

**OKALOOSA-WALTON**

**JUNIOR COLLEGE**



Dr. J.E. McCracken  
President

1982-83 CATALOG

*Beth Ritchie*

PROPOSED COMBINED S.O.P.  
(for academic standing and  
financial assistance)

ENTRANCE

Okaloosa-  
tunity. It is  
basis of ra  
employer

<u>Hours</u>	<u>GPA</u>
12	1.50
24	1.70
36	1.80
48	1.90
60 or over	2.00

Academic Probation: Based on  
GPA's/Hours above.

Removal from Probation: obtain  
the GPA for hours specified  
above.

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### Ineligible for Continued Enrolment

Academic Suspension: A student  
who has been on Academic Proba-  
tion for two consecutive  
semesters will be placed on  
Academic Suspension for a  
minimum of one semester.

A student who has accumulated 12  
or more hours and who fails all  
of his/her courses shall be  
suspended for a minimum of one  
semester.

Academic Dismissal:

NO Academic Dismissal

EFFECTIVE FALL 1982-83



# OKALOOSA-WALTON JUNIOR COLLEGE



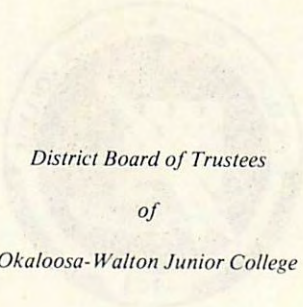
## ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES  
AND SCHOOLS

FLORIDA STATE DEPARTMENT OF EDUCATION

## MEMBER

AMERICAN ASSOCIATION OF COMMUNITY  
JUNIOR COLLEGES  
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES  
FLORIDA COMMUNITY COLLEGE ACTIVITIES  
ASSOCIATION  
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES



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*of*  
*Okaloosa-Walton Junior College*

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J.E. McCracken, President  
and Corporate Secretary



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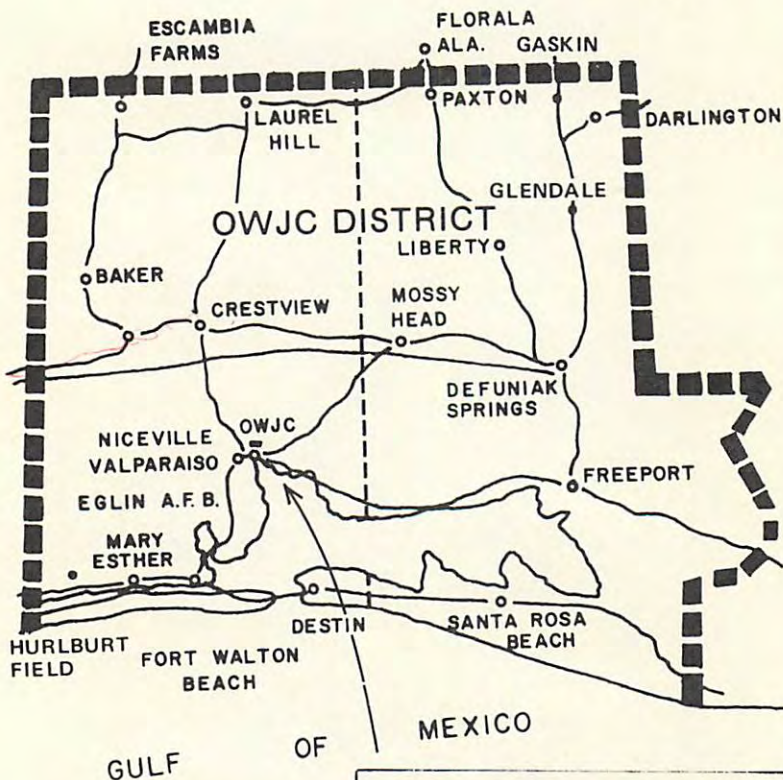




## POINT OF VIEW

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

OKALOOSA-WALTON  
JUNIOR COLLEGE  
DISTRICT



Okaloosa-Walton Junior College  
100 College Blvd.  
Niceville, Florida 32578



# 1982

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# CALENDAR\*

## 1982-83

### FALL SEMESTER

Off-Campus Registrations (by announcement) .....	July-August
Early Registration Opportunities for previously-and currently-enrolled students .....	July 12-16
Academic Program Planning and Registration Sessions for newly-admitted College Credit students (by invitation) .....	July 19-23
Faculty Returns (9:00 a.m.) .....	August 16
Parent - Student Night (7:30 p.m.) .....	August 16
Faculty Inservice .....	August 16, 17
Registration for Returning Students (times by announcement) .....	August 18
Program Planning and Registration for New Students (times by announcement) .....	August 19
Off-Campus Registration .....	August 20
General Faculty Meeting for Full-time Instructors (9:00 a.m., E043) .....	August 23
Cancellation of classes with insufficient enrollments .....	August 23
Late Registration and last days to add courses .....	August 24-30
Class Days:	
College-Credit and Non-College Credit (including final examinations for semester-length classes) .....	August 24-December 18
Last day to pay fees or to receive any refund of fees for full-term courses .....	August 30
Labor Day Holiday .....	September 6
Graduation Application Deadline for Fall Semester (all programs) .....	October 5
Columbus Day Holiday .....	October 11
Deadline for application for Comprehensive Course Examination and payment of Testing Fee .....	October 18
Mid-Term Grades due in Registrar's Office (8:00 a.m.) .....	October 19
**Sophomore Test Day .....	October 26
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	November 2
Deadline for Completion of Comprehensive Course Examination and payment of Examination Registration Fee .....	November 2
Veterans' Day Holiday .....	November 11
Early Registration Opportunities for Winter Semester (currently-enrolled students by announcement) .....	November 15-19
Thanksgiving Holiday (beginning at 11:00 p.m. Nov. 24) .....	November 25-26
(NOTE--Saturday classes will not meet on November 27, 1981.)	
Early Registration Opportunities for Winter Semester (new students by invitation) .....	November 29-December 3
Final Examinations (College-Credit Classes) .....	December 14-17
(NOTE--Final Examinations for Saturday classes will be given on Saturday, December 11, 1981).	
Final Grades due in Registrar's Office (12:00 noon) .....	December 18
Recognition Ceremony for Prospective Fall Semester Graduates .....	December 18
Christmas Holidays .....	December 23-24
Campus Closed .....	December 27-31

\*All programs -- College-Credit and Non College-Credit

\*\*ALL PERSONS EXPECTING TO GRADUATE AT THE END OF FALL SEMESTER 1982 ARE REQUIRED TO TAKE THIS STATE TEST ON THIS DATE.



## WINTER SEMESTER

### Academic Program Planning and Registration Sessions

for newly admitted College-Credit students

(by invitation) ..... November 29-December 3

### Registration Briefing for Faculty and Staff

(8:00 a.m., K-Bldg.) ..... January 3

### Registration for Returning Students

(times by announcement) ..... January 3

### Program Planning and Registration for New Students

(times by announcement) ..... January 3

### General Faculty Meeting for Full-time Instructors

(9:00 a.m., E043) ..... January 4

Cancellation of classes with insufficient enrollments ..... January 4

Late Registration and last days to add courses ..... January 5-11

### Class Days:

College-Credit and Non-College-Credit (including

final examinations for semester-length classes) ..... January 5-April 28

### Last day to pay fees or to receive any refund

of fees for full-term courses ..... January 11

Open House ..... January 29

### Graduation Application Deadline for Winter Semester

(all programs) ..... February 11

Washington's Birthday Holiday ..... February 21

### Deadline for application for Comprehensive Examination and

payment of Testing Fee ..... February 22

Mid-Term Grades due in Registrar's Office (12:00 Noon) ..... March 1

### Last day to drop a course with a grade of "W" or to

change to "Audit" status ..... March 11

### Deadline for Completion of Comprehensive Course Examination

and payment of Examination Registration Fee ..... March 11

\*Sophomore Test Day ..... March 15

Easter Holiday (beginning 11:00 p.m. March 31) ..... April 1

(NOTE--Saturday classes will not meet on April 2, 1982.)

### Early Registration Opportunities for Spring Semester

(currently-enrolled students by announcement) ..... April 18-21

### Early Registration Opportunities for Spring Semester

(new students by invitation) ..... April 20-21

Final Examinations (College-Credit classes) ..... April 25-28

(NOTE--Final Examinations for Saturday classes will be given on  
Saturday, April 23, 1983).

Final Grades due in Registrar's Office (8:00 a.m.) ..... April 29

Ceremony for Winter Semester Graduates (3:00 p.m.) ..... May 2

Registration Duties (9 Month Faculty) ..... May 3 & 4

## SPRING SEMESTER

### Academic Program Planning Sessions for newly-admitted

College-Credit students (by invitation) ..... April 20-21

### Registration for Returning Students

(times by announcement) ..... May 3

### Program Planning and Registration for new students

(times by announcement) ..... May 4

Cancellation of classes with insufficient enrollments ..... May 5

Late Registration and last days to add courses ..... May 6-May 10

### Last day to pay fees or to receive any refund

of fees for full-term courses ..... May 10

**\*ALL PERSONS EXPECTING TO GRADUATE AT THE END OF WINTER SEMESTER 1983 OR SPRING SEMESTER 1983 ARE REQUIRED TO TAKE THIS STATE TEST ON THIS DATE.**

Class Days:

College-Credit and Non-College-Credit .....	May 6-July 29
Memorial Day Holiday .....	May 30
Deadline for application for Comprehensive Examination and payment of Testing Fee .....	June 17
Graduation Application Deadline for Spring Semester (all programs) .....	June 22
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	June 29
Deadline for Completion of Comprehensive Course Examination and payment of Examination Registration Fee .....	June 29
Independence Day Holiday .....	July 4
Recognition Ceremony for Prospective Spring Semester Graduates (7:00 p.m.) .....	July 29
Final Grades due in Registrar's Office (12:00 Noon) .....	July 30

**TERM I**

Academic Program Planning and Registering Sessions for newly-admitted College-Credit students (by invitation) .....	April 20-21
Registration Briefing for Faculty and Staff (8:00 a.m.) .....	May 3
Registration for Returning Students (times by announcement) .....	May 3
Program Planning and Registration for new students (times by announcement) .....	May 4
Cancellation of classes with insufficient enrollments .....	May 5
Late Registration and last days to add courses .....	May 6-May 10
Last day to pay fees or to receive any refund of fees for full-length Term I courses .....	May 10
Class Days:	
College-Credit and Non-College Credit .....	May 6-June 17
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	May 26
Graduation Application Deadline for Term I (all programs) .....	May 31
Memorial Day Holiday .....	May 30
Final grades due in Registrar's Office (12:00 Noon) .....	June 20

**TERM II**

Registration for Returning Students (times by announcement) .....	June 14-15
Program Planning and Registration for new students (times by announcement) .....	June 16
Cancellation of classes with insufficient enrollments .....	June 17
Late Registration and last days to add courses .....	June 20-22
Last day to pay fees or to receive any refund of fees for full-length Term II courses .....	June 22
Class Days:	
College-Credit and Non-College-Credit .....	June 20-July 29
Graduation Application Deadline for Term II (all programs) .....	July 1
Independence Day Holiday .....	July 4
Last day to drop a course with a grade of "W" or to change to "Audit" status .....	July 8
Recognition Ceremony for Prospective Spring Semester Graduates (7:00 p.m.) .....	July 29
Final Grades due in Registrar's Office (12:00 Noon) .....	July 30

# 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 State of Florida High School Diploma, to special certificates, to particular personal satisfactions, and to new educational and occupational opportunities.
6. To provide a learning and working environment which emphasizes the presence of equal, non-discriminatory opportunities for participation in programs and services to persons who need special assistance in attaining awareness, entry and success in experiences available at the College.
7. 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;
8. To provide stimulation and assistance in facilitating enrichment of the cultural climate of its two-county community.

## HISTORY

Eighteen years of service and outstanding accomplishments is, in brief, the history of OKALOOSA-WALTON JUNIOR COLLEGE! 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. The College has in this eighteen years served over 138,000 persons; has ranked HIGHEST IN THE STATE FOR NINE CONSECUTIVE YEARS in success of students transferring to senior institutions; and has received many acknowledgments and recognitions, including a citation by the President of the United States of America in 1972.



Approval of the founding and initial funding of the College took place on April 16, 1963, by action of the State Legislature. In prompt succession the initial Advisory Committee, now the District Board of Trustees, was appointed (December, 1963); the first President employed (February 15, 1964); the College named (March 3, 1964); its temporary location established (April 3, 1964); its faculty employed (August 17, 1964); and its first classes begun on a beautiful morning (August 24, 1964) on the quaint temporary campus in Valparaiso, Florida.

The temporary site of approximately twelve acres was 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 August, 1964, the campus consisted of seven buildings. 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 and sixty-four acres of land from the Eglin Air Force Reservation was made in January, 1966, to Okaloosa-Walton Junior College.

The 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, of the Emil Holzhauer Honorary Faculty Chair in Arts, and the acceptance of the Emil Holzhauer Collection for perpetual archives under the care of the OWJC Library.

The philosophy which undergirded the planning of the College's 264-acre permanent 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."

## 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. 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 campus presently includes the following permanent facilities for housing its programs and services:

The *Administration Building* houses the executive and administrative offices of the College, including instructional services, student services, alumni affairs, community services, operational support services, information services, student publications, and financial services.

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

The *Computer Services Building* houses the computer operations, the Math Lab, faculty offices, and classrooms.

The "*Heavy Shops*" *Industrial-Technical Building* houses classrooms and shops for programs in automotive body repair and painting, automotive mechanics, and welding.

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

The *Learning Resources Center*, the largest structure on campus houses a library collection of more than 69,000 books, 664 periodicals, more than 5,444 recordings, 4,783 microforms, in addition to numerous cassette tapes and an extensive slide and software collection of over 29,838 titles. The Conference Room houses a rare books collection and college archives. The RAIRS (remote access information retrieval system) with capability of ninety-four program sources and ninety-seven audio stations is administered from the Audio-Visual Department of the Library. Faculty offices, classrooms and the Graphics-Printing Technology laboratories are located on the first floor mezzanines. The "Equal Opportunity" Laboratory, The Career Information Center, study carrels, and the Periodical-Reserve Books Department of the LRC are located on the upper mezzanines.

The *Maintenance Building* constitutes a central facility for maintenance, custodial, and grounds personnel and operations.

*Building M* houses such special industry services programing as the present machinist and machine operator training program.

The *Physical Education Facility and Auditorium Complex* is a multi-purpose facility used to house all indoor physical education activities and indoor sports events, as well as convocations, theatrical productions, and the Lyceum programs. The complex also contains offices, lecture-classroom and storage facilities for both physical education and EMT programs. Extensive new outdoor facilities provide for outdoor activity education programs and for intramural and extramural sports participation.

The *Science Building* is comprised of classrooms and laboratory facilities for programs in biology, physics, physical science, chemistry and for the law enforcement training center.

The *Home Economics Building* houses the classrooms and laboratories for programs in home economics.

The *College Mall* houses student activities, food services, the bookstore, lounges, meeting rooms, recreation areas, and instructional programs in music and art.

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

The *Okaloosa-Walton Junior College Chautauqua Neighborhood Center*, located in DeFuniak Springs, is a special multi-purpose community service facility which was constructed through HUD grant matched by funds donated by individuals, organizations, and governmental units of Walton County and its municipalities. The OWJC Chautauqua Neighborhood Center serves those persons from Walton County who are physically, economically, educationally, or otherwise disadvantaged, through coordination with numerous organizations, and agencies. The College offers numerous non-credit programs and a number of credit courses at the 'CNC'.

In addition to its permanent facilities, the College functions in many off-campus locations -- churches, schools, community facilities -- to bring services and programs closer to diverse clientele whose opportunities to come to the permanent facilities may limit feasible services.

## **CAMPUS LIFE**

The atmosphere on this college campus is determined by the blend of a dedicated College staff interacting with a talented, ambitious, determined, and stimulating student body. From this environment comes an unforgettable chain of memorable experiences for both College personnel and students. Every student and member of the College organization finds appreciation for each person's own nature and for the unique contributions each person makes in building and enriching our college.

Students find outlets for their particular talents through College publications, campus government, sports, interest groups, and the many other student activities that complement the central function and purpose of the College--the program of current and continuing studies.

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

## **EVENING PROGRAMS**

Courses offered during the late afternoons and evenings are the same as equivalent day courses and are taught whenever possible by the full-time faculty of the day program or, as becomes necessary, by part-time instructors of equivalent preparation and competence.

Students enrolling part-time in evening or day courses are subject to the same general rules as pertain to full-time students. At such time as the credit program part-time student attains 12 credit hours, his/her record is subject at that time, and each succeeding 12 semester hour block thereafter, to analysis both for honors and for assessment of substandard academic performance.

A student enrolled in the evening program is limited to a maximum of 12 credit hours per semester, or its equivalent in non-credit courses. If the student is working full-time, the class load normally is recommended to be 8 credit hours or less (or its equivalent in non-credit contact hours).

## **YEAR-ROUND OPPORTUNITY**

The programs of continuing study at the College vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous community service and 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.

## **SERVICEMEN'S OPPORTUNITY COLLEGE**

OWJC is designated a Servicemen's Opportunity College and has a commitment to qualified active duty military personnel through its military assistance contracts. Such personnel ordinarily are processed for courses with the College through their respective base education offices, with College liaison effected by the Director of Educational Services for Military Personnel.



## COMPOSITION OF STUDENT BODY

Okaloosa-Walton Junior College is a co-educational institution serving annually approximately 10,500 students of all ages who are legally out of grades 1-12 (by virtue of graduation, age, or circumstances).

## 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, with Reaffirmation of full accreditation by the Association again in December, 1981.

## EQUAL RIGHTS

Okaloosa-Walton Junior College is in compliance with Executive Orders 11246 and 11375; Titles IV, VI, and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Age Discrimination Act; The Veterans Assistance Act of 1972; The Rehabilitation Acts of 1973 and 1974; The 1977 Florida Human Rights Act; and the Handicapped 504 Act.

## PROTECTION OF PRIVACY

*Directory Information.* The following categories of personal information are designated by the College as "Directory Information" and may be disclosed at the discretion of College officials.

- Category I Name, race, sex, city and county of residence (but not street address).
- Category II Dates of attendance, academic class, major field of study, awards, honors (includes President's and Deans list), degree(s) conferred (including dates), and previous institutions attended.
- Category III Past and present participation in officially recognized sports and student organizations and activities, and physical characteristics (height, weight of athletes).

Under the provisions of the Florida Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the categories of Directory Information listed above. Students may exercise their right to withhold this kind of information by picking up a DIRECTION TO WITHHOLD DISCLOSURE OF DIRECTORY INFORMATION form from the office of the Dean, Student Services. This form must be completed and turned in to the Dean, Student Services, by the end of late registration for each semester or term, if a student's desire to withhold Directory Information is to be recognized.

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, rules of the State Board of Education and Board policies, the designated custodian of student records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction.

# ADMISSIONS

## GENERAL INFORMATION

It is desired that all District residents legally out of grades K-12 who can benefit from the varied programs of educational and community services offered by the College be admitted into appropriate experiences at OWJC. However, the right to deny admission to the College or to any program for the categories of applicants designated in the section titled "Controlled Admissions" (page 14) is reserved.

Each applicant desiring either full-time or part-time enrolment in courses or programs offered by Okaloosa-Walton Junior College must obtain from and return to the Admissions Office the appropriate admissions forms. Upon receipt and review of all required, completed admission forms, each applicant will be notified of his/her acceptance or non-acceptance for admission.

It is expected that all required admissions forms and supportive documents will be submitted to the College in sufficient time to allow for processing and notification of admissions status prior to registration. However, in those unusual cases where this procedure is not feasible, applicants may be conditionally enroled as provided on page 12, except for dual enrolment, early admission, and foreign student applicants. An applicant whose circumstances are sufficiently unique that they cannot be accomodated by the designated admissions policies and procedures specified in the Catalog may request special consideration for admission through a formal petition presented to the Admissions Counselor. Registration for applicants admitted in this category normally will be authorized on a space available basis.

Any decision with regard to admissability on the part of the Admissions Counselor may be appealed to the Admissions Committee. A decision of the Admissions Committee may in turn be appealed to the President.

**FALSIFICATION OR FAILURE TO FURNISH CORRECT REQUESTED INFORMATION ON ANY ADMISSIONS PAPERS WILL SUBJECT THE APPLICANT TO DENIAL OF ADMISSION OR TO IMMEDIATE DISMISSAL FROM THE COLLEGE.**

## COLLEGE-CREDIT ADMISSION REQUIREMENTS

College-Credit Programs at Okaloosa-Walton Junior College include the Associate of Arts Degree Programs, the Associate of Science Degree Programs, the Associate of Applied Science Degree Programs, the Occupational Certificate Programs, and individual credit course enrolments.

Each applicant for admission to college-credit programs or courses at OWJC must submit with his/her completed application a \$5.00 *non-refundable* application fee. In addition, a properly executed Residency Affidavit must be submitted by applicants who claim Florida residency (for enrolment fee assessment purposes).

*First-Time-in-College Applicants* (i.e. new students, applicants without prior college work) are responsible for submitting a completed, full set of application forms and related documents. In addition, from the following types of documentation, one must be provided, as appropriate:

1. An *official* record of high school work which documents graduation (These forms must be mailed directly to the Admissions Office by the high school which the applicant last attended), or
2. A high school equivalency diploma from a state department of education, or
3. Evidence of qualification for provisional enrolment as a non-high-school graduate by virtue of age or by award of a certificate of attendance from a public high school (See page 9, "Provisional Enrolment").

*Applicants With Prior College Work* (i.e.-transfer students or returning college students) are responsible for submitting completed, full sets of application forms and related documents. In addition, they must provide official transcripts covering all coursework attempted at all colleges and universities previously attended. (These transcripts must be mailed directly to the Office of Admissions from the respective institutions. Hand-carried documents will not be accepted.)

Transfer students with substandard records, if admitted, shall be placed on Academic Probation with their permanent record stamped "Admitted on Academic Probation".

Transfer students admitted to this institution with a cumulative grade point average such as to be on Academic Probation by OWJC standards can be admitted on Academic Probation and will be subject to the rules on Academic Probation (see page 45).

Transfer applicants who academic records, by OWJC standards, would have placed them in a status of "Suspension" will not normally be considered for admission until *at least* one semester has elapsed since enrolment at the last institution attended, and the individual shall be subject to the Okaloosa-Walton Junior College policy relative to Suspension (see page 46).

## **NON-COLLEGE-CREDIT ADMISSION REQUIREMENTS**

Non-College-Credit Programs at Okaloosa-Walton Junior College include Adult Basic Education (ABE), General Education Review, GED Test Preparation Program, individual general education and occupational courses, and self-supporting, enrichment courses. Applicants for admission to Non-College-Credit Programs at OWJC must submit the appropriate application materials and meet the specific admission requirements for the particular program they desire to enter, as follows:

### **Adult Basic Education [ABE]**

The purpose of this program is to lead to the completion of elementary studies, including basic reading, writing and mathematics. ABE classes are designed for adults who have special needs for developing skills in reading, writing, arithmetic, and other subjects related to gainful employment, or the attainment of more advanced vocational and/or academic skills. Applicants must be legally out of grades K-12.



## **GED Test Preparation Program [High School & General Education Review]**

The GED Test Preparation Program is designed for adults who desire to prepare themselves to take the GED Test to qualify for a Florida High School Diploma. To qualify for admission to this program, the applicant must be legally out of grades K-12. An applicant who does not meet this requirement may file petition with the Admissions Counselor for consideration for admission if the applicant has a claim to a unique, documented hardship.

### **High School Released-Time Program**

As the Area Vocational School for the Okaloosa-Walton Junior College District, the College makes appropriate facilities available to selected high school students on a limited basis for pursuit of certain vocational studies requiring special laboratory and shop facilities and equipment. High School students in this program remain enrolled in their own high school and have transferred to their high school record those units earned while studying in the OWJC Area Vocational School program. Selection of participants for the program is accomplished jointly by the students, their parents or guardian, the principal of the high school, and the Dean of Instructional Programs of the College, within space and resource capabilities of the College. The decision of the Dean of Instructional Programs is binding with regard to eligibility and space availability.

### **Non-College-Credit General Education Courses**

From time to time persons desire for personal enrichment, for job improvement, or for other reasons, to take non-college-credit courses which are equivalent in content to courses in the college-credit programs. Applicants who seek to enrol in such non-college-credit courses may not desire or be able to provide the documents required for admission as a college-credit student. The following requirements apply:

1. Applicants must be legally out of grades K-12.
2. For advanced or specialized non-college-credit course, applicants must obtain the written authorization of the instructor before enrolment in that particular course.

### **Non-College-Credit Occupational Courses**

Applicants for enrolment in Non-College-Credit Occupational Courses must be high school graduates or be legally out of grades K-12 and over sixteen (16) years of age, except for residents of Okaloosa County, who must be over nineteen (19) years old to be eligible for such courses.

### **Enrichment Programs**

Enrichment programs are those non-credit courses, workshops, institutes, and programs offered to special interest groups on a totally self-supporting basis. Since each of these programs is unique unto itself, criteria for admission to each such special program or class will be determined by the nature of the program or class, and these criteria will be published and made available to the general public and interested persons as each such program is developed and announced. Enrolees in these programs are obligated to provide such documents as may be required by the nature of the course or program prior to registration for the course.

# SPECIAL ENROLMENT PROGRAMS

## Provisional Enrolment

An applicant who is legally out of grades K-12 but who lacks a high school diploma or a Florida High School Diploma or its equivalent from another state or has in some other manner not met the standard admissions requirements for the Associate of Science, Associate of Applied Science or Occupational Certificate programs may be granted permission at the discretion of the Admissions Counselor to enroll on a provisional basis in any of these three programs. The Student will continue in this category (provided he/she is in good standing) until such time as the standard requirements for entry into college-credit-programs are met -- or upon completion of a minimum of sixteen (16) or more semester hours of occupational skills courses with an overall grade point average of 2.0 or higher -- at which time unqualified admission to the AS, AAS and certificate programs shall be granted, upon request.

Applicants enrolled on a provisional basis are encouraged to prepare themselves for and to take the G.E.D. examination. High School Review classes, General Education Review classes, an Equal Access/Equal Opportunity Learning Laboratory, tutoring, and a mathematics laboratory are provided to assist the individual in preparing for the G.E.D. tests.

Persons who seek to enroll in Associate of Arts programs are NOT eligible for Provisional Enrolment, since a high school diploma (or Florida High School Diploma) is required for admission to AA programs. Persons who lack a high school diploma but who seek to pursue an AA program should consult, promptly, with the Admissions Counselor about eligibility for "Conditional Enrolment."

## Dual Enrolment Program for High School Seniors

Florida Statutes provide that "senior high school students who lack three credits or less be allowed to attend as a high school day that portion of the day necessary to earn needed credits."

In accord with this statute, the College offers the following plan for Dual Enrolment in programs offered by the College. Criteria to be applied for those seniors who would be simultaneously enrolled at the College and in their own high schools are outlined below:

1. The high school principal must verify current enrolment in his/her high school and the fact that completion of 12 units required for graduation has been/or will be achieved as of the start of the 12th grade.
2. Candidates for Dual Enrolment must be high school seniors whose grades averaged 2.5 ("B-") or higher in grades 9 through 11.
3. A Dual Enrolment student may enrol at the College for a maximum of seven(7) semester hours of college-credit work or fifteen (15) contact hours per week of non-college-credit work each semester.
4. All Dual Enrolment students are subject to compliance with all rules and regulations of the College and to maintenance of a C average or better. Unsatisfactory academic performance at the College or failure to comply with College rules and policies will result in the withdrawal of the student from the program. Enrolment at the College should in no way jeopardize completion of regular high school work.

5. The student's academic work at the College will be validated only upon his/her graduation from high school, whether or not enrolment at the College is continued.
6. Any student participating in this program will be required to sign a statement that he/she understands that the college credits earned while he/she was simultaneously enrolled in high school are not necessarily transferable to any college in Florida or elsewhere in the United States until after their validation by the College Registrar. (See item 5 above.)
7. All candidates for participation in this program must petition for admission to the College and have their admission fully approved at least *one month in advance* of the regular registration period for the particular semester in which attendance is desired. Admission is subject to space availability and eligibility as set forth in the above paragraphs.

#### **Early Enrolment Program for Superior Students**

Okaloosa-Walton Junior College will admit a limited number of highly-qualified applicants after completion of their junior year in an accredited high school. To be considered for early admission, an applicant must rank in the top 10% of his/her class, score at the 75th percentile or higher on an accepted college entrance examination, have the unqualified consent of his/her parents, and present the favorable recommendation of his/her principal. Approval of the Admissions Counselor based on a personal interview is also required before a final decision can be made. All admission requirements must be met at least *one month prior* to the regular registration period for the semester/term in which the applicant expects to enter. Applicants who are accepted will be placed in appropriate courses for which they are qualified.

#### **Simultaneous Credit High School/Community College Program**

The 1981 Appropriations Act provided for high school students enrolling in college-credit classes to receive both college-credit and high school credit for the college-credit classes successfully completed.

1. According to the proviso language of the 1981 Appropriations Act, only those public high school students who are enrolling in courses for which it has been determined that credit will be given toward high school graduation may enroll in this Simultaneous Credit High School/Community College Program. A high school student who enrolls in college courses which are not credited toward high school graduation is a regular college enrollee on an early admission or dual enrollment policy.
2. Only high school seniors (students who will graduate from high school at the end of the academic year in which they are enrolling in the Simultaneous Credit High School/Community College Program) are eligible to participate in this program.
3. Students may enroll for one college-credit course or for a full load of college-credit classes depending upon the number of high school credit classes they are also taking.
4. Students enrolling in this program shall have a minimum of a 3.0 Grade Point average on their high school work.



5. Eligibility for admission under this program shall be determined by the OWJC Admissions Counselor. OWJC's regular admission forms shall be submitted along with a letter of recommendation from the High School principal showing High School GPA, college courses that it is recommended that student be enrolled in with the title(s) of High School Credit(s) and amount of High School credit student will receive upon successful completion of college-credit course(s).

### **Enrolment of Non-Florida Residents**

Applications from out-of-state residents should be submitted at least 30 days prior to registration for the semester in which enrolment is desired. Out-of-state applications will be subject to review by the Admissions Counselor relative to availability of space and such other considerations as deemed appropriate by the Committee. Should this review affect the application negatively, the Admissions Counselor shall recommend to the Dean of Student Services such disposition of the application as may be deemed appropriate. The action of the Dean of Student Services on such recommendations shall be binding.

### **Enrolment of Foreign Students**

As a community junior college, the first priority of the College is, by Board policy, to provide educational services for students in the district served. Upon fulfillment of services needed to satisfy this priority, out-of-state and foreign students are welcomed to attend OWJC. Accordingly, the following criteria are established for selective admission of foreign students to OWJC:

1. The number of applicants accepted from a particular foreign country may be limited to provide a representative cross-section of cultures on the campus.
2. All required transcripts (translated into English), test results, and other required documents must be on file in the Admissions Office four months prior to the opening date of the semester for which the student is applying.
3. Foreign students must have documented sufficient proficiency in speaking, reading and writing English to enable them to benefit from instruction at the college level; *therefore*, a foreign student will be eligible to be enrolled only in non-college-credit courses until this requirement is met. Such proficiency is to be established through the Test of English as a Foreign Language (TOEFL), administered through a recognized test center.
4. Foreign student applicants must provide evidence of academic achievement equivalent to a U.S. high school education with a "C" average or better, or shall have graduated in the upper 1/3 of their school class.
5. Foreign student applicants must present documented evidence (certified through a U.S. Consulate) that they have the financial resources to defray all anticipated costs during their attendance at the College. (The estimated annual costs are approximately \$5,370; Tuition, \$1,350; Lab fees, \$75; books and supplies, \$260; room and board, \$3,500; clothing, \$850; miscellaneous, \$660).
6. Foreign student applicants must certify that they intend to attend the College on a full-time basis and that no employment (on or off-campus) is expected to be required for them to meet expenses.

7. Each Foreign student application *must have a sponsor of U.S. citizenship residing in the College District*. The sponsor must provide a letter certifying the extent of responsibility he/she will assume for the applicant, including arrangements for housing and a recognized hospitalization insurance program.
8. Foreign students must, in cooperation with their sponsor, make their own housing arrangements and show documentation of this prior to enrolment. (The College is not responsible for providing housing for any student.)
9. Foreign student applicants must be in good physical and mental health as certified by a licensed physician and validated by an Office of the U.S. Consulate. Immunizations must be current and properly recorded, and an X-ray report submitted which indicates that the applicant is free from communicable disease.
10. Foreign students must be familiar with applicable regulations of the U.S. Immigration and Naturalization Service and must assume responsibility for complying with these regulations.
11. Foreign students admitted to the U.S. on student visas are classified as non-Florida residents and may not be reclassified during their enrolment at the College while in an F-1 (foreign student) status.

### **Enrolment of Special Students**

*College Graduates.* 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. A valid Teacher's Certificate which indicates possession of a Bachelor's, or higher, degree is acceptable as evidence of award of a degree.

*Transient Students.* An interim-study student (i.e., a transient student who seeks enrolment for one semester or term only as part of his/her pursuit of a degree at another institution) must submit: (1) a letter of good standing (academically and disciplinarily) from an appropriate official of the transferring institution, and (2) written approval by appropriate authority of the course(s) for which enrolment is sought at this campus as part of his/her on-going program at that institution. These documents must be accompanied by an official transcript from the transferring institution, along with a full listing of all institutions of higher education previously attended by the applicant.

### **Conditional Enrolment**

In the event that an applicant's completed application has been received, but all required admissions forms and related documents have not been received and processed by the Admissions Office prior to his/her first registration, the applicant may, upon executing a "Conditional Enrolment Agreement", be granted permission *at the discretion of the Admissions Counselor* to enrol for courses on a *conditional basis*.

One of the opportunities available to high school seniors about to graduate is *concurrent* enrolment at OWJC for the Spring Semester/Term I. Under this specialized conditional enrolment program, graduating high school seniors may enrol in courses at the College during the month of May of the year they are scheduled to graduate from high school.

An applicant who is permitted to attend in a "Conditional Enrolment" status will be entitled to register for a maximum of one (1) semester or term to allow for the receipt and acceptance by the Admissions Office of all required admission forms and related documents, during which time any course credit "earned" will not be recorded or released until *all* outstanding forms and documents have been received. Registration will normally be permitted only on the last day of regular registration on a space available basis.

Any conditions attached to an enrolment will have to be satisfied before the end of the semester or term for which an applicant is conditionally enrolled in order to be admitted to the College in full; otherwise, no grades or transcripts will be released for any courses in which the applicant is enrolled, and the applicant will not be permitted to register for any subsequent semesters or terms until such time as all admission requirements are met. Should any data received cause the applicant to be inadmissible, resultant actions taken will be without regard to the prior "Conditional Enrolment" status or presence of the student on campus during that particular period.





## CONTROLLED ADMISSIONS\*

The College reserves the right to deny admission to the College or to any program on the basis of such circumstances as lack of classroom space and facilities or such other conditions as may limit enrolment. In addition, the following categories of applicants are denied routine admission to the College:

1. Any applicant who has been in violation\*\* of federal or State law or respective county or municipal ordinances within the twelve-month period preceding the date of application; or who is, as of the date of application, on probation or parole.
2. Any applicant under separation (i.e., suspended or dismissed) from OWJC or any other previously-attended educational institution for non-academic reasons.
3. Any applicant who does not meet the requirements for entry into the specific program he/she plans to enter.

Such students as are particularly identified in categories 1-3 above shall be considered for admission to OWJC only upon submission of written petition to the Admissions Committee. Persons in these categories should apply for admission no later than two (2) weeks prior to the start of any given semester. Admissions Committee recommendations for favorable action on such petitions are subject to approval/disapproval by the President of the College or his designated representative.



\*Applicable to all enrollees -- college-credit, non-college-credit, full-time, part-time -- at Okaloosa-Walton Junior College.

\*\*A violation will be deemed to have occurred upon the entry of a guilty or no contest (nolo contendere) plea or upon a jury or judge's verdict of guilty.

# FINANCE

A student shall not have completed registration until all fees have been paid in full. Accordingly, students will not be admitted to classes until all fees have been paid. No faculty or staff member of the College, with the exception of the Comptroller or the President of the College, has the authority to defer fee payments. A deferment, if granted, must be in writing; and no deferment of fees (except signed veteran fee deferments) may extend beyond the last day for payment of fees provided in the College Calendar.

## **Financial Assistance**

All inquiries concerning financial aid should be directed to the Student Financial Aids Officer.

## **Residence Classification**

For the purpose of assessing tuition, college credit students are classified as *Florida residents* or as *non-Florida residents*. This classification is made by the Comptroller of the College according to Florida Statutes, State Board of Education Regulations, and District Board of Trustees Policies relative to residency in relation to school attendance. (Detailed copies of these Regulations are available in the Comptroller's Office and are binding in decisions on matters of residency classification.)

The student's "residency classification" is determined at the time of his/her first registration and may not thereafter be changed except by ruling of the Comptroller in terms of bona fide change of legal residence on the part of the student if over 18 years of age or of the parents if the student is a minor.

Active duty military personnel (including dependent members of their immediate families holding current, valid ID cards) stationed in the State of Florida are classified as residents of Florida.

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

## **Military Assistance**

Active duty military personnel who enroll in college credit programs through the education offices at their respective bases are eligible for financial assistance (up to 90% of registration fees) through the Military Assistance Agreements which OWJC has in effect with both Eglin and Hurlburt.

**Veteran's Benefits and Assistance (See pages 43 and 44).**

## **Refund Policy -- College Credit and Non-College-Credit Courses**

No refunds are automatic. It is the responsibility of the student to complete the proper withdrawal or drop and add forms obtained from the Registrar's Office and to present them to the Comptroller's Office for processing of authorized refunds. The following guidelines apply with regard to refunds:

### **Refund Policy for Non-Credit-Courses:**

1. If a student presents the proper forms for withdrawal from a non-college-credit class on or before the scheduled deadline for registering for that class, all fees paid to that date for that class will be refunded, less a service charge of 10% of the total fees for that course (minimum service fee is \$1.00 per non-college-credit course).
2. If a student alters his/her schedule by submitting proper drop and add requests on or before the scheduled deadline for registering for said non-college-credit class or classes, fees will be recomputed on the basis of the revised schedule and additional fees will be collected or a refund of the difference in fees involved (less a \$1.00 service fee per class dropped) will be made as appropriate if the alteration is not because of cancelled or rescheduled classes.
3. No refunds will be made, nor financial credit granted, after the scheduled deadline for registering for any given class.
4. All fees paid for a specific course will be refunded, upon request, for classes cancelled by the College, or when it is determined that an OWJC error is the singular cause of the need for a refund.

### **Refund Policy for College Credit Courses:**

1. Application fees are not refundable.
2. If a student presents the proper forms for withdrawal from a college credit class on or before the scheduled deadline for registering for said class, fees paid to that date for that class, less a \$2.00 service fee per semester credit hour for that course, will be refunded.
3. If a student alters his/her schedule by submitting proper drop and add requests on or before the scheduled deadline for registering for said class or classes, fees will be recomputed on the basis of the revised schedule and additional fees will be collected or the difference in fees involved (less a \$1.00 service fee per semester credit hour for each class dropped) will be refunded as appropriate if the alteration is not because of cancelled or rescheduled classes.
4. No refunds will be made, nor financial credit granted, after the scheduled deadline for registering for any given class.
5. Any and all refunds to active duty military personnel currently under Military Tuition Assistance shall be accomplished in accordance with prevailing pertinent military assistance agreements.
6. All fees paid for a specific course will be refunded, upon request, for classes cancelled by the College or when it is determined that an OWJC error is the singular cause of the need for a refund.



### **Refund Policy for Enrichment, Avocational, or any other Self-Supporting Courses:**

1. If the student presents the proper forms for a withdrawal from an enrichment, avocational, or any other self-supporting course prior to the scheduled date of the first class meeting for said course, all fees paid to that date for that course (less a service charge of 10% of the total fees for that course -- minimum service fee is \$1.00 per course) will be refunded.
2. If a student alters his/her schedule by submitting proper drop and add requests prior to the scheduled date of the first class meeting for said class or classes, fees will be recomputed on the basis of the revised schedule, and additional fees will be collected or a refund of the difference in fees involved (less a \$1.00 service fee per class dropped) will be made as appropriate if the alteration is not because of cancelled or rescheduled classes.
3. No refunds will be made, nor financial credit granted, after the scheduled date of the first class meeting for any given class.
4. All fees paid will be refunded, upon request, for courses cancelled by the College, or when it is determined that an OWJC error is the singular cause of the need for a refund.

### **Dishonored Check Policy**

If a check is issued by a student (or a student's parent, guardian, spouse or any other persons on behalf of a student) for a student's financial obligation and the check is not honored by the bank on which it is drawn, the matter will be handled as follows:

1. The maker of the check will be notified by telephone and/or certified mail that a check has not been honored by their bank and a five dollar (\$5.00) charge to the student's account is applied.
2. If a check for fees, plus the \$5.00 charge is not made good by a student attempting to register for full-term courses by the 28th day after the opening day of classes after having been notified by certified mail, his/her registration will be cancelled.
3. If a check, plus the \$5.00 charge is not made good by a student attempting to make payment of a V.A. Deferment of fees, Loan for fees, and/or Fees for a non-full-term course within 14 days (but not to exceed the length of the course) of being advised by certified letter his/her registration will be cancelled.
4. If a check, plus the \$5.00 charge is not made good by a student attempting to make payment payment for books, supplies, fines, penalties or any other form of financial obligation within 14 days of being advised by certified letter his/her registration will be subject to cancellation.
5. Any consideration of any possible reinstatement after such cancellation of enrollment shall be given only after full payment and upon petition to the Appeals Review Committee through the Comptroller's Office.
6. If a student habitually issues bad checks the student (or his/her parents or legal guardian(s) if he/she is a minor) will be subject to disciplinary and/or legal action even though each check is made good.
7. Pursuant to Florida law, the College is authorized to and may chose to forward any dishonored check and any other available information relating to its default to the State Attorney for criminal prosecution.

## Fines, Penalties and Indebtedness

A student's failure to comply with the policies, rules and regulations concerning checks, parking, library privileges, and other pertinent regulations will be penalized by fines. Vehicular violation fines and penalties are published in the "Parking and Traffic Regulations Booklet." Grades, transcripts, diplomas, certificates, and any other official representations from the College, will be withheld until all fines, penalties and other forms of indebtedness to the College have been paid in full. Students indebted to the College will not be permitted to re-register until all debts to the College are paid in full. (See, also, *Dishonored Check Policy*, page 17 of the Catalog.)

## Fee Changes

*Fees are subject to change prior to any given enrolment period.*



# FEE SCHEDULE (PER SEMESTER)

## COLLEGE-CREDIT PROGRAMS

Application Fees .....	\$ 5.00
Required for all applicants seeking admission to College-credit courses for the first time. This is a one-time charge and is not refundable.	
Registration for Florida-Resident Students per semester credit hour .....	15.00
Tuition for Non-Florida-Resident Students per semester credit hour .....	34.80
Laboratory and Special Tuition Fees .....	*
Change of Schedule (per semester hour dropped) .....	1.00
Withdrawal Service Fee (per semester hour) .....	2.00
Duplicate Transcripts (each) .....	1.00
Graduation Fee .....	15.00
Returned Check Charge .....	5.00
I.D. Card Replacement Fee .....	2.00
Credit by Examination Testing Fee (per semester hour) .....	7.50
Special Service Charges (lock and locker rentals, etc.) .....	At Cost

\*Laboratory and Special Tuition Fees are to cover unique costs related to any given course. The amount of the fee is determined course-by course based on costs for each course. A schedule of such fees for each semester is on file in the Comptroller's Office and will be available during registration.

\*\*The Withdrawal Service Fee is applicable during refund period only.

### COST SUMMARY -- COLLEGE CREDIT PROGRAMS

The range of basic charges for a typical, full-time, college-credit student, per semester, registered for 16 semester hours:

	Florida Resident	Non-Florida Resident
Fees .....	\$255.00	\$571.80
Books and Supplies .....	125.00	125.00

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



## NON-COLLEGE-CREDIT PROGRAMS

Fees will be based on length of course, instructional costs, and costs of special equipment. Costs of special avocational and recreational courses and programs offered by the College for which State funding is not available or permissible must be assumed by the student participant and will be collected at the time of registration. Students will be informed of such costs during course planning and registration periods.

Registration Fee (per course) .....	\$2.00/ C.E.U. (minimum \$4.00)***
Change of Schedule (per course dropped) .....	1.00
Withdrawal Service Fee (per course) .....	10% of total fees (minimum \$1.00)**
Occupational Program Certificate Fee .....	15.00
Diploma Fee for Adult High School .....	15.00
Duplicate Transcripts (after the first one) .....	1.00
Laboratory and Special Tuition Fees .....	*
Returned Check Charge .....	5.00
I.D. Card Replacement Fee .....	2.00
Special Service Charge (lock and locker rentals, etc.) .....	At Cost
GED Test	
Total Test Battery .....	14.50
Individual Test Re-Takes .....	3.00

### COST SUMMARY -- NON-COLLEGE-CREDIT PROGRAMS

Costs vary widely (\$4.00 to \$200.00) because of differences in costs of materials in various types of programs. Each prospective student is encouraged to check with the Comptroller's Office to determine the estimated costs of the program or course he/she wishes to enter. Representative types of costs follow, many courses costing only registration fee, books and supplies (totaling less than \$15.00):

	Non-Occupational	Occupational
Minimum Registration Fee (per course) .....	\$4.00	\$4.00
Books, supplies and tools .....	\$10.00-40.00	\$25.00-60.00
Laboratory and Special Tuition Fees .....	**	**

\*Laboratory and Special Tuition Fees are to cover unique costs related to any given course. The amount of the fee is determined course-by-course based on costs for each course. A schedule of such fees for each semester is on file in the Comptroller's Office and will be available during registration.

\*\*The Withdrawal Service Fee is applicable during refund period only.

\*\*\*The minimum cost per course is \$4.00 plus laboratory and special tuition fees whenever applicable, except: (1) in the following approved programs or locations - Adult Basic Education courses, specified courses offered at Eglin and Hurlburt Air Force Base during assigned duty hours for military personnel and base employees sponsored by the cognizant education or civilian personnel officer, or in courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived (in full or in part) by the Board of Trustees upon recommendation by the President.

## Special Senior Citizen Enrolment Fee Waiver Program

Senior citizens\* who are residents of the State of Florida who wish to enroll in a class with a waiver of the registration fees, for classes which are funded under the Community College program fund, may do so on a "space available" basis during the five (5) work days which immediately follow the last date of the "Late Registration Period" upon completing the following actions:

1. Contact the Admissions Office of the College in order to secure and submit the proper forms for special class enrolment, admissions, and registration;
2. Secure confirmation from the Department Chair (or his/her designee) that the person meets the essential prerequisites and any other selective admissions criteria for entering the course(s) desired;
3. Secure from the Comptroller approval of the application fee and registration fee waiver request; and
4. Pay any laboratory fees for specialized materials and supplies to be used or consumed in the course(s).

Please note, also, the following specific stipulations:

1. No student who has registered for such course(s) prior to the end of the late registration period shall be eligible to enroll under the special Senior Citizen Fee Waiver Program, since the initial registration will have committed a space in the class not thereby available to other persons seeking to enroll.
2. Students enrolling in courses under the provisions of this special program on a college credit basis are responsible for all course requirements and will receive grades as do all other students.
3. Students enrolling specifically on an "Audit Status" basis will be subject to the audit student requirements as stated in the official college catalog.
4. This special program does not alter the existing provisions for assistance to indigent persons seeking to enroll at the College. Such persons should contact either the Comptroller of the College or the Director of Student Financial Aid.

\*As defined by Florida Statutes and FAC Rules.

\*\*The number of spaces available in a class is established prior to registration periods and is on file in the Offices of the Vice-President of Educational Services, of the Dean of Instructional Programs, and of the Registrar. These established maximum "available spaces" shall govern the determination of any spaces yet remaining to be made available for the Special Senior Citizen Enrolment Fee Waiver Program at the end of the Late Registration Period.

## TESTING AND COUNSELING

Florida Statutes and State Board of Education Rules specify that the results of selected standardized tests be utilized for admissions counseling of all students entering college credit programs, to measure the achievement of college-level communication and computation competencies. OWJC has selected the American College Testing Program's Assessment Test (ACT) as the instrument to help fulfill this requirement. Accordingly, all students entering college-credit programs need to (a) have ACT test scores on file with OWJC *prior* to enrolling, or (b) take the ACT on one of the College's scheduled testing dates *prior* to registering for classes.

It should be understood that the ACT is *not* an entrance examination, but it *is* a requirement for admission to the College for the reasons given above. While arrangements can ordinarily be made to take the ACT on campus before enrolling at OWJC, it is recommended that aspiring college students take the ACT during their senior year in high school, prior to applying for admission to college. In this way, test results can be on hand and attention given to the special needs of incoming students before they arrive on campus.

### ENTRY-LEVEL TESTING

The procedures for implementing the Florida Statutes and State Board of Education Rules stipulating that appropriate tests be administered upon entry to the freshman year for the purpose of guidance and placement are:

1. The American College Test (ACT) shall be used in the initial placement of students in mathematics, English, and reading courses.
2. Any student at OWJC who enters the College with twelve (12) or more semester hours through attendance at OWJC (or is registering for a class load that will bring his/her total hours to 12 semester hours) is obligated to have complied with *one* of the following requirements:
  - a. Provide to the College Admissions Counselor *official* scores from the American College Test (ACT);
    1. Scores may be submitted from prior testing, or
    2. The test shall be taken, promptly, at OWJC or any other approved ACT Center, OR,
  - b. Provide official documentation of prior attainment of an Associate of Arts or higher degree from an accredited institution of higher education, OR,
  - c. Provide official documentation that the essential academic skills Communication and Computation course and grade obligations, as defined under the AA Degree General Education requirements, have already been met, OR,
  - d. Provide an affidavit attesting that *no* degree is being sought at OWJC and that the College shall be advised, immediately, should there be any change to a "degree pursuit" objective. OR,



- e. Provide evidence of other unique or special circumstances (e.g. - transient student, etc.) to be considered for approval by the President or his designee.
3. A student may not take a mathematics or English course which is higher than the level that is indicated by the placement test results.
4. The ACT placement scores for mathematics, English, and reading courses shall be those given in the following table:

Mathematics			English		
Score	Percentile (State)	Course	Score	Percentile (State)	Course
28 and above	92	Considered for Calculus determined by Dept.	17 and above	41	ENC 1101 English Comm I
16 and above	43—	MAT 1033 Intermediate Algebra or higher based on prior math experience as determined by Dept.	0-16	0 - 36	ENC 1001 English and REA 1105 Reading
0-15	0 - 39	MAT 1024 Basic Algebra*			

\*Basic Algebra teachers may recommend transfer of students to XXX 2690 General Education Review within the first two weeks of classes based on determination that they lack elementary arithmetic skills. This action will constitute a pre-requisite or co-requisite for further pursuit of Basic Algebra or subsequent math courses.

5. ACT scores from other test centers will be accepted. The test is administered in various test centers on national test dates established by ACT. Okaloosa-Walton Junior College will administer the ACT on campus at frequent intervals in addition to student test dates throughout the year. The student will bear the cost of the test.

# STUDENT SERVICES

The objectives of Student Services are to maximize and reinforce the individual student's formal and informal learning experience and to assist the student through effective guidance and counseling to realize his or her capabilities and potential.

## ACADEMIC ASSISTANCE

*Counseling and academic advisement services* are provided by the counselors and faculty, respectively. Each student is assigned to a faculty advisor who provides close personal attention and professional consultation. Experienced college counselors are available to provide specialized counseling assistance. Counselors are located in the Administration Building, in the Learning Resources Center, and in the College Mall. Students are given assistance with problems which may be academic, vocational, social, or financial; and a placement service for full-time or part-time off-campus work is provided. The combined efforts of the faculty and counseling staff are intended to insure for each student those opportunities necessary for maximum growth.

*The Equal Opportunity Learning Skills and Writing Laboratory* provides valuable services to students of all abilities who wish to improve their proficiency in writing, reading, study, and subject matter areas. Participation in this program is arranged by the student, his/her faculty advisor, or a counselor. Participation is voluntary; however, a counselor or faculty member's recommendation to participate should be seriously considered.

*The Tutorial Program*, an extension of the Equal Opportunity Learning Skills and Writing Laboratory and an extension of classroom and individual study, is one of the methods by which the College honors its commitment to provide quality education for its students, especially those seeking to overcome learning disabilities due to cultural, ethnic, and socio-economic background differences. Students who need additional instruction in a specific subject area are tutored by superior students who are proficient in the subject. The benefits of the tutoring program are two-fold: (1) the student who needs help is given the opportunity to attend scheduled tutorial sessions where he/she may correct his/her particular deficiencies by concentrated study; and (2) the superior student becomes, through the tutoring he/she provides, more articulate and acquires a greater depth in the subject matter in which he/she 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 by the counselor who coordinates the tutorial program in cooperation with instructional personnel. 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.

## CAMPUS GOVERNANCE

Provisions for governmental processes at OWJC seek to ensure that all components of the College share fully in government services and opportunities, seek solutions as one body, promote the respect of the community, and direct efforts toward the goal of providing maximum opportunities for its clientele and its personnel.

*Coordinating Council for Planning and Policy Development.* This college-wide Council involves personnel and students in recommendation and review of planning and of policies to be created, modified or repealed. Considerations of this group lead, also, to proposed legislation and to proposed modifications of State Board Regulations. Particular attention is given by this group to policies which relate to the State and local EA/EO plans.

*Student Government Association.* The principal governing body of the Student Government Association (SGA) is the Student Senate, which is the legislative branch of the SGA. The executive functions of the SGA reside in the elected officers. The functions and membership of the Senate and SGA officers are set forth in the Constitution of the Student Government Association.

*Inter-Club Council.* The Inter-Club Council serves to promote unity and cooperation among the recognized student organizations of the College. This Council is responsible for coordinating activities and competition among the various student organizations.

*Committee on Student Conduct.* This is an adhoc committee composed of students, faculty, and administrative personnel, established to consider facts and responsibilities in cases of alleged student misconduct and to ensure "Due Process" for the accused student.

## **HEALTH SERVICES**

Health services are coordinated through the Office of Student Services, with emergency first aid services available through qualified personnel. The services of a full-time registered nurse are immediately available during daytime hours. The parents or nearest relatives are notified as promptly as possible in the event of serious injury to or illness of students. Security personnel of the College provide first aid and emergency services in the evenings and on weekends.

## **RULES AND REGULATIONS**

Rules and regulations of the College are intended solely for the safety, welfare, and common good of the College community. Rules and regulations which apply to students are set forth in the Board of Trustees Policy Handbook, the Student Handbook, the Handbook for Student Organizations, and the Statement of Student Rights and Responsibilities.

## **STUDENT CONDUCT**

Inasmuch as each person enrolling at Okaloosa-Walton Junior College is considered to be a responsible, adult citizen, the College subscribes to the principle of student rights and responsibilities as set forth in the Statement of Student Rights and Responsibilities.

It is hoped that the general appearance and behavior of the student body will reflect favorably upon the College. Accordingly, OWJC students are expected to be committed to the common good of the College; to comply with local, State, and federal laws; and to exercise common sense, good taste (consistent with contemporary standards of the College community), and reasoned judgment in their pursuit of an education. In the event of apparent deviations from accepted standards of behavior, however, students will be referred to the Dean of Student Services for appropriate counseling, disciplinary action, or further referral.

## *Disciplinary Action*

Departures from accepted standards of conduct on the part of students will initially be considered errors in judgment, but persistent violations will necessitate corrective action.

A student found to be in violation of federal or State law, county or municipal ordinances, or any rule or regulation of the College shall be subject to appropriate disciplinary action by the College. (It is anticipated that, as a matter of personal integrity, a student will advise the College of his violation of a federal or State law, county or municipal ordinance.)

Disciplinary action available to the College can extend to probation, suspension or expulsion.

*Disciplinary probation* requires compliance with the following restrictions and obligations:

1. Remain in full compliance with the conditions of applicable court-imposed probation/parole.
2. Conform to all College policies, rules, and regulations pertaining to student behavior as specified in the current College Catalog, Student Handbook, or any other official College publication.
3. Avoid involvement in any actions or activities which could be considered disruptive to the educational process or detrimental to the health, welfare, and safety of any member of the College community.
4. Avoid participation in any student extra-curricular, organized activity.
5. Report on a scheduled basis for appropriate counseling sessions with an assigned College counselor.
6. Report on a scheduled basis to the Dean of Student Services for review of compliance with the terms of disciplinary probation.

*Disciplinary suspension* terminates a student's enrollment at OWJC for the period specified.

*Expulsion* separates a student from the College for an indefinite period, with readmission subject to the recommendation of the Admissions Committee and the approval of the President.

**No student may be suspended or dismissed without the approval of the President of the College.**

A student who becomes ineligible for continuation of enrollment as a result of disciplinary action may not continue his/her education through *any* programs, activities, or offerings of Okaloosa-Walton Junior College until such time as he/she may be readmitted.

## **STUDENT PUBLICATIONS**

*Raider Review*. The campus newspaper, *Raider Review*, supplies information about College activities and provides experiences in journalism for its staff.



**OKAWAJUCO.** The contraction of the name of the College is the title of the campus publication which portrays through pictures and written material in graphic and literary format the personalities and activities of the year.

## **STUDENT ORGANIZATIONS**

The College has recognized a number of student organizations on the campus, including general and special interest groups, honor societies, service clubs, and a social fraternity and sorority. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify: race, color, creed, age, sex (except wherein gender is the fundamental basis for that organization by approved charter provisions), and national origin not being factors considered in qualification.

The following organizations and/or activities have been recognized at OWJC. Descriptive briefs of these groups may be found in the current Student Handbook.

### **Honor Societies**

- Alpha Delta Chi
- Phi Theta Kappa

### **General Interest Groups**

- Forensics Team
- Musical Theatre
- Outing Club
- Proscenium Playhouse
- Readers' Theatre
- Sailing Club
- Student Christian Association

### **Special Interest Groups**

- Artista
- Baptist Campus Ministries
- Black Student Union
- College Republicans
- Chamber Choir
- Concert Band
- Concert Chorus
- Distributive Education Clubs of America (DECA)
- Delta Psi Omega
- Florida Association of Managerial Education (FAME)
- Jefferson Association
- Phi Beta Lambda Business Fraternity
- Physical Education Majors Association
- Stage Band
- Student National Education Association

### **Service Clubs**

- Circle K
- Rotaract

### **Social/Fraternal Organizations**

- Sigma Delta Phi (Men's Fraternity)
- Sigma Phi Upsilon (Women's Sorority)

Students are encouraged to affiliate with these organized groups and to participate in their activities so long as they feel that they can enjoy such participation without sacrifice of academic effort.

## INTERCOLLEGIATE ATHLETICS

*Organizational Membership.* Okaloosa-Walton Junior College is a member of the National Junior College Athletic Association and the Florida Community College Activities Association, which is composed of all public community junior colleges in the State of Florida.

*Philosophy of Athletics.* Competitive sports have long been an important factor in man's history, and they play a significant role in our society today. Such programs provide entertainment for people of all ages while enabling the individual participants to excel and the community to share in the joy of victory and the anguish of defeat.

Athletic and sports programming at OWJC is responsive and attentive to participation by those students who seek and qualify for the various types and levels of competition, without regard to race, creed, color, sex, age, or national origin.

*Intercollegiate Sports Participation.* 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 universities. Varsity participation on any team representing the College is open by competitive selection to all students provided they meet the eligibility requirements of the Florida Community College Activities Association and the National Junior College Athletic Association. The athletic program at Okaloosa-Walton Junior College is governed and controlled by student-faculty committees and the administration. Policies and rules for awarding financial aid are published annually, and each recipient is furnished with a copy of any agreements affecting him/her and the assistance he/she may receive.

## INTRAMURAL, EXTRAMURAL, AND RECREATIONAL ACTIVITIES

Participation in sports and recreational activities contributes significantly to the development of physical, mental, emotional, and social qualities which, in themselves, distinguish the truly educated person. The intramural program provides an opportunity for all students, staff, and faculty to participate in organized athletic sports and in wholesome recreational activities. Classes, clubs, fraternities, sororities, and independent groups may form teams while individual participation is encouraged in many other activities. Flag football, volleyball, soccer, softball, and basketball are among the team sports which develop from time to time in the intramural and extramural programs. Tennis, golf, bowling, canoe racing, sailing regattas, swimming, camping, and track and field events are among the numerous activities which also have been parts of the intramural and extramural programs.

Appropriate awards are given to winning teams and players. Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the Physical Education Building.

The total educational program of Okaloosa-Walton Junior College combines the goals of learning, knowledge and skills with the role of teaching people how to live enjoyably. The purpose of the OWJC Recreational Program is to provide opportunities for all students to enjoy satisfying extracurricular experiences related to their particular interests, ranging from those of competitive to those of non-competitive and recreational nature. In addition to sustaining and expanding the intramural-extramural and recreational activities already established, the scope of involvements in non-sport, non-game activities is being expanded to include more activities in such areas as forensics, music, drama and other appropriate leisure time, intramural and extramural activities as may develop in terms of student and staff interests.

# FINANCIAL AID

## STUDENT FINANCIAL AID

The granting of any and all scholarships, assistantships, grants-in-aid, or of other forms of financial assistance is subject to such policies as are established by the College with respect to academic eligibility, obligations to the College, the exact amount of the aid within the established limits, and such other criteria as may pertain. The money for these scholarships and assistantships come from registration fees collected or from Federal, State, or local resources.

Entering students seeking financial assistance should contact the Financial Aids Officer, who is located in the Administration building. For new students, an application should be filed well in advance and normally no later than 1st of February for Fall semester beginning students or 60 days prior to the student's anticipated date of enrollment. Student financial aid application forms may be obtained from an Okaloosa or Walton County secondary school, Eglin or Hurlburt OWJC Offices, or from the Financial Aid Office at OWJC.

*Procedures for applying for financial aid.* Students should apply for financial aid by submitting a Financial Aid Form (FFS) to the American College Testing System. The FFS may also be used to apply for the Basic Educational Opportunity Grant Program (and for the Florida Student Assistance Grant), if applicable. The FFS may be obtained from a high school guidance office or by writing to the Office of Student Financial Aid. Students should specify 0745 as the code number for Okaloosa-Walton Junior College in the appropriate section of the FFS.

*A student must reapply for financial aid each academic year.* However, aid usually continues at the same level each year, unless a student's resources or his or her expected parents' contribution changes. All enrolled students receiving aid automatically receive information about applying for renewal awards. Other enrolled students should request applications by January 1.

*Student expenses.* In planning to attend Okaloosa-Walton Junior College a student should expect the following typical expenses for an academic year: tuition and general fees, \$390.00\*; lunches (160 days x \$1.85), \$296.00; books and supplies, \$244.00. In addition, allowances should be added to these figures for room and board when applicable, personal expenses, medical insurance, transportation, and extra charges for special curriculums.

The Office of Student Financial Aid will consider the total costs for attendance, including the items listed above, when making a financial aid commitment.

*Purpose of financial aid program.* In addition to its own funds, Okaloosa-Walton Junior College participates in most federal programs including the Basic Educational Opportunity Grant Program. Residents of Florida are also eligible to receive state grants.

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\*Based on 12 semester hours at \$15.00 per semester hour plus \$30.00 in fees times two semesters (Fall and Winter).

*Students applying for financial aid are considered for all programs for which they are eligible.* The amount of financial aid awarded is generally a combination of grant and employment, and is based on the financial need of the student. Need is determined by subtracting the resources of the student and his or her parents' contribution from the total student expenses. The parents' contribution is estimated on the basis of the amount of their income and assets as well as a consideration of taxes, unusual expenses, and other liabilities of the family. An independent, objective, nationally recognized method of analysis developed by the American College Testing System is used to evaluate the family's financial circumstances. All financial aid awards to students are determined by the Okaloosa-Walton Junior College's Office of Student Financial Aid.

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

1. *"Honors"*. A four-semester registration fee scholarship awarded to an "Honors" student selected by the principal or his designate from the top 5%, academically, of the graduating seniors in each of the nine public high schools in Okaloosa and Walton Counties. No more than nine new "Honors" Scholarships may be offered each year. Registration fees (\$14.00 per semester hour) will be waived for a maximum of 16 semester hours in each of four semesters.
2. *Florida Academic Scholars' Fund.* A four semester tuition and registration fees scholarship for each high school graduate that obtained a 3.5 grade point average in academic subjects and scored in the upper two percent (2%) of the graduating class of an accredited high school.

Recipients of academic scholarships must maintain the equivalent of a 3.2 cumulative grade point average while attending Okaloosa-Walton Junior College and maintain an approved equivalent student progress evaluation of twelve hours (12) per semester in order to be eligible for a continuation of the award.

The Department of Education shall administer this fund under policies and rules established by the State Board of Education.

3. *Regional Science and Engineering Convention Scholarship.* A four-semester scholarship for registration fees plus laboratory fees, not to exceed \$200.00 per semester, awarded to a Senior Division Grand Award Winner in the annual Regional Science and Engineering Convention, provided he/she elects to attend Okaloosa-Walton Junior College; with continuation of the scholarship, after the first semester, being dependent on continuing meritorious performance of the recipient (i.e. an average of "B" or better on science courses and an overall average of 2.5 or better).
4. *Donor-designated Scholarships.* A number of scholarships are available on the basis of the various criteria established by the respective donors. The active list of Donor Scholarships for 1979-80 included:

Air Force Association  
Alatex  
American Business Women's Association  
Bayshore Chapter  
Fort Walton Beach Chapter  
Spanish Trail Chapter  
American Legion Post #221, Mayo Music Scholarship



Business and Professional Women's Club  
     Bay Area  
         Florida Federation of Fort Walton Beach  
 Beta Sigma Phi-Delta Zeta of Crestview  
 Beta Sigma Phi-Perceptor Beta Gamma of Niceville  
 Beta Sigma Phi-Laureata Omicron of Crestview  
 Beta Sigma Phi-Pi Theta of Destin  
 Bay Area Disabled American Veteran's Auxiliary  
 Central Telephone Company of Florida  
 Ceramic's League  
 Chick-Fil-A Scholarship  
 Crestview High School  
     Beta Club  
     Student Council  
         Future Business Leaders of America  
 Delta Kappa Gamma-Eta Chapter of Milton  
 Delta Kappa Gamma Society-Zeta Chapter of Blytheville, Arkansas  
 Delta Lambda Chapter-Epsilon Sigma of Fort Walton Beach  
 Eglin Air Force Base Officers' Wives' Club  
 Eglin Non-Commissioned Officers' Wives' Club Scholarship  
 EOD Memorial, Department of the Navy, Ordance Station  
 Fairchild Aircraft Services Corporate Division Scholarship  
 First National Bank of DeFuniak Springs  
 Florida State Association of Letter Carriers  
 Florida Big Bend Association-West Florida Group  
 Florida Restaurant Association, Okaloosa Chapter  
 Fort Rucker Officers' Wives' Club  
 Fort Walton Beach Civic League  
 Fort Walton Beach High School  
     Band Parents Association Memorial Scholarship  
     Beta Club  
     Future Business Leaders of America  
     German Honor Society Scholarship  
     Hal Wyatt Trust Fund  
     Interact Club  
     Spanish Honor Society Scholarship  
     Thorfin Thespians  
     Valhalla Scholarship  
 Fort Walton Beach Hospital Auxiliary  
 Fort Walton Beach Junior Women's Club  
 Fort Walton Beach Women's Club  
 Free and Accepted Mason, P.H.A.  
 Freeport High School Scholarship  
 General Hospital Auxiliary  
 Gitenstein Foundation  
 Home Builders Association Scholarship  
 Hurlburt Officers' Wives' Club  
 Junior Achievement of Pensacola  
 Junior Food Stores of West Florida  
 Kiwanis Club of DeFuniak Springs  
 Kiwanis Club of Fort Walton Beach  
 Kiwanis Club of Guntersville, Alabama  
 Kiwanis Club of Tulsa, Oklahoma  
 Ladies of Essence Social and Civic Club  
 Laura N. Ray Scholarship  
 Lenora Fitton Scholarship

Magnolia Springs Scholarship  
 Mamiruth Walter Scholarship  
 Matti Kelly Poetry Scholarship  
 Matti Kelly Drama Scholarship  
 McDonald Hamburger Scholarship  
 Niceville/Valparaiso Civitans  
 Niceville/Valparaiso Hospital Auxiliary  
 Niceville/Valparaiso Junior Women's Club  
 Non-Designated Scholarship  
 Officers' Wives' Club of Blytheville Air Force Base, Arkansas  
 Okaloosa-Walton Junior College  
     Drafting Scholarship  
     Drama Scholarship  
     Music Department Scholarship  
     Sports Association Scholarship  
 Organ Fund  
 Paxton High School Beta Club  
 Pilot Club of the Miracle Strip  
 President's Scholarship  
 Rotary Club of Destin  
 Scholarships Anonymous  
 Sepia Women's Club  
 Showell Farms, Inc.  
 St. Regis Kraft Center Employees Scholarship  
 State American Legion Auxiliary  
 T.H. Edney Scholarship  
 Veterans of Foreign Wars  
 Walton County Education Association  
 Warner Communications, Inc.  
 William H. Wise, Jr. Memorial Scholarship  
 Winn-Dixie Montgomery, Inc.  
 Yellow Rose Social Club  
 Zweibruecken American High School Student Council

5. *Seminole and Miccosukee Indian Scholarships.* The Florida Seminole and Miccosukee Indians are eligible to compete on the basis of financial need and examination. There are eight scholarships for the entire State of Florida, having a value of \$2000 per academic year. Write Student Financial Aid, Department of Education, Tallahassee, Florida 32304 or Bureau of Indian Affairs Agency, Hollywood, Florida 33024.
6. *Florida Scholarships for Children of Deceased or Disabled Veterans.* This scholarship is for children of deceased or 100% disabled veterans whose parent entered the armed forces from the State of Florida, or officially classified as POW or MIA. Scholarships are awarded in the amount of tuition and fees per academic year and may be renewed. Contact the Financial Aid Office in the Administration Building, Room A-124.
7. *Confederate Memorial Scholarships.* Lineal descendants of Confederate soldiers or sailors are eligible on the basis of competitive examinations. Awards are \$150 per academic year. Write Student Financial Aid, Department of Education, Tallahassee, Florida 32304.

*Work-Study, Activity Workers and Student Trainees.* Four programs are available which enable students to earn needed funds through work assignments on campus:

1. *The College Work-Study Program.* Authorized under Title IV of the Higher Education Act of 1965, as amended, to aid students from low-income families who need jobs 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 a student must have on file an ACT Needs Analysis, the student must show academic or creative promise, be enrolled, or accepted for enrollment, as a full-time student and be maintaining satisfactory progress in the course of study he/she is pursuing. The student's eligibility depends upon his/her need for employment to defray college expenses, with preference to applicants from low-income families. The pay is at an hourly wage rate.
2. *The Vocational Work Study Program.* Designed to provide part-time employment to eligible vocational students to assist them in entering into or remaining in school. A student must have on file an ACT Needs Analysis to be considered for the work opportunity. Compensation for students is based on up to 20 hours of work weekly while attending classes full-time. The pay is at an approved hourly wage rate for such program participants.
3. *Student Activities Workers.* Upon recommendation of the Dean of Student Services and the approval of the President, student activity workers may be retained to perform "contracted services" in connection with implementing specific student activities (e.g., - lighting, sound, photo lab workers) at a rate not to exceed \$180.00 per 16-week semester or \$135.00 per 12-week semester. Such persons shall be obligated to 10-15 hours per week on the average, being available for accomplishing the specific tasks needed for implementing the activities for which retained.
4. *Food Service Trainee Fee Waiver.* Each student who is duly enrolled in commercial food services laboratory courses each semester and who is pursuing the Commercial Food Services AAS and/or Certificate Program is entitled to receive a waiver of registration fees. Each such recipient shall be obligated to be in a training assignment in the food service area for the total number of contact hours per week specified for each course and shall be entitled to one specified meal per day. Any default by a recipient of a Food Service Trainee Fee Waiver in fulfillment of his/her training assignments and performance shall obligate him/her to reimburse the College for such pro-rata portion of his/her grant as may be due for the balance of the semester following the date of his/her default.

*Student Assistantships.* A limited number of student assistantships are granted to full-time students who are residents of the Okaloosa-Walton District, upon joint selective actions of various departments and the Financial Aids Committee.

An appointee to a student assistantship shall receive a refund (at the close of the semester) of his/her registration fees at the prevailing rate per semester hour up to a maximum of sixteen (16) semester credit hours in return for his/her obligation to work ten (10) hours per week under the supervision of the departmental chair or administrator to whom he/she is assigned.

*Grants.* Grants are "gift aid" made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend OW-JC all students must complete a Family Financial Statement, which is used to determine the student's need, and a Student Data Form to attend Okaloosa-Walton Junior College.

1. **Pell Grant.** The Pell Grant (continuation of the Basic Education Opportunity Grant) is a federal program which makes funds available to students enrolled at approved colleges, community colleges, junior colleges, universities, vocational-technical institutions, hospital schools of nursing, and other approved institutions. Grants cover undergraduate study and are intended to be the foundation of the student's financial award.

**Amount:** Pell Grants for the 1982-83 academic year (July 1-June 30) will range from \$200-\$858 (at OWJC) depending on a student's eligibility as determined by a standard formula.

**Eligibility:** A student is eligible for a grant if:

- (1) the student had met the general eligibility requirements;
  - (2) the student is determined to have financial need based on the Pell Grant formula (this formula uses the information provided on your Family Financial Statement to produce an eligibility index number. This number is considered, along with the total cost of attending OWJC, to determine the actual amount of the grant. Generally, the lower the index number the higher the grant.); and
  - (3) the student is an undergraduate student who has not previously received a Baccalaureate degree.
2. **Florida Student Assistance Grant Program.** Full-time students may qualify who are U.S. citizens and who have resided in Florida for 24 consecutive months immediately preceding the beginning of the academic year for which application is made. Applicants must be enrolled or accepted for enrollment as full-time undergraduate students in an eligible institution in Florida. The maximum grant is \$420 per academic year. Student Assistance Grants are awarded for one academic year. The award and the amount of the grant is based on financial need. The ACT Needs Analysis or FFS should be submitted for analysis by 1st February each academic year.
  3. **Supplemental Education Opportunity Grant (S.E.O.G.).** These grants are for students who have financial need (as determined by the Financial Aid Officer) and who would not be financially able to attend college without a Supplemental Education Opportunity Grant. Contact the OWJC Financial Aid Office. A student applying should have an ACT Needs Analysis or FFS on file in the Financial Aid Office.

**Loans.** A number of loan programs are available to students in need.

1. **Short-term student loans are available for fees during registration periods.** A beginning freshman may be considered for such a loan when he/she has been fully accepted for enrollment. A student may borrow normally, partial funds to cover registration, tuition fees, or books each semester, which are to be repaid in three installments or before Early Registration for the next semester.



The following organizations and persons have provided the College with funds which are presently being utilized for these short-term student loans:

- (1) Alpha Delta Chi Loan Fund
- (2) John B. Arnold Loan Fund
- (3) Ethel Hopkins Bartell Memorial Loan Fund
- (4) Jack Bartell Memorial Loan Fund
- (5) Eglin Officers' Wives Club - Emergency Loan Fund
- (6) Niceville-Valparaiso Rotary Club Loan Fund
- (7) Mildred Plew Meigs Memorial Scholarship Loan Fund
- (8) Francis M. Stone Loan Fund
- (9) Okaloosa-Walton Junior College Women's Club - Scholarship Loan Fund
- (10) Okaloosa-Walton Junior College General Student Loan Fund
- (11) Valparaiso-Niceville Civitan Club Loan Fund
- (12) National Organization for Women

2. *OWJC General Student Loans.* Full-time students who are U.S. citizens and have been Florida residents for the preceding 12 months and are classified as an advanced Freshman, may apply for these loans provided they have a demonstrated financial need as determined by a recognized method of needs analysis. Loans may be used only for expenses incurred for tuition, fees, and on books up to a maximum of \$150 per semester. Repayment is submitted to the Comptroller in equal payments before Early Registration of each semester or termination of full-time attendance, whichever occurs first.

*Veterans Benefits.* The federal Government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly on pages 43 & 44. Assistance and information may be obtained from the OWJC Campus Veterans Affairs Counselor or the Veterans Administration, Regional Office, P.O. Box 1437, St. Petersburg, Florida 33731.



# INSTRUCTIONAL PROGRAMS

## STANDARDS AND REGULATIONS

### Registration

Students are expected to register on the day designated in the College Calendar (specific registration times are published in schedule of classes for each term), except for those specially-scheduled courses for which a student may register at special announced registration periods. The following categories of students may be required to register on the last day of regular registration: transfer students with substandard records, special admission students and conditional enrollment students.

Each new applicant must be admitted to the College or must have executed a Conditional Enrollment Affidavit (see page 12) before being admitted to register for any course. Furthermore, as indicated under "Testing and Counseling" all students entering a college-credit program are required to take the ACT for counseling purposes. All prospective students should arrange to take the ACT on a nationally scheduled testing date, but if this is not feasible, OWJC will administer the tests each semester during registration periods. Details regarding local testing may be attained by contacting the Office of Student Services and referring to the pertinent section of the published class schedules each semester.

Currently-enrolled or previously-enrolled students must be eligible for continuance as of their last semester of enrollment in order to be permitted to register.

Registration is not complete until fees are paid, and all fees MUST be paid at the time of registration. NOTE: Registration forms will not be held by any College office pending late payment; however, any student in need of financial assistance may direct inquiries to the Financial Aid Office.

Registration should be completed during the regularly-scheduled registration period, in person if possible, for each semester or enrollment period.

All classes are subject to cancellation at the close of regular registration if the necessary minimum number of students, as judged by the Dean of Instructional Programs, have not enrolled by that date. Full refund of tuition will be made to students enrolled in such cancelled classes upon completion of a withdrawal form.

During the Fall and Winter Semesters, just prior to final examinations, *currently-enrolled* degree program students are given the opportunity to pre-register for the next semester. By registering early, students are more nearly assured of suitable schedules for the subsequent semester.

### Full-time and Part-time Status

A student of Okaloosa-Walton Junior College is considered to be full-time or part-time according to the course load at the time of registration, the designation will not be changed after the close of registration. A student enrolled for 12 or more semester hours, or 24 or more contact hours per week, is considered to be a full-time student.



## Audit Status

Students registering in a college credit course on a "non-credit" basis will be considered as audit students and their records will be marked accordingly. An "X" grade will be placed on the permanent record, 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 examinations. Excessive absences for audit students are treated the same as for credit students--the instructor may recommend to the Dean of Instructional Programs that the student be dropped from the class with a grade of "W."

*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 prior to the date stated in the College Calendar as the last day for dropping classes. "Audit" students must meet the same admission requirements as college-credit students.

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

## 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. When the completed forms are submitted to the Registrar's Office and to the Comptroller's Office along with payment of the service charges (see "Refund Policies, p. 15) for each course added or dropped; the revised schedule will become effective.

## Class Attendance

Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor, who may recommend to the Dean of Instructional Programs a withdrawal grade whenever absences become excessive. Arranging to make up work missed because of legitimate class absence is the responsibility of the student in cooperation with the instructor(s).

Attendance is recorded by the instructor who will report immediately to the Registrar's Office each student who has accumulated three consecutive day class absences or two (2) consecutive evening absences from class or three absences in a given month. Further, each time a student has been tardy three times in a class, it will count as one absence. Each set of such consecutive absences will be reported. *Veterans* are subject to the same attendance requirements as all other students (see page 44).

## Examinations and Grades

Final examinations are held at the end of each semester 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 concerned and from the Dean of Instructional Programs.

Letter grades will be assigned as follows: A, excellent; B, good; C, average; D, passing; F, failing; I, incomplete; S, satisfactory; U, unsatisfactory; N, no grade (non-punitive); and X, audit. Work required for removal of an "I" must be completed by the end of the late registration period immediately following the issuance of that grade.

Grade-points per semester hour are as follows: A-4; B-3; C-2; D-1; F-0. Grades for "I" at the end of the late registration period following the issuance of the grade if the work is not "made-up" during that period of time. The "I" will carry 0 grade-points until it is made up. "S's," "U's," "N's," and "X's," carry neither grade-points nor credits. *No grades or transcripts will be released to or for students with incomplete records or outstanding fees, loans, or fines.*

### Incomplete ("I") Grades

A grade of "I" may be given as a semester grade by an instructor when a student is unable to complete the required work during the semester enrolled, because of clearly documented extenuating circumstances *and only if* the student concerned has a reasonable chance of obtaining a passing grade when the work is completed. Further, the instructor files with the department chair and with the student concerned an outline of the work that must be completed together with an estimate of the student's grade standing for work already completed during the semester. Work for the removal of the "I" must be completed prior to the **END OF THE LATE REGISTRATION PERIOD** in the semester immediately following the issuance of the grade, and will revert to a grade of "F" on the official transcript if not removed by that time. A grade of "I" shall not be given as a mid-term progress grade.

### Non-Punitive ("N") Grades

"N" Grades may be awarded for modular-type courses only. For those courses in which college credits may be earned, the "N" will only be awarded at the end of the term in which a student could not complete the modular requirements necessary to earn a "standard" letter grade.

An "I" grade may be awarded if, by mutual agreement between student and instructor, the student understands and assumes the responsibility for completing all modules by the end of late registration of the next term (mandatory completion time for "I" grades).

If a student has not completed a course in which he/she received an "N" grade by the end of the second semester of enrollment in that course he/she can receive no more than a grade of "C" for that course in any subsequent semester. Re-enrollment and payment of all necessary fees is required in order to be eligible in a subsequent semester to earn a letter-grade and the appropriate credits in a course in which an "N" has been awarded.

At the present time, only the following courses are approved for granting of "N" grades: ENC 1013 English and XXX 2699 General Education Review.

### Satisfactory/Unsatisfactory ("S" and "U") Grades

"S" and "U" grades are approved for Adult Basic Education, General Education Review, High School Review, Driver Rehabilitation, Community Instruction Service courses, enrichment courses, criminal identification, requalification test for intoxication, breathalyzer equipment maintenance, Law Enforcement Institutes, and Police Radar Operator.



**Senior Citizen Enrollment -- For Florida Residents Only.** *Authorized and subject to future action of the Florida Legislature.*

Senior Citizens (age 60 or over) who wish to enroll in a class with a waiver of the registration fees may do so on a "space available" basis during the specified days which immediately follow the last date of "Late Registration Period." Registration will be held at the Registrar's Office on campus.

PLEASE NOTE: Information regarding available classes under this program cannot be determined prior to the end of Late Registration. Also, students who have registered for courses prior to the end of the the late registration period are not eligible to enroll for the same classes under the special Senior Citizen Fee Waiver program since the initial registration will have committed a space in the class not thereby available to other persons seeking to enroll.

### **Withdrawals**

1. **Before** the end of the 10th week of the Fall and Winter Semesters, the 7th week for the Spring Semester, and the 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 student's permanent record card for a properly executed withdrawal through the Registrar's Office.

2. **After** the end of the 10th week for the Fall and Winter Semesters, the 7th week for the Spring Semester, and the 4th week for Term I and II, **NO WITHDRAWALS** will be permitted. If the student feels a grade of "W" is appropriate in his/her case, he/she will be responsible for validation of the specific extenuating circumstances and for filing a petition with the Registrar for referral to the Dean of Instructional Programs for appropriate action.

**A STUDENT 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 COMPTROLLER'S OFFICE TO AVOID RECEIVING AN AUTOMATIC GRADE OF "F" IN THE COURSE(S) CONCERNED. (SEE THE ABOVE FOR WITHDRAWAL WITHOUT "F" GRADES.)**

## **CREDIT BY ALTERNATIVE MEANS**

Student may earn a maximum of 45 college credits through a combination of non-traditional sources as listed below:

*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.

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 Psychometrist at OWJC. Information bulletins are available from the Educational Testing Service upon request.



CLEP General Examination: Students may earn up to 30 semester hours of credit by passing the College-Level General Examinations at the National 50th percentile or better based upon the combined Male/Female Sophomore Norms. Students may not attempt credit by examination if they have earned six or more semester credits with a grade of "C" or better in courses whose content includes materials similar to the materials to be covered in the test. This rule also applies to courses taken at the upper level in a Senior University as well as the Junior College level courses. If a student has earned fewer than six semester credits in such courses they will be awarded the difference between the number of semester hours earned and the six semester hours. Students must take the 90 minute examinations and the English portion requires the written essay be taken in order for credit to be awarded.

*Comprehensive Examination for Credit in Designated Courses:* Students who are admitted to the College may be granted credit in designated courses based on knowledge or ability as measured by an examination in the area in which credit is being sought. Designated courses that can be completed through a Comprehensive Examination are on file in the Office of the Dean of Instructional Programs.

To be eligible for credit by Comprehensive Course Examination, the student must:

1. Be admitted to OWJC.
2. Complete necessary request for Comprehensive Course Examination form, securing the signature of the appropriate Department Chair (and setting date for examination) and the Dean of Instructional Programs.
3. After Item 2, present form to Comptroller's office and pay examination fee (one-half of registration fee for course, excluding lab fees) returning form after payment of fee to Dean of Instructional Programs office. Examination or testing fee may be paid anytime after the end of late registration through the mid-point of the semester. (Deadline date for payment of examination or testing fee is published in Semester Schedule each Semester.)
4. Complete examination on date scheduled. Examination date must be before date two weeks following deadline for application or mid-point in semester (Deadline date for examination and payment of fee for comprehensive examination credit is published in Semester Schedule each Semester).
5. Pay fee equal to the registration fee for the course (excluding the lab fees) minus the testing fee, if a grade of A, B, or C is made on the course examination and credit is wanted. This fee must be paid before the deadline for payment of fees for Comprehensive Examination Credit. (Deadline date is published in Semester Schedule each Semester).

Comprehensive Course Examinations will be administered by the Department Chair or his/her representative. A Comprehensive Course Examination in a particular course may not be taken more than one time for a designated course.

Credit awarded by Comprehensive Course Examination will become part of a student's permanent record and will be posted to the student's transcript with the appropriate grade if all fees are paid within deadlines stated above.

*No more than 45 semester hours of non-traditional credit may be earned through this means or any combination of sources [i.e. CLEP, military experience, etc.].*

**Correspondence Course Credits:** 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 Registrar's and Admission Officers Bulletin." These hours may be included, but not in addition to, the credits available through the Servicemen's Opportunity College Program.

**Occupational Competency Testing:** Students with extensive on-the-job work experience and/or other non-certified training may receive 30 semester hours credit at OWJC upon successful completion of occupational competency examinations as administered by the Occupational Testing Center at the University of South Florida, Tampa. Such credits will be awarded in all curricula where OWJC offers A.S. and A.A.S. Degrees, contingent upon the person completing the remaining credits AT OKALOOSA-WALTON JUNIOR COLLEGE which are required for program completion.

The A.S. Degree at OWJC requires 38 semester hours in a specialization, and the A.A.S. Degree requires 48 semester hours in a specialization. The 30 semester hours that may be received through testing may not apply toward the last 8 hours for the A.S. and last 18 hours for the A.A.S. normally taken by students enrolling for all courses in their program at OWJC. Students requesting credit through competency testing will prepare a program planning form in cooperation with the appropriate department chair to select the general education courses and the final occupational credits required for the degree (64 semester hours, total).

**Who may apply:** Persons who are currently employed as industrial-technical instructors, students who are pursuing fulfillment of their first 64 semester hours of college level studies leading toward an industrial-technical teacher education degree in the State University System, and persons who desire State Certification as an instructor in industrial-technical education.

**How to apply:** Applications should be submitted directly to the Occupational Testing Center, University of South Florida, FAO 226, Tampa, FL 33620. Forms, test dates, location, fees and other information should be requested from USF at the above address or call long distance. 813/974-2100.

**How to receive credit:** Request the U.S.F. Testing Center to send a report of the competency exams *directly* to the Registrar at OWJC; apply for admission to OWJC if not already enrolled; request an advisor to complete a program planning form which will specify the advanced courses required for completing the A.S. or A.A.S. Degree; enroll for and complete the specified courses with a "C" or higher grade average (minimum 2.0 GPA); and apply for graduation. NOTE: Competency credits will not be fulfilled until both the application and the fee for graduation have been submitted.



CLEP Subject Examinations: Students may earn college credits in the Subject Examinations listed below provided they have not completed a college level course with a "C" or better which is higher than or equivalent to the subject matter examination they plan to take.

#### Subject Examinations

- Accounting, Introduction
- American Education, Hist of
- American Government
- American History
- American Literature
- \* Biology
- Business Law, Introduction
- Business Management, Introduction to
- Calculus w/Elementary Functions
- Chemistry, General
- College Algebra
- \* College Composition (w/Essay)
- Computer Programming Elem Fortran IV
- Educational Psychology
- Macro Economics, Introductory
- Micro Economics, Introductory
- Micro and Macro Economics, Introductory
- Human Growth and Development
- Marketing, Introductory and Money and Banking
- Microbiology
- Psychology, General
- Sociology, Introductory
- Statistics
- Trigonometry
- Western Civilization
  
- College French
- Second Semester
- Fourth Semester
  
- College German
- Second Semester
- Fourth Semester
  
- College Spanish
- Second Semester
- Fourth Semester

Students attempting to earn credit by examination should contact the Office of the Registrar to first determine their eligibility for credit. All credit awarded will be posted on the student record.

Some Institutions do not award credit for CLEP Examinations. It is the students responsibility to contact any institution to which he/she expects to transfer in order to determine if that institution will accept for transfer the CLEP credits earned.

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\*Students may not receive credits for both Biology or English Composition on the Subject Examination and credit in the same areas in the General Examination.

*Servicemen's Opportunity College (Active Duty Personnel):* Okaloosa-Walton Junior College subscribes to the principles of the **Servicemen's Opportunity College** concept and has established flexible policies including credits and/or course waivers based on CLEP, CASE Guide, and "challenge" examinations (plus limited USAFI credits in occupational courses, by petition) geared to the needs of active duty service persons (maximum 45 credit hours.) Active duty personnel stationed at Eglin Air Force Base and Hurlburt Field should consult with Okaloosa-Walton Junior College's Director of Educational Services for Military Personnel directly, or through their Education Officer, for complete details regarding the Servicemen's Opportunity College Program.

*Transfer Credits:* 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 grade-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 chairperson of the department involved.

**CREDITS FOR ARMED SERVICES SCHOOLS AND MILITARY TRAINING:** Credits resulting from classroom-type instruction (i.e., excluding on-the-job training and correspondence-type courses) at U.S. Air Force Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force. Credits for occupational, vocational-technical courses will apply only toward an AS Degree, AAS Degree, or Occupational Certificate. Credits for classroom instruction from military schools other than the U.S. Air Force (U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and U.S. Navy) will be evaluated by the OWJC Registrar according to the ACE Guide.

## TRANSFERRING 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 faculty advisor. Faculty advisors and 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, in the opinion of our staff, that students planning to transfer to a senior institution plan their programs so that the transfer to the senior institution may occur at the beginning of the school year (normally in the fall). Curricula are generally offered in sequence and better articulation in a student's program may be achieved if efforts are made to complete the entire two-year program before transferring. Students majoring in highly specialized programs should seek programming assistance well in advance of actual transfer.

## VETERANS' EDUCATIONAL BENEFITS

The College is certified for training by the State Approving Agency under the various veterans' training laws, Veterans planning to enroll at OWJC should consult with the Veteran's Affairs Office well in advance of registering. The veteran must complete a special form (available in the Veteran's Affairs Office) which is required by the Veterans Administration for initial certification and, thereupon, assume responsibility for all fees from his/her own resources or out of monies paid to the individual by the Veterans Administration.

Veterans are normally expected to pay all fees at registration.\* Since even the "advanced payment" first check is sometimes delayed, it is advisable that the veteran be prepared to meet all expenses until that check is received. Veterans attending the College under Public Law 894 (disabled veterans) who have approval from the Veterans Administration will have registration fees paid directly to the College by the Federal Government.

For V.A. purposes, training time is *usually* computed as follows:

12 or more semester hours .....	Full-time
9-11 semester hours .....	3/4-time
6-8 semester hours .....	1/2-time

For the **Spring Semester and Terms I and II**, training time is computed differently: The V.A. determines credits for Spring/Summer course work each year and notifies the College accordingly. **Veterans are advised to contact the Coordinator of Veterans Affairs in the Registrar's Office before registering for Spring Semester and Spring/Summer Term classes, to determine training status.**

*Any student-veteran who is absent three consecutive class sessions or school days without pre-notifying the Coordinator of Veterans affairs (and confirming that notice in writing) will be interrupted from training for pay purposes, and the Veterans Administration will be notified. The veteran who has been interrupted from training for pay purposes will have to request enrollment recertification thru the Coordinator of Veterans Affairs in order to request that V.A. payments to him/her be resumed.*

**A veteran who wishes to receive V.A. Benefits should notify the OWJC Coordinator of Veterans Affairs prior to registration in order to expedite the subsistence allowance. Veterans, widows of veterans, and war orphans desiring information about benefits, requirements and registration procedures should contact the Coordinator of Veterans Affairs in the Registrar's Office.**

## VETERANS FEE DEFERMENT POLICY

Any eligible veteran or other person who wishes to pursue an approved program of education or training, within the meaning of Chapter 34 or 35, Title 38, United States Code, at Okaloosa-Walton Junior College and who meets the conditions stated in 240.052(4) (a) shall in his/her first term of enrolment in any given calendar year be granted upon his/her request a sixty (60) day deferment for full payment of his/her fees from the beginning of the first day at regular registration provided that the period of deferment shall not exceed ten (10) days less than the number of days of the term for which eligible persons are registered.

Deferment of payment of fees for eligible persons, above, in any enrolment period subsequent to the first one in any calendar year is not authorized, except that an eligible person (as defined above) who can document a substantial, unique financial hardship may petition the Financial Aid Office to seek special consideration for a sixty (60) day deferment which must have the approval of the Financial Aid Officer, the Veterans Affairs Counselor, and the Comptroller before being committed or granted.

Under no circumstances shall any person be allowed to enroll or re-enroll at OWJC who has failed to pay any prior fee deferment -- within the meaning of FS 240.052(4) (a) -- at OWJC or at any other university or community college in the States.



## ACADEMIC STANDING

Each program of the College has appropriate standards ranging from recognition of excellence to discontinuance for inadequate progress toward the respective program goals. These standards apply both to full-time and part-time college credit students. (Alternative non-credit programming and adult education opportunities are available for persons who do not choose to continue in degree or credit certificate programs.) For those who enroll as part-time college-credit students (less than twelve (12) semester hours) the cumulative grade-point average will not be computed for honors or substandard academic performance until the students has attempted a minimum of twelve (12) semester hours.

*Superior Scholastic Performance.* When the quality of a student's work is superior, the College is pleased to honor such work through recognition of his/her accomplishments as follows:

**President's List.** Full-time students who make a grade-point average of 3.80-4.00 in any given semester are placed on the President's List for that term.

**Dean's List.** Full-time students who make a grade-point average of 3.50-3.79 are placed on the Dean's List for that term.

**Honors and High Honors.** At the time of graduation, a student's total academic record is reviewed to determine High Honors (3.80-4.00) and Honors (3.50-3.79). For students to graduate with this distinction, they must have earned 24 or more hours of credit at OWJC and must have attained these same standards on all work done at OWJC as well as any cumulative academic work from prior institutions of higher education.

*Good Standing.* A student is considered in good standing academically so long as he/she maintains the appropriate cumulative grade point average (GPA) specified in the following schedule of satisfactory academic progress and while on Academic Probation. Students on Academic Suspension are *not* considered to be in Good Standing:

Credit Hours Attempted	Minimum Required GPA
12	1.50
24	1.70
36	1.80
48	1.90
60 or over	2.00

*Substandard Academic Performance.* When the quality of a student's work is substandard, the College is obligated to initiate restrictions relative to further studies in order to apprise that student of the serious nature of his/her academic status. For these reasons, the following regulations pertain with respect to academic probation or suspension:

*Academic Probation.* Any student who fails to maintain the appropriate grade point average specified in the schedule listed above under "Good Standing" shall be placed on Academic Probation. This requirement is based on the fact that a student, in order to graduate from this college, must attain a cumulative grade-point average of not less than 2.0 ("C") on all college level work attempted -- including all work at Okaloosa-Walton Junior College and the total of work at OWJC plus work from any previously-attended institutions of higher education which is transferred-in. All work at previous institutions of higher education will be counted, *not* just selected courses. Consequently, the College feels the necessity of apprising students of any shortages of grade-points with respect to these standards. The record of any student who fails to meet these standards shall be stamped, "Academic Probation."



IT IS STRONGLY RECOMMENDED THAT A STUDENT ON ACADEMIC PROBATION CONTACT HIS/HER FACULTY ADVISOR OR A COUNSELOR WITH REGARD TO ENROLLING IN DEVELOPMENTAL, COMPENSATORY, OR SPECIFIED NON-CREDIT COURSES IN ORDER TO CORRECT AREAS OF DEFICIENCY.

To be removed from academic probation, a student must increase his/her cumulative grade-point average for all work attempted to at least the level specified in the Schedule of Satisfactory Academic Progress.

*Academic Suspension.* A student who has been on academic probation two consecutive semesters shall be considered to be making unsatisfactory progress and will be suspended for a minimum of one semester. For the student whose record necessitates academic suspension the entry "Academic Suspension for a Minimum of one Semester" shall be stamped on his/her permanent record.

Any full-time student (or part-time student who has accumulated 12 credits) who fails all of his/her courses in his/her academic work shall be suspended for a minimum of one semester.

IT IS STRONGLY RECOMMENDED THAT A STUDENT PETITION FOR ENROLLMENT IN CERTAIN AUTHORIZED DEVELOPMENTAL, COMPENSATORY, OR SPECIFIED NON-CREDIT COURSES DURING THE SEMESTER OF SUSPENSION IN ORDER TO STRENGTHEN THE AREAS OF DEFICIENCY. ALSO, SUCH STUDENTS SHOULD SEEK COUNSELING ASSISTANCE REGARDING THE APPROPRIATENESS OF THEIR OBJECTIVES.

Re-enrollment of such a student subsequent to a semester on suspension shall be at the discretion of the Admissions Committee of the College, upon petition by the student, in terms of clear evidence of potential benefit from such courses and of potential for attaining an acceptable record in the future. Students reentering after suspension will be placed on academic probation and subject to the rules pertaining to substandard academic performance.

*Readmission.* To be readmitted to Okaloosa-Walton Junior College following academic suspension, it is necessary for a formal request to be submitted to the Admissions Counselor. (The form for this purpose is available in the Admissions Office.) Such requests will not generally be considered unless at least one term has elapsed since enrollment at the last institution attended. Admissions Committee approval shall be required for such readmission.

*Academic History Forgiveness policy.* Should a student whose credits are ten or more years old desire to seek relief from the effect of those grades upon that person's current record at OWJC, petition for such relief may be made through the Office of the Registrar. Should favorable action be taken, the grade will continue on the face of the permanent record, but relief will be in not counting such grade and hours in grade-point computations. The action of the College upon such a petition shall be final. No credit passed or failed that is ten (10) or more years old will be counted if such relief is granted. Knowledge from such courses may, however, be a sound basis for seeking contemporary credit through comprehensive examinations.

*Repeated Courses.* \*\* A course in which a grade of "N," "D" or "F" has been earned may be repeated for credit. Only the credit from the most recent attempt at these courses will be used in the computation of the final grade point average (G.P.A.). A student may not repeat a course for credit in which a grade of "C" or better was earned, he or she will be automatically disenrolled as soon as it is detected and will be given a grade of "W". (Exceptions to this repeat policy are Independent Study, Tutorial, and certain music courses as indicated in course descriptions.)

Students should be aware that the repeating of a course results in an adjusted grade-point average\* and that such an adjustment may not be accepted by some private colleges in this State or some colleges and universities outside of the State of Florida.

\*NOTE: GPA's are NOT changed for courses repeated after a student receives an AA Degree (Per Articulation Agreement).

\*\*NOTE: Students on V.A. Benefits should be aware that the Veterans Administration WILL NOT PAY for a repeated course in which a grade of "D" or better has been earned.



## 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 rests with the student.* It is the student's responsibility to make sure that all requirements for graduation have been met if the student is in doubt about course requirements the academic advisor should be contacted before each registration.

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; 26 semester hours of General Education courses for the Associate of Science Degree; or 16 semester hours of General Education courses for the Associate of Applied Science Degree. The remaining hours in each program may be taken in any one of the prescribed programs, or in a planned program approved, in writing, by the Dean of Instructional Programs.



- CLASP
2. Pursuant to Florida statutes and FAC Rules, each student seeking an associate degree must demonstrate mastery of certain minimum academic skills. Therefore, each semester all persons applying for a degree will have an opportunity to take the statewide standardized test as used in all public colleges and universities. Refresher courses are offered both prior to and subsequent to the testing dates for the benefit of students who may wish to review the essential communications and computational skills.
  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 no less than 15 semester credit hours. If a student leaves the College and later applies for a degree he/she must have met the degree requirements at the time of his/her last OWJC enrollment and must have earned 15 semester hours of OWJC credit. Exceptions to these stipulations may be granted only by special written request submitted to the Registrar and approved by the Dean of Instructional Programs.
  4. A grade-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 grade-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 grade-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. A student shall graduate with Honors or High Honors, however, only if the degree work done at OWJC qualifies for Honors or High Honors in its own right, also.
  6. Four (4) semester hours of Physical Education activity credit are required for graduation. All regularly enrolled students seeking an A.A. or A.S. degree should enroll in at least one activity course each semester until the four semester hour requirement is met.

**STUDENTS WHO ARE EXEMPT FROM PARTICIPATION IN PHYSICAL EDUCATION ACTIVITY COURSES MUST MAKE UP THE FOUR SEMESTER CREDIT HOURS BY TAKING NON-ACTIVITY PHYSICAL EDUCATION COURSES.**

Exemptions are as follows:

- a. *Physical Disability:* A student with a restrictive physical disability must receive a written statement from a physician. The medical statement must then be submitted to the Physical Education Department Chair for departmental approval. If approval is granted, the medical statement and waiver are submitted to the Dean of Instructional Programs for final approval. These students must make up the 4 semester hours by taking non-activity Physical Education courses.
- b. *Age:* Students who have reached their thirtieth birthday are not required to enroll in Physical Education activity courses but must make up the 4 semester hours by taking non-activity Physical Education courses.

- c. *Evidence of Extreme Hardship*: Students completing requirements by attending evening classes *only* and/or part-time day students having difficulty in scheduling and/or meeting the requirements must work *directly with the Physical Education Chair* for a solution to the problem, preferably during the first semester of enrollment.

Non-activity courses which meet graduation requirements for persons *who are exempt from Physical Education activity courses* are as follows:

- HES 1400 - First Aid
- HES 1000 - Personal and Community Health
- HES 2170 - Holistic Health
- LEI 2330C - Camp Counseling
- LEI 1000 - Introduction to Recreation
- PET 1000 - Introduction to Physical Education
- EMS 1065 - CPR
- EMS 1119 - Emergency Medical Technology

6. Students should check with their faculty advisor during their *next to last semester* to insure that all graduation requirements will be met by the end of the next semester.

7. Students must make formal application for graduation on the proper form furnished by the Registrar and *must meet the deadlines* designated in the College Calendar which appears in the College Catalog.

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 the semester will be charged a graduation fee of \$12.00. 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 on request or will be held on deposit for candidacy the following semester.





# PROGRAMS

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

The *Associate of Arts Degree* provides for full-credit transfer to other institutions for the purpose of satisfying the requirements for a baccalaureate degree.

The *Associate of Science Degree* provides the student with college-credit curricula not specifically designed for transfer but designed to prepare persons for employment or advancement in a specific occupational area. Certain public senior institutions in Florida and in other states do accept Associate of Science Degree students with full credit for transfer.

The *Associate of Applied Science Degree* provides the student with college-credit curricula not designed for transfer but designed to provide occupational skills required for employment and mid-management experiences for advancement. Certain public senior institutions in Florida do accept Associate of Applied Science Degree students for transfer.

*Occupational Certificate Curricula* provide students with one year of occupational skill training for employment and for mid-management experiences.

*Continuing Education* courses provide individuals with an opportunity to increase their occupational efficiency through individual courses or to become more effective in the use of their leisure time. Continuing Education Units (CEU's)\* are earned by persons completing these experiences. These CEU's allow individuals to accumulate, update and transfer their records of continuing education as evidence of progress made in fulfilling personal improvement goals.

## Associate of Arts Degree Program Requirements

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. **64 HOURS REQUIRED FOR GRADUATION.**

**Courses in Residence.** (Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate of Arts 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 Arts degree at Okaloosa-Walton Junior College embraces a minimum of 40 semester hours of academic credit in the areas of communications, humanities, social sciences, mathematics, sciences, and physical education as follows:

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\*The number of "CEU's" granted for a course equals 10 percent of the contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

FAC Rules mandate completion of the following actions by all Associate of Arts students prior to receipt of an Associate of Arts degree:

1. **TAKING OF THE SOPHOMORE TEST.** This will be administered on or about October 26, 1982, for students expecting to graduate at the end of Fall Semester 1982; and will be administered on or about March 15, 1983, for students expecting to graduate at the end of Winter Semester 1983 or Spring Semester 1983.
2. **TWELVE (12) SEMESTER HOURS WITHIN SPECIFIED COURSES** which require at least six thousand (6,000) words of written work per course. This requirement is met by passing with a "C" or better grade twelve (12) hours of required English and Humanities selected from the courses\*\* listed in bold face print under General Education Requirements for the Associate of Arts Degree.\*
3. **SIX (6) SEMESTER HOURS OF MATHEMATICS** courses at the level of college algebra or higher. This requirement is met by passing with a "C" or better grade the six (6) hours of required mathematics listed under General Education Requirements for the Associate of Arts Degree.\*

**GENERAL EDUCATION REQUIREMENTS  
ASSOCIATE OF ARTS DEGREE  
[40-Semester-Hour Minimum]**

	Sem. Hrs.	Course Selections
Communications Skills .....	6**	ENC 1101/1102
Humanities .....	6**	HUM 1020 or ARH 1000 or HUM 1200 or MUH 1001; MUL 2111 and MUL 2112, ARH 2050-ARH 2051 or PHI 2010 or REL 2300 or LIT 1201 or LIT 2164, THE 2000
Mathematics .....	6***	MAT 1033, MAC 1104, MAC 1114, MAC 1154, MAC 1411, MAC 1412, MAC 1413, MAP 2302, MAS 2103
Biological Science .....	4-8	APB 1150 or BOT 1010C or ZOO 1010C or PCB 2023 or APB 1150C AND APB 1151C
Physical Science .....	4-8	CHM 1020 or GLY 1000 or PSC 1321 or PSC 1703 or MET 1010 and OCE 1005 or CHM 1045/1046 or PHY 2048/2049 or PHY 1053/1054
Social Science .....	6	AMH 2010/2020 or WOH 1012/1022 or POS 1041/1042 or AMH 1041 or POT 1002, and WOH 2240 or INR 2002 or PSY 2012 or SOC 2000
Physical Education .....	4	Any designated activity course. No more than 4 semester hours in activity courses may be included in the 64 hours for the degree.

\*If a student believes he/she already possesses the knowledge to be gained from taking any of the above courses, he/she is invited to refer to the information on Comprehensive Examination and other non-traditional options on page 40 as an accelerated means for meeting this requirement.

\*\*Communications and Humanities courses listed on this page meet the 6000-word writing assignment as required by FAC Rule 6A-10.30.

\*\*\*Mathematics courses listed on this page meet the mathematics requirements of FAC Rule 6A-10.30.

In addition to the required 40 semester hours of General Education, each student must complete an additional 24 hours in a specialization as listed in this section. Other areas of emphasis may be developed under the guidance of a Faculty Advisor or Counselor and approved by the Dean of instructional programs. NOTE: Some areas of emphasis specify more than 24 semester hours—students should consult their faculty advisor or counselor to select the appropriate courses in the specialized field that will fulfill the 64 hours requirement for graduation.

**General Education Electives.** Students who complete the minimum General Education sequence with less than 40 semester hours will have to complete sufficient additional hours from courses listed above or from the following to reach the 40 semester hours requirement. In some specializations, specific general education courses are designated which are not listed elsewhere -- these are unique exceptions.

ECO 2013	Economics I
ECO 2023	Economics II
AML 2010	American Literature I
AML 2022	American Literature II
ENC 1001	English I
LIT 1201	Approach to Literature
LIT 2164	Contemporary Literature
SPC 1600	Speech
CHM 2210C	Organic Chemistry I
OCE 1005	Introduction to Oceanography
MET 1010	Atmospheric Science

MATH -- Any college credit Math Department courses except:

MAT 2905	Tutorial
MAT 2949	Directed Work Study
MTB 1321	Applied Math I
MTB 1322	Applied Math II

BIOLOGY -- Any college credit Biology Department course except:

BSC 2946	Directed Work Study
XXX 8299	Tutorial

## CUSTOM DESIGNED ASSOCIATE OF ARTS DEGREE PROGRAM

Specialized custom programs designed to permit planning of individually developed curricula to satisfy the first-two-year requirements of specialized four-year degree programs.

Students seeking a specialized, custom designed program may request approval by the Dean of instructional programs and Department 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, Communication, Fine and Performing Arts, Mathematics, Physical Education, Physical Science, and Social Science.



**ASSOCIATE OF ARTS DEGREES  
BIOLOGY DEPARTMENT**

**AREA OF EMPHASIS: Pre-Professional [Medicine, Veterinary, Dentistry]**

General Education courses selected from those listed for AA Degree on page 51.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
MAC 1104*	College Algebra	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
BOT 1010C	Botany	4
ZOO 1010C	Zoology	3
 <b>Specialization Courses</b>		
	Foreign Language	6
MAC 1114	Trigonometry	3
MAC 1154	Analytical Geometry	3
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
ZOO 2713C	Comparative Vertebrate Anatomy	4
PCB 2023	Cell Biology	4
BCH 2023	Elementary Biochemistry	4

\*Other mathematics courses may be needed to prepare for MAC 1104.

\*\*PHY 1053C-PHY 1054C or PHY 2048C-PHY 2049C is recommended.

**AREA OF EMPHASIS: Medical Technology\***

General Education courses selected from those listed for AA Degree on page 51.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
MAC 1104**	College Algebra	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
BOT 1010C	Botany	4
ZOO 1010C	Zoology	4
 <b>Specialization Courses</b>		
APB 1190C	Anatomy and Physiology	4
MCB 2013C	Microbiology	4
PCB 2023	Cell Biology	4
BCH 2023	Elementary Biochemistry	4

\*The proper selection 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/she is planning to transfer to facilitate the development of an appropriate program at OWJC.

\*\*Other mathematics courses may be needed to prepare for MAC 1104.



## AREA OF EMPHASIS: Pre-Pharmacy

General Education courses selected from those listed for AA Degree on page 51.

General Education Courses		Sem. Hrs.
MAC 1104*	College Algebra	3
MAC 1114	Trigonometry	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
BOT 1010C	Botany	4
Z001010C	Zoology	4

### Specialization Courses

	Foreign Language	6
MAC 1154	Analytical Geometry	3
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
PCB 2023	Cell Biology	4
Z00 2713C	Comparative Vertebrate Anatomy or	4
MCB 2013C	Microbiology or	4
BCH 2033	Elementary Biochemistry	4

\*Students should take the calculus sequence if background and scheduling permits. Other mathematics courses may be needed to prepare for MAC 1104.

\*\*Physics PHY 1001C-PHY 1002C or PHY 2048C-PHY 2049C may be substituted.

## AREA OF EMPHASIS: Biology [Marine, Forestry, Teacher Ed.]

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
MAC 1104*	College Algebra	3
MAC 1114	Trigonometry	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
BOT 1010C	Botany	4
Z00 1010C	Zoology	4

### Specialization Courses

	Foreign Language Recommended	
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
PCB 2023	Cell Biology	4

Select one course from the following:

ZOO 2713C	Comparative Vertebrate Anatomy	4
BOT 2011C	Advanced Botany	4
MCB 2013C	Microbiology	4
BCH 2023	Elementary Biochemistry	4

\*Students should consider the calculus sequence if background and scheduling permits. Other mathematics courses may be needed to prepare for MAC 1104

## AREA OF EMPHASIS: Pre-Nursing\*

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
SPC 1600	Speech	3
MAC 1104**	College Algebra	3
SOC 2000	Sociology	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
PCB 2023	Cell Biology	4
ZOO 1010C	Zoology	4

### Specialization Courses

APB 1190C	Anatomy and Physiology	4
HUN 2001	Nutrition	3
MCB 2013C	Microbiology	4
DEP 2004	Human Growth and Development	3
PSY 2012	Psychology	3

\*The proper selection of courses in this program is very important; therefore, any student planning to major in Nursing at a junior or senior institution should get a catalog from the institution to which he/she is planning to transfer so that the necessary OWJC courses may be completed.

\*\*Other mathematics courses may be needed to prepare for MAC 1104.

## BUSINESS DEPARTMENT\*

### AREAS OF EMPHASIS: Banking

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3

### Specialization Courses

BAN 1110	Principles of Bank Operations	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
FIN 2230	Money and Banking	3
BAN 2240	Installment Credit	3
BAN 2900	Directed Study in Banking	1

\*Many upper-level university programs recommend that students complete lower division courses in Oral Communications, College Algebra, Statistics, Accounting, and Economics prior to transfer. Therefore, students are urged to check with the institution to which they plan to transfer. Guidance may be received from the Business Faculty Advisor.

## AREA OF EMPHASIS: Business Administration

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3

### Specialization Courses

GEB 1011	Introduction to Business	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
SPC 1600	Speech	3
STA 1014	Statistics	3

## AREA OF EMPHASIS: Business Data Processing

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3

### Specialization Courses

STA 1014	Statistics	3
GEB 1011	Introduction to Business	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
COP 2120	COBOL Programming	4
CRM 1020	Basic Concepts of Data Processing	3
CNM 1001	Computer Mathematics	3
COC 1110	Introduction to Computer Programming	4





## AREA OF EMPHASIS: Business Teacher Education

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3

### Specialization Courses

SES 1110	Typewriting II	2
SES 2120	Typewriting III	2
SES 1211	Dictation	3
STA 1014	Statistics	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law or SES 2335 Business Communications or MTB 1103 Business Math	3
SES 2212	Transcription	3
EDF 1005	Introduction to Education	3

## AREA OF EMPHASIS: Marketing

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1104	College Algebra	3
PSY 2012	Psychology	3

### Specialization Courses

ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
MAR 2011	Introduction to Marketing	3
MAR 2101	Salesmanship	3
MAR 2302	Introduction to Advertising	3
MAR 2930*	Marketing Seminar I	6
MAR 2931	Marketing Seminar II	
MAR 2933	Marketing Seminar III	
STA 1014	Statistics	3

### Electives may be chosen from:

BUL 2111	Business Law I	3
SES 2335	Business Communications	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
HFT 2010	Hotel-Motel Management I	3
HFT 2250	Hotel-Motel Management II	3
MAR 2151	Retail Management	3
CRM 1020	Data Processing Concepts	3
SPC 1600	Speech	3

\*Designed to offer a student directed studies in speciality areas in which course work is not offered. For students who are currently working or plan to work during their enrollment at OWJC.

## AREA OF EMPHASIS: Real Estate

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3

### Specialization Courses

GEB 1011	Introduction to Business	3
REE 1040	Int to Real Estate	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
STA 1014	Statistics	3

Business Electives should be chosen from the following after counseling with the faculty advisor: SES 2335 Business Communications; MAR 2101 Salesmanship; REE 1200 Real Estate Finance; REE 2100 Real Estate Appraising; REE 2300 Real Estate Investments; REE 2800 Real Estate Management or REE 2041 Real Estate Principles and Practices II.

## AREA OF EMPHASIS: Scientific Data Processing

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem.Hrs.
MAC 1411	Calculus I	4
MAC 1412	Calculus II	4
MAC 1413	Calculus III	4

### Specialization Courses

COP 2110	FORTRAN Programming	4
CRM 1020	Data Processing Concepts	3
MAP 2302	Differential Equations	3
MAS 2103	Linear Algebra	3
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4
COC 1110	Introduction to Computer Programming	4



## COMMUNICATIONS DEPARTMENT

### AREA OF EMPHASIS: Foreign Language

General Education courses selected from those listed for AA Degree on page 51.

Specialization Courses (Select courses in one language to fulfill the 64 semester hours graduation requirements. Special Programs in multiple languages may be developed in cooperation with the Department.)

Specific General Education Courses		Sem. Hrs.
French		
FRE 1100	French I	3
FRE 1101	French II	3
FRE 2200	French III	3
FRE 2201	French IV	3
FRE 2420	Advanced French Grammar and Composition I	3
FRE 2421	Advanced French Grammar and Composition II	3
FRE 2560	Contemporary France I	3
FRE 2561	Contemporary France II	3
FRE 2100	Intro. to French Literature I	3
FRE 2101	Intro. to French Literature II	3
German		
GER 1100	German I	3
GER 1101	German II	3
GER 2200	German III	3
GER 2201	German IV	3
GER 2250	Readings in Scientific German	3
GER 2420	Advanced German Grammar and Composition I	3
GER 2421	Advanced German Grammar and Composition II	3
GER 2500	German Civilization and Culture I	3
GER 2501	German Civilization and Culture II	3
GEW 2010	Intro. to German Literature I	3
GEW 2011	Intro. to German Literature II	3
Spanish		
SPN 1100	Spanish I	3
SPN 1101	Spanish II	3
SPN 2200	Spanish III	3
SPN 2201	Spanish IV	3
SPN 2202	The Contemporary Spanish-Speaking World	3
SPN 2300	Advanced Spanish Grammar and Composition I	3
SPN 2301	Advanced Spanish Grammar and Composition II	3
SPW 2100	Intro. to Spanish Literature I	3
SPW 2101	Intro. to Spanish II	3



## AREA OF EMPHASIS: Teacher Education

General Education courses selected from those listed for AA Degree on page 51.

Specialization Courses		Sem. Hrs.
EDF 1005	Introduction to Education	3
MUT 1001	Fundamentals of Music	3
MAE 1810*	Structure of Arithmetic for Elementary Teachers	3
MAE 2816*	Informal Geometry for Elementary Teachers	3
DEP 2004*	Human Growth and Development	3
EDP 2002**	Educational Psychology	3
	Electives to be selected from General Education or Specialized Courses	
REA 1105	Reading Improvement	2
REA 1605	Effective Study	1
SPC 1600	Speech	3

\*Required for elementary teachers; secondary teachers may substitute General Education or other specialized courses.

\*\*Selected four-year institutions require this course to be taken after transfer; students are advised to consult the catalog or a counselor for guidance.

## FINE AND PERFORMING ARTS DEPARTMENT

### AREA OF EMPHASIS: Art

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
ARH 2050	Art History Survey I	3
ARH 2051	Art History Survey II	3
Specialization Courses		
ART 1300C	Drawing I	3
ART 1301C	Drawing II	3
ART 1201C	Design I (2 Dimensional)	3
ART 1202C	Design II (3 Dimensional)	3
Art Electives [Any four of the following courses]:		
ART 1110C	Ceramics I	3
ART 1111C	Ceramics II	3
ART 1150C	Jewelry Creation and Design	3
ARTI 1701C	Sculpture I	3
ART 1400C	Introductory Printmaking	3
ART 2510C	Painting I	3
ART 2520C	Painting II	3

## AREA OF EMPHASIS: Ministry

General Education courses selected from those listed for AA Degree on page 51.

Specialization Courses		Sem. Hrs.
PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
SPC 1600	Speech	3
LIT 1201	Approach to Literature	3
PSY 2012	Psychology	3
SOC 2000	Sociology	3

NOTE: Ministry electives should be selected according to goals of the student's individual program. Electives may vary due to area (e.g., evangelical, pastorate, music ministry, religious graduation, etc.) and denominational emphasis or needs.

## AREAS OF EMPHASIS: Music

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
MUT 1121	Music Theory I*	4
MUT 1122	Music Theory II	4
MUL 2111	Music Literature I	2
MUL 2112	Music Literature II	2

### Specialization Courses

	**Applied Music Instruction — Principal Instrument (May be repeated four times for credit)	8
	**Applied Music Instruction — Secondary Instrument	4
MUT 2126	Music Theory III	4
MUT 2127	Music Theory IV	4
	Music Organizations (See Note Below)	2(4—)
	MUN 1710, 1310, 1100, 1340, 1380, 1180	

MUSIC ORGANIZATION: (A) Every music major must participate in at least one music performance organization each semester. Credit (or audit) will be entered on the transcript; however, this credit will not substitute for the above program requirements. Two of the minimal 64 credits required for an AA Degree must be elective credits in music organizations. (B) Active participation in music organizations provides the music major with the most appropriate resource for study of literature, performance skills, direction and organization, and techniques which may be obtained in no other manner than actual study of the literature. Music students are urged to participate in as many such activities as can be scheduled.

\*Students who are weak in the knowledge of chords, scales, the great staff, basic notation and sight-singing should take MUT 1001 Fundamentals of Music and/or MVK 1111 Class Piano prior to taking MUT 1121 Music Theory I.

\*\*Students not having a basic performance skill on the principal and/or secondary should elect class instruction until a basic repertoire of etudes and pieces and college entrance levels of technical proficiency are mastered.

## AREA OF EMPHASIS: Humanities

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
HUM 1020	Humanities I	3
PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
ARH 2050	Art History Survey I	3
ARH 2051	Art History Survey II	3
THE 2000	Theatre	3
MUL 2111	Music Literature I	3
MUL 2112	Music Literature II	3
LIT 1201	Approach to Literature (World)	3

### Other Specialization Courses

Electives as needed in specific arts and humanities courses from area(s) of weakness and special interest:

#### ART Labs

ART 1300C, ART 1301C, ART 1110C, ART 1111C, ART 1150C, ART 1201C,  
ART 1202C, ART 1400C, ART 1701C, ART 1115C, ART 2510C, ART 2520C.

#### Music Labs

Skills Classes MUE 1450, MUE 2460, MVK 1111, MVS 1116

#### Individual Instruction Applied

#### Performance Organizations

MUN 1710, MUN1310, MUN 1100, MUN 1340, TPP 2110, THE 2050.





## HOME ECONOMICS DEPARTMENT

### AREA OF EMPHASIS: Child Development

General Education courses selected from those listed for AA Degree on page 51.

Specialization Courses		Sem. Hrs.
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
CHD 2322	Programs for Young Children	3
CHD 2432	Curriculum for Young Children I	3
HOE 1010	Intro to Home Economics	3
<b>Recommended Electives:</b>		
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3
FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3
CLP 1002	Personal Adjustment	3
MAF 2501	Family and Society	3
FAD 1123	Adult in Changing Society	3
MUT 1001	Fundamentals of Music	3
	or	
MUH 1001	Music for General Education	3

Electives are to be selected in consultation with faculty advisor.

### AREA OF EMPHASIS: Family Economics and Home Management

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
CHD 1220	Child Growth and Development I	3
HOE 1010	Introduction to Home Economics	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3
MAF 2501	Family & Society	3
<b>Recommended Electives:</b>		
CLP 1002	Personal Adjustment	3
FAD 1123	Adults in Changing Society	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3
FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3

Electives are to be selected in consultation with faculty advisor.

## **AREA OF EMPHASIS: Fashion Design and Merchandising**

General Education courses selected from those listed for AA Degree on page 51.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
ECO 2013	Economics I	3
<b>Specialization Courses</b>		
HOE 1010	Introduction to Home Economics	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3
<b>Recommended Electives</b>		
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	The Family and Society	3
DEP 2004	Human Growth and Development	3
CLP 1002	Personal Adjustment	3
FAD 1123	Adult in Changing Society	3
FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3
ART 1300C	Drawing I	3
ART 1201C	Design I	3
CTE 2350	Tailoring	3

Electives are to be selected in consultation with faculty advisor.

## **AREA OF EMPHASIS: Clothing and Textiles**

General Education courses selected from those listed for AA Degree on page 51.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
ECO 2013	Economics I	3
SPC 1600	Speech	3
<b>Specialization Courses</b>		
HOE 1010	Introduction to Home Economics	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3
<b>Recommended Electives</b>		
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	The Family and Society	3
FAD 1123	Adult in Changing Society	3
FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3

Electives are to be selected in consultation with faculty advisor.

## AREA OF EMPHASIS: Home Economics Education

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
EDF 1005	Introduction to Education	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
ECO 2013	Economics I	3
SOC 2000	Sociology	3

### Specialization Courses

HOE 1010	Introduction to Home Economics	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
COA 2100	Consumer Education	3
HHD 2100	Home Planning and Furnishing	3
CHD 1220	Child Growth and Development I	3
FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3

Electives are to be selected in consultation with faculty advisor.

## AREA OF EMPHASIS: Foods and Nutrition

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
APB 1190C	Human Anatomy & Physiology	4
MCB 2013C	Microbiology	4
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
ECO 2013	Economics I	3
PSY 2012	Psychology	3

### Specialization Courses

HOE 1010	Introduction to Home Economics	3
FSS 1210	Family Meal Planning	3
COA 2100	Consumer Education	3
HUN 2001	Nutrition	3

### Recommended Electives

CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	The Family and Society	3
CLP 1002	Personal Adjustment	3
DEP 2004	Human Growth and Development	3
CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3
HHD 2110	Home Planning and Furnishing	3

Electives are to be selected in consultation with faculty advisor.



## **AREA OF EMPHASIS: Human Development and Family Relations**

General Education courses selected from those listed for AA Degree on page 51.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
<b>Select 24 semester hours from the following areas:</b>		
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
MAF 2501	The Family and Society	3
COA 2100	Consumer Education	3
CHD 1230	Child Growth and Development II	3
HOE 1010	Introduction to Home Economics	3

### **Recommended Electives**

FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3
HHD 2110	Home Planning and Furnishing	3
CTE 1310	Clothing Selection and Construction I	3
CLP 1002	Personal Adjustment	3
FAD 1123	Adult in Changing Society	3

Electives are to be selected in consultation with faculty advisor.

## **AREA OF EMPHASIS: Housing and Design**

General Education courses selected from those listed for AA Degree on page 51.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
ARH 2050	Art History I	3
ARH 2051	Art History II	3

### **Specialization Courses**

HOE 1010	Introduction to Home Economics	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishing	3
CHD 1220	Child Growth and Development I	3

### **Recommended Electives (select at least 4 courses from the following)**

CTE 1310	Clothing Selection and Construction I	3
CTE 1743	Clothing Selection and Construction II	3
CTE 2350	Tailoring	3
FSS 1210	Family Meal Planning	3
FSS 2224	Advanced Foods	3
HUN 2001	Nutrition	3
HUN 2410	Child Nutrition	3
CHD 1230	Child Growth and Development II	3
DEP 2004	Human Growth and Development	3

Electives are to be selected in consultation with faculty advisor.

## MATHEMATICS DEPARTMENT

### AREA OF EMPHASIS: Engineering

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem. Hrs.
MAC 1411*	Calculus I	4
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4

Specialization Courses		Sem. Hrs.
MAP 2302	Differential Equations	3
MAC 1412	Calculus II	4
MAC 1413	Calculus III	3
MAS 2103	Linear Algebra	3
EGN 1120C	Engineering Graphics	3
EGN 1130C	Descriptive Geometry	3

\*Other mathematics courses may be needed to prepare for MAC 1411.

NOTE: The courses COC 1120, CRM 1020, COP 2170, and COP 2110 should be taken if time permits.

### AREA OF EMPHASIS: Mathematics [Meteorology]\*

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education		Sem. Hrs.
MAC 1411**	Calculus I	4
CHM 1045C	College Chemistry I	4
CHM11046C	College Chemistry II	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4

Specialization Courses		Sem. Hrs.
MAP 2302	Differential Equations	3
MAC 1412	Calculus II	4
MAC 1413	Calculus III	4
MAS 2103	Linear Algebra	3
MET 1010	Atmospheric Science	3

\*Foreign Language recommended for Meteorology students.

\*\*Other mathematics courses may be needed to prepare for MAC 1411.

NOTE: The courses COP 1120, CRM 1020, COP 2170, COP 2110 should be taken if time permits.

## PHYSICAL EDUCATION DEPARTMENT

### AREA OF EMPHASIS: Health, Physical Education and Recreation

General Education courses selected from those listed for AA Degree on page 51.

#### Specific General Education Courses

		Sem. Hrs.
EDF 1005	Introduction to Education	3
SPC 1600	Speech	3
PSY 2012	Psychology	3
APB 1150C	Biology I	3
APB 1151C	Biology II	3

#### Specialization Courses

HES 1400	First Aid	3
HES 1000	Personal and Community Health	3
PET 1000	Introduction to Physical Education	3
LEI 2330C	Camp Counseling	3
DEP 2004	Human Growth and Development	3
EDP 2002	Educational Psychology	3
APB 1200C	Anatomy and Physiology I	3
APB 1201C	Anatomy and Physiology II	3
LEI 1000	Introduction to Recreation	3
EMS 1065C	Cardiopulmonary Resuscitation	1
HES 2170	Holistic Health	3

Physical Education majors are encouraged to enroll in as many activity physical education courses as their academic schedules will permit. Only 4 semester hours in P.E. courses may be included in the 40 hours of required General Education Courses.

## PHYSICAL SCIENCE DEPARTMENT

### AREA OF EMPHASIS: Chemistry\*

General Education courses selected from those listed for AA Degree on page 51.

#### Specific General Education Courses

		Sem. Hrs.
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
BOT 1010C	Botany	4
ZOO 2020C	Zoology	4
MAC 1411	Calculus I	4

#### Specialization Courses

MAC 1412	Calculus II	4
MAC 1413	Calculus III	4
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4
MAP 2302	Differential Equations	3
BCH 2023	Elementary Biochemistry	4

\*See Departmental Advisor for options and substitutions.

\*\*Other math courses may be needed to prepare for MAC 1411.

## AREA OF EMPHASIS: Physics

General Education courses selected from those listed for AA Degree on page 51.

### Specific General Education Courses Sem. Hrs.

Consult catalog for accepted combinations for Humanities and Social Sciences.

MAC 1411*	Calculus I	4
CHM 1045C	College Chemistry I	4

### Specialization Courses

MAC 1412	Calculus II	4
MAC 1413	Calculus III	4
MAS 2103	Linear Algebra	3
MAP 2302	Differential Equations	3
CHM 1046C	College Chemistry II	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4

\*Other mathematics courses may be needed to prepare for MAC 1411.  
(The sequence MAC 2411, MAC 2412, MAC 2413, MAC 2414 is also acceptable.)

NOTE: Basic Language Programming COP 2170 is a highly recommended elective if time permits.

## SOCIAL SCIENCE DEPARTMENT

### AREA OF EMPHASIS: Social Services\*

General Education courses selected from those listed for AA Degree on page 51.

#### Select two of the following courses:

PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
LIT 1201	Approach to Literature	3

#### Specialization Courses

	Foreign Language	12
CLP1002	Personal Adjustment	3
CCJ 1000	Crime and Delinquency	3
CCJ 1020	Introduction to Criminal Justice	3
MAF 2501	Family and Society	3
POT 1002	Introduction to Political Science	3
CCJ 2300	Penology and Corrections	1
PSY 2012	Psychology	3
CCJ 1210	Criminal Law	
SOC 2000	Sociology	3

\*The student must see a Social Science Advisor to select the basic and elective courses for the degree total of 64 hours.



## AREA OF EMPHASIS: Social Sciences\*

General Education courses selected from those listed for AA Degree on page 51.

Specific General Education Courses		Sem.Hrs.
APB 1150	Introductory Biology	4
<b>Select two of the following courses:</b>		
PHI 2010	Philosophy	3
REL 2300	Comparative Religion	3
LIT 1201	Approach to Literature	3
MAC 1104	College Algebra	3
<b>Specialization Courses</b>		
CLP 1002	Personal Adjustment	3
CCJ 1000	Crime and Delinquency	3
MAF 2501	Family and Society	3
DEP 2004	Human Growth and Development	3
CCJ 2300	Penology and Corrections	3
INR 2002	Current World Problems	3
POT 1002	Introduction to Political Science	3
PSY 2012	Psychology	3
SOC 2000	Sociology	3

\*The student must see a Social Science Advisor to select the basic and elective courses for the degree total of 64 hours.

## AREA OF EMPHASIS: Law Enforcement\*

General Education courses selected from those listed for AA Degree on page 51.

Specialization Courses		Sem. Hrs.
<b>Select 24 semester hours including the required courses.</b>		
CCJ 1020*	Introduction to Criminal Justice	3
CCJ 1210*	Criminal Law	3
CCJ 1270*	Criminal Procedures	3
CJT 2100*	Criminal Investigations	3
CCJ 1000	Crime and Delinquency	3
CJT 1120	Crime Scene Procedures	3
CJD 1200	Law Officer Skills	2
CJT 1310	Basic Firearms	1
CJT 1311	Advanced Firearms	1
CCJ 1400	Police Organization & Admin.	3
CCJ 1500	Juvenile Delinquency	3
CCJ 1935	Criminal Justice Seminar	3
CJT 2140	Introduction to Criminalistics	3
CCJ 2300	Penology and Corrections	3
CJT 2340	Police Operations	3
CJT 2430	Traffic Accident Investigation	3
CJT 2220	Law Enforcement Photography	3

\*Required Specialization Courses

NOTE: Students must see a Law Enforcement Advisor to select the elective courses and to develop a plan for completing the degree total of 64 semester hours.



## Associate Of Science Degree Program Requirements

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 the programs to pursue fulfillment of his/her role as a productive citizen. Programs include study and practical applications, both on the job and in the laboratory. 64 HOURS REQUIRED FOR GRADUATION.

**Courses in Residence.**(Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate of Science 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 follows:



## ASSOCIATE OF SCIENCE DEGREE PROGRAM REQUIREMENTS

NOTE\*\*\* NOTE\*\*\* NOTE\*\*\* NOTE\*\*\*NOTE\*\*\*

FAC Rules require that all students receiving an Associate of Science Degree shall take the Sophomore Test. This will be administered on or about October 26, 1982 for students expecting to graduate at the end of Fall Semester 1982; and will be administered on or about March 15, 1983 for students expecting to graduate at the end of Winter Semester 1983 or Spring Semester 1983.

### GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF SCIENCE DEGREE

	Sem. Hrs.	Course Selection
Communication Skills .....	6	ENC 1101, 1102, 1001,
Humanities .....	3	HUM 1020, ARH 1000, HUM 1200, MUH 1001, MUL 2111, MUL 2112, ARH 2050, 2051, PHI 2010, REL 2300, LIT 1201, 2164, THE 2000,
Mathematics .....	3	MAT 1024, MAT 1033, MAC 1104, 1114, 1154, 1411, 1412, 1413, MAP 2302, MAS 2103
Physical Education .....	4*	Any designated activity sport courses unless exempted.
Science .....	4-8	CHM 1020, PSC 1321, GLY 1000, PHY 1053, APB 1150, 1150C, 1151C, MET 1010-OCE 1005, PSC 1703
Social Science .....	3	AMH 2010 or AMH 2020 or WOH 1012 or WOH 1022 or POS 1041 or POS 1042 or AMH 1041 or POT 1002 or WOH 2240 or INR 2002 or PSY 2012 or SOC 2000
Approved Electives .....	4	Selected from within the above depart- ments but not restricted to these courses.

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

\*Maximum to be included in the 64 hours required for the degree.

Self-contained curricula are offered by the departments for those students seeking to prepare themselves for entry level positions in a career field upon completion of the Associate of Science Degree.

Students desiring to complete an Associate of Science Degree may in consultation with a faculty advisor select one of the following specializations.

## BUSINESS DEPARTMENT

### AREA OF EMPHASIS: General Business Management

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
SES 1100*	Typewriting I	2
GEB 1011	Introduction to Business	3
BUL 2111	Business Law I	3
MAN2100	Human Relations	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2112	Business Law II	3
SES 2335	Business Communications	3
MAN 2000	Management	3
ECO 2013	Economics	3

\*The requirement of Typing I will be automatically waived for students who present evidence of competency in typing. Should this occur, electives should be selected in consultation with an advisor.

### AREA OF EMPHASIS: Commercial Data Processing

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
STA 1014	Statistics	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
CRM 1020	Basic Concepts of Data Processing	3
CNM 1001	Computer Mathematics	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3
COC 1110	Introduction to Computer Programming	4
	Approved Electives	6



## AREA OF EMPHASIS: Mid-Management

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
ACC 2001*	Accounting I	3
BUL 2111	Business Law I	3
MAR 2101*	Salesmanship	3
MAR 2302*	Advertising	3
MAR 2930	Marketing Seminar I	2
ACC 2021	Accounting II or	
BUL 2112	Business Law II	3
MAR 2011*	Marketing	3
MAN 2100*	Human Relations	3
MAN 2000	Management	3
ECO 2013	Economics I	3
MAR 2931	Marketing Seminar II	2
MAR 2932	Marketing Seminar III	2

Electives may be chosen from Retail Management, MAR 2151; \*Hotel-Motel Management I/II/III, HFT 2010-HFT 2250; Economics II, ECO 2023; Statistics, STA 1014; Speech, SPC 1600; Business Communications, SES 2335; \*FSS 1221 Quantity Foods Preparation I; \*HFT 2261 Restaurant Management I.

\*Note: Students interested in a combination motel/restaurant mid-management career should choose the course with asterisks.

## AREA OF EMPHASIS: Postal Service Management

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
MAN 1392	Customer Services I	3
MAN 1393	Customer Services II	3
MAN 1395	Mail Processing I	3
MAN 1396	Mail Processing II	3
MAN 2394	Postal Finance I	3
MAN 2397	Personnel Practices	3
MAN 2398	Labor Relations	3
MAN 2399	Postal Finance II	3
	Approved Electives	14

## AREA OF EMPHASIS: Real Estate

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
REE 1040	Introduction to Real Estate Principles and Practices	3
ACC 2001	Accounting I	3
ECO 2013	Economics I	3
REE 1200	Real Estate Finance	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
MAR 2101	Salesmanship	3
REE 2100	Introduction to Real Estate Appraising	3
REE 2300	Real Estate Investments	3
REE 2800	Real Estate Mangement	3

## AREA OF EMPHASIS: Secretarial Science

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
SES 2151	Word Processing: Editing 1	3
SES 1110*	Typewriting II	2
SES 2120	Typewriting III	2
SES 1210	Shorthand	3
SES 1211*	Dictation	3
SES 2212	Transcription	3
SES 2152	Word Processing: Editing 2	3
ACC 2001	Accounting I	3
SES 1150	Introduction to Word Processing	3
SES 1171	Machine Transcription	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
SES 2402	Secretarial Office Procedures	3
MAN 2100	Human Relations	3
SES 1300	Filing	3

\*Students will be admitted to the levels of typewriting and shorthand for which they are qualified; SES 2120 and SES 2212 must be included in this degree program.

## HOME ECONOMICS DEPARTMENT

### AREA OF EMPHASIS: Child Development Associate

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
CHD 2432	Curriculum for Young Children I	3
HUN 2410	Child Nutrition and Health	3
CHD 2332	Curriculum for Young Children II	4
CHD 2334	Curriculum for Young Children III	4
CHD 2337	Curriculum for Young Children IV	4
CHD 2433	Child Development Seminar	3
<b>Recommended Electives:</b>		
CHD 1230	Child Growth and Development II	3
HOE 1010	Introduction to Home Economics	3
CHD 2322	Programs for Young Children	3
FSS 1210	Family Meal Planning	3
CHD 2560	Orientation to CDA Credential	1
CHD 2561	CDS Portfolio Building I	1
CHD 2562	CDA Portfolio Building II	1
CHD 2563	CDA Portfolio Building III	1

## INDUSTRIAL EDUCATION DEPARTMENT

### AREA OF EMPHASIS: Air Conditioning, Refrigeration and Heating Technology

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
ETM 1610C	Principles of Air Conditioning, Heating and Refrigeration	6
ETM 1650C	Electrical Theory	6
ETM 1700C	Principles of Gas, Electrical, and Solar Heating	6
ACT 2110	Electrical Controls for Air Conditioning and Refrigeration	6
ACT 2740	Commercial Air Conditioning/Refrigeration	6
<b>Select one of the following courses:</b>		
ETD 1701C	Drafting I (HVAC)	6
AER 2171	Automotive Air Conditioning	6
ETM 1616C	Air Conditioning, Heating and Refrigeration	6
<b>Select one of the following courses:</b>		
BCN 2610	Construction Estimating	3
MTB 1364	Metric Measurement	3
ENC 1315	Technical Report Writing	3

## AREA OF EMPHASIS: Drafting and Design Technology

General Education courses selected from those listed for AS Degree on page 72.\*

Specialization Courses (38 hours required)		Sem. Hrs.
ETD 1701C	Drafting I	6
ETD 1702C	Drafting II	6
ETD 1703C	Drafting III	6
ETD 1704C	Drafting IV	6
ARC 2121C	Architectural Drafting	6
ETE 1318	Industrial Processes	3
MTB 1364	Metric Measurement	3
BCN 2610	Construction Estimating	3
EGN 1130	Descriptive Geometry	3
ETD 1713	Machine Drafting	3
EGN 1120C	Engineering Graphics	3
ETD 2731C	Structural Drafting	3
ETD 1305	Computer/Systems Drafting	3

\*Gen. Ed. Math must include Intermediate Algebra or higher.

## AREA OF EMPHASIS: Electronics

General Education courses selected from those listed for AS Degree on page 72.

Specific General Education Courses:		Sem. Hrs.
ENC 1101	English Communications I	3
ENC 1102	English Communications II	3
HUM 1020	Humanities I (or other Humanities Gen. Ed. courses)	3
MAC 1104	College Algebra	3
PHY 1053C	Physics I	4
PHY 1054C	Physics II	4

### Specialization Courses

ETE 1010C	Electronics Technology 1 - D.C.	6
ETE 1020C	Electronics Technology 2 - A.C.	6
ETE 1140C	Electronics Technology 3 - Devices	6
ETE 1161C	Electronics Technology 4 - Circuits	6
ETE 2601C	Electronics Technology 5 - Computers	6
ETE 2442C	Electronics Technology 6 - Microwaves	6

Electives selected in consultation with Department Advisor.



## AREA OF EMPHASIS: Graphics/Printing

General Education courses selected from those listed for AS Degree on page 72.

### Specialization Courses

		Sem. Hrs.
ARV 2200C	Printing Materials and Processes	3
ARV 1210C	Introduction to Copy Preparation	4
ARV 1211C	Advanced Copy Preparation	4
ARV 1240C	Process Camera I	4
ARV 1241C	Process Camera II	4
ARV 1255C	Fake Color Stripping	3
ARV 1253	Small Offset Press Operations	4
ARV 2256C	Offset Presswork I	4
ARV 1260	Printing Estimating	3
SES 1100	Typewriting I	2
ARV 2257C	Offset Presswork II	4

## AREA OF EMPHASIS: Fire Science Technology

General Education courses selected from those listed for AS Degree on page 72.

### Specific General Education Courses

		Sem. Hrs.
MTB 1103	Business Math	3
SPC 1600	Speech	3
ENC 1001	English I	3
ENC 1315	Technical Writing	3
PSC 1321	Physical Science	4

### Select one of the following courses:

*MAN 2100	Human Relations	3
MAN 2000	Management	3
PSY 2012	Psychology	3
SOC 2000	Sociology	

### Specialization Courses

HES 1400	First Aid	3
FFP 1000	Introduction to Fire Science	3
FFP 1100	Fire Protection Organization and Administration	3
FFP 2300	Fire Codes and Building Construction	3
FFP 2200	Fundamentals of Fire Prevention	3
FFP 2410	Fire Fighting Tactics and Strategy I	3
FFP 2420	Fire Fighting Tactics and Strategy II	3
FFP 2620	Automatic Alarm and Extinguishing Systems	3
FFP 2600	Fire Apparatus	3
FFP 2240	Arson Detection and Investigation	3
FFP 2500	Explosives and Hazardous Material	5
EMT 1119C	E.M.T. I	5

## AREA OF EMPHASIS: Machining Technology

General Education courses selected from those listed for AS Degree on page 72.

Specialisation Courses		Sem. Hrs.
MTR 1400	Machining Operations	3
MTR 1401	Machining I	6
MTR 1402	Machining Theory	4
MTR 1403	Machining 2	6
MTR 1404	Machining 3	6
MTR 1405	Machining 4	6
MTR 1406	Machining 5	6
ETI 1703	Shop Safety	1

## PHYSICAL EDUCATION DEPARTMENT

### AREA OF EMPHASIS: Paramedics

General Education courses selected from those listed for AS Degree on page 72.

#### Specialized Courses

HES 1400	First Aid (may be waived for students with current Standard First Aid card plus CPR)	3
EMS 1341	Extrication	4
EMS 1119C	Emergency Medical Technology	5
EMS 1231	Fundamentals of Emergency Care	5
EMS 1232	Medical and Surgical Emergencies I	5
EMS 1233	Medical and Surgical Emergencies II	5

#### Recommended Electives

APB 1190C	Human Anatomy and Physiology	4
PSY 2012	Psychology	3
	Other approved electives	4



## SOCIAL SCIENCE DEPARTMENT

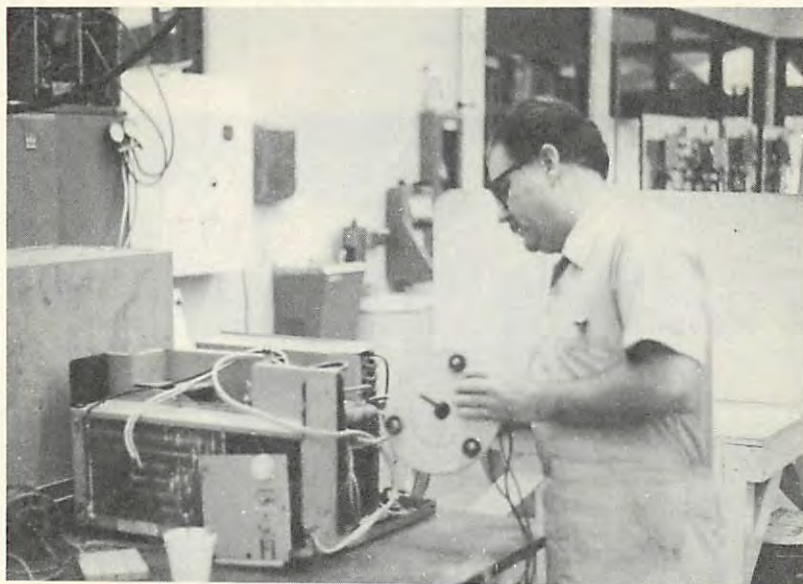
### AREA OF EMPHASIS: Police Science

General Education courses selected from those listed for AS Degree on page 72.

Specialization Courses		Sem. Hrs.
CCJ 1000*	Crime and Delinquency	3
CCJ 1020*	Introduction to Criminal Justice	3
CCJ 1210*	Criminal Law	3
CCJ 1270*	Criminal Procedures	3
CJT 1310*	Basic Firearms	1
CJT 2100*	Criminal Investigation	3
CJT 2140*	Introduction to Criminalistics	3
CJT 2220*	Law Enforcement Photography	3
CJT 2340*	Police Operations	3
CJT 1120	Crime Scene Procedures	3
CJD 1200	Law Officer Skills	2
CJT 1311	Advanced Firearms	1
CCJ 1400	Police Organization & Admin.	3
CCJ 1500	Juvenile Delinquency	3
CJD 1501	Law Enforcement Instructor Tech.	3
CCJ 1935	Criminal Justice Seminar	3
CCJ 1941	Internship-Police Science	3
CJT 2341	Police Procedures & Techniques	3
CCJ 2300	Penology & Corrections	3
CJT 2140	Introduction to Criminalistics	3
CJD 2310	Supervisor Police	5
CJT 2430	Traffic Accident Investigation	3

\*Required specialiation courses

NOTE: Students must see a Law Enforcement Advisor to select the elective courses and to develop a plan for completing the degree total of 64 semester hours.



## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM REQUIREMENTS

Associate of Applied Science Degree Programs provide for skill training in industrial, technical, business, and child care. Additional training is provided each student in mid-management areas to better prepare himself/herself for advancement or a supervisory position.

**Course in Residence.**(Credit hours taken at Okaloosa-Walton Junior College.) Minimum requirement of courses taken in residence for an Associate of Applied Science Degree at Okaloosa-Walton Junior College is 15 semester hours of credit. 64 HOURS REQUIRED FOR GRADUATION.

**General Education.** The general education requirements for the Associate of Applied Science Degree at Okaloosa-Walton Junior College embraces a minimum of 16 semester hours of academic credit to be selected from four of the five following areas, subject to approval of the department chairman.

**NOTE\*\*\* NOTE\*\*\* NOTE\*\*\* NOTE\*\*\* NOTE\*\*\***

FAC Rules require that all students receiving an Associate of Applied Science Degree shall take the Sophomore Test. This will be administered on or about October 26, 1982 for students expecting to graduate at the end of Fall Semester 1982; and will be administered on or about March 15, 1983 for students expecting to graduate at the end of Winter Semester 1983 or Spring Semester 1983.

### GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF APPLIED SCIENCE DEGREE

	Sem. Hrs.	Course Selections
Communications Skills .....	3	ENC 1101, 1102, 1001
Mathematics .....	3	MAT 1024, MAT 1033, MAC 1104, 1114, 1154, MAP 2302, MAC 1411, MAC 1412, MAC 1413, MAS 2103
Science .....	4-3	CHM 1020, PSC 1321, GLY 1000, PHY 1053, 1054, APB 1150, APB 1150C, 1151C, MET 1010, OCE 1005, PSC 1703
Social Science .....	3	AMH 2010 or AMH 2020 or WOH 1012 or WOH 1022 or POS 1041 or POS 1042 or AMH 1041 or POT 1002 or WOH 2240 or INR 2002 or PSY 2012 or SOC 2000
Approved Electives .....	4-3	Selected from the above Departments, plus Humanities courses as listed under Gen. Ed. for A.S. Degree, but not restricted to these courses.

**Specialization.** In order to complete requirements for graduation, each student must have earned at least 64 semester hours of credit, with a minimum of 16 in the general education sequence and an approximate total of 48 in a specialization.

The student is to plan his/her specialized program in consultation with a Departmental Advisor.

Self-contained curricula are offered by the departments for those students seeking to prepare themselves for entry level positions in a career field upon completion of the Associate of Applied Science Degree.

Students desiring to complete an Associate of Applied Science Degree may, in consultation with a faculty advisor, select one of the following specializations.



## BUSINESS DEPARTMENT

### AREA OF EMPHASIS: Clerk-General

General Education courses selected from those listed for AAS Degree on page 81.

Specialized Courses		Sem. Hrs.
SES 1110	Typewriting II	2
SES 1350	Filing	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
ACC 2001	Accounting I	3
CRM 1011	Key punch	2
SES 1150	Introduction to Word Processing	3
SES 1171	Machine Transcription	3
SES 2120	Typewriting III	2
CRM 1020	Basic Concepts of Data Processing	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
MAN 2100	Human Relations	3
SES 2151	Word Processing: Editing I	3
SES 2152	Word Processing: Editing II	3

### AREA OF EMPHASIS: Secretary

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
SES 1110	Typewriting II	2
SES 1210	Shorthand	3
SES 1350	Filing	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
SES 2151	Word Processing: Editing I	3
SES 1211	Dictation	3
SES 1150	Introduction to Word Processing	3
SES 1171	Machine Transcription	3
SES 2120	Typewriting III	2
SES 2152	Word Processing: Editing II	3
BUL 2111	Business Law I	3
SES 2335	Business Communications	3
SES 2212	Transcription	3
SES 2402	Secretarial Office Practices	3
MAN 2100	Human Relations	3
CRM 1020	Basic Concepts of Data Processing	3

## AREA OF EMPHASIS: Data Processing Technology

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
CRM 1011	Key punch	2
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
BUL 2111	Business Law I	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
ECO 2013	Economics I	3
CRM 1020	Basic Concepts of Data Processing	3
CNM 1001	Computer Math	3
COC 1110	Introduction to Computer Programming	4

## AREA OF EMPHASIS: Real Estate

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
REE 1200	Real Estate Finance	3
REE 1040	Introduction to Real Estate: Course I	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
REE 2100	Introduction to Real Estate Appraising	3
REE 2800	Real Estate Management	3
SES 2335	Business Communications	3
MAR 2101	Salesmanship	3
MAN 2100	Human Relations	3
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAR 2151	Retail Management	3

## AREA OF EMPHASIS: Word Processing

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
SES 1110	Typewriting II	2
SES 1350	Filing	3
MTB 1103	Business Mathematics	3
GEB 1011	Introduction to Business	3
ACC 2001	Accounting I	3
SES 2120	Typewriting III	2
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
MAN 2100	Human Relations	3
MAN 2000	Management	3
SES 1150	Word Processing Introduction Theory	3
SES 1171	Machine Transcription	3
SES 2151	Word Processing Editing I	3
SES 2152	Word Processing Editing II	3
CRM 1020	Basic Concepts of Data Processing	3

## HOME ECONOMICS DEPARTMENT

### AREA OF EMPHASIS: Child Care

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
HUN 2410	Child Nutrition	3
CHD 2432	Curriculum for Young Children I	3
CHD 2332	Curriculum for Young Children II	4
CHD 2334	Curriculum for Young Children III	4
CHD 2337	Curriculum for Young Children IV	4
CHD 2433	Child Development Seminar	3

Recommended Electives		
HES 1400	First Aid	3
HES 1000	Personal and Community Health	3
LEI 2330C	Camp Counseling	3
MUT 1001	Fundamentals of Music	3
MUH 1001	Music for General Education	3
CHD 2560	Orientation to CDA Credential	1
CHD 2561	CDA Portfolio Building I	1
CHD 2562	CDA Portfolio Building II	1
CHD 2563	CDA Portfolio Building III	1

## AREA OF EMPHASIS: Homemaking

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
CHD 1430	Observing and Recording Child Behavior	3
CHD 1220	Child Growth and Development I	3
HUN 2410	Child Nutrition	3
CTE 1310	Clothing I	3
HHD 2110	Home Planning and Furnishing	3
COA 2100	Consumer Education	3
FSS 1210	Family Meal Planning	3

### Recommended Electives:

CHD 1230	Child Growth and Development II	3
CLP 1002	Personal Adjustment	3
MAF 2501	Family and Society	3
HUN 2001	Nutrition	3
FSS 2224	Advanced Foods	3
HOE 1010	Intro to Home Economics	3
FAD 1123	Adults in Changing Society	3

## INDUSTRIAL EDUCATION DEPARTMENT

### AREA OF EMPHASIS: Air Conditioning

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
ETM 1650C	Electrical Theory	6
ETM 1610C	Principles of Air Conditioning, Heating and Refrigeration	6
ETM 1700C	Principles of Gas, Electrical, and Solar Heating	6
ETM 1616C	Air Conditioning, Heating, and Refrigeration	6
ACT 2110	Electrical Controls for Air Conditioning and Refrigeration	6
ACT 2740	Commercial Air Conditioning and Refrigeration	6
	Approved Occupational Electives	12*

### AREA OF EMPHASIS: Auto Body

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
AER 1211	Body Repair I	6
AER 1212	Body Repair II	6
AER 1213	Body Repair III	6
AER 1214	Body Repair IV	6
AER 1221	Body Refinishing I	6
AER 1222	Body Refinishing II	6
	Approved Occupational Electives selected in consultation with Department Advisor	12*



## **AREA OF EMPHASIS: Automotive Mechanics**

General Education courses selected from those listed for AAS Degree on page 81.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
AER 2112	Automotive Engines	6
AER 1120	Auto Suspension, Steering, & Brakes	6
AER 2103	Automotive Electrical	6
AER 1142	Fuel, Lub and Cooling	6
AER 1771	Diesel Repair I	3
AER 1779	Diesel Repair 2	3
AER 2131	Automotive Transmissions	6
	Approved Occupational Electives	12

## **AREA OF EMPHASIS: Commercial Foods**

General Education courses selected from those listed for AAS Degree on page 81.

<b>Specialization</b>		<b>Sem. Hrs.</b>
FSS 1202C	Beginning Food Preparation I	6
FSS 1203C	Beginning Food Preparation II	6
FSS 1221	Quantity Food Preparation I	6
FSS 1222	Quantity Food Preparation II	6
HFT 2261	Restaurant Management I	6
HFT 2262	Restaurant Management II	6
	Approved Occupational Electives	12*

## **AREA OF EMPHASIS: Graphics/Printing**

General Education courses selected from those listed for AAS Degree on page 81.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
ARV 2200C	Printing Materials and Processes	3
ARV 1210C	Introduction to Copy Preparation	4
ARV 1211C	Advanced Copy Preparation	4
ARV 1240C	Process Camera I	4
ARV 1241C	Process Camera II	4
ARV 1255C	Fake Color Stripping	3
ARV 2251C	Process Color Stripping	3
ARV 1253	Small Offset Press Operations	4
ARV 1254	Large Offset Press Operations	4
ARV 2256C	Offset Presswork I	4
ARV 2257C	Offset Presswork II	4
ARV 1260	Printing Estimating	3

### **Recommended Electives**

CJT 2220	Law Enforcement Photography	3
MAR 2151	Retail Management	3
MAR 2303	Introduction to Advertising	3
HES 1400	First Aid	3
SES 1101*	Typewriting I	2
ETI 1703	Shop Safety	1
ARV 2905	Independent Study - Graphics/Printing	1
ARV 2940	Directed Work Study - Graphics/Printing	1
EGR 1120C	Engineering Graphics	3

\*Required elective.

## **AREA OF EMPHASIS: Industrial Drafting and Design**

General Education courses selected from those listed for AAS Degree on page 81.\*

<b>Specialization Courses [Select 48 hours]</b>		<b>Sem. Hrs.</b>
ETD 1701C	Drafting I	6
ETD 1702C	Drafting II	6
ETD 1703C	Drafting III	6
ETD 1704C	Drafting IV	6
ETE 1318	Industrial Processes	3
MTB 1364	Metric Measurement	3
ARC 2123C	Architectural Drawing	3
BCN 2610	Construction Estimating	3
EGN 1130	Descriptive Geometry	3
ETD 1713	Machine Drafting	3
EGN 1120C	Engineering Graphics	3
ETD 1305	Computer/Systems Drafting	3
ETD 2731C	Structural Drafting	3

\*Gen. Ed. math must include Intermediate Algebra.

## **AREA OF EMPHASIS: Industrial Electronics**

General Education courses selected from those listed for AAS Degree on page 81.

<b>Specialized Courses</b>		<b>Sem. Hrs.</b>
COP 2170	Basic Language Programming	2
ETE 1010C	Electronics Technology I-D.C.	6
ETE 1020C	Electronics Technology 2-A.C.	6
ETE 1140C	Electronics Technology 3-Devices	6
ETE 1161C	Electronics Technology 4-Circuits	6
ETE 2601C	Electronics Technology 5-Computers	6
ETE 2442C	Electronics Technology 6-Microwaves	6
ETE 2322C	Electronics Technology-7 Industrial	6

## **AREA OF EMPHASIS: Machining Technology**

General Education courses selected from those listed for AAS Degree on page 81.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
MTR 1400	Machining Operations	3
MTR 1401	Machining I	6
MTR 1402	Machining Theory	4
MTR 1403	Machining 2	6
MTR 1404	Machining 3	6
MTR 1405	Machining 4	6
MTR 1406	Machining 5	6
ETI 1703	Shop Safety	1
	Approved Occupational Electives	10

or

## AREA OF EMPHASIS: Welding Mechanics

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
MTR 1050	Welding I	3
MTR 1100	Oxyacetylene Welding and Cutting I	6
MTR 1112	Arc Welding	6
MTR 1151	Advanced Oxyacetylene Welding and Cutting	6
MTR 1152	Heliarc Welding	6
MTR 1160	Advanced Heliarc Welding and Arc Welding	6
MTR 1161	Advanced Arc Welding and Mig	6
	Approved Occupational Electives	12

## SOCIAL SCIENCE DEPARTMENT

### AREA OF EMPHASIS: Law Enforcement

General Education courses selected from those listed for AAS Degree on page 81.

Specialization Courses		Sem. Hrs.
Select 48 semester hours including the required courses.		
CCJ 1000*	Crime and Delinquency	3
CCJ 1020*	Introduction to Criminal Justice	3
CJT 1120*	Crime Scene Procedures	3
CJD 1200*	Law Officer Skills	2
CCJ 1210*	Criminal Law	3
CCJ 1270*	Criminal Procedure	3
CJD 1310*	Basic Firearms	1
CCJ 1400*	Police Organization & Admin.	3
CJT 2100*	Criminal Investigations	3
CJT 2220*	Law Enforcement Photography	3
CJT 2341*	Police Procedures & Techniques	3
CJT 2340*	Police Operations	3
CJT 1311	Advanced Firearms	1
CCJ 1500	Juvenile Delinquency	3
CJD 1501	Law Enforcement Instructor Tech.	3
CJT 2140	Introduction to Criminalistics	3
CCJ 2300	Penology & Corrections	3
CJT 2410	Traffic	3
CJD 2310	Supervisor Police	5
CJT 2430	Traffic Accident Investigation	3

\*Required Specialization Courses

NOTE: Students must see a Law Enforcement Advisor to select the elective courses and to develop a plan for completing the degree total of 64 semester hours.

## OCCUPATIONAL ELECTIVES FOR THE AAS PROGRAM IN INDUSTRIAL EDUCATION

**Occupational Electives.** The following courses would be common to any of the AAS Degree programs listed below as occupational electives:

ACC 2001	Accounting I	MAR 2101	Salesmanship
BUL 2111	Business Law I	MAR 2302	Introduction to Advertising
EGN 1120C	Engineering Graphics	MTB 1103	Business Math
ENC 1210	Technical Report Writing	ETI 1703	Shop Safety
GEB 1011	Introduction to Business	*SES 1100	Typewriting I
MAN 2000	Management	SES 2335	Business Communications
MAN 2100	Human Relations	HES 1400	First Aid
MTB 1364	Metric Measurement		

Other courses by programs which might serve as occupational electives for the following Industrial-Technical AAS Degree are:

**Auto Body:** Beginning course(s) in Air Conditioning, Welding, Electronics Technology, Auto Mechanics programs and/or ETE 1318-Industrial Processes, ETG 2530-Strength of Materials.

**Air Conditioning:** Beginning course(s) in Drafting, Welding, Electronics Technology, Auto Mechanics programs and AER 2171.

**Auto Mechanics:** Beginning course(s) in Auto Body, Welding, Electronics Technology, Air Conditioning and/or ETE 1318-Industrial Processes, ETG 2530-Strength of Materials.

**Commercial Foods:** HFT 2010 Hotel-Motel Management I, HFT 2250 Hotel-Motel Management II, FSS 1246 Commercial Baking, HES 1400 First Aid.

**Industrial Drafting & Design:** COP 2110-FORTRAN Programming, COP 2170-Basic Language Programming, CRM 1020-Basic Concepts of Data Processing, EGN 1130C-Descriptive Geometry, ETE 1010C-Electronics I, ETE 1020C-Electronics 2, ETC 2321L-Surveying I, ETG 2530-Strength of Materials, ETE 2506-Applied Mechanics: Statics, ETD 2614C-Electronic Drafting and Fabrication.

**Industrial Electronics:** COP 2110-FORTRAN Programming, COP 2170-Basic Language Programming, CRM 1020-Basic Concepts of Data Processing, ETD 2614C-Electronic Drafting and Fabrication, ETD 1701C-Drafting I.

**Welding Mechanics:** Beginning course(s) in Auto Body, Air Conditioning, Auto Mechanics, Electronics Technology and/or EGN 1130C-Descriptive Geometry, ETD 1701C-Drafting I, ETD 1702C-Drafting II, ETG 2530-Strength of Materials, ETG 2506-Applied Mechanics: Statics.

Other courses may be approved upon written recommendation to the Dean of Instructional Programs by the Department Advisor.

\*Required for Graphics/Printing students.



## OCCUPATIONAL CERTIFICATE PROGRAMS

Certificates are issued for completion of one year of skill training (30 to 36 semester hours) in the following programs.

Admission requirements are the same as those for the Associate of Applied Science.

Each graduate must be in attendance at OWJC during his/her last term. A grade-point average of not less than "C" must be obtained on the accumulative total of all courses which are attempted that are required for a specific occupational certificate. Further, the minimum grade-point average for all required occupational certificate coursework attempted at OWJC must be 2.0 ("C").

Students must make formal application for certificates on the proper form furnished by the Registrar.

Students desiring information or wishing to enter one of the certificate programs are to see the Department Chair of the department which has the program.

Appropriate course substitutions may be made by the Dean of Instructional Programs, upon written recommendation by the Department Chair.

\*NOTE--These programs are NOT approved for Veterans training.

## BUSINESS EDUCATION DEPARTMENT

### CLERICAL

Course	Course Title	Sem. Hrs.
SES 1110	Typewriting II	2
SES 1350	Filing	3
MTB 1103	Business Math	3
ACC 2001	Accounting I	3
CRM 1011	Key punch	2
SES 1150	Introduction to Word Processing	3
SES 1171	Machine Transcription	3
SES 2120	Typewriting III	2
CRM 1020	Basic Concepts of Data Processing	3
SES 2335	Business Communications	3
SES 2401	General Office Practice	3
SES 2151	Word Processing: Editing I	3
SES 2152	Word Processing: Editing II	3

### DATA PROCESSING

Course	Course Title	Sem. Hrs.
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
MAN 2100	Human Relations	3
CRM 1020	Basic Concepts of Data Processing	3
CNM 1001	Computer Math	3
COC 1110	Introduction to Computer Programming	4
	Technical or Business Education Electives	8

## POSTAL SERVICE MANAGEMENT

MAN 1392	Customer Services I	3
MAN 1393	Customer Services II	3
MAN 1395	Mail Processing I	3
MAN 1396	Mail Processing II	3
MAN 2394	Postal Finance I	3
MAN 2397	Personnel Practices	3
MAN 2398	Labor Relations	3
MAN 2399	Postal Finance II	3
	Approved Electives	6

## REAL ESTATE

MTB 1103	Business Math	3
REE 1200	Real Estate Finance	3
REE 1040	Introduction to Real Estate: Course I	3
ACC 2001	Accounting I	3
ACC 2021	Accounting II	3
BUL 2111	Business Law I	3
REE 2100	Introduction to Real Estate Appraising	3
REE 2800	Real Estate Management	3
SES 2335	Business Communications	3
MAR 2101	Salesmanship	3
MAN 2100	Human Relations	3
	Business Education Electives	3

## STENOGRAPHIC

SES 2151	Word Processing: Editing I	3
SES 1110	Typewriting II	2
SES 1210	Shorthand	3
SES 1350	Filing	3
MTB 1103	Business Math	3
SES 1211	Dictation	3
SES 1150	Introduction to Word Processing	3
SES 1171	Machine Transcription	3
SES 2120	Typewriting III	2
SES 2335	Business Communications	3
SES 2212	Transcription	3
SES 2402	Secretarial Office Practice	3
ACC 2001	Accounting I	3
SES 2152	Word Processing: Editing II	3

## WORD PROCESSING

Course	Course Title	Sem. Hrs.
SES 1110	Typewriting II	2
SES 1350	Filing	3
MTB 1103	Business Mathematics	3
ACC 2001	Accounting I	3
SES 2120	Typewriting III	2
SES 2335	Business Communications	3
MAN 2000	Management	3
BUL 2111	Business Law	3
SES 1150	Word Processing Introduction Theory	3
SES 1171	Machine Transcription	3
SES 2151	Word Processing: Editing I	3
SES 2152	Word Processing: Editing II	3
CRM 1020	Basic Concepts of Data Processing	3

## HOME ECONOMICS DEPARTMENT

### CHILD CARE

CHD 1430	Observing and Recording Child Behavior	3
CLP 1002	Personal Adjustment	3
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
MAF 2501	Family and Society	3
CHD 2432	Curriculum for Young Children I	3
CHD 2332	Curriculum for Young Children II	4
CHD 2334	Curriculum for Young Children III	4
CHD 2337	Curriculum for Young Children IV	4
CHD 2433	Child Development Seminar	3

## INDUSTRIAL EDUCATION DEPARTMENT

### AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

Course	Course Title	Sem. Hrs.
ETM 1650C	Electrical Theory	6
ETM 1610C	Principles of Air Conditioning, Heating, and Refrigeration	6
ETM 1700C	Principles of Gas, Electrical, and Solar Heating	6
ETM 1616C	Air Conditioning, Heating and Refrigeration	6
ACT 2110	Electrical Controls for Air Conditioning and Refrigeration	6
ACT 2740	Commercial Air Conditioning and Refrigeration	6

## AUTO BODY REPAIR AND REFINISHING

AER 1211	Body Repair I	6
AER 1212	Body Repair II	6
AER 1213	Body Repair III	6
AER 1214	Body Repair IV	6
AER 1221	Body Refinishing I	6
AER 1222	Body Refinishing II	6

## AUTOMOTIVE MECHANICS

AER 2112	Automotive Engines	6
AER 1120	Auto Suspension, Steering, & Brakes	6
AER 2103	Automotive Electrical	6
AER 1142	Fuel, Lub, and Cooling	6
AER 1771	Diesel Repair I	3
AER 1779	Diesel Repair 2	3
AER 2131	Automotive Transmissions	6

## COMMERCIAL FOODS

FSS 1202C	Beginning Food Preparation I	6
FSS 1203C	Beginning Food Preparation II	6
FSS 1221	Quantity Food Preparation I	6
FSS 1222	Quantity Food Preparation II	6
HFT 2261	Restaurant Management I	6
HFT 2262	Restaurant Management II	6

## DRAFTING AND DESIGN [Select 36 hours]

Course	Course Title	Sem. Hrs.
ETD 1701C	Drafting I	6
ETD 1702C	Drafting II	6
ETD 1703C	Drafting III	6
ETD 1704C	Drafting IV	6
ARC 2121C	Architectural Drafting	6
ETE 1318	Industrial Processes	3
MTB 1364	Metric Measurement	3
BCN 2610	Construction Estimating	3
EGN 1130	Descriptive Geometry	3
ETD 1713	Machine Drafting	3
EGN 1120C	Engineering Graphics	3
ETD 2731C	Structural Drafting	3
ETD 1305	Computer/Systems Drafting	3

## ELECTRONICS

ETE 1010C	Electronics Technology 1-D.C.	6
ETE 1020C	Electronics Technology 2-A.C.	6
ETE 1140C	Electronics Technology 3-Devices	6
ETE 1161C	Electronics Technology 4-Circuits	6
ETE 2601C	Electronics Technology 5-Computers	6
ETE 2442C	Electronics Technology 6-Microwaves	6



## **MACHINING TECHNOLOGY**

MTR 1400	Machining Operations	3
MTR 1401	Machining 1	6
MTR 1402	Machining Theory	4
MTR 1403	Machining 2	6
MTR 1404	Machining 3	6
MTR 1405	Machining 4	4
MTR 1406	Machining 5	6
ETI 1703	Shop Safety	1

## **WELDING**

MTR 1100	Oxyacetylene Welding and Cutting I	6
MTR 1112	Arc Welding	6
MTR 1151	Advanced Oxyacetylene Welding and Cutting	6
MTR 1152	Heliarc Welding	6
MTR 1160	Advanced Heliarc Welding and Arc Welding	6
MTR 2161	Advanced Arc Welding and Mig	6

## **GRAPHICS/PRINTING**

ARV 2200C	Printing Materials and Processes	3
ARV 1210C	Introduction to Copy Preparation	4
ARV 1211C	Advanced Copy Preparation	4
ARV 1240C	Process Camera I	4
ARV 1241C	Process Camera II	4
ARV 1255C	Fake Color Stripping	3
ARV 1253	Small Offset Press Operations	4
ARV 2256C	Offset Presswork I	4
SES 1100	Typewriting I	2

## **PHYSICAL EDUCATION DEPARTMENT**

### **PARAMEDICS**

<b>Course</b>	<b>Course Title</b>	<b>Semester Hours</b>
EMS 1119C	Emergency Medical Technology	5
EMS 1341	Extrication	4
EMS 1231	Fundamentals of Emergency Care	5
EMS 1232	Medical and Surgical Emergencies I	5
EMS 1233	Medical and Surgical Emergencies II	5

## CONTINUING EDUCATION

### ADULT BASIC EDUCATION

Individualized instruction leading to a mastery of the basic skills needed by adults to function in today's complex society. Persons completing this program can usually pass the General Educational Development Test (GED), if they elect to take the exam at their expense.

### GENERAL EDUCATION DEVELOPMENT [G.E.D.]

Coursework to prepare individuals for the G.E.D. Test is available. Persons passing the G.E.D. Test are awarded a High School Diploma by the State of Florida.

### VOCATIONAL UP-GRADING

Coursework to prepare individuals for advancement or up-grading in their occupations is available.

### ENRICHMENT COURSES

Enrichment or avocational courses are available to provide individuals an opportunity to become more effective in the utilization of their leisure time. These courses are self-supporting and are offered when desired.



## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC 000 at a community college, he cannot be required to repeat SOC 000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

### *General Rule for Course Equivalencies*

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC 000.

### *First Digit*

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered--i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

## *Titles*

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

## *Lab Indicators*

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture course.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples: Marine Biology	OCB 013	(lecture only)
	OCB 013L	(lab only)
Marine Biology with lab	OCB 013C	(lecture & lab combined)

Therefore, OCB 013C is equivalent to OCB 013 plus OCB 013L.

## *Equivalency of Sequences*

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC 132, 133, 134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

## *Explanation of Prefixes and Numbers*

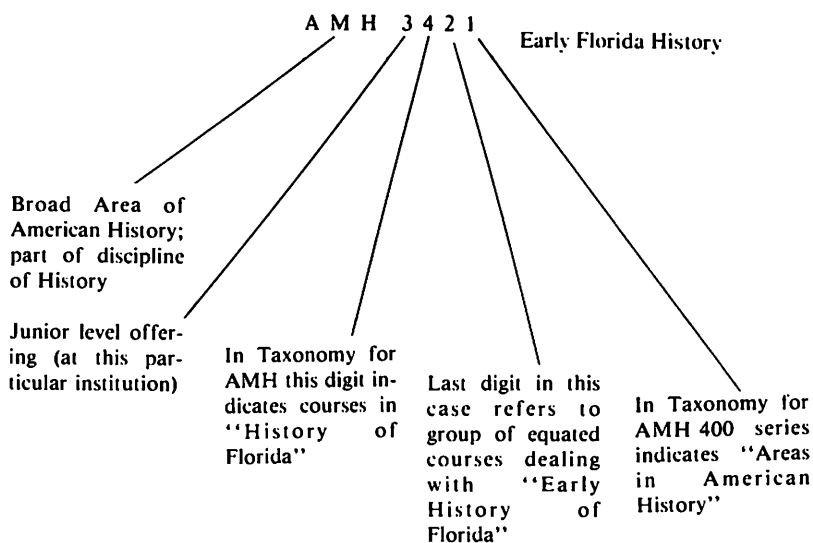
Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History, and WOH, World History. All history courses in the state will carry one of these prefixes.



A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	27	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses, has been made available to each academic department of every institution in the state. Students, through their logic advisors, should use this information in designing programs which will transfer smoothly.

## *Exceptions to the Rule for Equivalencies*

The following are exceptions to the general rule for course equivalencies:

- A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with 900 numbers must be evaluated individually and are not automatically transferable.
- C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

## *Authority For Acceptance of Equivalent Courses*

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: ". . . Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the state-wide course numbering system, and who later transfers to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."



**ALPHABETICAL LISTING OF COURSE DESCRIPTIONS**  
(Discipline Index)

Accounting (ACC) .....	101	Graphics/Printing (ARV) .....	107-109
Air Conditioning & Refrigeration (ACT, ETM) .....	101,123	History (AMH) .....	104
Art (ARH, ART) .....	106	Home Economics (FAD, HHD, HME, HOE, DIE) .....	117,123,130
Auto Body (AER) .....	102	Hotel Management (HFT) .....	129
Auto Mechanics (AER) .....	101	Human Growth & Development (DEP) .....	116
Banking (BAN, FIN) .....	109,125	Humanities (HUM) .....	130
Biology (APB, BSC, OCB, OCE, PCB) .....	105,109,143	Law Enforcement (CJD, CJT) .....	111,114
Botany (BOT) .....	109	Literature (AML, ENG, LIT) ...	104,119,132
Business Law (BUL, GEB) .....	110	Management (MAN, MAR) .....	133,135
Chemistry (CHM) .....	113	Math (MAC, MAS, MAT, MGF, MTB) .....	132,136
Child Development (CHD) .....	111,113	Music (MUE, MUH, MUL, MUT, MVB, MVK, MVP, MVS, MVV, MVW) .....	139-143
Clothing Construction (CTE) .....	116	Non-College-Credit Courses (XXX) .....	155-173
Computer Programming (CNM, COA, COC, COP) .....	115,116	Nutrition (HUN) .....	131
Construction Estimating (BCN) .....	109	Personal Adjustment (CLP) .....	115
Creative Writing (CRW) .....	116	Philosophy (PHI) .....	147
Criminal Law (CCJ) .....	110-111	Physical Education (PEL, PEM, PEN, PEO, PET) .....	143-147
Data Processing (CRM) .....	116	Physical Science (PSC) .....	147
Drafting & Design (ARC, ETD) .....	105,120	Physics (PHY) .....	147
Economics (ECO) .....	117	Political Science(POT) .....	147
Education (EDF) .....	117	Psychology (EDP, PSY) .....	117,148
Electronics (ETE, ETG) .....	121-123	Reading (REA) .....	148
Emergency Medical Technology (EMS) .....	117,118	Real Estate (REE) .....	148
Engineering Graphics (EGN) .....	117	Russian (RUS) .....	149
English (ENC) .....	118,119	Sociology (SOC) .....	151
Fire Science (FFP) .....	124	Spanish (SPN) .....	151-152
First Aid (HES) .....	129	Speech (SPC) .....	151
Foods (FSS) .....	126	Theatre (THE, TPA, TPP) .....	153
French (FRE, FRW) .....	125,126	Welding (MTR) .....	137
General Office Practices (SES) .....	149-151	World Civilization (WOH) .....	153
Geology (GLY) .....	129	Zoology (ZOO) .....	154
German (GER, GEW) .....	127,128		
Government (POS) .....	147		

# COURSE DESCRIPTIONS

The courses which are offered by Okaloosa-Walton Junior College are listed below in alphabetical and numerical order.

Since various courses are dependent upon mastery of certain competencies, or prerequisites, admission to any course is subject to approval by the respective department chair.

- ACC 2001**     **Accounting I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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.
- ACC 2021**     **Accounting II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Partnership formation and liquidation, corporate stocks and capital equity transactions, financing with long-term liabilities, branch and departmentalization, job order and process costing, budgetary control and standard costing and differential analysis, cost-volume profit analysis and quantitative techniques, funds flow and financial position statements, consolidation: pooling and purchasing, and analyzing interpreting statements. Prerequisite: ACC 2001.
- ACC 2409**     **Cost Accounting, 3 semester hours, 3 lec. [Offered as needed]**  
Measuring unit production costs; principles of manufacturing, cost accounting for business planning, control and income measurement; product costing practice. Prerequisite: ACC 2001/2021 or permission of the instructor.
- ACC 2509**     **Tax Accounting, 3 semester hours, 3 lec. [Offered as needed]**  
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: ACC 2001/2021 or permission of the instructor.
- ACT 2110**     **Electrical Controls for Air Conditioning and Refrigeration, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**  
A course designed to prepare the student to diagnose and correct malfunctioning which may occur in air conditioning and refrigeration units. Prerequisite: ETM 1650C.
- ACT 2740**     **Commercial Refrigeration and Air Conditioning, 6 semester hours, 3 lec., 6 lab. [Offered as needed]**  
A course designed to prepare the student to become familiar with commercial refrigeration and air conditioning systems, to properly size, install and/or service these systems and components. Prerequisites: ETM 1610C and ETM 1650C.
- AER 1000**     **Shop Familiarization, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
Shop safety; first aid; use and care of hand tools and shop equipment. Study of shop layouts and shop procedures.



- AER 1100 Automotive Charging Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study of automotive charging systems. Includes practical experience.
- AER 1101 Electrical Accessory Circuits, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
Study of automotive accessories to include horns, switches, indicating devices, headlights, wipers, radios, directional signals and blowers.
- AER 1105 Electrical Fundamentals and Cranking Systems, 3 semester hours, 1 lec., 5 lab [Offered as needed]**  
Study of electrical fundamentals as pertains to the automobile. In-depth study of automobile cranking systems. Includes practical experience.
- AER 1110 General Engines, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study of engine fundamentals as related to construction and operation of internal-combustion engines used in modern automobiles.
- AER 1120 Auto Suspension, Steering, & Brakes, 6 semester hours, 2 lec., 10 lab.[Offered as needed]**  
A course in the fundamentals of diagnosing and repairing automotive malfunctions in the area of suspension, steering, and brakes. Includes lecture, demonstration, practical application activities and performance tests.
- AER 1132 Power Train, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
Study and practical experience covering the clutch, standard transmission, automatic transmission, drive line, and differential.
- AER 1142 Fuel, Lub and Cooling Systems, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**  
A course in the fundamentals of diagnosing and repairing automotive malfunctions in automotive fuel, lubrication, and cooling systems. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 1150 Ignition Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study of theory and function of automotive ignition systems. Instruction in operation of modern diagnostic equipment used in engine tune-up. Includes practical experience.
- AER 1180 Cooling and Lubrication Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study and practical experience relating to cooling and lubrication systems in use in today's automobiles.
- AER 1211 Body Repair I, 6 semester hours, 2 lec., 10 lab [Offered as needed]**  
Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Metal straightening, shrinking sheetmetal, filling dents, pull rods, welding and cutting.

- AER 1212**     **Body Repair II, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**  
 Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Straightening panels, replacing fenders and panels, repairing fiberglass bodies, auto body maintenance, replacing windshields. Prerequisite: AER 1211 or permission of the instructor.
- AER 1213**     **Body Repair III, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**  
 Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Aligning hoods and deck lids, adjusting doors, door hardware, interior trim and weatherstrip lower seats and windows. Prerequisite: AER 1212 or permission of instructor.
- AER 1214**     **Body Repair IV, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**  
 Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Frame and unitized body straightening, cutting and welding, wheel alignment. Prerequisite: AER 1213 or permission of the instructor.
- AER 1221**     **Body Refinishing I, 6 semester hours, 2 lec., 10 lab. [Offered as needed]**  
 Auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Surface preparation for painting, metal straightening, filling dents, sanding, masking. Prerequisite: AER 1211 or permission of the instructor.
- AER 1222**     **Body Refinishing II, 6 semester hours, 2 lec., 10 lab. [Offered as needed.]**  
 Auto Body construction, basic hand and power tools, damage assessment, shop safety and procedures, human relationships. Preparing paint, matching colors, spray painting equipment, how to spray paint.
- AER 1777**     **Diesel Repair I, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
 A course intended for students who wish to develop basic skills in the area of diesel repair. Includes use of shop tools and safety procedures; fundamentals of diesels; diesel components and subsystems; operation, testing, maintenance, and service procedures.
- AER 1779**     **Diesel Repair II, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
 An advanced course in diesel repair involving diagnosis and repair of major diesel systems, use of specialized tools, use of advanced diagnostic equipment and techniques, and examination of parts for functionality and wear. Prerequisite: AER 1777.
- AER 2103**     **Automotive Electrical Systems, 6 semester hours, 3 lec., 6 lab. [Offered as needed]**  
 A course in the fundamentals of diagnosing and repairing malfunctions to automotive electrical systems. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 2112**     **Automotive Engines, 6 semester hours, 3 lec., 6 lab. [Offered as needed]**  
 A course in the fundamentals of diagnostics and repairing automotive malfunctions in the area of automotive engines. Includes lecture, demonstrations, practical application activities, and performance testing.

- AER 2111 Engine Reconditioning, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study and shop practice relating to complete engine reconditioning practices.
- AER 2125 Automotive Chassis, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
Study and function of chassis components to include steering systems and front-end geometry.
- AER 2121 Automotive Braking Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
Study of braking systems, including diagnosis and overhaul of hydraulic units, machining brake drums and discs.
- AER 2131 Transmissions, 6 semester hours, 3 lec., 6 lab. [Offered as needed]**  
Study and practical experience covering the clutch, standard transmission, automatic transmission, drive line, and differential.
- AER 2140 Fuel Systems, 3 semester hours, 1 lec., 5 lab. [Offered as needed]**  
In-depth study and practical experience relating to automotive fuel systems.
- AER 2171 Automotive Air Conditioning, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**  
A course designed to prepare a student to diagnose, service and repair automotive air conditioning systems.
- AER 1779 Diesel Repair II, 3 semester hours, 1 lec., 4 lab. [Offered as needed]**  
An advanced course in diesel repair involving diagnosis and repair of major diesel systems, use of specialized tools, use of advanced diagnostic equipment and techniques, and examination of parts for functionality and wear. Prerequisite: Diesel Repair I.
- AMH 1041 American Civilization, 3 semester hours, 3 lec. [Offered as needed]**  
This course encompasses a study of major contemporary domestic concerns, the issues involved, the resolving of those issues, and proposals for policy changes. Included are studies of energy, environmental protection, welfare, medical care, poverty, economic stability, business, farmers, unions, and education.
- AMH 2010 American History I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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.
- AMH 2020 American History II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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 as a continual historical process.
- AML 2010 American Literature I, 3 semester hours, 3 lec. [Fall]**  
American letters from the colonial period to the Civil War. (For transfer credit the student should complete both AML 2020 and 2022. (Formerly AML 2020)

- AML 2022 American Literature II, 3 semester hours, 3 lec. [Winter]**  
American letters from the Civil War through the contemporary period.
- APB 1120 Man and Environment, 3 semester hours, 3 lec. [Offered as needed]**  
A study of the physical and biological environment and its intelligent utilization.
- APB 1150 General Biology, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
The principles of biology are included. Human Biology is emphasized. Man's effect on the environment is considered wherever appropriate. (NO LABORATORY--Not for majors in Biology).
- APB 1150C Biology I, 3 semester hours, 2 lec., 2 lab. [Fall, Winter, Spring]**  
The nature of living organisms and of life, contemporary information concerning the basic biological concepts. A first-hand experience with the scientific method of study and an appreciation of man's understanding of his environment. (For non-science majors).
- APB 1151C Biology II, 3 semester hours, 2 lec., 2 lab. [Fall, Winter, Spring]**  
The nature of living organisms and of life, contemporary information concerning the basic biological concepts and an appreciation of man's understanding of his environment. A study of human inheritance, anatomy, and physiology will be included. Prerequisites: APB 1150C is recommended.
- APB 1190C Human Anatomy and Physiology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
An integrated study of human anatomy and physiology including structure and functions of the human organ systems. Prerequisites: High School chemistry or biology.
- APB 1200C Anatomy & Physiology I, 3 semester hours, 2 lec., 2 lab [Offered as needed]**  
A study of the human organism to include cells, tissues, skeleton, muscular system, nervous system and gastrointestinal system.
- APB 1201C Anatomy & Physiology II, 3 semester hours, 2 lec., 2 lab [Offered as needed]**  
A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory excretory, endocrine and reproductive systems. Prerequisite: APB 1200C.
- ARC 2121C Architectural Drafting, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**  
Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering. VA and FHA approved residential house plans. "Good Sense" house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations.
- ARC 2123C Architectural Drawing, 3 semester hours, 1 lec., 4 lab. [Offered as needed]**  
A course in architectural illustration designed to help the pre-architectural and architectural drafting student develop illustration knowledge and skills that can be applied in the architectural work world.



- ARC 2154C** **Advanced Drafting and Design: Architectural, 2 semester hours, 6 lab. [Fall, Winter]**  
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. Prerequisite: ETE 1318 or ARC 1120C.
- ARH 1000** **Humanities Art, 3 semester hours, 3 lec. [Offered as needed]**  
Basic concepts of art, including formal analysis and the sociology and psychology of style. Does not fulfill Art History requirement for art majors.
- ARH 2050** **Art History Survey I, 3 semester hours, 3 lec. [Fall, or as needed]**  
A survey of significant contributions in art, architecture and the crafts from prehistoric times through the Renaissance period.
- ARH 2051** **Art History Survey II, 3 semester hours, 3 lec. [Winter, or as needed]**  
A survey of significant contributions in art, architecture and the crafts from the Renaissance period to recent Twentieth Century works.
- ART 1110C** **Ceramics I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Hand-building techniques and use of ceramic equipment; creative development of pottery and sculptural forms from clay.
- ART 1111C** **Ceramics II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Intermediate course in ceramics which covers techniques used on potter's wheel. Prerequisite: ART 1110C or permission of the instructor.
- ART 1115C** **Reduction Firing and Glazing, 1 semester hour, 4 lab. [Offered as needed]**  
Specialized course in reduction firing techniques and procedures involving gas fired kiln and raku firing. Exploration and testing of glaze and clay body variation for reduction and raku shall be the major concern of the course. Prerequisite: Ceramics I or permission of the instructor.
- ART 1201C** **Design I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Principles of visual organization. Deals with line, space, form and color in two-dimensional composition.
- ART 1202C** **Design II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Extension and development of the elements of design in three-dimensional projects.
- ART 1300C** **Drawing I, 3 semester hours, 4 lab. 1 lec., [Offered as needed]**  
Problems in drawing techniques and media.
- ART 1301C** **Drawing II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Problems in drawing and composition. Prerequisite: ART 1300C, or permission of the instructor.
- ART 1400C** **Introductory Printmaking, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Introduction to the technical and aesthetic considerations of creating graphic art forms. An effort will be made to create an awareness of the range of materials and expressions possible in graphic art. The student will explore the creative possibilities of several graphic media.

- ART 1701C Sculpture I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
An introductory course in the technical and aesthetic considerations of creating sculptural forms. Includes a wide range of possible materials and expressions, those used in the past and those being used currently, in both the reductive and additive methods. Students will be expected to solve problems in several different media that best expresses their particular sensibilities.
- ART 1702C Sculpture II, 3 semester hours, 1 lec., 4 lab. [Offered as needed]**  
A course in the creation of ceramic sculptural forms. Includes a wide range of possibilities in the use of ceramic materials to produce non-utilitarian forms. (It is expected that the student have a basic knowledge of clay and glazes as a prerequisite). Prerequisites: ART 1100C Ceramics I or permission of the instructor.
- ART 2510C Painting I, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Problems of constructing a composition in color. The academic method of painting and student experimentation. Prerequisite: ART 1301C or permission of the instructor.
- ART 2520C Painting II, 3 semester hours, 4 lab., 1 lec. [Offered as needed]**  
Technique is stressed as an end result of approach to subject matter, development of abstraction through the use of theory. Prerequisite: ART 2510C or permission of the instructor.
- ARV 1210C Introduction to Copy Preparation, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
GRA 1541C Comprehensive overview and practical experiences relating to fundamentals, techniques, procedures and tools used in the preparation of copy for offset printing.
- ARV 1211C Advanced Copy Preparation, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
GRA 1542C Comprehensive study and practical experiences relating to more technical and advanced methods of preparing copy for offset printing. Prerequisite: SES 1100 or equivalent and ARV 1210C.
- ARV 1233 Electronic Composition, 4 semester hours, 2 lec., 4 lab [Offered as needed]**  
GRA 1543C Classroom and lab experiences pertaining to the uses and applications of interactive display and markup/makeup systems utilizing software programming to generate, display, edit and compose images electronically. Prerequisites: ARV 1210C, ARV 1211C and SES 1100.
- ARV 1240C Process Camera I, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
GRA 1571C This course will provide a comprehensive study of and practical experience in the areas of: process camera work, stripping techniques, proofing methods and offset platemaking.
- ARV 1241C Process Camera II, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
GRA 1573C This course is a continuation of Process Camera I, with more advanced techniques and processes included, such as: halftone, duotones, and the use of Color-Key for proofing. Prerequisite: ARV 1240C.

- ARV 1253** **Small Offset Press Operations, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
 GRA 1636C Comprehensive study of, and practical experience on a small sheet-fed offset press. Course includes press make-ready, operation, adjustments, and maintenance.
- ARV 1254** **Large Offset Press Operations, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
 GRA 1638C Comprehensive study of, and practical experience on a large sheet-fed offset press. Course includes press make-ready, operation, adjustments, and maintenance.
- ARV 1255** **Fake Color Stripping, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 GRA 1601C This course will provide comprehensive experience in an advanced stripping technique known as Fake Color. Prerequisite: ARV 1240C and ARV 1241C.
- ARV 1260** **Printing Estimating, 3 semester hours, 3 lec. [Offered as needed]**  
 GRA 1706C This course will provide for a study of the many factors and problems to be considered by a Printing Estimator to arrive at a quotation for a production job.
- ARV 2200C** **Printing Materials and Processes, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 GRA 2500C Discussion of printing materials and processes, equipment and terminology, bindery operations, and career opportunities in the printing industry.
- ARV 2552C** **Process Color Stripping, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 GRA 2602C This course provides practical experience in the stripping-up and the making of proofs from four-color process separation negatives. Prerequisites: ARV 1240C, ARV 1241C, and ARV 1255.
- ARV 2256C** **Offset Presswork I, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
 GRA 2635C This course provides practical experience of production printing done on a small offset press and the various finishing operations that a job might require before it is completed. Prerequisite or corequisite: ARV 1253.
- ARV 2257C** **Offset Presswork II, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
 GRA 2637 This course provides practical experience of production printing done on a large offset press and the various finishing operations that are associated with work performed on a large press. Prerequisite or corequisite: ARV 2256C.
- ARV 2905** **Independent Study—Graphics/Printing, 1 semester hour, 3 lab. [Offered as needed]**  
 GRA 2905 Practical treatment of graphics/printing technology within the field of offset printing. Emphasis on individual work projects utilizing such areas a copy preparation, darkroom work, stripping and platemaking, press operation, and bindery operation. Prerequisite: ARV 1210C, ARV 1240C, ARV 1253.

- ARV 2940 **Directed Work Study—Graphics/Printing, 1 semester hour, 6 lab. [Offered as needed]**  
 6RA2949 Directed experience in instructional, laboratory and/or materials assistance in a designed graphics/printing area. Prerequisite: ARV 1210C, ARV 1240C, ARV 1253.
- BAN 1110 **Principles of Bank Operations, 3 semester hours, 3 lec. [Offered as needed]**  
 This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional.
- BAN 2240 **Installment Credit, 3 semester hours, 3 lec. [Offered as needed]**  
 In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.
- BAN 2900 **Directed Study-Banking 1 semester hour, 2 lab. [Offered as needed]**  
 A directed study designed to enable the student interested in banking to pursue an in-depth study of a specialized area of banking.
- BCH 2033C **Elementary Biochemistry, 4 semester hours, 3 lec., 2 lab. [Offered as needed]**  
 The course is designed for students of health sciences, biology and related areas to acquire a basic understanding of the fundamental concepts of organic and biological chemistry.
- BCN 2610 **Construction Estimating, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 A basic course in estimating as it relates to industry in general. Covers related references, estimating methods, take-off organization and presentation, material take-off, and actual estimating projects relating to specific industrial fields. Prerequisite: Must have completed at least the basic course in Drafting, Masonry, Air Conditioning and Refrigeration, or Welding or have equivalent work experience or the permission of the instructor.
- BOT 1010C **Botany, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
 A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.
- BOT 2011C **Advanced Botany, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
 A survey of the algae and fungi with emphasis on the structure, reproductive processes, and phylogenetic relationships of the principal 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.
- BSC 1905 **Independent Study-Biology, 1 semester hour [Fall, Winter, Spring]**  
 A course designed to (1) allow student to complete part of a course taken elsewhere and thereby complete general education requirements, (2) to go deeper into special areas of interest. Permission of department chair.



- BSC 2905**      **Tutorial Biology, 1 semester hour [Fall, Winter, Spring]**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods a week.
- BSC 2946**      **Directed Work Study—Biology, 1 semester hour, 6 lab. [Fall, Winter, Spring]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated biology area. Entry by permission of department chair only.
- BUL 2111**      **Business Law I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the study of the Law of Contracts, the Law of Bailments, and the law of sales based on the UNIFORM COMMERCIAL CODE. Recommended for students in real estate.
- BUL 2112**      **Business Law II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Course content explores laws relative to Negotiable Instruments, Agency, Partnerships, (includes study of Uniform Partnership Act), Corporation Law, Creditors Rights, Consumer Protection and Insurance. Based on Uniform Commercial Code.
- CCJ 1000**      **Crime and Delinquency, 3 semester hours, 3 lec. [Winter]**  
A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific behavioral problems of addicts, compulsive and habitual offenders and juvenile offenders.
- CCJ 1020**      **Introduction to Criminal Justice, 3 semester hours, 3 lec. [Fall, Winter]**  
An introduction to the philosophical and historical background of law enforcement and the administration of criminal justice. Organization and jurisdiction of local, state, and federal law enforcement agencies. Court and Criminal procedures. Career opportunities in Criminal Justice field.
- CCJ 1192**      **Crisis Intervention, 3 semester hours [Offered as needed]**  
A study of the nature and causes of human stress in crisis situations involving criminal justice practitioners to include law enforcement, judicial and correctional personnel: definitions, recognition and assessment, general calming techniques, intervention; safety, abnormal behavior and suicide, role playing, causes of psychological and physiological stress agents inherent in the duties of criminal justice practitioners and countermeasures to anxiety and stress reduction. Permission of the instructor needed.
- CCJ 1210**      **Criminal Law, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida statutes.
- CCJ 1270**      **Criminal Procedure, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Fundamentals of constitutional, criminal and civil law. Principles, duties and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing. A functional analysis of the rules of evidence in court procedures.

- CCJ 1400**      **Police Organization and Administration, 3 semester hours, 3 lec. [Offered as needed]**  
Principles of organization and administration in law enforcement; fundamentals of police planning: budget analysis, recruitment, training, and assignments; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection.
- CCJ 1500**      **Juvenile Delinquency, 3 semester hours, 3 lec. [Offered as needed]**  
A study of the nature and causes of juvenile delinquency, the development of the delinquent and criminal behavior, specific criminal justice subsystem (law enforcement, judicial, corrections) problems dealing with juvenile delinquents from initial contact through final disposition and treatment.
- CCJ 1935**      **Criminal Justice Seminar, 3 semester hours, 3 lec. [Offered as needed]**  
Exploration, development and discussion of contemporary problems, in the Criminal Justice System.
- CCJ 1941**      **Internship—Police Science, 3 semester hours [Offered as needed]**  
On-the-job training in the Associate of Science/Associate of Applied Science degree program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 semester hours. Prerequisite: Must be enrolled in at least one other course in the respective degree program.
- CJT 2341**      **Police Procedures and Techniques, 3 semester hours, 3 lec., [Offered as needed]**  
A basic course in police procedure development encompassing arrest procedures, searching techniques, vehicle searches, prisoner control and transportation and personal safety, rescue and aid. (Formerly CCJ 2230)
- CCJ 2300**      **Penology and Corrections, 3 semester hours, 3 lec. [Fall]**  
Theories of punishment and incarceration; the organization of correction programs and institutions, principles of probation and parole, role of parole and probation officers, legal implications; problems of rehabilitation.
- CCJ 2905**      **Independent Study—Criminal Justice, 1 semester hour, 3 lab. [Fall, Winter]**  
Directed study and individual projects designed to meet the student's interests in a specialized area of Criminal Justice for which present course availability is limited. Prerequisite: Permission of the instructor.
- CHD 1220**      **Child Growth and Development I, 3 semester hours, 3 lec. [Fall]**  
Growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, principles and theories of development.

- CHD 1230** **Child Growth and Development II, 3 semester hours, 3 lec. [Winter]**  
Study of the physical, emotional, social, and intellectual growth and development of the school age child (6 through 12 years) up to pre-adolescence. Includes dynamics of behavior, child guidance and needs of exceptional children.
- CHD 1430** **Observing and Recording Child Behavior, 3 semester, 2 lec., 3 lab [Fall]**  
Designed to increase objectivity and proficiency in observing and interpreting children's behavior; in addition, to increase awareness of normative patterns of children from birth through five years of age.
- CHD 2322** **Programs for Young Children, 3 semester hours, 3 lec. [Winter]**  
Study of principles and practices of programs for young children; current research in early childhood education, role of the teacher, and selection and use of equipment and materials for groups of young children.
- CHD 2332** **Curriculum for Young Children II, 4 semester hours, 1 lec., 6 lab. [Winter and as needed]**  
Study of and development of effective skills and techniques used in program planning and use of creative media for young children.
- CHD 2334** **Curriculum for Young Children III, 4 semester hours, 1 lec., 9 lab. [Winter and as needed]**  
Study of the principles, methods, and materials used to assist young children acquire basic skills to use language effectively and competently; evaluation and development of appropriate teaching materials to use with young children.
- CHD 2337** **Curriculum for Young Children IV, 4 semester hours, 1 lec., 9 lab. [Winter and as needed]**  
Study of the basic concepts, methods, and materials of mathematics, science, and social studies appropriate to the education of young children; identification of the role of staff members in the center for the education of young children; and overview of parent education.
- CHD 2432** **Curriculum for Young Children I, 3 semester hours, 1 lec., 6 lab. [Fall, Spring]**  
Study of the techniques of using language arts, science, art, social studies, music, mathematics, and physical activities with young children. Participation in Child Development Education Center.
- CHD 2433** **Child Development Seminar, 3 semester hours, 3 lec. [Winter and as needed]**  
Weekly seminar to critique performance and plan effective intern experience. Scheduled concurrently with CHD 2332, 2334, and 2337.
- CHD 2560** **Orientation to CDA Credential, 1 semester hour, 15 lec., 5 lab. [Offered as needed]**  
A course including orientation to the Child Development Associate credentialing process; preassessment by means of written evaluation, skill test and observation of student's performance with young children; and development of student assessment plan.

- CHD 2561 Portfolio Building I, 1 semester hour, 1 lec., 3 lab. [Offered as needed]**  
An introductory course in portfolio building including requirements of a CDA portfolio and alternative formats. Focuses on developing autobiographical sketch and documenting competencies relating to setting up and maintaining a safe and healthy learning environment (CDA Competency #1).
- CHD 2562 Portfolio Building II, 1 semester hour, 1 lec., 2 lab. [Offered as needed]**  
A course focusing on portfolio building with emphasis on advancing physical and intellectual competency (CDA competency #2) and building a positive self concept and individual strength (CDA competency #3).
- CHD 2563 Portfolio Building III, 1 semester hour, 2 lec., 3 lab. [Offered as needed]**  
A course focusing on portfolio building with emphasis on organizing and sustaining positive functioning of children and adults in a group learning environment (CDA competency #4); bringing about optional coordination of home and center childrearing practices and expectations (CDA competency #5); and carrying out supplementary responsibilities related to the children's programs (CDA competency #6).
- CHM 1020 Chemical Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
Fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kineticmolecular theory; the nature of chemical bonding; and the collision theory of reactions. Meets graduation requirements for programs other than science and mathematics.
- CHM 1045C College Chemistry I, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
Quantitative approach to modern theoretical and physical chemistry, with appropriate development of laboratory technique. Logical treatment of experimental data leading to understanding of (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.
- CHM 1046C College Chemistry II, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
Continuation of CHM 1045C: Solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation chemistry and hydrocarbons.
- CHM 2210C Organic Chemistry I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
Hydrocarbons, stereochemistry, molecular structure, and reaction mechanisms. Prerequisites: Chm 1045C and 1046C or permission of the instructor.
- CHM 2211C Organic Chemistry II, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
Functional groups, IR, NMR, and mass spectroscopy theory. Prerequisite: CHM 2210C.



- CJD 1200**     **Law Officer Skills, 2 semester hours, 1 lec., 2 lab. [Offered as needed]**  
A skills development course designed to upgrade the auxiliary and/or inservice police officer in the areas of driver improvement, arrest techniques, stress reduction, medical emergencies and use of firearms. A Florida Standards Salary incentive course.
- CJD 1250**     **Interviews and Interrogations, 3 semester hours, 45 lec. [Offered as needed]**  
An advance course designed to cover the techniques, methods, principles, and issues of interviewing and interrogations. Course meets Florida Police Standards Salary Incentive Requirements.
- CJD 1501**     **Law Enforcement Instructor Techniques, 3 semester hours, 3 lec. [Offered as needed]**  
A basic course in instructional principles designed to equip the law enforcement specialist with techniques of classroom and field training methods.
- CJD 2310**     **Supervisor/Police, 5 semester hours, 80 lec. [Offered as needed]**  
A career development course for full time police officers designed to train the line supervisor.
- CJT 1120**     **Crime Scene Procedures, 3 semester hours, 45 lec. [Offered as needed]**  
Course emphasizes preliminary investigation techniques, crime scene protection, recording, processing, collection and preservation of evidence, fingerprint technology and legal aspects of evidence.
- CJT 1310**     **Basic Firearms, 1 semester hour, 2 lab. [Offered as needed]**  
Legal provisions and restrictions on the use of firearms and other police equipment. Range firing of weapons emphasizing deliberage, point, and defense shooting. Prerequisite: Open to criminal justice majors or with permission of instructor.
- CJT 1311**     **Advanced Firearms, 1 semester hour, 2 lab. [Offered as needed]**  
Instruction and practice in the advanced techniques of selected firearms. Students will fire the National Police Firearms Combat Course. Prerequisite: Completion of the Basic Firearms Courses and permission of instructor.
- CJT 2100**     **Criminal Investigation, 3 semester hours, 3 lec. [Offered as needed]**  
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.
- CJT 2140**     **Introduction to Criminallstics, 3 semester hours, 3 lec. [Fall, Winter]**  
The scientific aspects of investigation and crime scene technology, crime laboratory functions, ballistics, dactyloscopy and latent print development, scientific methods of criminal identification. Prerequisite: Permission of instructor.
- CJT 2220**     **Law Enforcement Photography, 3 semester hours [Offered as needed]**  
A basic course in police photography techniques to include photographic principles, illumination, composition, identification, fingerprint, crime scene, traffic accident, courtroom technician darkroom and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: CJT 2100 or XXX 6851 or CJT 2340.

- CJT 2340**      **Police Operations, 3 semester hours, 3 lec. [Fall, Winter]**  
 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; elements of property protection; fundamental of community relations; mob and riot control, traffic enforcement programs and techniques.
- CJT 2410**      **Traffic, 3 semester hours, 33 lec. [Offered as needed]**  
 A basic course in traffic fundamentals to include enforcement of the State of Florida Uniform Traffic Law, accident investigation techniques and control and regulation of traffic. Safe driving techniques will also be covered.
- CJY 2430**      **Traffic Accident Investigation, 3 semester hours, 3 lec. [Offered as needed]**  
 Traffic law and arrest procedures, traffic accident reports, accident reconstruction, traffic accident investigation, homicide and hit and run investigation, interviews and interrogations.
- CLP 1002**      **Personal Adjustment, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.
- CNM 1001**      **Computer Mathematics, 3 semester hours, 3 lec. [Fall, Winter]**  
 Designed for the student entering the field of Data Processing. Includes study of the number systems, basic algebraic techniques, matrix methods, linear programming control methods, modern algebra as applied to the computer. Prerequisite: Two years high School Algebra or College Algebra.
- COA 2100**      **Consumer Education, 3 semester hours, 3 lec. [Offered as needed]**  
 A study of the role of the consumer and consumer goods and services related to the home. The course will encourage wise planning and use of resources.
- COC 1110**      **Introduction to Computer Programming, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 An introduction to the BASIC (Beginner All Purpose Symbolic Instruction Code) programming language and flowcharting. Stresses the importance of logical and proper documentation of programs. Designed for students to use knowledge obtained as a tool in their chosen field.
- COP 1160**      **RPG II Programming, 3 semester hours, 3 lec. [Offered as needed]**  
 A survey of RPG II, Report Program Generator II, languages. Primary goal is to build knowledge of RPG II on a step-by-step basis in such a way the student will develop a full understanding of RPG II. Planning, coding, handling tables, use of arrays, and processing of files will be covered. Prerequisites: CRM 1020, COC 1110 and (COP 2170 recommended).
- COP 1170**      **Basic Programming for the Teacher, 1 semester hour, 1 lec. [Offered as needed]**  
 A comprehensive coverage of the BASIC Programming Language with emphasis on different uses of the computer as a teaching aid.

- COP 2110**     **FORTRAN Programming, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**  
 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: CRM 1020 or permission of instructor; COC 1110 is suggested.
- COP 2120**     **COBOL Programming, 4 semester hours, 2 lec., 4 lab. [Fall, Winter]**  
 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: CRM 1020 or permission of instructor; COC 1110 is suggested.
- COP 2170**     **Basic Language Programming, 2 semester hours, 1 lec., 3 lab. [Offered as needed]**  
 An introduction to the BASIC (Beginner All Purpose Symbolic Instruction Code) programming language for students majoring in data processing as well as those students who need to use the computer as a tool in their classes.
- CRM 1011**     **Key punch, 2 semester hours, 1 lec., 2 lab. [Offered as needed]**  
 Development of correct techniques, learning keyboard and development of manual skill.
- CRM 1020**     **Basic Concepts of Data Processing, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Data processing equipment; consideration of general systems design, machine wiring, card and report design, and typical unit record equipment components.
- CRW 2000**     **Creative Writing, 3 semester hours, 3 lec. [Offered as needed]**  
 Creativity in prose, poetry, and drama. All students creations are submitted to publisher's market. (Formerly CRW 2020)
- CTE 1310**     **Clothing Selection and Construction I, 3 semester hours, 1 lec., 4 lab. [Fall and Offered as needed]**  
 A basic course in clothing construction stressing judgment in the selection and use of commercial patterns, development of skill and understanding of construction techniques and fitting. A consideration of art principles as related to clothing.
- CTE 1743**     **Clothing Selection and Construction II, 3 semester hours, 1 lec., 4 lab. [Winter and Offered as needed]**  
 Advanced problems and techniques of clothing construction and alterations. Prerequisite: CTE 1310 or permission of the instructor.
- CTE 2350**     **Tailoring, 3 semester hours, 1 lec., 4 lab. [Winter and as needed]**  
 Tailoring principles and techniques of constructing, fitting and selecting tailored garments. Prerequisite: CTE 1310, CTE 1743.
- DEP 2004**     **Human Growth and Development, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 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.

- DIE 1430**     **Controlling Personal Weight, 1 semester hour [Offered as needed]**  
A basic course in weight control using behavior modification techniques to change eating habits, as well as nutritional and exercise practices so that desired weight is acquired and maintained.(Self-Supporting).
- ECO 2013**     **Economics I, 3 semester hours, 3 lec. [Fall, or as needed]**  
Macroeconomics. Basic concepts and principles, national income accounting; fiscal and monetary policy and application, growth economics.
- ECO 2023**     **Economics II, 3 semester hours, 3 lec. [Winter, or as needed]**  
Microeconomics. Economic structures, price theory, factor markets, and general equilibrium. Current national and international problems. World trade and balance of payments. Comparative economics.
- EDF 1005**     **Introduction to Education, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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.
- EDP 2002**     **Educational Psychology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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.
- EEX 2010**     **Introduction to Exceptional Children, 3 semester hours, 3 lec. [Offered as needed]**  
Study of incidence, nature, etiology and services available in connection with exceptional children including: hearing and speech problems; learning disabilities, mental retardation, blind, physically handicapped, gifted, emotional conflicts, also parents of exceptional children. Prerequisites: PSY 2012 or permission of the instructor.
- EGN 1120C**     **Engineering Graphics, 3 semester hours, 2 lec., 2 lab. [Fall, Spring]**  
Use of instruments, lettering practice; geometric construction; multi-view projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, and methods of reproduction.
- EGN 1130C**     **Descriptive Geometry, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
Basic principles of orthographic projection, auxiliary views and rotation as they apply to points, lines and planes in space; addition of coplanar and non-coplanar vectors; intersections and developments; and selected abstract and practical problems.
- EMS 1119C**     **Emergency Medical Technology, 5 semester hours, 3 lec., 3 lab. [Offered as needed]**  
Emergency Medical Technology is the first course of training for a career in emergency medical services. The course covers all techniques of emergency medical care considered within the responsibilities of emergency medical technicians as well as operation aspects of the profession. Emergency Medical Technology is a 90 contact hour credit course, 40 additional hours in hospital observation/participation is required.Prerequisite: First Aid and CPR or permission of the instructor. (Formerly EMT 1102C)



EMS  
EMT 1065

**Cardiopulmonary Resuscitation, 1 semester hour, 2 lec., 1 lab. [Offered as needed]**

EMSI065C

To train the lay-public in the essentials of prudent heart living. To give each trainee a background knowledge of the physiology of the cardiopulmonary system. To train each trainee in the motor skills involved in the application of CPR in the field and to clear obstructed airways. (Formerly 1121C)

EMS 1341 C **EMT II: Extrication, 4 semester hours, 3 lab., 3 lec. [Offered as needed]**

This course is designed to teach the EMT's the principles of extrication from vehicles and electrified areas, to rapidly assess injuries, to move the victim and use of emergency wreckers on the scene. Prerequisite: EMT I-Certified plus 6 months field experience. (Formerly EMT 1161C)

EMS 1231 C **Fundamentals of Emergency Care, 5 semester hours, 4 lec., 3 lab. [Offered as needed]**

An overview of the role of the Paramedic, community medical emergency services and supportive agencies, Florida law and principles of jurisprudence, sterilization and asepsis, administration of medications, anesthesiology, vital signs, patient rapport and physical assessment, intravenous therapy and minor surgical assisting procedures. A study of the primary causes, diagnosis and treatment modalities in the emergency care of mothers and children, related pharmacology and supportive procedures. Prerequisite: 1. High School Biology or Chemistry or CHM 1020 or permission of instructor and medical director; 2. EMT 1102C, certification as an EMT-I. (Formerly EMT 1188C)

EMS 1232 C **Medical and Surgical Emergencies I, 5 semester hours, 5 lec., 3 lab. [Offered as needed]**

An investigation of the causes, Dx and Rx modalities of trauma in the adult patient, psychiatric disorders, metabolic disorders normal-abnormal heart conditions, C.N.S. disorders, EKG application and practice, arrhythmias and related pharmacology. Specific region injuries, including the eyes, face, neck and abdomen. Identification and management of diabetic emergencies, anaphylactic reactions, genitourinary problems and medical emergencies of the geriatric patient. Prerequisite: EMT 1188C, Certification as an EMT I or permission of instructor or Medical Director. (Formerly EMT 1201C)

EMS 1233 C **Medical and Surgical Emergencies II, 5 semester hours, 3 lec., 3 lab [Offered as needed]**

Advanced techniques of cardiopulmonary care and pathophysiology including continued use of EKG and telemetry, CPR and defibrillation and therapeutics related pharmacology. A&P of respiratory system, musculoskeletal system including management of Fx's, dislocations, sprains, and strains, and also including splinting and immobilization techniques. Protocols and procedures for transferring information to supervising physician, use of radio communications and EKG transmissions. Prerequisite: EMT 1201C. (Formerly EMT 1203C)

ENC 1001 **English I, 3 semester hours, 3 lab or lec. [Fall, Winter, Spring]**

Study and skill in English grammar, punctuation, syntax, style, and spelling. A modular course requiring successful completion of each section for course completion. (Formerly ENC 1013)

- ENC 1101 English Communications I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Interpretive reading of essays. Instruction and intense practice in expository and argumentative writing. Prerequisite: A score in the 40th percentile or above on a standardized test measuring communications/verbal achievement. (Formerly ENC 1103)
- ENC 1102 English Communications II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Interpretive 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: ENC 1103.(Formerly ENC 1136)
- ENG 1001 Research Papers, 1 semester hour, 4 lab. [Fall, Winter, Spring]**  
A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a paper documented with footnotes and bibliography in accordance with a standard system. (Formerly ENC 1251)
- ENC 1210 Technical Report Writing, 3 semester hours, 3 lec. [Offered as needed]**  
The fundamentals of report writing, mechanics and style with practice in preparing various common types of reports. Prerequisite: ENC 1013 or ENC 1103. (Formerly ENC 1315)
- ENC 2940 Directed Work Study-Communications, 1 semester hour [Fall, Winter, Spring]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated Communication area. Entry by permission of department chair only.
- ENC 2941 Tutorial-Communications, 1 semester hour, 2 lab. [Fall, Winter, Spring]**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- ENG 2905 Independent Study-Literature, 1 semester hour [Offered as needed]**  
A critical study and analysis of a specific literary figure or era. Offered and directed to meet the needs of students interested in such a specialized area. By permission of department chair only.
- ENL 2011 English Literature I, 3 semester hours, 3 lec. [Offered as needed]**  
A study of English literature from the Old English period (Beowulf) 449 through the Age of Reason (Johnson) 1709. With emphasis upon foreign writers who notably influenced English literature with an awareness of the influence of English writers upon the cultural and intellectual heritage of the Western World. (Formerly ENL 2030)
- ENL 2020 English Literature II, 3 semester hours, 3 lec. [Offered as needed]**  
A study of English literature from 1709 to present. With emphasis upon foreign writers who notably influenced English literature and with an awareness of the influence of English writers upon the cultural and intellectual heritage of the Western World. (Formerly ENL 2040)

- ETD 1304 Intro Computer Drafting, 1 semester hour, 1 lec. [Offered as needed]**  
A course designed to help drafting students develop knowledge and skills in the area of computer aided drafting. The course will include general background information on computer drafting theory as well as presentations on state-of-the-art computer drafting hardware.
- ETD 1305 Computer/Systems Drafting Theory, 3 semester hours, 3 lec. [Offered as needed]**  
A course designed to help students develop knowledge and skills in the areas of computer aided drafting and systems drafting. Topics covered include: an introduction to computer aided drafting; computer aided drafting terminology; computer drafting hardware, software, and users; computer drafting applications; scissors drafting; reprographics; pin-registered overlay drafting; and team drafting. Prerequisite: ETD 1701C or EGN 1120C.
- ETD 1701C Drafting I, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**  
The course of a sequence of four in a drafting certificate, AS and AAS programs. Includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, auxiliary views, sections and conventions, screw threads, dimensioning, and reproduction of drawings.
- ETD 1702C Drafting II, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**  
The second course (one of four) in a drafting certificate, AS and AAS programs. Including related mathematics, tolerance and precision dimensioning per mil standards, pictorial drawings, use of catalogs and handbooks, and descriptive geometry. Prerequisite: ETD 1701C.
- ETD 1703C Drafting III, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**  
A course in the fundamentals of Mechanical and Machine Drafting. Topics covered include: Geometric dimensioning and True positional tolerancing; threads, nuts, bolts, screws, gears, cams and springs, drafting standards, and preparation of working drawings. Prerequisites: Drafting I, ETD 1701C.
- ETD 1704C Drafting IV, 6 semester hours, 2 lec., 8 lab. [Offered as needed]**  
A course in the fundamentals of electronics drafting covering such topics as: electronics symbols, Schematic diagrams, connection diagrams, block and logic diagrams, PC board drawings, chassis drawings, and pictorial drawings. Prerequisites: Drafting I, ETD 1701C.
- ETD 1713C Machine Design Drafting, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
An advanced drafting course covering the fundamentals of geometric dimensioning and tolerancing and basic machine, tool, and gage design. (i.e., general tolerancing, symbols and terms, datums, modifiers, geometric characteristics, true position, metrics) Prerequisite: 7187 and 7188.
- ETD 2011 Industrial Print Reading, 1 semester hour. [Offered as needed]**  
The beginning level aspects of reading industrial prints such as drawing notes, title blocks, revision blocks, legends, schedules, multiviews, and parts list.

- ETD 2614C**     **Electronic Drafting and Fabrication, 1 semester hour, 2 lab. [Winter]**  
 Presentation of drafting practices, component identification, electronic packaging, diagrams, tools, soldering principles, wire preparation and harness assembly, terminal connections, hardware and mechanical assembly. Includes breadboarding, layout, generating parts and wire lists of a system. Prerequisite: ETE 1111C or departmental approval.
- ETD 2705C**     **Advanced Drafting and Design: Mechanical, 2 semester hours, 6 lab. [Fall, Winter]**  
 Mechanical and machine design, schematics and symbols, advanced dimensions and tolerances with emphasis on finished working drawings including details, sub-assemblies, assemblies, and parts list. Prerequisite: ETE 1318 or ARC 1120C.
- ETD 2731C**     **Structural Drafting, 3 semester hours, 1 lec., 4 lab. [Offered as needed]**  
 A course in the fundamentals of structural drafting including: an overview of structural drafting, prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting.
- ETD 2905**     **Independent Study-Drafting, 1 semester hour [Fall, Winter, Spring]**  
 Practical treatment of special geometry, graphics, and design. Emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drawing, auxiliary views, topographic drawing, and graphing. Prerequisite: EGN 1120C or ARC 1120C, or permission of instructor.
- ETE 1010C**     **Electronics Technology I-DC, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Introductory course to electronics. Includes theory of matter, OHM's law, series circuits, parallel circuits, series-parallel circuits, direct current, meters, Kirchhoff's laws, superposition, Theven's theorem, Norton's theorem, batteries, magnetism, electromagnetic induction, alternating voltage and current. Proper and proficient utilization of test equipment is stressed.
- ETE 1020C**     **Electronics Technology II-AC, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Continuation of Electronics Technology I. Includes inductive circuits, capacitive circuits, alternating-current circuits, complex number, resonance, filters, transformers, alternating voltage and current, inductive reactance, inductance, capacitance. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1010C or permission of department chair.
- ETE 1140C**     **Electronics Technology III-Devices, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 An analysis of active devices. Familiarization with basic diodes, transistor and tube theory. Study includes devices such as vidicons, cathode-ray tubes, klystrons, magnetrons, silicon controlled rectifiers, field effect transistors, operational amplifiers and triode tubes. Proper and proficient utilization of test equipment is stressed. Completion of an appropriate electronic construction project is required. Prerequisite: ETE 1020C or permission of department chair.



- ETE 1161C Electronics Technology IV-Circuits, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Presentation of basic circuits common to all types of equipment and systems. Includes oscillators, amplifiers, detectors, mixers, modulators, transmission lines, logic circuits (flip-flops, gates, etc.) Proper and proficient utilization of test equipment is stressed. Completion of an appropriate electronic construction project is required. Prerequisite: ETE 1140C or permission of department chair.
- ETE 1318 Industrial Processes, 3 semester hours, 3 lec. [Fall]**  
 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.
- ETE 2322C Electronics Technology VII-Industrial, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Analysis of special circuits used in industry. Includes timers, light meters, strobos, geiger counters, tachometers, motor speed controls, universal motors, shunt-field, and compound wound D.C. motors, synchronous motors, servos. Completion of an appropriate electronic construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1161C or permission of department chair.
- ETE 2442C Electronics Technology VI-Microwaves, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Presentation of basic concepts of UHF and microwave generators, klystrons, magnetrons, wave guides, transmitting lines, traveling wave tubes, cavity resonators, velocity-modulating, field strength indicators, coupling methods, antennas, radar and pulse modulation. Completion of an appropriate electronics construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1161C or permission of department chair.
- ETE 2601C Electronics Technology V-Computers, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Includes binary and octal number systems, basic logic gates, flip-flops, Boolean algebra, Karnaugh mapping, binary counters, serial-parallel addition, code conversion and decoding, and compute system circuitry, such as registers, memory, input/output. Completion of an appropriate electronic construction project. Proper and proficient utilization of test equipment is stressed. Prerequisite: ETE 1161C or permission of department chair.
- ETG 1941 Internship-Technical Education, 3 semester hours, 15 lab hours weekly [Offered as needed]**  
 On-the-job training in the Associate of Science or Associate of Applied Science degree program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 semester hours. Corequisite: Must be enrolled in a least one other course in the respective degree program.

- ETG 2905**      **Independent Study-Electronics, 1 semester hour [Fall, Winter, Spring]**  
Directed study and individual projects designed to meet the needs of students interested in a specialized area of electronics for which present course availability is limited.
- ETI 1703**      **Shop Safety, 1 semester hour [Offered as needed]**  
Introduction to shop safety regulations, causes of safety hazards, preventative measures, and what to do in case of an accident.
- ETI 2906**      **Tutorial—Industrial-Technical, 1 semester hour [Offered as needed]**  
A program which awards credit recognition to outstanding students who volunteer to assist or tutor other students having remedial and specific academic or laboratory needs in a designated subject. Student tutors are recommended by faculty teaching a designated course and are supervised through the Counseling Office.
- ETI 2940**      **Directed Work Study—Industrial-Technical, 1 semester hour, 6 lab. [Fall, Winter, Spring]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. Entry by permission of department chair only.
- ETM 1610C**    **Principles of Air Conditioning, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**  
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.
- ETM 1616C**    **Air Conditioning, Heating and Refrigeration, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**  
A continuation of air conditioning and heating practice with special emphasis on heat/load calculations, duct sizing, and psychrometric properties of air.
- ETM 1650C**    **Electrical Theory for Air Conditioning, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**  
A study of alternating current, electrical theories and practices as they apply to air conditioning, study of Ohm's law, basic and advanced circuitry, switches and controls.
- ETM 1700C**    **Principles of Gas, Electrical, and Solar heating, 6 semester hours, 5 lec., 7 lab. [Offered as needed]**  
A course designed to prepare the student to acquire a working knowledge of gas, electrical, and solar heating systems. Prerequisites: ETM 1610C and ETM 1650C.
- FAD 1123**      **Adults in a Changing Society, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
A course focusing on personal development and traditional or non-traditional career options available to adults in today's changing society.

- FFP 1000**      **Introduction to Fire Science, 3 semester hours, 3 lec. [Offered as needed]**  
 A study of the phenomena and incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities.
- FFP 1100**      **Fire Protection, Organization and Administration, 3 semester hours, 3 lec. [Fall, Spring]**  
 Principles of organization and administration in fire protection service; the structure and function of battalion and company as components of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records, reports, and public relations.
- FFP 2200**      **Fundamentals of Fire Prevention, 3 semester hours, 3 lec. [Fall, Winter]**  
 Fire prevention organization; techniques of fire prevention interpretation and application of fire code; recognition and elimination of fire hazards; fundamentals of public relations for fire service.
- FFP 2240**      **Arson Detection and Investigation, 3 semester hours, 3 lec. [Offered as needed]**  
 An introduction to arson laws and types of incendiary fires. Students learn methods of determining fire cause, recognizing and preserving evidence, etc. Prerequisite: Sophomore standing in Fire Science Technology or employed Firefighter, or permission of the instructor.
- FFP 2300**      **Fire Codes and Building Construction, 3 semester hours, 3 lec. [Winter, Spring]**  
 A study of fire codes and standards used in building and transportation; role of the State Fire Marshal; fixed fire protection devices; survey of research and standards development. Prerequisite FFP 1000 Introduction to Fire Science.
- FFP 2410**      **Fire Fighting Tactics and Strategy I, 3 semester hours [Fall Winter]**  
 A study of the basic concepts involved in fire fighting; including fire behavior; fire fighting fundamentals; principles of extinguishment; the proper role for utilization of various fire companies; pre-planning fire problems. Prerequisite: FFP 1000.
- FFP 2420**      **Fire Fighting Tactics and Strategy II, 3 semester hours [Winter, Spring]**  
 A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire, on up through major conflagrations, emphasis will be on developing thinking skills in relation to crisis. Prerequisite: FFP 1000 and FFP 2410 Fire Fighting Tactics and Strategy I.
- FEP 2500**      **Explosives and Hazardous Material, 3 semester hours [Offered as needed]**  
 Storage, handling laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, gases, and commercial explosives.
- FEP 2500**      **Explosives and Hazardous Material, 3 semester hours [Offered as needed]**  
 Storage, handling laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, gases, and commercial explosives.

- FFP 2600**      **Fire Apparatus, 3 semester hours [Fall, Winter]**  
Principles and operation of ladder trucks, pumping engines, and other specialized equipment. Includes study of basic hydraulics.
- FFP 2620**      **Automatic Alarm and Extinguishing Systems, 3 semester hours [Winter, Spring]**  
A study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems. Includes their operation, installation requirements, testing, inspection, maintenance.
- FFP 2640**      **Fire Service Hydraulics, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
A study of the physical laws relating to hydrostatics (fluids at rest) and hydrokinetics (fluids in motion). This course also provides practical experience in performing fire flow tests, pump performance tests and in calculating friction loss in various size hose. Prerequisite--7171 Fire Protection, Organization & Administration or permission of the instructor.
- FIN 2230**      **Money and Banking, 3 semester hours, 3 lec. [Offered as needed]**  
This course stresses the practical aspects of money and banking and emphasizes the basic inventory theory needed by the banking student to apply knowledge acquired on the job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange. Prerequisite: ECO 2013/2023.
- FRE 1100**      **French I,\* 3 lec. [Offered as needed]**  
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school French should enroll in French III-IV.
- FRE 1101**      **French II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**  
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills—listening, speaking, reading and writing. Students who have successfully completed two or three years of high school French should enroll in French III-IV.
- FRE 2200**      **French III, 3 semester hours, 3 lec. [Offered Fall and Spring Term I]**  
Intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: Two or three years of high school French with grade of "B" or better, or FRE 1100 and 1101 or its equivalent.
- FRE 2201**      **French IV, 3 semester hours, 3 lec. [Offered Fall and Spring Term II]**  
Intermediate level review of grammar, reading in French literature, and development of conversational and writing skills. Prerequisite: two or three years of high school French with grade of "B" or better, or FRE 1100 and 1101 or its equivalent.
- FRE 2420**      **Advanced French Grammar and Composition I, 3 semester hours, 3 lec. [Offered as needed]**  
Study of advanced grammatical structures and practice in composition. Prerequisite: FRE 2201 or its equivalent.

- FRE 2421**      **Advanced French Grammar and Composition II, 3 semester hours, 3 lec. [Offered as needed]**  
 Study of advanced grammatical structures and practice in composition. Prerequisite: FRE 2201 or its equivalent.
- FRE 2560**      **Contemporary France I, 3 semester hours, 3 lec. [Offered as needed]**  
 Readings and discussions of current events in France. Prerequisite: FRE 2201.
- FRE 2561**      **Contemporary France II, 3 semester hours, 3 lec. [Offered as needed]**  
 Readings and discussions of current events in France. Prerequisite: FRE 2201.
- FRW 2100**      **Introduction to French Literature I, 3 semester hours, 3 lec. [Offered as needed]**  
 The development of French literature from the beginning to the present. Prerequisite: Fre 2201 or its equivalent.
- FRW 2101**      **Introduction to French Literature II, 3 semester hours, 3 lec. [Offered as needed]**  
 The development of French literature from the beginning to the present. Prerequisite: FRE 2201 or its equivalent.
- FSS 1202C**      **Beginning Food Preparation I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 The first course in the commercial foods program. Topics covered include: safe operation of food preparation equipment, beginning food preparation skills, food preparation utensils, desirable work habits, safety practices, and human relations.
- FSS 1203C**      **Beginning Food Preparation II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 A study of basic food preparation on a small quantity basis. Topics covered include: preparation of meats, vegetables, salads, and desserts; the three basic food groups and their relationship to nutrition; vitamin and mineral content of foods and their relationship to good health.
- FSS 1210**      **Family Meal Planning, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 A basic study of foods and principles underlying meal planning, food selection, preparation and service. A consideration of the essentials of an adequate diet.
- FSS 1221**      **Quantity Foods Preparation I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 A study of food preparation in quantity. Topics covered include: wholesale and retail cuts of meat; time and temperature factors in quantity cooking; balanced nutritional menu planning; the U.S. Department of Agriculture grading system for meats; complimenting meals with salads and baked goods.
- FSS 1222**      **Quantity Foods Preparation II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 An advanced study of quantity food preparation. Topics covered include: progressive cooking for large groups of people; and advanced menu planning for large groups.



- FSS 1246**      **Commercial Baking, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
A study of baking practices and principles as they apply to the preparation of breads, rolls, pastries, pies, cakes, cookies, and specialty deserts.
- FSS 1291**      **Easy Food Entertaining, 1 semester hour [Offered as needed]**  
Basic course in easy entertaining with food in the home, focusing on planning, and implementing the plan, including purchasing food and accessories, time organization, and basic preparation of food for guests.
- FSS 1292**      **Using Energy Saving Appliances in Cooking, 1 semester hour, 5 lec., 5 lab. [Offered as needed]**  
The basic operation of the energy saving appliances and use in cooking techniques for various foods.
- GEB 1011**      **Introduction to Business, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.
- GEB 1940**      **Internship-Business Education, 3 semester hours, 15 lab. [Offered as needed]**  
On-the-job training in the Associate of Science/Associate of Applied Science degree program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 semester hours.
- GER 1100**      **German I,\* 3 semester hours, 3 lec., [Offered Fall and Term I Spring]**  
Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills—listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school German should enroll in German III-IV.
- GER 1101**      **German II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**  
Functional development of understanding of spoken and written German, with emphasis upon balanced development of all four skills—listening, speaking, reading and writing. Students who have successfully completed two or three years of high school German should enroll in German III-IV.
- GER 2200**      **German III, 3 semester hours, 3 lec. [Offered as needed]**  
Intermediate level review of grammar, readings in contemporary literature and current affairs, audiolingual practice, and development of conversational and writing skills. Prerequisite: German I-II or two years or more of high school German with a grade of B or better, or equivalent.

- GER 2201**      **German IV, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**  
 Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual practice, and development of conversational and writing skills. Prerequisite: Two or three years of high school German with grade of "B" or better, or GER 1100 and 1101 or its equivalent.
- GER 2250**      **Readings in Scientific German, 3 semester hours, 3 lec. [Offered as needed]**  
 Development of reading skills and vocabulary for functional use of German as a communications source in any or all sciences. Familiarization with scientific research sources and bibliographical methods in German. Prerequisite: Ger 2201 or equivalent.
- GER 2420**      **Advanced German Grammar and Composition I, 3 semester hours, 3 lec. [Offered Fall and Term I Spring when needed]**  
 Study of advanced grammatical structures, selected development of vocabulary and idiom, practice in oral and written composition. Prerequisite: Ger 2201 or four years of high school German.
- GER 2421**      **Advanced German Grammar and Composition II, 3 semester hours, 3 lec. [Offered Winter or Term II Spring when needed]**  
 Study of advanced grammatical structures, selected development of vocabulary and idiom, practice in oral and written composition. Prerequisite: GER 2201 or four years of high school German.
- GER 2500**      **German Civilization and Culture I, 3 semester hours, 3 lec. [Offered Fall and Term I Spring when needed]**  
 Readings in primary sources, secondary analysis, and literary reflections of events. Independent research, individual and group reports, discussions with resource persons, study with films, slides. First semester covers period of Luther to mid-19th Century. Prerequisite: GER 2201 or its equivalent.
- GER 2501**      **German Civilization and Culture II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring when needed]**  
 Readings in primary sources, secondary analysis, and literary reflections of events. Independent research, individual and group reports, discussions with resource persons, study with films, slides, periodicals. Second semester. Bismark to the present. Prerequisite: Ger 2201 or its equivalent.
- GER 2905**      **Independent Study—German, 1 semester hour [Offered as needed]**  
 Directed study designed to meet needs of students interested in specific areas of German language and literature for which the present course offerings are limited. Permission of department chair required.
- GEW 2010**      **Introduction to German Literature I, 3 semester hours, 3 lec. [Offered Fall and Term I Spring when needed]**  
 The development of German literature from the Middle Ages to the present: first semester to 1833. Prerequisite: GER 2201 or equivalent.

- GEW 2011 Introduction to German Literature II, 3 semester hours, 3 lec. [Offered Winter or Term II Spring when needed]**  
The development of German Literature from the Middle Ages to the present; second semester from 1833 to the present. Prerequisite: GER 2201 or equivalent.
- GLY 1000 Earth Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
Survey of processes, materials and structure of the solid earth, oceanography, meteorology, and the relation of the earth to other planets. Intended for physical science general education requirement. Practical exercises in mineral and rock identification.
- HES 1000 Personal and Community Health, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- HES 1400 First Aid, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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, cardio-pulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.
- HES 1403 First Aid/CPR Update, 1 semester hour, 1 lec., 1 lab. [Offered as needed]**  
Reviews fundamental principles and skills in first aid, CPR and accident prevention. Prerequisite: Permission of instructor.
- HES 2170 Holistic Health, 3 semester hours, 3 lec. [Offered as needed]**  
To better prepare the student with a broader understanding that illness is fostered by certain factors that distort the human body's natural capacity for self-regulation and homeostasis.
- HFT 2010 Hotel Management I, 3 semester hours, 3 lec. [Offered as needed]**  
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.
- HFT 2250 Hotel Management II, 3 semester hours, 3 lec. [Offered as needed]**  
Hotel Management II is a continuation of the study of management in the hospitality industry with emphasis on the development of a hospitality property.
- HFT 2251 Hotel Management III, 3 semester hours, 3 lec. [Offered as needed]**  
Hotel Management III is a continuation of the Hotel Management series.
- HFT 2261 Restaurant Management I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
A course designed to provide the student with the general principles of production management, work scheduling and preparation supervision.
- HFT 2262 Restaurant Management II, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
A course designed to provide the student with the general principles of total food service management, menu planning, purchasing, inventory control, cost control and service techniques.

- HHD 1321 Basic Home Decorating, 1 semester hour [Offered as needed]**  
Basic study of home decorating principles and techniques; analyzing decorating needs and priorities; inexpensive ideas for creating individual and inviting atmosphere in the home through buying wisely, making needed items, or using existing home furnishings.
- HHD 2110 Home Planning and Furnishing, 3 semester hours, 3 lec. [Offered as needed]**  
A basic course in home planning, selection, use and care of equipment and furnishing for family living. Consideration of art principles in planning livable interiors, and current trends in housing.
- HME 1200 Home Management I, 1 semester hour [Offered as needed]**  
Basic course in managing the home as related to individual and family activities; includes principles of positive interaction of family members as well as time and energy management applied to housekeeping tasks of providing and maintaining food, shelter, and clothing, and good communication for family members.
- HOE 1010 Introduction to Home Economics, 3 semester hours, 3 lec. [Offered as needed]**  
Introduction to Home Economics as a career field of study; a consideration of history, professional opportunities, problems and current trends.
- HOE 2905 Independent Study—Home Economics, 1 semester hour, 1 lec., 4 lab. [Fall, Winter, Spring]**  
Directed study in individual projects designed to meet the needs of students interested in specialized areas of Home Economics for which present course availability is limited. Areas of study can also supplement present Home Economics courses for special emphasis of depth. Recommendation by department chair.
- HOE 2906 Directed Work Study-Home Economics, 1 semester hour [Fall, Winter, Spring]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated Home Economics area. Entry by permission of department chair only.
- HOE 2907 Tutorial-Home Economics, 1 semester hour, 2 lec. [Fall, Winter, Spring]**  
An experience in individual depth study in which one student prepares for and engages in tutoring one or more students for 2 class periods per week. The student will assist other students having remedial and specific needs (academic or laboratory) in a designated area in Home Economics. Recommendation by department chair.
- HUM 1020 Humanities I, 3 semester hours, 3 lec. [Offered as needed]**  
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 relating to Contemporary culture.
- HUM 1200 Humanities II, 3 semester hours, 3 lec. [Offered as needed]**  
Some prevailing ideas about the nature of man and his relationship to his universe, especially as revealed in the arts, literature, and philosophy. **NO PREREQUISITE**

- HUM 1905**     **Independent Study\*Arts and Humanities, 1 semester hour [Offered as needed]**  
 A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. The student must obtain proper departmental approval prior to commencing the independent study.
- HUM 2905**     **Directed Work Study-Art Humanities, 1 semester hour, 6 lab. [Offered as needed]**  
 Directed experience in instructional, laboratory and/or materials assistance in a designated Arts-Humanities area.
- HUM 2906**     **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.
- HUN 2001**     **Nutrition, 3 semester hours, lec. [Offered as needed]**  
 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: At least one chemistry course or permission of the instructor.
- HUN 2410**     **Child Nutrition and Health, 3 semester hours, 2 lec., 3 lab. [Offered as needed]**  
 Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.
- HUS 1400**     **Peer Advising, 3 semester hours, 30 lec., 30 lab [Offered as needed]**  
 A course in techniques of peer advising focusing on communication skills, professional ethics, and knowledge of community resources for referral purposes; to be used under professional supervision in human service agencies and organizations.
- INR 2002**     **Current World Problems, 3 semester hours, 3 lec. [Spring]**  
 Critical world issues and immediate troubled areas against a historical, economic, and social background. The individual student develops a special area of interest to explore in-depth the principles of international relations after their introduction.
- IEA 1301**     **Industrial Management & Supervision, 1 semester hour, 1 lec. [Offered as needed]**  
 A course designed to prepare skilled industrial workers to be first line supervisors in their respective trade areas. Topics covered include: overview of supervision, communication, motivation, time management, resource management, and complaint handling.
- IEA 2000**     **Employment in Modern Industry, 3 semester hours, 3 lec. [Offered as needed]**  
 A course to help students learn how to select a career field from within a specific occupational area that will be personally rewarding in addition to offering sound career potential; plan a feasible strategy of preparation for their chosen career; begin a career by finding, locating, and keeping a job in their chosen field; and place a career in its proper perspective relative to the student's overall "life plan."



- LEI 1000**      **Introduction to Recreation, 3 semester hours, 3 lec. [Offered as needed]**  
The course will provide information about the nature and organization of recreational activities. Its purpose is to inform students about the preparation of recreational professionals; where they perform and the need of their services; to teach qualifications needed in their work, and the problems and challenges they will meet in the job.
- LEI 2330C**      **Camp Counseling, 3 semester hours, 2 lec., 2 lab. [Fall, Winter]**  
The training of camp counselors in organized camping, including camp crafts, nature, and informal activities.
- LIS 2001**      **Independent Study-Library, 1 semester hour, [Offered as needed]**  
Directed study designed to acquaint the student with the works of the various departments necessary for a well-organized library. Entry by permission of LRC Director only.
- LIT 1100**      **Approach to Literature, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Designed to encourage students to know and appreciate something of the great literature which helps to mold their thinking and everyday living. To include, without regard to national origin, those masterpieces of the Western World which reflect their cultural and intellectual heritage.
- LIT 2090**      **Contemporary Literature, 3 semester hours, 3 lec. [Offered as needed]**  
Studies in modern Western drama, prose, and poetry, focusing on their comments on modern man. May be used as credit in Humanities II.
- MAC 1104**      **College Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Typical first course in a pre-calculus sequence. Covers equations and inequalities, functions and relations, systems of equations and inequalities, matrices and determinants. Prerequisite: Two years of high school algebra or MAT 1033 or departmental permission.
- MAC 1114**      **Trigonometry, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Typical modern trigonometry course. Prerequisite: MAC 1104 or equivalent.
- MAC 1154**      **Analytic Geometry, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Typical modern analytic geometry course in two and three space. Prerequisite: Departmental Permission. May be taken concurrently with MAC 1114.
- MAC 1411**      **Calculus I, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
First course in a three course sequence. Covers basic concepts of differentiation and integration. Prerequisite: MAC 1104 and MAC 1114 and MAC 1154, or equivalent.
- MAC 1412**      **Calculus II, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
This is the second course in a normal three semester sequence. It is a continuation of MAC 1411, and provides further insight into the methods and applications of differentiation and integration. Prerequisite: Grade of "C" or better in MAC 1411.
- MAC 1413**      **Calculus III, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
This is the third course in a normal three semester sequence. It stresses multivariable calculus and infinite series. Prerequisite: Grade of "C" or better in MAC 1412.

- MAE 1810**     **Structure of Arithmetic for Elementary Teachers, 3 semester hours, 3 lec. [Fall or as needed]**  
 Designed for elementary education majors in preparation for teaching contemporary elementary mathematics. Prerequisite: Departmental permission.
- MAE 2816**     **Informal Geometry for Elementary Teachers, 3 semester hours, 3 lec. [Winter or as needed]**  
 Designed for elementary education majors in preparation for teaching modern elementary mathematics. Prerequisite: Departmental permission.
- MAF 2501**     **The Family and Society, 3 semester hours, 3 lec. [Offered as needed]**  
 An examination of the problems which arise out of participation in marriage, family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family's relationship to and participation in the community.
- MAN 1392**     **Customer Services I - Post Office, 3 semester hours [Offered as needed]**  
 This course is designed to provide the student with an indepth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and non-postal services. Special emphasis is placed on means to achieve and manage a profession window service operation. The duties of Customer Service Representatives are also reviewed.
- MAN 1393**     **Customer Services II - Post Office, 3 semester hours [Offered as needed]**  
 This course is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. Based on management's approach to delivery service, the first part of the course covers the duties, responsibilities and skills needed in the carrier crafts. Two management training programs, "Methods Improvement Plan/Standard Operating Procedures" and training programs, "Methods Improvement Plan/Standard Operating Procedures" and "Route Inspections and Evaluations" are explained and emphasized throughout the course. Management of rural delivery service, along with the Fair Labor Standards Act requirement are also explained. Prerequisite: Customer Service I.
- MAN 1395**     **Mail Processing I - Post Office, 3 semester hours [Offered as needed]**  
 This course covers the following topics; Mail classification and rates; Service Standards; postal terminology; the four functions of Mail processing; distribution systems; Mail Processing objectives and responsibilities, the mail preparation operation; manual distribution; revenue protection and the bulk mail centers.
- MAN 1396**     **Mail Processing II - Post Office, 3 semester hours [Offered as needed]**  
 This second course in Mail Processing covers the following topics; postal mechanization, machine distribution, human resources management in Mail Processing, reporting systems and data analysis, operation planning, scheduling and staffing, budgeting, and functional coordination with customer service. Prerequisite: Mail Processing I.

- MAN 1809**      **Small Business Owners Orientation, 3 semester hours, 3 lec. [Offered as needed]**  
A course designed for persons beginning their own business or who want to explore business ownership. Focuses on evaluating the basic anxieties of those approaching the business world.
- MAN 2000**      **Management, 3 semester hours, 3 lec. [Offered as needed]**  
Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other aspects of management are presented such as management process and concepts analysis of the technical knowledges and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.
- MAN 2100**      **Human Relations, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
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.
- MAN 2394**      **Postal Finance I - Post Office, 3 semester hours [Offered as needed]**  
This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, time keeping, travel regulations; and Administrative Services.
- MAN 2397**      **Personnel Practices--Postal Service, 3 semester hours, 45 lec. [Offered as needed]**  
This course involves the actual functions of the Personnel Office in relation to the services it provides for postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, and safety and health.
- MAN 2398**      **Labor Relations - Post Office, 3 semester hours, 3 lec. [Offered as needed]**  
This course presents an overview of laws and practices as related to Labor-Management in the Postal Service. It starts with the development of labor unions in the federal government and reviews the current status, problems, and/or issues in the Postal Service. Emphasis is placed on the National & Local Agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board.

- MAN 2399**     **Postal Finance II - Post Office, 3 semester hours [Offered as needed]**  
This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations and Administrative Services. Prerequisite: Postal Finance I.
- MAN 2905**     **Independent Study-Business, 1 semester hour, 1 lec., 2 lab. [Fall, Winter, Spring]**  
Directed study and individual projects designed to meet the needs of students interested in specialized areas of business for which present course availability is limited. Areas of study can also be supplemented to present business courses for special emphasis or depth.
- MAN 2940**     **Directed Work Study—Business, 1 semester hour, 6 lab. [Fall, Winter, Spring]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated business area.
- MAP 2302**     **Differential Equations, 3 semester hours, 3 lec. [Winter or as needed]**  
Prerequisite: grade of "C" or above in MAC 1413 Calculus III. Completion of a calculus sequence through partial derivatives, multiple integrals, and infinite series is required.
- MAR 2000**     **Tutorial-Business, 1 semester hour [Fall, Winter, Spring]**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- MAR 2011**     **Introduction to Marketing, 3 semester hours, 3 lec. [Offered as needed]**  
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.
- MAR 2101**     **Salesmanship, 3 semester hours, 3 lec. [Offered as needed]**  
Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.
- MAR 2151**     **Retail Management, 3 semester hours, 3 lec. [Offered as needed]**  
Retail store management, location, buying merchandise control policies, services, pricing, expenses, profits; training and supervision of retail sales forces, administrative problems. Also includes a variety of current perspectives in retailing management.
- MAR 2302**     **Introduction to Advertising, 3 semester hours, 3 lec. [Offered as needed]**  
Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.).
- MAR 2930**     **Marketing Seminar 1, 2 semester hours, 1 lec. [Offered as needed]**  
One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.

- MAR 2931 Marketing Seminar II, 2 semester hours, 1 lec. [Offered as needed]**  
One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.
- MAR 2932 Marketing Seminar III, 2 semester hours, 1 lec. [Offered as needed]**  
One class hour per week discussing job problems and a minimum of twelve hours per week of on-the-job experience to be arranged.
- MAS 2103 Linear Algebra, 3 semester hours, 3 lec. [Winter, or as needed]**  
Designed for mathematics and engineering majors. Prerequisite: MAC 1411 or departmental permission.
- MAT 1024 Basic Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Basic Algebra covers numbers and sets, variables and open sentences, addition and multiplication of real numbers, solving equations, inequalities and stated problems; and operations with polynomials. Designed specifically for the student needing further preparation prior to enrollment in MAT 1033.
- MAT 1033 Intermediate Algebra, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Principles and techniques of pre-college algebra. Includes equations, inequalities, exponents, radicals, factorization, ration, proportion and variation, algebraic, exponential and logarithmic functions, graphs and applications.
- MAT 2905 Tutorial-Mathematics, 1 semester hour [Fall, Winter, Spring]**  
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.
- MAT 2940 Directed Work Study—Mathematics, 1 semester hour, 6 lab. [Fall, Winter, Spring]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated Mathematics area. Entry by permission of department chair only.
- MCB 2013C Microbiology, 4 semester hours, 2 lec., 4 lab. [Fall, Winter, Spring]**  
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 micro-organisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisites: BOT 1010C, ZOO 1010C, and CHM 1045 (May be taken concurrently) or permission of the instructor.
- MET 1010 Atmospheric Science, 3 semester hours, 3 lec., [Fall, Winter]**  
Structure of the atmosphere; weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

MGF 1114 - Contemporary Math  
now MGF 1112



- MTB 1103**      **Business Mathematics, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
Presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include: base, rate and percentage; markup; wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of partnership profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks.
- MTB 1364**      **Metric Measurement, 3 semester hours [Offered as needed]**  
A course in metric measurement designed to give the student a rationale for metric conversion in the United States, an overview of the history of measurement, study in metric units of length, metric units of area and volume, metric units of mass, and metric units of capacity.
- MTR 1100**      **Oxyacetylene Welding and Cutting I, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
Shop safety precautions and the use of safety procedures and protective equipment, practical and theoretical training in the use of oxyacetylene welding and cutting equipment and accessories; training in the recognition of various materials for welding and in the selection of proper welding materials and equipment.
- MTR 1112**      **Arc Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
Shop safety precautions and use of safety procedures and protective equipment, practical and theoretical training in the use of shielded arc welding equipment and accessories, and training in the recognition of various materials and in the selection of proper welding materials and equipment. Prerequisite: MTR 1100 or permission of instructor.
- MTR 1050**      **Welding I, 3 semester hours, 1 lec., 3 lab. [Offered as needed]**  
An introductory course in welding covering basic arc and basic gas welding. Shop safety precautions and use of safety procedures and protective equipment, practical and theoretical training in the use of shielded arc welding equipment and accessories, and training in the recognition of various materials and in the selection of the proper welding materials and equipment.
- MTR 1151**      **Advanced Oxyacetylene Welding and Cutting, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
Shop safety precautions and the use of safety procedures and protective equipment, practical and theoretical training in the use of oxyacetylene welding and cutting equipment and accessories; training in the recognition of various materials for welding and in the selection of the proper welding materials and equipment.
- MTR 1152**      **Heli-Arc Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
Shop safety precautions and use of safety procedures and protective equipment, practical and theoretical training in the use of shielded arc welding equipment and accessories, and training in the recognition of various materials and in the selection of the proper welding materials and equipment. Prerequisite: Permission of instructor.

- MTR 1160**      **Advanced Heli-Arc Welding and Arc Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
Tungsten-Arc and gas-metal-arc welding. The process variations and applications of each on all common joints and positions. Prerequisite: MTR 1100, welding test and permission of instructor.
- MTR 1400**      **Machine Operations, 3 semester hours, 1 lec., 4 lab [Offered as needed]**  
A general machine shop course designed to develop working practices, operational procedure, and safety practices for the lathe, milling machine, shaper, grinder, and drill press.
- MTR 1401**      **Machining I, 6 semester hours, 2 lec., 8 lab [Offered as needed]**  
A combination lecture/hands-on application course covering such topics as: the engine lathe, lathe accessories, cutting speeds and feeds, etc. Prerequisite: MRT 1400, MTR 1402.
- MTR 1402**      **Machining Theory, 4 semester hours, 4 lec. [Offered as needed]**  
A course in the fundamental of machining operations designed to provide machinist and machine operator students with the academic preparation that is prerequisite to actual hands-on skills development in the field. Topics covered include: safety, blueprint reading, hand tools and bench work, measurement and layout procedures, screw threads, sawing, lathe, drilling, milling, grinding, and shaping operations, metallurgy and heat treatment, and numerical control.
- MTR 1403**      **Machining 2, 6 semester hours, 2 lec., 8 lab [Offered as needed]**  
A combination lecture/hands-on application course covering such topics as the engine lathe, lathe accessories, cutting speeds, grinding hand tools, mounting and truing work in the four-jaw independent chuck, etc. Prerequisites: MTR 1401
- MTR 1404**      **Machining 3, 6 semester hours, 2 lec., 8 lab [Offered as needed]**  
A combination lecture/hands-on application course covering such topics as operation of the vertical milling machine, machining keyways on the vertical milling machine, horizontal milling machines, end mills, milling cutters, etc. Prerequisite: MTR 1403
- MTR 1405**      **Machining 4, 6 semester hours, 2 lec., 8 lab [Offered as needed]**  
A combination lecture/hands-on application course that helps students develop advance knowledge and skills in such areas as the engine lathe, lathe accessories, cutting speeds, grinding hand tools, mounting and truing work in the four jaw independent chuck, quality control, work scheduling, cost/time estimation, and work supervision. Prerequisite: MTR 1404.
- MTR 1406**      **Machining 5, 6 semester hours, 2 lec., 8 lab [Offered as needed]**  
A combination lecture/hands-on application course that helps students develop advanced knowledge and skills in such areas as operation of the vertical milling machine, machining keyways on the vertical milling horizontal milling machines, end mills, milling cutters, quality control, work scheduling, cost/time estimation, and work supervision. Prerequisite: MTR 1405.

- MTR 1471 Introduction to Machining, 6 semester hours, 2 lec., 10 lab [Offered as needed]**  
 A course in the fundamentals of machining operations designed to provide machinist and machine operator students with the academic preparation that are prerequisites to advanced skills development in the field. Topics covered include: safety, blueprint reading; handtools and bench work; measurement and layout procedures; screw threads, sawing, lathe, drilling, milling, grinding, and shaping operations, metallurgy and heat treatment; and numerical control.
- MTR 2161 Advanced Arc-Welding and Mig-Welding, 6 semester hours, 3 lec., 9 lab. [Offered as needed]**  
 Review of semester 1 and 2. Techniques of utilizing heat treating oven, strength testing methods, cutting angles, bevels, etc.
- MUE 1450 Woodwind Techniques, 1 semester hour, 2 lec. [Offered as needed]**  
 Designed to acquaint the potential music teacher with all the students in the woodwind section including clarinet, flute, oboe, bassoon, and saxophone and a beginning study on one instrument. May be repeated 3 times for credit.
- MUE 2460 Brass Techniques, 1 semester hour, 2 lab. [Offered as needed]**  
 Designed to acquaint the potential music teacher with all the instruments in the brass section, including trumpet, French horn, trombone, baritone and tuba and a beginning study of one brass instrument.
- MUH 1001 Music for General Education, 3 semester hours, 3 lec. [Offered as needed]**  
 Designed to develop a more intelligent understanding and appreciation of music specifically. Brings about an awareness of music as a vital source in human life, including the advantageous utilization of leisure time and developing positive attitudes toward culture and the Fine Arts.
- MUL 2111 Music Literature 1, 2 semester hours, 2 lec. [Fall, or as needed]**  
 Major periods of music history through the classical period with emphasis on style and form. May be elected with Applied Music or Music Organization to complete second 3-hour humanities requirement. Prerequisite: ability to read music.
- MUL 2112 Music Literature II, 2 semester hours, 2 lec. [Winter, or as needed]**  
 Major periods of music history from the romantic period to the present day. May be elected with Applied Music or Music Organization to complete second 3-hour humanities requirement. Prerequisite: MUL 2111.
- MUN 1180 Music Organizations, OWJC Community Band, 1 semester hour, 3 lab. [Offered as needed]**  
 Music Organizations may be repeated three times for credit.
- MUN 1310 Music Organizations, OWJC Chorus, 1 semester hour, 3 lab. [Offered as needed]**  
 Music Organizations may be repeated three times for credit.
- MUN 1340 Music Organizations, OWJC Chamber Chorus, 1 semester hour, 3 lab. [Offered as needed]**  
 Music Organizations may be repeated three time for credit.

- MUN 1380**     **Music Organizations, OWJC Community Chorus, 1 semester hour, 3 lab. [Offered as needed]**  
 Music Organizations may be repeated three times for credit.
- MUN 1710**     **Music Organizations, Stage Band, 1 semester hour, 3 lab. [Offered as needed]**  
 Music Organizations may be repeated three times for credit.
- MUN 1711**     **Music Organizations, OWJC Community Stage Band, 1 semester hour, 3 lab. [Offered as needed]**  
 Music Organizations may be repeated three times for credit.
- MUN 2280**     **Music Organizations - Band/Orchestra, 1 semester hour, 1 lab. [Offered as needed]**  
 1. Study of standard orchestra literature, instrumental skills, and ensemble techniques; 2. May also perform with OWJC Choral and Theatre groups; 3. Unique sections will be established for band and orchestra. Prerequisites: A demonstrated ability to play one's instrument at an acceptable level of performance. Open by audition only due to limited number of players required in certain sections.
- MUT 1001**     **Fundamentals of Music, 3 semester hours, 3 lec. [Offered as needed]**  
 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.
- MUT 1121**     **Music Theory I, 4 semester hours, 3 lec., 2 lab. [Fall, or as needed]**  
 Basic musicianship, writing and reading of music, ear training, dictation, sight-singing. Major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods, and chord progressions in all keys; two-, three-, and four-part writing, harmonic, melodic and intervallic dictation combined with singing prepared music and performance music at sight. Corequisite: MUL 2111.
- MUT 1122**     **Music Theory II, 4 semester hours, 3 lec., 2 lab. [Winter, or as needed]**  
 Major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods, and chord progressions in all keys; two-, three-, and four-part writing, harmonic, melodic, and intervallic dictation combined with singing prepared music and performing music at sight. Corequisite: MUL 2112.
- MUT 2126**     **Music Theory III, 4 semester hours, 3 lec., 2 lab. [Fall, or as needed]**  
 The harmonization and modulation of melodies through the use of non-dominant harmony, and the study of sequence writing. Incorporates keyboard harmony plus sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: MUT 1121/1122.
- MUT 2127**     **Music Theory IV, 4 semester hours, 3 lec., 2 lab [Winter, or as needed]**  
 The harmonization and modulation of melodies through the use of non-dominant harmony, and the study of sequence writing. Incorporates keyboard harmony plus sight reading chromatic melodies, large intervals, and advanced rhythms on the major instrument or voice. Prerequisite: MUT 2126.

- MVB 1211-15** Brasses, Secondary Applied, Freshman  
**MVB 2221-25** Brasses, Secondary Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment.] 1 Semester hour  
 One one-half hour private lesson per week. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Trumpet, 2 Horn, 3 Trumbone, 4 Baritone Horn, 5 Tuba.
- MVB 1311-15** Brasses, Principal Applied, Freshman  
**MVB 2321-25** Brasses, Principal Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment.] 2 semester hours.  
 Two one-half hour or 1 hour private lesson per week. Minimum of 2 hours daily practice. Jury examinations and recital participation should be expected. For music majors or by departmental approval. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Trumpet, 2 Horn, 3 Trombone, 4 Baritone Horn, 5 Tuba.
- MVK 1111** Class Instrument Instruction, Piano, 1 semester hour, 2 lec. [Offered as needed]  
 The study of basic techniques for the beginning and continuing student. May be repeated 3 times for credit.
- MVK 1211-14** Piano, Secondary Applied, Freshman  
**MVK 2221-24** Piano, Secondary Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment.] 1 semester hour  
 One one-half hour private lesson per week. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Piano, 2 Hapsichord, 3 Organ, 4 Jazz Piano.
- MVK 1311-14** Piano, Principal Applied, Freshman  
**MVK 2321-24** Piano, Principal Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment,] 2 semester hours.  
 Two one-half or 1 hour private lesson per week. Minimum of 2 hours daily practice. Jury examinations and recital participation should be expected. For music majors or by departmental approval. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Piano, 2 Harpsichord, 3 Organ, 4 Jazz Piano.
- MVP 1211** Percussion, Secondary Applied, Freshman  
**MVP 2221** Percussion, Secondary Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment.] 1 semester hour.  
 One one-half hour private lesson per week. Each number (freshman and sophomore) may be taken two times for credit.



- MVP 1311** Percussion, Principal Applied, Freshman  
**MVP 2321** Percussion, Principal Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment,] 2 semester hours.  
 Two one-half hour or 1 hour private lessons per week. Minimum of 2 hours daily practice. Jury examinations and recital participation should be expected. For music majors or by departmental approval. Each number (freshman and sophomore) may be taken two times for credit.
- MVS 1116** Class Instrument Instruction, Guitar, 1 semester hour, 2 lec. [Offered as needed]  
 The study of basic techniques for the beginning and continuing student. May be repeated 3 times for credit.
- MVS 1211-18** Strings, Secondary Applied, Freshman  
**MVS 2221-28** Strings, Secondary Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment.] 1 semester hour.  
 One one-half hour private lesson per week. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Violin, 2 Viola, 3 Cello, 4 String Bass, 5 Harp, 6 Guitar, 7 Bass Guitar, 8 Jazz Guitar.
- MVS 1311-18** Strings, Principal Applied, Freshman  
**MVS 2321-28** Strings, Principal Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment,] 2 semester hours.  
 Two one-half hour or 1 hour private lessons per week. Minimum of 2 hours daily practice. Jury examinations and recital participation should be expected. For music majors or by departmental approval. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Violin, 2 Viola, 3 Cello, 4 String Bass, 5 Harp, 6 Guitar, 7 Bass Guitar, 8 Jazz Guitar.
- MVV 1111** Class Instrument Instruction, Voice, 1 semester hour, 2 lec. [Offered as needed]  
 The study of basic techniques for the beginning and continuing student. May be repeated 3 times for credit.
- MVV 1211** Voice, Secondary Applied, Freshman  
**MVV 2221** Voice, Secondary Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment.] 1 semester hour.  
 One one-half hour private lesson per week. Each number (freshman and sophomore) may be taken two times for credit.
- MVV 1311** Voice, Principal Applied, Freshman  
**MVV 2321** Voice, Principal Applied, Sophomore  
 [Offered as needed, dependent upon availability of instructors and equipment] 2 semester hours.  
 Two one-half hour or 1 hour private lessons per week. Minimum of 2 hours daily practice. Jury examinations and recital participation should be expected. For music majors or by departmental approval. Each number (freshman and sophomore) may be taken two times for credit.

**MVW 1211-15 Woodwinds, Secondary Applied, Freshman**  
**MVW 2221-25 Woodwinds, Secondary Applied, Sophomore**  
[Offered as needed, dependent upon availability of instructors and equipment.] 1 semester hour.  
One one-half hour private lesson per week. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Flute, 2 Oboe, 3 Clarinet, 4 Bassoon, 5 Saxophone.

**MVW 1311-15 Woodwinds, Principal Applied, Freshman**  
**MVW 2321-25 Woodwinds, Principal Applied, Sophomore**  
[Offered as needed, dependent upon availability of instructors and equipment,] 2 semester hours.  
Two one-half hour or 1 hour private lesson per week. Minimum of 2 hours daily practice. Jury examinations and recital participation should be expected. For music majors or by departmental approval. Each number (freshman and sophomore) may be taken two times for credit on each instrument. Instruments: 1 Flute, 2 Oboe, 3 Clarinet, 4 Bassoon, 5 Saxophone.

**OCB 2013C Introductory Marine Biology, 4 semester hours, 2 lec., 4 lab. [Offered as needed]**  
Marine and estuarine waters and their occupants. Emphasis on the conservation and the taxonomy of the biota of economic importance. Prerequisite: Zoology.

**OCE 1005 Introduction to Oceanography, 3 semester hours, 3 lec. [Spring]**  
A survey of the geography, chemistry, physics, and geology of the oceans. Lectures, demonstrations, and laboratory-type exercises to acquaint the student with oceanographic operations and data. No prerequisite.

**PCB 1701C Human Physiology, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
An advanced study of certain human organ systems, especially the nervous system and the endocrine system. Genetic basis of disease will be included. Prerequisites: APB 1190C or APB 1150C.

**PCB 2023 Cell Biology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
A study of the cell as the basic unit of organic structure and function with the emphasis on understanding the complexity and versatility of the cell and its activities

**PCB 2063C Genetics, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
Heredity, the physical basis on inheritance including the contemporary concept of the gene, and the qualitative and quantitative aspects of genetic variation. Prerequisites: APB 1150C and 1151C or the equivalents, with a grade of "C" or better or BOT 1010C and ZOO 1010C or the equivalents, with a grade of "C" or better or permission of the instructor.

**PEL 1111L Beginning Bowling,\* 1 semester hour, 2 lab. [Offered as needed]**  
The development of skills and practice in the basic fundamentals of bowling.

**PEL 1121L Beginning Golf,\* 1 semester hour, 2 lab. [Offered as needed]**  
Instruction in the fundamental techniques and the development of personal skills through participation.

- PEL 1141L Beginning Archery,\* 1 semester hour, 2 lab. [Offered as needed]**  
Instruction and practice in the basic skills necessary for full participation in an enjoyment of the sport of archery.
- PEL 1211L Slow Pitch Softball,\* 1 semester hour, 2 lab. [Offered as needed]**  
Instruction in the basic skills for full participation and enjoyment of the game of softball.
- PEL 1321L Power Volleyball,\* 1 semester hour, 2 lab. [Offered as needed]**  
Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.
- PEL 1324L Advanced Volleyball,\* 1 semester hour, 2 lab. [Offered as needed]**  
Instruction, practice, and participation in advanced volleyball. The continuous development of physical skills is of major importance in this course. Instructor permission only. May be repeated for a maximum of four credits.
- PEL 1341L Beginning Tennis,\* 1 semester hour, 2 lab. [Offered as needed]**  
The history of tennis, the fundamental techniques and the development of personal skills through participation.
- PEL 1342L Intermediate Tennis,\* 1 semester hour, 1 lec., 1 lab. [Offered as needed]**  
Instruction, practice, refinement of fundamental techniques; continued development of physical skills through class participation. Prerequisite: PEL 1341L or instructor permission.
- PEL 1344L Advanced Tennis,\* 1 semester hour, 2 lab. [Offered as needed]**  
Instruction, practice, and participation in advanced tennis. The continuous development of physical skills is of major importance in this course. Instructor permission only. May be repeated for a maximum of four credits.
- PEL 1346L Beginning Badminton,\* 1 semester hour, 2 lab. [Fall, Winter, Spring]**  
Instruction and practice in the basic skills for full participation and enjoyment of the game of badminton.
- PEL 1421L Beginning Handball,\* 1 semester hour, 1 lec., 1 lab. [Offered as needed]**  
Instruction and participation in the skills necessary for satisfactory competition in the sport of handball.
- PEL 1441L Beginning Racquetball,\* 1 semester hour,\* 1 lec., 1 lab. [Offered as needed]**  
Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.
- PEL 1511L Soccer,\* 1 semester hour, 2 lab. [Fall]**  
Introduction in the fundamental techniques and the development of personal skills through participation.
- PEL 1514L Advanced Soccer,\* 1 semester hour 2 lab. [Offered as needed]**  
Instruction, practice, and participation in advanced soccer. The continuous development of physical skills is of major importance in this course. Instructor permission only. May be repeated for a maximum of four credits.
- PEL 1621L Basketball,\* 1 semester hour, 2 lab. [Fall, Winter]**  
Instruction and participation in the fundamental aspects of basketball with emphasis on both the mental and motor skill developments.

- PEL 1905**      **Independent Study-Physical Education,\* 1 semester hour, 2 lab. [Fall, Winter, Spring]**  
 Directed study and/or individual projects designed to meet the needs and interests of students in a specialized area of health, physical education and recreation, for which present course availability is limited.
- PEL 2122L**      **Intermediate Golf,\* 1 semester hour, 2 lab. [Offered as needed]**  
 Designed for those students who wish to improve their knowledge of golf and golf skills beyond the beginner's level.
- PEL 2041L**      **Recreational Games, 1 semester hour [Offered as needed]**  
 Selected recreational game activities of low organization with emphasis on problem solving through group participation. All activities are subject to staff approval.
- PEL 2042*
- PEL 2442L**      **Intermediate Racquetball,\* 1 semester hour, 2 lab. [Offered as needed]**  
 A continuation of skills learned in beginning racquetball with emphasis on more advanced skills and techniques. Particular emphasis is placed on the strategy of the game. Prerequisites: PEL 1441L or permission of instructor.
- PEL 2905**      **Directed Work Study-Physical Education, 1 semester hour, 6 lab. [Offered as needed]**  
 Directed experience in instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of Department Chair only.
- PEM 1105L**      **Modern Fitness,\* 2 semester hours, 4 lab. [Fall, Winter]**  
 Instruction in the concepts of and practice in exercise techniques geared primarily toward muscle strength, endurance and flexibility.
- PEM 1140C**      **Basic Aerobics,\* 1 semester hour, 2 lab. [Offered as needed]**  
 Instruction and participation in an aerobics program.
- PEM 1141L**      **Aerobics I,\* 2 semester hours, 4 lab. [Fall, Winter]**  
 Introductory course in Aerobics with emphasis on diagnostic testing, participation in a safe aerobic program, evaluation of progress, and a study of the concepts involved.
- PEM 1142L**      **Aerobics II,\* 2 semester hours, 4 lab. [Fall, Winter]**  
 A continuation of Aerobics I. Students will train using a point system with appropriate evaluation of progress. Prerequisite: PEM 1141L or Departmental approval.
- PEM 1147L**      **Aerobic Dance I,\* 1 semester hour, 2 lab. [Offered as needed.]**  
 Instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities.



- PEM 1301L Track and Field, 2 semester hours, 4 lab [Offered as needed]**  
Instruction, practice, and participation in track and field activities. Includes instruction and participation in conducting and officiating competitive meets.
- PEM 1314L Advanced Track and Field,\* 1 semester hour, 2 lab [Offered as needed]**  
Instruction, practice, and participation in advanced cross country. The continuous development of physical skills is of major importance in this course. Instructor permission only. May be repeated for a maximum of four credits.
- PEM 1330 Orienteering, 1 semester hour, 2 lab [Offered as needed]**  
Development of skills needed to navigate through an unknown area using a map and compass as a guide.
- PEM 2013L Tutorial: Education and Physical Education, 1 semester hour, 2 lab. [Fall, Winter, Spring]**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- PEM 2105L Fitness Lab,\* 1 semester hour, 2 lab.[Offered as needed]**  
Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility.
- PEM 2148L Aerobic Dance II,\* 1 semester hour, 2 lab. [Offered as needed]**  
Advanced level of instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities. Prerequisite: Aerobic Dance I.
- PEN 1251L Basic Canoeing,\* 1 semester hour [Offered Spring]**  
This course is designed to develop safety and fundamental skills in the use of canoes.
- PEO 1213L Softball Officiating,\* 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
Instruction in rule interpretations and the fundamental techniques required in softball officiating.
- PEO 1323L Volleyball Officiating,\* 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
Instruction in rule interpretations and the fundamental techniques required in volleyball officiating.
- PEO 1623L Basketball Officiating,\* 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
Instruction in rule interpretations and practice in the fundamental techniques required in basketball officiating.
- PET 1000 Introduction to Physical Education, 3 semester hours, 3 lec. [Fall, Winter]**  
Instruction in the history, principles and basic concepts and foundations of the total physical education program.



- PHI 2010**      **Philosophy, 3 semester hours, 3 lec. [Offered as needed]**  
 Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.
- PHY 1053C**      **Physics I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 The first half of a two-semester sequence of non-calculus physics designed for the non-physical science major. Physics I covers the areas of mechanics, mechanical energy, temperature and heat. The entering student is assumed to have a working knowledge of basic algebra and trigonometric functions.
- PHY 1054C**      **Physics II, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 The second half of a two-semester sequence of non-calculus physics designed for the non-physical science major. Physics II covers the areas of electricity, magnetism, light, quantum theory, atomic and nuclear structure, and elementary nuclear processes. Prerequisite: PHY 1053C or permission of the instructor.
- PHY 2048C**      **College Physics I, 4 semester hours, 3 lec., 3 lab. [Offered as needed]**  
 The first half of a two-semester sequence designed for majors in engineering, math and the physical sciences. Physics I covers the areas of mechanics, mechanical energy, heat, thermodynamics, and mechanical waves. Calculus is used when feasible. Prerequisite: MAC 1411.
- PHY 2049C**      **College Physics II, 4 semester hours, 3 lec., 3 lab. [Winter, or as needed]**  
 The second semester of a two-semester sequence designed for majors in engineering, math and the physical sciences. Physics II covers the areas of electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: PHY 2048C or permission of instructor.
- POS 1041**      **American Government I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 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.
- POS 1042**      **American Government II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Further studies in American Government, concentrating on state and local levels.
- POT 1002**      **Introduction to Political Science, 3 semester hours, 3 lec. [Offered as needed]**  
 This course reviews political theory and institutions from a historical and comparative viewpoint. It examines the rise of the State, its organization, economic systems, and the use of force and persuasion.
- PSC 1321**      **Physical Science, 4 semester hours, 4 lec. [Fall, Winter, Spring]**  
 A one-semester course of lectures and demonstrations designed (1) to meet the general education requirement in physical science for non-science majors and (2) for students who need a preparatory course prior to taking physics. The course presents the fundamental classic and modern concepts of physics in the areas of mechanics, energy, wave motion, electromagnetism, and atomic structure.

- PSC 1703**      **Physical Science--Energy, 4 semester hours, 4 lec. [Offered as needed]**  
 A one-semester course of lectures and demonstrations designed to meet the general education requirement in physical science. The course is an introductory presentation of the concepts of classical and modern physics in the areas of mechanics, energy, electricity, and atomic and nuclear structure. Energy sources, transformation, uses and problems will be explored in detail and be the major topics of the course.
- PSC 2905**      **Independent Study-Physical Science, 1 semester hour [Fall, Winter, Spring]**  
 Directed study and individual projects designed to meet the needs of students interested in a specialized area of the physical sciences for which present course availability is limited.
- PSC 2906**      **Directed Work Study-Physical Science, 1 semester hour, 6 lab.[Offer as needed]**  
 Practical experience with use and maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Entry by permission of department chair only.
- PSC 2945**      **Tutorial-Science, 1 semester hour [Fall, Winter, Spring]**  
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- PSY 2012**      **Psychology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to the physical and social environment.
- REA 1105**      **Reading Improvement, 2 semester hours, 2 lab., 1 lec. [Fall, Winter, Spring]**  
 A highly individualized laboratory approach combined with some group work designed to improve reading comprehension, vocabulary, rate of comprehension, listening and study skills. Recommended for all students who do not achieve 27 percentile on the DRT Survey Test; encouraged for all other interested students.
- REA 1605**      **Effective Study, 1 semester hour, 1 lec., 1 lab. [Offered as needed]**  
 Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills.
- REE 1040**      **Introduction to Real Estate: Course I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 This course is intended to provide the prospective licensee with the fundamental knowledge in the field of real estate principles and practices and real estate law. This is the require course prescribed by the Florida Board of Realtors for a person desiring to become registered as a real estate salesperson.
- REE 1200**      **Real Estate Finance, 3 semester hours, 3 lec. [Offered as needed]**  
 Designed to explore in detail the many facets of real estate financing with emphasis given to legal aspects, sources of funds, methodologies of major lending institutions, and the effects of high interest rates.

- REE 2041**      **Course II: Real Estate Principles and Practices, 3 semester hours, 3 lec. [Offered as needed]**  
 This course is designed to convey a practical understanding and knowledge of the operation and conduct of the real estate brokerage business in Florida to the end that the public will be better served in accordance with the objectives of the real estate license law by the elevation of professional standards. Prerequisite: Students must be registered with the Board of Realtors and also must complete an affidavit verifying their status as an active real estate salesperson for at least six months.
- REE 2100**      **Introduction to Real Estate Appraising, 3 semester hours, 3 lec. [Offered as needed]**  
 Nature and purpose of appraisals, reasons for and use of appraisals, depreciations, cost approach, valuations, values, costs and markets.
- REE 2300**      **Real Estate Investments, 3 semester hours, 3 lec. [Offered as needed]**  
 Designed to assist the student to become a more knowledgeable, and potentially, a more successful investor. Emphasis will be given to basic investment fundamentals, income tax considerations, ownership forms for investment, financing the investment, and analyzing and projecting investment returns.
- REE 2800**      **Real Estate Management, 3 semester hours, 3 lec. [Offered as needed]**  
 A study of the theories and techniques of professional management of real estate. Includes a complete study of the functions performed by a property manager as well as real estate office practice and management.
- REL 2300**      **Comparative Religion, 3 semester hours, 3 lec. [Offered as needed]**  
 Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- RUS 1100**      **Russian I,\* 3 semester hours, 3 lec. [Offered as needed]**  
 Study of the written symbols, the pronunciation, and the basic grammatical structures of the Russian language. Progressive exercises in speaking, reading and writing simple, idiomatic Russian.
- RUS 1101**      **Russian II,\* 3 semester hours, 3 lec. [Offered as needed]**  
 Study of the written symbols, the pronunciation, and the basic grammatical structures of the Russian language. Progressive exercises in speaking, reading and writing simple, idiomatic Russian.
- SES 1100**      **Typewriting I, 2 semester hours, 1 lec., 3 lab. [Fall, Winter, Spring]**  
 Development of correct typewriting technique, learning keyboard control, problem typing and business letter writing.
- SES 1110**      **Typewriting II, 2 semester hours, 1 lec., 3 lab. [Fall, Winter, Spring]**  
 Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: SES 1110 or acceptable level of competency.

- SES 1150 Word Processing: Intro. Theory, 3 semester hours, 3 lec. [Offered as needed]**  
An overview of word processing as a concept for business and the relationship of the concept to existing office and clerical work. The course is designed to provide an insight into the procedures, equipment, and training needed in word processing. Career opportunities in word processing are included.
- SES 1171 Machine Transcription, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
Operation of recorders and transcribers to develop transcription skills in English grammar, punctuation, sentence structure, and vocabulary. Advanced problems in producing and handling typewritten documents of all kinds. Letters with variations, real estate, medical, legal, and general correspondence. Prerequisite: SES 1100 or equivalent.
- SES 1210 Shorthand, 3 semester hours, 3 lec., 2 lab. [Fall, Winter]**  
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- SES 1211 Dictation, 3 semester hours, 3 lec., 2 lab. [Fall, Winter, Spring]**  
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.
- SES 1350 Filing, 3 semester hours, 2 lec., 2 lab. [Fall, Winter, Spring]**  
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- SES 2120 Typewriting III, 2 semester hours, 1 lec., 3 lab. [Winter]**  
Development of occupational proficiency in business letter writing, advanced tabulation, and manuscript typewriting. Prerequisite: SES 1110.
- SES 2151 Word Processing: Editing I, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
A basic course in operating magnetic text-editing typewriters with revisions and variables. Emphasis on gaining machine proficiency in elementary applications. Prerequisite: SES 1100
- SES 2152 Word Processing: Editing II, 3 semester hours, 2 lec. 2 lab. [Offered as needed]**  
An advanced course in using stand-alone electronic and display text-editing typewriters. Complex typewriting problems with extensive revisions; medical, legal, government, and real estate documents are emphasized. Prerequisite: SES 2151.
- SES 2212 Transcription, 3 semester hours, 3 lec. 2 lab. [Offered as needed]**  
Mailability of transcribed shorthand notes. Accuracy of transcripts, speed in dictation, office routines. Prerequisite: SES 1211, or permission of instructor.
- SES 2335 Business Communications, 3 lec. [Fall]**  
A comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in **principle**, then **illustration**, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters.

- SES 2401**      **General Office Practices, 3 semester hours, 3 lec. [Fall, Spring]**  
 Presentation of general office practices and procedures, including studies in human relations problems, telephone techniques, mailing procedures, letter writing, telegraph services, travel arrangements, banking activities, payrolls, letters of application and personal data sheets. Prerequisite: SES 1110 or equivalent.
- SES 2402**      **Secretarial Office Practices, 3 semester hours, 2 lec., 2 lab. [Fall, Spring]**  
 Designed for those who plan a secretarial career. Emphasis is placed on secretarial duties in an office setting. Course includes studies in telephone usage, mailing procedures, transcription, letter composition, telegraph services, travel arrangements, banking procedures, payroll and tax duties, job applications and data sheets. Prerequisite: SES 1110, 1210, or permission of the instructor.
- SOC 2000**      **Sociology, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 Concentration on the description of individual and group behavior. Basic concepts related to the family and the city. Individual, industrial, and political problem areas.
- SPC 1600**      **Speech, 3 semester hours 3 lec. [Fall, Winter, Spring]**  
 Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.
- SPC 2520**      **Discussion and Debate, 3 semester hours, 10 sec., 35 lab. [Offered as needed]**  
 This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion through organized procedures for argumentation. "Debate and Discussion." Prerequisite: High school speech or College speech.
- SPN 1100**      **Spanish I,\* 3 semester hours, 3 lec. [Offered Fall and Term I Spring]**  
 Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills - listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.
- SPN 1101**      **Spanish II, 3 semester hours, 3 lec. [Offered Winter and Term II Spring]**  
 Pronunciation and grammatical structure of Spanish, with emphasis upon blanced development of all four skills - listening, speaking, reading, and writing. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.
- SPN 2200**      **Spanish III, 3 semester hours, 3 lec. [Offered Fall and Spring Term I]**  
 Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: Two or three years of high school Spanish with grade of "B" or better, or SPN 1100 and 1101 or its equivalent.



- SPN 2201** Spanish IV, 3 semester hours, 3 lec. [Offered Winter and Spring Term I]  
Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: two or three years of high school Spanish with grade of "B" or better, or SPN 1100 or 1101 or its equivalent.
- SPN 2202** The Contemporary Spanish-Speaking World, 3 semester hours, 3 lec. [Offered as needed]  
Readings and discussions of current events in Spain and Latin-American countries. Prerequisite: SPN 2201 or its equivalent.
- SPN 2300** Advanced Spanish Grammar and Composition I, 3 semester hours, 3 lec. [Offered as needed]  
Study of advanced grammatical structures and practice in composition. Prerequisite: SPN 2201 or its equivalent.
- SPN 2301** Advanced Spanish Grammar and Composition II, 3 semester hours, 3 lec. [Offered as needed]  
Study of advanced grammatical structure and practices in composition. Prerequisite: SPN 2201 or its equivalent.
- SPW 2100** Introduction to Spanish Literature I, 3 semester hours, 3 lec. [Offered as needed]  
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: SPN 2201 or its equivalent.
- SPW 2101** Introduction to Spanish Literature II, 3 semester hours, 3 lec. [Offered as needed]  
Selected readings in modern Spanish and Spanish-American literature. Prerequisite: SPN 2201.
- SSI 1905** Independent Study - Social Science, 1 semester hour [Offered as needed]  
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the social sciences for which present course availability is limited.
- SSI 2905** Directed Work Study-Social Science, 1 semester hour [Offered as needed]  
Entry by permission of Department Chair only.
- SSI 2943** Tutorial-Social Studies, 1 semester hour [Fall, Winter, Spring]  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods.
- STA 1014** Statistics, 3 semester hours, 3 lec. [Fall, Winter, Spring]  
Principle averages, measures of dispersion, probability distributions, sampling and sampling error, secular trend, correlation and regression and inference.

- STD 1150 Career and Life Planning, 1 semester hour, 1 lec., 1 lab. [Offered as needed]**  
 The course is designed to help students assess their values, competencies and goals in relation to the selection of careers and life-styles for which they are best suited. On a national average, two-thirds of entering college freshmen have not made a choice concerning a career. Furthermore, extensive research shows that the student who has not made a career choice is much more likely to "drop-out" of college. This course will help students make an informed, realistic career choice which will form the basis for their life's work and which will also increase the probability of completing an academic program.
- THE 2000 Theatre, 3 semester hours, 3 lec. [Offered as needed]**  
 An introduction to theatre and theatrical production. Topics span a wide range of interest - critical, historical, aesthetic and practical - intended to lay a foundation for further knowledge and skill of the theatre.
- THE 2051 Children's Theatre Workshops, 1 semester hour [Offered as needed]**  
 A workshop dealing with the production of plays directed toward children.
- TPA 2200 Theatre Crafts, 1 semester hour [Offered as needed]**  
 To acquaint the students with the various aspects of technical theatre.
- TPP 2110 Acting I, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 Through in-class performance the student will develop an understanding of and proficiency in those skills of movement, voice, and expression which are required of a theatrical performer.
- TPP 2111 Acting II, 3 semester hours, 2 lec., 2 lab. [Offered as needed]**  
 A continued refinement of basic acting techniques introduced in TPP 2110. Through in-class performance, the student develops as understanding and proficiency in styles of acting from classic through modern
- TPP 2120 Improvisation, 1 semester hour [Offered as needed]**  
 A workshop dealing with improvisation and its production applications.
- WOH 1012 World Civilization I, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 A study of world history from 4000 BC to 1650 AD as it relates to the development of western civilization. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than as merely a collection of facts arranged chronologically.
- WOH 1022 World Civilization II, 3 semester hours, 3 lec. [Fall, Winter, Spring]**  
 A study of history from 1650 AD to the present as it relates to the development of the modern world. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than as merely a collection of facts arranged chronologically.
- WOH 2240 Twentieth Century, 3 semester hours, 3 lec. [Spring]**  
 International political and historical affairs in the twentieth century through the institutions and organizations of the Western State System. Attention is on international cooperation, decision making force, world resources, and world political geography.

- ZOO 1010C** **Zoology, 4 semester hours, 3 lec., 3 lab. [Fall, Winter, Spring]**  
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.
- ZOO 2713C** **Comparative Vertebrate Anatomy, 4 semester hours, 2 lec., 4 lab. [Winter]**  
The structure of vertebrates, using representative examples of fish, amphibia, reptiles, birds, and mammals, comparing them with each other as well as with the primitive chordates. Lectures on the embryological origins of the adult organ systems. Prerequisite: ZOO 1010C or its equivalent.



### **Continuing Education Units**

In order to provide individuals with an opportunity to meet their educational needs, Okaloosa-Walton Junior College offers non-college-credit Continuing Education courses and award one non-college-credit Continuing Education Unit (CEU) for each ten contact hours spent in these courses. These hours are organized, planned continuing education experiences under the direction and instructional control of the department in which they are offered.

Okaloosa-Walton offers two types of Continuing Education units as follows:

- (1) Individual units which are structured to meet the needs of targeted groups or individuals, and the content of these units are selected and organized in a sequential manner, with appropriate objectives and rationale stated in course syllabi. The courses for which individual CEU's are awarded are designated Ind. in the Course Description section of the Catalog.
- (2) Institutional units are less structured and are informal in nature, but are planned educational experiences. These units are designed to meet community needs as they arise, such as community seminars, courses on the aging etc. No CEU units will be awarded for courses which are entertainment, social or athletic in nature. The courses for which institutional CEU's are awarded are designated Inst. in the Course Description section of the Catalog.

- XXX 1117      Commercial-Industrial Real Estate, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**  
Course material designed to assist the student to become more knowledgeable with regard to the business/commercial segment of the marketplace, i.e. the retail-wholesale-manufacturing enterprises such as shopping centers, retail stores, office buildings, manufacturing plants, etc. that together form the broad support base of a business community, its employment and gross products.
- XXX 1118      Real Estate Law, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**  
A required post-registration course for real estate salesmen and brokers to update registrant's knowledge of their legal responsibilities. Prerequisite: Real Estate License.
- XXX 1119      Residential Appraisal, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**  
An elective course for real estate sales people and brokers to update registrant's knowledge of residential valuation principles. Prerequisite: Real Estate License.
- XXX 1122      Income Capitalization Approach, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**  
An elective course for real estate sales people and brokers to update registrant's knowledge of the income capitalization approach in real estate appraising. Prerequisite: Real Estate License.
- XXX 1123      Residential Selling, 7 class hours, .7 Ind. c.e.u.'s [Offered as needed]**  
This seven hour block of instruction is designed to (1) emphasize the responsibilities of licensees to the public in listing residential properties for sale and (2) enhance the skills of licensees in marketing residential properties. Prerequisite: Real Estate License.
- XXX 1146      Dictation Techniques, 8 contact hours, 8 Ind. c.e.u. [Offered as needed]**  
Developing proficiencies in preparing to dictate by assembling needed materials for dictating, making notes after deciding the most important function of letter or memo and organizing materials to achieve that function; dictating by relaxing and speaking in a clear, natural tone of voice and enunciating clearly by emphasizing the plurals, past tense, and uncommon words, spell out words and names that may be strange or confusing.

- XXX 1147 Briefing Techniques, 20 contact hours, 2 Ind. c.e.u. [Offered as needed]**  
Developing presentation techniques in the use of audio-visual materials, handouts, and the refinement of verbal and nonverbal communications.
- XXX 1148 Programming the Computer, 45 class hours, 4.5 Ind. c.e.u.'s. [Offered as needed]**  
An introduction to the BASIC (Beginning All Purpose Symbolic Instruction Code) programming language and flowcharting. Stresses the importance of logical and proper documentation of programs. Designed for students to use knowledge obtained as a tool in their chosen field.
- XXX 1600 Beginning Shorthand I, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription. Performance in transcription is comparable to high school courses in shorthand.
- XXX 1601 Beginning Shorthand II, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
Enlargement of vocabulary in Gregg Shorthand Diamond Jubilee Series. Intensive dictation on familiar material and an introduction to transcription to bring the student closer to a degree of vocational skill in taking dictation and transcribing it in mailable form. Performance in transcription is comparable to high school courses in shorthand.
- XXX 1602 Refresher Shorthand, 20 class hours, 2 Ind. c.e.u. [Offered as needed]**  
This course will assist students to enlarge their vocabularies in the Gregg Shorthand system, and increase speed and accuracy in successfully transcribing notes.
- XXX 1603 Typewriting Improvement, 15 class hours, 1.5 Ind. c.e.u. [Offered as needed]**  
A course designed to review basic typing techniques and correct technique difficulties in order to acquire the minimum speed required for individual AFSC.
- XXX 1606 Beginning Typewriting I, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
Mastery of the keyboard and business communications.
- XXX 1609 Beginning Typewriting II, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
A continuation of XXX 1606.
- XXX 1610 Personal Typing, 20 class hours, 2 Ind. c.e.u. [Offered as needed]**  
To provide the student with the fundamental skills and knowledge necessary for personal-use typing.
- XXX 1611 Programming Lab, 45 class hours, 4.5 Ind. c.e.u.'s, 3 lec. [Offered as needed]**  
Hands on application of BASIC (Beginner All Purpose Symbolic Instruction Code). Shall be taken in conjunction with COC 1110-Introduction to Computer Programming.
- XXX 1620 Basic Management for Supervisors, 20 class hours, 2 Ind. c.e.u. [Offered as needed]**  
Managerial functions - planning, organizing, staffing, directing, and controlling - are analyzed, described and discussed for the edification of each student.



- XXX 1651 Personal Financial Management, 30 class hours, 3 Inst. c.e.u. [Offered as needed]**  
A course designed to assist individuals and families with personal financial management planning. Areas of emphasis will include the art of budgeting, housing, credit, insurance, savings, investments, and other financial management considerations essential to personal and family income.
- XXX 1663 Course I. Real Estate Principles and Practices, 51 class hours, 5.1 Ind. c.e.u. [Fall, Winter, Spring]**  
This course is intended to provide the prospective licensee with the fundamental knowledge in the field of real estate principles and practices and real estate law. This is the required course prescribed by the Board of Realtors for a person desiring to become registered as a real estate salesperson.
- XXX 1666 Real Estate Appraising, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Nature and purpose of appraisals, reasons for and use of appraisals, depreciation, cost approach, valuation, values, costs and markets.
- XXX 1667 Real Estate Managing, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
A study of the theories and techniques of professional management of real estate. Includes a complete study of the functions performed by a property manager as well as real estate practice and management.
- XXX 1668 Real Estate Investing, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Designed to assist the student to become a more knowledgeable and, potentially, a more successful investor. Emphasis will be given to basic investment, fundamental income tax considerations, ownership forms for investment, financing the investment, and analyzing and projecting investment returns.
- XXX 1669 Real Estate Financing, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Designed to explore in detail the many facets of real estate financing with emphasis given to legal aspects, sources of funds, methodologies of major lending institutions, and the effects of high interest rates.
- XXX 1670 Personal Income Tax, 45 class hours, 4.5 Inst. c.e.u. [Fall, Winter]**  
Determining income tax liability for individuals, preparation of tax returns, and interpretations of Internal Revenue code and regulations.
- XXX 1805 Introduction to Basic Programming, 15 class hours, 1.5 Ind. c.e.u. [Offered as needed]**  
COP0170N A comprehensive coverage of the BASIC Programming Language with emphasis on different uses of the computer as a teaching aid.
- XXX 1811 Industrial Management Supervision, 60 class hours, 6 Ind. c.e.u. [Fall, Winter, Spring]**  
Preparation of technicians and personnel in specialized areas of industrial personnel management and supervision.

**XXX 1902 Personnel Management, 40 class hours, 4 Ind. c.e.u. [Offered as needed]**

A course of instruction designed primarily for 1st and 2nd level supervisors embodying coverage of principles of personnel administration as it pertains to the line organization. Subjects include, Classification, Employment, Training, Labor Relations, Equal Employment Opportunity, Employee-Management Relations, and others. Forty classroom hours are required to adequately cover subject matter.

**XXX 1903 Business English I, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**

ENC 0200N

Effective oral and written expression for business; application of rules of grammar and development of vocabulary through supervised business activities involving speaking and writing.

**XXX 1918 Secretarial Techniques Seminar, 12 class hours, 1.2 Inst. c.e.u. [Offered as needed]**

A seminar designed to allow students to update knowledge in the following areas: their role as a secretary, their range of responsibilities, the working relationship with their supervisor, and decision making.

**XXX 1921 Bookkeeping I, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**

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, and voucher systems, notes and drafts, depreciation and payroll methods.

**XXX 1923 Bookkeeping II, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**

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.

**XXX 1926 Office Management, 24 class hours, 2.4 Ind. c.e.u. [Offered as needed]**

A course designed to provide a review and update of Office Management Skills such as leadership, motivation, productivity, work distribution, etc., for middle managers.

**XXX 1927 Management Training for NAFI, 16 class hours, 1.6 Inst. c.e.u. [Offered as needed]**

A course designed to train supervisors in procedures of supervision required for NAFI civilian employees.

**XXX 1928 Office Methods and Procedures Seminar, 16 class hours, 1.6 Inst. c.e.u. [Offered as needed]**

A course designed to provide a review and update of office skills and Air Force methods and procedures as they apply to clerical and secretarial personnel.

**XXX 1938 Management II, 50 class hours, 5 Ind. c.e.u. [Offered as needed]**

A course of instruction designed primarily for 1st and 2nd level supervisors embodying coverage of principles of personnel administration as it pertains to the line organization. Subjects include, Classification, Employment, Training, Labor Relations, Equal Employment Opportunity, Employee-Management Relations, and Management of Military Personnel.

- XXX 1961**      **Securities and Investments, 15 class hours, 1.5 Inst. c.e.u. [Offered as needed]**  
 Designed for both new and moderately experienced investors wanting to improve their skill and knowledge in investing.
- XXX 1993**      **Real Estate: Post-Registration, 14 class hours, 1.4 Ind. c.e.u. [Offered as needed]**  
 The required post-registration course for real estate salesmen and brokers to update registrant's knowledge of their legal responsibilities.
- XXX 2601**      **Adult Basic Education, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 Basic Education for Adults with special needs for developing skills in reading, writing, arithmetic, and other subjects related to gainful employment, or the attainment of more advanced vocational and/or academic skills.
- XXX 2602**      **Employment Skills, 15 contact hours, 1.5 Inst. c.e.u. [Offered as needed]**  
 A brief orientation course covering the areas of concern to persons seeking employment. Items covered include: application forms, withholding tax, credit unions, and other areas normally associated with the new employee. The course will be conducted in seminar format with resource persons from local agencies.
- XXX 2604**      **Beginning American Sign Language, 30 contact hours, 3 Inst. c.e.u. [Offered as needed]**  
 An introductory course in American Sign Language (AMSLAN). The student will learn the manual alphabet (finger spelling) and several categories of signs (relationships, pronouns, verbs, time, question words, etc.). At the conclusion of the course wht student will be able to understand and use sign language.
- XXX 2605**      **High School Review, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 Study of the area(s) of deficiency in order to learn or regain lost high school level skills for job placement or GED examinations.
- XXX 2608**      **Safety Education Defensive Driving, 8 class hours, .8 Inst. c.e.u. [Offered as needed]**  
 Takes into account every aspect of driving to avoid accidents regardless of conditions or actions of others.
- XXX 2613**      **Hunter and Firearms Safety, 24 contact hours, 2.4 Inst. c.e.u. [Offered as needed]**  
 The primary purpose of the course is to teach Hunter and Firearms Safety and good sportsmanship. There are secondary objectives as well which will make hunting not only a safer sport, but a more pleasant, productive, and enjoyable recreation experience. Students who successfully complete this course will have a better understanding of their outdoor obligations to the landowner, to the resource, to other hunters and to themselves.

XXX 2100 Self Defense for Men now PEM 1405L  
 XXX 2160 " " " " Women now PEM 1405L

- XXX 2614**     **Understanding Wills, Trust, and Estate, 8 class hours, .8 Inst. c.e.u.'s [Offered as needed]**  
The primary purpose of the course is to provide an overview and understanding of Wills, Trust, Basic Estate Planning, Death pre-arrangements, and the Administration of Estates.
- XXX 2634**     **Paramedic Lab, 150 lab hours, 15 Ind. c.e.u. [Offered as needed]**  
A course designed to aid the student in the practical application of lessons taught in the lecture section of the applicable Paramedic course. This course is conducted in a clinical setting -- normally a hospital. Students must also be enrolled in the didactic counterpart course (EMT 1188C, EMT 1201C, EMT 1203C).
- EMS 0435
- XXX 2635**     **Career Choice and Life Goals, 30 contact hours, 3 Ind. c.e.c.[Offered as needed]**  
The course is designed to help students assess their values, competencies and goals in relation to the selection of careers and life-styles for which they are best suited. Desired/required education and training for such pursuits will be explored, as will methods of researching specific careers and obtaining employment.
- XXX 2690**     **General Education Review, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Remedial education program to help remove deficiencies in order that individuals may prepare for further education for college transfer or vocational programs or to prepare for the high school equivalency testing program.
- XXX 2703**     **Cardiac Auscultation, 2.5 class hours, .25 Ind. c.e.u. [Offered as needed]**  
A lecture in the proper use of the stethoscope for the identification and differentiation of certain cardiac sounds. Prerequisite: B.S. Degree in nursing or permission of instructor.
- XXX 2704**     **Hemodynamics, 1.5 class hours, .15 Ind. c.e.u. [Offered as needed]**  
A lecture on the anatomy of the heart, pressure tracing, Swan Ganz Catheter explanation, and insertion techniques. Prerequisites: B.S. Degree in nursing or permission of instructor.
- XXX 2705**     **A Child's View of Death, 2 class hours, 2 Ind. c.e.u. [Offered as needed]**  
An explanation of the growth stages of the child and how each affects the child's reaction or concept of death, so that staff members will be more prepared to help the patient and family cope with death. Prerequisite: Intended for Registered Nurses and LPN's or members of the Health profession responsible for caring for the child.
- XXX 3601**     **OWJC Civic Chorus, 30 contact hours, 3.0 Inst. c.e.u. [Offered as needed]**  
Study of standard choral literature, vocal skills, and choral techniques. May perform with other college choral groups as "OWJC Concert Chorus."

- XXX 3602 OWJC Community Concert Band, 30 contact hours, 3.0 Inst. contact hours. [Offered as needed]**  
Study and performance of standard band literature. May meet with college credit OWJC Band or OWJC Community Band or activity band as "OWJC Concert Band."
- XXX 3603 OWJC Stage Band, 30 contact hours, 3.0 Inst. c.e.u. [Offered as needed]**  
Instrumental music literature of a lighter, more popular or dance band nature is studied and performed. May meet with college credit OWJC Stage Band or OWJC Community Stage Band or activity Stage Band as "OWJC Stage Band."
- XXX 3604 Art-Drawing and Painting, 75 class and lab hours, 7.5 Ind.c.e.u. [Offered as needed]**  
A course designed to provide instruction and experience in graphite pencils, charcoal, ink, oils, water color and other art forms.
- XXX 3605 Ceramics, 75 class and lab hours, 7.5 Ind. c.e.u. [Offered as needed]**  
Instruction and experiences in handbuilding techniques, uses of ceramic equipment, creative development of pottery and sculptural forms from clay.
- XXX 3609 Basic Interior Decorating, 20 class hours, 2 Inst. c.e.u. [Offered as needed]**  
A course designed to acquaint the student with basic fundamentals relating to interior decorating, including a study of simple room arrangements, furniture and drapery styles, the selection of carpets and the proper use of color.
- XXX 3612 Antiques, 20 class hours, 2 Inst. c.e.u. [Offered as needed]**  
Basic information concerning antiques for the homeowner and employee in antiques, furnishings or related fields; development of American furniture and accessories of all styles or periods including construction, woods, and materials.
- XXX 3613 Painting, 20 class hours 2. Inst. c.e.u. [Offered as needed]**  
A "short" course dealing with problems of perspective construction, application and color composition of two-dimensional art forms. Limited primarily to A. watercolors, B. oils, C. acrylics. May be repeated.
- XXX 3614 Photography, 20 class hours, 2 Inst. c.e.u. [Offered as needed]**  
Fundamentals of photography. Exploratory experiences for the student having vocational, avocational, hobby or fine arts interest in photography. (A) Basic principles of photography, (B) film processing and developing techniques. (C) composition, lighting, mounting and special applications. May be repeated. Student should provide own camera.
- XXX 3615 Intermediate Drawing, 75 class hours, 7.5 Inst. c.e.u. [Offered as needed]**  
Intermediate course in the technical and aesthetic considerations of exploring drawing media.



- XXX 3616 Introduction to Two-Dimensional Design, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a two-dimensional format. This is a foundation course for all of the graphic arts: painting, printmaking, and the two-dimensional crafts.
- XXX 3617 Introduction to Three-Dimensional Design, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a three-dimensional format. This is a foundation course for all of the plastic arts: sculpture, architecture and the three-dimensional crafts.
- XXX 3618 Beginning Sculpture, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
An introductory course in the technical and aesthetic considerations of creating sculptural forms. Includes a wide range of possible materials and expressions, those used in the past and those being used currently, in both the reductive and additive methods. The student will be expected to solve problems in several different media that best express his particular sensibilities.
- XXX 3619 Painting, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
Beginning course in painting using the acrylic medium. Course covers problems in painting technique related to composition, color and form. Individual student ideas and approaches will be encouraged.
- XXX 4602 English for Foreign Born, 90 class hours, 9 Ind. c.e.u.**  
English for non-English speaking adults. Emphasis is placed on speaking, reading, and writing English based on living experiences and needs.
- XXX 4604 Foreign Language—Spanish, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Comparable in content to those Spanish courses offered in the regular secondary school. For conversational purposes, emphasis is placed on speaking and oral comprehension.
- XXX 4606 Effective Speaking, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise, and elements of parliamentary procedure.
- XXX 4607 Effective Writing, 10 class hours, 1 Ind. c.e.u. [Offered as needed]**  
An intensive study of effective writing with emphasis on writing mechanics and practical application.
- XXX 4610 Reading, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Reading courses are offered on different levels to satisfy adult reading needs. Emphasize basic reading skills and comprehension and the increase of reading speed.
- XXX 4612 Foreign Language—French, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Comparable in content to those courses offered in the regular secondary school. For conversational purposes, emphasis is placed on speaking and oral comprehension.

- XXX 4616 Study Skills, 30 contact hours, 3 Inst. c.e.u. [Offered as needed]**  
 Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills.
- XXX 4626 High School English, 45 class hours, 4.5 Ind. c.e.u., [Offered as needed]**  
 Intensive review of English on the secondary school level.
- XXX 4629 Survival German, 12 class hours, 1.2 Inst. c.e.u. [Offered as needed]**  
 A conversational German course designed to aid the student in the exchange of everyday thoughts, feelings, and questions of urgent importance to the traveler or neighbor in a German-speaking situation.
- XXX 4631 Everyday German, 18 class hours, 1.8 Inst. c.e.u. [Offered as needed]**  
 The course content of German sentences and phrases of high-frequency use in conversation, especially in situations encountered by the traveler and resident in German-speaking community will be presented in short dramatized episodes. Skits, dialogues, sound tapes, and video tapes will be used to present the materials with minimal translation into the native language, and maximum practice in the oral control of the sentences by the students developed by dramatized practice.
- XXX 4800 Applied English, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
 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.
- XXX 4815 Technical Writing, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
 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.
- XXX 4817 Teaching Effective Study Skills, 16 class hours, 1.6 Ind. c.e.u. [Offered as needed]**  
 Practical application of psychological principles to personal learning and study skills. Recommended for anyone who wants to increase their knowledge of teaching study skills.
- XXX 5600 High School Algebra I, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 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.
- XXX 5602 High School Algebra II, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 Algebra including products and factors, proportions and variations, exponents, roots and radicals, solutions of equations, logarithms, ratios, progression and variation and numerical trigonometry.

- XXX 6601**     **Educating the Consumer, 45 class hours, 4.5 Inst. c.e.u. [Fall and Winter]**  
 A study of the role of the consumer and consumer goods and services as related to the home. The course will encourage wise planning and use of resources.
- XXX 6604**     **U.S. History I, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 Political, social and economic events in the development of the United States from Colonial times to the late 19th Century.
- XXX 6605**     **World History I, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 A study of man's social, economic and political progress from earliest civilization to the mid-17th Century and how world development has been influenced by persons, ideas and events through the years.
- XXX 6806**     **Police Skills, 45 contact hours, 4.5 Ind. c.e.u. [Offered as needed]**  
 A skills development course designed to upgrade the auxiliary and/or inservice police officer in the areas of driver improvement, arrest techniques, stress reduction, medical emergencies and use of firearms. A Florida Police Standards Salary incentive course.
- XXX 6607**     **World History II, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 A study of man's social, economic and political progress from mid-17th Century to present and how world development has been influenced by persons, ideas, and events through the years.
- XXX 6609**     **U.S. History II, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 Political, social and economic events in the development of the United States from the late 19th Century to the present.
- XXX 6620**     **Understanding Child Behavior, 20 class hours, 2 Ind. c.e.u. [Offered as needed]**  
 A course designed to help parents learn to be more effective teachers of their children. This course will show parent how to systematically use consequences to teach children in positive ways what children need to learn to become more effective people.
- XXX 6621**     **Child Nutrition and Health Practices, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
 Methods of meeting the physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.
- XXX 6622**     **General Psychology, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 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.
- XXX 6624**     **Adjustment for Life, 45 contact hours, 4.5 Ind. c.e.u. [Offered as needed]**  
 Psychology of adjustment. 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.

- XXX 6625**     **Managing Your Home I, 15 class hours, 1.5 Ind. c.e.u. [Offered as needed]**  
 Basic course in managing the home as related to individual and family activities; includes principles of positive interaction of family members as well as time and energy management applied to housekeeping tasks of providing and maintaining food, shelter, and clothing, and good communication fo family members.
- XXX 6630**     **Cake Decorating, 14 class hours, 1.4 Inst. c.e.u. [Offered as needed]**  
 Designed to teach how to decorate a cake.
- XXX 6631**     **Clothing Construction for the Beginner, 20 class hours, 2 Ind. c.e.u. [Offered as needed]**  
 An elementary course for the person wanting to learn the basics of making simple clothing.
- XXX 6637**     **Helping the Aging Help Themselves, 30 class hours, 3.0 Inst. c.e.u. [Offered as needed]**  
 A course for persons who work with the aging which deals with helping relationships, communication, and problems of the aging: emphasis is on fostering or maintaining independence of the aging.
- XXX 6638**     **Woman's Day Workshop**  
 A workshop to focus on needs and interests of women in relation to continuing education.
- XXX 6639**     **Legal Rights and Concerns for the Elderly, 15 class hours, 1.5 Inst. c.e.u. [Offered as needed]**  
 A course focusing on law and the elderly including legal needs of the elderly, rights of individuals, guardianship, durable family power of attorney, legal benefits; organization of records such as wills, property and insurance policies; and protective services and legal aid for adults.
- XXX 6640**     **Community Resources for the Elderly, 1.5 Inst. c.e.u., 15 contact hours [Offered as needed]**  
 A study of community resources available to the elderly.
- XXX 6641**     **Non-Traditional Careers, 45 class hours, 4.5 Ind. c.e.u. [Fall, Winter, Spring]**  
 A course in which (1) participants will become aware of the special problems faced by persons in non-traditional fields with emphasis on overcoming occupational sex stereotyping and (2) participatnts will develop individualized career plans through the processes of realistic decision making and goal setting.
- XXX 6643**     **Advanced Cake Decorating, 14 class hours, 1.4 Inst. c.e.u. [Offered as needed]**  
 A course in advanced skills relating to the art of cake decorating. A self-supporting course. Prerequisite: XXX 6630 Cake Decorating or permission of the instructor.
- XXX 6700**     **Chemical Tests for Intoxication, 40 class hours, 4 Ind. c.e.u. [Offered as needed]**  
 Background and history of alcohol; effects on motor coordination; operation and maintenance of breathalyzer equipment; court testifying; metric systems; and legal aspects of consent law.

- XXX 6701 Private Security Guard, 50 class hours, 6 Ind. c.e.u. [Offered as needed]**  
A course designed to prepare persons for licensure and employment as private security watchmen, guards, or patrolmen in accordance with Chapter 75-230, Florida Statutes. Course meets required criteria for the issuance of a Class "G" Gun Permit.
- XXX 6702 Criminal Identification, 20 class hours, 3 Ind. c.e.u. [Offered as needed]**  
Designed to train students in the techniques and use of the Identi-Kit in building facial composites of wanted and missing persons. For in-service law enforcement officers.
- XXX 6704 Police Officer Auxiliary, 95 contact hours, 9.5 Ind. c.e.u. [Offered as needed]**  
A course designed to meet police auxiliary officer minimum standards as promulgated by the Florida Police Standards Board.
- XXX 6705 Requalification Test for Intoxication, 6 contact hours, .6 Ind. c.e.u. [Offered as needed]**  
Course meets Florida Department of Education requirements for Chemical Test Technicians for in-service law enforcement officers (or civilian employees) with a minimum of two years experience.
- XXX 6706 Breathalyzer Equipment Maintenance, 20 class hours, 2.0 Ind. c.e.u. [Offered as needed]**  
Course meets Florida Department of Education requirements for maintenance of chemical test equipment.
- XXX 6707 Police Dispatcher Communications, 20 class hours, 2 Ind. c.e.u. [Offered as needed]**  
A basic course in Law Enforcement Dispatcher Communications to include fundamentals of proper communications procedure, radio-telephone, and teletype techniques.
- XXX 6708 Police Firearms Requalification, 4 contact hours, .4 Ind. c.e.u. [Offered as needed]**  
A practical police firearms semi-annual requalification course for in-service, part-time and auxiliary law enforcement officers. Prerequisite: Inservice-part time/auxiliary police officer.
- XXX 6709 Auto-Intoximeter Course, 8 contact hours .8 Ind. c.e.u. [Offered as needed]**  
Auto-intoximeter operators course to include instrument familiarity and check out. Required by State Department of Health for Intoximeter Operations. Prerequisites: State Certified Chemical Tests for Intoxication Operators.
- XXX 6710 Police Radar Operator, 40 class hours, 4 Ind. c.e.u. [Offered as needed]**  
This course is sanctioned by the Florida Police Standards and Training Commission and meets requirements of Chapter 943.14(10)(a), Florida Statutes. It is designed to equip law enforcement officers with basic knowledge and skills needed for proper operation of radar speed measurement devices.



- XXX 6761 Nutrition for School Food Service Personnel, 30 class hours, 3 Ind. c.e.u. [Offered as needed]**  
Provides basic information regarding normal nutrition, with an emphasis on the needs of children and youth; the role of food nutrients; promotion of good eating habits; and the conservation of nutritional value of food during storage preparation and service. Prerequisite: Employment in school food service.
- XXX 6762 Work Improvement for School Food Service, 30 class hours, 3 Ind. c.e.u. [Offered as needed]**  
Basic principles of motion, economy, and the application of time-saving methods to a job. Stress is placed on simplifying tasks, conserving energy, eliminating physical strain and increasing efficiency. Prerequisite: Employment in school food service.
- XXX 6800 Police Officer Refresher, 40 hours, 4 Ind. c.e.u. [Offered as needed]**  
A career development refresher training course for full-time police officers, part-time police officers, and auxiliary police officers. Prerequisite: Certificate of Compliance or completion of the Florida Police Standards Recruit Training Course or completion of the Police Officer Auxiliary Officer Recruit Course.
- XXX 6802 Police Officer Advanced, 40 class hours, 4 Ind. c.e.u. [Offered as needed]**  
A career development advanced training course for full-time police officers, part-time police officers, and auxiliary police officers. Prerequisite: Successful Completion of the Police Officer Intermediate Training Course.
- XXX 6803 Evidence Technician Course, 80 class hours, 8 Ind. c.e.u. [Offered as needed]**  
The scientific aspects of criminal investigation and crime scene technology; firearms and tool marks examination, fiber examination, latent fingerprint development, document analysis, identification methods, crime scene photography, serology, shoe print and tire evidence, forensic pathology and toxicology. The role of the crime laboratory in applying the physical, chemical and biological sciences. Prerequisite: Limited to in-service law enforcement officers.
- XXX 6804 Police Officer Supervision Training, 80 class hours, 8 Ind. c.e.u. [Offered as needed]**  
A career development course for full-time police officers designed to train the line supervisor. Prerequisite: Successful completion of the Police Officers Advance Training Course or by filling a supervisory position in law enforcement.
- XXX 6805 Police Photography, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
A basic course in police photography techniques to include photography techniques to include photographic principles, illumination, composition, identification, fingerprint, crime scene, traffic accident, courtroom technician, darkroom and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: In-service law enforcement officer.

- XXX 6806**     **Police Skills, 4.5 Ind. c.e.u., 45 contact hours [Offered as needed]**  
 A skills development course designed to upgrade the auxiliary and/or inservice police officer in the areas of driver improvement, arrest techniques, stress reduction, medical emergencies and use of firearms. A Florida Police Standards Salary incentive course.
- XXX 6807**     **Law Enforcement Institutes, 60 class hours or 4 or 6 hour classes, 6.0 c.e.u. or .4 c.e.u. or .6 c.e.u. (Ind.) [Offered as needed]**  
 Law Enforcement Symposiums, Seminars and Workshops offered in four or six hour sessions, as the needs dictate. A. Criminal Law, 6 hours; B. Criminal Procedure, 4 hours, C. Forensic Pathology, 4 hours; D. Applied Technology, 6 hours; E. Criminal Identification, 4 hours; F. Specific Techniques, 6 hours; G. Crime Scene Activities, 4 hours; J. Special Investigations, 6 hours; K. Field Activities, 6 hours; L. Evidential Issues, 4 hours.
- XXX 6851**     **Police Officer Recruit Training, 320 class hours, 32 Ind. c.e.u. [Offered as needed]**  
 Meets the Florida Police Standards basic recruit requirements for law enforcement officers. Students must meet basic certification requirements upon enrollment. Sub-parts may be taken as needed to meet the basic requirements as follows: A. Introduction to Criminal Justice-46 hours; B. Criminal Law-47 hours; C. Criminal Investigation-47 hours; D. Police Operations-47 hours; E. Traffic-47 hours; F. Police Procedures & Techniques-47 hours; G. Advanced Firearms-39 hours.
- XXX 6907**     **Consumer and Homemaking Education, 90 class hours, 9 Ind. c.e.u. [Fall, Winter, Spring]**  
 Designed to help students improve home environment and the quality of personal and family life and includes instruction in food and nutrition, child development, clothing, housing, family relations and management of resources with emphasis on selection, use, and care of goods and services, budgeting and other consumer responsibilities.
- XXX 6908**     **Orientation to Basic Child Care, 24 class hours, 2.4 Ind. c.e.u. [Offered as needed]**  
 An introduction to child care with emphasis on children's growth and development, to be followed by Basic Child Care, XXX 6909.
- XXX 6909**     **Basic Child Care and Guidance, 45 class hours, 45 lab., 4.5 Ind. c.e.u. [Offered as needed]**  
 Introductory course in child care with emphasis on children's growth and development. Includes ways of working with children from infancy through age five. Role of play in learning. Prerequisite to other child care courses.
- XXX 6911**     **Introduction to Basic Clothing Construction, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
 Designed develop skills in clothing selection and construction. Emphasis on management of individual resources to meet the need of family members.

- XXX 6913 Curriculum for Young Children, 105 class hours, 10.5 Ind. c.e.u. [Offered as needed]**  
Study of techniques of using language arts, science, art, social studies, music, math, and physical activities with young children with emphasis on interdisciplinary learning.
- XXX 6915 Ways of Working With Young Children I, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
Course designed to increase objectivity and proficiency in observing, recording, and interpreting children's behavior; in addition, to increase awareness of patterns of behavior of children from 2 to 5 years. Includes child guidance and discipline techniques. Various assignments given as participant observers in child development centers or homes.
- XXX 6916 Parent Involvement, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
Study of effective ways of working with parents, understanding home and community setting. Prerequisite: XXX 6913 and XXX 6915 preferable, or permission of instructor.
- XXX 6917 Constructing Creative Equipment and Material, 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
Selecting, making and using indoor and outdoor equipment and teaching materials with young children; approximately one half focusing on language development. Prerequisite: XXX 6906 XXX 6913 and XXX 6915 preferable.
- XXX 6918 Child Care Services, 45 class hours, 1 lab., 3 lec., 4.5 Ind. c.e.u. [Offered as needed]**  
Study of programs for young children with emphasis on the teaching roles, selection and use of equipment and materials for groups of young children.
- XXX 6920 Programs for School-Age Children, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
Emphasis on programming for after-school care; includes understanding needs of school age child up to 12 years.
- XXX 6922 Ways of Working with Young Children II, 90 class hours, 9 Ind. c.e.u. [Offered as needed]**  
Study of development and application of effective skills and techniques use in programming for young children. Prerequisite: XXX 6906, XXX 6913, XXX 6915 preferable.
- XXX 6923 Food Service Manager Seminar, 30 class hours, 3 Ind. c.e.u. [Offered as needed]**  
Designed to update the food service manager in the areas of nutrition, merchandising, work simplifications, job descriptions and analysis, and human relations. Prerequisite: employment in school food service.
- XXX 6925 Basic Tailoring, 75 class hours, 1 lec., 4 lab., 7.5 Ind. c.e.u. [Offered as needed]**  
Tailoring principles and techniques of constructing, fitting and selected tailored garments. Prerequisite: XXX 6933, XXX 6935 recommended.

- XXX 6929**      **Decorating Your Home I, 15 class hours, 1.5 Inst. c.e.u. [Offered as needed]**  
 Basic study of home decorating principles and techniques; analyzing decorating needs and priorities; inexpensive ideas for creating individual and inviting atmosphere in the home through buying wisely or making needed items, or using existing home furnishings.
- XXX 6931**      **Food Planning and Preparation, 2 lab., 2 lec., 60 class hours, 6 Ind. c.e.u. [Offered as needed]**  
 A basic study of foods and principles underlying meal planning, food selection, preparation and service. A consideration of the essentials of an adequate diet.
- XXX 6932**      **Child Care Seminar, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
 Weekly seminar to critique performance and plan effective student field experience. Individual and group conferences scheduled concurrently with field experience.
- XXX 6933**      **Basic Clothing Construction, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
 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.
- XXX 6935**      **Advanced Clothing Construction, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
 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 individually to the garment. Prerequisite: XXX 6933.
- XXX 6936**      **Family Finance Seminar, 3 class hours, 3 Inst. c.e.u. [Offered as needed]**  
 Three hour seminar focusing on choices and decisions regarding money, spending resources wisely, protecting your future and family communication and money.
- XXX 6937**      **Senior Citizens Use of Food, 45 class hours, 4.5 Inst. c.e.u. [Offered as needed]**  
 A course designed to inform senior citizens of the importance of proper selection, preparation, serving, and storing of food with emphasis on food needs, interests, and resources of the elderly, including cooking for one or two persons.
- XXX 6938**      **Improving Quality of Family Life, 20 class hours, 2.0 Inst. c.e.u. [Offered as needed]**  
 A course which focuses on improving the quality of personal and family life through instruction in child development, family relations, budgeting and managing resources, and homemaking skills with emphasis on the dual role (home & job).

- XXX 6939**     **Cooking with Energy Saving Appliances, 15 contact hours, 1.5 Inst. c.e.u. [Offered as needed]**  
The basic operation of the energy saving appliances and use in cooking techniques for various foods.
- XXX 7600**     **Auto Mechanics for the Layman, 20 class hours, 2 Inst. c.e.u. [Fall]**  
A course designed to prepare drivers to handle simple problems relating to the automobile, including the performance of simple maintenance. (Self-Supporting)
- XXX 7602**     **Introduction to Auto Mechanics, 20 class hours, 2.0 Ind. c.e.u. [Offered as needed]**  
A course designed to make the student aware of the auto mechanics field by learning about the basic operation and the various systems of the automobile. Students will be taught to handle simple problems relating to the operation, maintenance and performance of the automobile.
- XXX 7603**     **Occupational Orientation, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**  
A course in which students will receive an orientation to the world of work and will acquire skills in choosing an occupation, applying for a job, and maintaining and progressing in an occupation.
- XXX 7715**     **Electrical Wiring: Apprentice, 60 class hours, 6 Ind. c.e.u. [Fall, Winter] 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for electrical apprenticeship training. Training in the installation of wiring systems and lighting fixtures in a building, including laying conduits, installing switch panels, pulling wire, splicing, testing circuits, line construction and performing other duties and jobs required of an electrician.
- XXX 7723**     **Aircraft Welding, 75 class hours, 7.5 Ind. c.e.u. [Offered as needed]**  
Shop safety precautions and procedures; practical and theoretical training in the use of oxyacetylene welding in general aviation; training in the recognition of various materials for welding and in the selection of the proper welding materials and equipment for use in general aviation.
- XXX 7730**     **Air Conditioning and Heating: Apprentice, 60 class hours, 6 Ind. c.e.u. [Fall, Winter], 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for air conditioning and heating, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7731**     **Bricklaying: Apprentice, 60 class hours, 6 Ind. c.e.u. [Fall, Winter], 24 class hours, 2.4 c.e.u. [Spring]**  
Related theory and classroom work for bricklaying, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7732**     **Carpentry: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter] 24 class hours, 2.4 Ind. c.e.u. [Spring]**  
Related theory and classroom work for carpentry, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.



- XXX 7733**     **Painting: Apprentice, 60 class hours, 6 c.e.u. [Fall, Winter]; 24 class hours, 2.4 Ind. c.e.u. [Spring]**  
 Related theory and classroom work for painting, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7734**     **Plumbing and Pipefitting: Apprentice, 60 class hours, 6 Ind. c.e.u. [Fall, Winter] 24 class hours, 2.4 c.e.u. [Spring]**  
 Related theory and classroom work for plumbing and pipefitting, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7735**     **Sheetmetal: Apprentice, 60 class hours, 6 Ind. c.e.u. [Fall, Winter]; 24 class hours, 2.4 c.e.u. [Spring]**  
 Related theory and classroom work for sheetmetal, apprentice training. Instruction in mathematics, blueprint reading, method of construction, safety, use of building materials, and other technical subjects.
- XXX 7749**     **Basic Baking, 180 class hours, 18.0 Ind. c.e.u., 3 lec., 9 lab. [Offered as needed]**  
 A study of baking practices and principles as they apply to the preparation of breads, rolls, pastries, pies, cakes, cookies, and specialty deserts.
- XXX 7768**     **Commercial Food Apprentice, 60 contact hours, 6.0 Ind. c.e.u.**  
 Related theory and classroom work for commercial foods apprentice training. Instruction in the preparation of basic foods, meats, vegetables, salads, soups, and sauces.
- XXX 7796**     **Estimating for Construction, 60 class hours, 6.0 Ind. c.e.u., lec., 2 lab. [Offered as needed]**  
 A basic course in estimating as it relates to industry in general. Covers related references, estimating methods, take-off organization and presentation, material take-off, and actual estimating projects relating to specific industrial fields.
- XXX 7801**     **Shop Safety, 15 class hours, 1.5 Ind. c.e.u. [Offered as needed]**  
 Introduction to shop safety regulations, causes of hazards, preventative measures, and what to do in case of an accident.
- XXX 7802**     **Supervising Industrial Workers, 15 class hours, 1.5 Ind. c.e.u. [Offered as needed]**  
 A non-credit course designed to help first line industrial supervisors improve their skills in employee motivation, human relations, dealing with personnel problems, time and resource management, scheduling, and planning.
- XXX 7815**     **Electronics Theory and Fabrication, 38 class hours, 3.8 Ind. c.e.u. [Offered as needed]**  
 This course provides a practical presentation of basic theory and of fabrication of subjects presented including the following: safety, math, concepts of voltage, current and power components, use of the VOM, how to read diagrams, tools, soldering principles, wiring, quality control and hardware.

**XXX 7843**      **Communication System, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**

Communication systems and the factors affecting the design, operation and maintenance of receiving and transmission, equipment, AC/DC theory, antennas, transistors, microwaves, oscillators and amplifiers are covered. Preparation for F.C.C. license examination.

**XXX 7844**      **Metric Awareness, 45 class hours, 4.5 Ind. c.e.u. [Offered as needed]**

MGF 0111

A course in metric measurement designed to give the student a rationale for metric conversion in the United States, an overview of the history of measurement, study in metric units of length, metric units of area and volume, metric unit of mass, and metric units of capacity.

**XXX 7850**      **CRT Phototypesetting, 8 contact hours, 1.2 Ind. c.e.u. [Offered as needed]**

Lecture/discussion about and "hands-on" experience with some of the most current CRT phototypesetting equipment available today.

**XXX 7981**      **Water Treatment Operator, 165 contact hours, 161 lec., 4 lab. 16.5 Ind. c.e.u. [Offered as needed]**

Study of water treatment. This course will cover the operation of a water treatment plant and related mathematics, biology, chemistry, records, and reports used in the operation of a water treatment facility. This course is preparation for the state "B" level water plant operator certification. Prerequisite: Consent of Instructor

**XXX 7982**      **Beginning Wastewater Operator I, 142 class hours, 14.2 Ind. c.e.u. [Offered as needed]**

An introductory study of the field of wastewater treatment. This course will cover the operation of a wastewater plant and the related mathematics, biology, chemistry, laboratory records and reports used in the operation of a wastewater facility. This course is preparation of the State "B" level wastewater operator.

**XXX 8609**      **Green Thumb, 20 class hours, 2 Inst. c.e.u. [Offered as needed]**

"Green Thumb" is designed to make each student cognizant of the main principles of plant selection and care. (Self-supporting course)

**XXX 8800**      **Emergency Medical Treatment, 130 contact hours, 13 Ind. c.e.u.**

EMSO119C

Emergency Medical Treatment represents one of the early phases of training for a career in emergency medical care considered withing the responsibilities of emergency medical care personnel as well as operational aspects of the job. Emergency Medical Treatment is a 130 contact hour non-credit course usually taught during the Fall or Winter semester.

**XXX 8801A**      **Refresher Emergency Medical, 30 contact hours, 3 Ind. c.e.u. [Offered as needed]**

EMS 0381

Refresher Emergency Medical Treatment is part of a career structure for emergency medical technicians (EMT's). It contributes to the maintenance of a uniformly high level of training and skill among EMT's. The course reviews basic skill and knowledge of emergency medical care and then brings the student up to date on new developments in the field of emergency medical treatment.

## ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

- Atwood, Robert C. .... Graphics/Printing Coordinator-Instructor  
Michigan State University, M.A.
- Bailey, Inez ..... Physical Education Instructor  
Wayne State University, M.Ed.
- Beal, Roby A. .... Mathematics Instructor  
Nova University, Ed.D.
- Beasley, Ernest A., Jr. .... Business Instructor  
University of Miami, M.B.A.
- Benvenuti, Eugene S. .... Registrar  
University of Southern Mississippi, M.A.
- Boone, Harold A. .... Auto Paint and Body Instructor
- Brown, Zara ..... Librarian  
Smith College, M.Ed.
- Browning, Clark T. III ..... Social Science Instructor  
University of Southern Mississippi, M.S.
- Bruce, Gaius M. .... Physical Education Instructor  
Memphis State University, M.Ed.
- Bundy, Roy E. .... Chair and Instructor, Biology Department  
University of Wisconsin, Ph.D.
- Cash, Herbert J. .... Biology Instructor  
Montana State College, M.S.
- Castle, George A. .... Admissions Counselor  
University of West Florida, M.A.
- Christmas, N. Donald ..... Humanities Instructor  
University of Houston, M.A.
- Clark, Grady E., Sr. .... Auto Mechanics Instructor
- Conger, Flora S. .... Chair and Instructor, Home Economics  
University of North Carolina, M.S. Department
- Couey, Ned R. .... Director Occupational Education  
Auburn University, Ph.D.
- Craiger, Vera C. .... Business Instructor  
University of Alabama M.A.
- Crozier, Margaret A. .... Communications Instructor  
Louisiana Polytechnic Institute, M.A.

- Culwell, Jackson P. .... Physical Science Instructor  
U.S. Naval Postgraduate School, M.A.
- Davy, Carl W. .... Computer Programmer  
Central State Teachers College, Wisc., B.S.
- Durham, James A. .... Dean, Instructional Program Development  
University of Southern Mississippi, Ed.D.
- Elmore, Olivia S. .... Adult Basic Education Instructor  
University of South Alabama, M.S.
- English, Alice M. .... Counselor  
University of West Florida, M.A.
- Fernstrom, Dorothy B. .... Home Economics Instructor  
Nova University, Ed.D.
- Fowler, Gerald L. .... Comptroller  
University of West Florida, M.B.A.
- Friese, Edward W. .... Business Instructor  
University of South Florida, M.A.T.
- Gardner, Edwin A., Jr. .... French/Spanish Instructor  
University of Oregon, M.A.
- Glasgow, John C. .... Mathematics Instructor  
Florida State University, M.S.
- Goetsch, David L. .... Chair, Industrial Education Department &  
Nova University, Ed.D. .... Drafting Instructor
- Graham, James A. .... Counselor and Psychometrist  
Troy State University, M.S.
- Gulledge, Earl N. .... Vice President, Educational Services  
Florida State University, Ph.D.
- Haddow, John C. .... Music Instructor  
University of Colorado, Ph.D.
- Hamilton, Ross E., Jr. .... Biology Instructor  
Northeast Louisiana State College, M.S.
- Hall, Rebecca A. .... Communications Instructor  
Eastern Kentucky University, M.A.
- Harris, Dorthy P. .... German and Communications Instructor  
University of North Carolina, M.A.
- Hart, Arnold .... Art Instructor  
University of Florida, M.Ed.
- Hawkins, Catherine H. .... Computer Programmer  
Mercer University, M.Ed.

- Head, Ronald A. . . . . Chair and Instructor, Physical Science  
University of the Pacific, Ph.D. Department
- Heath, Lanny R. . . . . Chair and Instructor, Physical Education  
Goerge Peabody College, M.A. Department
- Heckroth, Lewis C. . . . . Chair and Instructor, Mathematics  
Texas A & M University, M.A. Department
- Hester, Thomas J. . . . . Personnel Officer  
Berry College, B.S.
- Hilton, Rosa N. . . . . Chair and Instructor, Communications  
Florida State University, M.A. Department
- Howard, Retta W.B. . . . . Communications Instructor  
University of North Carolina, M.A.
- Howell, Myron A. . . . . Mathematics Instructor  
University of Florida, M.Ed.
- Jackson, Dorothy C. . . . . Business Instructor  
University of Mississippi, M.B.E.
- Jasperson, Gordon L. . . . . Coordinator of Career and  
University of Wyoming, Ed.S. Study Skills Counseling
- Johnson, Cecil R. . . . . Business Instructor  
University of Alabama, M.S.
- Johnson, Doris L. . . . . Adult Basic Education Instructor  
Florida Agricultural and Mechanical University, M.Ed.
- Jordan, Martha . . . . . Mathematics Instructor  
Florida State University, M.S.
- Kalangis, George P. . . . . Director, Learning Resources Center  
Florida State University, Ph.D.
- Kaltz, Gail C. . . . . Welding Instructor
- Kampwerth, Donald H. . . . . Physical Science Instructor  
University of Washington, M.S.
- Keller, Victoria L. . . . . Assistant to the President and  
Director, Operational Support Services
- Langley, Charlotte . . . . . Chair and Instructor, Business Department  
University of Southern Mississippi, M.S.
- LaRoche, James N. . . . . Communications Instructor  
University of Texas, M.A.
- Larson, Robert A. . . . . Humanities Instructor  
Florida State University, Ph.D.



- Lawson, R.D. . . . . . Data Processing Instructor  
Florida State University, M.S.
- Leatherwood, John G. . . . . . Music Instructor  
George Peabody College, M.M.
- Leon, Lionel O. . . . . . Biology Instructor  
University of Florida, Ed.D.
- Lucas, George . . . . . Business Instructor  
Marshall University, M.A.
- Martin, Elizabeth N. . . . . Business Instructor  
University of Alabama, Ed.S.
- Matthews, Joseph J. . . . . Chair and Instructor, Social Science  
Kansas State University, Ph.D. . . . . Department
- McCracken, J.E. . . . . President  
Ohio State University, Ph.D.
- Mettee, Maurice F. . . . . Supervisor of Plant and Grounds
- Muhlbach, George W. . . . . Instructor and Coordinator Law Enforcement  
Northern Colorado State University, M.A. . . . . Programs
- Nudo, Albert L. . . . . Music Instructor  
New England Conservatory of Music, M.M.
- Owens, David . . . . . Art Instructor  
Florida State University, M.F.A.
- Pell, Alfred S. . . . . Procurement Officer  
Boston University, B.S.
- Perdue, Riley . . . . . Foods Instructor
- Polk, Julia Ann . . . . . Mathematics Instructor  
Clemson University, M.S.
- Powell, Cheryl C. . . . . Communications Instructor  
Florida State University, M.A.
- Pulley, Charles H. . . . . Physical Education Instructor  
University of Florida, M.S.
- Rathke, Louan B. . . . . Physical Education Instructor  
University of North Carolina, M.Ed.
- Rhoades, James . . . . . Director, Financial Aid  
Florida State University, M.S.
- Roberson, Hosmer W. . . . . Coordinator, Community Activities  
University of Southern Mississippi, M.S. . . . . and Institutional Advancement

- Roberts, William S. .... Assistant Comptroller  
University of Southern Mississippi, M.S.
- Rudolph, Ray H. .... Director of Educational Services for  
Syracuse University, M.B.A. Military Personnel
- Sadler, William T. .... Director, Chautauqua Neighborhood Center  
Florida State University, Ph.D.
- Schoen, Robert W. .... Computer Programmer
- \*Scofield, Edward T. .... Social Science Instructor  
Eastern Washington State College, M.A.
- Senzig, Ronald G. .... Social Science Instructor  
Indiana State University, M.A.
- Shearer, Joe A. .... Air Conditioning Instructor
- Sheppard, J.B. .... Chair, Adult Studies Department  
University of Florida, Ed.S.
- Shipley, Walter B. .... Fine and Performing Arts Instructor  
Memphis State University, M.A.
- Shuler, Bernice G. .... Librarian  
Florida State University, M.S.L.S.
- Smith, Lester S. .... Information Services Officer  
Boston University, M.S.
- Stair, John W. .... Assistant Dean of Students and  
Auburn University, M.S. Coordinator Student Activities
- Stegall, Mary L. .... Social Science Instructor  
University of North Carolina, Ph.D.
- Steinberg, Morton H. .... Manager D.P. Center  
New York City College, B.A.
- Symonds, Merrill A. .... Social Science Instructor  
Clark University, Ph.D.
- Szuch, Paul J. .... Business Instructor  
University of Southern Mississippi, M.Ed.
- Thigpen, Margaret B. .... Librarian  
Emory University, M.A.L.S.
- Warren, J. Richard .... Instructor, Fine and Performing Arts  
Florida State University, Ph.D.
- Warren, Lucy .... Librarian  
Florida State University, M.S.L.S.

Watson, Lulu S. . . . . Communications Instructor  
 Troy State University, M.S.

Weathers, Eugenie V. . . . . Home Economics Instructor

White, Roberta. . . . . EMT Instructor  
 University of Southern Mississippi, M.S.

Whitney, Marilee C. . . . . Home Economics Instructor  
 Florida State University, M.S.

Williams, Willard J. . . . . Veterans Affairs Counselor/Coord.  
 University of West Florida, M.B.A. . . . . of Community Instructional Services

Wilson, C.M. . . . . Communications Instructor  
 University of Florida, M.Ed.

Wilson, Robert D. . . . . Dean, Student Services  
 University of Mississippi, Ph.D.

Winburn, Tommie L. . . . . Electronics Instructor  
 Northwestern State University, M.S.

Wise, William H., Sr. . . . . Police Science Instructor  
 George Washington University, M.B.A.

Yarnall, Joy P. . . . . Communications Instructor  
 University of West Florida, M.A.

Zimmer, Roswitha . . . . . Physical Science Instructor  
 Institute of Technology, Munich West Germany, Ph.D.

**HONORARY MEMBERS**

Anderson, Lucile . . . . . Director Emeritus of the Learning Resources Center

Davis, Fanny-Fern . . . . . Chairman Emeritus of Biology

Holzhauer, Emil . . . . . Honorary Faculty Chair in Arts

Sikes, Robert L.F. . . . . Honorary Faculty Chair in Government

Walter, Mamiruth . . . . . Counselor Emeritus

**OFFICE PERSONNEL**

Anger, Hilda . . . . . Military Educational Services  
 Eglin Air Force Base

Baker, Mary Lou . . . . . Physical Education

Baldwin, Joan . . . . . Financial Aid

Belote, Patricia . . . . . Library

Besse, Jeane	Library
Brinkley, Kathleen	Library
Brocketto, Charles E.	Comptroller's Office
Brown, JoAnne	Military Educational Services Hurlburt Air Force Base
Brown, Terry R.	Library-Audio Visual
Campbell, James W.	Data Processing
Carter, Dorothy S.	Student Activities
Cliburn, Cecilia N.	Financial Aid Office
Coon, Janice M.	Library - Audio Visual
David, Regina	Student Services
Davis, Loraine A.	Data Processing
Deulley, Vilma	College Reports
Fleming, Geraldine	Bookstore
Freshour, Mary H.	Library
Frost, Carolyn D.	Graphics/Printing
Hinson, Bobbie J.	Comptroller's Office
Holbert, Helen L.	Comptroller's Office
Jacobs, Sharon T.	Admission's Office
James, Patsy J.	Home Economics/Math Department
Johnson, Rosetta	Data Processing
Kozlowski, Alice	Library
Laux, Carolyne L.	President's Office
Livingston, Edward M., Jr.	Library-Audio Visual
Lopez, Carmen	Fine and Performing Arts
Ly, Thuyen T.	Graphics/Printing
Marvin, Merrita	Science Department
Matthews, Johnny L.	Physical Education
McDaniel, Margaret V.	Comptroller's Office

McDonald, Anna B. ....	Library
McDonald, Charlotte .....	V.P. Ed. Service's Office
Metzger, Judy J. ....	Chautauqua Neighborhood Center
Miller, Brenda S. ....	Comptroller's Office
Morris, Patricia .....	Bookstore
Newman, Winnie .....	Library
Painter, Gloria. ....	Comptroller's Office
Parkins, Rita M. ....	Operational Support Services
Perry, Inge A. ....	Student Services
Phelps, Ethel C. ....	Registrar's Office
Randolph, Maxine .....	Registrar's Office
Ritchie, Elizabeth .....	Registrar's Office
Ruis, Francis C. ....	Veteran's Affairs/CIS Office
Schaefer, Diana M. ....	Data Processing
Settles, Carolyn .....	Academic Dean's Office
Shermer, Naomi V. ....	Nurse
Sorrells, Peggy A. ....	Registrar's Office
Stevens, Edward C. ....	Bookstore Manager
Street, Gwendolyn .....	Information Services
Tatum, Debbie W. ....	Business Education Office
Thacker, Louise .....	Switchboard Operator
Toliver, Linda C. ....	Learning Resources Center
Weeks, Cora .....	EA/EO Reading Lab
White, Penny .....	Procurement Office
Willis, Jimmy W. ....	Data Processing
Wright, Kathy .....	Comptroller's Office



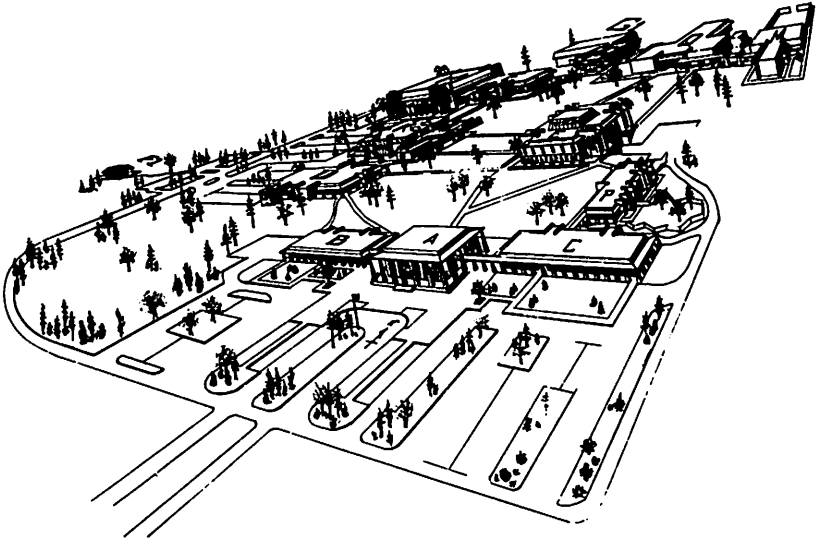
## PLANT AND GROUNDS AND FOOD SERVICE PERSONNEL

Baker, Murdene .....	Facility Services
Banks, Viola D. ....	Facility Services
Barnes, Tom J. ....	Facility Services
Blocker, O.C. ....	Facility Services
Bowden, Calvin D. ....	Facility Services
Brault, Henry A. ....	Facility Services
Buchanan, James .....	Facility Services
Chandler, Ruben D. ....	Facility Services
Chessher, James E. ....	Facility Services
Cobb, John C. ....	Facility Services
Cox, Quincy .....	Facility Services
Curry, Sam P. ....	Facility Services
Davis, Lawrence .....	Facility Services
Davis, Louise .....	Food Services
Deblois, John .....	Facility Services
Etzwiler, Ben A. ....	Facility Services
Fisher, George R. ....	Facility Services
Gore, Elbert .....	Facility Services
Grace, Don .....	Facility Services
Hardee, Ruby L. ....	Facility Services
Harris, Mattie F. ....	Facility Services
Hayes, Samuel H. ....	Food Services
Holman, Bailey .....	Facility Services
Ison, Ailon .....	Facility Services
Jackson, Jessie .....	Facility Services
Jeter, Clarence O. ....	Facility Services
Johnson, Bethel .....	Facility Services

King, David W. ....	Facility Services
Land, Jimmy E. ....	Facility Services
Levesque, Donald R. ....	Facility Services
Logerwell, Larry E. ....	Facility Services
McCaskill, Henry C. ....	Facility Services
McCormick, Gladys D. ....	Facility Services
Medley, Peggy A. ....	Food Services
Moore, Chubby ....	Facility Services
Moore, George A. ....	Facility Services
Ornellas, Dean N. ....	Facility Services
Parks, George L.E. ....	Facility Services
Patten, Brenda ....	Facility Services
Polazzo, Chris ....	Food Services
Pritchett, L.Z. ....	Facility Services
Rouse, Ralph ....	Facility Services
Simon, Al ....	Food Services
Smith, Warren ....	Facility Services
Stanfill, William ....	Facility Services
Vass, Bernard M. ....	Facility Services
Williams, Cornell. ....	Facility Services
Williams, John W. ....	Facility Services

# Okaloosa-Walton Junior College

Niceville, Florida



LETTER	NAME
A	Administration
B	Technical
C	Business
D	Science
E	Learning Resources
F	Physical Education
F-1	Outdoor Physical Education Facility
G	Utilities
G-1	Maintenance
H	Health
K	College Mall
M	Masonry
P	Home Economics
Q	Auto Shop

PLACE  
POSTAGE  
HERE

OKALOOSA-WALTON JUNIOR COLLEGE  
100 College Boulevard  
Niceville, Florida 32578

ATTENTION: Admissions Office

---

(STAPLE OR TAPE HERE)

## REQUEST FOR INFORMATION

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

Admissions Counselor  
Okaloosa-Walton Junior College  
Niceville, Florida 32578

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

1. I have (check the highest level which applies):

\_\_\_\_\_ completed elementary school  
\_\_\_\_\_ received a high school equivalency diploma  
\_\_\_\_\_ graduated from high school  
\_\_\_\_\_ completed some college studies  
\_\_\_\_\_ a bachelor's degree  
\_\_\_\_\_ completed some graduate studies  
\_\_\_\_\_ a graduate student

2. I would like to enroll as a:

\_\_\_\_\_ Full-time student  
\_\_\_\_\_ Part-time student

3. My interest is in the following kind of studies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Signature \_\_\_\_\_

(Please tear out and fold this page for mailing)



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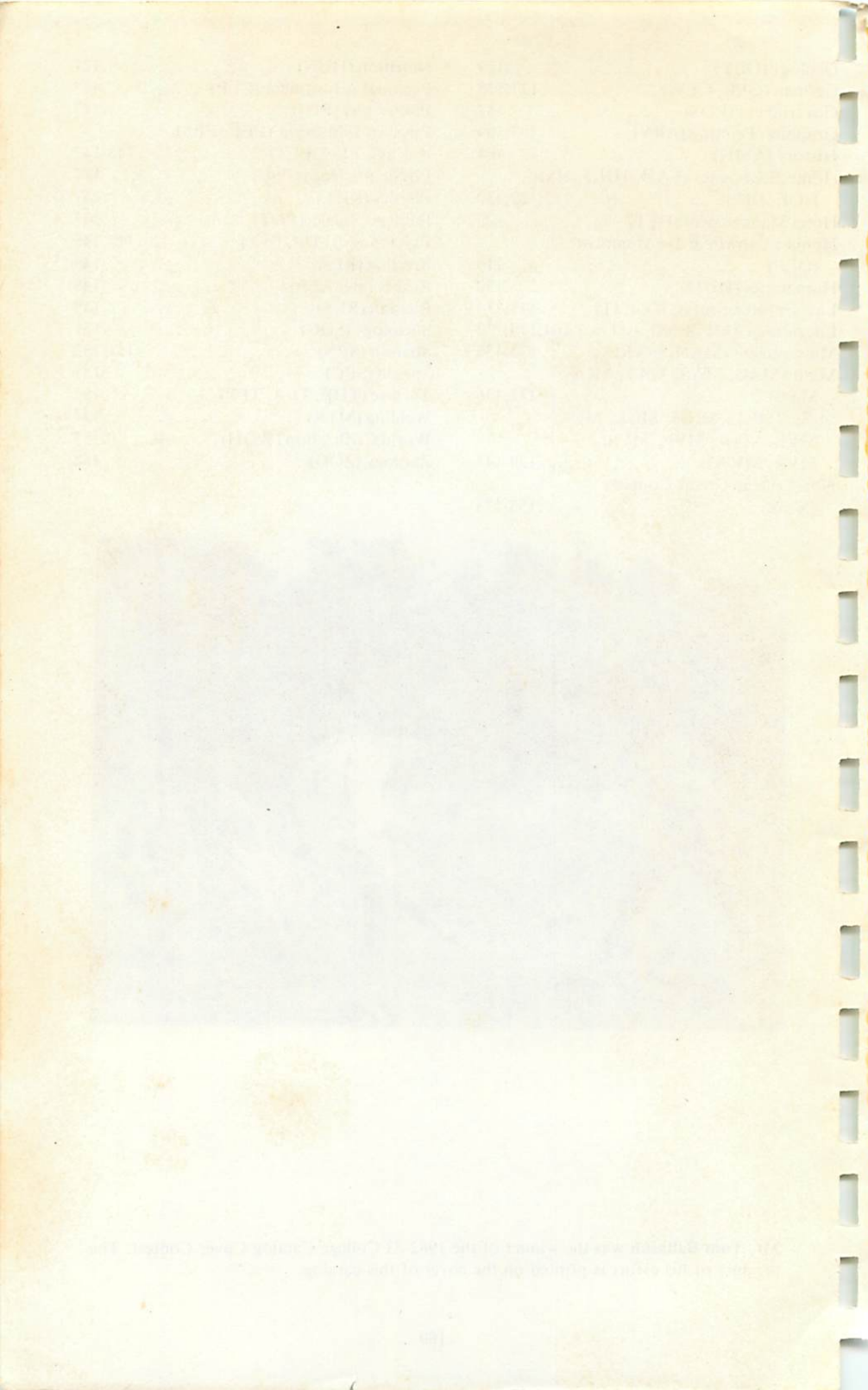
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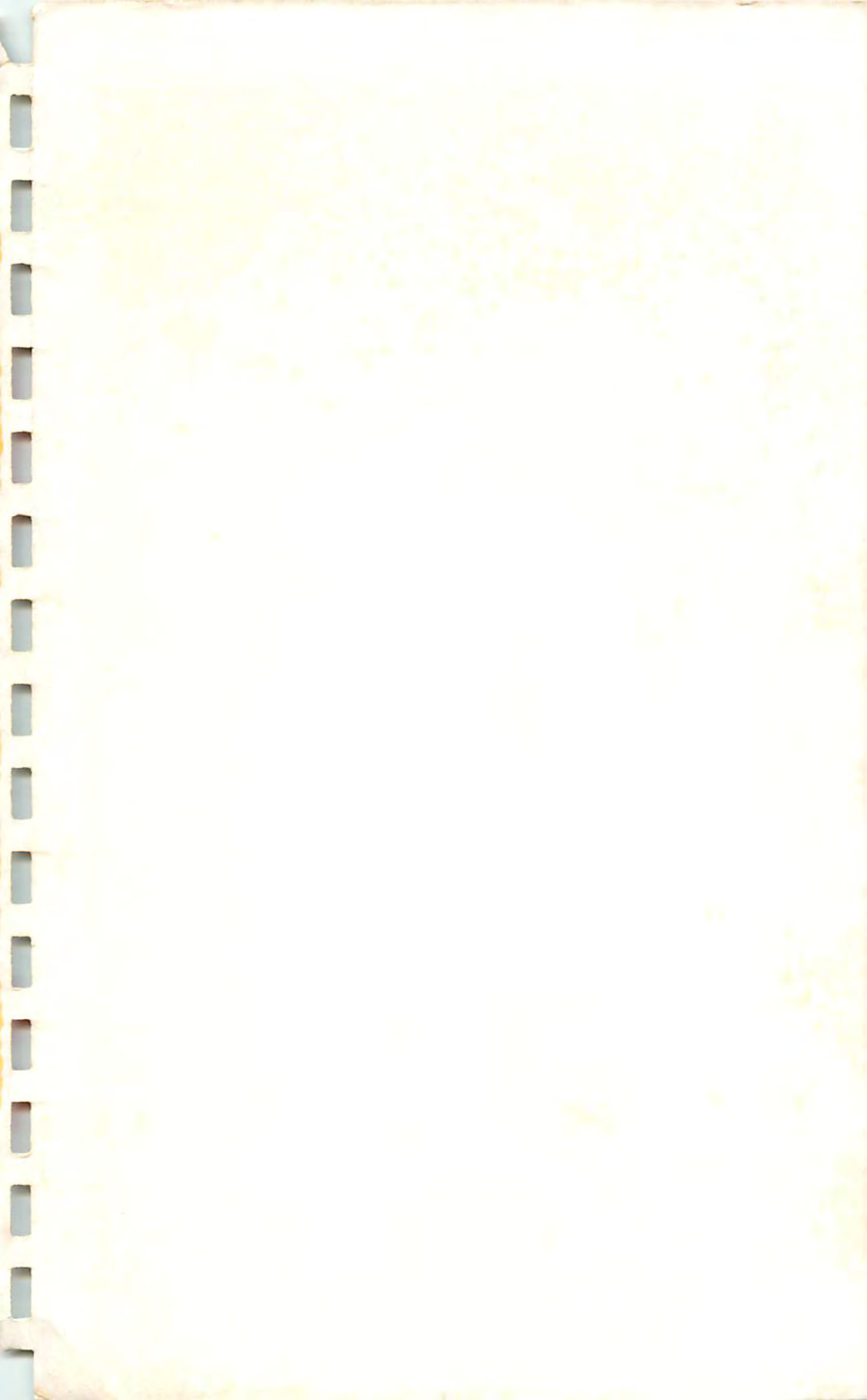
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**Mr. Tom Ballasoh** was the winner of the 1982-83 College Catalog Cover Contest. The product of his effort is printed on the cover of this catalog.











**Silver Anniversary of the**

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**An "Education Celebration"**