merchandising, etc., under the auspices of the mid-management program or as a supplement to the present accounting or other Business programs.

1280–1281 Retailing Management 1–2, (3–3), 3 lec.

Retail store management, location, buying, merchandise control policies, services, pricing, expenses, profits; training and supervision of retail sales forces, administrative problems. Also includes a variety of current perspectives in retailing management. Prerequisites: 1209 and 1277.

1282 Introduction to Advertising, 3 semester hours, 3 lec.

Advertising as a marketing tool, its planning, creation, and use. Also includes a survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.). Prerequisite: 1209.

1283–1284 Hotel-Motel Management 1–2 (3–3), 3 lec.

History, organization problems, and opportunities in hotel-motel industries. A study of the functions of departments, promotional and personnel functions of management; current trends and developments. Includes a unit on hotel machine accounting. Prerequisite: 1200, 1277, and 1209.

- 1286–1287 Economics 1–2 (3–3), 3 lec.  
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.
- 1290 Data Processing Concepts, 3 semester hours, 3 lec.  
Data processing equipment; consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.
- 1291–1292–1293 Distribution Seminar 1, 2, 3, 2 semester hours  
One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.
- 1297 C.P.S Review 1, 2 semester hours, 2 lec.  
Preparation for the examination offered by the National Secretaries' Association for the designation of "Certified Professional Secretary." Includes review of personal adjustment and human relations, business administration, and business law.
- 1298 C.P.S. Review 2, 2 semester hours, 2 lec.  
Continuation of C.P.S. Review 1. Includes review of secretarial accounting, secretarial skills, and secretarial procedures.
- 1299 Tutorial–Business, 1 semester hour  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 1600 Beginning Shorthand, 1 unit  
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription. Performance in transcription is comparable to high school courses in shorthand.
- 1602 Bookkeeping, Non-Vocational, 1 unit  
Principles, concepts and knowledge required for practical bookkeeping in everyday living; principles of personal and family financing.
- 1604 General Business, 1 unit  
Non-vocational course to provide adults an understanding of general business practice as related to the everyday business affairs of the lay citizen.
- 1605 Key Punch Operation  
Development of correct technique, learning keyboard and development of manual skill. Prerequisite: Permission of the instructor and ability to type.

- 1606 Beginning Typewriting, 1 unit**  
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.
- 1664 Real Estate Finance**  
Includes the various methods of financing real estate with their advantages and disadvantages. Prerequisite: Permission of the instructor.
- 1701 Industrial Supervision and Foremanship, 1 unit**  
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.
- 1719 Law Enforcement, 200 class hours**  
A course designed to prepare law enforcement officers to meet the Florida Police Standards Council minimum standards.
- 1800 Food Services—Merchandising, 3 semester hours, 3 lec.**  
Aesthetic and realistic display of foods providing a setting which enhances the product.
- 1801 Food Services—Purchasing, 3 semester hours, 3 lec.**  
Analysis of purchasing, planning, pricing, promotion and distribution as it relates to cost control.
- 1802 Food Services—Supervision and Administration, 3 semester hours, 3 lec.**  
Principles, methods, and procedures related to the effective utilization of human resources in food service programs.
- 1811 Industrial Management and Supervision, 1 unit**  
Preparation of technicians and personnel in specialized areas of industrial personnel management and supervision.
- 1901 Farm Management, 1 unit**  
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.
- 1903–1904 Business English 1–2, 1–1 unit**  
Effective oral and written expression for business; application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing.

- 1905 **Business Arithmetic, 1 unit**  
Arithmetical concepts required for effective bookkeeping and merchandising; provides practice in solving business problems which involve mathematics.
- 1906, 1908 **Business English 3–4, 1–1 unit**  
Effective oral and written expression for business, application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing. Prerequisite: 1904 or permission of the instructor.
- 1907 **Vocational Typewriting 1, 1 unit**  
Skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.
- 1909–1910–1911 **Shorthand 1–2–3, (1, 1, 1), 1 unit**  
Integration of shorthand, English, and typewriting skills to develop the ability and speed for vocational competence.
- 1913 **High School Business Law, 1 unit**  
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.
- 1915–1916 **Basic Office Practices 1–2, 1–1 unit**  
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.
- 1917 **Advanced Secretarial Practice, 1 unit**  
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.
- 1919 **Office Machines, 1 unit**  
Practice in the use of business machines. Short courses to achieve proficiency on a specific type of office machine may be offered.
- 1921 **Bookkeeping 1, 1 unit**  
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.
- 1923–1924 **Bookkeeping 2–3, 1–1 unit**  
Theory and accounting procedures for merchandising, manu-

facturing concerns, and the principles of cost accounting. Profit and loss analysis, comparative statements, ratios, adjustments, and various cost accounting systems. Attention to income, income tax and official security tax laws, returns, and accounting procedures.

**1925 Legal Secretarial Practice, 1 unit**

Stenographic procedures for employment in law offices; legal forms, instruments, and legal terminology for the legal secretary.

**1927 Medical Secretarial Practice, 1 unit**

Secretarial procedures for the doctor's office, clinic, or hospital-medical vocabulary, medical case histories, and problems of dealing with the ill and infirm.

**1929 Filing, 1 unit**

Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.

**1931 Supervisory Training for Business, 1 unit**

Principles and procedures of supervision for a business office; supervision, establishment of good relationships, evaluation of job performance, employee training and job advancement.

**1932 Principles of Business Organization, 1 unit**

This course is designed for new and/or prospective managers and/or owners of small businesses. Units covering location determination, financing a new business, legal risks, personnel management, market research, and taxation.

**1933 Business Management, 1 unit**

Administrative management personnel problems in the organization and operation of a business; location, sales promotion, long and short-term financing, record keeping, managerial aids, and efficient use of personnel and merchandise.

**1934 Merchandising, 1 unit**

This course deals principally with training for personnel specializing in merchandising and buying. The functions of the merchandising department, inventory control system, stock turnover, the buying functions, and sales promotion.

**1935 Applied Marketing Economics, 1 unit**

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.
- 1937 Service Station Management, 1 unit  
Service station managers and owners training. Principles involved, customer relations, accounting, servicing, and product control.
- 1939 Hotel-Motel Management, 1 unit  
Hotel and/or motel operation including supervision of employees, room sales, dining room service, bellman duties, and training techniques; promoting the sales of services offered and accounting procedures.
- 1941 Food Service Management, 1 unit  
Managerial or supervisory problems of the food service industry; food purchasing, food cost accounting, food control, food checking, and food sales and services.
- 1943 Insurance Sales and Agency Management, 1 unit  
Insurance agency and insurance sales management. The history of the industry and methods of operation, essentials of direct selling, group demonstrations, and techniques of preparing sales talks.
- 1945 Marketing Executive Development, 1 unit  
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.
- 1947 Supervisory Training for Distributive Workers, 1 unit  
Principles and application of supervision; job of supervision, human relations, evaluation of job performance, employee training, and job advancement.
- 1949 Principles of Retailing, 1 unit  
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.
- 1951 Techniques of Selling, 1 unit  
Selling sequences for making a sale. Includes retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling.
- 1952 Business Psychology, 1 unit  
This course attempts to show how modern psychology is useful

for the person in business. The course also deals with abilities, motives, disappointments, ambitions, and idiosyncrasies normally displayed by people in business.

1953 Applied Sales Psychology, 1 unit

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.

1954 Advertising, 1 unit

Included in this course are retail advertising procedures, copywriting and testing, selection and use of illustrations, direct mail advertising, including research and analysis of sales territory, and the coordination of the display, advertising, and sales departments.

1955 Sales Promotion, 1 unit

Methods and techniques used in sales promotion program development. Research, advertising, merchandising display, direct mail advertising, development of effective sales talks, and demonstrations.

1956 Floral Design and Sales, certificate program

Designs and specific sales technique for personnel employed as retail florists.

1957 Distributive Education Training Orientation, 1 unit

A study of the kinds of organizations performing distributive functions, marketing, retailing, wholesaling, and the total concepts in distribution of goods and services as they apply to a specific job, to the business, and to that particular business operation as it functions in the business community and the general economy.

1958 Interior Decorating for Retail Sales, certificate program

Problems of persons employed in selling furniture, draperies and fabrics, household accessories, carpeting, paint, and other lines requiring a knowledge of interior decoration. Information regarding design and color to assist in making more effective sales.

1959 Basic Investments, 20 class hours

A course designed to acquaint the student with stocks, bonds, the stock market, and other investment procedures.

1961 Negotiable Instruments, 1 unit

Provisions of the uniform negotiable instruments law with emphasis upon bills of lading, stock certificates, bonds, certificates



of deposit, trade acceptances, warehouse receipts, and other similar banking instruments.

- 1963 Real Estate Law—Instruments and Documents, 1 unit  
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.
- 1965 Real Estate Appraisals, 1 unit  
Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, income approach, types of appraisals, valuations, maps, values, costs, and markets.
- 1966 Waiter-Waitress Training, certificate program  
Techniques used in greeting guests, seating them, taking orders, serving food, proper sanitation practices, and suggestive selling to aid uncertain customers.
- 1968 Hostess Training, certificate program  
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 customers' meals pleasant.
- 1970 Hotel-Motel Front Office Procedures, certificate program  
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 guests' accounts receivable, and balancing transcripts.
- 1972 Hotel-Motel Cashiering, certificate program  
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, check-ins and check-outs.
- 1974 Hotel-Motel Auditing and Posting Machine, certificate program  
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.
- 1976 Hotel-Motel PBX Operator, certificate program  
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.

- 1978 Executive Housekeeping, certificate program  
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.
- 1980 Hotel Housekeeping, certificate program  
Training in the cleaning, orderliness, and decorating of a commercial housing establishment, including the purchasing of supplies and equipment for the housekeeping department.
- 1983 Organization and Management, 1 unit  
Fundamentals of organization which include planning, lines of responsibility and authority, environmental factors influencing organization, and the measures of successful organization and management.
- 1985 Accounting and Reporting (Record Keeping), 1 unit  
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.
- 1987 Purchasing, 1 unit  
Principles of purchasing, grades of food, quality and control of costs, marketing functions, laws, regulation, purchasing procedures and purchasing records for food service managers.
- 1988 Supervised Food Service Worker, certificate program  
Preparation and serving of food in institutions such as hospitals, homes for the aged, nursing homes, children's homes, and day-care 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.
- 1989 Personal Wardrobe Maintenance Specialist, certificate program  
Wardrobe repairing, cleaning, and storing; job determination and wardrobe examination to determine care, repair, and upkeep.
- 1997 Vocational Typewriting 2, 1 unit  
Skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.

## *EDUCATION AND PHYSICAL EDUCATION*

- 2100 Introduction to Education, 3 semester hours, 3 lec.  
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.
- 2111 Orientation, 1 semester hour.**  
Designed as an introduction to aid the student in the transition from high school to college and to help him work up to his capacity by developing his basic qualities. Coordinated with guidance and counseling services. May not be used to meet graduation requirements.
- 2120 Self-Defense for Men, 1 semester hour, 2 labs.**  
The art of defending one's self when attacked or disarming an opponent. Instruction in the use of various wrestling holds, judo etc. Deposit fee, \$3.00.
- 2140 First Aid, 2 semester hours, 2 lec.**  
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.
- 2146 Personal and Community Health, 3 semester hours, 3 lec.**  
History, fundamental concepts, programs, and requirements in personal and community health.
- 2150 Bowling, 1 semester hour, 2 lab.**  
The development of skills and practice in the basic fundamentals of bowling. Lab fee, \$10.00.
- 2151 Dance, 1 semester hour, 2 lab.**  
Instruction and practice in various folk dances, square dances, and American ballroom dances.
- 2152 Beginning Golf, 1 semester hour, 2 lab.**  
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2153 Horsemastership I, 1 semester hour, 2 lab.**  
Instruction in the fundamental techniques and the development of personal skills through participation. Lab fee, \$40.00.
- 2154 Tennis, 1 semester hour, 2 lab.**  
The history of tennis, the fundamental techniques and the development of personal skill through participation. Deposit, \$3.00.
- 2155 Beginning Swimming, 1 semester hour, 2 lab.**  
Designed to equip the individual with basic water skills and

- knowledge in order to make him safe in, on, or about the water. Deposit, \$3.00.
- 2156 Horsemastership II, 1 semester hour, 2 labs.  
Instruction in the fundamental techniques and the development of personal skills through participation. Lab fee, \$40.00.
- 2157 Soccer, 1 semester hour, 2 lab.  
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2158 Defensive Tactics, 2 semester hours  
Techniques and special methods of self defense against individuals both armed and unarmed. Come-alongs and techniques of minimizing resistance to arrest and detention. Demonstration and drill in non-injurious restraint of prisoners and the mentally ill. Prerequisite: Permission of instructor. Deposit, \$3.00.
- 2159 Elementary Trampoline, 1 semester hour, 2 lab.  
Instruction in the fundamental techniques and the development of personal skills through participation.
- 2160 Self Defense for Women, 1 semester hour, 2 lab.  
Instruction and practice in the art of defending one's self when attacked. Use of various wrestling holds, judo, etc. Deposit, \$3.00.
- 2162 Basic Seamanship, 2 semester hours, 2 lec.  
Introduction to pleasure boating, maneuvering, rope tying, aids to navigation, charts and compass, rules of the road, legal responsibilities, and safe motorboat operation. Deposit, \$3.00.
- 2163 Basic Rowboating, 1 semester hour, 2 lab.  
This course is designed to develop safety and fundamental skills in the use of rowboats. Deposit, \$3.00.
- 2164 Basic Canoeing, 1 semester hour, 2 lab.  
This course is designed to develop safety and fundamental skills in the use of canoes. Deposit, \$3.00.
- 2165 Volleyball and Speedball, 1 semester hour, 2 lab.  
Instruction in the fundamental techniques and the development of personal skills through participation. Deposit, \$3.00.
- 2190 Introduction to Physical Education, 3 semester hours, 3 lec.  
Instruction in the history, principles and basic philosophy of physical education. Emphasis in the basic concepts and foundations of the total physical education program.
- 2191 Firearms, 2 semester hours  
Legal provisions and restrictions on the use of firearms and

other police equipment. Range firing of weapons emphasizing deliberate, point, and defense shooting. Prerequisite: permission of instructor.

**2192 Modern Fitness for Men, 2 semester hours, 4 lab.**

This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning. Deposit, \$3.00.

**2193 Modern Fitness for Women, 2 semester hours, 4 lab.**

This course includes fitness testing and body conditioning exercises. Student receives instruction and practice in vigorous activities geared primarily toward better physical conditioning. Deposit, \$3.00.

**2194 Intermediate Swimming, 1 semester hour, 2 lab.**

Designed to provide the individual with instruction and participation in the proper techniques of good swimming. Prerequisite: 2155 or permission of the instructor. Deposit, \$3.00.

**2252 Intermediate Golf, 1 semester hour, 2 lab.**

Designed for those students who wish to improve their knowledge of golf and golf skills beyond the beginner's level. Prerequisite: 2152 or permission of the instructor. Deposit, \$3.00.

**2255 Tumbling, 1 semester hour, 2 lab.**

Instruction in the fundamental techniques and the development of personal skills through participation. (women only) Deposit, \$3.00.

**2259 Intermediate Trampoline, 1 semester hour, 2 lab.**

Instruction in the fundamental techniques and the development of personal skills through participation. Prerequisite: 2159 or permission of the instructor. Deposit, \$3.00.

**2260 Advanced Trampoline, 1 semester hour, 2 lab.**

Instruction in the fundamental techniques and the development of personal skills through participation. Prerequisite: 2259 or permission of the instructor. Deposit, \$3.00.

**2293 Senior Life Saving, 1 semester hour, 2 lab.**

Designed to provide the individual with knowledge and skill to save his life or the life of another in the event of an emergency in, on, or about the water. Prerequisite: permission of the instructor.

**2294 Small Craft, 1 semester hour, 2 lab.**

Designed to teach safe methods of handling small boats and

canoes; how to use them for rescue in case of mishap; and how to use them to rescue others in or on the water. Prerequisite: 2155.

2295 Advanced Sports, 1 semester hour, labs as required.

Instruction, practice, and intercollegiate participation in individual and team sports. The continuous development of physical skills is of major importance in this course. Prerequisite: Permission of the instructor. (May be taken only once for credit.) Deposit, \$3.00.

2296 Camp Counseling, 3 semester hours, 2 lec., 2 lab.

The training of counselors in organized camping including camp craft, nature of woods lore, and informal activities.

2297 Water Safety, 1 semester hour, 2 lab.

This course is designed to organize, train, condition, and prepare the student in advanced water skills necessary in meeting the American National Red Cross Water Safety Instructor's Certification Requirements. Prerequisite: Students must have (1) Received the senior life saving certificate within the last three years; (2) Passed their 18th birthday prior to final examination of this course; (3) Successfully passed a complete physical examination by a licensed medical doctor within the last year; and (4) Be able to endure long exposure in water (2 hours).

2299 Tutorial: Education and Physical Education, 1 semester hour

An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.

2600 Elementary Education, 96 class hours.

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 science, health, and the language arts.

2605 Civil Service Preparation, 20 class hours.

A course designed to prepare prospective civil service employees to take the civil service examination.

2610 Driver Education, 128 class hours

Course of instruction to prepare people to learn to drive automobiles safely by thoroughly understanding the road rules, the road signs, the physics involved in driving and to learn basic safety factors in the operation of an automobile in order that they might qualify for the state of Florida driving license test.

- 2612 Basic Seamanship, 20 class hours  
Introduction to pleasure boating, maneuvering, rope tying, aids to navigation, charts and compass, rules of the road, legal responsibilities, and safe motorboat operation.
- 2621 Accelerated Adult High School—Science, 80 class hours.  
Intensive review of science on the secondary school level.
- 2622 Accelerated Adult High School—Mathematics, 80 class hours.  
Intensive review of mathematics on the secondary school level.
- 2623 Accelerated Adult High School—Social Studies, 80 class hours.  
Intensive review of social studies on the secondary school level. Includes American History, Civics, and Americanism versus Communism.
- 2624 Accelerated Adult High School—English, 80 class hours.  
Intensive review of English on the secondary school level.
- 2860 Self Defense for Women, 1 unit  
same as credit course (2160)
- 2908 Child Day-Care Center Worker, certificate program  
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.

## *ARTS AND HUMANITIES*

- 3100 Drawing 1, 3 semester hours, 1 lec., 4 lab.  
Problems in drawing techniques and media.
- 3101 Drawing 2, 3 semester hours, 1 lec., 4 lab.  
Problems in drawing and composition. Prerequisite: 3100, or permission of the instructor.
- 3102 Ceramics 1, 3 semester hours, 1 lec., 4 lab.  
Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay. Lab fee, \$10.00.
- 3103 Ceramics 2, 3 semester hours, 1 lec., 4 lab.  
Intermediate course in ceramics which covers techniques used on potters wheel. Prerequisite: 3102 or permission of the instructor.
- 3105 Design 1, 3 semester hours, 1 lec., 4 lab.  
Principles of visual organization. Deals with line, space, form, and color in two-dimensional composition.

- 3106 Design 2, 3 semester hours, 1 lec., 4 lab.  
Extension and development of the elements of design in three-dimensional projects.
- 3112-3113 Woodwind Techniques 1-2 (1-1), 2 lec.  
Designed to acquaint the potential band director with all the instruments in the woodwind section including clarinet, flute, oboe, bassoon, and saxophone.
- 3121-3122 Music Theory 1-2 (3-3), 3 lec.  
The study of major and minor scales, intervals, triads, seventh chords, chord inversions, cadences, periods, and chord progressions in all keys. Emphasis on two, three, and four part writing in the 18th century style.
- 3125-3126 Sight Singing and Ear Training 1-2 (1-), 2 lec.  
A practical study of harmonic, melodic, and intervalic dictation combined with singing prepared music, and performing music at sight.
- 3131 Music Organizations, 1 semester hour, 3 lec.  
1. Stage Band; 2. OWJC Chorus; 3. OWJC Band. Each organization may be repeated three times for credit.
- 3150 Fundamentals of Music, 3 semester hours, 3 lec.  
A pre-theory course for the non-music major, or for the aspiring Elementary Education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight-singing exercises. The emphasis is on developing music reading skills.
- 3153 Class Instrument Instruction, 1 semester hour, 2 lec.  
The study of basic techniques for the beginning student. May be repeated for credit one time. Lab fee, \$10.00 part-time (piano only). 1. Piano; 2. Voice.
- 3171 Applied Music Instruction, Principal Instrument, 2 sem. hr. Two ½ hour private lessons per week. May be repeated one time for credit. Lab fee, \$45.00 part-time and \$25.00 full-time. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3172 Applied Music Instruction, Secondary Instrument, 1 sem. hr. One ½ hour private lesson per week. May be repeated one time for credit. Lab fee, \$25.00 part-time and \$15.00 full-time. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3175 Humanities 1, 3<sup>00</sup> semester hours, 3 lec.  
Access to techniques, forms, and basic evaluative tools related to music, the visual arts, poetry, drama, the dance, film, and



philosophy. Art works themselves are utilized as much as possible with examples concentrating on the Nineteenth and Twentieth Centuries.

- 3179 Humanities 2, 3 semester hours, 3 lec.**  
Some prevailing ideas about the nature of man and his relationship to his universe, especially as revealed in the arts, literature, and philosophy.
- 3200 Music Appreciation, 2 semester hours, 2 lec.**  
Study of the basic elements of music necessary for intelligent listening and appreciation. Survey of the history of music in its social and cultural context. Not open to music majors.
- 3201 Painting 1, 3 semester hours, 1 lec., 4 lab.**  
Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: 3101 or permission of the instructor.
- 3202 Painting 2, 3 semester hours, 1 lec., 4 lab.**  
Technique is stressed as an end result of approach to subject matter. Development of abstraction through the use of theory. Prerequisite: 3201 or permission of the instructor.
- 3220–3221 Music Theory, 3-4 (3-3), 3 lec.**  
The harmonization and modulation of melodies through the use of non-dominant harmony, and the study of sequence writing. Prerequisite: 3122.
- 3222–3223 Sight Singing and Ear Training, 3-4, (1-1) 1 semester hour, 2 lec., 2 lab.**  
Sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: 3126.
- 3227-3228 Brass Techniques, 1-2, (1-1), 2 lab.**  
Designed to acquaint the potential band director with all the instruments in the brass section, including trumpet, French horn, trombone, baritone, and tuba.
- 3250 Keyboard Harmony, 2 semester hours, 2 lec.**  
The creation of bass lines for given melodies; harmonization of melodies; knowledge of figured bass; and improvised accompaniments for given melodies. Prerequisite: 3220, 3222, or permission of the instructor.
- 3252 Music Literature 1, 2 semester hours, 2 lec.**  
Major periods of music history from the Renaissance through the

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\*\* 3175 is the required Humanities course for all A.A. and A.S. candidates. A.A. candidates may complete their Humanities requirement (6 semester hours) by successfully completing either 3179, 3277, 3279, or 3280. Pre-Law and Pre-Ministry students should take 3175 and 3179 plus the required courses in Philosophy and/or Comparative Religion.

- classical period with emphasis on style and form. Prerequisite: 3177 or permission of the instructor.
- 3253 Music Literature 2, 2 semester hours, 2 lec.  
Continuation of 3252, from the romantic period to the present day. Prerequisite: 3252 or permission of the instructor.
- 3254 Art History Survey 1, 2 semester hours, 2 lec.  
A survey of significant contributions in art and architecture from pre-historic cave paintings through the Renaissance.
- 3255 Art History Survey 2, 2 semester hours, 2 lec.  
A survey of significant contributions in art and architecture from the renaissance to recent 20th century works.
- 3271 Applied Music Instruction, Principal Instrument, 2 sem. hr. Two ½-hour private lessons per week. May be repeated one time for credit. Prerequisite: Two semesters of 3171. Lab fee, \$45.00 part-time and \$25.00 full-time. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3272 Applied Music Instruction, Secondary Instrument, 1 sem. hr. One ½-hour private lesson per week. May be repeated one time for credit. Prerequisite: two semesters of 3172. Lab fee, \$25.00 part-time and \$15.00 full-time. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3279 Philosophy, 3 semester hours, 3 lec.  
Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.
- 3280 Comparative Religion, 3 semester hours, 3 lec.  
Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- 3299 Tutorial—Arts and Humanities, 1 semester hour  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 3600 Music Appreciation  
Study of the basic elements of music necessary for intelligent listening and appreciation. Survey of the history of music in its social and cultural context.
- 3601 Playground Choral Union
- 3602 Okaloosa-Walton Community Concert Band.

- 3901 Art for the Senior Citizen.  
A course designed to provide instruction and experiences in oils, water colors, and other forms of art for senior citizens.
- 3902 Ceramics.  
Instruction and experiences in handbuilding techniques, use of ceramic equipment, creative development of pottery and sculptural forms from clay.
- 3903 China Painting.  
Instruction and experiences in various forms of china painting.
- 3904 Oil Painting.  
Instruction and experiences in oil painting.

### *COMMUNICATIONS AND LANGUAGE ARTS COURSES*

- 4100 Communication Skills 1, 4 semester hours, 4 lec.  
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.
- 4101 Communication Skills 2, 4 semester hours, 4 lec.  
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.
- 4102 English Communications 1, 3 semester hours, 3 lec.  
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.
- 4103 English Communications 2, 3 semester hours, 3 lec.  
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.
- 4104 Reading Improvement, 1 sem. hr., 3 lab.  
A high individualized laboratory approach combined with some group work designed to improve reading comprehension, vocabulary, rate of comprehension, listening and study skills.
- 4105 Speech, 3 semester hours, 3 lec.  
Preparation and presentation of speeches for business, social, and professional occasions. Participation in speech media with continuing group analysis and constructive criticism.
- 4106 Parliamentary Speech, 1 semester hour, 1 lec.  
Parliamentary procedure and practice in conducting and participating in meetings governed by parliamentary rules. (offered on demand)

- 4108 Oral Interpretation, 3 semester hours, 3 lec.  
Oral communication of re-recreation of poetry, prose, and drama for an audience, Prerequisite: 4105 or permission of the instructor.
- 4109 Approach to Literature, 3 semester hours, 3 lec.  
Designed to encourage the student to know and appreciate something of the great literature which helps to mould his thinking and his everyday living. To include, without regard to nationality, those masterpieces of the Western World which reflect his cultural and intellectual heritage.
- 4110 English I, 3 semester hours, 3 lec.  
Grammar study and drill, punctuation, correct usage, spelling, sentence structure, elimination of errors in sentence structure, business and social correspondence, library and research paper methods, and writing for comprehension. (For Associate of Science students.)
- 4111 English II, 3 semester hours, 3 lec.  
Vocabulary building, dictionary study, basic sentence faults, practice in developing sentence style, precise writing, paragraph development and technique, a study of logic, and written exercise stressing effective communications. Prerequisite: 4110. (For Associate of Science students.)
- 4112 Report Writing, 3 semester hours, 2 lec., 2 lab.  
Study of the fundamentals of report writing mechanics and style with practice in preparing reports of the various types most likely to be used by engineering technicians. Prerequisite: 4111. (For Associate of Science students.)
- 4113 Journalism I, 3 semester hours, 3 lec.  
Theory of journalism and practice in journalistic writing. This course is required of all students working on college publications.
- 4114 Journalism II, 3 semester hours, 3 lec.  
Various media of mass communications and experiences in the gathering and writing of news stories and features. Prerequisite: 4113. This course is required of all students working on the newspaper.
- 4120 Photography I, 3 semester hours, 6 lab.  
The *technique* of making a photograph through the study of the following: the camera, the lens, the exposure meter, filters, negative material, sensitive paper, and photographic chemicals. Lab fee, \$10.00.

- 4130 Photography II, 3 semester hours, 6 lab.  
The *Art* of making a photograph through the study of the following: contrast control, color control, space and perspective, lighting and lights, bas-relief, solorization, reticulation, etc. Prerequisite: Photography I or the consent of the instructor. Lab fee, \$10.00.
- 4133 Library Use, 1 semester hour, 1 lec.  
Acquaintance with library procedures. Consideration of fundamental techniques in using books, periodicals, and other material.
- 4140—4141 French 1—2\* (3—3), 3 lec.  
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.
- 4150—4151 German 1—2, (3—3), 3 lec.  
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.\*
- 4160—4161 Spanish 1—2, (3—3), 3 lec.  
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.\*
- 4220 American Literature 1, 3 semester hours, 3 lec.  
American letters from the colonial period to the Civil War.
- 4221 American Literature 2, 3 semester hours, 3 lec.  
American letters from the Civil War through the contemporary period.
- 4226 English Literature 1, 3 semester hours, 3 lec.  
English literature based upon masterpieces from the times of Beowulf through the Eighteenth Century.

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\*Every student presenting two 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.

- 4227 English Literature 2, 3 semester hours, 3 lec.  
English literature based upon masterpieces from the Romantic Era through modern times.
- 4228 Contemporary Literature, 3 semester hours, 3 lec.  
Studies in contemporary prose and poetry.
- 4240–4241 French 3–4 (3–3), 3 lec.  
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; 4140–4141, or its equivalent.\*
- 4242 Communications: Technical, 3 semester hours, 3 lec.  
Expository writing, (unity, clarity, coherence, organization, and correctness) applied to a variety of industrial and technical reports, letters and forms.
- 4245–4246 Introduction to French Literature 1–2 (3–3), 3 lec.  
The development of French literature from the beginning to present. Prerequisite: 4241 or four years of high school French. Not open to native speakers.
- 4247–4248 Advanced French Grammar and Composition 1–2 (3–3), 3 lec.  
Study of advanced grammatical structures and practice in composition. Prerequisite: 4241 or four years of high school French. Not open to native speakers of the language.
- 4250 Creative Writing, 3 semester hours, 3 lec.  
Creativity in prose, poetry, and drama. All student creativity is submitted to publisher market.
- 4251–4252 German 3–4 (3–3), 3 lec.  
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; 4150–4151 or its equivalent.\*
- 4255–4256 Introduction to German Literature 1–2 (3–3), 3 lec.  
The development of German literature from the Middle Ages to the present. Prerequisite: 4252 or four years of high school German. Not open to native speakers of the language.
- 4257–4258 Advanced German Grammar and Composition 1–2 (3–3), 3 lec.  
Study of advanced grammatical structures and practice in com-

- position. Prerequisite: 4252 or four years of high school German. Not open to native speakers of the language.
- 4260–4261 Spanish 3–4 (3–3), 3 lec.  
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; 4160–4161 or its equivalent.\*
- 4265–4266 Introduction to Spanish Literature 1–2 (3–3), 3 lec.  
The development of Spanish literature from the Middle Ages to the present. Prerequisite: 4261 or four years of high school Spanish. Not open to native speakers of the language.
- 4267–4268 Advanced Spanish Grammar and Composition 1–2 (3–3), 3 lec.  
Study of advanced grammatical structures and practice in composition. Prerequisite 4261 or four years of high school Spanish. Not open to native speakers of the language.
- 4273 Discussion and Debate, 3 semester hours, 3 lec.  
Reflective thinking and logical reasoning with emphasis on discussion and competitive debate. Prerequisite: An introductory course in speech or permission of the instructor.
- 4274 Public Address, 3 semester hours, 3 lec.  
Public addresses as aids in speaking extemporaneously and from manuscript. The relationship between public speaking and policy formulation. Prerequisite: 4105 or permission of the instructor. (offered on demand)
- 4276 Theatre, 3 semester hours, 3 lec.  
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.
- 4277 Acting, 3 semester hours, 2 lec., 2 lab.  
Through in-class performances the student will develop an understanding of and proficiency in those skills of movement, voice, and expression which are required of a theatrical performer.
- 4298 Directed Study, 1 semester hour
- 4299 Tutorial–Communications, 1 semester hour  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.

## ADULT STUDIES

**4600 English 1, 1 unit**

When offered for high school credit the content is comparable to that of the corresponding high school English course.

**4601 English 2, 1 unit**

When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: 4600 or permission of the instructor.

**4602 English for Foreign Born, 96 class hours**

English for non-English speaking adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.

**4603 English 3, 1 unit**

When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: 4601 or permission of the instructor.

**4604 Foreign Language—Spanish, 1 unit**

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.

**4605 English 4, 1 unit**

When offered for high school credit the content is comparable to that of the corresponding high school English course. Prerequisite: 4603 or permission of the instructor.

**4606 Effective Speaking, 1 unit**

Fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise, and elements of parliamentary procedure.

**4607 Effective Writing, 16 class hours**

An intensive study of effective writing with emphasis on writing mechanics and practical application.

**4608 Speed Reading for Executives**

An intensified program with emphasis on speed of comprehension. The use of films and mechanical aids is combined with drill activities utilizing the printed page in various types of reading material.

**4609 Military Correspondence, 20 class hours**

Intensive study of correspondence within the military with emphasis on mechanics and practical application.



- 4610 Reading, 1 unit  
Reading courses are offered on different levels to satisfy adult reading needs. Emphasize basic reading skills and comprehension and to increase reading speed.
- 4612 Foreign Language—French, 1 unit  
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.
- 4800 Applied English I, 48 class hours  
Grammar study and drill, punctuation, correct usage, spelling, sentence structure elimination of errors in sentence structure, business and social correspondence, library and research paper methods, and writing for comprehension.
- 4801 Applied English II, 48 class hours  
Vocabulary building, dictionary study, basic sentence faults, practice in developing sentence style, precise writing, paragraph development and technique, a study of logic, and written exercise stressing effective communications.
- 4803 Modern Novels, 64 class hours  
A course designed for people interested in the reading and discussion of modern novels. This course will be presented in a similar manner as the Great Books Discussion Group. Selections to be read may vary according to student interest; however, certain selections will be required. The course will include a survey of literature forms.
- 4815 Technical Writing, 64 class hours  
Study of the fundamentals of report writing mechanics and style with practice in preparing reports of the various types most likely to be used by engineering technicians.

## MATHEMATICS

- 5100 Basic Mathematics Review, 3 semester hours, 3 lec.  
Selected topics in arithmetic and elementary algebra. Designed specifically for the student needing further preparation prior to enrollment in 5101. DOES NOT MEET GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS OR THE ASSOCIATE OF SCIENCE DEGREE.
- 5101 Mathematics for General Education, 3 semester hours, 3 lec.  
Although designed to meet general education requirements, this course may be used to strengthen one's personal foundation for further mathematical study. Fundamental algebra, ratio and proportion, variation, relations and functions, elementary trigo-

nometry and logarithms. Prerequisite: 5100 adequate test scores or permission of the instructor.

**5104 Intermediate Algebra, 3 semester hours, 3 lec.**

Provides the opportunity for additional work in algebraic manipulation. Designed specifically for the pre-engineering, pre-science and pre-mathematics student who needs further work before entering a modern pre-calculus mathematics sequence.

**5105 Algebraic Structure of the Real Number System, 3 semester hours, 3 lec.**

Designed for elementary education majors in preparation for teaching modern elementary mathematics. Structure of the real number system. **DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.** Prerequisite: 5101 or any higher level course in the mathematics sequence.

**5120 College Algebra, 4 semester hours, 4 lec.**

Postulates and properties of the real number system, sets, logic, matrices, mathematical induction. The normal first mathematics course for mathematics, science and engineering majors. Prerequisite: 5101, adequate test scores or departmental permission.

**5121 College Algebra, Analytical Trigonometry and Analytic Geometry, 4 semester hours, 4 lec.**

Prerequisite: 5120, or departmental permission.

**5136 Slide Rule, 1 semester hour, 1 lec.**

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

**5150 Mathematics I, 3 semester hours, 2 lec., 2 lab.**

Review of basic arithmetic and geometry; slide rule; tables and interpolation; introduction to algebra, properties of the set of real numbers, factoring; linear equations; functions and graphs, advanced algebra and logarithms; emphasis on the application of mathematics. Prerequisite: Permission of the instructor. (For Associate of Science students.)

**5151 Mathematics II, 3 semester hours, 2 lec., 2 lab.**

A continuation of Mathematics I including curve sketching, non-linear empirical equations, ratio, proportion, variation, progressions, numerical trigonometry of the right triangle, and an introduction to analytical trigonometry. Emphasis on the application of mathematics. Prerequisite: 5150. (For Associate of Science students.)

**5202 Analytic Geometry and Calculus 3, 4 semester hours, 4 lec.**

Vectors and parametric equations, solid analytic geometry,

- partial differentiation, multiple integration. Prerequisite: 5120 or permission of the instructor.
- 5210 Informal Geometry, 3 semester hours, 3 lec.  
Designed for elementary education majors in preparation for teaching of modern elementary mathematics. An informal treatment of geometry from a modern standpoint. DOES NOT MEET GENERAL EDUCATION REQUIREMENTS. Prerequisite: 5105.
- 5220 Calculus I, 4 semester hours, 4 lec.  
Derivatives and integrals of algebraic and transcendental functions, applications. Prerequisite: 5121, or departmental permission.
- 5221 Calculus II, 4 semester hours, 4 lec.  
Integration methods, vectors, solid analytic geometry, functions with more than one independent variable. Prerequisite: 5210 with a grade of "C" or better.
- 5222 Calculus III, 3 semester hours, 3 lec.  
Multiple integrals, indeterminate forms, infinite sequences and series. Prerequisite: 5221 with a grade of "C" or better.
- 5237 Linear Algebra, 3 semester hours, 3 lec.  
Coordination of space, scalar and vector product, equations of lines and planes in vector form, linear transformation. Prerequisite: 5220 or permission of instructor. This course may be taken concurrently with 5221. Designed for math majors.
- 5250 Mathematics III, 3 semester hours, 3 lec.  
A continuation of Mathematics II including oblique triangles and applications of numerical trigonometry, analytical trigonometry, and an introduction to calculus. Prerequisite: 5151. (For Associate of Science students.)
- 5299 Tutorial—Mathematics, 1 semester hour  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 5600 High School Algebra 1, 1 unit  
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.
- 5602 High School Algebra 2, 1 unit.  
Algebra including products and factors, proportions and variations, exponents, roots and radicals, solution of equations, loga-

rithms, ratios, progression and variation, and numerical trigonometry.

- 5606 Applied General Mathematics, 1 unit**  
For individuals whose interests or responsibilities require specialized mathematical skills and understanding.
- 5610 General Mathematics, 1 unit**  
Fundamental principles of arithmetic and beginning algebra, with emphasis upon fractions, decimals, formulas, graphs, equations, maps, charts, measurements, and consumer buying problems.
- 5612 Modern Mathematics for Parents, 1 unit**  
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.
- 5614 Plane Geometry, 1 unit**  
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.
- 5616 Solid Geometry, 1 unit**  
Three dimensional geometry with emphasis upon points, lines, planes in space, polyhedrons, cylinders, cones, spheres, and prisms.
- 5813 Applied Mathematics I, 64 class hours**  
Review of basic arithmetic and geometry; slide rule; tables and interpolation; introduction to algebra, properties of the set of real numbers, factoring; linear equations; functions and graphs, advanced algebra and logarithms; emphasis on the application of mathematics.
- 5814 Applied Mathematics II, 64 class hours**  
A continuation of Mathematics I including curve sketching, nonlinear empirical equations, ratio, proportion, variation, progressions, numerical trigonometry of the right triangle, and an introduction to analytical trigonometry. Emphasis on the application of mathematics.
- 5815 Applied Mathematics III, 64 class hours**  
A continuation of Mathematics II including oblique triangles and applications of numerical trigonometry, analytical trigonometry, and an introduction to calculus; graphical methods of calculus, differentiation, and integration.

## **SOCIAL SCIENCES**

- 6100 American Civilization, 3 semester hours, 3 lec.**  
Unified, historical approach to American studies. Involves the emerging pattern of American character and heritage in history, literature, and the humanities. Includes a study of the U.S. Constitution.
- 6126 Personal Adjustment, 3 semester hours, 3 lec.**  
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.
- 6133 World Civilization 1, 3 semester hours, 3 lec.**  
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.
- 6134 World Civilization 2, 3 semester hours, 3 lec.**  
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.
- 6136-6137 Political Science 1-2 (3-3), 3 lec.**  
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. Includes a study of the U.S. Constitution.
- 6138 Political Geography, 3 semester hours, 3 lec.**  
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. Permission of the instructor.
- 6140 Introduction to Law Enforcement, 3 semester hours, 3 lec.**  
The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities and qualifications required. Prerequisite: Permission of instructor.
- 6141 Administration of Justice, 3 semester hours, 3 lec.**  
Fundamentals of constitutional, criminal, and civil law; inter-

pretation of federal, state, and local laws and jurisdiction; review of federal, state, county, and municipal court systems; nature, sources, and types of criminal law; classification and analysis of crimes; Supreme Court decisions affecting criminal law and procedure. Prerequisite: 6140.

6142 Police Organization and Administration, 3 semester hours, 3 lec. Principles of organization and administration in law enforcement; fundamentals of police planning; budget analysis; recruitment, training, and assignment; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection. Prerequisite: 6140.

6143 Juvenile Delinquency, 3 semester hours, 3 lec. A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific police problems dealing with addicts, compulsive and habitual offenders; juvenile procedures, detention, and case disposition; custody and treatment of juvenile offenders. Prerequisites: 6276 and 6277.

6144 Traffic, 3 semester hours, 3 lec. Traffic control and the techniques of directions; problems and techniques of handling traffic violators; methods and techniques of accident investigations; rules of evidence; photography and measurements; hit and run investigations; problems in traffic engineering, education, and enforcement.

6145 Criminal Law I, 3 semester hours, 3 lec. A study of the history and development of the laws and custom of arrest, search, and seizure and the "exclusionary rule." Consideration is given to the application of these procedures as they relate to law enforcement officers and others in the apprehension of criminals and the procuring of evidence. A comprehensive study of the pertinent statutes and of sections of the constitutions of the United States and of the State of Florida. Stress will be placed upon an analysis of applicable code law. Recent court decisions will be discussed in relation to the legality of arrest, search, and seizures. Prerequisite: 6141.

6146 Crime Laboratory Techniques, 2 semester hours, 1 lecture, 2 lab. An introduction into the basic techniques of scientific identification of evidence; inorganic and organic analysis; microscopic, microchemical, and instrumental analysis of physical evidence; ultraviolet and infrared examination; elementary ballistics; serology and toxicology. The role and function of the crime scene technical to include police photography. Prerequisite: Permission of instructor.

- 6147 Criminal Law II, 3 semester hours, 3 lecture  
Rules of evidence and their application of proper law enforcement. Tests of admissibility applied by the courts, including direct and circumstantial competency of witnesses, degrading and incriminating questions, privileged and non-privileged communications. Prerequisite: 6145
- 6148 The Police and Community Relations, 3 semester hours, 3 lec.  
The role of the law enforcement officer in human and community relations. A detailed study of public and community relations problems to include an exploration of cultural, ethnic, and religious factors of minority groups. Problems of developing community relations programs. Prerequisites: 6140 and 6143.
- 6200 American History 1, 3 semester hours, 3 lec.  
American history to 1865; describes the social, political, and economic development of the American people against the geographic 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.
- 6201 American History 2, 3 semester hours, 3 lec.  
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.
- 6202 Twentieth Century, 3 semester hours, 3 lec.  
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.
- 6210 Human Growth and Development, 3 semester hours, 3 lec.  
A research-oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person. Prerequisites: 6276 and 8149 or 8150 or permission of instructor.
- 6240 Penology and Corrections, 3 semester hours, 3 lec.  
Theories of punishment and incarceration; organization and management of jails and prisons; problems of discipline, security and custody. Principles of probation and parole; role of parole and probation officers, legal implications; problems of rehabilitation.

- 6241 Criminal Investigation, 3 semester hours, 3 lec.  
Fundamentals of investigation; duties and responsibilities of the detective; interrogation techniques; search and techniques of protecting the crime scene; collection and preservation of evidence; modus operandi systems; scientific aids and other sources of information; court preparation and case follow-up. Prerequisite: permission of instructor.
- 6242 Seminar—Police Problems, 3 semester hours, 3 lec.  
An examination and discussion of selected topics dealing with contemporary problems affecting law enforcement. The interests and career objectives of the students will be considered. Prerequisite: 6145 and permission of instructor.
- 6243 Police Operations, 3 semester hours, 3 lec.  
Responsibilities, powers and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; crime scene procedures; elements of property protection; fundamentals of community relations; mob and riot control. Prerequisite: 6140.
- 6245 Individual Study—Police Problems, 1 semester hour, 1 lec.  
Each student submits thesis-type research monograph on some significant phase of law enforcement; student assisted in selection of topic by faculty, who will supervise techniques and methods of research and the writing of the monograph, which should make a positive contribution to the field of law enforcement or police science. Prerequisite: permission of instructor.
- 6246 Individual Study—Police Problems, 1 semester hour, 1 lec.  
Each student submits thesis-type research monograph of some significant phase of law enforcement; student assisted in selection of topic by faculty, who will supervise techniques and methods of research and the writing of the monograph, which should make a positive contribution to the field of law enforcement or police science. Prerequisite: permission of instructor.
- 6247 Individual Study—Law Enforcement, 2 semester hours, 2 lec.  
Individual study directed at problems in Law Enforcement. Students select topic approved by faculty and submit thesis which should make a positive contribution to the field of law enforcement. Prerequisite: permission of instructor.
- 6248 Vice and Narcotics Investigation, 2 semester hours, 1 lec. 2 lab  
This is an advanced course in the specialized investigation area of gambling, prostitution, sex crimes and narcotics. Emphasis is placed on narcotic and dangerous drug investigations. Identifi-



fication methods, laboratory testing, field testing, evidence requirements, and specialized investigation techniques are covered. Prerequisite: 6241 and permission of instructor.

- 6249 Police Photography**, 2 semester hours, 1 lec., 2 lab.  
The application of photography to the police field, with emphasis on the preservation of physical evidence and its courtroom presentation. Prerequisite: permission of instructor.
- 6250 Interrogation and Lie Detection**, 2 semester hours, 1 lec., 2 lab.  
A survey of modern methods of handling witnesses, informants, and suspects; evaluation of lie detection techniques; psychological and physiological considerations in interrogation. The course is designed to teach the student the techniques of the interview and the interrogation of various types of subjects. Prerequisite: 6241 and permission of instructor.
- 6256 Current World Problems**, 3 semester hours, 3 lec.  
Critical world issues and immediate trouble spots are examined against an historic, economic, and social background. The individual student is called upon to develop a special area of interest. Permission of the instructor.
- 6257 Constitutional Government**, 1 semester hour, 1 lec.  
Concepts developing from early constitutions, such as the Magna Carta and the English Bill of Rights of 1688, are discussed in terms of their relationship with the U.S. Constitution. Federalism and the American system of government are compared with other systems. Principles and characteristics of the U.S. Constitution are discussed in detail. Meets state requirements for constitutional study.
- 6276 Psychology**, 3 semester hours, 3 lec.  
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.
- 6277 Sociology**, 3 semester hours, 3 lec.  
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.
- 6278 Educational Psychology**, 3 semester hours, 3 lec.  
Significant aspects of the growth and development of children and youth, including physical, social, and intellectual developments as they affect behaviour patterns, Psychology as applied in improving the learning process. Prerequisite: 6276.

- 6299 Tutorial—Social Studies, 1 semester hour  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 6600 American Constitution and Government, 1 unit  
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.
- 6602 Americanism vs. Communism  
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.
- 6604 United States History, 1 unit  
Political, social, and economic events in the development of the United States from Colonial times to the present.
- 6605 World History, 1 unit  
A study of man's social, economic and political progress from earliest civilization to the present, and how world development has been influenced by persons, ideas and events through the years.
- 6606 Civics, 1 unit  
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.
- 6608 Citizenship (Civic) Education, 1 unit  
A short course dealing with the responsibilities of citizenship in a democratic society. Examination and study of the current scene and the implications for citizenship participation and relationship to local, state, and national government.
- 6614 Florida Government, 1 unit  
Framework and function of local and state government. In addition to general overview course in local and state governmental operation, special units 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.
- 6618 Geography, 1 unit  
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.

- 6620 Problems of Democracy, 1 unit  
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.
- 6622 General Psychology, 1 unit  
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.

### *PHYSICAL SCIENCE AND TECHNOLOGY*

- 7100 Principles of Air Conditioning, 3 semester hours, 2 lec., 2 lab.  
A study of fundamental principles of Air Conditioning and the component parts of basic systems; psychrometrics of air calculations of heat loads and conditioned air supply.
- 7103 Electronic Controls, 3 sem. hours, 3 lec.  
Electrical fundamentals, circuits, wiring methods, motors, and control circuits of electrical equipment. Prerequisite or corequisite: 5150.
- 7104 Technical Measurements, 3 sem. hours, 2 lec., 2 lab.  
The theory and application of measurements as used in Air Conditioning. In particular, measurement of temperature, pressure, flow rates, electrical quantities, and heating value of gases. Prerequisite or corequisite: 7103.
- 7105 Engineering Graphics, 3 semester hours, 2 lec., 2 lab  
Use of instruments; lettering practice; geometric construction; principal views in projection; auxiliary and section views; dimensioning; detail working drawings; and isometric projection. Lab fee \$5.00.
- 7106 Descriptive Geometry, 3 semester hours, 2 lec., 2 lab.  
Basic principles pertaining to points, lines and planes; including problems on sections, developments, and intersections of solids. Prerequisite: 7105. Lab fee, \$5.00.
- 7110 Chemistry 1 (4), 3 lec., 3 lab.  
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. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7111 Chemistry 2 (4), 3 lec., 3 lab.  
Health-related, elementary organic chemistry. Introduction to nutrition and biochemistry. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7115 College Chemistry 1, 4 semester hours, 3 lec., 3 lab.  
Quantitative approach to modern theoretical and physical chemistry, with appropriate development of laboratory technique. 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, and (3) relationships of properties to structure. For science majors, pre-medical, pre-engineering students and others who have acceptable backgrounds in chemistry and math. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7116 College Chemistry II, 4 semester hours, 3 lec., 3 lab.  
Continuation of 7115, solutions, chemical equilibrium and qualitative analysis. Electrochemistry, Radiation Chemistry, Hydrocarbons. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7122 Drafting and Design I, 6 semester hours, 4 lec., 4 lab.  
Includes exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection, sections, isometric drawings, oblique drawings, graphs, freehand sketching, dimensioning, sections and conventions, fasteners, and precision and limit dimensioning.
- 7123 Drafting and Design II, 6 semester hours, 4 lec., 4 lab.  
A continuation of Drafting and Design I with special emphasis on the finished drawing. Includes intersections, developments, gears and cams, and an introduction to Architectural, Mechanical, Electrical and Civil Drafting and Design. Prerequisite: 7122.
- 7135 Physical Science, 4 semester hours, 4 lec.  
An introduction to the basic concepts of physics (mechanics, heat, sound, light, electricity, magnetism, and atomic physics). Not intended for majors in the physical sciences. Prerequisite: high school algebra or equivalent.
- 7136 Physical Geography 1, 3 semester hours, 3 lec.  
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.
- 7137 Physical Geography 2, 3 semester hours, 3 lec.  
Weather circulation on a global basis, various weather zones, i.e.,

polar, arctic, and highland climates. The physiographic regions of the U.S. including the coastal plain (shelf). Included will be the economic aspects of each region along with the physical properties.

- 7140** Introductory Physics 1, 4 semester hours, 3 lec., 3 lab.  
An introduction to the laws of motion, energy and its transformations, behavior of matter, thermodynamic processes, and wave motion. Not intended for majors in the physical sciences. Prerequisite: 5101. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7141** Introductory Physics 2, 4 semester hours, 3 lec., 3 lab.  
Continuation of 7140. Electricity, magnetism, optics and structure of matter. Prerequisite: 7140. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7145** Geology 1, 4 semester hours, 3 lec. 3 lab.  
An introductory course in the fundamentals of geological processes and structures. Demonstration and laboratory of common rocks and materials together to supplement the lecture.
- 7146** Geology 2, 4 semester hours, 3 lec., 3 lab.  
A study of the history of the earth, including the origin of the continents, ocean basins and mountain formation, as recorded in the rocks of the continents, along with changes in animals and plants through time.
- 7161** Field and Forces, 3 semester hours, 2 lec., 2 lab.  
A first course in electrical engineering technology dealing with electrical charges, forces, electric-field properties, electric flux, potential difference, capacitance, and electric current. Prerequisite: 5151.
- 7162** Materials and Metals, 2 semester hours, 2 lec.  
A study of materials, including models for atoms and atomic particles, ionization, electron affinity binding of atoms into assemblies, and electron energy bands. Prerequisite: 7242.
- 7163** Circuit Analysis 1, 4 semester hours, 2 lec., 4 lab.  
Fundamentals of D-C circuits and single-phase A-C circuits. Includes a study of response of resistance, inductance, and capacitance in series and parallel combinations; impedance and admittance functions, complex notation, rms and average values, equivalent circuits, and network theorems. Prerequisites: 7161 and 5250. \$5.00 lab fee.
- 7164** Electronic Devices, 3 semester hours, 2 lec., 2 lab.  
A study of the principles, characteristics, and operation of vacuum tube and solid-state devices. Prerequisites: 7162 and 7163. \$5.00 lab fee.

- 7165 Electric Machinery, 3 semester hours, 2 lec., 2 lab.  
A study of the characteristics and applications of A.C. and D.C. machinery. Prerequisite: 7281. \$5.00 lab fee.
- 7166 Electronic Computer Programming, 1 semester hour, 2 lab.  
Programming the digital computer to solve applied problems in mathematics and technology. An introduction to the machine language necessary for applications is included. Prerequisite: 5151.
- 7170 Aeronautical History and Development, 3 semester hours, 3 lec.  
A study of the history and development of aviation; a study of individuals, their contributions to aviation, the impact of their ideas, and their effect on man's history, an examination of various aircraft and spacecraft. Prerequisite: Permission of the instructor.
- 7171 Flight Theory, 3 semester hours, 3 lec. -  
A study of the principles of flight, navigation, weather, aircraft operating, and air traffic controls necessary to pass the Federal Aviation Agency (FAA) written examination for the Private Pilot Certificate. Prerequisite: Permission of the instructor.
- 7172 Flight Familiarization, 1 semester hour  
A scientific introduction to flight through actual flying experience in modern, safe, and fully equipped aircraft. Sixteen hours of instruction are provided, of which ten hours is spent in dual flight and the remaining six hours in oral instruction, solo and briefing. This course is designed for those who want to begin training toward qualifying for a FAA Private Pilot Certificate. Corequisite: 7171.
- 7173 Private Flight, 3 semester hours  
A continuation of 7172. This course is designed for completion of the private pilot certificate. It exceeds the minimum flight hours necessary to satisfy the FAA requirements. Fifty-five hours of instruction are provided including solo flight, dual flight, oral instruction and briefing. Prerequisite or corequisite: 7172 or equivalent.
- 7174 Navigation, 3 semester hours, 3 lec.  
An introduction to the fundamental types of navigation—pilotage, dead reckoning, radio, and celestial—with emphasis on the first two. Thorough study and use of aerial charts, computers, plotters, and navigational procedures is provided. Prerequisite: 7171: Corequisite: 5151.
- 7175 Meteorology, 3 semester hours, 3 lec.  
A study of the basic concepts of meteorology; temperature, pres-

sure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Analysis and use of weather data; interpretation of U.S. Weather Bureau maps, reports and forecasts. Prerequisite: 7171; Corequisite: 5151.

**7176 Commercial Flight I, 3 semester hours.**

This course is the first one-half of two phases of flight training in preparation for the FAA Commercial Pilot Certificate. A minimum of seventy-five hours of instruction is provided including dual flight, solo flight, oral instruction, and briefing. Prerequisite: 7173 or valid FAA Private Pilot Certificate.

**7177 Aerospace Communications, 3 semester hours, 3 lec.**

A thorough study of the various communications aids and their uses to the pilot, including Radio, Radar, VHF Omni Direction Range (VDR), ILS, ADF, Airman's guide, GCA, Flight Information Manual, and others.

**7216 Organic Chemistry I (4), 3 lec., 3 lab.**

Hydrocarbons, stereochemistry, molecular structure, and reaction mechanisms. Prerequisites: 7115-7116 or permission of the instructor. Lab fee, \$5.00. Breakage fee, \$3.00.

**7217 Organic Chemistry II (4), 3 lec., 3 lab.**

Functional groups, IR, NMR, and mass spectroscopy theory. Lab fee, \$5.00. Breakage fee, \$3.00.

**7223 Advanced Drafting and Design—Mechanical, 3 semester hours, 6 lab.**

Mechanical and machine design, schematics and symbols, advanced dimensions and tolerances with emphasis on finished working drawings including details, sub-assemblies, assemblies, and parts lists. Prerequisites: 7243 and 7258. \$5.00 lab fee.

**7224 Advanced Drafting and Design—Architectural, 3 semester hours, 6 lab.**

Architectural design of residential, commercial, and public buildings with emphasis on finished working drawings including detailing, sectioning, elevations, floor and plot plans, plumbing and electrical plans. Prerequisites: 7232 and 7257. \$5.00 lab fee.

**7225 Advanced Drafting and Design—Civil and Structural, 3 semester hours, 6 lab.**

Advanced study of civil and structural drafting including highway design; topographics, map, and contour drawing; and structural layout and detailing. Prerequisite: 7252; corequisite: 7251. \$5.00 lab fee.

- 7228 Synchros and Servos, 3 semester hours, 2 lec., 2 lab.  
A course on principles and operations of servo-mechanisms. Prerequisite: Advanced standing. \$5.00 lab fee.
- 7229 Fortran Programming, 3 semester hours, 2 lec., 2 lab.  
Introduction to the FORTRAN language and programming the digital computer using FORTRAN. Prerequisite: 7231.
- 7230 Solid-State Circuitry, 3 semester hours, 2 lec., 2 lab.  
Introduces the student to construction skills in circuit design, packaging techniques, and the computation of components which make up systems. Prerequisite: 7285. \$5.00 lab fee.
- 7231 Computer Fundamentals, 3 semester hours, 2 lec., 2 lab.  
Study of computer devices and circuits, compute logic and application of logic circuits, and an introduction to Boolean algebra. Prerequisite: 7166. \$5.00 lab fee.
- 7232 Air Conditioning, Heating, and Plumbing Design, 3 semester hours, 2 lec., 2 lab.  
A problem course designed to provide experience in designing year-round air conditioning and heating systems and plumbing systems and fixtures. Includes writing specifications, preparing working drawings, and selection of equipment for a specific building. Prerequisite: 7246.
- 7233 Advanced Programming, 4 semester hours, 2 lec., 4 lab.  
Introduction to machine language and symbolic programming language. Prerequisite: 7231. \$5.00 lab fee.
- 7234 Machine Design, 3 semester hours, 2 lec., 2 lab.  
Studies in the design and application of gears, cams, belts, friction drives, assemblies, cutters and other manufacturing elements. Emphasis on design projects. Prerequisite: 7248. \$5.00 lab fee.
- 7235 Microwaves, 4 semester hours, 3 lec., 2 lab.  
A study of fundamental microwaves for such fields as radar facsimile, television pulse time modulation and telemeter. Prerequisite: 7285.
- 7236 Computer Programming Devices, 3 semester hours, 2 lec., 2 lab.  
Introduction to mechanical and electro-mechanical devices which provide for such operations as feeding, sensing and timing. Prerequisite: 7231.
- 7237 Computer Control Systems, 3 semester hours, 2 lec., 2 lab.  
Study of the digital computer and applications of electronic computers and controls in digital systems. Prerequisite: 7231.



- 7238 Radar Fundamentals, 3 semester hours, 3 lec.  
Study of the basic fundamentals of radar and tracking. Prerequisite: 7285.
- 7239 Introduction to Architecture, 3 semester hours, 2 lec., 2 lab.  
A survey of the history and development of Architecture with emphasis on modern developments in architectural design. A study of terminology and practices.
- 7240 College Physics I, 4 semester hours, 3 lec., 3 lab.  
Mechanics, heat and sound. Prerequisite: 5200 or permission of the instructor. For pre-engineering and science majors.
- 7241 College Physics II, 4 semester hours, 3 lec., 3 lab.  
Optics, electricity and magnetism. Prerequisite: 7240 or instructor's permission.
- 7242 General Physics I, 3 semester hours, 2 lecture, 2 lab.  
Mechanics, properties of matter, heat, and sound with emphasis on the application of physics. Prerequisite: 5151. Lab fee, \$5.00. Breakage fee, \$3.00. (For Associate of Science students.)
- 7243 General Physics II, 3 semester hours, 2 lec., 2 lab.  
Light magnetism, electricity, and modern physics with emphasis on the application of physics. Prerequisite: 7242. Lab fee, \$5.00. Breakage fee, \$3.00. (For Associate of Science students.)
- 7244 Surveying I, 3 semester hours, 1 lec., 4 lab.  
Measurement of distances, elevations and angles; analysis of errors; adjustment of instruments; computation of positions, areas volumes; contours; establishing grades; topographic mapping and land surveying. Prerequisite: 5151 and 7105 or 7122. Lab fee, \$5.00.
- 7245 Strength of Materials, 3 semester hours, 2 lec., 2 lab.  
Fundamentals of stress and strain; stress-strain relations, temperature effects, bar with axial force, thin-wall cylinders; torsion; beams; columns. Prerequisite: 5250 and 7246. Lab fee, \$5.00.
- 7246 Applied Mechanics—Statics, 3 semester hours, 2 lec., 2 lab.  
Resolution and composition of forces; equilibrium of force systems; friction centroids; moments of inertia; enriched by experience in the application to design problems. Prerequisite: 5151 and 7242.
- 7248 Applied Mechanics—Dynamics, 3 semester hours, 2 lec., 2 lab.  
Study of motion of a particle; force, mass and acceleration for plane and three-dimensional motion; relative motion; angular and linear velocities and accelerations in machine parts; experience in the application to design problems. Prerequisite: 7246.

- 7249 Hydraulics, 3 semester hours, 2 lec., 2 lab.  
An introduction to the principles of fluid flow and the development of practical hydraulics. Includes fluid statics, flow of an incompressible ideal fluid, flow of real fluid in pipes, multiple pipe line problems, liquid flow in open channels, and fluid measurement. Corequisite: 7248.
- 7251 Surveying II, 3 semester hours, 1 lec., 4 lab.  
Laying out simple curves, compound curves, spirals and vertical curves, special topics in excavation and embankment for highways and railways, easement curves; profile levels, stadia, contours, earthworks, and grading building layouts. Prerequisite: 7244. Lab fee, \$5.00.
- 7252 Structures, 3 semester hours, 2 lec., 2 lab.  
A study of the required structural steel and concrete plans for buildings and bridges and the preparation of details and working drawings. Prerequisite: 7245.
- 7257 Building Construction and Materials, 3 semester hours, 2 lec., 2 lab.  
A study of building construction methods and techniques; introduction to specification writing and a study of building materials, their manufacture and use.
- 7258 Tool and Die Design, 3 semester hours, 2 lec., 2 lab.  
Fundamentals in tool and die design and development; elementary tool and die construction theory; principles of progressive and compound dies and an introduction to jig and fixture design. Emphasis on design problems. Prerequisite: 7246.
- 7263 Refrigeration I, 3 semester hours, 2 lec., 2 lab.  
A study of load calculations; the thermodynamic analysis of the refrigeration cycle and auxiliary equipment; control equipment of commercial equipment. Prerequisite: 7100 and 7101. \$5.00 lab fee.
- 7264 Refrigeration II, 3 semester hours, 2 lec., 2 lab.  
A continuation of Refrigeration I, 7263. In addition a study is made of the design of refrigeration systems. Prerequisite: 7263. \$5.00 lab fee.
- 7265 Air Conditioning I, 4 semester hours, 2 lec., 2 lab.  
A continuation of the study of commercial and industrial air conditioning; calculation of heating and cooling loads, steam, forced air, and hot water heating systems; psychometric calculations, fans and ducts, pumps and piping, heating and cooling coils, types of equipment. Prerequisite: 7100 and 7104; corequisite: 7269. \$5.00 lab fee.

- 7266 Air Conditioning II, 4 semester hours, 2 lec., 4 lab.**  
A continuation of Air Conditioning I, 7261. In addition an introduction to the study of systems design. Prerequisite: 7265. \$5.00 lab fee.
- 7267 Control Systems, 4 semester hours, 2 lec., 4 lab.**  
The application of electric and pneumatic control systems to heating and air conditioning systems for controlling the temperature and humidity of the air. Prerequisite: 7265 and 7103.
- 7268 Air Conditioning Design, 3 semester hours, 1 lec., 4 lab.**  
A study and application of the design of air conditioning systems. Starting with a blueprint of a commercial type building, the student calculates heating and cooling loads, selects equipment from manufacturers catalogs, designs duct and piping systems, and makes a drawing of the system. Corequisite: 7266.
- 7269 Residential Air Conditioning, 4 semester hours, 2 lec., 4 lab.**  
Heating and Air Conditioning as applied to residential type buildings; calculation of heat losses and heat gains, air distribution systems, duct design; selection of equipment and residential controls. Prerequisite: 7100; corequisite: 7104. \$5.00 lab fee.
- 7270 Aircraft Power Plants and Structures, 3 semester hours, 3 lec.**  
Theory, materials and methods of construction, lubrication systems, induction systems, and superchargers. General operating and performance diagnosis, and principles of structures. The technological advantages and disadvantages of the various designs are discussed.
- 7271 Aerospace Safety and Regulations, 3 semester hours, 3 lec.**  
The psychology and application of safety in flight, with a thorough study of FAA regulations relating to safety. Weight and Balance applications are included.
- 7272 Aircraft Systems, 3 semester hours, 3 lec.**  
Theory of the operation of aircraft hydraulic, electrical fuel, oil, pressurization, anti-icing, and instrument systems, including sources as well as functional application of basic power for operation of aircraft systems. Prerequisite: 7270.
- 7273 Commercial Flight II, 3 semester hours**  
A continuation of Flight Commercial I. Seventy-five hours of instruction.
- 7274 Aerodynamics, 3 semester hours, 3 lec.**  
Aerodynamics as related to airplane performance and stability. Comparison of jet and reciprocating engines. Operational con-

siderations of design variations such as controllable pitch propellers, retractable landing gears, and multi-engine configurations. Study of emergencies and unusual situations.

**7275 Aeronautical Instrument Theory, 3 semester hours, 3 lec.**

A study of instrument rules, procedures, techniques, and proper communication phraseology. Material will be presented to aid in successfully meeting the written examination requirements for the instrument rating.

**7276 Instrument Flight, 2 semester hours**

The necessary instruction to qualify for the FAA instrument pilot rating. Forty hours of instruction are provided including dual flight, simulated flight, oral instruction, and briefing. Prerequisite: 7273.

**7277 Airline Operations, 3 semester hours, 3 lec.**

A study of the administrative problems of aviation. Financing, personnel recruitment and training, industrial relations, scheduling, governmental regulations, equipment, and other problems peculiar to air carriers and flight.

**7278 Multi-Engine Flight, 1 semester hour**

The necessary instruction to qualify for the FAA multi-engine rating. Ten hours of instruction provided in dual flight, oral instruction and briefing. Prerequisite: 7276.

**7279 Helicopter Flight, 2 semester hours**

The necessary instruction to qualify for the FAA helicopter rating. Twenty-five hours of instruction provided including dual flight, solo flight, oral instruction and briefing. Prerequisite: 7273.

**7280 Semiconductors, 4 semester hours, 2 lec., 4 lab.**

Analysis of the transistor by the use of the H parameters is presented. Study of diodes, transistors and other semiconductor devices. Student becomes familiar with construction and testing of transistor circuits. Prerequisite: 7163. \$5.00 lab fee.

**7281 Circuit Analysis II, 3 semester hours, 2 lecture, 2 lab.**

Continuation of 7163 including network theorems, coupled circuits, resonant circuits, graphical techniques, transients, and balanced polyphase circuits. Prerequisite: 7163. \$5.00 lab fee.

**7282 Electronic Drafting and Fabrication, 2 semester hours, 1 lec., 2 lab.**

A study of layout, packaging and manufacture of electronic assemblies and systems. The study of an electronic system in the

- breadboard stage, planning the layout, producing mechanical drawings and generating parts lists is included. Prerequisite: 7105.
- 7283 Industrial Electronics, 3 semester hours, 2 lec., 2 lab.  
Study of the function and application of vacuum tube and semiconductor devices in industrial systems. Prerequisite: 7163. \$5.00 lab fee.
- 7284 Electronic Circuits, 4 semester hours, 2 lec., 4 lab.  
Basic amplifiers, oscillators, radio receiving and transmission circuits including single side band and frequency modulation systems, vacuum tube and transistor systems. Prerequisite: 7281. \$5.00 lab fee.
- 7285 Pulse and Digital Circuits, 4 semester hours, 2 lec., 4 lab.  
Treatment of vacuum tube and semiconductor circuits for the generation amplification, and shaping of non-sinusoidal waveforms. Broadband amplifiers; clipping and clamping circuits; multivibrators; voltage and current sweeps; digital switching circuits. Prerequisite: 7281. \$5.00 lab fee.
- 7288 Electronic Communication Systems, 3 semester hours, 2 lec., 2 lab.  
Study of communication systems and the factors affecting the design, operation and maintenance of receiving and transmission equipment. Antennas, transmission lines, r-f interference, and the Smith chart are presented. Microwave systems are covered by the demonstration of slotted line measurements. Preparation for F.C.C. license examination. Prerequisite: 7284 and advanced standing. \$5.00 lab fee.
- 7289 Electrical Transmission, 4 semester hours, 3 lec., 2 lab.  
A study of transmission lines. Various conditions are analyzed. Parameters of transmission lines, lines with no reflections, lines with reflections, traveling waves, measurements, impedance matching, and transmission-line charts are studied. Prerequisite: 7281 and advanced standing.
- 7290 Antennas and Waveguides, 4 semester hours, 3 lec., 2 lab.  
Advanced study of operation of various types of transmission lines, equations, antenna tuning, electromagnetic propagation, ultra-high frequency waveguides, and associated resonant circuits. Prerequisite: 7281.
- 7291 Transmission Systems, 3 semester hours, 2 lec., 2 lab.  
Study of communications engineering as applied to transmission in voice-frequency, carrier, microwave systems. Prerequisite: 7281.

- 7292 Construction Systems, 3 semester hours, 2 lec., 2 lab.  
An introduction to the construction of communication engineering equipment and facilities. Prerequisite: Permission of the instructor.
- 7293 Telephone Systems, 3 semester hours, 2 lec., 2 lab.  
Study of telephone engineering with special emphasis on electronic techniques applied to telephone communication equipment, devices, and circuits. Prerequisite: 7291.
- 7294 Power System, 3 semester hours, 2 lec., 2 lab  
A study of the power system and its various components. Prerequisite: 7289.
- 7295 Chemical Analysis, 4 semester hours, 2 lec., 4 lab.  
Theory and technique of volumetric gravimetric, and instrumental analysis. Evaluation of data. Prerequisite: 7115-7116 or permission of the instructor. Lab fee, \$5.00. Breakage fee, \$3.00.
- 7297 Electronic Machinery Control Systems, 3 semester hours, 2 lec., 2 lab.  
Study of manual and automatic control systems for A.C. and D.C. machinery. Prerequisite: 7165.
- 7298 Electronic Control Systems, 4 semester hours, 3 lec., 2 lab.  
Study of electronic control systems and analysis of component functions. Prerequisite: 7231.
- 7299 Tutorial—Science & Technology, 1 semester hour  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 7602 High School Chemistry, 1 unit  
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.
- 7608 Basic Physical Science, 1 unit  
High School course designed to acquaint the individual with various aspects of the physical sciences. It includes elements of physics, chemistry, geology, astronomy, meteorology, and other selected physical science topics.
- 7610 High School Physics, 1 unit  
Physical laws and the basic principles of heat, electricity, light and sounds, atomic energy, radiation, and electronics.

- 7709 Cabinet Making, Millwork, and Furniture Making, 480 class hours  
 Training in hand carpentry necessary to cut, shape, and assemble furniture, fixtures, cabinets, door and window frames, and finished interior woodwork. Lab fee, \$5.00 per month.
- 7715 Electric Wiring—Apprentice, 160 class hours  
 Training in the installation of wiring systems and lighting fixtures in buildings, including laying conduit, installation switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician. Related theory and classroom work for electrical apprenticeship training.
- 7741 Welding—Oxyacetylene, 128 class hours  
 Training in fusing metal parts by means of oxyacetylene torch and welding rods to fabricate metal articles or to repair damaged metal objects; use of oxyacetylene cutting torch; welding symbols and blueprint reading. Lab fee, \$40.00 per term.
- 7742 Welding—Electric-Arc, 128 class hours  
 Training in the fusing of metals by means of electric-arc equipment and electrodes to fabricate metal articles or to repair damaged metal objects. Prerequisite: 7741. Lab fee, \$60.00 per term.
- 7811 Industrial Electronics I, 480 class hours  
 Theory of electricity, OHM's Law, series circuits, parallel circuits, network theorems, direct current meters, conductors and insulators, resistors, batteries, magnetism, electro magnetic induction, alternating voltage and current, inductance, inductive reaction, inductive circuits, capacitance, capacitive reactance, capacitive circuits, alternating current circuits, complex numbers resonance, filters, electron tubes. Prerequisite: Permission of the instructor. \$10.00 lab fee.
- 7812 Industrial Electronics 2, 480 class hours  
 Introduction to modern electron theory, semiconductor diodes and transistors, transistor characteristics, transistor amplifiers and transistor oscillators. Prerequisite: 7811. \$10.00 lab fee.
- 7813 Industrial Electronics 3, 480 class hours  
 Continuation of Industrial Electronics 2 (7812) with emphasis on practical application. Prerequisite: 7812. \$10.00 lab fee.
- 7821 Food Services—Nutrition, 3 semester hours, 3 lec.  
 Principles of nutrition and the factors influencing the ability of the individual and the family to secure and maintain a good nutritional status.

- 7822 Food Services—Equipment, 3 semester hours, 3 lec.  
Layouts, materials, specifications, and maintenance of food service equipment.
- 7823 Food Services—Facilities, 3 semester hours, 3 lec.  
Description and function of food service facilities. Efficient and economical operation of food service facilities.
- 7824 Food Services—Quantity Cooking 1, 3 semester hours, 3 lec.  
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.
- 7825 Food Services—Quantity Cooking 2, 3 semester hours, 3 lec.  
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. Prerequisite: 7824 or permission of the instructor.
- 7826 Food Services—Sanitation and Safety, 3 semester hours, 3 lec.  
Procedures and practices which result in sanitary and safe handling of food products.
- 7835 Clothing Construction, 3 semester hours, 1 lec., 4 lab.  
Selection of design, color and fabric, selection and use of commercial patterns; planning and construction of garments; developing of basic construction skills. \$5.00 lab fee.
- 7836 Clothing Construction, 3 semester hours, 1 lec., 4 lab.  
Use of commercial patterns in clothing construction, adapting the pattern to suit the individual, with emphasis on suitability of construction and finishing details. Prerequisite: 7835 or permission of the instructor. \$5.00 lab fee.
- 7837 Basic Air Conditioning and Refrigeration Mechanics, 240 class hours  
Beginning course in Air Conditioning and Refrigeration with emphasis on basic fundamentals, safety, measuring tools, hand and power tools, soldering and brazing, blueprints, and basic mathematics. Lab fee, \$15.00.
- 7838 Refrigeration Mechanics I, 240 class hours.  
A continuation of 7837 with special emphasis on refrigeration equipment. Includes basic electricity, refrigerants, oils, moisture removal, and study of the refrigeration cycle. Prerequisite: 7837 or concurrently. Lab fee, \$15.00.



- 7839 Refrigeration Mechanics II, 240 class hours.**  
A continuation of 7838 with special emphasis on service and repair of refrigeration equipment. Prerequisite: 7838 or concurrently. Lab fee, \$15.00.
- 7840 Air Conditioning Mechanics I, 240 class hours.**  
A continuation course in the Air Conditioning and Refrigeration program with emphasis on the air conditioning and heating cycle and equipment. Includes a continuation of the study of mathematics and electricity. Prerequisite: 7839 or concurrently. Lab fee, \$15.00.
- 7841 Air Conditioning Mechanics II, 240 class hours.**  
A continuation of 7840 with special emphasis on service repair, testing, and installation of air conditioning and heating equipment. Prerequisite: 7840 or concurrently. Lab fee \$15.00.
- 7842 Advanced Air Conditioning and Refrigeration Mechanics, 240 class hours.**  
A continuation and culmination of the Air Conditioning and Refrigeration program with emphasis on advanced study and experience in service and repair of equipment. This course includes a proficiency examination in preparation for the certificate. Prerequisite: 7841 or concurrently. Lab fee, \$15.00.
- 7845 Industrial Drafting and Design I, 480 class hours.**  
The first course in a one year Drafting and Design certificate program. Includes exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection sections, isometric drawings, oblique drawings, graphs, freehand sketching, dimensioning. Also includes related study in mathematics, science, and reproduction methods. \$15.00 lab fee.
- 7846 Industrial Drafting and Design II, 480 class hours.**  
A continuation of 7845 including sections, conventions, intersections, developments, precision and limit dimensioning, fasteners, gears, cams, jigs, fixtures. Also includes related study in mathematics, report writing, and elementary strength of materials. Prerequisite: 7845. \$15.00 lab fee.
- 7847 Industrial Drafting and Design III, 480 class hours.**  
A continuation of 7846 with emphasis on the finished working drawing. Includes mechanical and machine design, architectural design, civil and structural drafting, electronic and electrical drafting, symbols, schematics and diagrams. Also includes related study in mathematics, science, and office practices. Prerequisite: 7846. \$15.00 lab fee.

- 7883 **Advanced Surveying, 80 class hours.**  
Laying out simple curves, compound curves, spirals and vertical curves, special topics in excavation and embankment for highways and railroads, easement curves; profile levels stadia, contours, earthwork and grading, building layouts. Prerequisite: 7978. \$5.00 lab fee.
- 7906 **Home Beautification and Landscaping, 96 class hours.**  
A course designed to provide the student with instruction and experiences in landscaping and home beautification.
- 7908 **Brick and Blocklaying I, 480 class hours.**  
Introduction to the craft, tools, and equipment, mortar mixing equipment, time and motion study, trade terminology, principles of bonding, introduction to shaped cuts, joints in brick and stone work, safety precautions, scaffolding, types of walls, efflorescence and its treatment, footings and foundations, technical workshop drawing, pilasters, buttresses, piers and columns, arches, varied types, layouts of patternwork. Lab fee, \$25.00.
- 7909 **Brick and Blocklaying II, 480 class hours.**  
Introduction to the course, power tools in the industry, evolution of the craft, time motion and placement study, problems in bonding, advanced bonding in straight lengths, acute and obtuse angles, reveals and rebates, single and double attached piers, radius junctions, tee junctions, Z walls, rat-trap bonds, flues, efflorescence and green stain, safety precautions and scaffolding, workshop geometry, modular co-ordination, estimating brick and mortar, conventional and modular sizes, shoring dead raking, horizontal underpinning, reinforced grouted brick masonry, dampproofing, site lay-out by transit, fireplaces and their development. Prerequisite: 7908. \$25.00 lab fee.
- 7910 **Brick and Blocklaying III, 480 class hours.**  
A continuation of 7909 Prerequisite: 7909. \$25.00 lab fee.
- 7925 **Foundation of Quantity Food Preparation and Service, 96 class hours.**  
Exploring 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, personal relationships, etc. \$5.00 lab fee.
- 7927 **Basic Principles of Nutrition, 96 class hours.**  
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 weekly food requirements. The course also aims to develop an understanding of daily dietary allowances for various age groups and the responsibility for providing them. 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.

**7929 Quantity Cookery, 96 class hours.**

To improve quality and quantity of food served. Course includes principles and techniques of quantity food production, and 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 available serving tools to assure adequate portions and gain experience in calculating and recording quantities of food used, and practice adjusting and standardizing recipes for numbers to be served. \$5.00 lab fee.

**7931 Equipment Use and Care, 96 class hours.**

To enable employees to use school lunchroom equipment in the easiest, safest, and most effective way, to properly care for equipment and to appreciate the value of good equipment as an aid in providing superior food. Participants learn simple repair techniques and preventive maintenance, cleaning methods and record keeping as it relates to equipment.

**7933 Basic Clothing Construction, 96 class hours.**

For the person who has had little or no experience in recently developed techniques in clothing construction and includes a study of pattern selection including body measurements and simple alterations, fabric selection and preparation with emphasis placed on easy-to-sew patterns and fabrics. Selection, use, and care of modern sewing and pressing equipment stressed, and completion of a simple garment using modern sewing techniques and selection of suitable accessories required. \$5.00 lab fee.

**7935 Advanced Clothing Construction, 96 class hours.**

Course includes developing the ability to make more difficult pattern alterations, use of more complicated patterns and use and care of fabrics requiring special treatment. The completion of at least one garment using more advanced techniques and details which give individuality to the garment will be required. Prerequisite: 7933. \$5.00 lab fee.

**7936 Airframe and Power Mechanics Preparation, 128 class hours.**

A course designed to prepare aircraft frame and engine mechanics for the F.A.A. A and P license examination. \$30.00 lab fee.

**7949 Welding I, 480 class hours.**

The course in welding includes acetylene and arc welding. The student receives practical and theoretical training in the weldability and identification of metals and alloys, use of equipment and manual and automatic cutting and burning. Instruction in acetylene welding includes theory and practice of welding light metals, brazing and hard surfacing. Arc welding instruction covers the manipulation and application of various American Welding Society electrodes, joint construction, signs and symbols, terminology, metallurgy, A.W.S. electrode classification and coatings. The safety and care, use and adjustment of the various types of welding equipment is stressed in each of these areas. \$120.00 per term lab fee.

**7950 Welding II, 480 class hours.**

A continuation of Welding I. Prerequisite: 7949. Lab fee, \$160.00 per term.

**7951 Advanced Welding, 480 class hours.**

A continuation of Welding II. The course also includes heli-arc welding. Training in heli-arc welding is offered to advanced students and includes techniques in bonding aluminum and stainless steel. The safety and care, use and adjustment of the various types of welding equipment is stressed in this area. Prerequisite: 7950. Lab fee, \$160.00 per term.

**7952 Automotive Mechanics I, 480 class hours.**

Automotive vehicle, service trade and shop organization, parts and trade information, measurement, hand tools, shop safety, engine operation, cooling system, exhaust system, parts cleaning, gaskets and seals, valve train, camshaft and timing, cylinder block and head, piston and rod assembly, crankshaft and bearing, lubrication and fuel system. \$10.00 lab fee. Prerequisite: Permission of the instructor.

**7953 Automotive Mechanics II, 480 class hours.**

Continuation of 7952. Automotive vehicle, service trade and shop organization, parts and trade information, measurement, hand tools, shop safety, engine operation, cooling system, exhaust system, parts cleaning, gaskets and seals, valve train, camshaft and timing, cylinder block and head, piston and rod assembly, crankshaft and bearing, lubrication and fuel system. \$10.00 lab fee. Prerequisite: 7952.

**7954 Automotive Mechanics III, 480 class hours.**

Automotive electrical fundamentals, storage battery, generators and regulators, electrical starting motors, ignition systems, lighting systems, electrical accessories and instrument gauges, power

train, springs and suspension system, steering system, brakes, lubrication, air conditioning, and automotive service and repair in shop practice concentrating on diagnosis of problems. Prerequisite: 7954. \$10.00 lab fee.

- 7960 Technical Drafting and Design, 128 class hours.  
Includes exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection, sections, isometric drawings, oblique drawings, graphs, freehand sketching, dimensioning, sections and conventions, fasteners, and precision and limit dimensioning. \$10.00 lab fee.
- 7961 Technical Drafting and Design, 128 class hours.  
A continuation of Technical Drafting and Design with special emphasis on the finished drawing. Includes intersections, developments, gears and cams, and an introduction to Architectural, Mechanical, Electrical and Civil Drafting and Design. \$10.00 lab fee. Prerequisite: 7960.
- 7967 Architectural Drafting, 128 class hours.  
Introduction to architecture; lettering; line drawing; dimensioning; detail section and floor plan drawings; rendering and perspective drawing; model construction. \$10.00 lab fee.
- 7968 Radio and Television Repair and Servicing I, 480 class hours.  
History of radio communications, radio mathematics, wave motion basic electricity, basic electronics, basic radio, receiver principles, receiver servicing, A-M receivers, F-M receivers, radio waves, transmission lines and antennas, new radio-receiver developments and test equipment. \$10.00 lab fee. Prerequisite: Permission of the instructor.
- 7969 Radio and Television Repair and Servicing II, 480 class hours.  
Basic television and television receiver servicing, transistors, mechanics of Hi-Fi and stereophonics, Hi-Fi and stereophonics servicing, and shop practice. \$10.00 lab fee.
- 7970 Radio and Television Repair and Servicing III, 480 class hours.  
Continuation of 7969 with emphasis on trouble shooting, repair, servicing, and shop practice. An introduction to shop organization and management. Prerequisite: 7969.
- 7978 Basic Surveying, 80 class hours.  
Measurement of distances, elevations and angles, analysis of errors, adjustment of instruments, computation of positions, areas and volumes; contours; establishing grades; topographic mapping and land surveying. \$5.00 lab fee.

- 7981 Technical Physics I, 64 class hours.  
Mechanics, properties of matter, heat, and sound with emphasis on the application of physics. \$5.00 lab fee, \$3.00 breakage fee.
- 7982 Technical Physics II, 64 class hours.  
Light magnetism, electricity, and modern physics with emphasis on the application of physics. \$5.00 lab fee, \$3.00 breakage fee. Prerequisite: 7981.
- 7983 Mathematics for Water and Sewage Plant Operators, 64 class hours.  
A course designed to refresh student's knowledge of basic mathematical techniques. Emphasis is placed on the application of these techniques to problems encountered in water and sewage treatment.
- 7984 Chemistry for Water and Sewage Plant Operators, 64 class hours.  
A course designed to provide water and sewage plant operators with a working knowledge of chemistry as applied to water and sewage treatment.
- 7985 On-the-Farm Agricultural Training, 192 class hours.  
A course designed to provide agricultural instruction to persons engaged in full-time employment on the farm.
- 7998 Automotive Air Conditioning Mechanics, 128 class hours  
Instruction and practical experience in the service and repair of automotive air conditioning units. Includes a study of the air conditioning cycle, testing, trouble shooting, installing, servicing, and repairing. \$10.00 lab fee.
- 7999 Radiological Monitoring, 16 class hours.  
A civil defense education course to acquaint the student with radioactive material and radiological monitoring equipment.

## *BIOLOGICAL SCIENCES*

- 8149 Basic Biology, 4 semester hours, 3 lec., 2 lab.  
The basic principles of biology will be covered. Human biology will be emphasized. Lab fee, \$5.00, breakage fee, \$3.00.
- 8150–8151 Biology 1–2 (3-3), 2 lec. 2 lab  
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. (For non-science majors) Lab fee, \$5.00. Breakage fee, \$3.00.

- 8155 Human anatomy and Physiology, 4 semester hours, 3 lecs., 3 lab.  
An integrated study of human anatomy and physiology including structure and functions of the organ systems of men. Prerequisites: 8150 or 8151 or 8156-8160 and 7115-7116; or permission of instructor. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8156 Botany, 4 semester hours, 3 lec., 3 lab.  
A study of the morphology, growth and reproduction of plants with emphasis on flowering plants. The plant will be surveyed to study the evolutionary relationships of the plant phyla. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8160 Zoology, 4 semester hours, 3 lec., 3 lab.  
A study of the concepts of animal life. An introduction to the tissues in higher animals, embryology and relationships of major animal phyla to each other and to man. Lab fee, \$5.00. Breakage fee, \$3.00.

### *SOPHOMORE LEVEL*

- 8200 Comparative Vertebrate Anatomy, 4 semester hours, 2 lec., 4 lab.  
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: 8160 or its equivalent. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8201 Advanced Botany, 4 Semester hours, 2 lec. 4 lab.  
A survey of the plant kingdom with emphasis on the structure, reproductive processes, and phylogenetic relationships of the principal plant groups. Related fields of physiology, ecology, genetics and taxonomy are frequently called upon to interpret the more dynamic aspects of plant form. Prerequisite: General Botany. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8202 Introductory Marine Biology, 4 semester hours, 2 lec. 4 lab.  
A study of marine and estuarine waters and their occupants. Emphasis will be placed on the conservation and the taxonomy of the biota of economic importance. Prerequisite: Zoology. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8221 Nutrition, 3 sem. hours, 3 lec.  
Study of the role of nutrients in maintenance of physiological well-being. Application of nutrition principles to the individual and family as well as to some selected problems. Prerequisite: 7110 or 7115 and 8150 or 8160 (may be taken concurrently); or permission of the instructor. Lab fee, \$5.00. Breakage fee, \$3.00.

- 8250 Microbiology, 4 semester hours, 2 lec. 4 lab.**  
A fundamental course in microbiology designed to fulfill the needs of pre-med., nursing and pharmacy students as well as science majors. The course will include a general survey of microbiology, the cultivation and observation of microorganisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisites: 8150-8151 or 8156-8160 and 7110 or 7115 (may be taken concurrently) or permission of the instructor. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8255 Cell Biology, 4 semester hours, 2 lec., 4 lab.**  
An introduction to the ultrastructure, biochemistry and physiology of plant and animal cells. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8286 Genetics, 3 semester hours, 3 lec.**  
Heredity, the physical basis on inheritance including the contemporary concept of the gene, and the qualitative and quantitative aspects of genetic variation. Prerequisites: 8150-8151 or the equivalents, with a grade of "C" or better, or 8156 and 8160 or the equivalents, with a grade of "C" or better or permission of the instructor.
- 8287 Ecology, 3 semester hours, 2 lec., 3 lab.**  
Plant and animal communities in relation to climatic, physiographic, edaphic, and biotic factors. Representative biotic communities in Northwest Florida will be studied. Prerequisites: 8150-8151, or 8156 and 8160, or equivalents or permission of the instructor. Lab fee, \$5.00. Breakage fee, \$3.00.
- 8299 Tutorial Biology, 1 semester hour**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods a week.
- 8600 High School Biology, 1 unit**  
Plant and animal life from the most simple to the most complex; structures, reproduction, characteristics and classification of living things; conservation of natural resources; economic botany and sanitation.



# FACULTY AND ADMINISTRATION

## ADMINISTRATIVE STAFF

J. E. McCracken	<i>President</i>
Merrill A. Symonds	<i>Vice President, Academic Affairs</i>
Cecil R. Johnson	<i>Vice President, Business Affairs</i>
M. C. Ballenger	<i>Dean, Instructional Programs</i>
S. Lucile Anderson	<i>Director of Library Services</i>
Jack Bartell	<i>Director of Student Services</i>
James A. Durham	<i>Director of Admissions and Institutional Research</i>
James Rhoades	<i>Registrar</i>
Ray H. Rudolph	<i>Director, Educational Services for Military Personnel</i>
Mae Nell Allen	<i>Counselor</i>
Louise S. Campbell	<i>Librarian</i>
Elizabeth Jones	<i>Librarian</i>
Victoria Lawrence	<i>Assistant to the President</i>
Mackenzie A. Lunan	<i>Counselor</i>
John D. Potter	<i>Curriculum Specialist</i>
Laura N. Ray	<i>Assistant Director of Library Services</i>
Hosmer Roberson	<i>Coordinator of Instructional Media Services</i>
Robert Schoen	<i>Computer Systems Specialist</i>
Bernice G. Shuler	<i>Librarian</i>
John W. Stair	<i>Counselor</i>
James Stone	<i>Campus Engineer</i>
John W. Toney	<i>Curriculum Specialist</i>
Mamiruth C. Walter	<i>Counselor</i>
Michael Wolfe	<i>Accountant</i>

## FACULTY

- ADAMS, HENDERSON L. . . . . *Mathematics*  
Columbia University, M.A.
- ALLEN, MAE NELL . . . . . *Counselor*  
Alabama State College, M.Ed.
- ALMONRODE, WILLIAM L. . . . . *Social Science*  
University of Mississippi, M.S.
- ANDERSON, S. LUCILE . . . . . *Director of Library Services*  
Florida State University, M.A.
- BALLAS, PARASCHO PETER . . . . . *Journalism, Information Services*  
Florida State University, M.S.
- BALLENGER, MILTON C. . . . . *Dean, Instructional Programs*  
Yale University, Ph.D.
- BARTELL, JACK . . . . . *Director of Student Services*  
University of Mississippi, M.A.
- BEAL, ROBY A. . . . . *Mathematics*  
University of South Carolina, M.S.
- BEASLEY, ERNEST A., JR. . . . . *Business*  
University of Miami, M.B.A.
- BETHEA, BERNICE M. . . . . *Home Economics*  
Florida A & M University, M.Ed.
- BROWNING, CLARK T., JR. . . . . *Social Science*  
University of Southern Mississippi, M.S.
- \*BRUCE, GAIUS M. . . . . *Physical Education*  
University of Southern Mississippi, M.S.
- BUMGARDNER, FLORENCE . . . . . *English*  
Florida State University, M.A.
- BUNDY, ROY E. . . . . *Chair, Biology*  
University of Wisconsin, Ph.D.
- CAMPBELL, LOUISE S. . . . . *Librarian*  
Florida State University, M.A.
- CASH, HERBERT J. . . . . *Biology*  
Montana State College, M.S.
- CRAIGER, VERA C. . . . . *Business*  
University of Alabama, M.A.
- CROZIER, MARGARET A. . . . . *Speech*  
Louisiana Polytechnic Institute, M.A.

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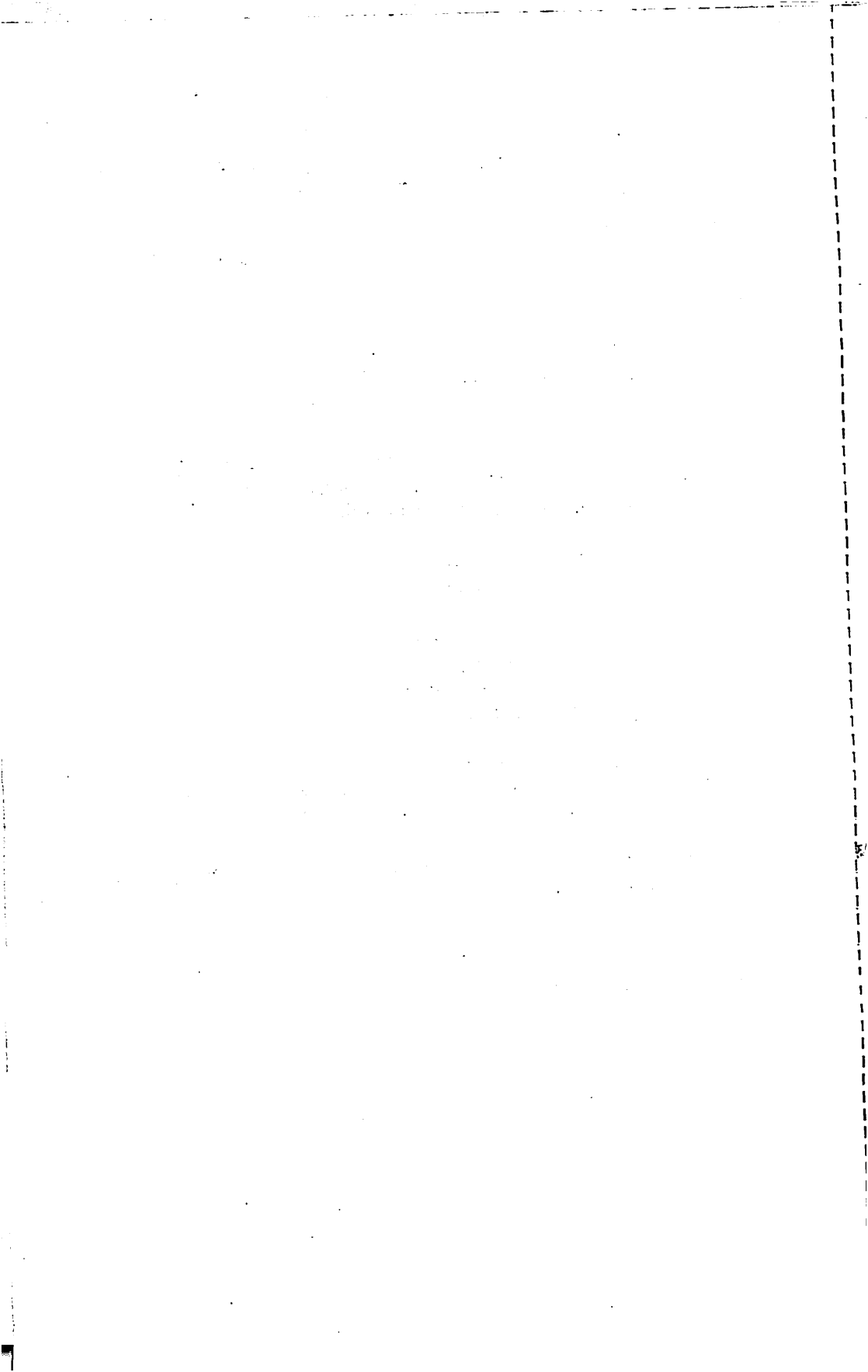
\* Leave of absence 1969-1970

- CULWELL, JACKSON P. . . . . *Physics*  
U.S. Naval Postgraduate School, M.S.
- DURHAM, JAMES A. . . . . *Director of Admissions and  
Institutional Research*  
University of Southern Mississippi, doctoral candidate
- FALASCA, RICHARD A. . . . . *Welding*
- FIELDS, KENNETH L. . . . . *English*  
University of Florida, M.A.T.
- FRIESE, EDWARD W. . . . . *Business-Distributive Education*  
University of South Florida, M.A.T.-D.E.
- GLASGOW, JOHN C. . . . . *Mathematics*  
Florida State University, M.S.
- GREENFIELD, JEROLD A. . . . . *English—Drama*  
University of Florida, M.A.
- HAHN, ROBERT A. . . . . *Drafting*  
University of Florida, M.S.
- HAMILTON, ROSS E., JR. . . . . *Biology*  
Northeast Louisiana State College, M.S.
- HART, ARNOLD D. . . . . *Art*  
University of Florida, M.Ed.
- HEAD, RONALD A. . . . . *Chair, Physical Science*  
University of the Pacific, Ph.D.
- HEATH, LANNY R. . . . . *Chair, Physical Education*  
George Peabody College, M.A.
- HECKROTH, LEWIS C. . . . . *Chair, Mathematics*  
Texas A. & M. University, M.S.
- HESTER, THOMAS J. . . . . *Supervisory Training*  
Berry College, B.S.
- HETHERINGTON, ESTON H. . . . . *Air Conditioning*
- HILLIN, WILLIAM D. . . . . *Chair, English*  
University of Iowa, Ph.D.
- HILTON, ROSA N. . . . . *English*  
Florida State University, M.A.
- HOWARD, RIETTA . . . . . *English*  
University of North Carolina, M. A.
- HOWELL, MYRON . . . . . *Mathematics*  
University of Florida, M.Ed.
- HUTCHCROFT, JOHN C. . . . . *Music—Humanities*  
Ithaca College, M.M.

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## REQUEST FOR INFORMATION

\_\_\_\_\_

(Date)

Director of Admissions  
Okaloosa-Walton Junior College  
Niceville, Florida 32578

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.

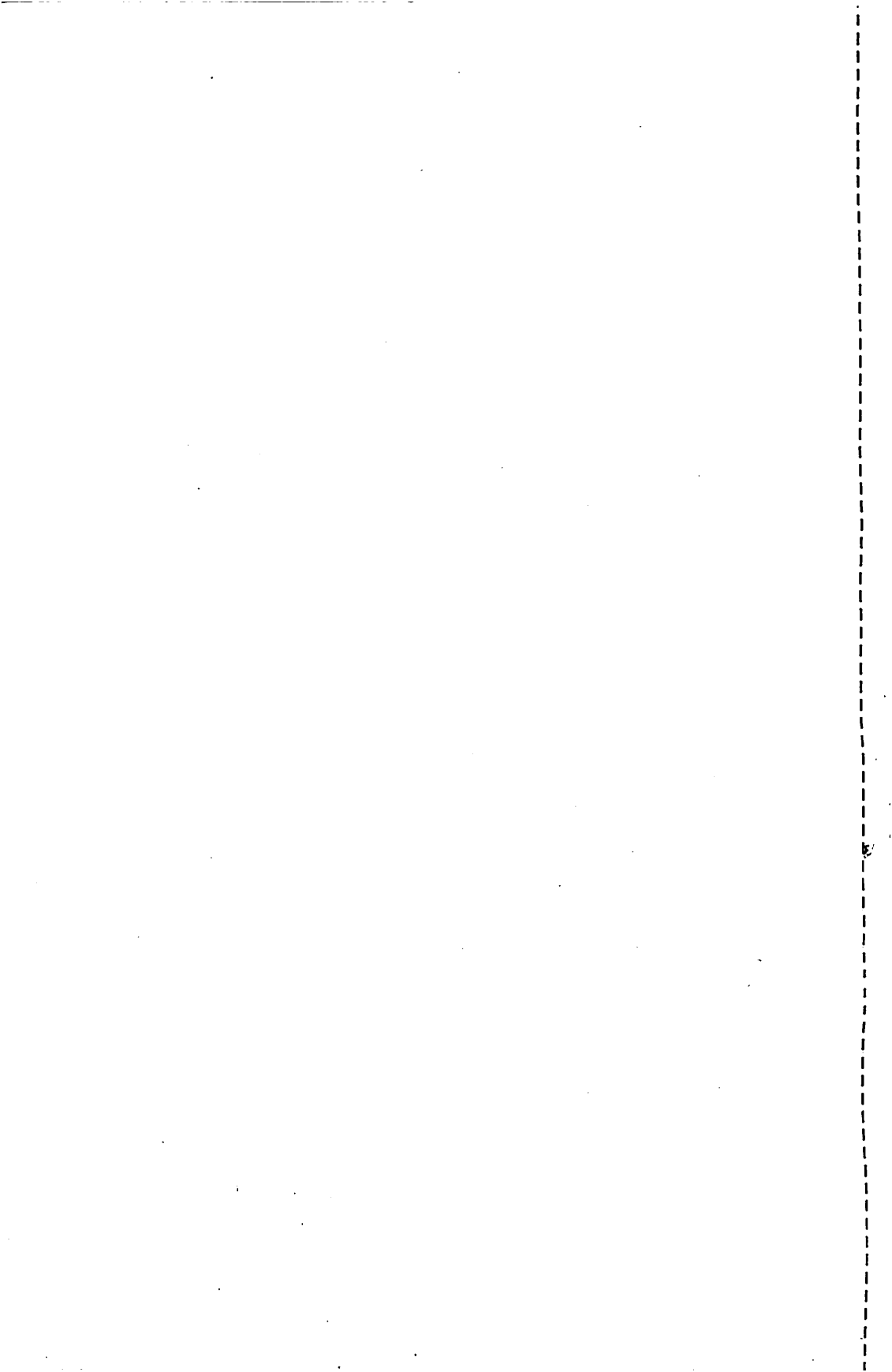
1. I have completed (check highest level) :  
\_\_\_\_\_ elementary school  
\_\_\_\_\_ high school  
\_\_\_\_\_ some college studies  
\_\_\_\_\_ bachelor's degree  
\_\_\_\_\_ some graduate studies  
\_\_\_\_\_ a graduate degree
  
2. I would like to enroll as a :  
\_\_\_\_\_ Day Student (\_\_\_\_\_ 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)





During the three-day American Arts Festival the Learning Resources Center serves as a display area for the work of the nationally-renowned as well as leading local artists.

