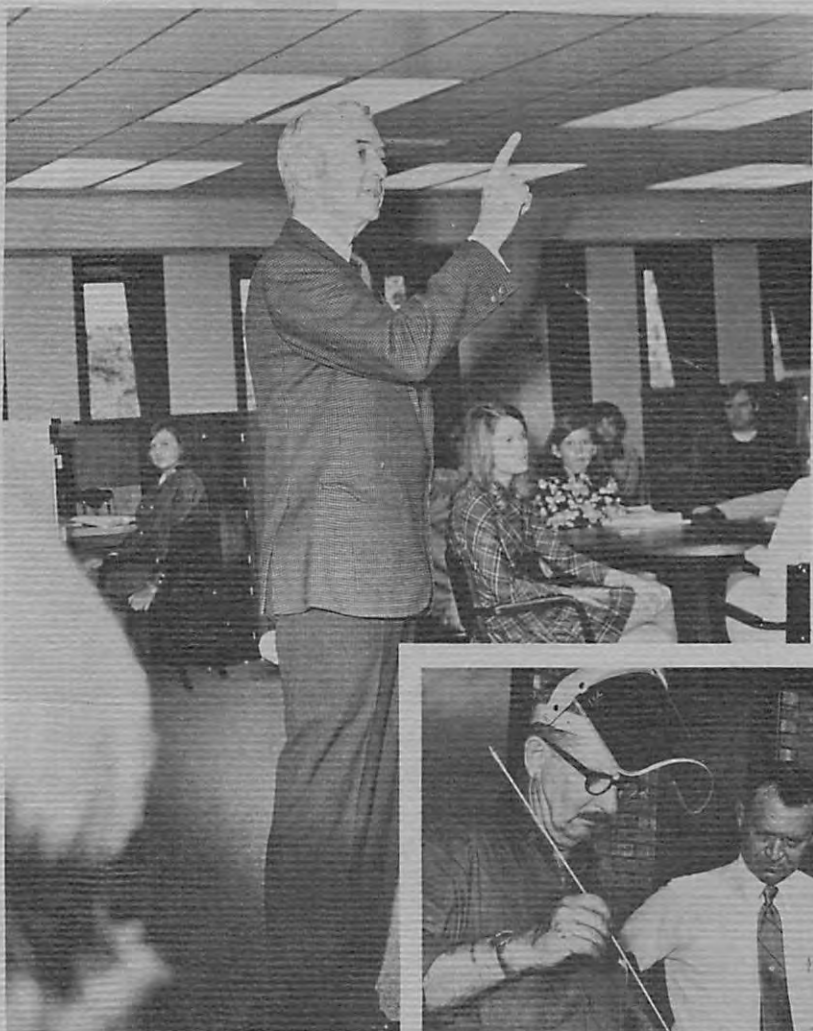


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Okaloosa-Walton Junior College

1970-1972



During the Arts Festival talented creative artists demonstrate their skills. In the lower picture an OWJC faculty member admires the craftsmanship of a metal sculptor.

OKALOOSA-WALTON JUNIOR COLLEGE



ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

MEMBER

AMERICAN ASSOCIATION OF JUNIOR COLLEGES
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES
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ADMINISTRATION OF THE COLLEGE
JULY 1970

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TABLE OF CONTENTS

	Page
POINT OF VIEW	v
COLLEGE CALENDAR	vi
GENERAL INFORMATION	1
Objectives	1
History	1
Facilities	2
Campus Life	4
Evening Programs	4
Year-Round Opportunity	5
Composition of Student Body	5
Accreditation	5
PROCEDURES AND REGULATIONS	6
Admissions: General Requirements	6
Admissions: Specific Requirements	6
Special Student Enrollments	8
Admissions: General Procedures	9
Admissions: College-Credit Program Procedures	9
Admissions: Non-College-Credit Program Procedures	10
Advanced Studies Program for High School Student	11
Adult Studies for High School Participants	11
Transfer Credits	12
Admissions Tests and Counseling Services	12
Registration	13
Financial Information	14
Academic Regulations	19
Withdrawals	20
Examinations and Grades	21

Academic Standing	21
Transferring Credits to a Senior Institution	25
Requirements for Graduation	25
STUDENT LIFE AND SPECIAL SERVICES	30
Student Life	30
Government	30
Publications	31
Organizations	31
Intercollegiate Athletics	33
Student Services	34
Student Financial Aid	35
Scholarships	35
College Work-Study Program	38
Vocational Rehabilitation Aid	38
Loans	39
Medical Services	40
Bus Service	41
PROGRAMS: OFFERINGS AND REQUIREMENTS	42
Associate of Arts Degree	43
Associate of Science Degree	66
Adult Studies Programs	75
General Adult Education	78
COURSE DESCRIPTIONS	82
FACULTY AND STAFF	137
INDEX	145

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.

1970-72 COLLEGE CALENDAR

CREDIT PROGRAMS

FALL SEMESTER 1970-71

New Faculty Meeting (9:00 A.M.)	August 18
General Faculty Meeting (9:00 A.M.)	August 19
REGISTRATION—Friday (8:30 A.M.-4:00 P.M.) for formerly enrolled students only	August 21
Saturday (10:00 A.M.-6:00 P.M.) part-time students and formerly enrolled students	August 22
Monday (8:30 A.M.-8:00 P.M.) and	August 24
Tuesday (8:30 A.M.-8:00 P.M.) new students	August 25
Tuesday (1:00 P.M.-6:00 P.M.) all others not yet enrolled for the fall semester	August 25
Freshman Orientation	August 22
NO REGISTRATION—Student Life Day for <i>New Students</i> (10:00 A.M.-4:00 P.M.)	August 26
Last Day for 90% Refund	August 26
Class Days	August 27-December 15
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	August 27-September 3
Labor Day Holiday (All Personnel)	September 7
Graduation Application Deadline for Fall Semester and Counselors' Evaluation of Graduation Credits for Winter Semester	October 12
Mid-Term Grades Due (8:00 A.M.)	October 19
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	October 30
Thanksgiving Holidays (All Personnel)	November 26, 27
Final Examinations	December 16, 17, 18
Final Grades Due (9:00 A.M.)	December 21
Christmas Holidays	December 24, 25

WINTER SEMESTER 1970-71

New Year's Holiday (All Personnel)	January 1
REGISTRATION—Monday (8:30 A.M.-8:00 P.M.) for formerly enrolled students only	January 4

Tuesday (8:30 A.M.-8:00 P.M.) for new students	January 5
Wednesday (8:30 A.M.-8:00 P.M.) all others	January 6
NO REGISTRATION	January 7
Last Day for 90% Refund	January 7
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	January 8-14
Class Days	January 8-April 23
Graduation Application Deadline for Winter Semester and Counselors' Evaluation of Credits for Spring and Summer Terms	February 18
Mid-Term Grades Due (Noon)	March 5
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	March 19
Easter Holiday (All Personnel)	April 9
American Arts Festival	April 15-17
Final Examinations	April 26, 27, 28
Graduation	May 2

SPRING SEMESTER 1970-71

REGISTRATION—Monday (8:30 A.M.-8:00 P.M.) for formerly enrolled students only	May 3
Tuesday (8:30 —A.M.-8:00 P.M.) for new students	May 4
NO REGISTRATION	May 5
Last Day for 90% Refund	May 5
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	May 6-11
Class Days	May 6-July 29
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	June 22
Holiday (All Personnel)	July 5
Graduation Application Deadline for Spring Semester and Term II	July 13
Final Grades Due (4:00 P.M.)	July 30

TERM I

REGISTRATION—Monday (8:30 A.M.-8:00 P.M.) for formerly enrolled students only	May 3
Tuesday (8:30 A.M.-8:00 P.M.) new students	May 4
NO REGISTRATION	May 5
Last Day for 90% Refund	May 5

Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	May 6-11
Class Days	May 6-June 16
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status; Graduation Application Deadline . . .	June 1
Final Grades Due (4:00 P.M.)	June 17

TERM II

REGISTRATION—Thursday (8:30 A.M.-8:00 P.M.)	June 17
Friday (8:30 A.M.-5:30 P.M.)	June 18
Last Day for 90% Refund	June 18
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	June 21-22
Class Days	June 21-August 2
Holiday (All Personnel)	July 5
Graduation Application Deadline for Term II	July 13
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	July 16
Final Grades Due (Noon)	August 3

NON-COLLEGE-CREDIT PROGRAMS

FALL TERM 1970-71

General Faculty Meeting (9:00 A.M.—new full-time teachers only)	August 18
General Faculty Meeting (9:00 A.M.—full-time teachers only)	August 19
Planning Period (including student orientation)	August 20-25
Registration	August 26, 27, 31 September 1
Class Days	September 2-December 18
Holidays	September 7 November 26, 27
Christmas Recess	December 21-January 3
(Released-time students meet)	December 21, 22

WINTER TERM 1970-71

Registration	January 6, 7, 11, 12
(Released-time students meet)	January 4, 5
Class Days	January 6-April 30
Holiday	April 9

SPRING AND SUMMER TERM 1970-71

Career Opportunity Conference	May 3, 4
Registration	May 5, 6
Class Days (Spring Term)	May 5-July 29
Class Days (Term I)	May 5-June 16
Registration (Term II)	June 17, 18
Class Days (Term II)	June 21-August 2
Holiday	July 5

CREDIT PROGRAMS

FALL SEMESTER 1971-72

New Faculty Meeting (9:00 A.M.)	August 17
General Faculty Meeting (9:00 A.M.)	August 18
REGISTRATION—Friday (8:30 A.M.-4:30 P.M.) for previously enrolled students only	August 20
Saturday (8:30 A.M.-3:00 P.M.) part-time and formerly enrolled students	August 21
Monday (8:30 A.M.-8:00 P.M.) new students	August 23
Tuesday (8:30 A.M.-8:00 P.M.) all other students not yet enrolled for the fall semester	<i>new</i> August 24
Freshman Orientation	August 19
NO REGISTRATION—Student Life Day for <i>New</i> Students (10:00 A.M.-4:00 P.M.)	August 25
Last Day for 90% Refund	August 25
Class Days	August 26-December 15
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	August 26-September 3
Labor Day Holiday (All Personnel)	September 6
Graduation Application Deadline for Fall Semester and Counselors' Evaluation of Graduation Credits for Winter Semester	October 15
Mid-Term Grades Due (8:00 A.M.)	October 18
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	October 29
Thanksgiving Holidays (All Personnel)	November 25, 26
Early Registration	November 30, December 1, 2
Final Examinations	December 16, 17, 18
Final Grades Due (4:00 P.M.)	December 20
Christmas Holidays (All Personnel)	December 24, 27

WINTER SEMESTER 1971-72

New Year's Holiday (All Personnel)	December 31, 1971
REGISTRATION—Monday (8:30 A.M.-8:00 P.M.) for formerly enrolled students only	January 3
Tuesday (8:30 A.M.-8:00 P.M.) new students	January 4
Wednesday (8:30 A.M.-8:00 P.M.) all others	January 5
NO REGISTRATION—Last Day for 90% Refund	January 6

Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	January 7-13
Class Days	January 7-April 21
Graduation Application Deadline for Winter Semester and Counselors' Evaluation of Credits for Spring and Summer Terms	February 18
Mid-Term Grades Due (4:00 P.M.)	March 6
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	March 17
Easter Holiday (All Personnel)	March 31
American Arts Festival	April 13, 14, 15
Final Examinations	April 24, 25, 26
Final Grades Due (Noon)	April 27
Graduation	April 30

SPRING SEMESTER 1971-72

REGISTRATION—Tuesday (8:30 A.M.-8:00 P.M.) for formerly enrolled students only	May 2
Wednesday (8:30 A.M.-8:00 P.M.) new students	May 3
NO REGISTRATION—Last Day for 90% Refund	May 4
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	May 5-11
Class Days	May 5-July 31
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	June 19
Holidays (All Personnel)	July 3, 4
Graduation Application Deadline for Spring Semester and Term II	July 10
Final Grades Due (Noon)	August 1

TERM I

REGISTRATION—Tuesday (8:30 A.M.-8:00 P.M.) for formerly enrolled students only	May 2
Wednesday (8:30 A.M.-8:00 P.M.) new students	May 3
NO REGISTRATION—Last Day for 90% Refund	May 4
Class Days	May 5-June 15
Late Registration (Day and Evening), Add Courses or receive any Refund of Matriculation Fees	May 5-11
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	May 30
Final Grades Due (Noon)	June 16

TERM II

REGISTRATION—Friday (8:30 A.M.-4:00 P.M.)	June 16
Monday (8:30 A.M.-8:00 P.M.)	June 19
Last Day for 90% Refund	June 19
Class Days	June 20-August 2
Late Registration (Day and Evening), Add Courses or Receive any Refund of Matriculation Fees	June 22
Holidays (All Personnel)	July 3, 4
Graduation Application Deadline Term II	July 10
Last Day to Drop a Course with a Grade of "W" or Change to Audit Status	July 17
Grades Due (Noon)	August 3

NON-COLLEGE-CREDIT PROGRAMS

FALL TERM 1971-72

General Faculty Meeting (9:00 A.M. — new full-time teachers only)	August 17
General Faculty Meeting (9:00 A.M. — full-time teachers only)	August 18
Planning Period (including student orientation)	August 19-24
Registration	August 25, 26, 27, 30
Class Days	August 31-December 17
Holidays	September 6; November 25, 26
Christmas Recess	December 22-January 2

WINTER TERM 1971-72

Registration	January 6, 10, 11, 12
(Released-time students meet)	January 3, 4, 5
Class Days	January 6-April 28
Holiday	March 31

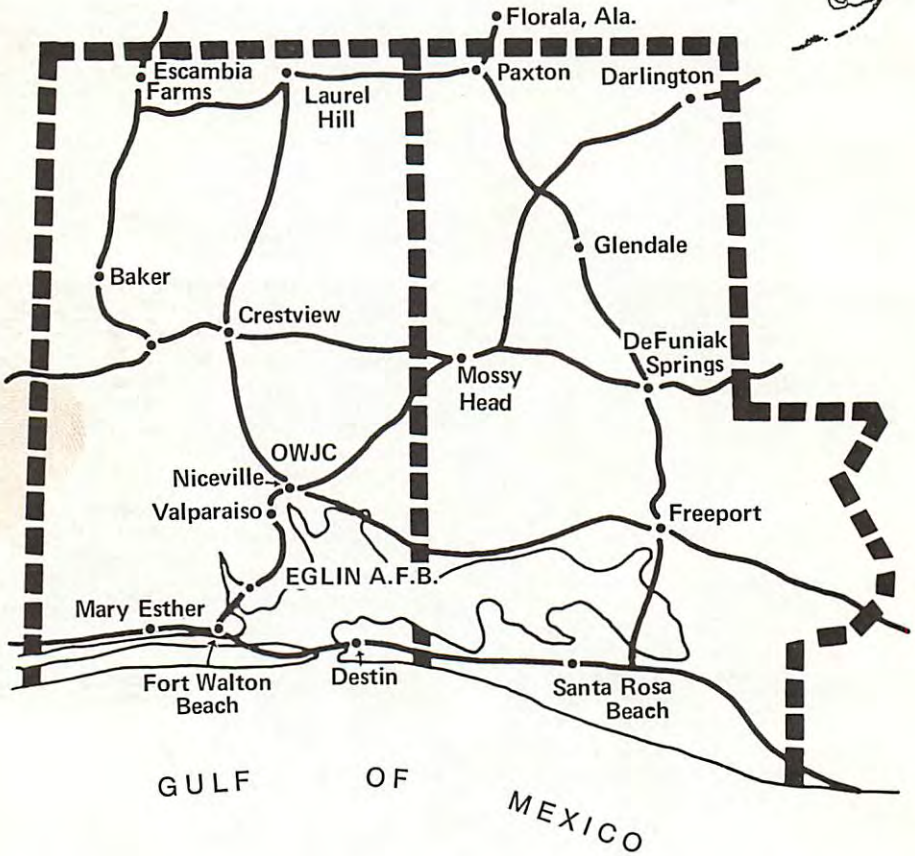
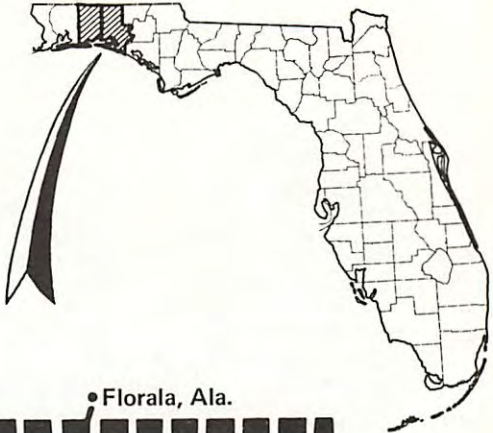
SPRING AND SUMMER TERM 1971-72

Career Opportunity Conference	May 1, 2, 3
Registration	May 4, 5
Class Days (Spring Term)	May 4-July 29
Class Days (Term I)	May 4-June 16
Registration (Term II)	June 16, 21
Class Days (Term II)	June 21-August 2
Holidays	July 3, 4

NOTE: High School students in the OWJC released-time program will follow the Okaloosa County K-12 school schedule with full classes commencing immediately after Labor Day.

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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). Pictured above is a section of the Learning Resources Center, the largest structure on the campus, in which is housed the college library, faculty offices, classrooms, and the "home base alcove" study areas.



The architectural style of the OWJC buildings reflects a warmth, an openness, and a friendliness which impress both the native and the visitor. (Pictured above are two sections of the Administration 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.

The yearly Miss OWJC pageant is one of the highlights of the college social year.

The cheerleaders build many of their excellent performances around the college mascot "Snoopy."

The academic and the social thrusts of the college combine at the formal graduation procession and student reception which take place early in May.



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 courses and programs which focus directly upon effective continuing 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."

From the earliest days of its activation OWJC has been in operation as the Community Junior College and Area Vocational School of the Okaloosa-Walton Junior College District. In this combined role, OWJC is an educational complex which serves those persons legally out of grades 1-12 in both on-campus and off-campus locations.

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, student personnel services, admissions, registration, business, adult studies, and the tutorial and reading laboratories.

The *Computer Services Building* houses institutional research offices, the computer operations, music faculty and classrooms.

Within the *Business Building* are located business administration, secretarial science, 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 28,000 books, an audio-visual center, a remote access information retrieval system, and a rare books collection. Faculty offices, conference rooms, and classrooms are located on the first floor mezzanines. The upper mezzanines are devoted to "home-base alcove" areas and constitute unique study lounges as part of the library-learning-resource 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 *College Bookstore* sells textbooks and supplies needed by students, as well as miscellaneous sundries and novelty items.

Three new on-campus buildings and one new off-campus building will be under construction during the fiscal year 1970-71. Completion of two of these buildings—the automotive and welding shops,

and the child care and fast foods preparation instructional facilities—is expected by January, 1971. The construction of the third on-campus building—a health, physical education and convocation hall complex—is expected to begin in the late spring.

A special multi-purpose community service facility to serve Walton County is being constructed from an HUD grant matched through funds donated by individuals, organizations and governmental units of Walton County and its municipalities. This Center, the Chautauqua Neighborhood Center, will serve those persons from Walton County who are physically, economically, educationally, or otherwise disadvantaged.

One of the buildings on the 1964-1969 Valparaiso campus is now in active use by the College: the Environmental Studies Center is housed in the former science building (the old Bay Area Hospital). Lease of the previous Liberal Arts building on the old campus by the Okaloosa County Historical Society on behalf of the historical interests of the District provides a new opportunity for enhancement of the educational-cultural contributions of the original campus facilities to the community and to the District.

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 or, as becomes appropriate or necessary, by part-time instructors of equivalent preparation and competence.

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.

Academic Honors, Probation, Suspension, and Dismissal. Students enrolling in the evening degree programs are subject to the same general rules on honors and/on probation, suspension, and dismissal as pertain to the full-time students in the day programs. At such time as the degree program part-time 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 sufficient requests 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 unique segment of the student body consisted 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

ADMISSIONS: GENERAL REQUIREMENTS

OWJC seeks to admit into appropriate experiences each and every person legally out of grades 1-12 who can benefit from its varied programs of educational and community services.

The College reserves the right to decline admission of the following categories of applicants:

1. Any applicant from outside the District on the basis of such circumstances as lack of classroom space or such other conditions as may affect enrollment eligibility;
2. Any applicant adjudged guilty of unlawful possession of marijuana, any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbituate as identified in Chapters 398 or 404 of the Florida Statutes;
3. Any applicant the adjudication of whose case is pending following an arrest for any felony and, in particular, arrest for unlawful possession of marijuana, any narcotic drug, central nervous system stimulant, hallucinogenic drug or barbituate as identified in Chapters 398 or 404 of the Florida Statutes;
4. Any applicant convicted of a felony;
5. Any applicant under separation from ANY previous educational institution for disciplinary or other reasons determined to be involuntary.

Such students as are particularly identified in categories 1-5 of this paragraph shall be considered for admission to OWJC only upon written petition filed with the Admissions Counselor and addressed to the Administrative Council of Okaloosa-Walton Junior College. The Administrative Council shall take action on disposition of such petition(s). Approval by the President of the action of this Council shall be binding.

FALSIFICATION OF INFORMATION ON ANY ADMISSION PAPERS WILL SUBJECT THE STUDENT TO DENIAL OF ADMISSION OR TO IMMEDIATE DISMISSAL FROM THE COLLEGE.

ADMISSIONS: SPECIFIC REQUIREMENTS

Associate Degree Programs and Courses for College Credit. A candidate for admission to degree programs must satisfy at least one of the following conditions:

1. Graduation from an approved or properly-accredited secondary school;

2. Transfer in good standing from a college or university accredited by its appropriate regional accrediting agency (a student not in good standing at his most recently attended institution will be considered for admission only through petition per Item 5);
3. Possession of a high school equivalency certificate from one of the various state departments of education within the United States of America.
4. Fulfillment by transfer applicants of at least those minimum requirements for which OWJC students, themselves, are accountable in order to continue their studies at OWJC.
5. Approval by the Administrative Council of the College of a special petition upon its favorable endorsement and recommendation by the Admissions Committee of the College. The action of the Administrative Council on such petitions shall be final.

Adult Studies Programs and Courses (non-college-credit). Candidates for entry into Adult Studies programs must satisfy the particular conditions which pertain to their objective(s), as follow:

1. A candidate for admission to **Adult High School** programs and courses must satisfy the following conditions:
 - a. Legal separation from secondary school for a minimum of one full OWJC semester (16-week minimum with respect to the Spring Semester period) from last day of attendance in a secondary school.
 - b. Attainment of the age of 18 for routine consideration (ages 16-18 by Admissions Committee action);
 - c. Documentation for review and action by the Admissions Committee, if of an age less than 16, as follows:
 - (1) Proof of legal separation—a notarized statement by the principal.
 - (2) Parents' consent and approval of attendance—a letter to the OWJC Admissions Counselor.

A student who is ineligible to enroll under the provisions of these conditions (1a-1c) may, for consideration of any such special and unique circumstances as he may wish to state, file a written petition with the Admissions Counselor who shall prepare a case study for use of the Admissions Committee in making a recommendation to the Administrative Council for special action.

In accordance with Florida Statutes and Regulations, NO student shall be awarded a high school diploma prior to his normal graduation date (computed from last date of attendance in the grade most recently attended).

2. A candidate for admission to **high school released-time Career Entry Programs** (special programs for pupils currently enrolled in high schools within the District) must satisfy the following conditions:
 - a. Candidates for two-year released-time programs must have attained at least junior level study in their high schools.
 - b. Candidates for one-year junior college programs must be seniors.
 - c. All candidates must obtain the permission of their respective high school principals and their parents before registration.
 - d. Candidates must complete a junior college admissions and registration form and be properly admitted into OWJC released-time classes.
3. A candidate for admission to **Occupational Certificate Programs and Courses** must satisfy the following conditions:
 - a. Persons who are beyond the age of compulsory school attendance and have been legally out of school (grades 1-12) enrolment and attendance for at least one OWJC semester since leaving a private or public secondary school, or who are high school graduates, are eligible for admission to these programs provided they meet the "Admissions Requirements—General."
 - b. Persons who have been legally out of grades 1-12 of any school system (public or private) less than one full OWJC semester and who are not high school graduates, shall be admissible to these programs at the discretion of the Administrative Council upon recommendation by the Admissions Committee, by the principal of the public or private school most recently attended, and upon consideration of such supplementary data as may be helpful in determining the suitability of such admission.
4. **Enrichment programs and special "non-certificate" programs and offerings.**

Criteria for admission to each such special program or class will be pertinent to the nature of the program or class and will be published and made available to the general public and interested persons as each such program may be developed and announced.

SPECIAL STUDENT ENROLMENTS

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 OWJC 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 enrolment for one semester, only, as part of his pursuit of a degree at another institution, must submit: (1) a letter of good standing from the institution he is attending concurrently, and (2) written approval of the courses for which enrolment 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.

ADMISSIONS: GENERAL PROCEDURES

Each applicant seeking either full-time or part-time admission to courses or programs offered by Okaloosa-Walton Junior College must obtain from and return to the Admissions Office appropriate admissions materials. Upon receipt of all required, completed admission forms, the Admissions Office will notify each applicant of his status and provide any necessary additional information, including advisement of approval of admission as appropriate.

Applications for admission from a foreign country by their nature require a longer period for evaluation and processing; therefore, the earliest submission possible is strongly recommended. 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 Admissions Counselor 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 official papers. *Sponsorship of foreign students is required.*

An applicant may be required to take a qualifying examination in English. If he is not sufficiently qualified in the English language 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 contact the Vice President of Student Affairs for the purpose of arranging a beneficial counseling program.

ADMISSIONS: COLLEGE-CREDIT PROGRAM PROCEDURES

Each applicant for admission to college-credit programs or courses

at OWJC for the first time must submit with his application a \$5.00 application fee. *This fee is not refundable.* The health form included within the application materials packet is required for admission.

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 graduates and be mailed directly to the Admissions Counselor at OWJC; or

A certified copy of a high school equivalency certificate;

2. A completed full set of application forms and attachments.

Applicants *with* prior college work must be responsible for assuring:

1. That official transcripts covering all coursework attempted at *all* colleges and universities previously attended are forwarded *by direct mail* to the Office of Admissions of OWJC (hand-carried documents will not be accepted); and
2. That *any and all* such transcripts are received prior to the beginning of registration (preferably at least two weeks before registration begins); and
3. That a completed full set of application forms and attachments has been sent in.

Applications from Out-of-District and Out-of-State residents will be subject to review by the Admissions Counselor relative to availability of space and related considerations prior to approval of such admissions. Should his review affect the application negatively, he shall refer the application to the Admissions Committee for recommendation to the Administrative Council.

ADMISSIONS: NON-COLLEGE-CREDIT PROGRAM PROCEDURES

Each first time applicant for admission to the Non-College-Credit Programs at Okaloosa-Walton Junior College must submit the appropriate application and health statement materials.

First-time applicants (applicants without prior non-college-credit work at OWJC) for high school diploma programs must furnish:

1. A record of their school work (on forms available from the Okaloosa-Walton Junior College Admissions Office). These forms must be completed by the school which the applicant last attended and mailed directly to the Admissions Counselor at Okaloosa-Walton Junior College.
 2. A complete set of required application forms and attachments.
- Applicants for enrichment courses and certificate programs must

provide such documents as may be necessitated by the nature of the course or program.

Applicants from Out-of-District and Out-of-State residents will be subject to review by the Admissions Counselor relative to availability of space and related considerations prior to approval of such admissions. Should his review affect the application negatively, he shall refer the application to the Admissions Committee for recommendation to the Administrative Council.

Failure to furnish correct requested information on the application form(s) may result in denial of admission or immediate dismissal from Okaloosa-Walton Junior 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 apply for enrolment 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 Admissions Counselor, and (4) the Vice President, Instructional Services. 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 Counselor of the College, within space and resource capabilities of the College (see Page 8, Item 2 "Career Entry Programs").

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" from properly accredited institutions of higher education 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 earned while on active duty as member of the armed forces may be granted through accreditation of the following military experiences: (1) college level (CLEP) general examinations and college level general education-development (GED) test scores will be used to waive OWJC courses according to a schedule administered by the Registrar; (2) technical 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).

Correspondence Courses: Up to nine semester hours of credit for correspondence and/or extension courses may be transferred from an accredited college or university as listed in the current issue of the "American Association of Collegiate Registrars and Admissions Officers Bulletin."

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 Vice President of Student Affairs 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 twelfth grade. Students who have not taken the Florida Senior Test are expected to submit, as may be directed by the Admissions Counselor, 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 Counseling Center in 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 also located 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 for each semester or enrollment period during the regularly scheduled registration period.

During the Fall and Winter Semesters, just prior to final examinations, all *currently enrolled degree* program students whose mid-term quality-point average is 1.80 or higher are given the opportunity to pre-register for the next semester. By registering early each student is more nearly assured a suitable schedule for the subsequent semester.

FINANCIAL INFORMATION

A student will not have completed registration until all fees have been paid in full. No faculty or staff member of the College with the exception of the Vice President for Business Affairs or the President of the College has the authority to defer fee payments. 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^o, Federally Insured Loans^o, and loans and scholarships granted on an individual basis. Out-of-state tuition is waived for personnel (and the dependents of these personnel) who are employed by tenant organizations designated by the Armament Development Test Center Command as bona fide government-contract tenants within the OWJC district portion of the Eglin Reservation. All inquiries concerning financial aid should be directed to the Financial Aids Coordinator in the Business Office.

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.

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 Statutes, State Board of Education Regulations, and District Board of Trustee Policies relative to residency in relation to school attendance. (Detailed copies are available in the Business Office and are binding in decisions on matters of residency classification.)

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.

^oOWJC 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)."

Active military personnel (including dependent members of their immediate families) 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 charge being in addition to correction of the actual fee charge itself.

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

FEE SCHEDULE (PER SEMESTER)

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 at the rate of . . . \$ 9.00 per semester hour
Minimum Charge \$ 18.00
Maximum Charge \$ 85.00
- b. Out-of-District at the
rate of \$ 10.00 per semester hour
Minimum Charge \$ 20.00
Maximum Charge \$100.00

2. Non-Florida Students at the

- rate of \$ 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 whenever applicable.

PERQUISITE FOR TEACHERS

Matriculation for college credit courses at OWJC for properly certificated instructional personnel who are on the current full-time payroll in either Okaloosa or Walton County will be at one-half of 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—COLLEGE CREDIT COURSES

Application Fee	\$ 5.00	
Required of all applicants seeking admission to OWJC college-credit courses for the first time. This is one-time charge and is not refundable.		
Change of Schedule (per course)	\$ 1.00	
Duplicate Transcripts (after first one)	1.00	
Graduation Fee	10.00	
Laboratory Fees	5.00 - 10.00	
Special Service Fees	°	
Late Mid-term or Final Examination	5.00	
Late Registration	5.00	
Student Activity Fees:	Fall/Winter	Sp/Summer
Full-time students (12 semester hrs. or more)	\$15 per semester	\$5.00
Part-time students (7-11 semester hours)	7.50 per semester	2.50
Part-time students (1-6 semester hours)	None	None
Cost Summary: College-Credit Courses		
Typical range of basic charges for a full-time college credit student per semester:		
Fees	\$100.00 - \$200.00	
Books and Supplies	50.00 - 85.00	
	<u>\$150.00</u>	<u>\$285.00</u>

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

° Special Service Fees shall include such individualized instructional services as music lessons, such special courses involving contracted services as bowling or horsemanship, and independent study offerings. A schedule of such fees for each semester is on file in the Business Office.

OTHER FEES—NON-CREDIT ENROLLMENTS

Diploma fee for Adult High School	\$2.00
Duplicate Transcripts (after first one)	\$1.00
Laboratory and Special Service Fees	*

ADULT STUDIES

(450-480 contact hour)

Typical cost for full-time student per semester:

	Non-Occ.	Occupational
Registration Fee (per course)	\$ 3.00	3.00
Books, Supplies and Tools ...	20.00-40.00	25.00-60.00
Laboratory and Special Service Fees	5.00-10.00	10.00-150.00

- * Upper limit of laboratory and special service fees is based upon the particular overhead costs for each course offering. A schedule of such fees for each semester is on file in the Business Office.

Refunds. If a student withdraws completely from the College prior to the beginning of classes as indicated in the college calendar, 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. There shall be refunded 100% of all fees if a course is cancelled by the College during the first week of classes or if the Vice President of Business Affairs or the President verifies that an administrative error has occurred. The student shall present the official OWJC receipt for his payment when seeking a refund. *No other refunds shall be made.*

No refunds 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 contracts.

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

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 and the Director of Student Services 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 Registrar's Office and the Office of the Director of Student Services) 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. Acquisition and completion of this form is the responsibility of the veteran, himself.

Training time is usually computed as follows:

12 or more semester hours or 30 hours non-credit weekly	Full time
9-11 semester hours or 18 hours non-credit weekly	¾ time
6-8 semester hours or 15 hours non-credit weekly	½ time

The veteran who is absent three consecutive class sessions or school days without notifying the Registrar and the Director of Student Services 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 Director of Student Services.

A widow of a veteran is now eligible for educational financial assistance as a result of recent federal legislation. She should, therefore, consult the Director of 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, the 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 close of registration. 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 credit hours and non-college-credit contact hours 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. The instructor may recommend to the Vice President of Instructional Services a withdrawal grade whenever a student's absences become excessive. Upon recommendation by the Vice President of Instructional Services and approval by the Administrative Council the student, after proper opportunities to have presented his case, shall be advised of his withdrawal status.

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 examinations.

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, with the written approval of the Vice President of Instructional Services, prior to the date *stated in the official catalog calendar* as the last day for dropping courses.

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

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 I and II, 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 I and II, NO WITHDRAWALS will be permitted. 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 Registrar for referral to the Administrative Council for appropriate action.

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 *only* provided the records are cleared by a petition approved by the Admissions 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 Vice President of Instructional Services and pay to the Business Office the fee of \$5.00. *No grades or transcripts will be issued to students with incomplete admissions folders or outstanding fees, loans, or 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 "I" must be completed by the end of the semester immediately following the issuance of that grade.

Quality points per semester hour are as follows: A=4; B=3; C=2; D=1; F=0. Grades of "I" are computed as "F's" and entered on the student's permanent record as "F" 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 Presidents' 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.

Repeated Courses. Any course in which a student received a D or F grade may be repeated. The grade, hours attempted, and quality points of such an attempt will be included in computation of the quality point average for the particular semester in which it is taken. Only one of the semester credit entries and the quality points from the average of all attempts made in repeating that course shall, however, count toward the required semester hours and quality points for graduation. Any F grade will be computed into the total hours attempted.

Non-academic Probation, Suspension or Dismissal. Restrictive actions for student behavior other than those necessitated by academic performance shall be determined by the Administrative Council of the College upon recommendation from the Student Affairs Committee on such occasions as the situation may warrant. OWJC does not mix academic and disciplinary penalties or restrictions except as the restrictions may affect attendance or enrolment privileges.

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 his instructors 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, suspension, or dismissal of a student.

Academic 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 cumu-

lative 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 academic probation will be permitted to register for more than 14 credit hours only by permission of the Vice President of Instructional Services.

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 of the next 12 semester hours for part-time students) 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*. Any future enrollment in degree program courses at the College will be determined in accordance with regulations which pertain to Academic Suspension. As long as a student attains a semester average of 2.0 (on at least 12 semester hours per semester) or a cumulative average of no less than 1.8 thereafter he shall be permitted to continue his studies.

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 (minimum of 12 semester hours) or a cumulative 1.8 average on *all* work attempted (whether at OWJC or previous institutions). Failure to attain this average by the end of that semester shall result in suspension, dismissal or continued probation in accordance with the regular probationary policies and procedures for native OWJC students.

Academic Suspension. Any full-time student (other than a first-term freshman) who attains less than a 1.0 quality point average on a 4.0 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 twice and fails to free himself from probationary status in the third semester *and thereafter*, shall be subject to suspension. Re-enrollment of such a student subsequent to a semester of suspension shall be at the discretion of the Admissions 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 "Suspension" or "Dismissal," he shall be subject to the Okaloosa-Walton Junior College policies relative to suspension or dismissal, respectively.) Such students, if admitted, shall be on probation with their records stamped "Admitted on Probation."

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, or placement on "Suspension" or "Dismissal" as pertinent to native OWJC students, themselves.

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 semester-credit-hours 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 Administrative Council on recommendation of the Committee on Admissions.

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 Counselor. (The form for this purpose is available in the Admission Counselor's Office.) Admissions Committee approval shall be required for such readmissions. Students who are dismissed for disciplinary reasons are not eligible for any further studies at OWJC.

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 Administrative Council of the College through the Office of the Registrar. Should favorable action be taken, the grades will continue on the face of the permanent record, but

relief will be in not counting such grades and hours in quality point computations. The action of the Administrative Council upon such a petition shall be final.

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 (normally in the fall). 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 in a planned program (see "General Arts and Sciences," Page 65) 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. Each graduate must be in attendance during the semester in which the degree is earned and must have earned from Okaloosa-Walton Junior College his last 15 semester credit hours immediately preceding graduation. Any exceptions to these stipulations may be granted only by special written dispensation of the Administrative Council in response to a petition from a prospective graduate.
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 from a properly accredited institution of higher education) 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 follow:
 - 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 from him a written waiver of the requirement authorized by the Chairman of the Physical Education Department.
 - b. Men and women who have reached their twenty-fifth 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. *1st and, Camp Counseling, Personal + Comm. / Health.*

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 shall check with a counselor in Student Services during their next to last semester to insure that all graduation requirements will be met.
8. 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.
9. 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.



One of the strengths of OWJC is the close faculty-student interpersonal relationships.

On the third floor of the Learning Resources Center there are two large mezzanines in which Home Base Alcoves are located. Some of the study areas are equipped with sophisticated remote access information retrieval equipment; other areas serve individual or group-study functions.



Numerous civic-minded persons and groups such as The Bob Sikes Foundation, 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.





The Junior College basketball team provides many exciting moments for its supporters during the season.



College owned buses provide transportation to and from OWJC for several hundred students.

STUDENT LIFE AND SPECIAL SERVICES

STUDENT LIFE

Conduct. Each student enrolling at Okaloosa-Walton Junior College is an adult. Rules and regulations are intended only for the safety, welfare, and common good of the college community.

Smoking in any buildings is permissible only where proper receptacles are provided.

The possession and/or use of alcoholic beverages, hallucinogenic drugs, and/or narcotics on college property is prohibited.

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 the students will first be considered errors in judgement. Persistent violations will necessitate disciplinary action.

The continued enrollment of any student who is convicted of a felony or whose decisions and actions are contrary to the common good of the College shall be subject to termination by action of the Administrative Council of the College upon confirmation of their action by the President. The President shall, after proper hearings and in compliance with State Statutes and Regulations, have the authority to suspend a student pending action on his case if in the best interest of the College and its welfare.

A student who becomes ineligible as a result of disciplinary action may not continue his education through any programs or offerings of Okaloosa-Walton Junior College until such a time as it may be the pleasure of the Administrative Council to permit re-enrollment of such student.

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.

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

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. A combined body composed of student, faculty, and administrative personnel, 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.

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.

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

Student Christian Association. This organization consists of stu-

dents 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.

Alpha Delta Chi. 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.

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 service to OWJC and its community as its expressed purpose.

OWJC Chapter of the 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 participating employers, employees, and the college.

OWJC Band. A concert group involved with the performance of literature for the wind band. The group is open to experienced players and no audition is necessary. Participation is required by the Music Faculty of all Brass, Percussion, and Woodwind instrumental students in the Music Department.

OWJC Brass Ensemble. A small Chamber Ensemble which performs literature for brasses, selected from all style periods, Renaissance to Contemporary. This organization, which rehearses two hours per week, is open by audition only.

OWJC Chamber Choir. A selected group of twelve to sixteen voices (SATB) which performs music specifically composed for the small vocal ensemble. Music for performance is selected from all style periods, and membership in the group, which rehearses two hours per week, is open by audition only.

OWJC Chorus. A group of mixed voices (SATB) which presents music from every style period. The group is open without audition to every student in the College and is required of all Music Majors. The Chorus performs several times each year both on and off the Campus. The Chorus rehearses three hours per week.

OWJC Music Theatre. Each year the Music Department endeavors to produce one Broadway Style Musical. Participation is open to all students and members of the community by audition.

OWJC Playground Choral Union. A Community Chorus which is open by audition to all singers in the two-county area (Playground Area). This organization usually performs two major choral works per year and in addition performs shorter and widely varying compositions from all style periods. The Choral Union rehearses two hours per week in the evening.

OWJC Stage Band. A small group open by audition which performs representative works by contemporary composers in the field of Jazz, Pop, Swing, Broadway Musicals, and other contemporary sounds. This group often performs at college functions and requires three rehearsals per week.

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.

Rotoract. This club is a service organization sponsored by the Niceville-Valparaiso Rotary Club in connection with Rotary International. It is dedicated to service.

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 competi-

tive 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.

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 Vice President of Student Affairs. Each student is assigned by the Admissions Counselor to a faculty advisor who provides close personal attention and professional consultation. Guidance counselors are available in the Counseling Center 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 a counselor. Participation is voluntary; however, when a counselor or a faculty member recommends participation to a student, that 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 potentialities.

STUDENT FINANCIAL AID

Financial Aid. The Financial Aids Program is organized under the Financial Aids Committee and is supervised by the Director of Projects and Special Services.

Entering students seeking financial assistance are required to submit an application with a copy of the Parents' Confidential Statement form to the college Financial Aid Committee, designating Okaloosa-Walton Junior College as the recipient. The application must be filed one month prior to the student's anticipated date of enrollment. The Student Financial Aid forms may be obtained from an Okaloosa or Walton County Secondary School or Okaloosa-Walton Junior College.

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

1. Academic Leadership Scholarships.

- (1) Valedictorian, Salutatorian, and/or High Honors Scholarships. The senior graduating with the highest scholastic average from high schools in Okaloosa or Walton County, Florida, will be offered a scholarship of \$85.00.
- (2) Gift Scholarships. Florida Twelfth Grade Test scores of 300 or better will be considered for scholarships in amounts up to \$1,000.00 per academic year. Some of these scholarships are to be repaid after the student's graduation from college.
- (3) Leadership Scholarships. Students who have exhibited unusual leadership qualities in Student Government Associations, athletic programs, bands, newspapers, yearbooks, clubs, science projects, or academic areas in secondary schools will be considered for assistantship scholarships up to \$85.00 per semester.
- (4) Athletic Scholarships. Basketball and golf are the sports at the present time, engaged in by the College on an inter-collegiate level. A schedule of inter-collegiate athletics is provided for students who possess athletic proficiency. Varsity athletes enjoy the privilege, honor, and social distinction of representing the College in the field of athletic competition. They also benefit by the broadening experience of trips to other colleges, and those who fulfill the requirement of athletic participation are awarded the coveted Okaloosa-Walton Junior College "Medallion and Blue Blazer." 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.

The Athletic program at Okaloosa-Walton Junior College is governed and controlled by a faculty committee and the administration. Policies and rules for awarding financial aid are published annually and each recipient is furnished with a copy of the agreement.

- (5) Scholarships for the Preparation of Teachers. These scholarships valued at \$300.00 per semester are granted 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. Loans must be repaid with interest if the student does not teach in Florida.
- (6) Florida Board of Regents Scholarship. To acquire a Florida Regents Scholarship, a student must be a resident high school senior in the top 10% of his class who wishes to attend a public or private university, or junior college in Florida. Awards are based on need and include tuition and fees with a maximum of \$1200.00 per academic year. Applications must be returned prior to June 15.
- (7) Scholarships and Loans in the Law Enforcement Programs. Tuition assistance grants and loans are available to students enrolled in Law Enforcement and Police Science.

Students enrolled full-time in these programs are eligible to apply for loans up to \$900 per semester. Students employed full-time by a public law enforcement agency are eligible for grants to cover cost of tuition.

LIST OF SCHOLARSHIP DONORS

Air Force Aid Society
Alabama Textile Products
Alpha Lodge Number 172, F & AM
American Association of University Women
Lucile Anderson Scholarship Fund
Ethel Hopkins Bartell Memorial
Blue Horizon Motel Scholarship
Bob Sikes Foundation Scholarship Fund
Max Bruner Scholarship in Forestry
R. N. Boudreaux
Bank of Taiwan
Cawthon National Bank
Choctaw Electric Cooperative
Choctaw Outboard Motor Club
Choctawhatchee High School Student Council

Delta Zeta Chapter, Beta Sigma Phi
Distilled Spirits Wholesalers of Florida
Destin Friends of Linda Scholarship Fund
Eglin Non-Commissioned Officers' Wives' Club
Eglin Officers' Wives Club
Escambia Farms Recreation Organization
Exemplar Chapter, Beta Sigma Phi
First Baptist Church of Fort Walton Beach
First National Bank of Crestview
First National Bank of DeFuniak Springs
First National Bank of Fort Walton Beach
First National Bank of Niceville
Fort Walton Beach Civic League
Fort Walton Beach Junior Women's Club
James A. Fraser Scholarship
Fort Walton Beach Rotary James M. Sutton Scholarship
Fort Walton Beach Women's Club
Gatlin Lumber Company
Gitenstein Foundation
Gulf Federal Savings and Loan
Harris Insurance Agency
Kiwanis Club of DeFuniak Springs
Lillian F. Hill Perpetual Scholarship
Law Enforcement Education Program Scholarship
Laurel Hill Ruritans
Lions Club, Baker
National Defense Transportation Association
National Secretaries Club
Northwest Florida Press Club
Okaloosa County Education Association
Okaloosa County Council of Parent-Teachers Association
Okaloosa County School Food Service Association
Okaloosa County Mental Health Association
Okaloosa-Walton Junior College Student Government Association
Okaloosa-Walton Junior College Women's Club
Patriots for America
State of Florida Scholarship Loans for the Preparation of Teachers
Sonic City Lions Club Robert Baker Scholarship Fund
State of Florida Regents Scholarship
Joseph Teitelbaum Scholarship
University of West Florida Foundation
Valparaiso-Niceville Civitans
Mamiruth Walter Scholarship
Walton County Education Association
Winn-Dixie Montgomery Inc. Scholarship

College Work-Study Program. The College Work-Study Program was established under Title I, Part C, of the Economic Opportunity Act of 1965.

This program was established to aid students from low-income families who need a job to help pay for their college expenses. Students may work up to fifteen hours weekly while attending classes full time. During the summer or other vacation periods, when students do not have classes, they may work full-time (forty hours per week) under this program.

To work under this program, the student must show academic or creative promise, carry a 2.00 average, and be enrolled or accepted for enrollment as a full-time student. The student's eligibility depends upon his need for employment to defray college expenses, with preference to applicants from low-income families.

The pay scale is \$1.60 per hour. Students who are interested in part-time employment under the College Work-Study Program should write: Director of Projects and Special Services, Attention Financial Aids, Okaloosa-Walton Junior College, Niceville, Florida 32578.

Vocational Rehabilitation. Students with physical disability may obtain grants-in-aid covering fees, books, and supplies and in some cases, general maintenance, through the Vocational Rehabilitation Service which is supported by Federal and State appropriations. In order to be eligible for any of the services of vocational rehabilitation, an individual must:

- (1) Have a disability which substantially interferes with suitable employment.
- (2) Have a reasonable chance of becoming suitably employed within a reasonable period.
- (3) Be of working age (or near that).

Students who feel they may qualify for this aid can get further information from:

Director of Vocational Rehabilitation
P. O. Box 1070
1741 North Palafox
Pensacola, Florida 32502

Veterans' Benefits. The Federal Government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly.

Federal benefits are principally those concerned with Public Law 634 — The War Orphans Educational Assistance Act of 1965 and Public Law 89-358 of 1966. Increasing numbers of children of veterans of World War I, World War II, and the Korean Conflict will be eligible for benefits from Public Law 634. The child of a veteran who

dies in service or as a result of a service-incurred disability should investigate his eligibility for benefits under this act before applying for a scholarship or loan. Public Law 89-358 provides educational benefits to veterans who have had more than 181 days active duty since January, 1955. Six months National Guard Training is not considered active duty time for this bill.

Assistance and information may be gotten from your local county veterans officer or Veterans Administration Office, Regional Office, P. O. Box 1437, St. Petersburg, Florida 33731.

Loans. Short-term student loans are available for fees during registration period.

A beginning freshman is eligible when he has been officially accepted for enrolment.

A student may borrow up to \$85.00 per semester, which is to be repaid in three installments or before the end of the semester for which it was issued.

A \$.50 service charge is made on each loan issued.

The following have provided college loan funds which are presently being utilized as college short term student loans.

- (1) John B. Arnold Loan Fund
- (2) Eglin Officers' Wives Club – Emergency Loan Fund
- (3) Niceville-Valparaiso Rotary Club Loan Fund
- (4) Mildred Plew Meigs Memorial Scholarship Loan Fund
- (5) Francis M. Stone Loan Fund
- (6) Okaloosa-Walton Junior College Women's Club—Scholarship Loan Fund

Florida Student Loan Program. The Florida Student Scholarship and Loan Commission was established by the 1963 Florida Legislature to form policies for the administration of a student loan fund which is administered by the State Department of Education.

A. *Loans*

1. Student loans may be granted for any year of study in an approved Florida institution of higher learning.
2. The amount of a loan for any year is recommended by the financial aid officer of the institution based on the demonstrated need of the student, with a maximum of \$1200 per academic year, including the summer session.
3. Student loans may be used only for expenses incurred for tuition, registration fees, housing and textbooks.

B. Eligibility

1. Student must have been a Bona Fide resident of Florida for past 3 years.
2. Student must have earned a score on the State Senior Examination sufficient for admission to the college he attends, or he must have earned a satisfactory score on any alternative entrance examination required by the college.
3. Student must be enrolled in a Florida College accredited by the Southern Association of Colleges and Schools or one whose credits are accepted at full value by at least two State Universities.
4. Student must provide information to establish need for this assistance.
5. Student must show evidence of good citizenship, good moral character and dedication to American ideals.
6. Students receiving this loan must be full-time students as defined by the institution.

C. Application

1. Application for loans shall be made for each academic year, including the summer session.
2. The student completes two application forms and submits both copies to the financial aid officer. Incomplete applications will not be given consideration.
3. The financial aid officer shall investigate eligibility and need. After eligibility and need and the amount of the loan are determined, the financial aid officer shall forward one copy of the application with his recommendation to the State Department of Education for approval.
4. The State Department of Education shall notify each applicant of approval and a copy of such notice shall be forwarded to the institution.

ASSISTANTSHIPS

A limited number of departmental assistantships which cover matriculation fee costs are available through the joint selective actions of various instructional departments and the library. Contact should be made with the Director of Projects and Special Services in the Business Office.

HEALTH SERVICES

Health services are coordinated through the Student Services Office, with emergency first aid and services available through quali-

fied personnel. Services of a full-time registered nurse and a local physician are immediately available through the switchboard. Parents or nearest relative are notified immediately in the event of illnesses and/or emergencies.

BUS SERVICE

Bus service is operated free of charge by the College for the needs of students enrolled in 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 and community 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 varied appropriate learning experiences 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, general adult education and adult basic education offerings. *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 credit or non-credit bases, as appropriate.

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 Instructional Services.

Courses in Residence. (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate Degree at Okaloosa-Walton Junior College is 15 semester hours of credit immediately preceding graduation.

General 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. A student with a deficiency in such areas as English, mathematics, or biology will be required to take one or more other courses prerequisite to those listed above. This may require an extra semester.

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 as follows:

GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF ARTS DEGREE (40-Semester-Hour Minimum)

	Sem. Hrs.	Course Selections
Communication Skills	6-8	4100-4101 or 4102-03 or 4116-17
Humanities	6	3175 and 3179 or 3279 or 3280 or 4109 or 4228 or 4276
Social Science (Study of U.S. Constitution Required)	6	6200-6201 or 6133-6134 or 6136-6137 or 6100 and 6256 or 6276 or 6277
Mathematics	4-3	5101, 5120 or 5220
Biological Science	4-8	8149 or 8150-51 or 8156-60

Physical Science	4-8	7135 or 7138 or 7110-7111, or 7115-7116 or 7140-41 or 7145-7146 or 7240-41
Physical Education	4	2000-series activity sport courses, unless exempted
General Education Electives	As Necessary	Selected from within the above divisions, but not restricted to the above courses.

TOTAL minimum required

General Education40 Semester Hours

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 with an Associate of Arts Degree, 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.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

ART

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Course	Physical Education	1	1
3100-3101	Drawing I-II	3	3
3105-3106	Design I-II	3	3
3175	Humanities I		3
4100-01, 4102-03 or 4116-17	Communication Skills I-II	(3)4	(3)4
5101, 5120 or 5220	Mathematics		(4)3
8149, 8150-51 or 8156-60	Basic Biology	(3)4	(3)
		<u>(13)15</u>	<u>17</u>

SOPHOMORE YEAR

2000 Activity Course	Physical Education	1	1
3102-3103	Ceramics I-II	3	3
3179, 3279, 3280, 4109, 4228 or 4276	Humanities		3
3201-3202	Painting I-II	3	3
3254-55	Art History Survey I-II	3	3
6133-34, 6136-37, or 6200-01	Social Science	3	3
7135, 7138, 7110-11, 7115-16, 7140-41, 7145-46 or 7240-41	Physical Science	4	(4)
		<u>17</u>	<u>16</u>

*Ceramics II and Painting II optional for transfer student.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

BIOLOGY

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Course 4100-01, 4102-03	Physical Education	1	1
or 4116-17	Communication Skills I-II	(3)4	(3)4
5101, 5120 or 5220	Mathematics		(4)3
7110-11 or 7115-16	Chemistry I-II	4	4
8156-60	Botany, Zoology	4	4
	*Elective	3	
		<u>(15)16</u>	<u>16</u>

SOPHOMORE YEAR

2000 Activity Course	Physical Education	1	1
3175 and 3179, 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
6133-34, 6136-37, or 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science	3	3
7216-17	Organic Chemistry	4	4
8200, 8250 or 8255	Biological Sciences	4	4
	Elective	3	
		<u>18</u>	<u>15</u>

*Foreign Language recommended.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

BUSINESS ADMINISTRATION

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1200	Accounting I		3
1131	Introduction to Business	3	
1286-87	Economics I-II	3	3
1202	Basic Office Machines		2
2000 Activity Course	Physical Education ✓	1	1
4100-01 or 4102-03 or 4116-17	Communication Skills I-II ✓	(3)4	(3)4
5101, 5120 or 5220	Mathematics ✓	(4)3	
8149	Basic Biology ✓		4
		<u>14</u>	<u>(16)17</u>

SOPHOMORE YEAR

1140	Statistics		3
1201	Accounting II	3	
2000 Activity Course	Physical Education ✓	1	1
3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Humanities ✓	3	3
4105	Speech	3	
°°6133-34, 6136-37 or 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science ✓	3	3
7135, 7138 or 7110-11, 7115-16, 7140-41 7145-46 or 7240-41	Physical Science ✓	4	(4)
	Business Electives as required		6
		<u>17</u>	<u>16</u>

°Students will be admitted at the level for which they are qualified or those with typing proficiency may substitute two hours in another business course.

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

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

CHEMISTRY

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2000 Activity Courses 4100-01 or 4102-03 or 4116-17	Physical Education	1	1	
*5120-21	Communication Skills I-II	(3)4	(3)4	
*5220	Mathematics	4	4	
7115-16	Calculus			4
7295	College Chemistry I-II	4	4	
8149 or 8150-51	Chemical Analysis			4
3175 and 3179, 3279, 3280, 4109, 4228 or 4276	Biology	(3)4	(3)	
	Humanities		3	3
		<u>(15)17</u>	<u>(18)16</u>	<u>11</u>

SOPHOMORE

2000 Activity Courses	Physical Education	1	1	
5221-22	Calculus II-III	4	3	
6133-34 or 6136-37 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3	
7216-17	Organic Chemistry I-II	4	4	
7240-41	Physics I-II	4	4	
		<u>16</u>	<u>15</u>	

*For the student who is well-prepared in mathematics, the mathematics sequence may begin with 5220, Calculus I, with permission of department chairman, in the first term. Students who enter on this basis will be able to complete the program in the normal time.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

BUSINESS DATA PROCESSING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
°1110	Typewriting	2		
1131	Introduction to Business		3	
1814	Data Processing Concepts	3		
1815	Computer Mathematics		3	
2000 Activity Courses	Physical Education	1	1	
4100-01 or 4102-03 or 4116-17	Communications Skills	(3)4	(3)4	
5101, 5104, 5120	Mathematics	3	3	4
6133-34 or 6136-37 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3	
		<u>(15)16</u>	<u>(16)17</u>	<u>4</u>

SOPHOMORE YEAR

1140	Statistics		3	
1200-01	Accounting I-II	3	3	
1204	Computer Programming I	4		
1286-87	Economics I-II	3	3	
2000 Activity Courses	Physical Education	1	1	
3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	3	
7135 or 7138	Physical Science	4		
8149	Biology			4
		<u>18</u>	<u>17</u>	

°Requirement may be waived through a proficiency test.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

ENGINEERING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2000 Activity Courses 4100-01 or 4102-03 or 4116-17	Physical Education	1	1	
*5120-21	Communication Skills I-II	(3)4	(3)4	
5220	Algebra	4	4	
7105	Calculus I			4
7115-7116	Engineering Graphics		3	
8149	College Chemistry I-II	4	4	
	Biology			4
		<u>(14)13</u>	<u>(15)16</u>	<u>8</u>

SOPHOMORE YEAR

2000 Activity Courses 3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Physical Education	1	1	
5221-22	Humanities	3	3	
5237	Calculus II-III	4	3	
**6133-34, 6136-37 or 6200-01 or 6100 and 6256 or 6276 or 6277	Linear Algebra		3	
7106	Social Science	3	3	
7240-41	Descriptive Geometry	3		
	College Physics I-II	4	4	
		<u>18</u>	<u>17</u>	

*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 the sophomore year.

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

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

LAW ENFORCEMENT

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4100-4101 or 4102-4103 or 4116-17	Communications	(3)4	(3)4
5101, 5120 or 5220	Mathematics	(4)3	
6136-6137	Social Science	3	3
6140	Introduction to Law Enforcement	3	
6141	Administration of Criminal Justice		3
6276	Psychology	3	
8149	Biology		4
		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> (16)17	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> (14)15

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3179 or 3279, 3280 4109, 4228 or 4276	Humanities	3	3
6142	Police Organization and Administration	3	
6143	Crime and Delinquency		3
6145, 6147	Criminal Law I-II	3	3
6241	Criminal Investigation	3	
6242	Police Problems		3
6277	Sociology	3	
7135 or 7138	Physical Science		4
		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 16	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 17

ASSOCIATE OF ARTS DEGREE

**A Transfer Program Leading to a Bachelor's Degree in
LIBERAL ARTS (INCLUDING PRE-LAW)**

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
4100-01 or 4102-03 or 4116-17	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 German		
4160-61 or 4260-61 or 4265-66 or 4267-68	or Spanish		
5101 or 5120 or Higher Level	Mathematics	(4)3	
7135, 7138, 7110-11, 7115-16, 7140-41, 7145-46 or 7240-41	Physical Science	4	(4)
8150 or 8156	Biology		(3)4
	Electives		4
		<hr/> 15	<hr/> (18)16

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
3279 or 3280	Philosophy or Comparative Religion	3	
4240-41 or 4245-46 or 4247-48	*Foreign Language (if not completed)	3	3
4251-52 or 4255-56 or 4257-58	French		
4260-61 or 4265-66	or German		
4267-68	or Spanish		
6133-34, 6136-37, 6200-01 or 6100 and 6256 or 6276 or 6277	Social Science	3	3
8151 or 8160	Biology	(3)4	
	Electives as required (6136, 6137 recommended)		6
		<hr/> 17	<hr/> 16

*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.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

Mid MANAGEME +

MARKETING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1200-01	Accounting I-II	3	3
1270	Salesmanship	3	
1282	Introduction to Advertising		3
1291	Distribution Seminar I		2
2000 Activity Courses	Physical Education	1	1
6100	American Civilization	3	
4100-01 or 4102-03 or 4116-17	Communications Skills I-II	(3)4	(3)4
6276	Psychology	3	
8149	Biology		4
		<hr/>	<hr/>
		(16)17	(16)17

SOPHOMORE YEAR

1140	Statistics -		3
1209	Introduction to Marketing ~	3	
1286-87	Economics I-II	3	3
1292-93	Distribution Seminar II-III	2	2
2000 Activities Courses	Physical Education	1	1
3175-9	Humanities	3	3
5101	Mathematics	3	
7135 or 7138 or 7109	Physical Science	3	4
	Electives	3	
		<hr/>	<hr/>
		18	16

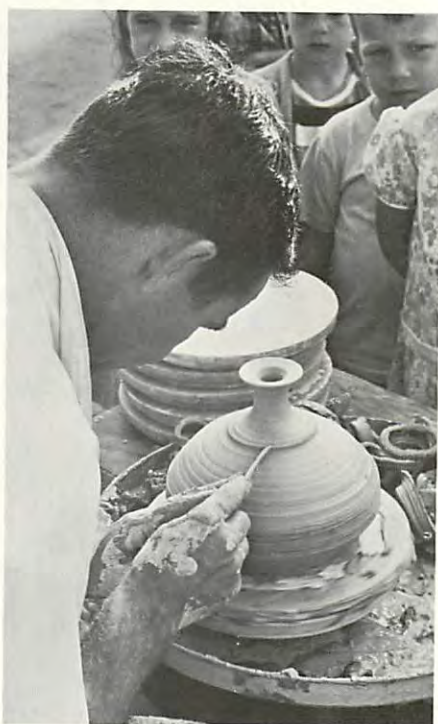
Electives may be chosen from:

°1278-79	Independent Study I-II
1283-84	Hotel-Motel Management I-II
1288	Retail Management
4105	Speech

°Designed to offer a student directed studies in specialty areas in which courses work is not offered. For example, real estate, insurance, etc.



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.



ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

MATHEMATICS

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2000 Activity Courses	Physical Education	1	1	1
4100-01 or 4102-03 or 4116-17	Communications Skills I-II	(3)4	(3)4	
4140-41 or 4240-41 or 4245-46 or 4247-48 or 4150-51 or 4251-52 or 4255-56 or 4257-58	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			(3)	4(3)
		(15)16	(18)16	(8)9

SOPHOMORE

2000 Activity Courses	Physical Education		1	
3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	3	
4240-41 or 4245-46 or 4247-48	Foreign Language (if not completed)	(3)	(3)	
4251-52 or 4255-56 or 4257-58	French or German			
6133-34, 6136-37 or 6200-01 or 6100 and 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	
		15	16	

*For the student who is well prepared, the mathematical sequence may begin with 5220, Calculus I, in the first term. Students who enter on this basis will be able to complete the program in the normal time.

Note: This program is designed to facilitate transfer to the more demanding senior institutions. Students should be in early touch with the senior institution of their choice so that a properly prepared General Arts and Science specialization (see page 65) is on file, if certain courses in the mathematics curriculum are not mandatory or differ from the prescribed sequence.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

MINISTRY

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses 4100-01 or 4102-03 or 4116-17	Physical Education	1	1
4105	Communication Skills I-II	(3)4	(3)4
4109	Speech		3
5101, 5120 or 5220	World Literature		3
6276	Mathematics	(4)3	
7135, 7138, 7110-7111	Psychology	3	
7115-16, 7140-41, 7145-46, or 7240-41	Physical Science	(4)	4
8149, 8150-51, or 8156, 8160	Biology	(3)4	(3)
		<u>(18)15</u>	<u>(17)15</u>

SOPHOMORE YEAR

2000 Activity Courses 3175 and 3179 or 4228 or 4276	Physical Education	1	1
3279	Humanities	3	3
3280	Philosophy	3	
6133-34	Comparative Religion		3
6277	World Civilization	3	3
	Sociology	3	
	Electives as required	4	7
		<u>17</u>	<u>17</u>

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

MUSIC

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
3112-13	Woodwind Technique	1	1
3121-22	Music Theory I-II	3	3
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 or 4116-17	Communications I-II	(3)4	(3)4
7135 or 7138	Physical Science		4
8149	Biology	4	
		(18)19	(18)19

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
3179 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	
3220-21	Music Theory III-IV	3	3
3222-23	Sight Singing and Ear Training	1	1
3227-28	Brass Technique	1	1
3250	Keyboard Harmony		2
3271	Applied Music Principal	2	2
5101, 5120 or 5220	Mathematics	(4)3	
6133-34, 6136-37 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Studies	3	3
	General Education Electives		(6)4
		17	(19)17

*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.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

NURSING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses 4100-01 or 4102-03 or 4116-17	Physical Education	1	1
4105	Communication Skills I-II	(3)4	(3)4
5101, 5120 or 5220	Speech	3	
7110 or 7115	Mathematics		(4)3
8150-51 or 8156-60	Chemistry I	4	
	Biology	(3)4	(3)4
	Electives (General Education)		4
		<u>(14)16</u>	<u>(15)16</u>

SOPHOMORE YEAR

2000 Activity Courses 3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Physical Education	1	1
6100	Humanities	3	3
6210	American Civilization	3	
6276	Human Growth and Development	3	
6277	Psychology	3	
7221	Sociology		3
8250	Nutrition	3	
8155	Microbiology		4
	Anatomy and Physiology		4
	*Electives		3
		<u>16</u>	<u>18</u>

*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.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

PHYSICAL EDUCATION

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2100 Activity Courses	Physical Education	(2)1	(2)1
2100	Introduction to Education	3	
2140	First Aid	2	
2190	Introduction to Physical Education		3
4100-01 or 4102-03 or 4116-17	Communication Skills I-II	(3)4	(3)4
5101, 5120 or 5220	Mathematics	(4)3	
7135 or 7138	Physical Science or Earth Science		4
8150-51	Biology	3	3
		<u>(17)16</u>	<u>15</u>

SOPHOMORE YEAR

2100 Activity Courses	Physical Education	1	1
2146	Camp Counseling	3	
2296	Personal and Community Health		3
3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	3
4105	Speech	3	
6133-34 or 6136-37 or 6200-01	Social Science	3	3
6210 or 6278	Human Growth and Development or Educational Psychology		3
6276	Psychology	3	
8255	Human Anatomy and Physiology		4
		<u>16</u>	<u>17</u>

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

PHYSICS

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2100 Activity Courses 4100-01 or 4102-03 or 4116-17	Physical Education	1	1	
°5120-21	Communications Skills I-II	(3)4	(3)4	
°5220	Mathematics	4	4	
6133-34 or 6136-37 or 6200-01 or 6100 and 6256, 6276 or 6277	Calculus I			4
7115-7116	Social Science	3	3	
	College Chemistry I-II	4	4	
		<u>(15)16</u>	<u>(15)16</u>	<u>4</u>

SOPHOMORE YEAR

2100 Activity Courses 3175 and 3179, 3279, 3280, 4109, 4228 or 4276	Physical Education	1	1	
5221-22	Humanities	3	3	
5237	Calculus II-III	4	3	
7240-41	Linear Algebra		3	
8149	College Physics I-II	4	4	
	Biology	4		
		<u>16</u>	<u>14</u>	

°The well-prepared student may start mathematics sequence with 5220 with permission of department chairman and may begin a foreign language or other elective in freshman year. Foreign language (French or German) should be added if transferring to an institution that requires foreign language for the degree.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
MEDICINE, VETERINARY MEDICINE, OR DENTISTRY AND
MEDICAL TECHNOLOGY

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses 4100-01 or 4102-03 or 4116-17	Physical Education	1	1
	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 or 4265-66 or 4267-68	or Spanish		
5101, 5120 or 5220	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

2000 Activity Courses 3175 and 3179, 3279, 3280, 4109, 4228 or 4276	Physical Education	1	1
	Humanities	3	3
	*Foreign Language (if not complete)	(3)	(3)
4240-41 or 4245-46 or 4247-48	French		
4251-52 or 4255-56 or 4257-58	or German		
4260-61 or 4265-66 or 4267-68	or Spanish		
**6133-34, 6136-37, or 6200-01 or 6100 and 6256, 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 (Science)		4
		<u>15</u>	<u>15</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.

***Not required for medical technology.

Note: For medical technology, foreign language is not required. However, physics is required.

ASSOCIATE OF ARTS DEGREE
A Transfer Program Leading to a Bachelor's Degree in
SCIENTIFIC DATA PROCESSING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
*1110	Typewriting	2		
1814	Data Processing Concepts	3		
2000 Activity Courses	Physical Education	1	1	
3175 and 3179 or 3279, 3280, 4109, 4228 or 4276	Humanities	3	3	
4100-01 or 4102-03 or 4116-17	Communications Skills I-II	(3)4	(3)4	
**5120-21	College Algebra	4	4	
5220	Calculus I			4
8149	Biology		4	
		<u>(16)17</u>	<u>(15)16</u>	<u>4</u>

SOPHOMORE YEAR

1207	Data Processing Systems Design		3	
1208	Computer Programming II	4		
2000 Activity Courses	Physical Education	1	1	
5221-22	Calculus II-III	4	3	
6133-34 or 6136-37 or 6200-01 or 6100 and 6256, 6276 or 6277	Social Science	3	3	
7240-41	Physics I-II	4	4	
		<u>16</u>	<u>14</u>	

*Requirement may be waived through a proficiency test.

**Other mathematics courses may be prerequisite for 5120, or the well-prepared student may fulfill the requirement by starting with 5220 and electing chemistry instead of algebra.

Recommended electives: 5237 Linear Algebra, 7115-16 Chemistry.

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

TEACHER EDUCATION

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
2100	Introduction to Education	3	
4100-01 or 4102-03 or 4116-17	Communication Skills I-II	(3)4	(3)4
4105	Speech		3
4109	World Literature		3
6276	Psychology	3	
7135, 7138, 7110-11, 7115-16, 7140-41, 7145-46, or 7240-41	Physical Science	4	()
8149 or 8156-60 or 8150-8151	Biology	(3)4	(3)4
		<u>(18)17</u>	<u>(17)15</u>

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1
*3150	Music Fundamentals	3	
3175 and 3179, 3279, 3280, 4228,, 4276	Humanities	3	3
**5101 or 5120			
*5105 and 5210	Mathematics	3	(3)
6133-34, 6200-01 or 6136-37 or 6100 and 6256 or 6277	Social Science	3	3
6278 or 6210	**Educational Psychology or *Human Growth and Development	3	
	Electives—General Education		8-11
		<u>16</u>	<u>(15)18</u>

*For elementary teachers only

**For secondary teachers only

ASSOCIATE OF ARTS DEGREE

**A Transfer Program Leading to a Bachelor's Degree in
TEACHER EDUCATION (SCIENCE OPTION)**

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
2000 Activity Courses	Physical Education	1	1
2100	Introduction to Education	3	
4100-01 or 4102-03 or 4116-17	Communication Skills I-II	(3)4	(3)4
4105	Speech		3
5101, 5120 or 5220	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

2000 Activity Courses	Physical Education	1	1
3175 and 3179, 3279, 3280, 4109, 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, 7140-41 or 7145-46 or 7240-41	Physics or Chemistry	4	4
	Electives (Science)	2	3
		<u>17</u>	<u>17</u>

ASSOCIATE OF ARTS DEGREE

A Transfer Program Leading to a Bachelor's Degree in

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 of Instructional Services 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, English, Humanities, Mathematics, Music, Physical Education, Physical Science, and Social Sciences.

(2) Fulfillment of general education requirements as defined on Page 43.

(3) 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 of Instructional Services, 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.

(4) Transfer Programs other than those listed on Pages 45-64. Every Associate of Arts degree student must have a planned program of 24 or more semester hours beyond general education requirements. For a student who does not elect one of the curricula on Pages 45-64 of the 1970-72 catalog a *planned program* means one worked out with an advisor or counselor and approved in advance of the second year of study by the Vice President of Instructional Services.

(5) Modern Languages. Any student who looks forward to graduate work beyond his bachelor's degree is strongly advised to begin his modern language study in junior college. Most graduate schools require one or two languages for a master's or doctor's degree. A student who is contemplating graduate study should consider the Liberal Arts Curriculum on Page 52.

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 such 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.

Courses in Residence. (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate Degree at Okaloosa-Walton Junior College is 15 semester hours of credit immediately preceding graduation.

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, as follow:

General Education Requirements for Associate of Science Degree

	Semester Hours
<i>English:</i> Two courses—4100-01 or 4102-03 or 4110-11 or 4116-17	6-8
<i>Humanities:</i> 3175	3
<i>Mathematics:</i> 1130, 5101, 5160, 5161, 5260, 5261	3
<i>Physical Education:</i> Four semester hours of activity courses, 2000 series. Exemptions pages 26-27	4
<i>Science:</i> 7135, 7138, 7210, 7211, 7212, 7242, 7243, 8149 ..	4
<i>Social Studies:</i> 6100, 6134, 6136, 6200	3
<i>Approved Electives:</i> Selected from within the above departments but not restricted to the courses named	3
	26-28

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

A Specialized Program Leading to a Career in

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

FRESHMAN YEAR		1st	2nd	3rd
Course	Description	Term	Term	Term
2000 Activity Courses	Physical Education	1	1	
4100 or 4100 or 4102 or *4110	Communication Skills	(4)3		
*4112	Report Writing		3	
*5161, 5260	Mathematics II, III	3	3	
6136	Political Science	3		
7100	Principles of Air Cond. and Refrigeration	3		
7103	Electronic Controls		3	
7105	Engineering Graphics	3		
7106	Descriptive Geometry		3	
*7210-11	Gen. Physics I, II		3	3
		<u>16</u>	<u>16</u>	<u>3</u>

SOPHOMORE YEAR

*1276	Human Relations		3	
2000 Activity Courses	Physical Education	1	1	
7104	Technical Measurements	2		
*7212	General Physics III	3		
7263-64	Refrigeration I-II	3	3	
7265-66	Air Conditioning I-II	3	3	
7267	Control Systems		3	
7268	Air Conditioning Design		2	
7269	Residential Air Conditioning	3		
		<u>15</u>	<u>15</u>	

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

ASSOCIATE OF SCIENCE DEGREE

A Specialized Program Leading to a Career in

COMMERCIAL DATA PROCESSING

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
*1110	Typewriting	2		
1131	Introduction to Business	3		
1814	Basic Concepts of Data Processing	3		
1815	Computer Mathematics	3		
1200-01	Accounting I-II		3	3
1204	Computer Programming I		4	
2000 Activity Courses	Physical Education	1	1	
3175	Humanities I			3
4100-01 or 4102-03 or 4116-17	Communication Skills I-II	(3)4	(3)4	
6100 or 6200 or 6134 or 6136	Social Sciences		3	
		<u>(15)16</u>	<u>(14)15</u>	<u>6</u>

SOPHOMORE YEAR

1140	Statistics			3
1208	Computer Programming II	4		
1244	Cost Accounting	3		
1207	Data Processing Systems Design and Procedures			3
1286-87	Economics I-II	3	3	
2000 Activity Courses	Physical Education	1	1	
7135 or 7138	Physical Science or Earth Science			
8149	Biology	4		
		<u>15</u>	<u>4</u>	<u>14</u>

*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

A Specialized Program Leading to a Career in

DRAFTING AND DESIGN TECHNOLOGY

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
2000 Activity Courses	Physical Education	1	1	
4100 or 4102 or *4110	Communication Skills	3		
*4112	Report Writing		3	
*5161, 5260	Mathematics II-III	3	3	
7107	Industrial Processes	3		
7122-23	Drafting and Design I-II	5	5	
*7210-11	General Physics I-II		3	3
7244	Surveying I			3
		15	15	6

SOPHOMORE YEAR

*1276	Human Relations	3		
2000 Activity Courses	Physical Education	1	1	
3175	Humanities	3		
6136	Political Science I	3		
*7212	General Physics III	3		
7223, or 7224, or 7225	Advanced Drafting and Design Electives			2
7245	Strength of Materials		3	
7246	App. Mechanics—Statics	3		
7248	App. Mech.—Dynamics		3	
	Approved Electives		6	
		16	13	2

APPROVED ELECTIVES

		Hour
7223	Advanced Drafting and Design—Mechanical	2
7224	Advanced Drafting and Design—Architectural	2
7225	Advanced Drafting and Design—Civil and Structural	2
7234	Machine Design	3
7239	Introduction to Architecture	3
7251	Surveying II	3
7252	Structures	3
7257	Building Construction and Materials	3
7258	Tool and Die Design	3

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

ASSOCIATE OF SCIENCE DEGREE

A Specialized Program Leading to a Career in

ELECTRONICS TECHNOLOGY

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
*1276 ✓	Human Relations		3	
2000 Activity Courses	Physical Education	1	1	
4100 or 4102 or *4110	Communications Skills	3		
*4112	Report Writing		3	
*5161, 5260 and 5261	Mathematics II, III, IV	3	3	4
6136	Political Science I	3		
7105	Engineering Graphics	3		
7161	Electrical Fields and Forces	2		
7162	Electrical Materials and Metals		2	
*7210-11	General Physics I-II		3	3
		<u>15</u>	<u>15</u>	<u>7</u>

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1	1	
3175	Humanities I ✓	3		
7163	Circuit Analysis I	3		
7164	Electronic Devices	3		
*7212	General Physics III	3		
7231 ✓	Computer Fundamentals		3	
7280	Semiconductors		3	
7281	Circuit Analysis II		3	
7282	Electronic Draft. and Fabrication	1		
7283	Industrial Electronics		3	
7284	Electronic Circuits		3	
		<u>14</u>	<u>16</u>	

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

ASSOCIATE OF SCIENCE DEGREE
A Specialized Program Leading to a Career in
GENERAL BUSINESS MANAGEMENT

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
*1110	Typewriting	(2)	
2000 Activity Courses	Physical Education	1	1
4100-01 or 4102-03 or 4110-11 or 4116-17	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
1276	Human Relations		3
7135 or 7138	Physical Science ✓	4	
8149	Biology ✓		4
		<u>(20)15</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
1289	Basic American Economics ✓	3	
2000 Activity Courses	Physical Education	1	1
3175	Humanities I	3	
6100, 6134, 6136 or 6200	Social Science		3
	Electives		6
		<u>16</u>	<u>16</u>

*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

A Specialized Program Leading to a Career in

MID-MANAGEMENT

FRESHMAN YEAR

Course	Description	1st Term	2nd Term
1131	Introduction to Business	3	
1200	Accounting I		3
1220	Business Law I	3	
1270	Salesmanship	3	
1282	Advertising		3
1291	Distribution Seminar I		2
2000 Activity Courses	Physical Education	1	1
4100-01, or 4102-03 or 4116-17	Communication Skills I-11	(3)4	(3)4
6100	American Civilization	3	
7135, or 7138, or 8149	Physical or Biological Science		4
		<u>(16)17</u>	<u>(16)17</u>

SOPHOMORE YEAR

1201 or 1221	Accounting II or Business Law II	3	
1209	Introduction to Marketing		3
1276	Human Relations		3
1277	Management		3
1286, or 1289	Economics I	3	
1292-93	Distribution Seminar II-III	2	2
2000 Activity Courses	Physical Education	1	1
3175	Humanities	3	
5101, or 1130	Mathematics	3	
	Electives	3	3
		<u>18</u>	<u>15</u>

*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

A Specialized Program Leading to a Career in

POLICE SCIENCE

FRESHMAN YEAR

Course	Description	1st Term	2nd Term	3rd Term
1130 or 5101	Mathematics	3		
2000 Activity Courses	Physical Education		1	
2140	First Aid		2	
2158	Defensive Tactics	1		
4105	Speech		3	
4110	English I	3		
4112	Report Writing		3	
6136	Political Science I	3		
	Introduction to Law			
6140	Enforcement	3		
	Administration of			
6141	Criminal Justice		3	
6243	Police Operations		3	
6276 or 6277	Psychology or Sociology	3		
		<u>16</u>	<u>15</u>	

SOPHOMORE YEAR

2000 Activity Courses	Physical Education	1		
2191	Firearms		1	
3175	Humanities I		3	
	Police Organization and			
6142	Administration	3		
6143	Crime and Delinquency		3	
6144	Traffic	3		
6145, 6147	Criminal Law I-II	3	3	
6240	Penology and Corrections		3	
6241	Criminal Investigation	3		
6242	Police Problems		3	
7135 or 8149 or 7138	Physical or Biological			
	Science	4		
		<u>17</u>	<u>16</u>	

ASSOCIATE OF SCIENCE DEGREE

A Specialized Program Leading to a Career in

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
2000 Activity Courses	Physical Education	1	1
4100-01 or 4102-03			
or 4110-11 or 4116-17	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	
1205	Secretarial Machines and Records Management		3
1220	Business Law	3	
1240	Business Communications		3
1260	Secretarial Office Procedures		3
1276	Human Relations	3	
1289	Basic American Economics	3	
2000 Activity Courses	Physical Education	1	1
3175	Humanities		3
6100 or 6136	Social Studies		3
7135 or 7138	Physical Science	4	
		<u>16</u>	<u>16</u>

*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, general adult education 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 is the Area Adult and Vocational-Technical Education Facility for the District. Programs in five vocational areas are currently offered.

Business Education

Distributive Occupations

Home Economics

Industrial Education

Technical Education

Two-year 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 III	480
		1440

WELDING MECHANICS:**

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

RADIO AND TELEVISION REPAIR AND SERVICING:**

7968	Radio and Television Repair and Servicing I	480
7969	Radio and Television Repair and Servicing II	480
7970	Radio and Television Repair and Servicing III	480
		1440

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
		1440

*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. A certificate will be issued only upon completion of each full program.

**Programs approved for Veterans training.

CLERICAL*

Suggested Program	Semester Hours
1110 Typewriting I	2
1111 Typewriting II	2
1130 Business Mathematics	3
1131 Business	3
1240 Business Communications	3
1277 Management	3
1260 Office Practices	3
4100 Communication Skills I	4
Electives	<u>7</u>
	30

STENOGRAPHIC*

Suggested Program	Semester Hours
1131 Introduction to Business	3
1277 Management	3
1150 Dictation	3
1210 Typewriting III	2
1250 Transcription	3
1240 Business Communications	3
1260 Office Practices	3
4100 Communication Skills I	4
Electives	<u>7</u>
	31

*High school graduation required for entry. Certificates will be issued only upon full completion of each program.

GENERAL ADULT EDUCATION

ADULT BASIC EDUCATION

Coursework leading to completion of elementary studies is available, without charge, through the Adult Basic Education Program.

ADULT HIGH SCHOOL

Coursework leading to completion of a high school diploma is available through the Adult High School Program. To earn an OWJC high school diploma, a student must complete at least two units of high school work at this institution. Students who attend less than 75% of the classes will be subject to termination in the course and can not be granted credit for the course. A student with two or more F's in one semester will be subject to suspension for a minimum of one semester.

Representative outlines of both diploma and certificate offerings follow:

COLLEGE PREPARATORY

Total Requirements and Suggested Sequence

English	4 units
4600 English IX	
4601 English X	
4603 English XI	
4605 English XII	
Social Studies (U.S. Constitution Required)	4 units
6600 American Constitution and Government	
6604 United States History	
6605 World History	
6606 Civics	
Mathematics	2 units
5600 High School Algebra I	
5602 High School Algebra II	
Science	2 units
7608 Basic Physical Science	
8600 High School Biology	
Electives	4 units

BOOKKEEPING

Total Requirements and Suggested Sequence

English	4 units
4600 English IX	
4601 English X	
1903 Business English I	
1904 Business English II	
Social Studies (U.S. Constitution Required)	2 units
6604 United States History	
6606 Civics	
Mathematics	1 unit
1905 Business Arithmetic	

Science	2 units
7608 Basic Physical Science	
8600 High School Biology	
Business (Suggested Courses)	7 units
1907 Vocational Typewriting I	
1919 Office Machines	
1921 Bookkeeping I	
1923 Bookkeeping II	
1924 Bookkeeping III	
1913 High School Business Law	
1915 Basic Office Practices I	
1916 Basic Office Practices II	
1997 Vocational Typewriting II	

CLERICAL

Total Requirements and Suggested Sequence

English	4 units
4600 English IX	
4601 English X	
1903 Business English I	
1904 Business English II	
Social Studies (U.S. Constitution Required)	2 units
6604 United States History	
6606 Civics	
Mathematics	1 unit
1905 Business Arithmetic	
Science	2 units
7608 Basic Physical Science	
8600 High School Biology	
Business (Suggested Courses)	7 units
1907 Vocational Typewriting I	
1913 High School Business Law	
1915 Basic Office Practices I	
1916 Basic Office Practices II	
1919 Office Machines	
1921 Bookkeeping I	
1952 Business Psychology	
1997 Vocational Typewriting II	

DISTRIBUTIVE EDUCATION

Total Requirements and Suggested Sequence

English	4 units
1903 Business English I	
1904 Business English II	
4600 English IX	
4601 English X	
Social Studies (U.S. Constitution Required)	2 units
6604 United States History	
6606 Civics	
Mathematics	2 units
1905 Business Arithmetics	
5610 General Mathematics	

Science		2 units
7608	Basic Physical Science	
8600	High School Biology	
Business		6 units
1913	High School Business Law	
1934	Merchandising	
1949	Principles of Retailing	
1951	Techniques of Selling	
1953	Sales Psychology	
1957	Distributive Education Training and Orientation	

SECRETARIAL

Total Requirements and Suggested Sequence

English		4 units
4600	English IX	
4601	English X	
1903	Business English I	
1904	Business English II	
Mathematics		1 unit
1905	Business Arithmetic	
Science		2 units
7608	Basic Physical Science	
8600	High School Biology	
Social Studies (U.S. Constitution Required)		2 units
6604	United State History	
6606	Civics	
Business (Suggested Options)		7 units
1907	Vocational Typewriting I	
1909, 1910	Shorthand I, II	
1915	Basic Office Practices	
1917	Secretarial Practice	
1919	Office Machines	
1929	Filing	
1997	Vocational Typewriting II	

VOCATIONAL AND TECHNICAL

English		4 units
4600	English IX	
4601	English X	
4603	English XI	
4815	Technical Writing	
Social Studies (U.S. Constitution Required)		2 units
6604	United States History	
6606	Civics	
Mathematics		1 unit
5610	General Mathematics	
Science		2 units
7608	Basic Physical Science	
8600	High School Biology	

Vocational and Technical Elective	7 units
Air Conditioning and Refrigeration Mechanics	
Automotive Mechanics	
Automotive Body Repair and Refinishing	
Brick and Blocklaying	
Data Processing	
Food Service	
Industrial Drafting and Design	
Industrial Electronics	
Radio and Television Repair and Servicing	
Welding	

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 Art, Humanities, and Music
- 4 English, Speech and Foreign Language
- 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.*

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

*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 are correlated with statewide course coding and pertain to advanced undergraduate courses, therefore, not occurring in OWJC course numbering. Numbers 6 through 9 designate specialized courses within the various occupational and preparatory programs.

BUSINESS

- 1110 Typewriting I, 2 semester hours, 1 lec., 3 lab.
Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- 1111 Typewriting II, 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.
- 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. 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.
- 1200–1201 Accounting I-II (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 ten-key adding machine, the use of correction techniques, and the verification of answers.
- 1204 Computer Programming I, 4 semester hours, 2 lec., 4 lab.**
A survey of automatic data processing and an introduction to COBOL programming. Historical development, general concepts and state of the art. COBOL is introduced with emphasis on problem solving. Emphasis on methods of analyzing business problems for computer adaptation. Prerequisite: 1814 or permission of instructor.
- 1205 Secretarial Machines and Records Management, 3 semester hours, 2 lec., 2 lab.**
Operation of duplicating and copying machines, dictating and transcribing machines; alphabetic, numeric, geographic, and subject filing systems for record storing. Prerequisite 1111 or permission of the instructor. (Associate of Science degree students only.)
- 1207 Data Processing Systems Design and Procedures, 3 semester hours, 2 lec., 3 lab.**
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. Prerequisite: 1208 or permission of the instructor.
- 1208 Computer Programming II, 4 semester hours, 2 lec., 4 lab.**
A survey of automatic data processing and an introduction to FORTRAN IV programming. Historical developments, general concepts, and state of the art. Problems are selected from scientific areas. Prerequisite: 1814 or permission of 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. Special emphasis on the study of human behavior in marketing promotion.
- 1210 Typewriting III, 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.

1220–1221 Business Law I-II (3–3), 3 semester hours, 3 lec.

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.

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.

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.

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 personal management; budgets and financial controls; plant location and layout; and other vital managerial techniques.
- 1278–1279 Independent Study in Business I-II (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.
- 1282 Introduction to Advertising, 3 semester hours, 3 lec.
Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.). Prerequisite: 1209.
- 1283–1284–1285 Hotel-Motel Management I-II-III (3-3-3), 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 I-II (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.
- 1288 Retail Store Management, 3 semester hours, 3 lec.
Retail store management, location, buying, merchandise control policies, services, pricing, expenses, profits, training and supervision of retail sales, forces and other administrative problems.
- 1289 Basic American Economics, 3 semester hours, 3 lec.
An analytical and problem-solving approach to both macroeconomics and microeconomics. Limited in mathematics to simple geometric presentations. Open to all students except Pre-Business Administration majors, who are required to take 1286-1287.

- 1291—1292—1293 Distribution Seminar I-II-III (2—2—2), 1 lec.
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 I, 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 II, 2 semester hours, 2 lec.
Continuation of C.P.S. Review I. 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.
- 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 I, 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.
- 1607 Introduction to Data Processing, 3 units, 540 hours
Learning the keyboard and development of manual skill of the keypunch and verifier. Basic principles of operation and functional principles of wiring of the interpreter, sorter, collator, reproducer, and accounting machine. Basic concepts of computers and principles of programming. Designed for high school students.
- 1608 Principles of Data Processing, 1 unit
The course provides orientation for punch card accounting machinery through the principles of computer programming. The course includes data processing overview, punched card data processing, detail computer components, coding systems, and data processing management.

- 1609 Beginning Typewriting II, 1 unit
A continuation of 1606.
- 1664 Real Estate Finance
Includes the various methods of financing real estate with their advantages and disadvantages. Prerequisite: Permission of the instructor.
- 1697 Advanced Secretarial Review I
Preparation for the examination offered by the National Secretaries' Association for the designation of "Certified Professional Secretary." Review of personal adjustment and human relations, business administration, and business law.
- 1698 Advanced Secretarial Review II
Continuation of Advanced Secretarial Review I. Review of secretarial accounting, secretarial skills, and secretarial procedures.
- 1701 Industrial Supervision and Foremanship, 1 unit
Supervision of workers by studying and interpreting blueprints, 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.

- 1814 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.
- 1815 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.
- 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 I-II, 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.
- 1907 Vocational Typewriting I, 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 I-II-III, (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 systems 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 I-II, 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 I, 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 II-III, 1—1 unit
Theory and accounting procedures for merchandising, manufacturing concerns, and the principles of cost accounting. Profit and loss analysis, comparative statements, ratios, adjustments, and various cost accounting systems. Attention to income, income tax and official security tax laws, returns, and accounting procedures.
- 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.

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.

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.

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.

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.

1959 Basic Investments, 20 class hours

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

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.

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.

1981 Real Estate Principles and Practices, 25 class hours

Required for those wishing to be permitted to sit for the examination to earn a real estate salesman's license in the State of Florida.

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.
- 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.
- 1997 Vocational Typewriting II, 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.
- 2120 Self-Defense for Men, ° 1 semester hour, 2 lab.
The art of defending one's self when attacked or disarming an opponent. Instruction in the use of various wrestling holds, judo, etc.
- 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 Beginning Bowling, ° 1 semester hour, 2 lab.
The development of skills and practice in the basic fundamentals of bowling.

- 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.
- 2154 Beginning Tennis, ° 1 semester hour, 2 lab.
The history of tennis, the fundamental techniques and the development of personal skills through participation.
- 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.
- 2156 Horsemastership II, ° 1 semester hour, 2 lab.
Instruction in the fundamental techniques and the development of personal skills through participation.
- 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, 4 lab.
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.
- 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.
- 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.

°Activity course fulfills the Physical Education requirement.

- 2163 Basic Rowboating, ° 1 semester hour, 2 lab.
This course is designed to develop safety and fundamental skills in the use of rowboats.
- 2164 Basic Canoeing, ° 1 semester hour, 2 lab.
This course is designed to develop safety and fundamental skills in the use of canoes.
- 2165 Volleyball and Speedball, ° 1 semester hour, 2 lab.
Instruction in the fundamental techniques and the development of personal skills through participation.
- 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, 1 semester hour, 2 lab.
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.
- 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.
- 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.
- 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.
- 2255 Tumbling, ° 1 semester hour, 2 lab.
Instruction in the fundamental techniques and the development of personal skills through participation. (women only)

°Activity course fulfills the Physical Education requirement.

- 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.
- 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.
- 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 twice for credit—fall term only.)
- 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, 2 lab.**
 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.

°Activity course fulfills the Physical Education requirement.

- 2605 Civil Service Preparation, 20 class hours.**
A course designed to prepare prospective civil service employees to take the civil service examination.
- 2609 Safety Education, 96 hours**
Concepts of safe driving, financial responsibility laws, and court systems. Companion course to 2610, Driver Education, which provides the laboratory experience in driving.
- 2610 Driver Education, 96 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.
- 2626 Physical Fitness for Women, 64 hours.**
Fitness testing and body conditioning exercises. Vigorous activities designed to achieve better physical conditioning.
- 2860 Self-Defense for Women, 1 unit**
The art of defending oneself when attacked. Use of various wrestling holds, judo, etc.
- 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.

ART, HUMANITIES, AND MUSIC

- 3100 Drawing I, 3 semester hours, 1 lec., 4 lab.
Problems in drawing techniques and media.
- 3101 Drawing II, 3 semester hours, 1 lec., 4 lab.
Problems in drawing and composition. Prerequisite: 3100, or permission of the instructor.
- 3102 Ceramics I, 3 semester hours, 1 lec., 4 lab.
Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay.
- 3103 Ceramics II, 3 semester hours, 1 lec., 4 lab.
Intermediate course in ceramics which covers techniques used on potter's wheel. Prerequisite: 3102 or permission of the instructor.
- 3105 Design I, 3 semester hours, 1 lec., 4 lab.
Principles of visual organization. Deals with line, space, form, and color in two-dimensional composition.
- 3106 Design II, 3 semester hours, 1 lec., 4 lab.
Extension and development of the elements of design in three-dimensional projects.
- 3112-3113 Woodwind Techniques I-II (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 I-II (3-3), 3 lec.
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 Eighteenth Century style.
- 3125-3126 Sight Singing and Ear Training I-II (1-1), 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
1. Stage Band; 2. OWJC Chorus; 3. OWJC Band; 4. OWJC Brass Ensemble; 5. OWJC Chamber Chorus; 6. OWJC Community Playground Choral Union; 7. OWJC Community Band; 8. OWJC Community Stage 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. 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. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3172 Applied Music Instruction, Secondary Instrument, 1 sem. hr. One ½-hour private lessons per week. May be repeated one time for credit. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.
- 3175 Humanities I^{°*}, 3 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 II, 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 I, 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 II, 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.

*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, 3279, 3280, 4109, 4228, or 4276. Pre-Law and Pre-Ministry students should take 3175 and 3179 plus the required courses in Philosophy and/or Comparative Religion.

3220—3221 Music Theory, III-IV, (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, III-IV, (1—1) 1 semester hour, 2 lec.

Sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: 3126.

3227-3228 Brass Techniques, I-II, (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 I, 2 semester hours, 2 lec.

Major periods of music history from the Renaissance through the classical period with emphasis on style and form. Prerequisite: 3177 or permission of the instructor.

3253 Music Literature II, 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 I, 3 semester hours, 3 lec.

A survey of significant contributions in art and architecture from pre-historic cave paintings through the Renaissance.

3255 Art History Survey II, 3 semester hours, 3 lec.

A survey of significant contributions in art and architecture from the Renaissance to recent Twentieth Century works.

3271 Applied Music Instruction, Principal Instrument, 2 semester hours. Two ½-hour private lessons per week. May be repeated one time for credit. Prerequisite: Two semesters of 3171. 1. Woodwinds; 2. Brasses; 3. Percussion; 4. Piano; 5. Voice.

3272 Applied Music Instruction, Secondary Instrument, 1 semester hour. One ½-hour private lesson per week. May be repeated one time for credit. Prerequisite: two semesters of 3172. 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.
- 3298 Independent Study—Arts and Humanities, 1 semester hour
- 3299 Tutorial—Arts and Humanities, 1 semester hour, 2 lab.
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 OWJC 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.

ENGLISH AND FOREIGN LANGUAGE

- 4100 Communication Skills I, 4 semester hours, 4 lec.
Interpretative and critical reading of essays and biographies. Instruction and intense practice in writing the exposition and the argument, with stress on logical thinking.
- 4101 Communication Skills II, 4 semester hours, 4 lec.
Interpretative and 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. Prerequisite: 4100 or 4102.

- 4102 English Communications I, 3 semester hours, 3 lec.
Interpretative and critical reading of essays and biographies. Instruction and intense practice in writing the exposition and the argument, with stress on logical thinking.
- 4103 English Communications II, 3 semester hours, 3 lec.
Interpretative and 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. Prerequisite: 4100 or 4102.
- 4104 Reading Improvement, 1 semester hour, 3 lab.
A highly 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.
- 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 Survey of World 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 national origin, 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.
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: 4110 or 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 College newspaper.
- 4116 Honors English Composition I, 3 semester hours, 3 lec.
Content and activities consistent with the goals of 4100 but structured to the abilities of qualified students. Students are selected by the Chairman of the Department.
- 4117 Honors English Composition II, 3 semester hours, 3 lec.
Content and activities consistent with the goals of 4101 but structured to the abilities of qualified students. Students are selected by the Chairman of the Department.
- 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 I-II* (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 I, II* (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 Spanish with grade of “C” or better.

4160—4161 Spanish I, II* (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.

4170—4171 Russian I-II* (3—3), 3 lec.

Pronunciation and grammatical structures of Russian 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 successfully completed two or three years of high school Russian with a cumulative grade of “C” or better.

4220 American Literature I, 3 semester hours, 3 lec.

American letters from the colonial period to the Civil War. (For transfer credit the student should complete both 4220 and 4221.)

4221 American Literature II, 3 semester hours, 3 lec.

American letters from the Civil War through the contemporary period.

4226 English Literature I, 3 semester hours, 3 lec.

English literature based upon masterpieces from the times of Beowulf through the Eighteenth Century. (For transfer credit the student should complete both 4226 and 4227.)

4227 English Literature II, 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 III-IV (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.

*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.

- 4245–4246 Introduction to French Literature I-II (3–3), 3 lec.
The development of French literature from the beginning to present. Prerequisite: 4241 or four years of high school French.
- 4247–4248 Advanced French Grammar and Composition I-II (3–3), 3 lec.
Study of advanced grammatical structures and practice in composition. Prerequisite: 4241 or four years of high school French.
- 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 III-IV (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 I-II (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.
- 4257–4258 Advanced German Grammar and Composition I-II (3–3), 3 lec.
Study of advanced grammatical structures and practice in composition. Prerequisite: 4252 or four years of high school German.
- 4260–4261 Spanish III-IV (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 I-II (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.
- 4267–4268 Advanced Spanish Grammar and Composition I-II (3–3), 3 lec.
Study of advanced grammatical structures and practice in composition. Prerequisite 4261 or four years of high school Spanish.
- 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.
- 4297 Independent Study: Journalism, 1 semester hour.
- 4298 Independent Study: Literature, 1 semester hour.
- 4299 Tutorial—Communications, 1 semester, 2 lab.
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- 4600 English IX, 1 unit
When offered for high school credit the content is comparable to that of the corresponding high school English course.
- 4601 English X, 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 XI, 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 XII, 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 the increase of 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.
- 4613 Contemporary American Literature, 64 hours, 1 unit
Studies in contemporary American prose and poetry.
- 4614 Vocabulary Building for Adults, 64 hours, 1 unit
Designed to help the adult improve his command of the English language. Basic words and word roots on which our language is built. Designed to give the adult a broader and richer speaking and writing vocabulary and a better understanding of the practical words heard daily.
- 4626 High School English, 64 evening hours or 80 day hours, 1 unit
Intensive review of English on the secondary school level.
- 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
Designed for people interested in the reading and discussion of modern novels. Presented in a manner similar to the Great Books Discussion Group. Selections to be read may vary according to student interest; however, certain selections will be required.
- 4815 Technical Writing, 64 class hours
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.
Designed specifically for the student needing further preparation prior to enrollment in 5101. DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.
- 5101 Mathematics for General Education, 3 semester hours, 3 lec.
Course meets general education requirements. Prerequisite: 5100, adequate test scores, or permission of the instructor.
- 5104 Intermediate Algebra, 3 semester hours, 3 lec.
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. Prerequisite: 5101 or any higher level course in the mathematics sequence.
- 5120 College Algebra, 4 semester hours, 4 lec.
The normal first mathematics course for mathematics, science and engineering majors. Prerequisite: Departmental permission.
- 5121 College Algebra, Analytical Trigonometry and Analytic Geometry, 4 semester hours, 4 lec.
Prerequisite: 5120, or departmental permission.

- 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.)
- 5160 Mathematics I, 3 semester hours, 2 lec., 2 lab.
 Review of basic arithmetic; ratios; powers and roots; metric system; fundamentals of algebra; simple equations; exponents; geometrical construction; slide rule.
- 5161 Mathematics II, 3 semester hours, 2 lec., 2 lab.
 Introduction to algebra, properties of the set of real numbers; linear equations; functions and graphs; exponents and radicals; binomial theorem; logarithms; exponential functions; quadratic equations. Emphasis on the application of mathematics. Prerequisite: 5160 or permission of the instructor.
- 5202 Analytic Geometry and Calculus III, 4 semester hours, 4 lec.
 Prerequisite: 5221 or permission of the instructor.
- 5210 Geometry, 3 semester hours, 3 lec.
 Designed for elementary education majors in preparation for teaching of modern elementary mathematics. Prerequisite: Departmental permission.
- 5220 Calculus I, 4 semester hours, 4 lec.
 Prerequisite: 5121 or departmental permission.
- 5221 Calculus II, 4 semester hours, 4 lec.
 Prerequisite: 5220 with a grade of "C" or better or departmental permission.
- 5222 Calculus III, 3 semester hours, 3 lec.
 Prerequisite: 5221 with a grade of "C" or better.
- 5237 Linear Algebra, 3 semester hours, 3 lec.
 Designed for mathematics and engineering majors. Prerequisite: 5220 or departmental permission.

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.)

5260 Mathematics III, 3 semester hours, 2 lec., 2 lab.

A continuation of Mathematics II including simultaneous quadratic equations; nonlinear empirical equations; ratio, proportion, variation, progressions; numerical trigonometry of the right triangle; introduction to analytical trigonometry; oblique triangles. Emphasis on the application of mathematics. Prerequisite: 5161.

5261 Mathematics IV, 4 semester hours; 3 lec., 2 lab.

A continuation of Mathematics III including analytical trigonometry; introduction to calculus, graphical methods of calculus, differentiation, and integration. Emphasis on the application of mathematics. Prerequisite: 5260.

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. Prerequisite: Departmental permission.

5600 High School Algebra I, 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 II, 1 unit.

Algebra including products and factors, proportions and variations, exponents, roots and radicals, solution of equations, logarithms, ratios, progression and variation, and numerical trigonometry.

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, 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.

5622 High School Mathematics, 64 evening hours or 80 day hours, 1 unit

Intensive review of mathematics on the secondary school level.

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, 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.

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 I, 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 II, 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 Constitution.

6136-6137 Political Science I-II, (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.

6141 Administration of Criminal Justice, 3 semester hours, 3 lec.

Fundamentals of constitutional, criminal, and civil law; interpretation 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.

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.

6143 Crime and 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.

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—Laws of Arrest, 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. The pertinent statutes and sections of the constitutions of the United States and of the State of Florida. Stress upon an analysis of applicable code law. Recent court decisions in relation to the legality of arrest, search, and seizures.
- 6147 Criminal Law II—Rules of Evidence, 3 semester hours, 3 lec.**
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.
- 6148 The Police and Community Relations, 3 semester hours, 3 lec.**
The role of the law enforcement officer in human and community relations. Public and community relations problems; cultural, ethnic, and religious factors of minority groups. Problems of developing community relations programs.
- 6200 American History I, 3 semester hours, 3 lec.**
American history to 1865; describes the social, political, and economic development of the American people against the geographical background of the New World. Particular emphasis 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 II, 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 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 rest of 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 Police Problems, 3 semester hours, 3 lec.

A seminar examining and discussing selected topics dealing with contemporary problems affecting law enforcement. The interests and career objectives of the students will be considered. Prerequisite: 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.

6245 Law Enforcement 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.

6247 Advanced 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.

- 6256 Current World Problems, 3 semester hours, 3 lec.
Critical world issues and immediate trouble spots against an historic, economic, and social background. The individual student is called upon to develop a special area of interest. Prerequisite: Permission of 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, in terms of their relationship with the U.S. Constitution. Federalism and the American system of government compared with other systems. Principles and characteristics of the U.S. Constitution in detail. Meets State requirements for constitutional study.
- 6276 Psychology, 3 semester hours, 3 lec.
Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to his physical and social environment.
- 6277 Sociology, 3 semester hours, 3 lec.
Concentration on the description of the individual and group behavior. Basic concepts related to the family and the city. Individual, industrial, and political problem areas.
- 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 behavior 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 party, 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
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.
- 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.
- 6623 High School Social Studies, 64 evening hours or 80 day hours, 1 unit
Intensive review of social studies on the secondary school level. American history, civics, and Americanism versus Communism.

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 semester hours, 3 lec.
Electrical fundamentals, circuits, wiring methods, motors, and control circuits of electrical equipment. Prerequisite or corequisite: 5150 or 5160.
- 7104 Technical Measurements, 2 semester hours, 1 lec., 3 lab.
The theory and application of measurements as used in Air Con-

ditioning. 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.

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.

7107 Industrial Processes, 3 semester hours, 2 lec., 2 lab.

A study of methods, shop processes and materials as they relate to the production of machine parts, including casting, molding, welding, metal cutting and forming.

7109 Chemical Science, 4 semester hours, 4 lec.

Fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kinetic-molecular theory; the nature of chemical bonding; and the collision theory of reactions. *Will not* meet graduation requirements for science and mathematics majors.

7110 Chemistry I, 4 semester hours, 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.

7111 Chemistry II, 4 semester hours, 3 lec., 3 lab.

Health-related, elementary organic chemistry. Introduction to nutrition and biochemistry.

7115 College Chemistry I, 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.

- 7116 College Chemistry II, 4 semester hours, 3 lec., 3 lab.
Continuation of 7115; solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation, chemistry, hydrocarbons.
- 7122 Drafting and Design I, 5 semester hours, 2 lec., 6 lab.
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, 5 semester hours, 2 lec., 6 lab.
A continuation of Drafting and Design I with special emphasis on the finished drawing. 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.
Lectures and demonstrations to provide a survey of physical science and acquaint the student with the concept of the solar system, behavior of matter and energy, molecular and atomic phenomena, and the principles of chemistry. Not intended for majors in the physical sciences. Prerequisite: None. Completion of 5100 or 5101 recommended.
- 7138 Earth Science, 4 semester hours, 4 lec.
Survey of astronomy, meteorology, climatology and geology with primary emphasis on geology. Limited laboratory experiences. Field trips at the option of the student.
- 7140 Introductory Physics I, 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.
- 7141 Introductory Physics II, 4 semester hours, 3 lec., 3 lab.
Continuation of 7140. Electricity, magnetism, optics and structure of matter. Prerequisite: 7140.
- 7145 Geology I, 4 semester hours, 3 lec., 3 lab.
The fundamentals of geological processes and structures. Demonstration and laboratory of common rocks and materials.
- 7146 Geology II, 4 semester hours, 3 lec., 3 lab.
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 Electronic Field and Forces, 2 semester hours, 1 lec., 2 lab.
A first course in electrical engineering technology dealing with electrical charges, forces, electrical-field properties, electric flux, potential difference, capacitance, and electric current. Prerequisite: 5151 or 5161.
- 7162 Electronic Materials, 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 I, 3 semester hours, 2 lec., 2 lab.
Fundamentals of D.C. circuits and single-phase A.C. circuits. 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 or 5260.
- 7164 Electronic Devices, 3 semester hours, 2 lec., 2 lab.
The principles, characteristics, and operation of vacuum tube and solid-state devices. Prerequisites or corequisites: 7162 and 7163.
- 7165 Electric Machinery, 3 semester hours, 2 lec., 2 lab.
The characteristics and applications of A.C. and D.C. machinery. Prerequisite: 7281.
- 7210 General Physics I—Mechanics, 3 semester hours, 2 lec., 3 lab.
A fundamental course covering measurements, properties of matter including elementary atomic structure and the states of matter, mechanics and basic machines. Emphasis on the application of physics. Prerequisite: 5260 or concurrently.
- 7211 General Physics II—Heat, Light and Sound, 3 semester hours, 2 lec., 3 lab.
An examination of the theory and applications of temperature and heat, sound and wave motion, light and illumination, optical measurement; and the nature of atomic theory. Prerequisite: 7210.
- 7212 General Physics III—Electricity and Magnetism, 3 semester hours, 2 lec., 3 lab.
Concepts in basic electricity and magnetism with technical applications. Prerequisite: 7211.
- 7216 Organic Chemistry I, 4 semester hours, 3 lec., 3 lab.
Hydrocarbons, stereochemistry, molecular structure, and reaction mechanisms. Prerequisites: 7115-7116 or permission of the instructor.

- 7217 Organic Chemistry II**, 4 semester hours, 3 lec., 3 lab.
Functional groups, IR, NMR, and mass spectroscopy theory.
- 7223 Advanced Drafting and Design: Mechanical**, 2 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.
- 7224 Advanced Drafting and Design: Architectural**, 2 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.
- 7225 Advanced Drafting and Design: Civil and Structural**, 2 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.
- 7228 Synchros and Servos**, 3 semester hours, 2 lec., 2 lab.
A course on principles and operations of servo-mechanisms. Prerequisite: Advanced standing.
- 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.
- 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.
- 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.

- 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. Calculus is used where feasible. For pre-engineering and science majors. Prerequisite: 5220.
- 7241 College Physics II, 4 semester hours, 3 lec., 3 lab.
Continuation of 7240. Electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: 7240 or instructor's permission.
- 7242 General Physics I, 3 semester hours, 2 lec., 2 lab.
Mechanics, properties of matter, heat, and sound with emphasis on the application of physics. Prerequisite: 5151. (For Associate of Science students.)
- 7243 General Physics II, 3 semester hours, 3 lec., 2 lab.
Light magnetism, electricity, and modern physics with emphasis on the application of physics. Prerequisite: 7242. (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.
- 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.
- 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.
- 7251 Surveying II, 3 semester hours, 1 lec., 4 lab.
Laying out simple curves, compound curves, spirals and verti-

- cal curves, special topics in excavation and embankment for highways and railways, easement curves; profile levels, stadia, contours, earthworks, and grading building layouts. Prerequisite: 7244.
- 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.
- 7264 Refrigeration II, 3 semester hours, 2 lec., 2 lab.
A continuation of Refrigeration I. The design of refrigeration systems. Prerequisite: 7263.
- 7265 Air Conditioning I, 3 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.
- 7266 Air Conditioning II, 3 semester hours, 2 lec., 2 lab.
A continuation of Air Conditioning I. In addition an introduction to the study of systems design. Prerequisite: 7265.
- 7267 Control Systems, 3 semester hours, 2 lec., 2 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, 2 semester hours, 1 lec., 2 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, 3 semester hours, 2 lec., 2 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.
- 7280 Semiconductors, 3 semester hours, 2 lec., 2 lab.**
Analysis of the transistor by the use of the H parameters is presented. Study of diodes, transistors and other semiconductor devices. Construction and testing of transistor circuits. Prerequisite: 7163.
- 7281 Circuit Analysis II, 3 semester hours, 2 lec., 2 lab.**
Continuation of 7163 including network theorems, coupled circuits, resonant circuits, graphical techniques, transients, and balanced polyphase circuits. Prerequisite: 7163.
- 7282 Electronic Drafting and Fabrication, 1 semester hour, 0 lec., 2 lab.**
Layout, packaging and manufacture of electronic assemblies and systems. 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.**
The function and application of vacuum tube and semiconductor devices in industrial systems. Prerequisite: 7163.
- 7284 Electronic Circuits, 3 semester hours, 2 lec., 2 lab.**
Basic amplifiers, oscillators, radio receiving and transmission circuits including single side band and frequency modulation systems, vacuum tube and transistor systems. Prerequisite: 7281.
- 7285 Pulse and Digital Circuits, 5 semester hours, 2 lec., 6 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.

- 7288 Electronic Communication Systems, 3 semester hours, 2 lec., 2 lab.
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.
- 7289 Electrical Transmission, 4 semester hours, 3 lec., 2 lab.
Transmission lines, parameters of transmission lines, lines with no reflections, lines with reflections, traveling waves, measurements, impedance matching, and transmission-line charts. 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.
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.
- 7297 Electronic Machinery Control Systems, 3 semester hours, 2 lec., 2 lab.
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.
Electronic control systems and analysis of component functions.
Prerequisite: 7231.
- 7299 **Tutorial—Science and 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.
- 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.
- 7621 **High School General Science**, 64 evening hours or 80 day hours,
1 unit
Intensive review of science on the secondary school level.
- 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.
- 7715 **Electric Wiring: Apprentice**, 160 class hours
Training in the installation of wiring systems and lighting fixtures in building, 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.
- 7716 **Electric Line Service and Repair I**
Training in the repair and replacement of defective power lines and auxiliary equipment, including replacement of defective poles, installation of transformers and inspecting of insulators. Course includes forty-five basic job training procedures and fifty-four assignment sheets. Emphasis is placed on safe working procedure. Designed for groundman first-class rating.
- 7717 **Electric Line Service and Repair II**
Training in the repair and replacement of defective power lines and auxiliary equipment, including replacement of defective poles, installation of transformers and inspection of insulators. Course includes fifty-five job training procedures and fifty-six assignment sheets. Safety is stressed throughout the course. Designed for lineman trainee.

7718 Electric Line Service and Repair III

Training in the repair and replacement of defective poles, installation of transformers and inspection of insulators. Course includes twenty-one job training procedures and twenty-nine assignment sheets. In addition to presenting job procedures and related technical knowledge of the line trade, special stress is placed on safe working practices. Designed for lineman second-class training.

7719 Electric Line Service and Repair IV

Training in the repair and replacement of defective power lines and auxiliary equipment, including replacement of defective poles, installation of transformers and inspection of insulators. Course includes thirty job training procedures and forty-one assignment sheets on line craft skills, essential technical information and safe working practices necessary for a lineman first class and foreman to effectively perform or supervise line craft work. Designed for lineman first-class training.

7728 Solid-State Circuits I, 128 class hours

An introduction to semiconductor circuits and devices. A study of the static and dynamic characteristics of semiconductor, diodes, transistors, unijunctions, silicon controlled rectifiers, and other semiconductor devices. Analysis of the transistor by the use of H and T parameters. Student becomes familiar with construction and testing of solid-state circuits. Prerequisite: Experience in electronics and permission of the department.

7729 Solid-State Circuits II, 128 class hours

A continuation of 7728, Solid-State Circuits I, with emphasis on circuit design and testing, packaging techniques, and the computation of components which make up systems. Prerequisite: 7728.

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.

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.

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.

7812 Industrial Electronics II, 480 class hours

Introduction to modern electron theory, semiconductor diodes and transistors, transistor characteristics, transistor amplifiers and transistor oscillators. Prerequisite: 7811.

7813 Industrial Electronics III, 480 class hours

Continuation of Industrial Electronics II (7812) with emphasis on practical application. Prerequisite: 7812.

7820 Foundations of School Food Service, 3 semester hours

Designed to assist school lunchroom employees in developing fundamentals of school food service, placing emphasis on emerging trends and patterns in food processing and the use and care of equipment.

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 I, 3 semester hours, 3 lec.

Production and effective use of food material considering economic, nutritive, and aesthetic factors. 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 II, 3 semester hours, 3 lec.

Continuation of 7824. 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.

- 7830 Foods, 4 semester hours, 2 lec., 4 lab.
Study of the body's needs for food. Basic principles of good meal planning and food preparation techniques, purchasing and preservation of foods and nutrition for optimum health.
- 7832 Meal Planning and Table Service, 4 semester hours, 2 lec., 4 lab.
Application of sound nutrition and cookery principles in planning, purchasing, preparation, and service of aesthetic family meals for everyday and special occasions. Emphasizes meal planning and setting attractive tables.
- 7835 Clothing Construction I, 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.
- 7836 Clothing Construction II, 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.
- 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.
- 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 or co-requisite: 7837.
- 7839 Refrigeration Mechanics II, 240 class hours
A continuation of 7838 with special emphasis on service and repair of refrigeration equipment. Prerequisite: 7838.
- 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. Continuation of the study of mathematics and electricity. Prerequisite: 7839 or concurrently.
- 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.

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.

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. Related study in mathematics, science, and reproduction methods.

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. Related study in mathematics, report writing, and elementary strength of materials. Prerequisite: 7845.

7847 Industrial Drafting and Design III, 480 class hours

A continuation of 7846 with emphasis on the finished working drawing. Mechanical and machine design, architectural design, civil and structural drafting, electronic and electrical drafting, symbols, schematics and diagrams. Related study in mathematics, science, and office practices. Prerequisite: 7846.

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.

7906 Home Beautification and Landscaping, 96 class hours

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.

- 7909 Brick and Blocklaying II, 480 class hours
 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 coordination, 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.
- 7910 Brick and Blocklaying III, 480 class hours
 A continuation of 7909. Prerequisite: 7909.
- 7920 Foundations of School Food Service, 96 class hours
 Designed to assist school lunchroom employees in developing fundamentals of school food service, placing emphasis on emerging trends and patterns in food processing and the use and care of equipment.
- 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.
- 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.
- 7928 Sanitation and Safety in Food Services, 64 hours
 Procedures and practices which result in sanitary and safe handling of food products.
- 7929 Quantity Cookery, 96 class hours
 Principles and techniques of quantity food production, and actual preparation of foods in quantity provides on-the-job experi-

ences using principles and techniques learned. Proper use and care of equipment, use of available serving tools to assure adequate portions and gaining of experience in calculating and recording quantities of food used, and practice in adjusting and standardizing recipes for numbers to be served.

7931 Equipment Use and Care, 96 class hours

Use of school lunchroom equipment in the easiest, safest, and most effective way; to care for equipment and appreciation of the value of good equipment as an aid in providing superior food. Simple repair techniques and preventive maintenance, cleaning methods and record keeping as it relates to equipment.

7932 Upholstery, 48 class hours

Training in installing, arranging, and securing springs, padding, and covering material, such as cloth or leather to frames of overstuffed chairs, davenport, and stationary seats, including automobile seats.

7933 Basic Clothing Construction, 96 class hours

For the person who has had little or no experience in recently developed techniques in clothing construction. 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 and completion of a simple garment using modern sewing techniques and selection of suitable accessories required.

7935 Advanced Clothing Construction, 96 class hours

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. Prerequisite: 7933.

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.

7938 Sheet Metal Mechanics (B), 48 contact hours

Training in fabricating, assembling, altering, repairing, and installing sheet metal articles and equipment.

7949 Welding I, 480 class hours

Acetylene and arc welding. Practical and theoretical training in the weldability and identification of metals and alloys, use of

equipment and manual and automatic cutting and burning. 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.

7950 Welding II, 480 class hours

A continuation of Welding I. Prerequisite: 7949.

7951 Advanced Welding, 480 class hours

A continuation of Welding II. Heli-arc welding. Techniques in bonding aluminum and stainless steel. The safety and care, use and adjustment of the various types of welding equipment. Prerequisite: 7950.

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. 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. 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: 7953.

7960 Technical Drafting and Design I, 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.

7961 Technical Drafting and Design II, 128 class hours

A continuation of Technical 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: 7960.

7967 Architectural Drafting, 128 class hours

Introduction to architecture; lettering; line drawing; dimensioning; detail section and floor plan drawing; rendering and perspective drawing; model construction.

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. 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.

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.

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. The air-conditioning cycle, testing, trouble shooting, installing, servicing, and repairing.
- 7999 Radiological Monitoring, 16 class hours
A civil defense education course to acquaint the student with radioactive material and radiological monitoring equipment.

BIOLOGICAL SCIENCES

- 8100 Review of Biology Fundamentals, 3 semester hours
Fundamental principles of biology. Vocabulary pertaining to biology of plants, animals, and mankind. Conservation and human ecology. *Does not meet general education requirements.*
- 8148 Contemporary Conservation, 3 semester hours, 3 lec.
A study of the physical and biological environment and its intelligent utilization.
- 8149 Basic Biology, 4 semester hours, 3 lec., 2 lab.
The basic principles of biology will be covered. Human biology will be emphasized. Admission by test scores only.
- 8150—8151 Biology I-II (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. Admission by test scores only. (For non-science majors)
- 8155 Human Anatomy and Physiology, 4 semester hours, 3 lec., 3 lab.
An integrated study of human anatomy and physiology including structure and functions of the organ systems of men. Prerequisites: High school chemistry or biology.
- 8156 Botany, 4 semester hours, 3 lec., 3 lab.
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.

Planned for majors in Biological sciences. Not recommended for non-ed requirements. One of them for the ed both courses will have to be completed.

8160 Zoology, 4 semester hours, 3 lec., 3 lab.

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.

8200 Comparative Vertebrate Anatomy, 4 semester hours, 2 lec., 4 lab.

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. Pre-requisite: 8160 or its equivalent. *Only 2nd term 1971-1972*

8201 Advanced Botany, 4 semester hours, 2 lec., 4 lab. *Winter 1971-72*

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.

8202 Introductory Marine Biology, 4 semester hours, 2 lec., 4 lab.

Marine and estuarine waters and their occupants. Emphasis on the conservation and the taxonomy of the biota of economic importance. Prerequisite: Zoology. *Each Summer Term 1971 and 1972*

8221 Nutrition, 3 semester hours, 3 lec. *Only winter term 1971-1972*

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.

8250 Microbiology, 4 semester hours, 2 lec., 4 lab. *only in fall of 1971 (First term)*

A fundamental course in microbiology designed to fulfill the needs of pre-med., nursing and pharmacy students as well as science majors. 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.

8255 Cell Biology, 4 semester hours, 2 lec., 4 lab. *Summer 1972*

An introduction to the ultrastructure, biochemistry and physiology of plant and animal cells.

8286 Genetics, 4 semester hours, 3 lec., 3 lab. *Only fall term 1971-72*

Heredity, the physical basis on inheritance including the con-

- temporary 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. Prerequisites: 8150-8151, or 8156 and 8160, or equivalents or permission of the instructor.
- 8298 Individual Study: Biology**
- 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.
- 8604 Biology Seminar**
Seminar discussions and guest lectures to help adults stay abreast of the advancements in the biological sciences in the modern world.
- 8605 Nature Lore for Scout and Youth Leaders**
Designed for professional scouters and leaders of outdoor youth activities, to assist them in field trips and camping expeditions.

FACULTY AND ADMINISTRATION

ADMINISTRATIVE STAFF

- ALLEN, MAE NELL *Program Counselor*
Alabama State College, M.Ed.
- ANDERSON, JOHN R. *Assistant Registrar and Evening Counselor*
University of Mississippi, M.S.
- ANDERSON, S. LUCILE *Director of Library Services*
Florida State University, M.A.
- BARNAWELL, THOMAS F. *Information and Media Production*
Florida State University, B.A. *Specialist*
- BARTELL, JACK *Director of Student Services*
University of Mississippi, M.A.
- BENVENUTTI, EUGENE S. *Registrar*
University of Southern Mississippi, M.A.
- CAMPBELL, LOUISE S. *Librarian*
Florida State University, M.A.
- DAVIS, EVERETT *Executive Director, Environmental*
Washington University, Ph.D. *Studies Center*
- DURHAM, JAMES A. *Director of Institutional Research*
University of Southern Mississippi, Ed.D.
- HALL, GARLAND *Fiscal Specialist - Purchasing*
University of Florida, B.S.
- HARRIS, JAMES E. *Dean, Adult Studies*
Florida State University, M.S.
- JOHNSON, CECIL R. *Vice President, Business Services*
University of Alabama, M.S.
- JONES, ELIZABETH *Librarian*
Florida State University, M.S.L.S.
- LAWRENCE, VICTORIA *Assistant to the President*
- LAWSON, R. D. *Systems Specialist*
Florida State University, M.S.
- *LUNAN, MACKENZIE A. *Counselor*
University of Southern Mississippi, M.Ed.

* Leave of absence 1970-71

- MARKIN, TOM *Vocational Counselor*
Florida State University, M.S.
- MITCHELL, BILLY F. *Admissions Counselor*
Rollins College, M.A.T.
- MCCRACKEN, J. E. *President*
Ohio State University, Ph.D.
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University of Florida, M.Ed. *Industrial-Technical Education*
- RAY, LAURA *Assistant Director of Library Services*
George Peabody College, M.A.
- RHOADES, JAMES *Director of Projects and Special Services*
Florida State University, M.S.
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University of Alabama, B.S.
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Syracuse University, M.B.A. *for Military Personnel*
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- SHULER, BERNICE G. *Librarian*
Florida State University, M.S.
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Auburn University, M.S.
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Clark University, Ph.D.
- WALTER, MAMIRUTH C. *Coordinator of Counseling Services*
George Washington University, M.Ed.
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Emory University, M.C.E. *General and Basic Adult Education*
- WILSON, ROBERT D. *Vice President, Student Services*
University of Mississippi, Ph.D.
- WOLFE, MICHAEL *Fiscal Specialist - Accounting*
Florida State University, B.S.

FACULTY

- ADAMS, HENDERSON *Mathematics*
Columbia University, M.A.
- ALMONRODE, WILLIAM L. *Social Science*
University of Mississippi, M.S.
- BEAL, ROBY A. *Mathematics*
University of South Carolina, M.S.
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University of Miami, M.B.A.
- BETHEA, BERNICE M. *Home Economics*
Florida A & M University, M. Ed.
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Auburn University, M.A.
- BOYER, PAUL *Physical Science*
University of Illinois, Ph.D.
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University of Southern Mississippi, M.S.
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University of Southern Mississippi, M.S.
- BUNDY, ROY E. *Chair, Biology*
University of Wisconsin, Ph.D.
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Vanderbilt University, Ph.D.
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Montana State College, M.S.
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- COOPER, LOIS Y. *Adult Studies*
Atlanta University, M.A.
- CRAIGER, VERA C. *Business*
University of Alabama, M.A.
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U.S. Naval Postgraduate School, M.S.
- DAVIS, FANNY-FERN *Chair Emeritus, Biological Science*
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* Leave of absence 1970-71

- FALASCA, RICHARD A. *Welding*
- FREDRICKSEN, BARBARA *English*
University of Southwestern Louisiana, M.A.
- FRIESE, EDWARD W. *Business-Distributive Education*
University of South Florida, M.A.T.-D.E.
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Florida State University, M.S.
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University of Florida, M.A.
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University of Florida, M.Ed.
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University of Mississippi, M.B.E.
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Florida State University, M.S.
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Florida State University, M.S.
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Troy State University, M.S.
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University of Texas, M.A.
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University of Florida, M.S.
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Marshall University, M.A.
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University of Miami, M.A.
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Texas Technological University, M.A.
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- MUHLBACH, GEORGE W. *Police Science*
Colorado State College, M.A.
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New England Conservatory of Music, M.M.
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University of Chattanooga, M.Ed.
- PULLEY, CHARLES H. *Physical Education*
University of Florida, M.A.

° Leave of absence 1970-71

- RATHKE, M. LOUAN *Physical Education*
University of North Carolina, M.Ed.
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University of Southern Mississippi, M.S.
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Florida State University, M.A.
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Xavier University, M.Ed.
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Indiana State University, M.A.
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University of Heidelberg, Ph.D.
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University of North Dakota, B.S.E.E.
- SIMMONS, OLIVIA *Consultant, Adult Basic Education*
University of South Alabama, M.S.
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University of West Florida, B.A.
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University of North Carolina, M.S.
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Robert L. F. Sikes Honorary Faculty Chair in Government
- TROTMAN, WILLIAM I. *Social Science*
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- WALKER, LYNDIA L. *Music*
Louisiana State University, M.M.
- WEBER, CARMEN R. *English, Adult Studies*
Tulane University, M.A.
- WILSON, CLARENCE M. *English, Education*
University of Florida, M.Ed.
- WOLFGANG, REBECCA W. *Biology*
University of Alabama Medical Center, Ph.D.
- YODER, RALPH S. *Brick and Blocklaying*

OFFICE PERSONNEL

BEAMER, HARRY	Bookstore
BLACK, JUNE J.	Library
BLEDSON, HILDA	Military Educational Services
BROCKETTO, CHARLES	Business Office
BROOKS, CAROLYN	Learning Resources Center
BUSBEE, IDA	Registrar's Office
CALFEE, ANNA	Materials Center
CAMPBELL, J. W.	Data Systems
CLEMMONS, JOAN	President's Office
COPELAND, DOROTHY C.	Business Office
CROCKER, CLAIRE	Vice President of Student Affairs Office
CUNNINGHAM, JUNE	Dean of Adult Studies Office
DAVENPORT, CLAYTON	Bookstore
ELLIOTT, DONNA	Vice President of Instructional Services Office
EVANS, LORRAINE	Learning Resources Center
FAIRCLOTH, JULIA	Assistant Registrar's Office
FREEKEN, MILDRED	Library
GILMORE, FRIEDA	Admissions Office
HALLEMAYER, CORINE	Library
HANSON, DORIS	Science Building
HUGHES, JAMES C.	Materials Center
LAMICA, SHIRLEY SUE	Business Office
°LANGLEY, CHARLOTTE	Data Processing
MCDONALD, ANNA	Library
PARKER, IDA	Counseling Center
PETERS, MARTHA	Library
PHELPS, ETHEL	Registrar's Office
PHILLIPS, DORIS	Institutional Research
REID, WILODENE R.	Registrar's Office
SIMMONS, JO	Business Office
THARPE, HARRIETT	Data Processing
TILLEY, BARBARA	Library
WALLACE, SHEILA R.	Nurse
WEBBER, SAUNDRA	Business Office
WILLIS, JIMMY	Data Processing
WYSONG, LOUISE F.	Business Office

° Leave of absence 1970-71

PLANT OPERATIONS

BANKS, VIOLA D.	Maid
BARNES, TOM J.	Maintenance
BARRE, EUGENE H.	Maintenance
BESS, DOROTHY A.	Maid
BURNHAM, IRENE C.	Maid
CHAMBERLAIN, HURTIS	Custodian
DAVIS, ANTHONY	Custodian
DAVIS, JOHN W.	Custodian
ETZWILER, BEN A.	Custodian
GARRISON, KENNETH O.	Grounds
GIPSON, WILLARD L.	Landscaping Technician
GRIMES, ARLESTER	Custodian
HURST, TEMPIE L.	Maid
JENKINS, FRANCIS L.	Grounds
JOHNSON, WILLIE	Custodian
KLINGLER, KENNETH	Maintenance
LEE, JAMES D.	Head Custodian
LEWIS, ALEX I.	Custodian
LINGERFELT, RUBY L.	Maid
MCKINNEY, LLOYD	Grounds
METTEE, MAURICE	Plant Operations Specialist
PERFECT, MOORE C.	Grounds
PRITCHETT, L. Z.	Custodian
RALLS, THADUS O.	Air Conditioning Specialist
ROOKS, ADA B.	Maid
SIMPSON, HARRY H.	Custodian
STERLING, ETHEL L.	Maid
STEVENS, EDWARD	Receiving Clerk
VASS, BERNARD M.	Custodian
WARREN, JOHN R.	Custodian
WILKS, VENCE	Custodian
WILLIAMS, CORNELL	Head Custodian
WILLIAMS, JOHN W.	Custodian
WOODIN, GEORGE A.	Assistant Campus Engineer

INDEX

Academic Load	19	College Preparatory Program	78
Academic Probation	22	College Work-Study Program	38
Academic Regulations	19	Commercial Data Processing Program	68
Academic Standing	21	Composition of Student Body	5
Accreditation	5	Cost Summary	16
Administration	ii	Counseling and Admissions Testing	12
Administrative Staff	137	Counseling and Guidance	34
Admissions	6	Course Descriptions	82
Admissions Tests and Counseling Services	12	Course Numbering System	82
Adult Basic Education	78	Dental Program	61
Adult Studies Courses	98	Disciplinary Actions	30
Adult Studies Programs	75	Dismissal, Academic	24
Adult High School Diploma Programs	78	Distributive Education Program	79
Advanced Studies Program for the High School Student	11	Drafting and Design Program	69
Advanced Placement	11	Education and Physical Education Courses	93
Air-Conditioning, Refrigeration, and Heating	67, 76	Electronics, Industrial Program	76
Alpha Delta Chi	32	Electronics Technology Program	70
Application Fee	14	Engineering Program	50
Art	45	English and Foreign Language Courses	101
Artista	31	Evening Programs	4
Arts, Humanities, and Music Courses	98	Examinations	21
Assistantships, Students	40	Facilities	2
Associate of Arts Degree	43	Faculty	139
Associate of Science Degree	65	Fees and Costs	15
Athletics	33	Financial Assistance	14, 35
Audit Students	20	Financial Information	14
Baptist Student Union	31	Florida Association of Managerial Education	32
Biological Sciences Courses	134	Florida Student Loan Program	39
Biology Program	46	Foreign Student Admission Procedures	9
Bookkeeping Program	78	General Arts and Sciences Program	65
Brick and Blocklaying Program	76	General Business Program	71
Bus Service	40	General Education Sequence (Associate of Arts Degree and Associate of Science Degree)	43, 66
Business Courses	83	Good Standing, Academic	22
Business Administration Program	47	Grades and Examinations	21
Business Data Processing Program	49	Graduation Requirements	25
Calendar	vi	Health Services	40
Campus Life	4	History of the College	1
Certificate Programs	69	Honors, Academic	21
Change of Schedule	17	Industrial Drafting and Design Program	76
Chemistry Program	48	Inter-Club Council	31
Circle K	32	Intercollegiate Athletics	33
Civil Rights	40		
Class Attendance	19		
Classrooms and Laboratories	3		
Clerical Certificate Program	77, 79		
College Calendar	vi		

Law Program	52	Quality Points	21
Law Enforcement Program	51	Radio and Television Repair Program	76
Learning Skills Laboratory	34	Raider Review	31
Liberal Arts Program	52	Reader's Theatre	32
Loans	39	Readmission and Special Admissions	24
Marketing Program	53	Refunds	17
Mathematics Courses	108	Registration	13
Mathematics Program	55	Repeated Courses	22
Medical Technology Program	61	Residence Classification	14
Medicine, Transfer Program	61	Residence Requirements for Degrees	26, 66
Mid-Management Program	72	Rotoract	33
Military Experience, Advanced Placement	12	Secretarial Program	80
Military Personnel, Information for	18	Secretarial Science Program	74
Ministry Program	56	Scholarships	35
Music Program	57	Scholarship Donors	36
Nursing Program	58	Scholarships, Athletic	34
Objectives, College	1	Scientific Data Processing Program	62
OKAWAJUCO	31	SCOPE	31
Office Personnel	143	SNEA	31
Organizations, Campus	31	Social Science Courses	111
OWJC Band	32	Stenographic Certificate Program	77
OWJC Brass Ensemble	33	Student Affairs Committee	31
OWJC Chamber Choir	33	Student Christian Association	31
OWJC Chorus	33	Student Conduct	30
OWJC Music Theater	33	Student Government	30
OWJC Playground Choral Union	33	Student Life	30
OWJC Stage Band	33	Student Senate	30
OWJC Council	30	Student Services	34
Out-of-State Applicants	11	Suspension, Academic	23
Prerequisite for Teachers	15	Table of Contents	iii
Phi Theta Kappa	33	Teacher Education Program	63, 64
Physical Education Courses	93	Technology Courses	116
Physical Education Program	59	Transfer Credits	12, 25
Physical Education Requirements	26	Tutorial Laboratories	34
Physical Science Courses	116	Veterans, Information for	18
Physics Program	60	Veterinary Medicine Program	61
Point of View	v	Vocational and Technical Programs	80
Police Science Program	73	Vocational Rehabilitation Aid	38
Plant Operations Personnel	144	Welding Mechanics Program	76
Probation, Academic	22	Withdrawals, Policy Statement	20
Programs	42	Year-Round Opportunity	5
Proscenium Playhouse	32		
Publications, Student	31		

REQUEST FOR INFORMATION

_____ (Date)

Office 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

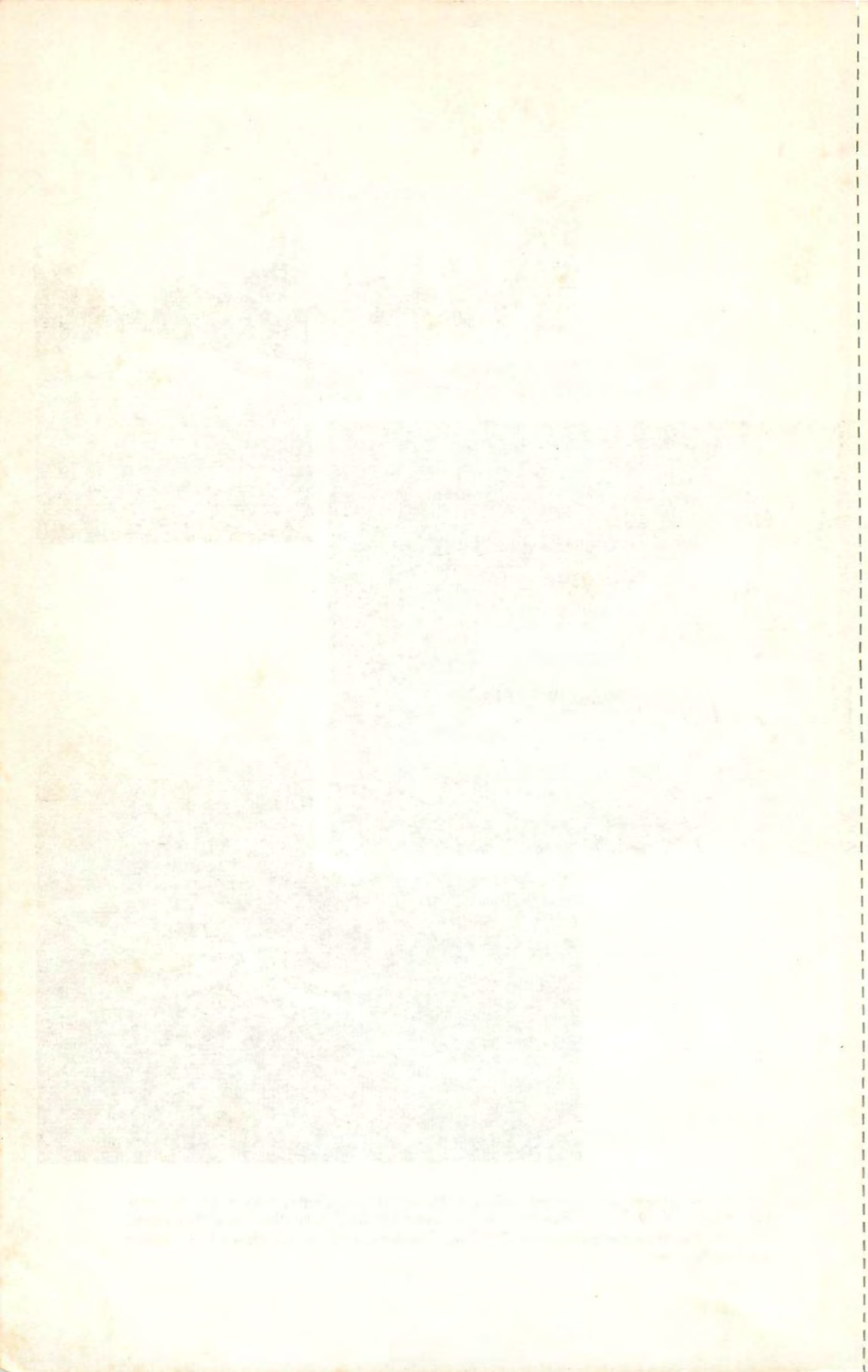
3. My interest is in the following kind of continuing study (please state):

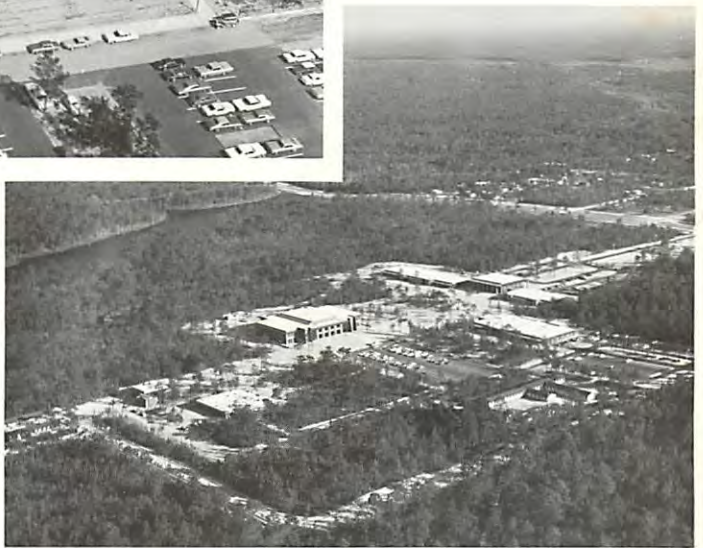
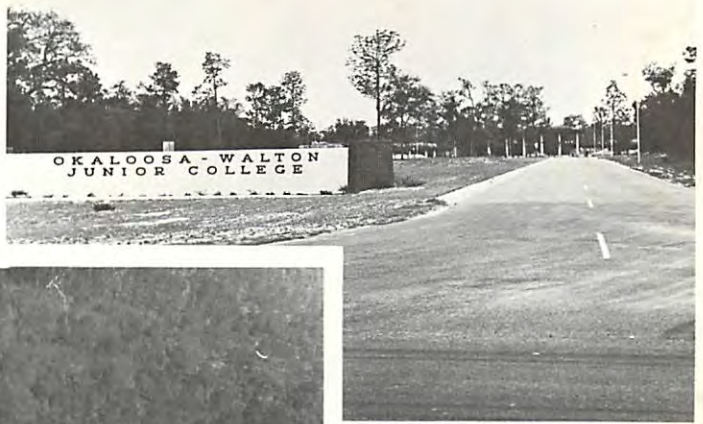
Name (Please Print) _____

Signature _____

Address _____
(Street or P. O. Box) (City) (State)

(Please tear off and fold this page for mailing)





Pictured above are the entrance to the college campus (top), a view of the new Child Care - Fast Foods Building to be occupied for instruction in February of 1971 and the Business Education Building (center), and an air view of the entire campus (bottom).



OWJC offers courses designed to develop the reading skills of its students.



OWJC has developed a wide series of physical education activity courses, one of which is a very popular course in canoeing.



When the classroom activities are concluded, some students like to relax in the comfortable mezzanine areas.



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.

