

Niceville, Florida

*Bobbie*



**Okaloosa-walton**

**JUNIOR COLLEGE**

Catalog 1987-88

Okaloosa-Walton Junior College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.

# 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

*District Board of Trustees*  
*of*  
*Okaloosa-Walton Junior College*

**John E. Baldwin**

**F. Lloyd Blue, Jr.**

**Albert Butler**

**Patrick E. Byrne, II**

**W. Max Clark**

**Hilda R. Coursey**

**Charlie H. Hill**

**Rodney Walker**

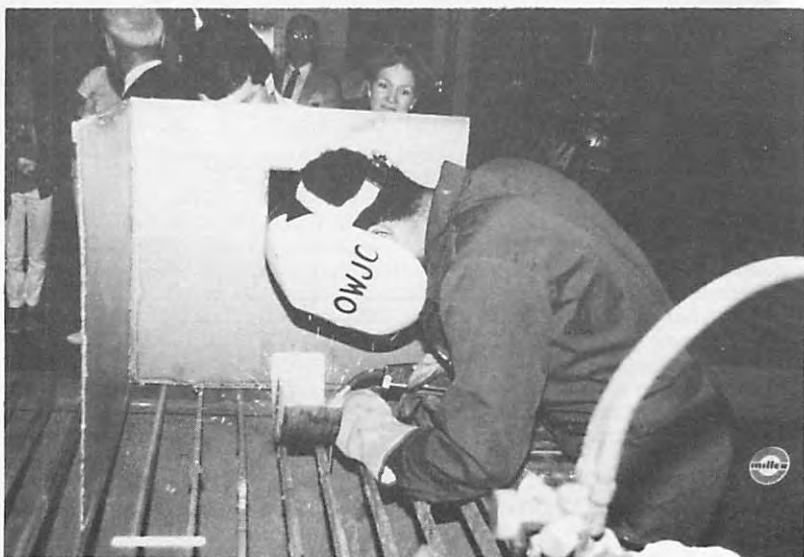
**J.E. McCracken, President  
and Corporate Secretary**



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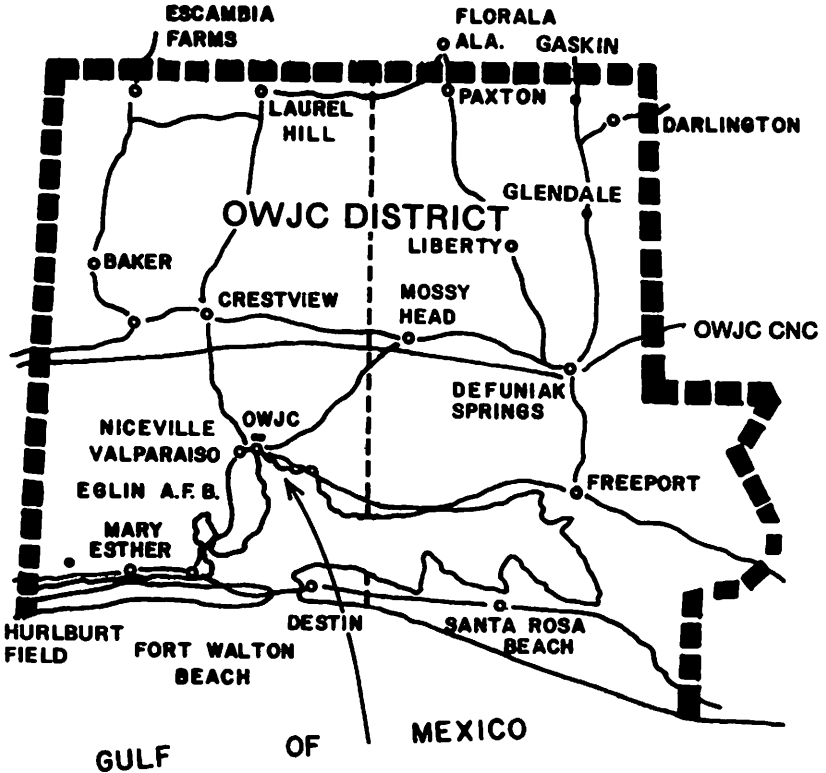
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# Okaloosa-Walton Junior College District

## OWJC TELEPHONE NUMBERS

CENTERS	NUMBERS
Main Campus (Niceville).....	678-5111
	892-5145
	682-5272
Fort Walton Beach.....	244-1000
DeFuniak Springs.....	892-2174
Eglin AFB.....	678-3727
Hurlburt Field.....	581-3006



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

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# CALENDAR OF INSTRUCTIONAL ACTIVITIES

The official Community/Junior College Academic Year extends from the beginning of Summer Semester of one calendar year to the end of the Spring Semester of the following calendar year. For the convenience of our clientele the Summer Semesters for both academic years are included in the published Calendar of Instructional Activities.

## ACADEMIC YEAR 1987-88\*

### SUMMER SEMESTER 1987

#### TWELVE WEEK SUMMER SEMESTER 1987

Registration for Returning Students (times by announcement).....	May 4 & 5
Program Planning and Registration for New Students (times by announcement).....	May 5
Cancellation of classes with insufficient enrollments.....	May 6
Late Registration and last day to add courses.....	May 7-July 11
Class Days:	
College-Credit and Non-College-Credit Classes.....	May 7-July 31
CLAST Registration Deadline**.....	May 8
Graduation application deadline for Summer Semester (all programs).....	May 8
Last day to pay fees or to receive any refund of fees for full-term courses.....	May 11
First day to apply for Comprehensive Course Examination.....	May 12
College Closed.....	May 25
College Level Academic Skills Test (CLAST)**.....	June 6
Deadline for application for Comprehensive Examination and payment of testing fees.....	June 15
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course.....	June 24
Course meeting less than full term.....	Mid-point + 3 days
Deadline for completion of Comprehensive Course Examination and payment of examination registration fee.....	June 24
College Closed.....	July 3
Late graduation application deadline for those who have Taken CLAST and have not applied for graduation*.....	July 10
Recognition Ceremony for Prospective Summer Semester Graduates (7:00 p.m.).....	July 24
Final Grades due in Registrar's Office (4:00 p.m.).....	July 31

\*EARLY REGISTRATION FOR FALL SEMESTER will begin at such time as the Fall schedules are released—usually by mid-summer. RELEASE OF FALL SEMESTER SCHEDULES WILL BE ANNOUNCED THROUGH NEWSPAPERS AND BROADCAST MEDIA OUTLETS. New students who have applied for admission will be invited to attend special orientation and registration sessions; THEREFORE, NEW STUDENTS SHOULD PLAN TO SUBMIT THEIR APPLICATIONS FOR ADMISSIONS BY EARLY JUNE OR AS SOON AS POSSIBLE.

\*\*See statement regarding CLAST on page 56.

**Summer Semester (May 1987-July 1987)**

**TERM I**

**First SIX-WEEK Summer Session, 1987**

Registration for Returning Students (times by announcement).....	May 4 & 5
Program Planning and Registration for New Students (times by announcement).....	May 5
Cancellation of classes with insufficient enrollments.....	May 6
Late Registration and last days to add courses.....	May 7-11
Class Days:	
College-Credit and Non-College-Credit Classes.....	May 7-June 18
CLAST Registration Deadline*.....	May 8
Last day to pay fees or to receive any refund of fees for full-length Term I courses.....	May 11
College Closed.....	May 25
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course.....	May 29
Courses meeting less than full term.....	Mid-point + 3 days
College Level Academic Skills Test (CLAST)*.....	June 6
Final grades due in Registrar's Office (12:00 noon).....	June 19

**TERM II**

**Second SIX-WEEK Summer Session, 1987**

Registration for Returning Students (times by announcement).....	June 15-17
Program Planning and Registration for New Students times by announcement).....	June 16-17
Cancellation of classes with insufficient enrollments.....	June 18
Late Registration and last days to add courses.....	June 19-23
Class Days:	
College-Credit and Non-College-Credit Classes.....	June 19-July 31
Last day to pay fees or to receive any refund of fees for full-length Term II courses.....	June 23
College Closed.....	July 3
Last graduation application deadline for those who have taken CLAST and have not applied for graduation.....	July 10
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course.....	July 15
Courses meeting less than full term.....	Mid-point + 3 days
Recognition Ceremony for Prospective Summer Semester Graduates (7:00 p.m.).....	July 24
Final grades due in Registrar's Office (4:00 p.m.).....	July 31

\*See statement regarding CLAST on Page 56.

## FALL SEMESTER, 1987

Off-Campus Registration (by announcement).....	July-August
Early Registration opportunities for previously and currently enrolled OWJC students (all locations).....	July 20 - 31
New Student Program Planning and Early Registration (by invitation).....	July 23-31
Walk-In Registration at All College Locations.....	August 3-14
In-Service Workshops (Faculty Returns 9:00 a.m. August 18).....	August 18 & 19
Registration for Returning Students.....	August 20 & 21
Program Planning and Registration for New Students (times by announcement).....	August 20 & 21
Cancellation of classes with insufficient enrollments.....	August 24
Late Registration and last days to add courses.....	August 25-September 1
Class Days: College-Credit and Non-College-Credit Classes(including final examinations for semester-length classes).....	August 25-December 16
CLAST Registration Deadline*.....	August 28
Graduation application deadline for Fall Semester (all programs).....	September 1
Last day to pay fees or to receive any refund of fees for full term courses.....	September 1
First day to apply for Comprehensive Course Examination.....	September 2
College Closed.....	September 7
College Level Academic Skills Test *.....	September 26
Deadline for application for Comprehensive Course Examination and payment of testing fee by 5:00 p.m. ....	October 16
Mid-Term Grades due in Registrar's Office (12:00 noon ).....	October 19
Last day to drop a course with a grade of "W" or to change to "Audit" status: Term-length course by 5:00 p.m. ....	October 30
Courses meeting less than full term.....	Mid-point + 3 days
Deadline for completion of Comprehensive Course Examination.....	October 30
College Closed.....	November 11
College Closed.....	November 26-27
(Note: Saturday classes will not meet on November 28)	
Early Registration opportunities for Spring Semester for previously and currently enrolled OWJC students by announcement.....	December 7-10
Early Registration opportunities for Spring Semester for new students (by invitation).....	December 9 & 10
Recognition Ceremony for Prospective Fall Semester Graduates.....	December 12
Final Examinations (college-credit classes).....	December 14-16
(Note: Final examinations for Saturday classes will be given on Saturday, December 12)	
Final grades due in Registrar's Office (12:00 noon).....	December 17
Campus Closed.....	December 21-January 3

\*See statement regarding CLAST on page 56.

## SPRING SEMESTER, 1988

Faculty Returns (8:00 a.m.).....	January 4
Registration for Returning Students (Times by announcement).....	January 4 & 5
Program Planning and Registration for New Students (Times by announcement).....	January 4 & 5
Cancellation of classes with insufficient enrollments.....	January 6
Late Registration and last days to add classes.....	January 7-14
Class Days:	
College-Credit and Non-College-Credit Classes (including final examinations for semester-length classes).....	January 7-April 28
Last day to pay fees or to receive any refund of fees for full-term courses.....	January 14
First day to apply for Comprehensive Course Examination.....	January 15
College Closed.....	January 18
Graduation application deadline for Spring Semester (all programs) at 4:30 p.m.....	February 12
CLAST Registration Deadline*.....	February 12
College Closed.....	February 15
Deadline for application for Comprehensive Examination and payment of testing fee.....	February 19
Mid-term grades due in Registrar's Office (12:00 noon).....	February 29
Last day to drop a course with a grade of "W" or to change to "Audit" Status:	
Term-length course.....	March 11
Courses meeting less than full term.....	Mid-point + 3 days
Deadline for completion of Comprehensive Course Examination.....	March 11
College Level Academic Skills Test (CLAST)*.....	March 12
College Closed.....	April 1
(Note: Saturday classes will not meet on April 2)	
Open House.....	April 9
Early Registration opportunities for Summer Semester for previously and currently enrolled OWJC students by announcement.....	April 18-22
Early Registration opportunities for Summer Semester for new students (by invitation).....	April 21 & 22
Final Examinations (college-credit classes).....	April 26-28
(Note: Final examinations for Saturday classes will be given on Saturday, April 23)	
Final grades due in Registrar's Office 12:00 noon.....	April 29
Graduation (7:00 p.m.).....	May 3

\*See statement regarding CLAST on page 56.



# ACADEMIC YEAR 1988-89

## SUMMER SEMESTER, 1988

### TWELVE-WEEK SUMMER SEMESTER, 1988

Early Registration for Returning Students (times by announcement).....	April 18-22
Program Planning and Registration for New Students (by invitation).....	April 21 & 22
Registration for Returning Students.....	May 2 & 3
Registration for New Students.....	May 3
Cancellation of classes with insufficient enrollment.....	May 4
Late Registration and last days to add courses.....	May 5-12
Class Days:	
College-Credit and Non-College-Credit Classes.....	May 5-July 29
CLAST Registration Deadline (5:00 p.m.).....	May 6
Last day to pay fees or to receive any refund of fees for full-term courses.....	May 12
First day to apply for Comprehensive Course Examination.....	May 13
College Closed.....	May 30
College Level Academic Skills Test (CLAST)*.....	June 4
Deadline for application for Comprehensive Examination and payment of testing fees.....	June 16
Last day to drop a course with a grade of "W" or to change to "Audit" status:	
Term-length course.....	June 17
Course meeting less than full term.....	Mid-point + 3 days
Deadline for completion of Comprehensive Course Examination.....	June 30
College Closed.....	July 4
(Note: Saturday classes will not meet on July 2)	
Graduation application deadline for Summer Semester (5:00 p.m.) (all programs).....	July 8
Early registration for Fall—Returning and New Students.....	To be announced**
Recognition Ceremony for Prospective Summer Semester Graduates (7:00 p.m.).....	July 22
Final Grades due in Registrar's Office (4:00 p.m.).....	July 29

\*See statement regarding CLAST on page 56.

\*\*EARLY REGISTRATION FOR FALL SEMESTER will begin at such time as the Fall schedules are released—usually by mid-summer. RELEASE OF FALL SEMESTER SCHEDULES WILL BE ANNOUNCED THROUGH NEWSPAPERS AND BROADCAST MEDIA OUTLETS. New students who have applied for admission will be invited to attend special orientation and registration sessions; THEREFORE, NEW STUDENTS SHOULD PLAN TO SUBMIT THEIR APPLICATIONS FOR ADMISSIONS BY EARLY JUNE OR AS SOON AS POSSIBLE.

## TERM I

### First SIX-WEEK Summer Session, 1988

#### Early Registration for Returning Students

(times by announcement).....April 18-22

#### Program Planning and Registration for New Students

(by invitation).....April 21 & 22

Registration for Returning Students.....May 2 & 3

Registration for New Students.....May 3

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

Late Registration and last days to add courses.....May 5-12

#### Class Days:

College-Credit and Non-College-Credit Classes.....May 5- June 16

CLAST Registration Deadline\*.....May 6

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

for full-length Term I courses.....May 12

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

"Audit" status:

Term-length course.....May 27

Courses meeting less than full term.....Mid-point + 3 days

College Closed.....May 30

College Level Academic Skills Test (CLAST)\*.....June 4

Final grades due in Registrar's Office (4:00 p.m.).....June 16

## TERM II

### (Second SIX-WEEK Summer Session, 1988)

#### Registration for Returning Students

(times by announcement).....June 14 & 15

#### Program Planning and Registration for New Students

(times by announcement).....June 15

Cancellation of classes with insufficient enrollments.....June 16

Late Registration and last days to add courses.....June 17-24

#### Class Days:

College-Credit and Non-College-Credit Classes.....June 17-July 29

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

for full-length Term II courses.....June 24

College Closed.....July 4

(No Saturday classes on July 2)

Graduation application deadline.....July 8

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

"Audit" status:

Term-length course.....July 8

Course meeting less than full term.....Mid-point + 3 days

#### Recognition Ceremony for Prospective Summer

Semester Graduates (7:00 p.m.).....July 22

Final grades due in Registrar's Office (4:00 p.m.).....July 29

\*See statement regarding CLAST on page 56.

# GENERAL INFORMATION

## 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 mankind's intensified search for meaning in 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.

## 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, college preparatory programs, and programs which lead to special certificates, to particular personal satisfactions, or 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

Twenty-three 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 the designated Area Vocational School of the Okaloosa-Walton Junior College District. In this combined role, OWJC is an educational complex which serves approximately 9,500 persons legally out of grades 1-12 in both on-campus and off-campus locations. The College has in this twenty-three years served over 192,900 persons; has a consistent record of its education for excellence through the

success of students transferring to senior institutions who have taken 60 or more semester-credit-hours at OWJC; and has received many acknowledgments and recognitions, including a citation by the President of the United States of America in 1972. In 1984 the College received the coveted "Secretary's Award" from the U.S. Secretary of Education for its Drafting and Design Technology program for Region IV.

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 present 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 264 acres of land from the Eglin Air Force Reservation was made by an Act of Congress in January, 1966, to Okaloosa-Walton Junior College.

The ceremony which marked the dedication of the permanent site was held April 10, 1969. The dedication ceremonies included establishment of the Robert L.F. Sikes Honorary Faculty Chair in Government, of the Emil Holzhauser Honorary Faculty Chair in Arts, and the acceptance of the Emil Holzhauser 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 Charter President, Dr. 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, operational support services, financial services, institutional research, information services, student publications, and student financial aid advisement services.

The *Business Education Building* provides facilities for instructional programs in business education, business administration, secretarial science, word processing, and mid-management.

The *Computer Services Building* houses the computer operations, computer instruction laboratories, faculty offices, and classrooms.



The "*Heavy Shops*" *Technical and Industrial Education Building* houses classrooms and shops for automotive and welding programs.

The "*Light Shops*" *Technical and Industrial Education Building* contains the laboratories for instruction in electronics and in drafting and design, including specialized laboratories for computer assisted drafting and robotics.

The *Learning Resources Center*, the largest structure on campus, houses a library collection of more than 73,000 books, subscribes to some 624 magazines and 23 newspapers. The audio-visual collection contains 48,136 items, including over 6,367 recordings, 3,000 tape cassettes, 26,092 slides, and 515 video-cassettes. 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 Learning Skills and Writing Laboratory, Counselor's offices, The Career Information Center, study carrels, and the Periodical-Reserve Books Department of the Learning Resources Center are located on the upper mezzanines.

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

*Building M* houses the air conditioning, heating and refrigeration instructional 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 community cultural events. The complex also contains offices, lecture-classroom and storage facilities for both physical education and EMT. 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 criminal justice and corrections training program.

The *Consumer Services Building* houses classrooms and laboratories for programs in consumer and home economics education.

The *College Mall* houses student activities, food services, the bookstore, lounges, meeting rooms, recreation areas, and instructional programs in communications, humanities 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 a HUD grant matched by funds donated by individuals, organizations, and governmental units of Walton County and its municipalities. The College, in cooperation with numerous non-profit organizations and governmental agencies in Walton County, offers diversified non-credit programs and a number of credit courses at the "CNC," as well as services to persons and groups with special needs. The Center, also, houses a Title XX Child Care Center.

Construction is currently in process for a new *Public Services and Mathematics* facility to serve principally Criminal Justice and Mathematics programs.

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 be limited.

Postsecondary instructional programs are offered at several military sites, including the *Eglin Center, the Hurlburt Center, Duke Field, and the Army Ranger Camp*. Programs and services are especially designed to accommodate active duty military personnel, but are also available to civil service personnel, contract personnel and the general citizenry on a space available basis.

The *Fort Walton Beach Center of Okaloosa-Walton Junior College and The University of West Florida* which officially opened its doors in August, 1983, is the newest off-campus site and is located on Mary Escher Cutoff in Fort Walton Beach. The Center is jointly operated by OWJC and UWF to provide, on a two-plus-two (OWJC/UWF) basis, postsecondary education from adult general education through undergraduate programs to graduate school programming.

## **CAMPUS LIFE**

The atmosphere on this college campus is determined by the blend of a dedicated College staff and faculty 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 policies and 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 the 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, normally, 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). Any exceptions are made by the Dean of Instruction.

## **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.



## SERVICEMEMBER'S OPPORTUNITY COLLEGE

OWJC is designated a Servicemember's Opportunity College and has a commitment to qualified active-duty military personnel through military assistance contracts and will develop special written program plans for qualified military personnel through the OWJC on-base representatives for Eglin and Hurlburt (See pages 16 and 57 for details.)

### COMPOSITION OF STUDENT BODY

Okaloosa-Walton Junior College is a co-educational institution serving annually approximately 10,000 students of all ages who are legally out of grades K-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 the most recent Reaffirmation of full accreditation by the Association being 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; The Handicapped 504 Act; and The Florida Educational Equity 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 Dean's list), degree(s) conferred (including dates), and previous institutions attended. |
| Category III | Past and present participation in officially recognized sports, student organizations and activities, and physical characteristics (height, weight) of athletes.                             |

Under the provisions of the Family 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. A student may exercise his/her right to withhold the kind of information listed above by obtaining a NOTIFICATION TO DENY DISCLOSURE OF DIRECTORY INFORMATION form from the office of the Dean of Student Services. This form must be completed and turned in to the Dean of Student Services by the end of late registration for each semester or term if the student's desire to withhold Directory Information is to be recognized. Also, a form for non-disclosure must be submitted *each academic semester or term* in order to remain in effect.

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, by rules of the State Board of Education and by 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 without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex. 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" (p. 15) is reserved.

Applicants desiring either full-time or part-time enrollment in courses or programs offered by Okaloosa-Walton Junior College may obtain from and return to the Admissions Office the appropriate admissions forms. These forms are available at the main campus in Niceville, at Building 251 on Eglin AFB, at the OWJC Chautauqua Neighborhood Center in DeFuniak Springs, at Hurlburt Field, at the OWJC/UWF Center in Fort Walton Beach and at all high schools in the OWJC District. Upon receipt and review of all required, completed admissions 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 admission status prior to registration. However, in those unusual cases where this procedure is not feasible, applicants may be conditionally enrolled as provided on page 15, except for dual enrollment, early admission, and foreign student applicants. Applicants whose circumstances are sufficiently unique that they cannot be accommodated 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 Office. Registration for applicants admitted in this category normally will be authorized on a space available basis.

Any decision with regard to admissibility on the part of the Admissions Specialist may be appealed to the Admissions Committee. A decision of the Admissions Committee may in turn be appealed to the President via the Dean of Student Services.

**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 Occupational Certificate Programs, College Preparatory Programs, and individual credit course enrollments.

Each applicant for admission to college-credit programs or courses at OWJC must submit with his/her completed application a \$15.00 *non-refundable* Admission Processing Fee. In addition, a properly executed Residency Declaration must be submitted by applicants who claim Florida residency (See page 16, Residence Classification section for enrollment fee assessment purposes.)

**Entry-level Testing.** Florida Statutes and Florida Administrative Code Rules specify that the results of selected standardized tests to measure achievement of college-level communication and computation competencies shall be utilized for admissions counseling and placement of all students intending to enter degree programs. OWJC has selected the ASSET Program as our means for fulfilling this requirement.



For purposes of the entry-level testing program, a student will be considered by the College as intending or not intending to pursue an associate degree program based upon his/her signed declaration at the time of registering *each and every semester* on and after registering for his/her 12th cumulative semester hour of degree-credit coursework. Accordingly, first-time-in-college students who have not taken the ACT, SAT, ASSET or MAPS and who intend to enroll as full-time degree seeking students (i.e., for 12 or more degree-credits) will be required to take ASSET before completion of registration for classes. Part-time entering students (i.e., those registering for less than 12 credits each semester) are encouraged to take ASSET before registering for classes, but may defer taking the test up to, but no longer than, completion of registration for their 12th cumulative college credit unless the student's declaration during registration *each semester* stipulates that the student *does not intend* to pursue an associate degree. Until a student declares an intended major or specialization the student shall be classified as "General Freshman." Non-degree-seeking students are required, however, to fulfill the testing requirements before enrolling for English, mathematics, and humanities courses.

In view of the above provisions, all students entering associate degree programs should endeavor to (a) have ACT, SAT, ASSET or MAPS test scores\* on file with OWJC prior to enrolling, or (b) take the ASSET on one of the College's scheduled testing dates prior to completion of registration for classes. (It is stressed that the ASSET is not a qualifying examination for admission, but the taking of it is a requirement for entering a degree program at the College--for the purpose of appropriate placement in College Preparatory or regular degree-credit courses in computation (mathematics), communications and reading).

While arrangements can ordinarily be made to take the ASSET on campus before enrolling at OWJC, it is recommended that aspiring college students coming directly from high school take the ACT, SAT, ASSET or MAPS during their senior year in high school *prior* to applying for admission to the 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.

The testing schedule for ASSET will be published in the Schedule of Classes for each registration period. Additional testing may be scheduled on an "as needed" basis when approved by the Dean of Student Services. The ASSET is administered at OWJC only for persons with an application on file and for which the Admissions Processing fee has been assessed.

Students may not take mathematics, communications or reading courses which are higher than the level indicated by the entry-level placement test results. Students who intend to pursue degree-credit programs and wish to take any courses in mathematics, communications, or reading but lack adequate test scores for entry into degree-credit mathematics, communication and reading courses may, in these subject areas, enroll, initially, only in College Preparatory offerings. The College Preparatory offerings for which such students are eligible include the following courses: College Preparatory English; College Preparatory Mathematics; College Preparatory Algebra; and College Preparatory Reading.

Students lacking adequate test scores for taking degree-credit mathematics, degree-credit communications or degree-credit reading courses are restricted to College Preparatory courses, *in those disciplines*, only. Such students ARE PERMITTED, CONCURRENTLY, TO ENROLL IN OTHER CURRICULUM AREAS FOR WHICH THEY ARE QUALIFIED WHILE THEY ARE ENROLLED IN COLLEGE PREPARATORY COURSES IN MATHEMATICS, COMMUNICATIONS AND READING. Students who find themselves in these circumstances should work very closely with counselors, educational advisors, and department chairmen with regard to scheduling their classes and planning their total education programs in order to have the most satisfactory educational experiences and to move most effectively toward fulfillment of graduation requirements.

Placement test score requirements for entry into degree-credit mathematics, communications and reading courses are determined by the State Board of Education, annually, and will be announced each semester through publication in the printed Schedule of Classes.

\*Scores for these tests taken within the past three years at other test centers will be accepted.

*First-Time-In-College Applicants* (i.e., new students, applicants without prior college work) are responsible for submitting completed, full sets of application forms and related documents. In addition, one of the following types of documentation 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 enrollment 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 Enrollment").

*Applicants With Prior College Work* (i.e., transfer students or returning OWJC students) are responsible for submitting completed, full sets of application forms and related documents. In addition, they must provide official transcripts covering all course work 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 admitted to this institution with a cumulative grade point average such as to be on Academic Probation by OWJC standards shall be placed on Academic Probation and will be subject to the rules on Academic Probation (see page 54).

Transfer applicants whose 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 enrollment at the last institution attended, and the individual shall be subject to the Okaloosa-Walton Junior College policies relative to suspension (see page 54).



# NON-COLLEGE-CREDIT ADMISSION REQUIREMENTS

Non-college-credit programs at Okaloosa-Walton Junior College include Adult Basic Education (ABE), Vocational Preparatory/General Education Review, citizenship, community instructional services, occupational courses, and self-supporting recreational and leisure time 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 programs they desire to enter as follow:

## 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, such as obtaining the State of Florida High School Diploma, or learning to speak English in preparation for more advanced vocational and/or academic skills.

1. Applicants must be 19 years of age or older in Okaloosa County, 16 years of age or older in Walton County.
2. Applicants normally *must not* have received a regular high school diploma or passed the General Educational Development Test, (GED). Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program.

## HIGH SCHOOL RELEASED-TIME PROGRAM

As the Designated Area Vocational School Facility 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 guardians, the principal of the high school, and the Dean of Instruction of the College within space and resource capabilities of the College. The decision of the Dean of Instruction is binding with regard to eligibility and space availability.

## 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 such special programs or classes 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 program is developed and announced. Enrollees 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 ENROLLMENT PROGRAMS

### PROVISIONAL ENROLLMENT

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 equivalency from another state or has in some other manner not met the standard admissions requirements for the Applied Science Option of an Associate of Science degree program or of Occupational Certificate programs may be granted

permission at the discretion of the Admissions Specialist to enroll on a provisional basis in either of these 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 general education courses or 36 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 (Applied Science Option) or certificate programs shall be granted upon request.

Applicants enrolled on a provisional basis are encouraged to prepare themselves for and to take the GED Examination. ABE classes, Vocational Preparatory classes, the Learning and Writing Skills Laboratory, tutoring, and a mathematics laboratory are provided to assist the individual in preparing for the GED tests.

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

### DUAL ENROLLMENT PROGRAMS FOR HIGH SCHOOL SENIORS

OWIC has for many years had special concurrent enrollment programming to provide an articulated means for acceleration among academically superior high school seniors. These programs have evolved into the following two types of *Dual Enrollment* programming:

- A. *The College Campus Dual Enrollment Program* is available on the main campus or at any Center of the College. Criteria to be applied for seniors taking courses on the main campus or at one of the College Campus Centers while concurrently enrolled with their own high schools are as follow:
1. The high school principal must verify current enrollment in his/her high school and the fact that completion of the number of units required for graduation has been/or will be achieved by the end of the 12th grade.
  2. Candidates for College Campus Dual Enrollment must be high school seniors whose grades averaged 2.5 ("B-") or higher in grades 9 through 11.
  3. A College Campus Dual Enrollment student may enroll 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 courses each semester.
  4. All College Campus 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 enforced withdrawal of the student from the program. Enrollment at the College should in no way jeopardize completion of regular high school work.
  5. A student's academic work at the College will be validated only upon his/her graduation from high school whether or not enrollment 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.)

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.
8. Students enrolled in this program pay standard College application, registration, laboratory and special tuition fees.
9. *Credits earned under this program count only for College degree-credit purposes and do not carry simultaneous high school unit credits. (See High School Campus Dual Enrollment Program for simultaneous credit options.)*

B. *The High School Campus Dual Enrollment Program* courses are offered during normal high school class hours and are offered only on-site in high school facilities (or mutually approved alternate locations) within the two-county District served by OWJC. The Agreements between Okaloosa-Walton Junior College and the Okaloosa and Walton County School Districts, respectively, are coordinated through the Office of the Dean of Instruction at the College and the Offices of the Superintendents of the respective school systems. These persons, or their designees, work cooperatively with the College department chairs and the school principals in the implementation of this program.

Criteria to be applied for seniors taking courses at one of the high school campuses while concurrently enrolled with their own high schools and with the College are as follow:

1. Students eligible to participate in the High School Campus Dual Enrollment program:
  - a. Shall be classified as high school seniors, and
  - b. Shall have a cumulative grade point average of 3.5 or higher ("B+" average) on all academic coursework beginning with Grade 9, and
  - c. Shall be recommended by the Principal of their own high school.
2. Courses to be offered shall be standard college degree-credit courses, exclusive of physical education. Determination of offerings, and arrangements for scheduling such offerings, shall be made cooperatively with the Principal and such other officials of the public school system and of the College as are pertinent.
3. Both units creditable toward high school graduation and college credits leading toward a degree shall be simultaneously earned by students who have passing grades in the approved courses (e.g., American History at three (3) semester hours of college credit would earn 1/2 Carnegie unit).
4. Students enrolling in college credit courses under this program will be classified as "Limited Enrollment" college students with all the privileges associated with such enrollments. Such students will be limited specifically to college credit courses offered under "The High School Campus Dual Enrollment Program" until such time as they become eligible for unconditional admission, the College Campus Dual Enrollment Program, Early Admission, or such other special enrollment category.

5. No fees shall be charged to students enrolled in the High School Campus Dual Enrollment Program. There will not be any charges for textbooks and non-consumable workbooks, which will be returned by the students at the end of each course prior to release of any grades or credits.
6. All instructors for the courses in this program shall be fully qualified, college-level instructors by virtue of their academic credentials to teach college courses.
7. College credits earned under this program shall be fully transferable *subsequent to graduation from high school* on the same basis as though they were earned on the College campus.

### **EARLY ENROLLMENT 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 Specialist 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. A student's coursework at OWJC will be validated only upon his/her graduation from high school whether or not enrollment at the College is continued.

### **ENROLLMENT 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, eligible out-of-state and foreign students are welcome 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. Applicants from foreign countries must have documented sufficient proficiency in speaking, reading and writing English to enable them to benefit from instruction at the college level. Such proficiency is to be established through the Test of English as a Foreign Language (TOEFL). (The required score on TOEFL for admittance to degree-credit programs at OWJC is 525. The test is administered periodically at authorized TOEFL testing centers in the U.S. and abroad.) Foreign students will be subject to the same entry-level test requirements for enrollment in degree-credit computation, communication and reading courses as pertain to U.S. resident students.
4. Applicants from foreign countries 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 one-third of their school class.

5. Applicants from foreign countries 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, based on 32 semester hours per year, are approximately \$8,187: Registration, \$1,278; books and supplies, \$434; room and board, \$4,071; transportation \$1,361; and miscellaneous and personal, \$1,043.)
6. Applicants from foreign countries 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 applicant from a foreign country *must document sponsorship by a U.S. citizen permanently 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 health and accident insurance program.
8. Each applicant from a foreign country must, in cooperation with his/her sponsor, arrange for housing and show documentation of this prior to enrollment. (The College is not responsible for providing housing for any student.)
9. Applicants from foreign countries 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 X-ray and laboratory reports submitted which indicate that the applicant is free from communicable diseases.
10. Applicants from foreign countries must be familiar with applicable regulations of the U.S. Immigration and Naturalization Service and must assume responsibility for complying with these regulations.
11. Applicants from foreign countries admitted to the U.S. on student visas are classified as non-Florida residents and may not be reclassified during their enrollment at the College while in an F-1 (foreign student) status.

## **ENROLLMENT OF SPECIAL STUDENTS**

**College Graduates.** A student who 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 OWIC 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 degree or higher is acceptable as evidence of award of a degree.

**Transient Students.** An interim-study student (i.e., a transient student who seeks enrollment normally only for one semester or term and whose enrollment shall be 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 enrollment 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 ENROLLMENT

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 Enrollment Agreement," be granted permission at the discretion of the Admissions Specialist to enroll for courses on a conditional basis.

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

An applicant who is permitted to attend in a "Conditional Enrollment" 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 and the applicant is fully admitted to the College. Registration normally will be permitted only on the last day of regular registration on a space available basis.

Any conditions attached to an enrollment will have to be satisfied before the end of the semester or term for which an applicant is conditionally enrolled in order for him/her to become fully admitted to the College; 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 Enrollment" 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 of the College on the basis of such circumstances as lack of classroom space and facilities or such other conditions as may limit enrollment. 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 a 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 designee.



\*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

Inquiries concerning financial aid should be directed to the Student Financial Aid Advisement Officer (or to the Assistant Comptroller if the inquiry concerns financial obligations as contrasted to advisement.).

## RESIDENCE CLASSIFICATION

The residency status of students falls, in general, into two major categories, United States citizens and non-United States citizens.

Non-United States citizens upon whom the United States Immigration and Naturalization Service has confirmed the status of resident alien, asylee, or refugee are entitled to the same privileges of residency for fee purposes as United States citizens.

Non-United States citizens who are not specified in the above classifications are subject to foreign student admissions requirements (see page 13).

For the purpose of assessing fees, 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, the Administrative Rules of the State Board of Education, and Policies of the OWJC District Board of Trustees relative to residency in relation to college attendance. (Detailed copies of these Regulations are available in the Comptroller's Office and are binding in decisions on matters of residency classifications.)

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. (See pages 5 and 57 for program plan details.)

**VETERAN'S BENEFITS AND ASSISTANCE [See pages 62 and 63]**

## **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.
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 will be made as appropriate.
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. Admission Processing fees and Graduation Processing 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 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 will be refunded as appropriate.
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 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 will be made as appropriate.
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 applied to the student's account.
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 choose to forward any dishonored check and any other available information relating to its default to the State Attorney for criminal prosecution.

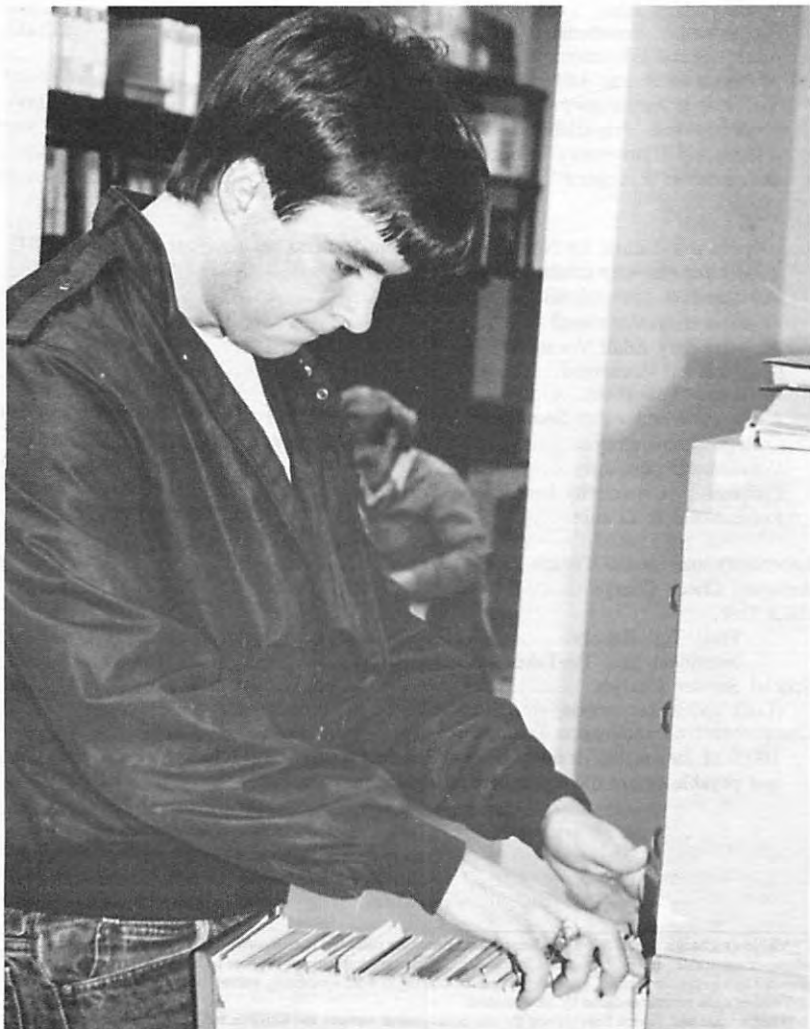
### **FINES, PENALTIES AND INDEBTEDNESS**

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 18 of the *Catalog*.)

### **FEE CHANGES**

*While fee changes normally are effective at the beginning of each fiscal year, any and all fees are subject to change prior to any given enrollment period.*



## FEE SCHEDULE (PER SEMESTER)\*

Admissions Processing Fee .....	\$15.00
Required for all applicants seeking admission to OWJC college-credit courses for the first time. This is a one-time charge and is not refundable.	
Graduation Application Processing Fee.....	\$15.00
(non-refundable)	
Registration for Florida-Resident Students per semester credit hour (SH) and/or per semester credit hour equivalent (SHE)**	
Advanced & Professional.....	\$20.00
Postsecondary Vocational.....	\$20.00
Postsecondary Adult Vocational.....	\$12.00
Supplemental Vocational.....	\$18.00
Adult General Education:	
Adult Basic and Adult Secondary.....	\$12.00***
College Preparatory.....	\$20.00
Vocational Preparatory.....	\$12.00***
Citizenship (Community Instructional Services).....	* -0-
Recreational & Leisure.....	At Full Cost of Instruction
Registration and Tuition for Non-Florida Resident Students per semester credit hour (SH) and/or per semester credit hour equivalent (SHE)**	
Advanced & Professional.....	\$40.00
Postsecondary Vocational.....	\$40.00
Postsecondary Adult Vocational.....	\$23.00
Supplemental Vocational.....	\$35.00
Adult General Education:	
Adult Basic and Adult Secondary.....	\$23.00***
College Preparatory.....	\$40.00
Vocational Preparatory.....	\$23.00***
Citizenship (Community Instructional Services).....	-0-
Recreational & Leisure.....	At Full Cost of Instruction
Laboratory and Special Tuition Fees.....	****
Returned Check Charge.....	\$ 5.00
GED Test	
Total Test Battery.....	\$14.50
Individual Test Re-Takes.....	\$ 3.00
Special Service Charges.....	At Cost
(Lock and locker rentals, etc.)	
Comprehensive Examination Testing Fee:	
100% of the normal Resident or Non-Resident course fee (excluding any lab fee) due and payable <i>before</i> the test is administered.	

\*Subject to change. Actual fees for each enrollment period are published in each current class schedule. These fees apply whenever applicable, except: (1) 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.

\*\*Registration and Tuition Fees include the one-dollar student services and activities fee, *except* for Citizenship (CIS) and Recreation & Leisure courses.

\*\*\*This fee will be assessed for students with high school diplomas who enroll in Adult General Education, Vocational Preparatory Courses, but enrollees *without* a high school diploma or equivalent are exempt.

\*\*\*\*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.

## COST SUMMARY

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 .....	\$335.00	\$655.00
Books and Supplies .....	225.00	225.00

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

## SPECIAL SENIOR CITIZEN ENROLLMENT 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 classes which are funded under the community college program fund may apply to do so on a first-come first-served and "space available" basis\*\* during the designated period which immediately follows the last date of the late registration period upon completing the following actions, which may be accomplished at any of the College's on-or off-campus registration sites. Waivers are limited by availability of funds for that purpose. Thus, the college regrets that such applicants cannot be guaranteed a senior citizen fee waiver.

1. Contact the Admissions Office of the College in order to secure and submit the proper forms for special class enrollment, admissions, and registration.
2. Secure confirmation from the Department Chair (or his/her designee) that the essential prerequisites and any other selective admissions criteria for entering the course(s) desired are met.
3. Complete the required registration forms and secure from the Comptroller approval of the Admission Processing Fee and registration fee waiver request.
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.

\*As defined by Florida Statutes and FAC Rules. (1984 Statutes define "Senior Citizen" for this program as persons 60 years of age or older.)

\*\*The number of spaces available in a class is established prior to registration periods and is on file in the office of the Dean of Instruction 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 Enrollment Fee Waiver Program at the end of the late registration period.

# STUDENT SERVICES

The objectives of Student Services are to maximize and reinforce the individual student's formal and informal learning experiences and to assist the student through effective guidance and counseling to realize his or her capabilities and potentialities without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex.

## ACADEMIC ASSISTANCE

*Counseling and academic advisement services* are provided by the counselors, educational advisors and faculty. Each student is assigned to a COMPASS instructor/counselor and/or a faculty advisor who is responsible for providing close personal attention and professional consultation. Experienced college counselors are available to provide specialized counseling assistance. Counselors are located in the Career Counseling Center on the south library mezzanine and in the College Mall, where students are given assistance with problems which may be of an academic, vocational, social, or financial nature. The combined efforts of the faculty and counseling staff are intended to ensure for each student those opportunities necessary for maximum growth.

*The 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 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 socioeconomic 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 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 potential.

## 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.

## CAREER PLANNING ASSISTANCE

The Student Services staff stands ready to assist students in gaining information about the wide range of careers available in our society and to provide students with opportunities to explore their own talents and ambitions in order to prepare themselves for careers that will bring them both occupational success and security and personal fulfillment.



*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 Equity Act and 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 *ad hoc* 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 an accused student.

## **HEALTH SERVICES**

Health services are coordinated through the Office of Student Services, with emergency first-aid services available through qualified personnel. 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.

## **JOB PLACEMENT SERVICE**

Students graduating from OWJC or otherwise leaving the College are assisted in finding full-time, gainful employment primarily through the faculty of related disciplines. Students wanting part-time or full-time employment to supplement their income while attending college or to assist in meeting education expenses can often be assisted in finding employment by the Student Job Placement Service.

Prospective employers of students are required to file on an annual basis a written assurance of nondiscrimination on the bases of age, color, creed, handicap, marital status, national origin, race, religion, or sex before their job openings are listed by the College's Student Job Placement Service.

## **ATHLETICS**

*Organizational Membership.* Okaloosa-Walton Junior College is a member of 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. OWJC is 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, religion, marital status 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. Representation of the College is open by competitive selection to all students provided they meet the eligibility requirements of the Florida Community College Activities Association. The athletic program at Okaloosa-Walton Junior College is governed and controlled by student-faculty committees and the administration. Tennis is the only intercollegiate sport currently engaged in at OWJC.

## **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 a competitive to those of a non-competitive and recreational nature. In addition to sustaining and expanding the intramural-extramural and recreational activities already established, other appropriate leisure time, intramural and extramural activities develop in terms of student and staff interests in any given year.

## **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.

## **SEMINAR FOR A.A. DEGREE STUDENTS**

College Opportunities Management, Planning and Academic Skills Seminar (COMPASS) is coordinated by Student Services. It is a seminar designed to orientate entering students to OWJC, to familiarize them with the requirements of the College-Level Academic Skills Program, to assist them in assessing their academic competencies (i.e., identify strengths and weaknesses), to identify means for capitalization on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices.

## **SERVICES TO STUDENTS WITH SPECIAL NEEDS**

"Students with special needs" includes a wide variety of students. A partial list would include the following categories of persons: The disabled/handicapped, persons with learning disabilities, dyslexics, LEP (limited English proficiency) students, the educationally disadvantaged, the economically/culturally disadvantaged, and members of certain minority groups. Services to students with special needs are coordinated by a counselor officed in the Student Activities area of the College Mall.

In order to provide services to disabled/handicapped students, the College depends upon voluntary self-identification of students with specific disabilities/handicaps. Information so received is kept confidential and is used solely for the purpose of aiding these students to achieve their fullest potential while at OWJC.

A variety of auxiliary learning aids and services for handicapped students is available or can be arranged for upon request. These services, too, are coordinated by a counselor officed in the Student Activities area of the College Mall.

## **STANDARDIZED TESTING**

Achievement and aptitude test scores are considered helpful for assisting students in planning their programs. Even though admission to the College is dependent only upon the criteria indicated under "College-Credit-Admission Requirements" and/or "Non-College-Credit Admission Requirements", the availability of standardized test scores is required for counseling purposes and for the "placement" of students in appropriate academic programs. The ASSET Program is employed by the College for determining a student's entry-level academic skills and consequent placement in appropriate communications and computation courses. Documented ACT, SAT and MAPS scores will be accepted in lieu of ASSET scores for course placement purposes.

## **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, copies of which are available from the Dean of Student Services Office.

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. Conformance with 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.
2. Avoidance of 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.
3. Avoidance of participation in any student extra-curricular, organized activity.

4. Reporting on a scheduled basis for appropriate counseling sessions with an assigned College counselor.
5. Remaining in full compliance with the conditions of applicable court-imposed probation/parole.
6. Reporting 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 expelled 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 to the College.

## STUDENT PUBLICATION

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

## STUDENT ORGANIZATIONS

The College has chartered a number of student organizations on the campus, including general and special interest groups, honor societies, service clubs, and social groups. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify, without regard to age, color, creed, handicap, marital status, national origin, race, religion or 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 groups are or recently have been active, recognized OWJC student organizations (Descriptive briefs of these groups may be found in the current Student Handbook.):

### Honor Society

Phi Theta Kappa

### General Interest Groups

Musical Theatre

Outing Club

Proscenium Playhouse

Student Christian Fellowship

### Special Interest Groups

Artista

Baptist Campus Ministries

Black Student Union

College Republicans

Chamber Choir

Concert Chorus

Jefferson Association

Orchestra

Phi Beta Lambda Business Fraternity

### Service Club

Circle K

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.



# 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 comes from such college sources as auxiliary services, vending machines and fines or from Federal, State, or local resources.

Entering students seeking financial assistance should contact the Financial Aid Advisement Officer, who is located in the Administration Building. For new students planning to enter in Fall Semester, an application should be filed well in advance, and normally no later than the preceding February 1. Students entering in other semesters should apply at least 60 days prior to their anticipated date of enrollment. Student financial aid application forms may be obtained from Okaloosa or Walton County secondary schools, Eglin or Hurlburt OWJC Offices, the OWJC/UWF Fort Walton Beach Center, the OWJC Chautauqua Neighborhood Center, or from the Financial Aid Advisement Office on the main campus.

*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 Pell Grant Program (and for the Florida Student Assistance Grant), if applicable. The FFS may be obtained from a high school guidance office, from an OWJC off-campus center, or by writing or coming to the Student Financial Aid Advisement Office on the main campus. 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.

*College Costs.* The typical costs for attending Okaloosa-Walton Junior College for 16 semester hours per semester are:

Cost	Florida Resident	Non-Florida Resident
Admissions		
Processing Fee*	\$ 15	\$ 15
Registration and Related Fees	\$320	\$640
Lunches (campus)	\$168	\$168
Books and Supplies	\$225	\$225

In addition, allowance should be added to these figures for such items, when applicable, as room and board, personal expenses, medical insurance, transportation, and supplies.

Dependent students (living at home) usually have parental support, reducing direct educational costs.

Refer to the College catalog for those courses/programs which involve special fees.

\*A one-time fee upon initial admission to the college.

**Purpose of OWJC's financial aid program.** In addition to its own funds, Okaloosa-Walton Junior College participates in several federal programs including the Pell Grant. Residents of Florida are also eligible to receive state grants, **PROVIDING THERE ARE NO DUPLICATIONS THROUGH USE OF COLLEGE FUNDS AND RESOURCES.**

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 grants 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 administered by the Okaloosa-Walton Junior College Office of Student Financial Aid Advisement.

**Transfer Students.** Those students who transfer to OWJC from another college or university and seek financial assistance are required to complete a Financial Aid Transcript, whether they received aid or not, and forward it to the prior institution(s) attended for endorsement and return it to OWJC. No assistance can be awarded under federal programs until the Financial Aid Transcript is received by OWJC.

### **STANDARDS OF SATISFACTORY PROGRESS AND ACADEMIC GOOD STANDING GOVERNING FEDERAL STUDENT FINANCIAL AID PROGRAM ASSISTANCE**

**Eligibility.** In order for a student to be eligible to receive federal financial aid funds, federal student financial aid policies state that a student must maintain a **STANDARD OF SATISFACTORY PROGRESS and ACADEMIC GOOD STANDING** which includes the following three factors:

1. Satisfactory grade point average which must approach the standards necessary for graduation as the student progresses through the program.
2. A limit to the number of semesters a student may attend a college utilizing federal financial aid resources, *after which no such aid may be given.*
3. Incremental progress toward the required number of credit hours necessary for graduation, which must be checked at least once a year.

In compliance, minimum standards have been adopted and are to be applied uniformly and equitably to all federal financial aid programs.

### **POLICIES AND PROCEDURES**

**Enrollment Status.** Students enrolled for 12 or more hours at the end of the drop/add period are considered to be full-time for a given semester. Eligible part-time enrollment requires a course load of at least six, but not more than 11 semester hours. Students who enroll, initially, for less than six semester hours are ineligible for federal financial aid.

**Time Limitation.** A maximum time frame in which a student must complete his or her degree has been established as follows:

1. Full-time students are eligible to receive financial aid for a maximum of nine semesters.
2. Eligible part-time students are eligible to receive 18 semesters of financial aid.

Students whose enrollment fluctuates from full-time to part-time or vice versa shall have their eligibility prorated by the above criteria. Since students who enroll for less than six hours in a given semester are not eligible for federal financial assistance, such a semester will not

count toward the maximum semesters allowable for federal financial assistance. **HOWEVER, no student may receive federal aid upon completion of the number of hours required in his/her approved program of study regardless of whether he/she has finished his/her program or not.**

**Satisfactory Progress.** Students must have earned a certain number of cumulative hours semester-by-semester in order to maintain satisfactory progress. Fewer hours per semester are required during the early semesters since that time serves as a crucial period of adjustment for most students. A schedule designating the required number of cumulative hours semester-by-semester for full and part-time students is shown in Charts A & B, respectively, on page 32.

**Academic Good Standing.** When first admitted to Okaloosa-Walton Junior College as a "first-time-in-college student," a student is construed to have financial aid eligibility. Once enrolled in coursework, or if a transfer student, a student's cumulative GPA will be utilized as the key indicator of academic good standing. In order to continue to receive financial aid, recipients must earn a cumulative GPA which relates to the cumulative number of earned semester hours. The required cumulative GPA which relates to cumulative hours earned is shown in Chart C on page 32.

**Incremental Progress.** While incremental progress will be checked at the end of each semester and efforts made to warn the student if not making progress, *incremental progress standards* (see Charts A-C on p. 32) will be applied and specifically enforced at the end of each academic year (i.e. - the end of Spring Semester).

**Financial Aid Suspension.** Any student who does not meet eligibility standards shall be suspended from federal financial aid until such time as the student provides to the Financial Aid Advisement Office, in writing, evidence that he/she has regained academic eligibility in accordance with the Academic Standards of Progress (Chart C). Reinstatement, however, does not guarantee the receipt of financial assistance since aid awards are made on the basis of timely completed applications, demonstrated need, and the availability of funds.

**Notification.** Following the close of Spring Semester, the Office of Financial Aid Advisement will notify, by letter, any current year financial aid recipient who does not meet the standards of satisfactory progress and/or academic good standing of his/her suspension of financial aid eligibility. No federal financial aid shall be granted to students so suspended for the semester(s) following the semester which caused their financial aid suspension *regardless* of whether the student did or did not enroll for such semester(s) prior to receipt of the suspension notice.

The notice will be addressed to the student's most current local address on file with the Office of the Registrar. **IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OKALOOSA-WALTON JUNIOR COLLEGE INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES.**

For any enrollment during periods of financial aid ineligibility, the cost of attendance must be borne by the student. Federal financial aid *will not* be available.

**Appeal Process.** Any student who loses financial aid eligibility has an opportunity to appeal such action through a financial aid appeal process. The appeal must be submitted to the Student Financial Aid Advisement Officer *in writing*.

**Incompletes, Withdrawals.** A student who carries a recorded "Incomplete" at the time of evaluation will be given a one-semester grace period if otherwise meeting eligibility requirements and Standards of Progress. The student's record will be held in suspense, and a re-evaluation will be made at the end of the next semester for which the student is enrolled. If the "I" has not been changed to a letter grade at the time of re-evaluation and the Office of the Registrar has not been notified of an extension, the student will be assigned a grade of "F" by the College. Such a grade may readily contribute to suspension of financial aid eligibility.



If a student has already registered for the next semester after failing to meet the standards of satisfactory progress and academic good standing at the end of a given Spring Semester, he/she shall be administratively withdrawn from all classes for which he/she is receiving federal financial assistance, unless the student pays (or makes permissible and satisfactory arrangements to pay) all fees due at that time.

As stated in the College Catalog, 'If a student does not attend classes and fails to withdraw, grades of "F" will be assigned for each course...', which may result in the loss of financial aid eligibility. Extenuating circumstances may be considered only through the appeal process, upon request *in writing*.

All grades including college preparatory coursework will be considered at face value for the purpose of determining financial aid eligibility.

**Repeated Courses.** A course in which a grade of "N," "D," or "F" has been earned may be repeated for credit.\* The student may improve a grade in a course and the repeat credit(s) may be included in the total number of credits the student is registered for when determining his/her enrollment status. The student must be making satisfactory progress. However, if a student received an incomplete in a course in a previous term, the course may not be included for purposes of determining enrollment status unless the student re-registers for the entire course in the subsequent term.

**Remedial Courses.** Pell Grant regulations place a one year limit on the amount of non-credit remedial course-work that may be included in a student's enrollment status. When determining enrollment status, the college may include any remedial courses designed to increase the student's ability to pursue his/her program of study. Remedial work not paid for by the Pell Grant does not count against the one-year limitation.



\*A student may not repeat a course for credit in which a grade of "C" or better was earned.

# STANDARDS OF PROGRESS FOR FEDERAL FINANCIAL AID ELIGIBILITY

**CHART A**  
Eligible Full-Time Student  
Evaluation

Number of Full-time Semesters Enrolled	Required Cumulative Hours
1	7
2	14
3	21
4	27
5	35
6	42
7	49
8	56
9	64

**CHART B**  
Eligible Part-Time Student  
Evaluation

Number of Part-Time Semesters Enrolled	Required Cumulative Hours
1	3
2	6
3	9
4	12
5	15
6	18
7	21
8	24
9	28
10	32
11	36
12	40
13	44
14	48
15	52
16	56
17	60
18	64

## FORMULA

Cumulative Number of Required Full-Time Enrollment Hours (Chart A)  
+ Cumulative Number of Required Part-Time Enrollment Hours (Chart B)  
= Total Number of Required Cumulative Hours for Satisfactory Incremental Progress

**CHART C**  
Academic Good Standing Criteria

Earned Semester Hours	Grade Point Average
0-11	N/A
12-23	1.50
24-35	1.70
36-47	1.80
48-59	1.90
60-64	2.00
64+	2.00

## REINSTATEMENT AND APPEALS PROCESS

A student suspended from aided status because of failure to maintain the Standards of Progress for Federal Financial Aid Eligibility may be considered for reinstatement if and when, after a semester or more on unaided status, his/her record has once more attained the minimum Standards of Progress for Federal Financial Aid Eligibility. It shall be the student's responsibility to request reinstatement.

A committee consisting of at least three members of the Financial Aid Committee, one of whom shall be the Financial Aid Advisement Officer, or his designee, shall act as an appeals committee.

Appeals shall be made in writing. The appellant shall provide such documentation as is necessary for determination and disposal of the case and shall fulfill all reasonable requests by the committee with reference to time of meeting, personal appearance, and supporting evidence.

The committee shall make specific recommendations, determining if mitigating circumstances exist. Mitigating circumstances shall be defined as:

1. Death of a close relative affecting the student's academic performance.
2. Illness of the student or close family member having direct effect upon the academic record.
3. Poor past record resulting from youthful carelessness, social or psychological immaturity.
4. Special mitigating circumstances of a specific and substantial nature of a unique kind as determined by the committee.

If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing for one semester after which the general standards shall apply. Further restorations to satisfactory standing may occur *only* if progress during the intervening semester(s) clearly meets or gives sound, documented evidence of progress acceptable to the appeals committee toward meeting all of the above enumerated standards of progress within Incremental Progress time limits.

Students who are academically suspended from another college or university and who transfer to OWJC must meet academic progress criteria during their first semester or term before they can become eligible for College Work-Study or a General Student Loan.

## SCHOLARSHIPS

A scholarship is defined as "Financial assistance granted to an individual student on the basis of financial need, including emergency circumstances, or in recognition of a particular accomplishment, honor, special skill or public service to the College." Any person receiving any scholarship from Okaloosa-Walton Junior College shall, as a *minimum*, be in good standing for continuance in attendance according to the standards of progress published in the College Catalog. Specific additional criteria and academic standing status may be required for particular scholarships. No scholarships granted shall involve duplicated use of public monies of the College and State. Should a recipient become ineligible for a scholarship received, the prorata portion of such scholarship as of the date of ineligibility shall automatically become due and payable to the College.

It is intended that financial assistance administered by OWJC shall be provided in a manner that does not discriminate on the basis of race, sex, age, national origin, religion, marital status or handicap. Specific additional non-discriminatory criteria and academic standing status may be required for particular assistance or scholarships.

1. **Honors Scholarships:** A maximum of two four-semester registration fee scholarships up to a maximum of \$285 per semester per scholarship may be awarded in each of the (9) nine public high schools in Okaloosa and Walton Counties to students who rank within the top 10% of the graduating seniors in each school. Of the two scholarships which may be awarded to qualified graduates in each high school, one scholarship shall be reserved for a Black student. A scholarship recipient shall have a minimum composite score on the ACT, or its equivalent, of at least 20, with preference being given to scores in excess of 22. No more than 18 new "honors" scholarships may be offered in any given year. In order for a scholarship to be continued for each of the four semesters, a recipient must maintain at least a 2.0 grade point average in each semester of enrollment.
2. **Regional Science & Engineering Convention Scholarship:** One each two-semester scholarship for registration fees (not to exceed \$200 per semester per award) may be made to the four Senior Division Grand Award Winners and to the Senior Division Grand Award Alternate (a total of five awards) in the Regional Science and Engineering Convention, provided he/she elects to attend Okaloosa-Walton Junior College in the academic year immediately following graduation from high school, with full admission completed and with enrollment actually initiated at OWJC within a maximum of a two-calendar-year-period following receipt of the award.
3. **Directed Work Study/Tutors Scholarships:** As a cost-beneficial procedure, a scholarship covering the cost of Directed Work Study/Tutorial course fees in return for services rendered for the pertinent course(s) in any given semester will, upon recommendation of the appropriate department chair, be approved for students authorized by the Dean of Instruction to enroll in Directed Work Study or Tutorial courses. Detailed information shall be provided as to the scheduled duties and obligations of any student enrolled in a Directed Work Study course.

In tutorial course(s), tutorial students shall have completed a minimum of 30 contact hours of tutoring in order to fulfill their scholarship obligation. (Such tutoring may extend over a period greater than one semester.)

Directed Work Study/Tutorial Scholarship obligations shall be considered to be fulfilled only upon full completion of the obligation agreed upon and approved by the Dean of Instruction upon recommendation of the pertinent department chair. Records of services performed shall be filed with the department chair for his/her use in making recommendations to the Dean of Instruction regarding fulfillment of obligations. (Credits earned through Directed Work Study or Tutorial courses are not allowable in computation of the full load requirement (12 hours) with respect to receipt of other grants, scholarships or financial aid when full-time student status is required.)

4. **Presidential Scholarships:** These non-recurring scholarships and grants-in-aid are awarded by authority of the President, or his designee, from non-appropriated resource funds, including but not limited to, the President's Scholarship Funds, the General Student Scholarship Fund and any other such scholarship funds.
5. **Florida Academic Scholars' Fund:** This scholarship provides financial assistance to the State's most outstanding high school graduates who pursue their higher education at Florida's postsecondary institutions. The award is renewable annually but may not be received for more than the equivalent of eight (8) semesters or twelve (12) quarters.

If the institution attended requires annual tuition and registration fees of \$2,000, or less, the award is \$500 to \$1,000; if these expenses are more than \$2,000, the award is \$750 to \$1,500. This award is in addition to other scholarships, grants, or loans received by the student. Should the recipient not enroll as full-time student or terminate enrollment for any reason during the academic year, the unused portion of the award must be refunded to the Department of Education within 60 days.

For eligibility, a student must either:

- a. Be recognized by the National Merit Scholarship Corporation as a "scholar" or "finalist"; or
- b. Have obtained a 3.5 grade point average on a 4.0 scale, or equivalent, in high school academic subjects, and scored 1200 or above on the combined verbal and quantitative parts of the SAT, or 28 on the ACT; or
- c. Be the recipient of a Florida Academic Scholars' Certificate.

The student must have maintained residency in Florida for a minimum of 24 consecutive months immediately preceding the beginning of the first day of classes for the academic year for which application is made; have a Florida high school diploma or its equivalent; be enrolled as a first-time-in-college student on a full-time basis in an accredited and approved Florida postsecondary educational institution, including nursing diploma schools, community colleges, colleges, and universities; apply for and if awarded accept the award within the established time limits, documenting intent to attend an eligible Florida postsecondary educational institution. New awards are distributed on a first-come/first-served basis, based on postmark of the application.

In January the Department of Education will notify high school principals, Florida students, and school personnel of application procedures for that year. Applications are accepted each year, beginning February 15 and provisional eligibility is determined within one week of receipt of the application. The Department of Education immediately notifies the student of his or her eligibility status. The student may be determined eligible to receive an award; eligible but placed on a waiting list; or ineligible to receive an award. Applicants who receive an award, must notify the Department of Education of their acceptance not later than May 1. Final eligibility is determined in July when final grade point average verification and certificate awards are determined.

The amount of the award is determined by the college's financial aid office. This award, in conjunction with other financial aid, shall not exceed the student's financial need.

A student must: be enrolled as a half-time or full-time undergraduate student at an eligible Florida college or university; have maintained residency for a minimum of twenty-four (24) consecutive months immediately preceding the first day of classes for the academic term for which state aid is awarded; have completed the freshman year; have financial need as determined by the postsecondary educational institution; have earned a cumulative grade point average (GPA) of 3.0 on a 4.0 scale for all previous college work, and have earned less than a 3.0 GPA on a 4.0 scale for no more than one academic term during the previous academic year in which state aid was received.

Contact the OWJC Financial Aid Advisement Office (904) 678-5111; 682-5272 (Crestview); 892-5145 (Walton County) or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.

6. *Designated Recipient Donor Scholarships:*\* A number of scholarships are available on the basis of the various selection criteria established by the respective donors. OWJC scholarship processing provides for distribution of applications to applicable awarding sources.

Air Force Association, Eglin Chapter Scholarship  
Alatex Scholarship  
Allen, Yagow, and Carr Scholarship  
American Association of University Women - Niceville/Valparaiso Scholarship  
American Business Women's Association- Bayshore Chapter Scholarship  
American Business Women's Association - Coastal Sands Chapter Scholarship  
American Business Women's Association - Destin Chapter Scholarship  
American Business Women's Association - Fort Walton Beach Chapter Scholarship  
American Business Women's Association - Playground Area Chapter Scholarship  
American Business Women's Association - Spanish Trail Chapter Scholarship  
American Legion Auxiliary, Department of Florida Scholarship  
American Legion Rogers Hinson Unit #235  
Amvets Auxiliary Post #78 Scholarship  
Arthur D. "Bull" Simons Scholarship  
Baker Lions Club Scholarship  
Barbara Woolley Scholarship  
Beta Club - Crestview High School Scholarship  
Beta Sigma Phi - Delta Zeta Chapter, Crestview Scholarship  
Beta Sigma Phi - Delta Zeta Chapter, Niceville Scholarship  
Beta Sigma Phi - Exemplar Chapter, DeFuniak Springs Scholarship  
Beta Sigma Phi - Laureate Omicron Chapter, Crestview Scholarship  
Beta Sigma Phi - Preceptor Beta Gamma Chapter, Niceville Scholarship  
Beta Sigma Phi -Xi Psi Chapter, Crestview Scholarship  
Beulah First Baptist Church Scholarship  
Bill French Memorial Scholarship  
Boat (The) Scholarship  
Business and Professional Women's Club - Bay Area Chapter Scholarship  
Business and Professional Women's Club - Fort Walton Beach Chapter Scholarship  
Chappie James Most Promising Teacher Scholarship  
Chick-Fil-A, Incorporated, Scholarship  
Choctawhatchee Senior High School Wheelettes Scholarship  
Chautauqua Festival Scholarship  
Creel and McDaniel Scholarship  
Crestview High School DCT Scholarship  
Crestview High School National Honor Society Scholarship  
Crestview High School Student Council Scholarship  
Crestview Ministerial Association Scholarship  
Daedalians Seagull Flight #61  
Delta Kappa Gamma-Eta Chapter Scholarship  
Delta Kappa Gamma-Omicron Chapter Scholarship  
Delta Sigma Theta - Okaloosa County Alumnae Chapter Scholarship  
Destin Lioness Club Scholarship  
Destin Pool Services, Incorporated, Scholarship  
Edwards Officers' Wives' Club Scholarship  
Eglin Non-Commissioned Officers' Wives' Club Scholarship  
Eglin Officers' Wives' Club Scholarship  
Elkettes #1795 Scholarship  
Emil Holzhauser Memorial Scholarship Fund  
Florida Big Ben Pioneer Association West Florida Group Scholarship  
Florida Association of Educational Data Systems Scholarship  
Florida Restaurant Education Foundation Scholarship  
Florida Sheriffs Explorers Association Scholarship

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\*As of publication of the 1987-88 Catalog.



Florida State Association of Letter Carriers Scholarship  
 Florida State Scholarship  
 Free and Accepted Masons Scholarship  
 Freeport High School Scholarship  
 Fort Walton Beach Civic League Scholarship  
 Fort Walton Beach High School Hal Wyatt Memorial Scholarship  
 Fort Walton Beach High School Valhalla Scholarship  
 Fort Walton Beach Jaycees, Incorporated, Scholarship  
 Fort Walton Beach Junior Women's Club Scholarship  
 Fort Walton Beach Women's Club Scholarship  
 Gregg Chapel AME Church Scholarship  
 Gitenstein Foundation Scholarship  
 Hispanic Heritage Club Scholarship  
 Humana Hospital Auxiliary Scholarship  
 Hurlburt Officers' Wives' Club Scholarship  
 Hurlburt Company Grade Officers' Council Scholarship  
 Jane and Edward Patton Mathematics Education Scholarship  
 John Frank Blutworth, Sr., Scholarship Trust Fund  
 Joppa Masonic Lodge #7 Scholarship  
 Junior Achievement of Dallas Scholarship  
 Junior Achievement of Pensacola Scholarship  
 Kiwanis Club - Crestview Scholarship  
 Kiwanis Club - Destin Scholarship  
 Kiwanis Club - Niceville/Valparaiso Scholarship  
 Knights of Columbus Council 7667  
 Ladies of Essence Scholarship  
 Laurel Hill Beta Club Scholarship  
 Louisiana-Pacific Foundation Scholarship  
 MacAnderson Athletic Scholarship  
 Magnolia Springs - DeFuniak Springs Scholarship  
 National Merit Scholarship Corp.  
 Niceville High School German Club Scholarship  
 Niceville - Valparaiso Junior Women's Club Scholarship  
 North Okaloosa Bulletin Scholarship  
 Okaloosa Artist and Craftsman Co-operation Scholarship  
 Okaloosa Council Teachers of English Scholarship  
 Okaloosa County Credit Women International Scholarship  
 Okaloosa County Education Association Scholarship  
 Okaloosa Restaurant Association Scholarship  
 Old Crows Scholarship  
 Oscar Bertil Larson Memorial Scholarship  
 OWJC Student Government Association Scholarship  
 Paul Boyer Memorial Scholarship  
 Paxton School National Honor Society Scholarship  
 Paxton School Youth For Christ Association Scholarship  
 Pilot Club of Miracle Strip Scholarship  
 Progressive Community Improvement Organization Scholarship  
 Progressive District Association of West Florida Scholarship  
 Rainbow Ladies' Club Scholarship  
 Red River Valley Fighter Pilots Scholarship  
 Robert Earl Taunton Memorial Scholarship  
 Rotary Club - Destin Scholarship  
 Rotary Club - Fort Walton Beach - James Sutton Scholarship  
 Rotary Club - Niceville/Valparaiso Scholarship  
 Rotary Club - Niceville/Valparaiso Scholarship Crestview High School  
 Satin and Bows Scholarship  
 Sembach NCO - EM Wives' Club Scholarship  
 Sepia Women's Club Scholarship

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\*As of publication of the 1987-88 Catalog.

Showell Farms, Incorporated, Scholarship  
 Sitrine Scholarship Program  
 Society of Daughters of the United States Army Scholarship  
 Society of The First Division Foundation Scholarship  
 Sons of Italy - Fort Walton Beach Scholarship  
 Sons of Italy - Niceville Scholarship  
 T.H. Edney Memorial Scholarship  
 Thomas McQueen Lodge #341 Scholarship  
 Thrift-Way Supermarket Scholarship  
 Twin Cities Hospital Auxiliary Scholarship  
 Walton County Education Association Scholarship  
 Walton High School Beta Club Scholarship  
 Warner Cable Communication, Incorporated, Scholarship  
 William Wise, Jr. Memorial Scholarship  
 Winn-Dixie of Montgomery Scholarship  
 Yellow Rose Social and Savings Club Scholarship  
 Zaragoza Combined Scholarship Association

7. *Undesignated Recipient Donor And Institutional Scholarships:* A number of scholarships are available on the basis of academic merit, promise, financial need, and various other criteria.

American Heart Association Grant-In-Aid Scholarships  
 American Legion Mayo Music Scholarship  
 Amvets Sad Sack 78 Scholarship  
 Central Telephone of Florida Scholarship  
 Clark Thomas Browning, III, Scholarship  
 F. Lloyd Blue, Jr. Scholarship  
 Fairchild Industrial Foundations, Incorporated, Scholarship  
 Florida Public Relations Association J.T. Martin Memorial Scholarship  
 Florida Restaurant Association Playground Area Chapter Scholarship  
 Harry Beamer Memorial Scholarship  
 Home Builders Association of Okaloosa and Walton Counties Scholarship  
 Home Builders Association Auxiliary Scholarship  
 Home Economics - Displaced Homemakers Scholarship  
 International Association of Holiday Inns, Incorporated, Scholarship  
 Kiwanis Club - DeFuniak Springs Scholarship  
 Laura N. Ray Memorial Scholarship  
 Mimiruth C. Walter Scholarship  
 Mattie Kelly - Drama Scholarship  
 Non-Designated Scholarship  
 Okaloosa County School Food Service Association Scholarship  
 Orlando Technology Scholarship Fund  
 OWJC - Business Department Scholarship  
 OWJC - Drafting Contest Scholarship  
 OWJC - Drama Scholarship  
 OWJC - Honors Scholarship  
 Presidential Scholarship Fund  
 Regional Science Fair Scholarship  
 Stickelber Charitable Foundation Scholarship

8. *Seminole-Miccosukee Indian Scholarship Program.* This scholarship is available only to Florida's Seminole or Miccosukee Indians, and is for study at any two or four-year public or private college within the state of Florida.

The amount of the award is based on need as determined by the tribes.

\*As of publication of the 1987-88 Catalog.

Must have maintained residency for a minimum of twenty-four (24) consecutive months immediately preceding the first day of classes for the academic term for which state aid is awarded.

Must have a high school diploma or its equivalent.

Must be enrolled as an undergraduate or graduate student in an eligible Florida college or university.

Must demonstrate financial need as determined by standards established by the respective tribe and by the Office of Student Financial Assistance, Department of Education.

Contact the OWJC Financial Aid Advisement Office (904) 678-5111, 682-5272 (Crestview), or 892-5145 (Walton County); or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.

9. *Scholarships For Children Of Deceased Or Disabled Veterans.* This scholarship provides financial assistance to children of deceased or disabled veterans to attend a Florida public university, community college, or vocational-technical center. This program is administered through two state agencies: The Division of Veterans Affairs of the Florida Department of Community Affairs certifies the veteran's status, Florida residency, and general student eligibility; the Department of Education makes the awards. This award is renewable annually but may not be received for more than the equivalent of eight (8) semesters or twelve (12) quarters.

The scholarship covers the cost of tuition and fees at any Florida public postsecondary educational institution.

The student must be the child of a veteran or serviceman who served in World War I (4/6/17 to 7/2/21), World War II (12/7/41 to 12/31/46), the Korean Conflict (6/27/50 to 1/31/55), or the Vietnam Era (8/5/64 to 5/7/75), and who died from a service-connected disease or disability, is officially classified as a POW or a MIA or is determined by the VA to have a service-connected disability of 100%. The parent must have entered the Armed Forces from the State of Florida. Both the applicant and his family must be bona fide residents of Florida for the five consecutive years immediately preceding application.

Children of servicemen who died or became disabled in Operation Eagle Claw (the Iranian rescue mission) are also eligible, if the serviceman was residing in Florida on April 25, 1980.

Children of servicemen who died or became disabled in the Lebanon and Grenada military arenas are eligible if the serviceman was residing in Florida on November 2, 1983.

Children of servicemen who died in the Newfoundland air tragedy on December 12, 1985, are eligible if the serviceman entered the military service from the state of Florida.

Must be between the ages of 16 and 22.

Must be enrolled or accepted for enrollment as a full-time undergraduate student in a Florida public university, community college or vocational-technical center.

Must maintain a cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all college work.

For further information contact the OWJC Office of Financial Aid Advisement, (904) 678-5111; 682-5272 (Crestview); 892-5145 (Walton County), or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.

10. *Confederate Memorial Scholarships.* This scholarship is available only to residents of Florida who are lineal descendants of a Confederate Soldier or Sailor. Awards are made on a one-year basis but may be renewed annually provided all eligibility requirements are met. No student may receive the scholarship for more than 8 semesters, or upon receipt of the bachelor's degree, whichever occurs earlier.

The value is \$150 for the academic year. To qualify a student must: have maintained residency for a minimum of twenty-four (24) consecutive months immediately preceding the first day of classes for the academic terms for which state aid is awarded; be a lineal descendant of a Confederate Soldier or Sailor, and be certified as such by a Chapter of the United Daughters of the Confederacy; enroll as a full-time student in a Florida public community college or university; maintain a "C" average to be considered for renewal; and apply for and if awarded accept the award within the established time limits. Have earned, if a renewal applicant, 24 semester credits during the terms of the academic year for which aid was received. Not be in default of a state or federal loan, grant, or scholarship repayment.

For further information contact the OWJC Financial Aid Advisement Office (904) 678-5111; 682-5272 (Crestview); 892-5145 (Walton County); or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904)488-6181.

11. *"Chappie" James Most Promising Teacher Scholarship Program Loan* This scholarship is offered by the State of Florida to one top graduating senior from each public secondary school in Florida to attend a state university, community college, or an independent institution; provided the student agrees to enter the public teaching profession in Florida for a minimum number of years at least equal to the number of years the scholarship was received.

Priority will be given to candidates who plan to teach in critical teacher shortage areas identified by the State Board of Education. Fifteen percent of the scholarships shall be awarded to minority students.

The Award is renewable annually contingent upon the recipient maintaining full-time enrollment status and a cumulative grade point average of at least 3.0 on a 4.0 scale, or the equivalent. No person shall receive a scholarship for more than four (4) years.

If the recipient fails to complete the required program of studies or fails to teach in accordance with the specified conditions, he/she is responsible for repaying the scholarship amount plus interest at the prevailing rate as determined by the Department of Education.

Value: The scholarship shall be limited to \$4,000 per year for a maximum of four years.

Eligibility: Must be ranked academically within the top 25% of the senior class.

Must agree to enter the public teaching profession in Florida.

Must be nominated by the principal and a committee of teachers based on criteria which shall include, but not be limited to, rank in class, standardized test scores, cumulative grade point average, extracurricular activities, letter of recommendation and an essay.

For Further Information: Contact your high school guidance office or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.

12. *Florida Undergraduate Scholars' Fund*: The Florida Undergraduate Scholars' Fund is a merit scholarship created to encourage Florida's outstanding high school graduates to attend a Florida postsecondary institution. The award is renewable annually but may not be received for more than the equivalent of eight (8) semesters or twelve (12) quarters.

The amount of the scholarship is \$1000 per academic year at institutions with tuition and registration fees of \$2,000 or less; \$1,500 per academic year at institutions with tuition and registration fees greater than \$2,000.

Student must either:

- a. Be recognized by the merit or achievement programs of the National Merit Scholarship Corporation as a "scholar" or "finalist"; or
- b. Have obtained a 3.5 unweighted grade point average on a 4.0 scale, or the equivalent, in high school subjects accepted for credit toward a diploma, and a score of 1200 or above on the combined verbal and quantitative parts of the SAT, or 28 or above on the ACT; or
- c. Be the recipient of a Florida Academic Scholars Certificate.

Must have maintained residency in Florida for a minimum of twenty-four (24) consecutive months immediately preceding the beginning of the first day of classes of the academic year for which an application is submitted.

Must have a Florida high school diploma or its equivalent.

Must be enrolled full-time (at least twelve (12) credit hours per semester) at an eligible Florida postsecondary educational institution.

Must apply for and if awarded accept the award within the established time limits, documenting intent to attend an eligible Florida postsecondary educational institution.

- a. In January the Department of Education will notify high school principals, Florida students, and school personnel of application procedures for that year.
- b. Applications are accepted each year, beginning February 15. The deadline date for applying is April 1. Applications received after this date will be placed on a waiting list and will be awarded on a first-come, first-serve basis, based on the availability of funds.
- c. The Department of Education immediately notifies the student of their eligibility status. The student may be determined eligible to receive an award; eligible but placed on a waiting list, or ineligible to receive an award.
- d. Applicants who receive an award, must notify the Department of Education of their acceptance no later than May 1.
- e. Final eligibility is determined in July when final grade point averages are verified and certificate recipients are determined.

For Further Information:

Contact your high school guidance office or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.

13. ***Challenger Astronauts Memorial Scholarship Program:*** The Challenger Astronauts Memorial Scholarship Program was created to provide financial assistance to Florida public high school seniors who intend to complete a major program of study in the liberal arts or to pursue a career in the teaching profession at a state university or community college.

The amount of the scholarship is \$1000 per academic year and may be received for a maximum of eight (8) semesters or twelve (12) quarters or the equivalent.

To be eligible, a student must have received a Florida public high school diploma or its equivalent.

Must have maintained residency in Florida for a minimum of twenty-four (24) consecutive months immediately preceding the beginning of the first day of classes of the academic year for which the award is received.

Must be enrolled as a full-time undergraduate student at a state university or community college.

Must maintain a cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all college work.

Must be nominated by the district school board.

For further information contact your high school guidance office or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida, 32301, or call (904) 488-6181.

14. ***Jose Marti Scholarship Challenge Grant Fund:*** The Jose Marti Scholarship Challenge Grant Fund is a need based grant established to provide financial assistance to Hispanic American students or students of Spanish culture with origins in Mexico, South America, Central America, or the Caribbean, regardless of race.

The amount of the grant is \$2000 per academic year for a maximum of eight (8) semesters or twelve (12) quarters of undergraduate study or a maximum of four (4) semesters or six (6) quarters of graduate study. Available funds are contingent upon matching contributions from private sources.

A student must be a citizen of the United States.

Must be enrolled as a full-time undergraduate or graduate student at an eligible postsecondary school.

Must demonstrate financial need as determined by a nationally recognized needs analysis service.

Must maintain a cumulative grade point average (GPA) of 3.0 on a 4.0 scale for all college work.

Must be a Hispanic American, or a person of Spanish culture with origins in Mexico, South America, Central America, or the Caribbean, regardless of race.

For further information contact the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida, 32301, or call (904) 488-6181.

**Checklist for Monitoring Aid  
Requirements of Florida State Program Participation\***

1. **Full-time student (12 hours or more)**
2. **Florida Resident**

**Independent Student:** 24 consecutive months residence in Florida prior to first day of semester of aid received.

**Dependent:** 24 consecutive months residence in Florida prior to first day of semester of aid received. Parents' address prevails for dependent students. A dependent student cannot be a Florida resident if parents' address is out-of-state.

**Definitions:** **Residency.** The legal status which a person acquires as the result of establishment of a domicile other than for temporary absences. However, any domicile established solely or primarily for the purpose of obtaining an education or of obtaining financial aid from the state shall not constitute residency.

**Domicile.** A person's fixed permanent and principal home.

3. **Satisfactory Academic Progress**

- (1) Must have 2.0 or higher grade point average for all previous college work.
- (2) Renewals of state aid: must have 2.0 or better each term while aid is being received except a less than 2.0 may conditionally be continued on aid program for one semester only.
- (3) Must have earned 24 hours of a planned credit program of study during the terms of the academic year in which aid was received.

4. **CLAST Requirements**

- (1) In the semester in which a student has completed or will complete 60 semester hours credit applicable to an A.A. degree he/she must have passing scores on the College Level Academic Skills Test (CLAST).
- (2) A transfer student from a non-CLAST college or university must take CLAST no later than the semester at Okaloosa-Walton Junior College in which 60 semester hours applicable to an AA degree has been or will be completed.

5. **Selective Service Registration Requirement**

- (1) Male students enrolled at a Florida postsecondary educational institution (OWJC), shall show proof of registration with the Selective Service System. 6-A20.006(1)

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\*FAC Rules 6A-20.001 to 6A-20.010

## 6. No Default Statement

- (1) Not be in default on federal or state loan programs, Pell Grant, State Grant, or Supplemental Education Opportunity Grant unless satisfactory arrangements to repay the loan or grant have been made.

## 7. Student Financial Need

- (1) Institutions shall insure that the state student assistance grant, in combination with all other student resources, does not exceed the net computed financial need of the student.

## WORK-STUDY PROGRAMS

Two 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 twenty 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. A student must have on file an ACT Needs Analysis, 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 to work under this program. 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 the minimum wage per hour rate.
2. *Public School Work Experience Program.* This need-based program provides students the opportunity to be employed in public elementary and secondary schools as teacher aides or science laboratory assistants, or in public postsecondary schools as mentors who assist and counsel educationally disadvantaged freshmen.





## CONTRACTED SERVICES BY STUDENTS

Any student receiving a contracted services commitment from Okaloosa-Walton Junior College shall, as a minimum, be in good standing for continuance in attendance at Okaloosa-Walton Junior College. Specific additional criteria and academic standing criteria may be required. A non-discriminatory statement shall be incorporated into all requests for employment of students, including contracted services. Each and every student retained under contracted services shall be selected and assigned to jobs, and otherwise treated, without regard to race, sex, age, national origin, religion, marital status or handicap. Reasonable accommodation will be provided for qualified handicapped students performing contracted services.

Any default by a student in fulfilling his/her contracted services responsibilities or in maintaining academic standards shall have obligated the College only for such pro-rata portion of the contracted services commitment as may be due as of the date of his/her default.

1. *Food Service Trainee:* Each Commercial Food Service Trainee shall be eligible for a contracted services commitment up to a maximum of \$75 per semester in each 6-hour Commercial Food Service laboratory course for which he/she is duly enrolled in pursuit of an Associate Degree or Certificate in Commercial Foods. Each Food Service Trainee shall be obligated to be in a training assignment in the food services area for the total number of contact hours per week specified for the laboratory portion of each course and shall be entitled to one specified meal per day. The Commercial Foods Manager shall notify the Comptroller at the end of each semester as to trainees successfully completing the program.
2. *Student Assistants:* Student Assistants shall be paid on a contracted services basis not to exceed \$285 per semester for a student enrolling for 15-semester hours or more and not less than \$228 for a student enrolling in 12-semester hours in a given semester provided that the contract for the given student is totally fulfilled. The Comptroller, or his designee, shall prorate payment to Student Assistants whose number of semester hours of enrollment falls between 12 and 15 semester hours in a given semester or who fail to work the required number of hours.

A maximum of 40 one-semester student assistantships may be granted to full-time students who are residents of the Okaloosa-Walton Junior College District upon joint recommendation of a Department Chair or of an organizational Unit Head and of the Financial Aid Committee. Each appointment shall be subject to approval by the President, or his designee. No more than 50 % of the resultant number of these assistantships shall be available in the Fall Semester, 40% in the Spring Semester, and 10% in the Summer Semester, except by special recommendation of the Financial Aid Committee and subsequent approval by the President, or his designee.

Each Student Assistant shall work ten (10) hours per week under the supervision of a department chair or an administrator to whom he/she is assigned. Schedule(s) of duties and completion of time sheets shall be required. A student who falls below a cumulative 2.0 grade point average is not eligible for a student assistantship.

The selection of these students complies with the provisions of the Florida Educational Equity Act and in no way discriminates on the basis of race, sex, age, national origin, religion, marital status, or handicap.

*No individual student shall be allowed to be a student assistant for more than two semesters per calendar year.*

3. *Student Activity 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 \$285 per 16-week semester or \$228 per 12-week semester. Such persons shall normally be full-time students (minimum 12 semester hours) and be obligated to 10-15 hours of work per

week on the average, being available for accomplishing the specific tasks needed for implementing the activities for which retained.

*No individual student shall be allowed to be a student activity worker for more than two semesters per calendar year.*

4. **Student Publications Editor:** Upon recommendation by the Publications Committee, the Information Services Officer and by the Dean of Student Services, a student may be retained to serve as Editor on College publications (e.g., RAIDER REVIEW, CAMPUS CHRONICLES). The maximum amount to be paid to a student publications editor in 1987-88 shall be \$285 per semester.

Appointments shall be semester-by-semester for Fall and Spring semester, *only*, through submittal of a Purchase Requisition, with payment only at the end of the semester upon documentation by the Information Services Officer and the Dean of Student Services of complete fulfillment of obligations of said editor. At no time shall editors be appointed for more than two semesters per calendar year.

If the number of semester hours of enrollment (minimum of 12 hours) declines, subsequent to appointment, to an enrollment level below the minimum 12 semester hours, and if the impact of the decline and of reasons for it are deemed satisfactory to the Information Services Officer and the Dean of Student Services, the *contracted services payment* shall be pro-rated, accordingly.

At such time as the Information Services Officer and the Dean of Student Services, jointly, shall judge the obligation of the student not to have been met to their satisfaction, the *contracted service* shall be discontinued as of that date and consequent financial adjustments made by recommendation of the Comptroller and approval of the President.

*No individual student shall be allowed to be a student publications editor for more than two semesters per calendar year.*

## GRANTS

Grants are "gifts in aid" made available (contingent upon acceptance, enrollment and continuation of Satisfactory Academic Progress at OWJC) to students based on financial need. Whether this type of aid has to be repaid depends upon the provisions of the grant. In order to apply for a grant to attend OWJC all students must complete a Family Financial Statement, which is used to determine the student's need, and a Student Data Form.

1. **Florida Student Assistance Grant.** The Florida Student Assistance Grant is a need based grant available to residents of Florida who are enrolled in an eligible Florida college or university. These grants are awarded for one year, but are renewable for up to a total of 12 quarters or 8 semesters, or upon receipt of the bachelor's degree, whichever comes first, within a period of not more than six consecutive years.

The amount of the grant ranges from \$200 to \$1,200 per year. This grant in conjunction with other financial aid shall not exceed the student's financial need.

Must be a citizen or permanent resident of the United States.

Must have maintained residency in Florida for a minimum of 24 consecutive months immediately preceding the beginning of the first day of classes of the academic year for which an application is submitted.

Must be enrolled or accepted for enrollment as a full-time (at least twelve (12) credit hours per semester, trimester or quarter) undergraduate student in an eligible Florida institution.

Must demonstrate financial need as determined by a nationally recognized needs analysis service.

Must maintain a cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all college work.

Must submit *either* the Florida Financial Aid Form (FAF) to CSS or the Florida Family Financial Statement (FFS) to ACT indicating you wish to be considered for the Florida Student Assistance Grant. Applications must be *received* by the needs analysis processor (ACT or CSS) on or before April 1 deadline.

Contact the OWJC Financial Aid Advisement Office or the Office of Student Financial Assistance, Department of Education, Knott Building, Tallahassee, Florida 32301, or call (904) 488-6181.

2. **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, such as OWJC. Grants cover undergraduate study and are intended to be the foundation of the student's financial award.

Amount: Pell Grants for the 1987-88 fiscal year (July 1-June 30) will range from \$200-\$2,300 depending on a student's eligibility as determined by a standard formula. The amount of Pell money received depends upon the number of semester hours for which a student is registered each semester. The OWJC Financial Aid Office will recalculate the Pell Grant at the end of the drop/add period each semester.

OWJC has experienced lengthy delays in receiving funds from the Federal Government. Thus, final payment for each semester of the grant may not be possible until late in the semester.

**Pell Grant funds cannot be applied to costs for books and supplies until after the end of the published course drop/add period.**

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

- a. The student has met the general eligibility requirements;
- b. The student is determined to have financial need based on the Pell Grant formula. (This formula uses the information provided on the student's 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
- c. The student is an undergraduate student who has not previously received a baccalaureate degree.

Limit: Pell Grants are funded to 60% of allowable cost-of-attendance. Pell Grants are limited to 5 years for students enrolled in an undergraduate course of study normally requiring 4 years or less to complete for a Baccalaureate Degree.

3. **Supplemental Education Opportunity Grant (S.E.O.G.).** These grants are for students who have financial need (as determined by the OWJC Financial Aid Advisement Officer) and who would not be financially able to attend college without a Supplemental Education Opportunity Grant. Contact the OWJC Financial Aid Advisement Office. A student applying should have an ACT Needs Analysis or FFS on file in the OWJC Financial Aid Advisement Office.

Amount: SEOG (Supplemental Educational Opportunity Grant) increase in maximum award from \$2,000 to \$4,000. Minimum award from \$200 to \$100.

**Awards:** Go to students with exceptional need (defined as students with lowest expected family contributions).

**Priority:** For Pell Grant recipients.

### **Pell Grant File Checklist**

The following eighteen items are required in order to complete a student's Pell Grant folder. A student must have a complete file before the release of Pell Grant funds will be authorized.

1. **Comprehensive Financial Aid Report (CFAR)** published by ACT (preferred) *OR* College Scholarship Services published by CSS.
2. **Student Data Form**
3. **Student Aid Report (SAR's)**
4. **Parent's 1986 Tax Return**  
**Non-Filers Certification**  
**Untaxed Income Verification**

#### **AND/OR**

- Student's 1986 Tax Return**  
**Non-Filers Certification**  
**Untaxed Income Verification**
5. **Admissions Letter** (Registrar's file should include transcripts, test scores, proof of high school completion)
6. **Financial Aid Transcript(s)**
7. **Affidavit of Educational Purpose/Rights and Responsibilities**
8. **Certification of Residence - Dependent Student or Independent Student**
9. **Affidavit of Non-Support (Independent Students)**
10. **Student Statements Relative to Participation in Financial Assistance**
11. **Standards of Satisfactory Progress and Academic Good Standing Governing Federal Student Financial Aid Program Assistance/Reinstatement and Appeals Process, signed and dated on each page.**
12. **Copy of Selective Services Registration Compliance (male students)**
13. **Program of Study (A.A., A.S., or Certificate) on file signed by student, counselor, and Registrar**
14. **Pell Validation when Student Aid Index (SAI) is flagged with an asterisk (\*) by the U.S. Department of Education**
15. **Citizenship status verification**
16. **Pell Grant Award Data Letter, signed and dated.**
17. **Official Award Notice**

## LOANS

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

Short-term student loans are available to pay 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 normally borrow 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:

Alpha Delta Chi Loan Fund  
John B. Arnold Loan Fund  
Ethel Hopkins Bartell Memorial Loan Fund  
Jack Bartell Memorial Loan Fund  
Eglin Officers Wives Club-Emergency Loan Fund  
Niceville-Valparaiso Rotary Club Loan Fund  
Mildred Plew Meigs Memorial Scholarship Loan Fund  
Francis M. Stone Loan Fund  
Okaloosa-Walton Junior College Women's Club-Scholarship Loan Fund  
Okaloosa-Walton Junior College General Student Loan Fund  
Valparaiso-Niceville Civitan Club Loan Fund  
National Organization for Women

Students may apply for loans provided they have a demonstrated financial need. Foreign students are not eligible for loans, since their admission is contingent upon documentation of adequate financial resources to cover full costs of attendance. Loans may be used only for expenses incurred for registration fees or books up to a maximum of \$250 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. Based upon extenuating circumstances, loan maximums may be adjusted by the Office of Student Financial Aid Advisement at the discretion of the Director of Student Financial Aid Advisement or his designees.

## VETERANS BENEFITS

The Federal government has programs which provide some financial assistance for veterans and their dependents. These programs are described briefly on pages 62 & 63. Assistance and information may be obtained from the campus Registrar's Office or from the Veterans Administration, Regional Office, P.O. Box 1437, St. Petersburg, Florida 33731.

# INSTRUCTIONAL PROGRAMS

## STANDARDS AND REGULATIONS

### REGISTRATION

Normally, registration is completed during the regularly scheduled registration dates and times for each semester or for specially scheduled or announced enrollment periods. Open "walk-in" registration is available to students who are currently enrolled or previously enrolled and to other students who have been admitted to the College and have completed the entry testing required for course placement and advisement purposes. All students are urged to secure essential advice from counselors and/or advisors before seeking to register in order to assure entry into suitable courses for most efficient completion of their programs and objectives.

Each new applicant must be admitted to the College or must have executed a Conditional Enrollment Affidavit (see page 14) before being permitted to register for any course. Furthermore, as indicated under "Testing and Counseling" all students entering a college-credit program are required to have taken the ACT, the SAT, the ASSET or the MAPS test for counseling and course placement purposes. All prospective students should, while still in high school, try to arrange to take the ACT on a nationally scheduled testing date; but if this is not feasible, OWIC will administer the ASSET or other appropriate tests each semester during registration periods. Details regarding local testing may be acquired by contacting the Office of the Dean of Student Services and by 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 Advisement Office.

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 Instruction, has not enrolled by that date. Full refund of tuition will be made to students enrolled in such cancelled classes upon completion, by the student, of a withdrawal form.

During the Fall and Spring Semesters, just prior to final examinations, *currently enrolled* 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 in noncredit courses, is considered to be a full-time student.

### AUDIT STATUS

Students registering in a college-credit course on a "not-for-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. Occupational courses cannot be taken on an audit basis.

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 Instruction 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 at anytime during the regular registration period or change to “Audit” status 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 Drop/Add period specified for each semester in the College calendar.

## **CHANGE OF SCHEDULE**

Changes in courses or sections may be made during the Drop/Add period specified in the College calendar and/or in the Schedule of Classes each semester. Any such changes shall be accomplished by completion and processing of required forms available from the Registrar’s Office and off-campus centers. The completed forms must be submitted to the Registrar’s office and to the Comptroller’s Office or to the Office of the Director of one of the off-campus centers.

## **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 Instruction a withdrawal grade whenever absences become excessive. Arranging to makeup work missed because of legitimate class absence is the responsibility of the student in cooperation with the instructor(s). Instructors shall not, however, authorize major blocks of class absences (e.g., 25 percent or more of the total class hours) without approval of the Department Chair and the Dean of Instruction.

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 pages 62 & 63).

## **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 substantive 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 Instruction.

Letter grades will be assigned as follow: A-Excellent; B-Good; C-Average; D-Passing; F-Failing; I-Incomplete; V-Deferred Incomplete; S-Satisfactory; U-Unsatisfactory; N-No Grade (non-punitive); and X-Audit.

Grade points per semester hour are as follow: A-4; B-3; C-2; D-1; and F-0. Grades of “I-Incomplete” will change to “F-Failing” at the end of the next semester following the issuance of the grade if work is not made up during that period of time. The “I” or “V” 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 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. Furthermore, 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 FINAL EXAM PERIOD** in the next 16-week 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.

When approved absences result in conditions wherein satisfactory course completion by the end of the next 16-week semester of enrollment is precluded, a deferred incomplete grade of "V" may be assigned by the teacher.

## 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 the next term (mandatory completion time for "I" grades). A grade of "V" may be awarded according to conditions stated above.

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: College Preparatory Mathematics; College Preparatory Algebra; College Preparatory Reading; College Preparatory English, and IEA 0131 Adult General Education/Vocational Preparatory.





## SATISFACTORY/UNSATISFACTORY ("S" AND "U") GRADES

"S" and "U" grades shall be awarded to students in all college preparatory and non-college-credit classes except where A-F system grades are required for high school credits or for other justifiable reasons. Non-college-credit courses in which the issuance of the required grades other than S or U are to occur shall be approved in advance, individually, by the Dean of Instruction based on appropriate written justification.

## WITHDRAWALS

1. **Before** the end of the tenth week of the Fall and Spring Semesters, the seventh week for the Summer Semester, and the fourth week for Terms I and II, but **after** the drop/add 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. Withdrawals are also authorized for 8-week and other short classes up to the third College workday beyond the class mid-point.
2. **After** the end of the tenth week for the Fall and Spring Semesters, the seventh week for the Summer Semester, and the fourth 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 Instruction 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 PARAGRAPHS 1 AND 2, ABOVE, FOR WITHDRAWAL WITHOUT "F" GRADES.)**



## 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 to 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) cumulative semester hours) the cumulative grade-point average will not be computed for honors or substandard academic performance until the student has attempted a minimum of twelve (12) cumulative semester hours and then each twelve (12) hours thereafter.

*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 (or part-time students for each cumulative twelve hours) 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 (or part-time students for each cumulative twelve hours) 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 - 23	1.50
24 - 35	1.70
36 - 47	1.80
48 - 59	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 and 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 which is transferred in from any previously attended institutions of higher education. All work at previous institutions of higher education will be counted, *not* just selected courses. Consequently, the College feels the necessity for 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, COLLEGE PREPARATORY, VOCATIONAL PREPARATORY, 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, COLLEGE PREPARATORY, VOCATIONAL PREPARATORY, 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.

*Readmission.* To be re-admitted to Okaloosa-Walton Junior College following academic suspension, it is necessary for a standard re-admission form to be submitted to the Admissions Specialist. (The form for this purpose is available in the Admissions Office, at the OWJC Eglin and Hurlburt Offices, at the OWJC/UWF Fort Walton Beach Center, and at the OWJC Chautauqua Neighborhood Center in DeFuniak Springs.) Approval of such requests is most frequently granted after one semester, or quarter, out of college unless the prognosis for academic success is especially poor or there are conditions other than academic status involved. Students re-entering after suspension will be placed on academic probation and will be subject to the rules pertaining to substandard academic performance.

*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 his/her current record at OWJC, petition for such relief may be made through the Office of the Registrar. Should favorable action be taken, the courses and grades will continue on the face of the permanent record, but relief will be in not counting such grades 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 (GPA). 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, Directed Work Study, Internship, Tutorial, and certain physical education courses as indicated in course descriptions.)

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\*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.

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. Repeated courses are honored by State universities in Florida upon completion of the A.A. Degree.

## COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills entitled *College Level Academic Skills Test (CLAST)*. The CLAST is designed to test the communication and computation skills that are judged by State university and community college faculty to be generally associated with successful performance in higher education. Administration of the test to all students seeking an Associate of Arts degree is required by Florida Statutes and by Administrative Rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to community college students who are completing Associate of Arts degree programs or *who are otherwise seeking admission to upper division programs in state universities in Florida. Only students who pass all four (4) subtests of the CLAST can legally be awarded the Associate of Arts degree.* Further, only students who have passed all four (4) subtests of the CLAST can be unconditionally admitted to the upper divisions of the State University System of Florida.

Any admission to upper division status in state universities in Florida without the incoming transfer student having passed all four (4) subtests will be on a conditional basis, such that the student may take only a limited number of courses until such time as he/she successfully passes all four subtests of the CLAST. (Currently, students passing three out of the four subtests of CLAST may enroll for up to 36 semester hours of coursework beyond the sophomore level, by which time they will have had to pass the fourth subtest before being allowed to continue further.) The CLAST requirements also apply to students transferring to the upper divisions of public universities in Florida from private institutions in Florida and from out-of-state colleges and universities.

As required by statutes, the State Board of Education has established minimum CLAST score standards for the award of the Associate of Arts degree and for admission to upper division status in state universities in Florida. *The minimum passing scores in effect from August 1, 1986 through July 31, 1989, are as follow: Reading 270, Writing 270, Computation 275, and Essay 4. After August 1, 1989, the state-adopted passing scores are scheduled to be as follow: Reading 295, Writing 295, Computation 295, and Essay 5.*

To meet minimum State Board standards for the Associate of Arts degree or to attain upper division status in a state university, a student must present scores that meet minimum standards in effect at the time he or she *initially takes the test.*

The Office of the Dean of Student Services (678-5111, Ext. 327) provides information on how and when to apply to take the CLAST. In addition, the Office of the Dean of Student Services can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

**THE CLAST TEST WILL BE GIVEN ON JUNE 6, 1987; SEPTEMBER 26, 1987; MARCH 12, 1988; AND JUNE 4, 1988. NOTICES REGARDING CLAST APPLICATION DEADLINES ARE PUBLISHED IN THE COLLEGE CALENDAR AND IN THE OWJC BULLETIN.**

\*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.

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

# 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. Students should be sure to check with their faculty advisor during their *next to last semester* to ensure that all graduation requirements will be met by the end of the next semester. Participation in graduation exercises is expected.

1. Students must have a total of 64 semester hours for graduation, including a minimum of 42 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; (16 semester hours of General Education courses for the Associate of Science Degree Applied Science Options). 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 Instruction.
2. Students must make formal application for graduation and *if seeking an A.A. Degree, (or planning transfer with an AS Degree) apply for the College Level Academic Skills Test on the proper forms* furnished by the Registrar and *must meet the deadlines* designated in the College calendar which appears in the College catalog. In order to receive an A.A. Degree a student *must pass all four (4) subtests* of the CLAST.
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 Instruction, e.g., an S.O.C. agreement (See page 5 for details.)
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 regionally-accredited institution of higher education) contingent 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 follow:

- 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 Instruction 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 follow:

HSC 1400 - First Aid  
HSC 1000 - Personal and Community Health  
LEI 2330C - Camp Counseling  
LEI 1000 - Introduction to Recreation  
PET 1000 - Introduction to Physical Education  
EMS 1065 - CPR  
PEM 1100 - Fitness Concepts

## CREDIT BY ALTERNATIVE MEANS

Students may earn a maximum of 45 college credits through a combination of nontraditional 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 Coordinator of Testing 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. In addition, the English portion requires the written essay be taken in order for credit to be awarded.

*CLEP credits for mathematics and English:* CLEP credits awarded Fall Semester 1982 or later and based on general and subject examinations in English and humanities will be accepted as elective credit. This elective credit can be used toward fulfillment of the English and humanities requirements at OWJC when the student satisfies the 6000 word writing requirement mandated for English and humanities courses by State Board Rule 6A-10.030. The student can satisfy this rule by enrolling in ENG 1001 Research Papers, 1 semester hour (one enrollment for each 3 semester hours awarded in English and humanities); a grade of "C" or higher must be earned in each enrollment in the Research Papers courses to satisfy the general education writing requirements. This course may be repeated as needed to fulfill the total writing requirement.

In mathematics, students will be able to receive credit for Introductory College Algebra through the general examination. For Pre-Calculus Algebra or higher, credits are awarded on the basis of the subject examination only.

*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 Instruction.

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

1. Be admitted to OWJC.
2. Complete necessary application for Comprehensive Course Examination form, securing the signature of the appropriate Department Chair (setting date for examination) and the Dean of Instruction.
3. After Item 2, present form to Comptroller's office and pay the Comprehensive Examination Testing Fee (100 percent of registration/tuition fee for course, excluding lab fee), returning form after payment of fee to the Office of the Dean of Instruction. The Comprehensive Examination Testing Fee may be paid anytime after the end of late registration through the mid-point of the semester. (Deadline date for payment of the Comprehensive Examination Testing Fee is published in the semester schedule each semester.)
4. Complete examination on date scheduled. Examination date must precede a date two weeks following the deadline for application for taking comprehensive examinations (The deadline date for application for Comprehensive Examination and payment of examination and testing fee for comprehensive examination credit is published in the College Calendar and in the class schedule each semester).
5. Credits will be awarded for passing grades earned on comprehensive examinations. (See footnotes on the AA Degree General Education page for certain minimum grade restrictions.)

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.

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 9 semester hours of credit for correspondence and/or extension courses may be transferred from a college or university accredited by the appropriate regional accrediting association. These hours may include, but not be in addition to, the credits available through the Servicemember's Opportunity College Program.

**Competency Testing:** The A. S. Degree at OWJC requires 38 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. or the last 18 hours for the Applied Science Options 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).

1. **Departmental Competency Testing:** Students who have completed a diploma or certificate from an accredited vocational or technical school at less than the college level may receive up to 12 semester hours of credit in a related vocational program at OWJC. Credit is awarded based on the student's performance on departmental competency tests and the recommendation of the department chair to the Dean of Instruction. There is no charge for the competency tests.
2. **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. degrees, contingent upon the person completing the remaining credits at OKALOOSA-WALTON JUNIOR COLLEGE which are required for program completion.

**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 USF Testing Center to send a report of the competency exams *direct* 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. 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 the application for graduation has been submitted and approved.



**CLEP Subject Examinations:** Students may earn college credits in the Subject Examinations listed below provided they have not completed a college-level degree-credit 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, History 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 first to determine their eligibility for credit in accordance with FAC Rule 6A-10.024. All credit awarded will be posted on the student record.

Some institutions do not award credit for CLEP Examinations. It is the student's 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.

*Servicemember's Opportunity College (Active-Duty Personnel):* Okaloosa-Walton Junior College subscribes to the principles of the Servicemember's Opportunity College concept and has established flexible policies including credits and/or course waivers based on CLEP, DANTES/USAFI, CASE Guide, and "challenge" examinations geared to the needs of active-

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

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 Educational advisor in the college's on-base office, or with their Education Services Officer, for complete details regarding the Servicemember's Opportunity College Program.

*Transfer Credits:* Course work with a grade of "C" or above from a college or university accredited by the appropriate regional accrediting association 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 chair 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 A.S. Degree, or Occupational Certificate. Credits for classroom instruction from military schools other than the established academies of 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. DANTES/USAFI credits will be evaluated by the OWJC Registrar according to the DANTES 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 or counselor. 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. Liaison representatives from the respective public senior universities in Florida, also, are eager to assist OWJC students. Their names are available from the Office of the Dean of Student Services or from the College Counselors.

It is desirable, in the opinion of OWJC 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.

**STUDENTS PLANNING ON RECEIVING AN AA DEGREE OR ON TRANSFERRING TO THE UPPER DIVISION OF A STATE UNIVERSITY IN FLORIDA MUST HAVE TAKEN THE COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST). (SEE INFORMATION REGARDING DETAILS ABOUT PASSING OF CLAST AND ITS RELATIONSHIP TO GRADUATION AND TO TRANSFERS TO AN UPPER DIVISION OF THE SENIOR UNIVERSITY SYSTEM OF FLORIDA ON PAGE 50).**

## **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 Veterans Affairs Office well in advance of registering. The veteran must complete a special form (available in the Veterans 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.....	$\frac{3}{4}$ - time
6-8 semester hours.....	$\frac{1}{2}$ - time

For the Summer Semester and Terms I and II, training time is computed differently: The V. A. determines credits for 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 Summer Semester and 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 through 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 32, 34 or 35, Title 38, United States Code) at Okaloosa-Walton Junior College and who meets the conditions stated in 240.345(2)(b)1 shall in his/her first term of enrollment in any given fiscal year be granted upon his/her request a sixty (60) day deferment for full payment of his/her fees from the last date to pay fees provided that the period of deferment shall not extend beyond ten (10) days before the end of the term for which eligible persons are registered.

Deferment of payment of fees for eligible persons in any enrollment period subsequent to the first one in any fiscal 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 Advisement Office to seek special consideration for a sixty (60) day deferment which must have the approval of the Financial Aid Advisement 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 240.345(2)(b)1--at OWJC or at any other educational institution.

# ACADEMIC ADVISING

Students are assigned to faculty advisors who will assist them with the selection of the proper courses to fulfill their program objectives. Anyone desiring to establish or to change advisors should contact the Registrar's Office or the Admissions Office in the Administration Building on campus or any of the off-campus center directors. Students may find out who their advisors are and how to contact them by checking the following locations where advisor listings are maintained:

Registrar's Office (A Bldg.)  
Library Circulation Desk (E Bldg.)  
Evening Office (K Bldg.)  
Counseling Office (E Bldg.)  
Dean of Instruction (A Bldg.)

OWJC Eglin Office, Bldg. 251  
OWJC Ft. Walton Beach Office,  
Mary Esther Cutoff  
OWJC Chautauqua Neighborhood Center  
DeFuniak Springs

Faculty advisors are assigned based upon the student's declared program objective, and these advisors will assist students to prepare a program plan which may be used as a guide in the selection of courses each semester. Advisors are assigned from the departments as listed below (students who have not selected a program objective are assigned among the various departments):

**BIOLOGY**—Dr. Roy Bundy, Chair  
Pre-Professional (Medicine, Veterinary,  
Dentistry)  
Medical Technology  
Pre-Pharmacy  
Biology (Marine, Forestry, Teacher Ed.)  
Pre-Nursing & Physical Therapy

**BUSINESS**—Dr. Paul Szuch, Chair  
Banking  
Business Administration  
Business Data Processing  
Business Teacher Education  
Marketing  
Real Estate  
Scientific Data Processing  
General Business Management

Commercial Data Processing  
Mid-Mgmt. (Marketing, Hotel-Motel,  
Technical Marketing, and Aviation)  
Postal Service Management  
Administrative Office Management  
Clerical Office Assistant  
Executive Secretary  
Word Processing

**COMMUNICATIONS, HUMANITIES, AND THE ARTS**—Ms. Margaret Crozier, Chair  
Foreign Language  
Teacher Education, Elementary  
Teacher Education, Secondary  
Art  
Ministry  
Humanities

**HOME ECONOMICS**—Ms. Marilee Whitney, Chair  
Child Development/Early Childhood Education  
Child Development Associate (CDA)  
Consumer Economics and Management  
Fashion Merchandising and Design  
Home Economics Education  
Foods and Nutrition  
Human Development/Family Relations  
Housing and Interior Design

**MATHEMATICS-Mr. Lewis Heckroth, Chair**  
Engineering  
Mathematics (Meterology)

**PHYSICAL EDUCATION-Mr. Lanny Heath, Chair**  
Health, Physical Education, and Recreation

**PHYSICAL SCIENCE-Dr. Ronald Head, Chair**  
Chemistry  
Physics

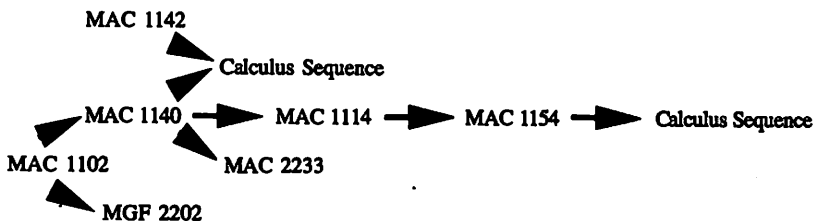
**SOCIAL SCIENCES-Dr. Joseph J. Matthews, Chair**  
Social Services  
Social Sciences

**PUBLIC SERVICES EDUCATION-Dr. David Goetsch, Coordinator**  
Criminal Justice  
Paralegal  
Fire Science

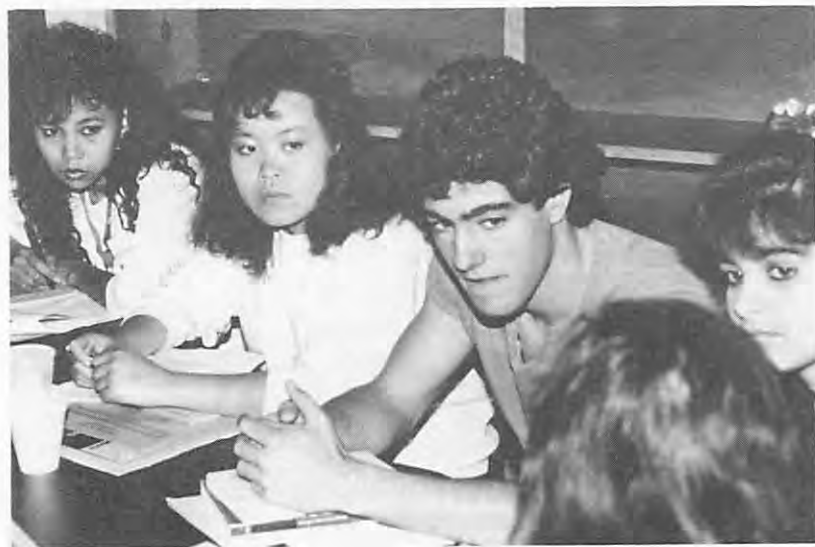
**TECHNOLOGY AND INDUSTRY Mr. Gail C. Kaltz, Acting Chair**  
Air Conditioning, Refrigeration, and Heating  
Drafting and Design  
Building Construction  
Commercial Foods  
Auto Mechanics  
Electronics  
Graphics and Printing

#### **SPECIAL COMMENTS CONCERNING MATHEMATICS**

The following diagram indicates possible tracks that a student might follow in order to satisfy their mathematics requirements, depending on their background and program needs.



1. Students who score below acceptable minimums on mathematics placement tests must complete MAT1024A before enrolling in MAC1102.
2. Students may enter the sequence at a variety of levels, depending on their background and the recommendation of a member of the mathematics department staff. This means that many students may be able to start their work in courses higher than MAC1102, many at the MAC1140 level, and some may even be able to start at the calculus level.
3. The MAC1102-MGF2202 track is designed for students whose educational programs require no higher mathematics work. It is NOT designed for science, engineering, business or mathematics majors unless used only as an elective, non-program, credit.
4. The MAC1102-MAC1140-MAC1114-MAC1154-Calculus sequence track is designed for students whose educational programs require the full mathematics sequence but whose background does not include trigonometry and analytical geometry.
5. The MAC1102-MAC1140-Calculus sequence track is designed for the student whose background includes good preparation in trigonometry and analytical geometry but who did not choose to start college work at the calculus level for any of a variety of reasons.
6. The MAC1142-Calculus track is designed for the student whose background includes good preparation in trigonometry and analytic geometry but who wanted a rapid college level course in precalculus topics before starting in the calculus sequence.
7. The MAC1102-MAC1140-MAC2233 track is designed specifically for business majors.
8. MAS2103, Linear Algebra, can be taken any time after completion of MAC1411, Calculus I, and can be taken concurrently with any course above MAC1411.
9. MAP2302, Differential Equations, cannot be taken until the completion of the three course calculus sequence.



# PROGRAMS

Okaloosa-Walton Junior College offers two basic degrees which students may pursue for the purpose of completing specific goals: the A.A. Degree and the A.S. Degree, including Applied Science Options. 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 semi-professional, technical or managerial 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.

Within the Associate of Science Degree, the *Applied Science Degree Options* provide the student with college-credit curricula not designed for transfer but designed to provide occupational skills required for employment and for mid-management advancements.

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

*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

*Associate of Arts* curricula are offered for those students planning to transfer to a four-year institution for the last two years of a bachelor's degree program. SIXTY-FOUR (64) HOURS ARE REQUIRED FOR GRADUATION.

*Courses In Residence.* (Credit hours taken at Okaloosa-Walton Junior College) The minimum requirement of courses taken in residence for an Associate of Arts degree at Okaloosa-Walton Junior College normally 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 42 semester hours of academic credit in the areas of communications, humanities, social sciences, mathematics, sciences, and physical education, as follow:

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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.

## NOTE—NOTE—NOTE—NOTE—NOTE

Florida Administrative Code 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 COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST).** Students graduating with an Associate of Arts degree are required to take the CLAST according to the schedule as listed in the Calendar of Instructional Activities in this catalog. The minimum passing scores in effect from August 1, 1986 through July 31, 1989, for CLAST subtests are: (a) essay 5 (b) writing 295 (c) reading 295 and (d) computation 295.
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.\*\*
4. **SLS 1101 (COMPASS)** is a required course for all entering, full-time (12 credits), A.A. students. Part-time A.A. students must take this course in the semester they are enrolled in their twelfth credit.

### GENERAL EDUCATION REQUIREMENTS ASSOCIATE OF ARTS DEGREE\* [42-Semester Hour Minimum]

	Sem. Hrs.	Course Selections
Biological Science.....	4-8	APB 1150 or BOT 1010C or ZOO 1010C or PCB 2011 or APB 1150C AND APB 1151C
Communications Skills.....	6	ENC 1101/1102
Humanities.....	6*	HUM 1020 or ARH 1000 or MUH 1011; ARH 2050-ARH 2051 or PHI 2010 or REL 2300 or LIT 1100 or LIT 2090, THE 2000
Mathematics.....	6**	MAC 1102, MAC 1140, MAC 1114, MAC 1154, MAC 1411, MAC 1412, MAC 1413, MAC 2233, MAP 2302, MAS 2103, MGF 2202
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.
Electives.....	6	SPC 1600, COC 1020, foreign language, or others as listed on the following page.
Physical Science.....	4-8	CHM 1020 or GLY 1000 or MET 1010/OCE 1005, PHY 1020, 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, or WOH 2040 or INR 2002 or PSY 2012 and SYG 2000

\*Communications and humanities courses listed on this page meet the 6000 word writing assignment as required by FAC Rule 6A-10.030, and credits earned in the Fall Semester of 1982 or later in these courses at OWJC or by transfer shall be based on a minimum grade of "C."

\*\*Mathematics courses listed on this page meet the mathematics requirements for FAC Rule 6A-10.030, and credits earned in the Fall Semester of 1982 or later at OWJC or by transfer shall be based on a minimum grade of "C."



**General Education Electives.** Students who complete the minimum General Education sequence with less than 42 semester hours will have to complete sufficient additional hours from the general education courses previously listed or from the following list of general education electives to reach the 42 semester hours required. In some specializations, specific general education courses are designated and shall be chosen as specifically indicated (exclusive of College Preparatory courses).

COC1020	Computer Literacy
ECO 2013	Economics I
ECO 2023	Economics II
ENC 1151	Writing/Grammar
LIT 1201	Approach to Literature
LIT 2164	Contemporary Literature
SPC 1600	Speech
CHM 2210C	Organic Chemistry I

**FOREIGN LANGUAGE** -- Any college-credit foreign language course.\*

**MATH** -- Any degree-credit Math Department courses except:

MAT 2905	Tutorial
MAT 2949	Directed Work Study

**BIOLOGY** -- Any college-credit Biology Department course except:

BSC 2946	Directed Work Study
BSC 2905	Tutorial

**Areas of Emphasis:** In addition to the required 42 semester hours of General Education, each student must complete an additional 22 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 Instruction. **NOTE:** some areas of emphasis specify more than 22 semester hours -- *students should consult their designated faculty advisor to select the appropriate courses in the specialized field that will fulfill the 64-hour requirement for graduation.*

## **CUSTOM-DESIGNED ASSOCIATE OF ARTS DEGREE PROGRAM**

Specialized custom-designed programs may be developed to permit individualized planning of 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 Instruction and Department Chair of any of the following disciplines of a specially designed sequence which, with the General Education sequence, will meet degree requirements: Biological Science; Business; Home Economics and Consumer Education; Communications, Humanities and the Arts; Mathematics; Physical Education; Physical Science; and Social Science.

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\*The RAISE BILL enacted by the Florida Legislature states that beginning Fall, 1987, FOREIGN LANGUAGE CREDITS will be required prior to being admitted to a STATE UNIVERSITY (two years of foreign language in high school or two semesters of foreign language at a community college).

# BIOLOGY

## Area of Emphasis: **PRE-PROFESSIONAL [MEDICINE, VETERINARY, DENTISTRY]**

General Education courses selected from those listed for AA degree on page 68.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
PCB 2011	Cell Biology	4
ZOO 1010C	Zoology	4

### **Specialization Courses**

	Foreign Language	6
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
BOT 1010C	Botany	4
MAC 1411	Calculus I	4
MCB 2013C	Microbiology	4
PHY 2048C*	College Physics I	4
PHY 2049C*	College Physics II	4
PHY 1053C*	Physics I	4
PHY 1054C*	Physics II	4
HUN 2001	Nutrition	3

\*Depending upon university/medical school requirements.

## Area of Emphasis: **MEDICAL TECHNOLOGY\***

General Education courses selected from those listed for AA Degree on page 68.

<b>Specific General Education Courses</b>		<b>Sem. Hrs.</b>
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
PCB 2023	Cell Biology	4
ZOO 1010C	Zoology	4

### **Specialization Courses**

APB 1200C	Anatomy and Physiology I	3
APB 1201C	Anatomy and Physiology II	3
MCB 2013C	Microbiology	4
BOT 1010C	Botany	4
HUN 2001	Nutrition	3

\*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.

## Area of Emphasis: **PRE-PHARMACY\***

General Education courses selected from those listed for AA Degree on page 68.

General Education Courses		Sem. Hrs.
MAC 1114	Trigonometry	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>		
	Foreign Language	6
MAC 1411	Calculus I	4
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
PCB 2011	Cell Biology	4
MCB 2013C	Microbiology or	4
HUN 2001	Nutrition	3
ECO 2013	Economics I	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **BIOLOGY [MARINE, FORESTRY, TEACHER ED.]\***

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education courses		Sem. Hrs.
MAC 1114	Trigonometry	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>		
	Foreign Language Recommended	
CHM 2210C	Organic Chemistry I	4
CHM 2211C	Organic Chemistry II	4
PCB 2011	Cell Biology	4
HUN 2001	Nutrition	3
<b>Select one course from the following:</b>		
MCB 2013C	Microbiology	4
ECO 2013	Economics I	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **PRE-NURSING\* & PHYSICAL THERAPY**

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
SPC 1600	Speech	3
SYG 2000	Sociology	3
CHM 1045C	College Chemistry I	4
CHM 1046C	College Chemistry II	4
PCB 2011	Cell Biology	4
ZOO 1010C	Zoology	4

### Specialization Courses

APB 1200C	Anatomy and Physiology I	3
APB 1201C	Anatomy and Physiology II	3
HUN 2001	Nutrition	3
DEP 2004	Human Growth and Development	3
PSY 2012	Psychology	3
APB 1231C	Microbiology Allied Health	4

\*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, in cooperation with a faculty advisor.

## **BUSINESS\*\***

### Areas of Emphasis: **BANKING\***

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

### Specialization Courses

BAN 1004	Principles of Bank Operations	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
BAN 2501	Money and Banking	3
BAN 2900	Directed Study in Banking	1
COC 1020	Computer Literacy	3
GEB 1011	Introduction to Business	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

\*\*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 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
SPC 1600	Speech	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

### Specialization Courses

COC 1020	Computer Literacy	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
STA 1014	Statistics	3
MAC 2233	Business Calculus	3

### \*Electives

BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
MAN 2021	Management	3
MAN 2100	Human Relations	3
MAR 2151	Retail Management	3
OST 2335	Business Communication	3
GEB 1011	Introduction to Business	3
MAR 2101	Salesmanship	3
MAR 2302	Introduction to Advertising	3
MAR 2011	Introduction to Marketing	3
CRM 1020	Data Processing Concepts	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: BUSINESS DATA PROCESSING\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

### Specialization Courses

STA 1014	Statistics	3
ACG 2001	Accounting I	3
ACG 2021	Accounting II	3
CRM 1020	Data Processing Concepts	3
COC 1120	Programming Logic and Documentation	4
COP 2170	BASIC Language Programming	4
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4

\*Students must see an advisor (preferably a data processing/business advisor) to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: BUSINESS TEACHER EDUCATION\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
MAC 2233	Calculus for Business	3
MAC 1140	Pre-Calculus Algebra	3
<b>Specialization Courses</b>		
OST 1110	Typewriting II	2
OST 2120	Typewriting III	2
OST 1212	Dictation	3
STA 1014	Statistics	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2111	Business Law	3
	or	
OST 2335	Business Communications	
	or	
MTB 1103	Business Math	
OST 2213	Transcription	3
EDF 1005	Introduction to Education	3
GEB 1011	Introduction to Business	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: MARKETING\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
ECO 2023	Economics II	3
PSY 2012	Psychology	3
MAC 2233	Calculus for Business	3
MAC 1140	Pre-Calculus Algebra	3
<b>Specialization Courses</b>		
ACG 2001	Accounting I	3
ACG 2011	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

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

\*\*Designed to offer a student directed studies in specialty 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 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
MAC 2233	Business Calculus	3
MAC 1140	Pre-Calculus Algebra	3
MAC 2233	Calculus for Business	3

### Specialization Courses

GEB 1011	Introduction to Business	3
REE 1040	Introduction to Real Estate	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
STA 1014	Statistics	3
COC 1020	Computer Literacy	3

Business electives should be chosen from the following after consultation with the faculty advisor: OST 2335 Business Communications; MAR 2101 Salesmanship; REE 1200 Real Estate Finance; REE 2300 Real Estate Investments; REE 2800 Real Estate Management.

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\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: SCIENTIFIC DATA PROCESSING\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
MAC 1411	Calculus I	4
MAC 1412	Calculus II	4
MAC 1413	Calculus III	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4

### Specialization Courses

CRM 1020	Data Processing Concepts	3
COP 2110	FORTTRAN Programming	4
MAP 2302	Differential Equations	3
MAS 2103	Linear Algebra	3
COP 2100	Programming I	3

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\*Students must see a data processing/business advisor to select the basic and elective courses for the degree total of 64 semester hours.

# COMMUNICATIONS, HUMANITIES, AND THE ARTS

## Area of Emphasis: FOREIGN LANGUAGE\*

General Education courses selected from those listed for AA Degree on page 68.

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 a foreign language advisor.)

Specific General Education Courses		Sem. Hrs.
<b>French</b>		
FRE 1100	French I	3
FRE 1101	French II	3
FRE 2200	French III	3
FRE 2201	French IV	3
FRE 2100	Introduction to French Literature I	3
FRE 2101	Introduction to French Literature II	3
<b>German</b>		
GER 1100	German I	3
GER 1101	German II	3
GER 2200	German III	3
GER 2201	German IV	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	3
GEW 2010	Introduction to German Literature I	3
GEW 2011	Introduction to German Literature II	3
<b>Spanish</b>		
SPN 1100	Spanish I	3
SPN 1101	Spanish II	3
SPN 2200	Spanish III	3
SPN 2201	Spanish IV	3
SPN 2300	Advanced Spanish Grammar and Composition I	3
SPN 2301	Advanced Spanish Grammar and Composition II	3
SPW 2100	Introduction to Spanish Literature I	3
SPW 2101	Introduction to Spanish II	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.



## Area of Emphasis: **TEACHER EDUCATION - ELEMENTARY\***

General Education courses selected from those listed for AA Degree on page 68.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
CHD 1220	Child Growth and Development I or	
DEP 2004	Human Growth and Development	3
COC 1020	Computer Literacy	3
EDF 1005	Introduction to Education	3
LIT 1100	Approach to Literature or	3
LIT 2090	Contemporary Literature	3
MUT 1001	Fundamentals of Music	3
PSY 2012	Psychology	3
SPC 1600	Speech	3
MAE 2810	Math for Elementary Teachers	3

### **Recommended Electives**

CHD 1230	Child Growth and Development II	3
CHD 1430	Observing and Recording Child Behavior	3
Foreign Languages		
Typewriting**		

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\*Each student must consult his or her academic advisor to select the appropriate basic and elective courses.

\*\*Unless a student is already a competent typist, the development of typewriting skills is strongly recommended.

## Area of Emphasis: **TEACHER EDUCATION-SECONDARY\***

General Education courses selected from those listed for AA Degree on page 68.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
COC 1020	Computer Literacy	3
EDF 1005	Introduction to Education	3
EDP 2002**	Educational Psychology	3
LIT 1100	Approach to Literature or	3
LIT 2090	Contemporary Literature	3
PSY 2012	Psychology	3
SPC 1600	Speech	3

### **Recommended Electives**

Foreign Languages  
Typewriting\*\*\*

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\*Each student must consult his or her academic advisor to select the appropriate basic and elective courses.

\*\*Selected four-year institutions require this course to be taken after transfer.

\*\*\*Unless a student is already a competent typist, the development of typewriting skills is strongly recommended.

## Area of Emphasis: ART\*

General Education courses selected from those listed for AA Degree on page 68.

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	Pottery I	3
ART 1111C	Pottery II	3
ART 1701C	Sculpture I	3
ART 1702C	Sculpture II	3
ART 2510C	Painting I	3
ART 2520C	Painting II	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: MINISTRY\*

General Education courses selected from those listed for AA Degree on page 68.

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

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

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.



## Area of Emphasis: HUMANITIES\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
HUM 1020	Humanities - Introduction	3
PHI 2010	Humanities - Philosophy	3
REL 2300	Humanities - Comparative Religion	3
ARH 2050	Art History Survey I	3
ARH 2051	Art History Survey II	3
ARH 1000	Humanities Art	3
MUH 1001	Humanities Music	3
THE 2000	Theatre	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 1201C,  
ART 1202C, ART 1400C, ART 1701C, ART 1115C, ART 2510C, ART 2520C.

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 hours.

## HOME ECONOMICS AND CONSUMER EDUCATION

### Area of Emphasis: CHILD DEVELOPMENT\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
SOC 2000	Sociology	3
COC 1020	Computer Literacy	3
Specialization Courses:		
CHD 1220	Child Growth and Development I	3
CHD 1230	Child Growth and Development II	3
CHD 1430	Observing and Recording Child Behavior	3
CHD 2322	Programming for Young Children	3
CHD 2432	Curriculum for Young Children	3
HOE 1010	Introduction to Home Economics	3
HUN 2410	Child Nutrition and Health	3
	or	
HUN 2001	Nutrition	3

\*Students must see Home Economics/Consumer Education faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: CONSUMER ECONOMICS AND MANAGEMENT\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
PSY 2012	Psychology	3
SOC 2000	Sociology	3
COC 1020	Computer Literacy	3
<b>Specialization Courses:</b>		
COA 2100	Consumer Education	3
HME 1200	Home Management	1
HOE 1010	Introduction to Home Economics	3
HUS 1400	Peer Advising	3
MAN 2000	Management	3
MAR 2011	Marketing	3
BUL 2111	Business Law	3

\*Students must see Home Economics/Consumer Education faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: FASHION MERCHANDISING AND DESIGN\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
ECO 2013	Economics I	3
<b>Fashion Merchandising - Specialization Courses</b>		
ACG 2001	Accounting I	3
CTE 1310	Clothing Construction I	3
CTE 1401	Textiles	3
COA 2100	Consumer Education	3
MAR 2011	Introduction to Marketing	3
MAR 2151	Retail Management	3
MAR 2302	Advertising	3
MAR 2101	Salesmanship	3
<b>Fashion Design - Specialization Courses</b>		
HOE 1010	Introduction to Home Economics	3
CTE 1310	Clothing Construction I	3
CTE 1743	Clothing Construction II	3
CTE 1401	Textiles	3
ART 1300	Drawing I	3
ART 1201C	Design I	3
COA 2100	Consumer Education	3
MAR 2011	Introduction to Marketing	3

\*Student must see Home Economics/Consumer Education faculty advisor to select basic general and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: HOME ECONOMICS EDUCATION\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
ECO 2013	Economics I	3
PSY 2012	Psychology	3
CHM 1045C	College Chemistry I	4
Specialization Courses		
HOE 1010	Introduction to Home Economics	3
COA 2100	Consumer Education	3
HUN 2001	Nutrition	3
CTE 1310	Clothing Construction I	3
CHD 1220	Child Growth and Development I	3
HHD 2110	Home Planning and Furnishings	3
FSS 1210	Family Meal Planning	3

\*Students must see Home Economics/Consumer Education faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: FOODS AND NUTRITION\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
CHM 1045C	College Chemistry I	4
PCB 2011	Cell Biology	4
COC 1020	Computer Literacy	3
Dietetics - Specialization Courses		
HUN 2001	Nutrition	3
APB 1200C	Human Anatomy and Physiology	4
COA 2100	Consumer Education	3
MAN 2000	Management	3
HOE 1010	Introduction to Home Economics	3
Food Science - Specialization Courses		
HUN 2001	Nutrition	3
HOE 1010	Introduction to Home Economics	3
MAC 1114	Trigonometry	3
MAC 1154	Analytic Geometry	3
MAC 1411	Calculus I	3

\*Students must see Home Economics/Consumer Education faculty advisor to select basic general education and elective courses for the degree total of 64 hours.

## Area of Emphasis: HUMAN DEVELOPMENT/FAMILY RELATIONS\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
SOC 2000	Sociology	3
COC 1020	Computer Literacy	3

### Specialization Courses:

CHD 1220	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
FAD 1123	Adults in Changing Society	3
HUS 1400	Peer Advising	3
COA 2100	Consumer Education	3
HUN 2001	Nutrition	
	or	
HUN 2410	Child Nutrition and Health	3
FAD 2310	Adult and Elderly Care	3
HOE 1010	Introduction to Home Economics	3

\*Students must see Home Economics/Consumer Education faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: HOUSING AND INTERIOR DESIGN\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
SOC 2000	Sociology	3
ECO 2013	Economics I	3
ARH 2050	Art History Survey I	3
ARH 2051	Art History Survey II	3

### Specialization Courses:

HOE 1010	Introduction to Home Economics	3
COA 2100	Consumer Education	3
HHD 2110	Home Planning and Furnishings	3
CTE 1401	Textiles	3
ART 1201C	Design I	3
ART 1300	Drawing	3
ARC 2121C	Architectural Drafting	3

\*Students must see Home Economics/Consumer Education faculty advisor to select basic General Education and elective courses for the degree total of 64 semester hours.

# MATHEMATICS

## Area of Emphasis: ENGINEERING\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education Courses		Sem. Hrs.
MAC 1411**	Calculus	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		
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

\*Students must see an advisor (preferably in the Mathematics Department) to select the basic and elective courses for the degree total of 64 semester hours.

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

NOTE: The courses COC 1110A, CRM 1020, and COP 2110 should be taken if time permits.

Students will need to identify the college or university to which they plan to transfer plus the branch of engineering to permit proper course selection.

## Area of Emphasis: MATHEMATICS [METEOROLOGY]\*

General Education courses selected from those listed for AA Degree on page 68.

Specific General Education		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		
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. Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

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

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

# PHYSICAL EDUCATION

## Area of Emphasis: **HEALTH, PHYSICAL EDUCATION AND RECREATION\***

General Education courses selected from those listed for AA Degree on page 68.

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
<b>Specialization Courses</b>		
HSC 1400	First Aid	3
HSC 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
PEM 1110	Fitness Concepts	1
HUN 2001	Nutrition	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 activity P.E. courses may be included in the 40 hours of required General Education Courses and toward graduation.

\*Students must see a Health and P.E. advisor to select the basic and elective courses for the degree total of 64 semester hours.





# PHYSICAL SCIENCE

## Area of Emphasis: CHEMISTRY\*

General Education courses selected from those listed for AA Degree on page 68.

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 2033C	Elementary Biochemistry	4

\*See departmental advisor for options and substitutions. Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

\*\*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 68.

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

\*See departmental advisor for options and substitutions. Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

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

NOTE: Introduction to Computer Programming, COC 1110, and other computer courses are recommended if time permits.

# PUBLIC SERVICE

## Area of Emphasis: **CRIMINAL JUSTICE\***

General Education courses selected from those listed for AA Degree on page 68.

<b>Required Core Courses: 12 Hours</b>		<b>Sem. Hrs.</b>
CCJ 1000	Introduction to Criminology	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedure	3
<b>Law Enforcement Track - Electives</b>		
CCJ 1400	Police Organization and Administration	3
CJT 2100	Criminal Investigations	3
CJT 2140	Introduction to Criminalistics	3
CJT 2220	Law Enforcement Photography	3
CJT 2340	Police Operations	3
<b>Corrections Track - Electives</b>		
CJD 1420	Correctional Law	3
CJD 1460	Correctional Operations	3
CCJ 2300	Introduction to Corrections	3
<b>Criminal Justice General Track - Electives</b>		
CCJ 1500	Juvenile Delinquency	3
CCJ 1935	Criminal Justice Seminar	3
CCJ 1941	Internship - Criminal Justice	3
CCJ 2070	Intro to Computer Appl in Criminal Justice	3
CCJ 2905	Independent Study - Criminal Justice	1
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

\*NOTE: Students must see a Criminal Justice Advisor to select the proper elective courses and to develop a plan for completing the degree total of 64 semester hours. Students interested in Pro-law should also see a Criminal Justice Advisor.

## Area of Emphasis: **PARALEGAL\***

General Education courses selected from those listed for the AA Degree on page 68.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3
LEA 1936	Legal Research	3
LEA 1935	Introduction to Paralegalism	3
LEA 2937	Rules of Evidence	3

\*Students must see a Criminal Justice advisor to select the proper elective courses and to develop a plan for completing the degree total of 64 semester hours.

# SOCIAL SCIENCE

## Area of Emphasis: **SOCIAL SERVICES\***

General Education courses selected from those listed for AA Degree on page 68.

### Select two of the following courses:

PHI 2010	Humanities - Philosophy	3
REL 2300	Humanities - Comparative Religion	3
LIT 1100	Approach to Literature	3

### Specialization Courses

	Foreign Language	12
CLP 1002	Personal Adjustment	3
CCJ 1000**	Intro to Criminology	3
CCJ 1020	Introduction to Criminal Justice	3
SYG 2430	Family and Society	3
POT 1002	Introduction to Political Science	3
CCJ 2300**	Intro to Corrections	3
PSY 2012	Psychology	3
CCJ 1210**	Criminal Law	3
SYG 2000	Sociology	3
CCJ 1270**	Criminal Procedures	3
CCJ 1500**	Juvenile Delinquency	3

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

\*\*Required courses for Criminal Justice students only.

## Area of Emphasis: **SOCIAL SCIENCES\***

General Education courses selected from those listed for AA Degree on page 68.

### Specific General Education Courses

		Sem. Hrs.
APB 1150	General Biology	4

### Select two of the following courses:

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

### Specialization Courses

CLP 1002	Personal Adjustment	3
CCJ 1000	Intro to Criminology	3
SYG 2430	Family and Society	3
DEP 2004	Human Growth and Development	3
CCJ 2300	Intro to Corrections	3
INR 2002	Current World Problems	3
POT 1002	Introduction to Political Science	3
PSY 2012	Psychology	3
SYG 2000	Sociology	3

\*Students must see a Social Science Advisor to select the basic and elective courses for 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 for these objectives 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. SIXTY-FOUR (64) HOURS ARE 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 normally 15 semester hours of credit immediately preceding graduation.

*General Education.* The general education program for the Associate of Science Degree at Okaloosa-Walton Junior College embraces a minimum of 26 semester hours of academic credit in the areas of communications, humanities, social science, mathematics, science, and physical education, as follow:



**NOTE—NOTE—NOTE—NOTE—NOTE**

Florida Administrative Code Rules require that all students receiving an Associate of Science Degree and planning to transfer to a State university shall take and pass the College Level Academic Skills Test according to the schedule as listed in the calendar of instructional activities in this catalog. The minimum passing scores in effect from August 1, 1986 through July 31, 1989, for CLAST subtests are: (a) essay 5, (b) writing 295, (c) reading 295, and (d) computation 295.

**GENERAL EDUCATION REQUIREMENTS  
ASSOCIATE OF SCIENCE DEGREE**

	<b>Sem. Hrs.</b>	<b>Course Selection</b>
Communication Skills.....	6	ENC 1101, 1102, 1151
Humanities.....	3	HUM 1020, ARH 1000, MUH 1011, ARH 2050, 2051, PHI 2010 REL 2300, LIT 1201, 2164, THE 2000
Mathematics.....	3	MAC 1102, MAC 1140, 1114, 1154, 1411, 1412, 1413, 2233, MAP 2302 MAS 2103, MTB 1103, MGF 2202
Physical Education.....	4*	Any designated activity sport courses unless exempted.
Science.....	4-8	CHM 1020, PHY 1020, GLY 1000, PHY 1053, APB 1150, 1150C/1151C, MET 1010/OCE 1005
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 SYG 2000
Approved Electives.....	4	COC 1020, STA 1014, are selected from within the above departments 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.

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:

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

# BUSINESS

## Area of Emphasis: GENERAL BUSINESS MANAGEMENT\*

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
BUL 2111	Business Law I	3
MAN 2100	Human Relations	3
COC 1020	Computer Literacy	3
MAR 2011	Introduction to Marketing	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2112	Business Law II	3
OST 2335	Business Communications	3
MAN 2021	Management	3
ECO 2013	Economics	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: COMMERCIAL DATA PROCESSING\*

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
STA 1014	Statistics	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
CRM 1020	Data Processing Concepts	3
COP 2100	Programming I	3
COP 2101	Programming II	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
OST 1141	Keyboarding	1
ECO 2013	Economics I	3
ECO 2023	Economics II	3
	Approved Electives	3

\*Students must see a data processing advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: MID-MANAGEMENT [Marketing Hotel-Motel, Technical Marketing, and Aviation]

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses	Sem. Hrs.
GEB 1011 Introduction to Business	3
ACG 2001 Accounting I	3
BUL 2111 Business Law I	3
MAR 2101 Salesmanship	3
MAR 2302 Advertising	3
MAR 2930 Marketing Seminar I	2
ACG 2011 Accounting II	
or	
BUL 2112 Business Law II	3
MAR 2011 Marketing	3
MAN 2100 Human Relations	3
MAN 2021 Management	3
ECO 2013 Economics I	3
MAR 2931 Marketing Seminar II	2
MAR 2932 Marketing Seminar III	2
COC 1020 Computer Literacy	3

Alternate program options are recommended for students who wish to pursue careers in hotel-motel, technical sales, aviation, and other areas upon recommendation by the Department Chair and approved by the Dean of Instruction. The following courses and experiences are required for each category:

**Marketing** -- take all courses listed above

**Hotel-Motel**—ACG 2001, 2011, BUL 2112, MAN 2021, ECO 2013, COC 1020, HFT 2010, 2250, 2261, FSS 1221

**Technical Marketing**—GEB 1011, MAR 2101, 2302, 2930, 2011, 2931, 2932, MAN 2021, 2100. Technical electives (14 semester hours) to be selected with faculty advisor from Commercial Data Processing, Air Conditioning, Drafting, Electronics and Graphics/Printing.

**Aviation**—GEB 1011, ACG 2001, BUL 2111, 2112, MAN 2021, ECO 2013, COC 1020. Credits for professional aviation (maximum of 14 semester hours) by transfer from an accredited college or university or by presentation of an appropriate FAA-issued certificate. Air Frame and Power Mechanics (max. of 14 hours): ATM 1000, 1351, 1821, 1822, 1823, 1824. Maximum hours: private pilot—theory 2, flight 3; commercial pilot—theory 3, flight 3; instrument rating 3.

## Area of Emphasis: POSTAL SERVICE MANAGEMENT\*

General Education courses selected from those listed for AS Degree on page 89.

Specialization	Sem. Hrs.
MNA 1395 Mail Processing I	3
MNA 1396 Mail Processing II	3
MNA 2397 Personnel Practices	3
MNA 2398 Labor Relations	3
Approved Electives	26

\*Students must see a Business advisor to select the basic and elective courses for the degree total 64 semester hours.

**Area of Emphasis: REAL ESTATE\***

General Education courses selected from those listed for AS Degree on page 89.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
GEB 1011	Introduction to Business	4
REE 1040	Intro. to Real Estate Principles and Practices	3
ACG 2001	Accounting I	3
ECO 2013	Economics I	3
REE 1200	Real Estate Finance	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
MAR 2101	Salesmanship	3
REE 2300	Real Estate Investments	3
REE 2800	Real Estate Management	3
COC 1020	Computer Literacy	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 hours.

**Area of Emphasis: ADMINISTRATIVE OFFICE MANAGEMENT\***

General Education courses selected from those listed for AS Degree on page 89.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
OST 1110**	Typewriting II	2
OST 2120	Typewriting III	2
OST 1211	Shorthand	3
OST 1212**	Dictation	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing 2	3
OST 1701	Introduction to Word Processing	3
OST 2213	Transcription	3
ACG 2001	Accounting I	3
OST 1601	Machine Transcription	3
BUL 2111	Business Law I	3
MAN 2021	Management	3
OST 1141	Keyboarding	1
OST 2335	Business Communications	3
OST 2402	Secretarial Office Procedures	3
OST 1351	Filing	3
COC 1020	Computer Literacy	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

\*\*Students will be admitted to the levels of typewriting and shorthand for which they are qualified; OST 2120 and OST 2213 must be included in this degree program.



# HOME ECONOMICS

## Area of Emphasis: CHILD DEVELOPMENT ASSOCIATE (CDA)\*

General Education courses selected from those listed for AS Degree on page 89.

Specific General Education Courses		Sem. Hrs.
PSY 2012	Psychology	3
<b>Specialization Courses</b>		
CHD 1220	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
CHD 2322	Programs for Young Children	3
CHD 2432	Curriculum for Young Children I	3
HUN 2410	Child Nutrition and Health	3
	or	
HUN 2001	Nutrition	3
CHD 2433	Child Development Seminar	3
CHD 1941	Internship - Child Development	12
	(May be repeated 4 times for 12 hours credit)	
<b>Recommended Electives:</b>		
CHD 1230	Child Growth and Development II	3
CHD 2560	Orientation to CDA Credential	1
CHD 2561	Portfolio Building I	1
CHD 2562	Portfolio Building II	1
CHD 2563	Portfolio Building III	1
COA 2100	Consumer Education	3
EMS 1065C	Cardiopulmonary Resuscitation	1
FAD 1123	Adults in a Changing Society	3
HUS 1400	Peer Advising	3
HSC 1400	First Aid	3

\*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.



# TECHNOLOGY AND INDUSTRY

## Area of Emphasis: AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY\*

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses (Min. 30 hrs.)		Sem. Hrs.
ACR 1000C	Principles of Air Conditioning, Heating and Refrigeration	6
ACR 2060C	Air Conditioning, Heating and Refrigeration	6
ACR 1300C	Electrical Theory	6
ACR 2600C	Principles of Gas, Electrical, and Solar Heating	6
ACR 2303C	Electrical Controls for Air Conditioning and Refrigeration	6
ACR 2745C	Commercial Air Conditioning/Refrigeration	6
<b>Electives</b>		
ETD 1701C	Drafting I (HVAC)	6
AER 2171	Automotive Air Conditioning	6
STA 1014	Statistics	3
BCN 2610	Construction Estimating	3
ENC 1210	Technical Report Writing	3
EGN 1120C	Engineering Graphics	3
ARC 2307C	Environmental Control Systems	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: BUILDING CONSTRUCTION\*

General Education courses selected from the listing in the current college catalog for the A.S. degree.

Specialization Courses		Sem. Hrs.
BCN 1230	Building Construction: Materials and Processes	3
BCN 1610	Construction Estimating	3
BCN 1708	Construction Documentation	3
BCN 1529	Electrical Systems in Construction	3
BCN 1562	Plumbing and Gas Construction Practices	3
BCN 2475	Structural Systems in Construction	3
BCN 2560	Mechanical Systems in Construction	3
BCN 2721	Construction Management/Planning	3
EGN 1120C	Engineering Graphics	3
ARC 2121C	Architectural Drafting	3
REE 1040A	Introduction to Real Estate	3
<b>Recommended Electives</b>		
BUL 2111	Business Law I	3
ETD 2731C	Structural Drafting	3
COC 1110A	Introduction to Computer Programming	4
ETD 1305	Computer/Systems Drafting	3
BCN 1272	Blueprint Reading for Commercial Construction	3
ETC 1221L	Surveying I	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: DRAFTING AND DESIGN TECHNOLOGY\*

General Education courses\*\*\* selected from those listed for AS Degree on page 89.

Specialization Courses (38 hours required)		Sem. Hrs.
ETD 1701C**	Drafting I	6
ETD 1702C**	Drafting II	6
ETD 1703C**	Drafting III	6
ARC 2121C	Architectural Drafting	3
EGN 1130	Descriptive Geometry	3
EGN 1120C	Engineering Graphics	3
ETD 1305**	Computer/Systems Drafting	3
ETD 1306**	Printed Circuit Board Draft.	3
ETD 1801C	Technical Illustration	3
ETD 2705	Advanced Mechanical Drafting	3
ETD 1713**	Machine Drafting	3
ETE 1100**	Electronics for Drafters	4
ETG 1941**	Technical Internship	3
ETD 2315C**	Advanced Computer System Drafting	3
ETD 2307C	Advanced Printed Circuit Board Drafting	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

\*\*Required Core Courses

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

## Area of Emphasis: COMMERCIAL FOODS\*

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses		Sem. Hrs.
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
Electives		
FSS 1246	Commercial Baking	6
COC 1020	Computer Literacy	3

\*Students must see an advisor to select the proper basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: AUTO MECHANICS\*

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses:		Sem. Hrs.
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 1777	Diesel Repair I	3
AER 1779	Diesel Repair 2	3
AER 2131	Automotive Transmissions	6

\*Students must see an advisor to select the proper basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **ELECTRONICS\***

General Education courses selected from those listed for AS Degree on page 89.

Specialization: Core		Sem. Hrs.
EET 1015C	Basic Electricity/Electronics I	5
EET 1025C	Basic Electricity/Electronics II	5
EET 1105C	Devices and Circuits I	5
EET 1120C	Devices and Circuits II	5
CET 2112C	Digital Technology I	5
CET 2113C	Digital Technology II	5
EET 1607C	Soldering/PC Board Techniques	3
Specialization: (Options)		
CET 2311C	Computer Assisted Circuit Analysis	3
ENC 1210	Technical Report Writing	3
EET 2322C	Electronic Communications	5
CET 1123C	Advanced Microprocessors	5
EST 2112	Industrial Electronics	5
CET 2152	Computer Analysis and Troubleshooting	5

\*Students must see an advisor to select the basic and optional courses for the degree total of 64 semester hours.

## Area of Emphasis: **GRAPHICS/PRINTING\***

General Education courses selected from those listed for AS Degree on page 89.

Specialization Courses		Sem. Hrs.
GRA 2500C	Printing Materials and Processes	3
GRA 1541C	Introduction to Copy Preparation	4
GRA 1542C	Phototypesetting	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Full Color Assembly	3
GRA 1636C	Small Offset Press Operations	4
GRA 2635C	Offset Presswork I	4
GRA 1706	Printing Estimating	3
GRA 1534C	Electronic Composition	4
COC 1020	Computer Literacy I	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **WELDING\***

General Education courses selected from those listed on page 89.

Specialization Courses:		Sem. Hrs.
MTR 1050	Welding I	3
MTR 1100	Oxy-Fuel Welding	6
MTR 1112	Arc Welding I	6
MTR 1151	Advanced Oxy-Fuel Welding	6
MTR 1152	Tig Welding	6
MTR 1160	Speciality Welding	6
MTR 1140	Pipe Welding	6

\*Students must see an advisor to select the proper basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: FIRE SCIENCE TECHNOLOGY\*

General Education courses selected from those listed for AS Degree on page 89.

Specific General Education Courses		Sem. Hrs.
MTB 1103	Business Math	3
SPC 1600	Speech	3
ENC 1151	Writing /Grammar	3
ENC 1210	Technical Writing	3
PHY 1020	Physical Science	4

### Select one of the following courses:

MAN 2100	Human Relations	3
MAN 2021	Management	3
PSY 2012	Psychology	3
SYG 2000	Sociology	3

### Specialization Courses

HSC 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
EMS 2119	Emergency Medical Technology I	8

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.



# PUBLIC SERVICE

## Area of Emphasis: CRIMINAL JUSTICE\*

General Education courses selected from those listed for AS Degree on page 89.

### Specialization Courses (38 hours required)

#### Required Core Courses: 21 Hours

		Sem. Hrs.
CCJ 1000	Introduction to Criminology	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedure	3
CCJ 1935	Criminal Justice Seminar	3
CJT 2140	Introduction to Criminalistics	3
CJT 2220	Law Enforcement Photography	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

#### Law Enforcement Track - Electives

CJT 1120	Crime Scene Procedures	3
CJD 1200	Law Officer Skills	3
CCJ 1400	Police Organization & Administration	3
CJT 2100	Criminal Investigations	3
CJD 2310	Police Supervision	3
CJT 2340	Police Operations	3
CJT 2430	Traffic Accident Investigations	3
CJD 2605	Traffic Homicide Investigations	3

#### Corrections Track - Electives

CJD 1420	Correctional Law	3
CJD 1460	Correctional Operations	3
CCJ 2300	Introduction to Corrections	3

#### Criminal Justice General Track - Electives

CCJ 1121	Crime Prevention	3
CCJ 1192	Crisis Intervention	3
CCJ 1500	Juvenile Delinquency	3
CJD 1501	Criminal Justice Instructor Techniques	3
CCJ 1941	Internship - Criminal Justice	3
CCJ 2070	Intro. to Computer Applications in Criminal Justice	3
CCJ 2905	Independent Study - Criminal Justice	1

\*NOTE: Students must see a Criminal Justice Advisor to select the proper elective courses and to develop a plan for completing the 38 hours of specialization and the degree total of 64 semester hours.

## Area of Emphasis: **PARALEGAL\***

General Education courses to be selected from those listed for the AS Degree on page 89.

Required Core Courses (38 hours):		Sem. Hrs.
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	3
CCJ 1941	Internship - Criminal Justice	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3
COC 1020	Computer Literacy	3
CRM 1020	Data Processing Concepts	3
ECO 2013	Economics I	3
GEB 1011	Intro. to Business	3
LEA 1935	Intro. to Paralegalism	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

\*Students must see a Criminal Justice advisor to select the proper core courses and general education electives and to develop a plan for completing the degree total of 64 semester hours.



# ASSOCIATE OF SCIENCE DEGREE APPLIED SCIENCE OPTIONS PROGRAM REQUIREMENTS

Associate of Science Degree, Applied Science Options are provided 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 Applied Science Options at Okaloosa-Walton Junior College is normally 15 semester hours of credit. **SIXTY-FOUR (64) HOURS ARE REQUIRED FOR GRADUATION.**

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

## NOTE—NOTE—NOTE—NOTE—NOTE

Florida Administrative Code RULES REQUIRE THAT ALL STUDENTS RECEIVING AN Associate of Science Degree who plan to transfer to a State university shall take and pass the College Level Academic Skills Test according to the schedule as listed in the calendar of instructional activities in this catalog. The minimum passing scores in effect from August 1, 1986 through July 31, 1989, for CLAST subtests are: (a) essay 5, (b) writing 295, (c) reading 295, and (d) computation 295.

## GENERAL EDUCATION REQUIREMENTS

	Sem. Hrs.	Course Selections
Communications Skills.....	3	ENC 1101, 1102, 1151
Mathematics.....	3	MAC 1102, MAC 1140, 1114, 1154, MAP 2302, MAC 1411, MAC 1412, MAC 1413, MAC 2233, MAS 2103, MTB 1103, MGF 2202
Science.....	4-3	CHM 1020, PHY 1020, GLY 1000, PHY 1053, 1054, APB 1150, APB 1150C, APB 1151C, MET 1010/OCE 1005
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 SYG 2000
Approved Electives.....	4-3	COC 1020, STA 1014 or 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 degree.

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



**OCCUPATIONAL ELECTIVES FOR THE  
ASSOCIATE OF SCIENCE DEGREE  
APPLIED SCIENCE OPTIONS  
IN TECHNOLOGY, INDUSTRY, AND  
PUBLIC SERVICES**

**Occupational Electives.** The following courses listed below would be common to any of the Applied Science Options as occupational electives:

ACG 2001	Accounting I	HSC 1400	First Aid
BUL 2111	Business Law I	MAR 2101	Salesmanship
COA 2100	Consumer Education	MAR 2302	Introduction to Advertising
EGN 1120C	Engineering Graphics	MTB 1103	Business Math
ENC 1210	Technical Report Writing	GEB 1011	Introduction to Business
OST 1100*	Typewriting I	MAN 2021	Management
OST 2335	Business Communications	MAN 2100	Human Relations
		STA 1014	Statistics

Other courses by programs which might serve as occupational electives for the following are:

**Air Conditioning:** Beginning course(s) in Drafting, Welding, Electronics Technology, Auto Mechanics programs, AER 2171, and ACR 2307C.

**Auto Mechanics:** Beginning course(s) in Welding, Electronics Technology, Air Conditioning, and/or Air Frame and Power Mechanics courses: ATM 1000, 1351, 1821, 1822, 1823, 1824.

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

**Industrial Drafting & Design:** COP 2110-FORTRAN Programming, COP 2170-Basic Language Programming, CRM 1020-Data Processing Concepts, EGN 1130C-Descriptive Geometry, EET 1015C-Electronics I, EET 1025C-Electronics 2, and ETD 2614C-Electronic Drafting and Fabrication.

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

**Welding Mechanics:** Beginning course(s) in Air Conditioning, Auto Mechanics, Electronics Technology and/or EGN 1130C-Descriptive Geometry, ETD 1701C-Drafting I, ETD 1702C-Drafting II, MTR 1140 Pipe Welding, and MTR 1241 Pipe Fitting.

Other courses may be approved upon written recommendation to the Dean of Instruction by the department advisor.

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\*Required for Graphics/Printing students.

# BUSINESS

## Area of Emphasis: CLERICAL OFFICE ASSISTANT\*

General Education courses selected from those listed on page 100.

Specialized Courses		Sem. Hrs.
OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
OST 1701	Introduction to Word Processing	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
COC 1020	Computer Literacy	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
OST 2401	General Office Practice	3
MAN 2100	Human Relations	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing II	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 hours.

## Area of Emphasis: EXECUTIVE SECRETARY\*

General Education courses selected from those listed on page 100.

Specialization Courses		Sem. Hrs.
OST 1110	Typewriting II	2
OST 1211	Shorthand	3
OST 1351	Filing	3
MTB 1103	Business Math	3
GEB 1011	Introduction to Business	3
OST 2721	Word Processing: Editing I	3
OST 1212	Dictation	3
OST 1701	Introduction to Word Processing	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
OST 2722	Word Processing: Editing II	3
BUL 2111	Business Law I	3
OST 2335	Business Communications	3
OST 2213	Transcription	3
OST 2402	Secretarial Office Practice	3
MAN 2100	Human Relations	3
COC 1020	Computer Literacy	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: DATA PROCESSING TECHNOLOGY\*

General Education courses selected from those listed on page 100.

Specialization Courses		Sem. Hrs.
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
CRM 1020	Data Processing Concepts	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
BUL 2111	Business Law I	3
MAN 2100	Human Relations	3
MAN 2021	Management	3
ECO 2013	Economics I	3
MAC 1140	Pre-Calculus Algebra	3
COP 2100	Programming I	3
OST 1141	Keyboarding	1

\*Students must see a Data Processing advisor to select the basic and elective courses from the degree total of 64 semester hours.

## Area of Emphasis: REAL ESTATE\*

General Education courses selected from those listed on page 100.

Specialization Courses (select 48 hours)		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
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
REE 2800	Real Estate Management	3
OST 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
COC 1020	Computer Literacy	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **WORD PROCESSING\***

General Education courses selected from those listed on page 100.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Mathematics	3
GEB 1011	Introduction to Business	3
ACG 2001	Accounting I	3
OST 2120	Typewriting III	2
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
OST 2335	Business Communications	3
OST 2401	General Office Practice	3
MAN 2100	Human Relations	3
MAN 2021	Management	3
OST 1701	Word Processing Introduction Theory	3
OST 1601	Machine Transcription	3
OST 2721	Word Processing Editing I	3
OST 2722	Word Processing Editing II	3
COC 1020	Computer Literacy	3

\*Students must see a Business advisor to select the basic and elective courses for the degree total of 64 semester hours.

## HOME ECONOMICS

### Area of Emphasis: **CHILD CARE\***

General Education courses selected from those listed on page 100.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
CHD 1220	Child Growth and Development	3
CHD 1430	Observing and Recording Child Behavior	3
HUN 2410	Child Nutrition and Health	3
	or	
HUN 2001	Nutrition	3
CHD 2322	Programs for Young Children	3
CHD 2432	Curriculum for Young Children I	3
CHD 2433	Child Development Seminar	3
CHD 1941	Internship - Child Development (May be repeated 4 times for 12 hours credit)	12
<b>Recommended Electives</b>		
HSC 1400	First Aid	3
CHD 1230	Child Growth and Development II	3
HUS 1400	Peer Advising	3
MUH 1001	Music for General Education	3
FAD 1123	Adults in Changing Society	3
CHD 2560	Orientation to CDA Credential	3
CHD 2561	CDA Portfolio Building I	1
CHD 2562	CDA Portfolio Building II	1
CHD 2563	CDA Portfolio Building III	1
EMS 1065C	Cardiopulmonary Resuscitation	1

\*Students must see Consumer/Home Economics faculty advisor to select basic general education and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **HOMEMAKING\***

General Education courses selected from those listed on page 100.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
CDH 1220	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
HUN 2410	Child Nutrition and Health	3
	or	
HUN 2001	Nutrition	3
CTE 1310	Clothing and Construction I	3
HHD 2110	Home Planning and Furnishings	3
COA 2100	Consumer Education	3
FSS 1210	Family Meal Planning	3

### **Recommended Electives:**

FAD 1123	Adults in a Changing Society	3
HUS 1400	Peer Advising	3
HME 1200	Home Management	1
HHD 1321	Basic Home Decorating	1
CTE 1401	Textiles	3
HOE 1010	Introduction to Home Economics	3
FAD 2310	Adult & Elderly Care	3

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## **TECHNOLOGY AND INDUSTRY**

### Area of Emphasis: **AIR CONDITIONING\***

General Education courses selected from those listed on page 100.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
ACR 1300C	Electrical Theory	6
ACR 1000C	Principles of Air Conditioning, Heating and Refrigeration	6
ACR 2600C	Principles of Gas, Electrical, and Solar Heating	6
ACR 2060C	Air Conditioning, Heating, and Refrigeration	6
ACR 2303C	Electrical Controls for Air Conditioning and Refrigeration	6
ACR 2745C	Commercial Air Conditioning and Refrigeration	6
	Approved Occupational Electives	12

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **AUTOMOTIVE MECHANICS\***

General Education courses selected from those listed on page 100.

<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 1777	Diesel Repair 1	3
AER 1779	Diesel Repair 2	3
AER 2131	Automotive Transmissions	6
	Approved Occupational Electives	12

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **COMMERCIAL FOODS\***

General Education courses selected from those listed on page 100.

<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

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: **GRAPHICS/PRINTING\***

General Education courses selected from those listed on page 100.

<b>Specialization Courses</b>		<b>Sem. Hrs.</b>
GRA 2500C	Printing Materials and Processes	3
GRA 1541C	Introduction to Copy Preparation	4
GRA 1542C	Phototypesetting	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Assembly	3
GRA 2602C	Process Color Film Assembly	3
GRA 1636C	Small Offset Press Operations	4
GRA 2635C	Offset Presswork I	4
GRA 2637C	Offset Presswork II	4
GRA 1706	Printing Estimating	3
GRA 1534C	Electronic Composition	4
COC 1020	Computer Literacy	3

### **Recommended Electives (Select 4 hours)**

MAR 2151	Retail Management	3
MAR 2303	Introduction to Advertising	3
HSC 1400	First Aid	3
GRA 2905	Independent Study - Graphics/Printing	1
GRA 2949	Directed Work Study - Graphics/Printing	1
EGN 1120C	Engineering Graphics	3
ETG 1941	Technical Internship	3
PGY 1101C	Basic Photography	2

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.

## Area of Emphasis: INDUSTRIAL DRAFTING AND DESIGN\*

General Education courses\*\*\* selected from those listed on page 100\*\*.

Specialization Courses [Select 48 hours]		Sem. Hrs.
ETD 1701C**	Drafting I	6
ETD 1702C**	Drafting II	6
ETD 1703C**	Drafting III	6
ETD 1306**	Printed Circuit Board Drafting	3
ETD 1801C	Technical Illustration	3
EGN 1130	Descriptive Geometry	3
EGN 1120C	Engineering Graphics	3
ETD 1305**	Computer/Systems Drafting	3
ARC 2121C	Architectural Drafting	3
ETD 2705**	Advanced Mechanical Drafting	3
ETD 1713C**	Machine Drafting	3
ETE 1100**	Electronics for Drafters	4
ETG 1941**	Technical Internship	3
ETD 2307C**	Advanced Printed Circuit Board Drafting	3
ETD 2315C**	Advanced Computer Systems Drafting	3

\*Students must see a Drafting and Design advisor to select the basic and elective courses for the degree total of 64 semester hours.

\*\*Required Core Courses

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

## Area of Emphasis: INDUSTRIAL ELECTRONICS\*

General Education courses selected from those listed on page 100.

Specialization: Core		Sem. Hrs.
BET 1015C	Electricity/Electronics I	5
BET 1025C	Electricity/Electronics II	5
BET 1105C	Devices and Circuits I	5
BET 1120C	Devices and Circuits II	5
CET 2112C	Digital Technology I	5
CET 2113C	Digital Technology II	5
CET 2311C	Computer Assisted Circuit Analysis	3
BET 1607C	Soldering/PC Board Techniques	3
ENC 1210	Technical Report Writing	3

Specialization: Options (Student chooses two)		Sem. Hrs.
BET 2322C	Electronic Communications	5
CET 2152	Computer Analysis and Troubleshooting	5
CET 1123C	Microprocessors	5
EST 2112	Industrial Electronics	5

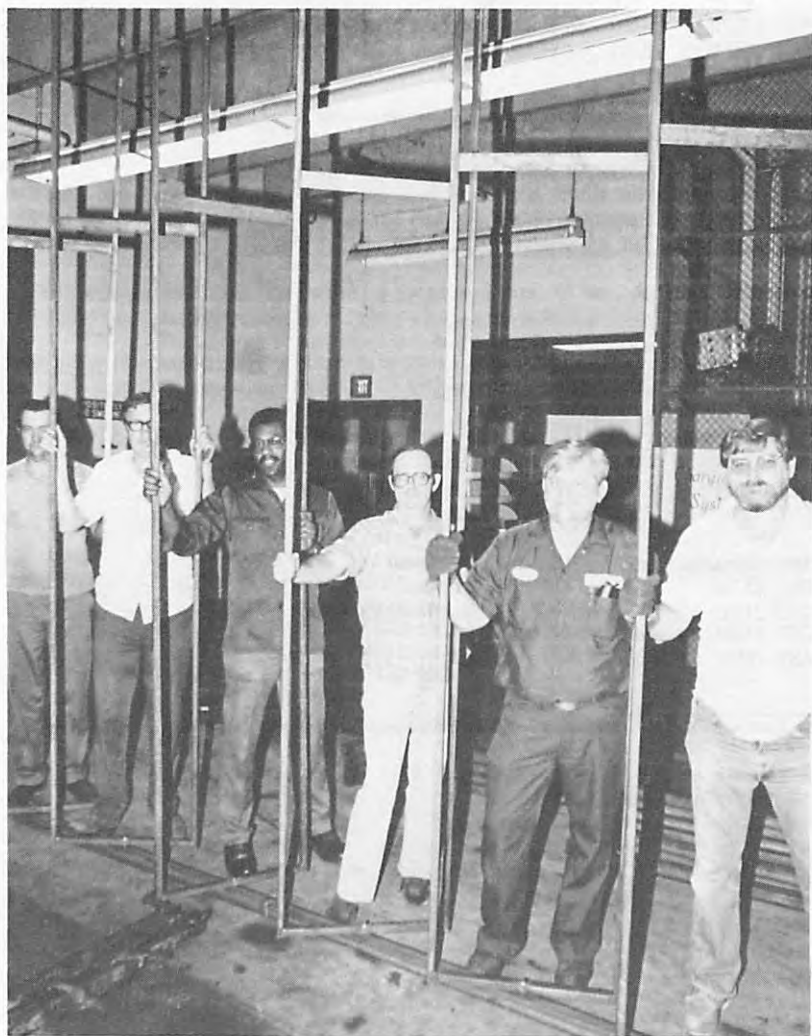
\*Students must see an advisor to select the basic and optional courses for the degree total of 64 semester hours.

## Area of Emphasis: **WELDING MECHANICS\***

General Education courses selected from those listed on page 100.

Specialization Courses (Select 36 hours plus electives)		Sem. Hrs.
MTR 1050	Welding I	3
MTR 1100	Oxy-Fuel Weld	6
MTR 1112	Arc Welding	6
MTR 1151	Advanced Oxy-Fuel Weld	6
MTR 1152	Tig Welding	6
MTR 1160	Speciality Welding	6
MTR 1140	Pipe Welding	6
MTR 2161	Arc Welding II	6
	Approved Occupational Electives	12

\*Students must see an advisor to select the basic and elective courses for the degree total of 64 semester hours.





# PUBLIC SERVICE

## Area of Emphasis: CRIMINAL JUSTICE\*

General Education courses selected from those listed on page 100.

### Specialization Courses (48 hours required)

#### Required Core Courses: 21 Hours

		Sem. Hrs.
CCJ 1000	Crime and Delinquency	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedure	3
CCJ 1935	Criminal Justice Seminar	3
CCJ 2140	Introduction to Criminalistics	3
CJT 2220	Law Enforcement Photography	3
LEA 1936	Legal Research	3

#### Law Enforcement Track - Electives

CCJ 1120	Crime Scene Procedures	3
CCJ 1200	Law Officer Skills	3
CCJ 1400	Police Organization & Administration	3
CJT 2100	Criminal Investigations	3
CJD 2310	Police Supervision	5
CJT 2340	Police Operations	3
CJT 2430	Traffic Accident Investigations	3
CJD 2605	Traffic Homicide Investigations	3

#### Corrections Track - Electives

CJD 1420	Correctional Law	3
CJD 1460	Correctional Operations	3
CCJ 2300	Introduction to Corrections	3

#### Criminal Justice General Track - Electives

CCJ 1121	Crime Prevention	3
CCJ 1192	Crisis Intervention	3
CCJ 1500	Juvenile Delinquency	3
CJD 1501	Criminal Justice Instructor Techniques	3
CCJ 1941	Internship - Criminal Justice	3
CCJ 2070	Intro. to Computer Applications in Criminal Justice	3
CCJ 2905	Independent Study - Criminal Justice	1
LEA 2937	Rules of Evidence	3

\*NOTE: Students must see a Criminal Justice Advisor to select the proper elective courses and to develop a plan for completing the 48 hours of specialization and the degree total of 64 semester hours.

# OCCUPATIONAL CERTIFICATE PROGRAMS\*

Certificates are issued for completion of one year of skill training (30 to 36 semester hours) in the program areas appearing on this and on the following several pages.

Admission requirements are the same as those for the A.S. Degree, Applied Science Options.

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 course work 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 or see a faculty advisor in that department.

Appropriate course substitutions may be authorized by the Dean of Instruction, upon written recommendation by the Department Chair.

## BUSINESS EDUCATION

### CLERICAL

Course	Course Title	Sem. Hrs.
OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Math	3
ACG 2001	Accounting I	3
OST 1701	Introduction to Word Processing	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
COC 1020	Computer Literacy	3
OST 2335	Business Communications	3
OST 2401	General Office Practice	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing II	3

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

## DATA PROCESSING

Course	Course Title	Sem. Hrs.
CRM 1020	Data Processing Concepts	3
COP 2120	COBOL Programming	4
COP 2110	FORTRAN Programming	4
MAN 2100	Human Relations	3
COP 2100	Programming I	3
COP 2101	Programming II	3
OST 1141	Keyboarding	1
MAC 1140	Pre-Calculus Algebra	3
	Technical or Business Electives	6

## POSTAL SERVICE MANAGEMENT

MNA 1395	Mail Processing I	3
MNA 1396	Mail Processing II	3
MNA 2397	Personnel Practices	3
MNA 2398	Labor Relations	3
	Approved Electives	18

## REAL ESTATE

MTB 1103	Business Math	3
REE 1200	Real Estate Finance	3
REE 1040	Introduction to Real Estate: Course I	3
ACG 2001	Accounting I	3
ACG 2021	Accounting II	3
BUL 2111	Business Law I	3
REE 2800	Real Estate Management	3
OST 2335	Business Communications	3
MAR 2101	Salesmanship	3
MAN 2100	Human Relations	3
	Business Education Electives	6

## STENOGRAPHIC

OST 2721	Word Processing: Editing I	3
OST 1110	Typewriting II	2
OST 1211	Shorthand	3
OST 1351	Filing	3
MTB 1103	Business Math	3
OST 1212	Dictation	3
OST 1701	Introduction to Word Processing	3
OST 1601	Machine Transcription	3
OST 2120	Typewriting III	2
OST 2335	Business Communications	3
OST 2213	Transcription	3
OST 2402	Secretarial Office Practice	3
ACG 2001	Accounting I	3
OST 2722	Word Processing: Editing II	3

## WORD PROCESSING

Course	Course Title	Sem. Hrs.
OST 1110	Typewriting II	2
OST 1351	Filing	3
MTB 1103	Business Mathematics	3
ACG 2001	Accounting I	3
OST 2120	Typewriting III	2
OST 2335	Business Communications	3
MAN 2021	Management	3
OST 1701	Word Processing Introduction Theory	3
OST 1601	Machine Transcription	3
OST 2721	Word Processing: Editing I	3
OST 2722	Word Processing: Editing II	3
COC 1020	Computer Literacy	3
OST 2401	General Office Practice	3

## HOME ECONOMICS

### CHILD CARE

CHD 1220	Child Growth and Development I	3
CHD 1430	Observing and Recording Child Behavior	3
CHD 2432	Curriculum for Young Children I	3
HUN 2410	Child Nutrition and Health	3
FAD 1123	Adults in a Changing Society	3
HUS 1400	Peer Advising	3
COA 2100	Consumer Education	3
CHD 1941	Internship - Child Development (May be repeated 3 times for 9 credit hours)	9
CHD 2433	Child Development Seminar	3
CHD 1230	Child Growth and Development II	3
CHD 2322	Programs for Young Children	3

## TECHNOLOGY AND INDUSTRY

### AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

Course	Course Title	Sem. Hrs.
ACR 1300C	Electrical Theory	6
ACR 1000C	Principles of Air Conditioning, Heating, and Refrigeration	6
ACR 2600C	Principles of Gas, Electrical, and Solar Heating	6
ACR 2060C	Air Conditioning, Heating and Refrigeration	6
ACR 2303C	Electrical Controls for Air Conditioning and Refrigeration	6
ACR 2745C	Commercial Air Conditioning and Refrigeration	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 1777	Diesel Repair 1	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--27 core and 9 electives]

ETD 1701C*	Drafting I	6
ETD 1702C*	Drafting II	6
ETD 1703C*	Drafting III	6
ARC 2121C	Architectural Drafting	3
EGN 1130	Descriptive Geometry	3
EGN 1120C	Engineering Graphics	3
ETD 1305*	Computer/Systems Drafting	3
ETD 1306*	Printed Circuit Board Drafting	3
ETD 1801C	Technical Illustration	3
ETD 2705	Advanced Mechanical Drafting	3
ETD 1713*	Machine Drafting	3
ETE 1100	Electronics for Drafters	4
ETD 2315C	Advanced Computer Systems Drafting	3
ETD 2307C	Advanced Printed Circuit Board Drafting	3

\*Required Core Courses



## **ELECTRONICS**

### **Core:**

EET 1015C	Electricity/Electronics I	5
EET 1025C	Electricity/Electronics II	5
EET 1105C	Devices and Circuits I	5
EET 1120C	Devices and Circuits II	5
CET 2112C	Digital Technology I	5
EET 1607C	Soldering/PC Board Techniques	3

### **Options:\***

EET 2322C	Electronic Communications	5
CET 2113C	Digital Technology II	5
CET 1123C	Advanced Microprocessors	5
EST 2112	Industrial Electronics	5
CET 2152C	Computer Analysis and Troubleshooting	5

\*Students must select 10 hours of option/elective courses in consultation with an advisor.

## **GRAPHICS/PRINTING**

GRA 2500C	Printing Materials and Processes	3
GRA 1541C	Introduction to Copy Preparation	4
GRA 1542C	Phototypesetting	4
GRA 1571C	Process Camera I	4
GRA 1573C	Process Camera II	4
GRA 1601C	Fake Color Assembly	3
GRA 1636C	Small Offset Press Operations	4
GRA 2635C	Offset Presswork I	4
GRA 2905	Independent Study	1
COC 1020	Computer Literacy	3

## **WELDING**

MTR 1100	Oxy-Fuel Welding	6
MTR 1112	Arc Welding I	6
MTR 1151	Adv Oxy-Fuel Welding	6
MTR 1152	Tig Welding	6
MTR 1160	Specialty Welding	6
MTR 2161	Arc Welding II	6

## **PUBLIC SERVICES**

### **PARALEGAL (Select 36 hours)**

CCJ 1210	Criminal Law	3
CCJ 1270	Criminal Procedures	3
CCJ 1941	Internship-Criminal Justice	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ACG 2001	Accounting I	3
COC 1020	Computer Literacy	3
CRM 1020	Data Processing Concepts	3
ECO 2013	Economics I	3
GEB 1011	Intro. to Business	3
LEA 1935	Intro. to Paralegalism	3
LEA 1936	Legal Research	3
LEA 2937	Rules of Evidence	3

# ADULT GENERAL AND CONTINUING EDUCATION

## ADULT BASIC EDUCATION

Adult Basic Education at OWJC consists of individualized and small group instruction leading to a mastery of the basic skills needed by adults to function in today's complex society. Persons completing this program normally take the General Educational Development (GED) Test. (See Fee Schedule, page 20, for costs).

## GENERAL EDUCATION DEVELOPMENT [GED] AND ADULT HIGH SCHOOL DIPLOMA

Course work for high school units and to prepare individuals without high school diplomas for the GED Test is available. Persons passing the GED Test, as well as those who earn sufficient credits by class attendance and pass the State exam, are awarded a high school diploma by the State of Florida.

Selected continuing education courses meeting 45 contact hours earn 4.5 continuing education units and may also earn ½ unit applicable toward a high school diploma. A program of study for adult high school students will be developed, upon request, by an OWJC counselor/advisor that specifies the appropriate academic and elective high school units.

## VOCATIONAL PREPARATORY

Vocational Preparatory course work is offered for the specific purpose of preparing individuals for successful completion of vocational/occupational programs and for advancement or upgrading in their occupations. Students pursuing occupational program objectives should seek counselor/advisor assistance with regard to placement in Vocational Preparatory courses.

## COLLEGE PREPARATORY

College Preparatory courses are provided for high school graduates who are identified as needing additional academic preparation before pursuit of *degree-credit* college courses requiring competencies in computation and communications. These courses provide competency-based instruction for the development of the prerequisite skills in reading, writing, mathematical reasoning and logical thinking for effective pursuit of *degree-credit* college courses.

Details regarding College Preparatory courses are available from the offices of the Dean of Instruction and the Dean of Student Services, from each counselor and educational advisor at the college and from each of the Directors of OWJC Centers (Eglin, Hurlburt, OWJC/UWF Fort Walton Beach, and the OWJC Chautauqua Neighborhood Center in DeFuniak Springs).

## 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 as needed.

# 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 is done by faculty in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who make 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 SYG -000 at a community college, he/she cannot be required to repeat SYG -000 at a community college he/she cannot be required to repeat SYG -000 at the school to which he/she 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 public institution 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 *nonequivalent* 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 by a faculty committee to be equivalent. For example, an introductory course in sociology is offered in over 36 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG -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 SYG 1000; a school offering the same course in the sophomore year will number it SYG 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 are titled at different schools as "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) the content of a course 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.

"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*

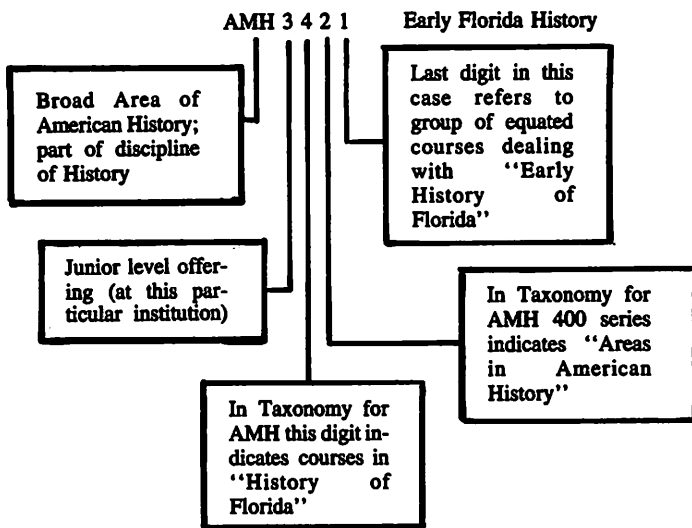
In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, CHM -045 plus CHM -46). In several institutions, however, upon completion of the full sequence at any of the several institutions, students have 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.



A complete inventory of taxonomy listings, equivalent and unique courses, has been made available to each academic department of every institution in the state. Students, through their local 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 numbers which have a second digit of 9 (ex. ART 2905) are "place keeper" numbers for courses which are classified as directed independent study, thesis hours, etc. Courses with -900 numbers must be evaluated individually and are not automatically transferable.
- B. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- C. 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*

Authority for acceptance of equivalent courses is State Board of Education Rule 6A-10.024(15) which states:

(15) When a student transfers among postsecondary area vocational-technical centers, community colleges, and universities, the receiving institution shall award credit for courses satisfactorily completed at the previous institutions when the courses are judged by the appropriate common course designation and numbering system faculty task force to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

# COURSE OFFERINGS

## (Discipline Index)

The courses which are offered by Okaloosa-Walton Junior College are listed in the pages which follow in alphabetical and numerical order. See listing of course descriptions below.

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.

Accounting (ACG).....	120	Graphics/Printing (GRA).....	146,147
Air Conditioning & Refrigeration (ACR).....	120	History (AMH).....	122
Art (ARH, ART).....	123,124	Home Economics (FAD, HHD, HME, HOE).....	142,147,148
Auto Mechanics (AER).....	121	Hotel Management (HFT).....	147
Aviation (ATM).....	124	Human Growth & Development (DEP).....	135
Banking (BAN).....	125	Humanities (HUM, ARH).....	123,148,149
Biology (APB, BSC, OCE MCB, PCB).....	123,126,153,155,157	Journalism (JOU).....	149
Botany (BOT).....	126	Law Enforcement (CCJ, CJD, CJT).....	126-128,131-134
Business Law (BUL).....	126	Literature (ENG, LIT).....	139,150
Chemistry (CHM).....	131	Management (MAN).....	151,152
Child Development (CHD).....	129,130	Marketing (MAR).....	152
Clothing Construction (CTE).....	135	Math (MAC, MAS, MAT, MGF, MTB).....	150-154
College Preparatory (ENC, MAT, REA).....	138,139,153,161	Music (MUH, MUT).....	155
COMPASS (SLS).....	163	Non-College-Credit Courses (XXX).....	166-176
Computer Programming (CAP, CNM, COC, COP).....	126,134	Nutrition (HUN).....	149
Construction Estimating (BCN).....	125,126	Paralegal (LEA).....	150
Consumer Education (COA).....	134	Personal Adjustment (CLP).....	134
Creative Writing (CRW).....	135	Philosophy (PHI).....	159
Criminal Justice (CCJ, CJD, CJT).....	126-128	Photography (PGY).....	159
Data Processing (CRM, COP).....	134,135	Physical Education (PEL, PEM PEN, PEO, PET).....	157-159
Drafting & Design ARC, ETD).....	120,139,140,141	Physical Science (PSC).....	160
Economics (ECO).....	135,136	Physics (PHY).....	159,160
Education (EDF).....	136	Political Science (POT).....	160
Electronics (CET, EET, ETG).....	126,128,129,137,141	Postal (MNA).....	153,154
Emergency Medical Technology (EMS).....	137,138	Psychology (EDP, PSY, EEX).....	136,137,161
Engineering Graphics (EGN).....	137	Reading (REA).....	161
English (ENC).....	138,139	Real Estate (REE).....	162
Fire Science (FFP).....	142,143	Secretarial (OST).....	155,156
First Aid (HSC).....	149	Sociology (SYG).....	164
Foods (FSS).....	144	Spanish (SPN).....	163,164
French (FRE, FRW).....	143,144	Speech (SPC).....	163
General Office Practices (OST).....	155,156	Theatre (THE, TPP).....	165
Geology (GLY).....	146	Welding (ATM, MTR).....	124,154,155
German (GER, GEW).....	145,146	Word Processing (OST).....	155,156
Government (POS).....	162	World Civilization (WOH, INR).....	149,165
		Zoology (ZOO).....	165

## COURSE DESCRIPTIONS

- ACG 2001** Accounting I, 3 semester hours, 45 lec. [Fall, Spring, Summer]  
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.
- ACG 2011** Accounting II, 3 semester hours, 45 lec. [Fall, Spring, Summer]  
Partnership formation and liquidation corporate stock 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: Accounting I.
- ACR 1000C\*** Principles of Air Conditioning, 6 semester hours, 75 lec., 105 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.
- ACR 1300C\*** Electrical Theory for Air Conditioning, 6 semester hours, 75 lec., 105 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.
- ACR 2060C\*** Air Conditioning, Heating and Refrigeration, 6 semester hours, 75 lec., 105 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.
- ACR 2303C\*** Electrical Controls for Air Conditioning and Refrigeration, 6 semester hours, 75 lec., 105 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: Electrical Theory for Air Conditioning.
- ACR 2600C\*** Principles of Gas, Electrical, and Solar heating, 6 semester hours, 75 lec., 105 lab. [Offered as needed]  
A course designed to prepare the student to acquire a working knowledge of gas, electrical, and solar heating systems. Prerequisites: Principles of Air Conditioning and Electrical Theory for Air Conditioning.
- ACR 2745C\*** Commercial Refrigeration and Air Conditioning, 6 semester hours, 75 lec., 105 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: Principles of A/C and Electrical Theory for A/C.
- AER 1120\*** Auto Suspension, Steering, & Brakes, 6 semester hours, 30 lec., 150 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.

\*Occupational course that may not be applied toward the A.A. Degree.

- AER 1142\*** **Fuel, Lube and Cooling Systems, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**  
A course in the fundamentals of diagnosing and repairing automotive malfunctions in automotive fuel, lubrication, and cooling systems. Includes lectures, demonstrations, practical application activities, and performance testing.
- AER 1777\*** **Diesel Repair I, 3 semester hours, 15 lec., 60 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, 15 lec., 60 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.
- AER 2103\*** **Automotive Electrical Systems, 6 semester hours, 30 lec., 150 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, 30 lec., 150 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 2112A\*** **Automotive Engines I, 2 semester hours, 15 lec., 45 lab. (Offered as needed)**  
This is the first in a series of three courses that will cover the fundamentals of diagnostics and automotive engine malfunctions. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 2112B\*** **Automotive Engines II, 2 semester hours, 15 lec., 45 lab. (Offered as needed)**  
This is the second in a series of three courses that will cover the fundamentals of diagnostics and repairing automotive engine malfunctions. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 2112C\*** **Automotive Engines III, 2 semester hours, 15 lec., 45 lab. (Offered as needed)**  
This is the third in a series of three courses that will cover the fundamentals of diagnostics and repairing automotive engine malfunctions. Includes lecture, demonstrations, practical application activities, and performance testing.
- AER 2131\*** **Transmissions, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**  
Study and practical experience covering the clutch, standard transmission, automatic transmission, drive line, and differential.
- AER 2171\*** **Automotive Air Conditioning, 6 semester hours, 75 lec., 105 lab. [Offered as needed]**  
A course designed to prepare a student to diagnose, service and repair automotive air conditioning systems.

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\*Occupational course that may not be applied toward the A.A. degree.

- ACR 2307C\*** **Environmental Control Systems For Buildings, 3 semester hours, 15 lec., 60 lab. (Offered as needed)**  
A course designed to further prepare a trained/experienced serviceman in the concept, theory, installation, operation and troubleshooting of pneumatic and electronic automatic control systems to regulate pressure, temperature, humidity, or rate and volume of flow to establish and maintain the indoor environment of a building or structure.
- AMH 1041** **American Civilization, 3 semester hours, 45 lec. [Offered as needed]**  
Unified history of social and intellectual issues. A study of major American concerns and issues, the proposals, their formative ideas, the resolution attained in an emerging pattern of American character and heritage.
- AMH 2010** **American History I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
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, 45 lec. [Fall, Spring, Summer]**  
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.
- APB 1150** **General Biology, 4 semester hours, 60 lec. [Fall, Spring, Summer]**  
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, 30 lec., 30 lab. [Fall, Spring, Summer]**  
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, 30 lec., 30 lab. [Fall, Spring, Summer]**  
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. Prerequisite: Biology I is recommended.
- APB 1200C** **Anatomy & Physiology I, 3 semester hours, 30 lec., 30 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, 30 lec., 30 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: Anatomy & Physiology I.

\*Occupational course that may not be applied toward the A.A. Degree.

- APB 1231C** **Microbiology, Allied Health, 4 semester hours, 45 lec, 30 lab [Offered as needed]**  
 This course is designed for students entering programs in the numerous health fields, but primarily for pre-nursing students. The material presented covers the fundamentals of microbiology needed to understand the biology of infectious diseases and the agents that cause them. Not accepted as satisfying requirements for majors in biology, pre-med, pre-vet, and pre-dentistry.
- ARC 2121C** **Architectural Drafting, 3 semester hours, 15 lec., 60 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.
- ARH 1000** **Humanities Art, 3 semester hours, 45 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: Prehistoric-Renaissance, 3 semester hours, 45 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: Renaissance-20th Century, 3 semester hours, 45 lec. [Spring, 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** **Pottery I, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**  
 The students shall be exposed to the production of pottery utilizing all known hand building techniques. Also includes introduction to potter's wheel and basic wheel fundamentals. First half of course is hand building, second half is devoted to development of skills on the potter's wheel. Students also learn how to glaze pottery and make glass.
- ART 1111C** **Pottery II, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**  
 Continues handbuilding of Pottery I, but major emphasis is placed upon development of skills utilizing the potter's wheel. Additional glazing experimentation is also emphasized. Prerequisite: Pottery I.
- ART 1201C** **Design I, 3 semester hours, 60 lab., 15 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, 60 lab., 15 lec. [Offered as needed]**  
 Extension and development of the elements of design in three-dimensional projects.
- ART 1300C** **Drawing I, 3 semester hours, 60 lab. 15 lec. [Offered as needed]**  
 Problems in drawing techniques and media.
- ART 1301C** **Drawing II, 3 semester hours, 60 lab., 15 lec. [Offered as needed]**  
 Problems in drawing and composition. Prerequisite: Drawing I or equivalent.

- ART 1701C Sculpture I, 3 semester hours, 60 lab., 15 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, 60 lab., 15 lec. [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 nonutilitarian forms. (It is expected that the student have a basic knowledge of clay and glazes as a prerequisite).
- ART 2510C Painting I, 3 semester hours, 60 lab., 15 lec. [Offered as needed]**  
Problems of constructing a composition in color. The academic method of painting and student experimentation.
- ART 2520C Painting II, 3 semester hours, 60 lab., 15 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: Painting I or equivalent.
- ATM 1000\* Aviation General, 4 semester hours, 60 lec. [Offered as needed]**  
A course designed to prepare beginning students for careers in aviation mechanics, and/or help elective students broaden their knowledge and skills in this area. Covers all of the topics dealt with on the Aviation General portion of the FAA licensing exam.
- ATM 1140\* Aircraft Welding, 3 Semester hours, 15 lec., 45 lab [Offered as needed]**  
Shop safety precautions and procedures; practical and theoretical training in the use of oxyacetylene, arc, and TIG 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.
- ATM 1821\* Air Power Plant Mechanics I, 4 semester hours, 60 lec., [Offered as needed]**  
A course to prepare aircraft power mechanics for the power plant portion of the F.A.A. licensing examination. Covers such topics as: fuel systems, electrical systems, and engine repair/overhaul. F.A.R. 65.77 must be complied with before student will be permitted to take F.A.A. examination. Prerequisite: Aviation General.
- ATM 1822\* Air Power Plant Mechanics II, 4 semester hours, 60 lec., [Offered as needed]**  
A course to prepare aircraft power mechanics for the power plant portion of the F.A.A. licensing examination. Covers such topics as: oil pressure, weights and balances, propellers, and a continuation of engine repair/overhaul. F.A.R 65.77 must be complied with before student will be permitted to take F.A.A. examination. Prerequisite: Aviation General
- ATM 1118\* Air Frame Mechanics I, 4 semester hours, 60 lec., [Offered as needed]**  
A course to prepare aircraft frame mechanics for the airframe portion of the F.A.A. licensing examination. Covers such topics as: fabrics, finishes, wood members, and sheetmetal. F.A.R. 65.77 must be complied with before student will be permitted to take F.A.A. examination. Prerequisite: Aviation General.

\*Occupational course that may not be applied toward the A.A. Degree.



- ATM 1812\*** **Air Frame Mechanics II, 4 semester hours, 60 lec., [Offered as needed]**  
A course to prepare aircraft frame mechanics for the airframe portion of the F.A.A. licensing examination. Covers such topics as: hydraulic systems for brakes, rigging for mechanical controls, electrical systems, weights and balance. F.A.R. 65.77 must be complied with before students will be permitted to take F.A.A. examination. Prerequisite: Aviation General.
- BAN 1004** **Principles of Bank Operations, 3 semester hours, 45 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 2210** **Analyzing Financial Statements. 3 semester hours, 45 lec. [Offered as needed]**  
This course presents the fundamentals of financial statement analysis. It is intended to train the student in the use of tools and techniques necessary for the evaluation of the financial condition and operating performance of a business enterprise.
- BAN 2501** **Money and Banking, 3 semester hours, 45 lec. [Offered as needed]**  
This course stresses the practical aspects of money and banking and emphasized 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
- BAN 2900** **Directed Study-Banking, 1 semester hour, 30 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.
- BCN 1230** **Building Construction: Materials and Processes, 3 semester hours, 45 lec. (Offered as needed)**  
Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry.
- BCN 1272** **Blueprint Reading for Commercial Construction, 3 semester hours, 45 lec. (Offered as needed)**  
A course to familiarize non-drafting students with techniques of blueprint reading and the fundamentals of construction methods that make blueprint reading meaningful.
- BCN 1708** **Construction Documentation, 3 semester hours, 45 lec. (Offered as needed)**  
A course to familiarize a student with documents used in the Construction Industry to advertise for bids, contracts, change orders, extras, specifications, insurance and bid bonds.
- BCN 2610\*** **Construction Estimating, 3 semester hours, 30 lec., 30 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.

\*Occupational course that may not be applied toward the A.A. Degree.

- BCN 2721**      **Construction Management Planning, 3 credit hours, 45 lec. (Offered as needed)**  
The course covers the development and organization of projects, pre-construction site investigation, planning, scheduling, estimating. The course will also include control of costs, operations and resources together with cost engineering, procurement, value engineering, quality assurance, safety and health in construction.
- BOT 1010C**    **Botany, 4 semester hours, 45 lec., 45 lab. [Fall, Spring, Summer]**  
A course designed to introduce the student to the biological principles of the plant kingdom with emphasis on the flowering plants.
- BSC 1905**      **Independent Study-Biology, 1 semester hour [Fall, Spring, Summer]**  
A course designed to (1) allow a 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, Spring, Summer]**  
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, 45 lab. [Fall, Spring, Summer]**  
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, 45 lec. [Fall, Spring, Summer]**  
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 all business students.
- BUL 2112**      **Business Law II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
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.
- CAP 1120**      **Programming Skills, 1 semester hour, 20 lec. [Offered as needed]**  
A workshop that involves applications in advanced programming (uses of BASIC and PASCAL) through graphics and telecommunication processes for the classroom teacher. Prerequisite: Computer Application Skills Workshop or prior experience with microcomputers in education.
- CAP 1121**      **Education Software Workshop, 1 semester hour, 20 lec. [Offered as needed]**  
A workshop to assess software for computer assisted instruction and computer managed instruction applications and determining effective strategies of integrating software into school curriculum. Prerequisite: Programming Skills Workshop.
- CCJ 1000**      **Introduction to Criminology, 3 semester hours, 45 lec. [Spring]**  
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, 45 lec. [Fall, Spring]**  
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 1121**      **Crime Prevention, 3 semester hours, 45 lec. [Offered as needed]**  
A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implications. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.
- CCJ 1192**      **Crisis Intervention, 3 semester hours, 45 lec. [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, 45 lec. [Fall, Spring, Summer]**  
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, 45 lec. [Fall, Spring, Summer]**  
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 1310\***      **Discipline and Special Confinement Techniques. 3 semester hours, 45 lec. [Offered as needed]**  
The student is introduced to the essentials of discipline and special confinement techniques necessary for the corrections profession. The topics to be introduced include physical operation, physical force, recognizing abnormal behavior, verbal and nonverbal communications.
- CCJ 1400**      **Police Organization and Administration, 3 semester hours, 45 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, 45 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.

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- CCJ 1650** **Introduction to Narcotics Investigation, 3 semester hours, 45 lec. [Offered as needed]**  
 This introductory course in narcotics investigation and identification is designed to provide the student with an overview of narcotics and the role of the investigative agencies, drug traffic flow patterns, major classes of drugs and the drug profit factor. Instruction will cover techniques of investigative observation, patrol and case development, physical identification of drugs, symptoms of abuse, methods of abuse and appropriate Florida statutes. This is also a Criminal Justice Standards and Training Commission advanced course.
- CCJ 1935** **Criminal Justice Seminar, 3 semester hours, 45 lec. [Offered as needed]**  
 Exploration, development and discussion of contemporary problems, in the Criminal Justice System.
- CCJ 1941\*** **Internship—Criminal Justice, 3 semester hours, 225 hrs. [Offered as needed]**  
 On-the-job training in the Associate of Science/Applied Science Option 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.
- CCJ 2070** **Computer Applications in Criminal Justices, 3 semester hours, 45 lec. [Offered as needed]**  
 Computer Applications in Criminal Justice introduces the participant to the use of the computer in Criminal Justice applications. The participant will be introduced to pre-packaged software and the process used to modify the package to criminal justice usage. This will include an electronic filing system designed to store, review and update data which can be manipulated into printed reports for daily and periodic usage.
- CCJ 2300** **Introduction to Corrections, 3 semester hours, 45 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, 45 lab. [Fall, Spring]**  
 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.
- CET 1123C\*** **Microprocessors, 5 semester hours, 30 lec./135 lab. [Offered as needed]**  
 This course continues the study of the microprocessor of Digital Technology II to include its interfacing using the PIA. The philosophy, evolution, architecture, instruction set and programming of a more advance microprocessor will be studied. Included will be a minimum of ten hands-on experiments.
- CET 2112C\*** **Digital Technology I, 5 semester hours, 30 lec., 135 lab [Offered as needed]**  
 Studies include number systems, coding and decoding, gates, DeMorgan's Theorem, Boolean algebra and Karnaugh Map simplification, logic families, flip-flops, counters, registers, arithmetic logic unit, and memories. An individual construction project will be required.

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- CET 2113C\*** **Digital Technology II, 5 semester hours, 30 lec/135 lab. [Offered as needed]**  
This course continues the study of digital electronics with advanced topics in logic arrays, memory circuits, D-to-A and A-to-D converters, and representative digital systems. It also provides an introductory study of the architecture and programming of a typical microprocessor. An individual construction or programming project is required.
- CET 2152C\*** **Computer/Analysis & Troubleshooting, 5 semester hours, 30 lec., 135 lab. [Offered as needed]**  
This course will expand on the knowledge gained in Digital Technology II. In it, the student will learn the operation and command set of a second microprocessor. Subjects covered will include programming, input/output, interfacing and troubleshooting. The student will use logic and signature analysis in order to find instructor inserted faults. Assembly language programming and the writing of algorithms will be introduced. Prerequisite: Completion of electronics core program or permission of department chair.
- CET 2311C\*** **Computer Assisted Circuit Analysis, 4 semester hours, 30 lec., 60 lab [Offered as needed]**  
This course is designed to reinforce the student's knowledge of the laws, theorems, and concepts of electronics and their applications in network analysis. It also introduces BASIC language programming and the use of the computer in generating instantaneous, error free results. The time normally taken with laboratory work will be utilized in writing and testing BASIC language programs for circuit analysis. Prerequisite: Basic Electricity/Electronics I & II or permission of instructor.
- CHD 1220** **Child Growth and Development I, 3 semester hours, 45 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, 45 lec. [Fall]**  
Study of the physical, emotional, social, and intellectual growth and development of the school age child (6 through 12 years) up to preadolescence. Includes dynamics of behavior, child guidance and needs of exceptional children.
- CHD 1430** **Observing and Recording Child Behavior, 3 semester hours, 30 lec., 45 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 1941\*** **Internship, Child Development, 3 semester hours, 90 lab [Offered as needed]**  
On-the-job training in Associate of Science Degree, Associate Degree/Applied Science Option, Certificate programs in which the student is enrolled. The student is under the supervision at work of a qualified supervisor appointed by the respective agency, who works with the OWJC instructor regarding student's OJT objectives based on student's goals and prior training. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness based on OJT performance. OWJC instructor will evaluate student OJT experience in consultation with agency supervisor regarding OJT performance and project paper on approved project submitted two weeks prior to close of semester. This course may be repeated four times for a total of 12 semester hours. Prerequisite: Must have completed a minimum of 9 hours credit in appropriate discipline.

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- CHD 2322** Programs for Young Children, 3 semester hours, 45 lec. [Spring]  
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, 15 lec., 90 lab. [Spring 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, 15 lec., 135 lab. [Spring 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, 15 lec., 135 lab. [Spring 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, 15 lec., 90 lab. [Fall, Summer]  
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, 45 lec. [Spring and as needed]  
Weekly seminar to critique performance and plan effective intern experience. Prerequisite: CHD 2332, 2334, or 2337 or permission of the instructor.
- 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, 15 lec., 5 lab. [Offered as needed]  
An introductory course in portfolio building including requirements of a CDA portfolio and alternative formats. Focuses on developing autobiographical sketches 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, 15 lec., 5 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).

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- CHD 2563\*** Portfolio Building III, 1 semester hour, 15 lec., 5 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, 60 lec. [Fall, Spring, Summer]  
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, 45 lec., 45 lab. [Fall, Spring, Summer]  
Quantitative approach to modern theoretical and physical chemistry, with appropriate development of laboratory techniques. 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, 45 lec., 45 lab. [Fall, Spring, Summer]  
Continuation of CHM 1045C: Solutions, chemical equilibrium and qualitative analysis. Electrochemistry, radiation chemistry and hydrocarbons.
- CHM 2210C** Organic Chemistry I, 4 semester hours, 45 lec., 45 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, 45 lec., 45 lab. [Offered as needed]  
Functional groups, IR, NMR, and mass spectroscopy theory. Prerequisite: CHM 2210C
- CJD 1200** Law Officer Skills, 2 semester hours, 15 lec., 30 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 advanced course designed to cover the techniques, methods, principles, and issues of interviewing and interrogations. Course meets Florida Police Standards Salary Incentive Requirements.
- CJD 1420\*** Correctional Law, 3 semester hours, 45 lec. [Offered as needed]  
A course in practical law for correctional personnel. Study includes law regulating use of forces, civil rights of prisoners, constitutional law, legal service, disciplinary proceedings, parole, and current case law.

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- CJD 1460\*** **Correctional Operations, 3 semester hours, 45 lec. [Offered as needed]**  
Responsibilities, powers, and duties of the correctional officer; correctional administration; physical security; facility services; intake, classification and release procedures; special programs; human skills; understanding and responding to inmate behavior and correctional proficiency skills.
- CJD 1501\*** **Criminal Justice Instructor Techniques, 3 semester hours, 45 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\*** **Criminal Justice Supervision, 5 semester hours, 80 lec. [Offered as needed]**  
A career development course for full time police officers designed to train the line supervisor.
- CJD 2461\*** **Advanced Correctional Operations, 3 semester hours, 45 lec. (Offered as needed)**  
An advanced course in correctional operations for in-service Florida Correctional Officers designed to increase skills in correctional agency organization and mission, records and reports, legal applications to correctional operations, correctional facility security, intake/classification/release procedures, fire safety and discipline procedures, introduction to supervision and release and bonding procedures. This is course number 59 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.
- CJD 2462\*** **Field Training Officer Techniques, 3 semester hours, 45 lec. (Offered as needed)**  
Designed to introduce the criminal justice student (law enforcement and corrections) to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (F.T.O.), communications techniques, counseling techniques, legal and ethical issues and human motivation. This is course number 51 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.
- CJD 2467** **Counseling and Communications Skills, 3 semester hours, 45 lec. [Offered as needed]**  
Designed to give the participant an understanding of the fundamentals of counseling and communication skills needed by state correctional officers.
- CJD 2605** **Traffic Homicide Investigation, 3 semester hours, 45 lec. [Offered as needed]**  
Course content covers traffic homicide investigation skills to include reconstruction, meets Florida Justice Standards and training certification requirements for career development.
- CJD 2681\*** **Court Case Preparation and Court Presentation, 3 semester hours, 45 lec. (Offered as needed)**  
Fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. This is course number 20 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

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- CJD 2691\*** **Stress Awareness and Resolution, 3 semester hours, 45 lec. [Offered as needed]**  
 A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. This is course number 50 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.
- 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, 30 lab. [Offered as needed]**  
 Legal provisions and restrictions on the use of firearms and other police equipment. Range firing of weapons emphasizing deliverage, point, and defense shooting. Prerequisite: Open to criminal justice majors or with permission of instructor.
- CJT 2100** **Criminal Investigation, 3 semester hours, 45 lec. [Offered as needed]**  
 Fundamentals of investigation; duties and responsibilities of the detective's 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 Criminalistics, 3 semester hours, 45 lec. [Fall, Spring]**  
 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, 45 lec/lab [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, 45 lec. [Fall, Spring]**  
 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; fundamentals of community relations; mob and riot control, traffic enforcement programs and techniques.
- CJT 2350** **Writing and Reviewing Reports, 3 semester hours, 45 lec. [Offered as needed]**  
 Designed to give students a broad understanding of writing and reviewing criminal justice reports. Specifically designed for correctional and law enforcement officers.
- CJT 2410** **Traffic, 3 semester hours, 45 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.

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- CJT 2430**      **Traffic Accident Investigation, 3 semester hours, 45 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, 45 lec. [Fall, Spring, Summer]**  
 Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.
- CLP 2140**      **Abnormal Psychology, 3 semester hours, 45 lec. [Offered as needed]**  
 A study of the different problems in psychopathology, including anxiety, depression, social deviance, psychosis, schizophrenia, both child and adult, mental retardation and general brain dysfunction, with emphasis on descriptive etiology, known causes, and treatments. Prerequisite: psychology course, permission of the instructor, or documented experience in an appropriate health related field.
- COA 2100**      **Consumer Education, 3 semester hours, 45 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 family resources.
- COC 1020**      **Computer Literacy, 3 semester hours, 45 lec. [Offered as needed]**  
 An overall view of computers and how they affect each person as well as society. Hands-on experience is provided. Recommended for non data processing majors.
- COC 1110A**      **Introduction to Computer Programming, 3 semester hours, 45 lec., 45 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. Prerequisite: COC 1020.
- COP 2100**      **Programming I, 3 semester hours, 45 lec. (Offered as needed)**  
 Designed for data processing majors, uses top-down design, structured logic, and a higher level language to solve problems on a computer. Stresses proper documentation of programs to be used in a computer center. Prerequisite: CRM 1020 Data Processing Concepts or equivalent.
- COP 2101**      **Programming II, 3 semester hours, 45 lec. (Offered as needed)**  
 A sequel to Programming I, intended to fully exercise all facilities of a high-level programming language in the solution of more advanced problems. Prerequisite: Programming I.
- COP 2110**      **FORTRAN Programming, 3 semester hours, 45 lec. [Fall, Spring]**  
 An introduction to the computer programming language of FORTRAN. Includes general introduction to computer programming, general programming concepts, elementary problem solving and flowcharting. Involves actual problem solving by the use of the FORTRAN language on the computer. Prerequisites: CRM 1020, COC 1120, COP 2170.
- COP 2120**      **COBOL Programming, 3 semester hours, 45 lec. [Fall, Spring]**  
 A survey of 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, COC 1120.

- CRM 1011**     **Data Entry, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
Development of correct techniques, learning keyboard and development of manual skills.
- CRM 1020**     **Data Processing Concepts, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
A beginning course in data processing designed for both the data processing major as well as those students who need a general understanding of the modern computer. A broad overview of digital computers including history of computers, number systems, punched card processing, storage concepts, coding systems, and input/output systems.
- CRW 2000**     **Creative Writing, 3 semester hours, 45 lec. [Offered as needed]**  
Creativity in prose, poetry, and drama. All students creations are submitted to publisher's market.
- CRW 2002**     **Creative Writing II, 3 semester hours, 45 lec. [Offered as needed]**  
The student writes in one of the following genres: prose, poetry, or drama. The student submits his/her manuscript to a publisher. Prerequisite: a beginning writing course, evidence of substantial publication, or departmental permission.
- CTE 1310**     **Clothing Selection and Construction I, 3 semester hours, 30 lec., 30 lab. [Fall and 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 1401**     **Textiles, 3 semester hours, 45 lec. [Offered as needed]**  
The study of fabrics used in clothing and home furnishings with emphasis on fibers, yarns, construction procedures, designs, and finishes that determine the qualities, performance, and care of fabrics.
- CTE 1743**     **Clothing Selection and Construction II, 3 semester hours, 30 lec., 30 lab. [Spring and 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, 30 lec., 30 lab. [Spring and as needed]**  
Tailoring principles and techniques of constructing, fitting and selecting tailored garments. Prerequisite: CTE 1310, CTE 1743.
- DAA 1340**     **Folk Dance, 1 semester hour, 30 lab. [Offered as needed]**  
Instruction and participation in various Folk Dances.
- DAA 1820**     **Dance Workshop, 1 semester hour, 30 lab. (Offered as needed)**  
Instruction and participation in dance as required by specific Music Theatre productions.
- DEP 2004**     **Human Growth and Development, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
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.
- ECO 2013**     **Economics I, 3 semester hours, 45 lec. [Fall, or as needed]**  
Macroeconomics. Basic concepts and principles, national income accounting; fiscal and monetary policy and application, growth economics. Will satisfy General Education elective.

- ECO 2023**      **Economics II, 3 semester hours, 45 lec. [Spring, 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. Will satisfy General Education elective. Prerequisite: ECO 2013 or equivalent.
- EDF 1005**      **Introduction to Education, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
 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, 45 lec. [Fall, Spring, Summer]**  
 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.
- EET 1015C\***    **Basic Electricity/Electronics I, 5 semester hours, 30 lec., 135 lab. [Offered as needed]**  
 The first course of the program, it introduces the electron theory, the theory, analysis, and troubleshooting of series, parallel and series parallel DC resistive circuits, network theorems, DC meters, magnetism, and electromagnetic induction. Shop safety is emphasized and extensive practice is given in use of the VOM and electronic voltmeter.
- EET 1025C\***    **Electricity/Electronics II, 5 semester hours, 30 lec., 135 lab. [Offered as needed]**  
 The second course introduces alternating current and the circuit properties of inductance and capacitance. Subjects covered are inductors, capacitors, the theory and analysis of resistance-inductance, resistance-capacitance, resistance-inductance-capacitance, and resonant circuits, filters and complex notation in alternating current circuits. Shop safety will continue to be emphasized and extensive practice given in use of the oscilloscope.
- EET 1105C\***    **Devices & Circuits I, 5 semester hours, 30 lec., 135 lab [Offered as needed]**  
 Introduces semiconductors and PN junction theory. Subjects covered are junction diodes, diode circuits, power supplies, bipolar junction transistors, transistor biasing, small signal amplifiers, power amplifiers, class A, B, and C amplification. An individual project will be required.
- EET 1120C\***    **Devices & Circuits II, 5 semester hours, 30 lec. 135 lab [Offered as needed]**  
 Continues study of circuits and devices to include the FET, operational amplifier, oscillators, thyristors, unijunction transistors, negative and positive feedback, and voltage regulators. An individual construction project is required.
- EET 1607C\***    **Soldering/PC Board Techniques, 3 semester hours, 15 lec., 60 lab [Offered as needed]**  
 Course teaches the knowledge and skills required in high reliability soldering. The student will work with and practice maintenance of quality soldering stations. Practice will be provided in non-destructive soldering and desoldering of discrete and integrated circuits using printed circuit cards.

\*Occupational course that may not be applied toward the A.A. Degree.

- EET 2322C\*** **Electronic Communications, 5 semester hours, 30 lec/90 lab [Offered as needed]**  
 This course covers telecommunication technology to include modulation (amplitude, angle and pulse) single-sideband, AM and FM receivers, time division multiplex, digital communication, antennas, transmission lines, waveguides, laser communication and basic radar.
- EEX 2010** **Introduction to Exceptional Children, 3 semester hours, 45 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, 30 lec., 30 lab. [Fall, Summer]**  
 Use of instruments, lettering practice; geometric construction; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, and methods of reproduction.
- EGN 1130C** **Descriptive Geometry, 3 semester hours, 30 lec., 30 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. Prerequisite: EGN 1120C or permission of the instructor.
- EME 1920** **Computer Application Skills Workshop, 1 semester hour, 20 lec. [Offered as needed]**  
 A workshop to provide an overview of computer applications to gain an understanding of hardware and software terminology and use, and supply an introduction to software utilization for the classroom teacher.
- EMS 1059\*** **First Responder, 4 semester hours, 60 lec. hours [Offered as needed]**  
 This course is designed for individuals planning careers in EMS, Fire Science, Law Enforcement, etc. who are interested in obtaining knowledge and skills necessary to provide optimum pre-hospital emergency care to the victim of trauma or sudden illness.
- EMS 1065C** **Cardiopulmonary Resuscitation, 1 semester hour, 10 lec., 5 lab [Offered as needed]**  
 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.
- EMS 1340C\*** **Basic Extrication, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
 This course is designed for students who have completed the basic EMT course, paramedic students, licensed EMT's paramedics, and firefighters. The course provides the student with the principles, practices, and techniques of vehicular rescue. The emphasis of the course is basic rescue. Prerequisites: Completion of Basic EMT course, be a licensed EMT or firefighter, or have permission of instructor.

\*Occupational course that may not be applied toward the A.A. Degree.

- EMS 2119C** **Emergency Medical Technology, 8 semester hours, 105 lec., 30 lab. 45 clinical hours. [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. Prerequisite: First Aid/CPR or First Responder/CPR plus passing the entry reading exam required for college level courses (see current semester class schedule for minimum scores). Students must also pass a physical exam (forms are available from the OWJC Admissions Office).
- ENC 1000A\*** **College Preparatory English, 3 semester, 30 lec., 45 lab hours. [Fall, Spring, Summer]**  
 This course is designed to move along as rapidly as possible toward full admission to degree programs those students whose entry level placement test scores do not meet requirements for degree credits. Skills appropriate to individual student needs are programmed in grammar, punctuation, spelling, syntax, and composition. This course may be repeated by students not fulfilling competency requirements.
- ENC 1139** **Review of Essay and Writing Skills, 1 semester hour, 15 lec. (Fall, Spring, Summer)**  
 A short course reviewing standard English communications skills needed for coursework in a variety of disciplines. Prerequisite: Completion of English Communications I or equivalent.
- ENC 1101** **English Communications I, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
 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.
- ENC 1102** **English Communications II, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
 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: English Communications I.
- ENC 1151** **Writing: Grammar and Syntax, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
 Development and review of skills in expository writing, grammar, syntax, punctuation, spelling, style, and manuscript form. Prerequisite: Basic language skills.
- ENC 1210** **Technical Report Writing, 3 semester hours, 45 lec. [Offered as needed]**  
 The fundamentals of report writing, mechanics and style with practice in preparing various common types of reports. Prerequisite: ENC 1101 or ENC 1151.
- ENC 2940** **Directed Work Study-Communications, 1 semester hour [Fall, Spring, Summer]**  
 Directed experience in instructional, laboratory and/or materials assistance in a designated Communication area. Entry coordinated through the department chair.

\*College preparatory credits may not be counted towards fulfilling the number of credits required for a degree.

- ENC 2941**      **Tutorial-Communications, 1 semester hour, 30 lab. [Fall, Spring, Summer]**  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- ENG 1001**      **Research Papers, 1 semester hour, 16 lab. [Fall, Spring, Summer]**  
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. NOTE: If this course is used to satisfy writing requirements for transfer courses to OWJC, a minimum grade of "C" is required.
- 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 specialization area. Entry coordinated through the department chair.
- ENL 2011**      **English Literature I, 3 semester hours, 45 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.
- EST 2112\***      **Industrial Electronics, 5 semester hours, 30 lec., 90 lab [Offered as needed]**  
Course will include the study of sensors, data acquisition and control, programmable controllers, motor speed controls, magnetic amplifiers, servomechanisms and introduction to robotics. Laboratory work will include experiments in industrial measurements, telemetry, systems, interface, process control and troubleshooting. The student will also perform experiments in the programming and control of an industrially representative robot arm. Prerequisite: Completion of the electronics core program or permission of Department Chair.
- ETD 1304\***      **Intro Computer Drafting, 1 semester hour, 15 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, 30 lec., 30 lab. [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 1306\***      **PCB Drafting, 3 semester hours, 15 lec., 60 lab. [Offered as needed]**  
A course to teach students principles of printed circuit board design, layout, and tape-on. Topics covered include: schematics logic, single side boards, multilayer boards, art-masters, fabrication drawings, and silkscreen masters. Prerequisites: EGN 1120C, ETD 1701, or permission of instructor.

\*Occupational course that may not be applied toward the A.A. Degree

- ETD 1701C\*** **Drafting I, 6 semester hours, 30 lec., 120 lab. [Offered as needed]**  
The first of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventions, conventional revolutions, dimensioning, inking, mechanical lettering, and methods of reproduction.
- ETD 1702C\*** **Drafting II, 6 semester hours, 30 lec., 120 lab. [Offered as needed]**  
A course that continues and completes the student's study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, dimetric, trimetric, oblique, and perspective projection, auxillary views, related mathematics, precision dimensioning and inking practices. Prerequisite: ETD 1701C.
- ETD 1703C\*** **Drafting III, 6 semester hours, 30 lec., 120 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: ETD 1701C, ETD 1702C, ETD 1713C or permission of the instructor.
- ETD 1713C\*** **Machine Design Drafting, 3 semester hours, 30 lec. 30 lab [Offered as needed]**  
A course in the fundamentals of geometric dimensioning and tolerancing. Topics covered include: definition and terms, symbology, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1701C and ETD 1702C or permission of the instructor.
- ETD 1801C\*** **Technical Illustration, 3 semester hours, 15 lec., 45 lab. [Offered as needed]**  
The purpose of this course is to help students develop the skills, knowledge, and attitudes necessary to be job entry-level qualified as technical illustrators. Prerequisites: Drafting I or Engineering Graphics.
- 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 2307\*** **Advanced PCB Drafting, 3 semester hours, 15 lec., 60 lab [Offered as needed]**  
A course to teach students advanced principles of printed circuit board design, layout, and tape-up. Topics covered include: schematics, artmasters, fabrication drawings, and silkscreen masters for double sided and multilayer boards. Prerequisites: Engineering Graphics, Drafting I, PCB Drafting or permission of instructor.
- ETD 2315C\*** **Advanced Computer/System Drafting, 3 semester, 15 lec/60 lab hours [Offered as needed]**  
An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, eplanatory drawings, multiview projections, exploded assemblies, pictorial drawings auxillary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts.

\*Occupational course that may not be applied toward the A.A. Degree.



- ETD 2705C\*** **Advanced Drafting and Design, 3 semester hours, 15 lec., 60 lab [Fall, Spring]**  
 This course is designed to cover the following: mechanical and machine design, advanced dimensioning and tolerances, with emphasis on finished working drawings including details, subassemblies, assemblies and parts lists. Prerequisite: ETD 1702C, ETD 1703, ETD 1713C.
- ETD 2731C\*** **Structural Drafting, 3 semester hours, 15 lec., 60 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 2732\*** **Construction Drafting, 6 semester hours, 30 lec., 120 lab. [Offered as needed]**  
 A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precast concrete, prestressed concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGN 1120C or ETD 1701C or permission of the instructor.
- ETD 2905\*** **Independent Study-Drafting, 1 semester hour [Fall, Spring, Summer]**  
 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 permission of instructor.
- ETE 1100\*** **Electronics for Drafters, 4 semester hours, 60 lec. (Offered as needed)**  
 An introductory course in electronics for drafters, designers, and beginning electronics technicians; designed to provide a basic understanding of electronic principles, theories and concepts.
- ETG 1110\*** **Electronics Computations, 4 semester hours, 60 lec. [Offered as needed]**  
 This course is designed to provide practical application of computations relating directly to electronics. It provides active, intensive application of basic mathematical theories and formulas to the analysis and solution of real world electronics problems. Prerequisite: Intermediate Algebra or permission of instructor.
- ETG 1941\*** **Internship-Technical Education, 3 semester hours, 225 lab hours [Offered as needed]**  
 On-the-job training in the Associate of Science or Associate of Science/Applied Science Option 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 at least one other course in the respective degree program.
- ETG 2905\*** **Independent Study-Electronics, 1 semester hour [Fall, Spring, Summer]**  
 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.

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\*Occupational course that may not be applied toward the A.A. Degree.

- 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, 45 lab. [Fall, Spring, Summer]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. Entry by permission of department chair only.
- FAD 1123** **Adults in a Changing Society, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
A course focusing on personal development and traditional or nontraditional career options available to adults in today's changing society.
- FFP 1000\*** **Introduction to Fire Science, 3 semester hours, 45 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, 45 lec. [Fall, Summer]**  
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, 45 lec. [Fall, Spring]**  
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, 45 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, 45 lec. [Spring, Summer]**  
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: Introduction to Fire Science.
- FFP 2410\*** **Fire Fighting Tactics and Strategy I, 3 semester hours, 45 lec. [Fall, Spring]**  
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: Introduction to Fire Science.

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- FFP 2420\*** **Fire Fighting Tactics and Strategy II, 3 semester hours [Spring, Summer]**  
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 crises. Prerequisite: Fire Fighting Tactics and Strategy I.
- FFP 2500\*** **Explosives and Hazardous Material, 3 semester hours, 45 lec. [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, 45 lec. [Fall, Spring]**  
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, 45 lec. [Spring, Summer]**  
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, 30 lec., 30 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: Fire Protection, Organization & Administration or permission of the instructor.
- FRE 1100** **French I, 3 lec. [Fall and Term I Summer]**  
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, 45 lec. [Offered Spring and Term II Summer]**  
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 three years of high school French should enroll in French III-IV.
- FRE 2200** **French III, 3 semester hours, 45 lec. [Offered Fall and Summer 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, 45 lec. [Offered Fall and Summer Term II]**  
Intermediate level review of grammar, reading in French literature, and development of conversational and writing skills. Prerequisite: three years of high school French with grade of "B" or better, or FRE 2200 or its equivalent.
- FRW 2100** **Introduction to French Literature I, 3 semester hours, 45 lec. [Offered as needed]**  
The development of French literature from the beginning to the present. Prerequisite: FRE 2201 or its equivalent.

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- FRW 2101** Introduction to French Literature II, 3 semester hours, 45 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, 45 lec., 135 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, 45 lec., 135 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, 30 lec., 30 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 1220C\*** Introduction to Commercial Foods and Catering, 4 semester hours, 30 lec., 60 lab [Offered as needed]  
An introductory course in commercial food preparation and catering. The student will develop knowledge and skill in the preparation of food, including preparation used in the food service industry. Laboratory experiences are required.
- FSS 1221\*** Quantity Foods Preparation I, 6 semester hours, 45 lec., 135 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, 45 lec., 135 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, 45 lec., 135 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 desserts.
- FSS 1292** Using Energy Saving Appliances in Cooking, 1 semester hour, 15 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, 45 lec. [Fall, Spring, Summer]  
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.

\*Occupational course that may not be applied toward the A.A. Degree.

- GEB 1940\*** Internship-Business Education, 3 semester hours, 225 lab. [Offered as needed]  
On-the-job training in the Associate of Science/Associate of Science, Applied Science Option 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, 45 lec., [Fall]  
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, 45 lec. [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. Prerequisite: German I or equivalent.
- GER 2200** German III, 3 semester hours, 45 lec. [Fall]  
Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual 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, 45 lec. [Spring]  
Intermediate level review of grammar, readings in contemporary literature and current affairs, audio-lingual practice, and development of conversational and writing skills. Prerequisite: three years of high school German with grade of "B" or better, or GER 2200 or its equivalent.
- GER 2420** Advanced German Grammar and Composition I, 3 semester hours, 45 lec. [Offered Fall or 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, 45 lec. [Offered Spring or 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, 3 semester hours, 45 lec. [Offered Fall or 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 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.

\*Occupational course that may not be applied toward the A.A. Degree.

- GEW 2010** Introduction to German Literature I, 3 semester hours, 45 lec. [Offered Fall 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, 45 lec. [Offered 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, 60 lec. [Fall, Spring, Summer]  
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.
- GRA 1534C\*** Electronic Composition, 4 semester hours, 30 lec., 60 lab [Offered as needed]  
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: GRA 1541C, GRA 1542C and OST 1100.
- GRA 1541C\*** Introduction to Copy Preparation, 4 semester hours, 30 lec., 60 lab. [Offered as needed]  
Comprehensive overview and practical experiences relating to fundamentals, techniques, procedures and tools used in the preparation of copy for offset printing.
- GRA 1542C\*** Phototypesetting, 4 semester hours, 30 lec., 60 lab. [Offered as needed]  
Comprehensive study and practical experiences relating to more technical and advanced methods of preparing copy for offset printing. Prerequisite: OST 1100 or equivalent and GRA 1541C.
- GRA 1571C\*** Process Camera I, 4 semester hours, 30 lec., 60 lab. [Offered as needed]  
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.
- GRA 1573C\*** Process Camera II, 4 semester hours, 30 lec., 60 lab. [Offered as needed]  
This course is a continuation of Process Camera I, with advanced techniques and processes included, such as: halftone, duotones, and the use of Color-Key for proofing. Prerequisite: GRA 1571C.
- GRA 1601C\*** Fake Color Assembly, 3 semester hours, 30 lec., 30 lab. [Offered as needed]  
This course will provide comprehensive experience in the advanced film assembly technique of mechanical color separation, known as "Fake Color." Prerequisites: GRA 1571C, GRA 1573C.
- GRA 1636C\*** Small Offset Press Operations, 4 semester hours, 30 lec., 60 lab. [Offered as needed]  
Comprehensive study of, and practical experience on a small sheet-fed offset press. Course includes press make-ready, operation, adjustments, and maintenance.

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- GRA 1706\*** **Printing Estimating, 3 semester hours, 45 lec. [Offered as needed]**  
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.
- GRA 2500C\*** **Printing Materials and Processes, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**  
Discussion of printing materials and processes, equipment and terminology, bindery operations, and career opportunities in the printing industry.
- GRA 2602C\*** **Process Color Film Assembly, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**  
This course provides practical experience in the film assembly and the making of proofs from four-color process separation negatives. Prerequisites: GRA 1571C, GRA 1573C, and GRA 1601C.
- GRA 2635C\*** **Offset Presswork I, 4 semester hours, 30 lec., 60 lab. [Offered as needed]**  
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: GRA 1636C.
- GRA 2637C\*** **Offset Presswork II, 4 semester hours, 30 lec., 60 lab. [Offered as needed]**  
This course provides practical experience of production printing done on a large offset press and the various finishing press. Prerequisite: GRA 2635C.
- GRA 2905\*** **Independent Study-Graphics/Printing, 1 semester hour, 45 lab. [Offered as needed]**  
Practical treatment of graphics/printing technology within the field of offset printing. Emphasis on individual work projects utilizing such areas as copy preparation, darkroom work, stripping and platemaking, press operation, and bindery operation. Prerequisite: GRA 1541C, GRA 1571C, GRA 1636C.
- GRA 2949\*** **Directed Work Study-Graphics/Printing, 1 semester hour, 45 lab. [Offered as needed]**  
Directed experience in instructional, laboratory and/or materials assistance in a designed graphics/printing area. Prerequisite: GRA 1541C, GRA 1571C, GRA 1636C.
- HFT 2261\*** **Restaurant Management I, 6 semester hours, 45 lec., 135 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, 45 lec., 135 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, 15 lec. [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, 45 lec. [Offered as needed]**  
A basic course in home planning, selection, use and care of equipment and furnishings for family living. Consideration of art principles in planning livable interiors, and current trends in housing.

\*Occupational course that may not be applied toward the A.A. Degree.

- HME 1200**     **Home Management I, 1 semester hour, 15 lec. [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, 45 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, 30 lec./lab. [Fall, Spring, Summer]**  
 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 1906**     **Directed Work Study-Home Economics, 1 semester hour, 45 hours [Fall, Spring, Summer]**  
 Directed experience in instructional, laboratory and/or materials assistance in a designated Home Economics area. Entry by permission of department chair only.
- HOE 1907**     **Tutorial-Home Economics, 1 semester hour, 30 lec. [Fall, Spring, Summer]**  
 An experience in individual depth study in which one student prepares for and engages in tutoring one or more students for two 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.
- HSC 1100**     **Personal and Community Health, 3 semester hours, 45 lec. [Offered as needed]**  
 A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.
- HSC 1400**     **First Aid, 3 semester hours, 45 lec. [Offered as needed]**  
 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.
- HUM 1020**     **Humanities-Introduction, 3 semester hours, 45 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 are utilized as much as possible with examples relating to contemporary culture.
- HUM 1905**     **Independent Study-Arts and Humanities, 1 semester hour, 45 hours [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, 45 lec. [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, 30 lab. [Offered as needed]**  
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, 45 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.
- HUN 2410**     **Child Nutrition and Health, 3 semester hours, 30 lec., 30 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 1065**     **War and Civilization, 3 semester hours, 45 lec. [Offered as needed]**  
A history of warfare from its earliest beginnings to the present day stressing the impact of war on the social, economic, and political structure of civilization.
- INR 2002**     **Current World Problems, 3 semester hours, 45 lec. [Summer]**  
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 instruction.
- JOU 1100**     **Journalism I, 3 semester hours, 15 lec., 30 lab [Offered as needed]**  
Teaches the basics of straight news story writing, photography, copy preparation, editing, layout, and design of publications with an emphasis on newspapers and magazines. Prerequisite: High School English and typing preferable.
- JOU 1103**     **Journalism II, 3 semester hours 15 lec., 30 lab. [Offered as needed]**  
Introduces the student to the art of feature writing, including the basics of finding a good story idea, researching the periodicals market, sending query letters, and marketing the finished project. The course also teaches the mechanics of writing leads, building the body of the story and proper closings
- LEA 1935**     **Introduction to Paralegalism, 3 semester hours, 45 lecture hours. [Offered as needed]**  
Designed to give students a broad understanding of the nature of the paralegal profession and its responsibility.
- LEA 1936**     **Legal Research, 3 semester hours, 45 lecture hours.[Offered as needed]**  
The student is systematically introduced to the essentials of legal research in such areas as searching for precedence, gathering citations and legal opinions, preparing legal briefs and conducting title searches.

- LEA 2937** **Rules of Evidence, 3 semester hours, 45 lecture hours. [Offered as needed]**  
The student is introduced to the rules of evidence as they apply in civil and criminal court procedures. The student is prepared to locate legal case law in reference to evidence.
- LEI 1000** **Introduction to Recreation, 3 semester hours, 45 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, 30 lec., 30 lab. [Fall, Spring]**  
The training of camp counselors in organized camping, including camp crafts, nature, and informal activities.
- LIS 2001** **Independent Study-Library, 1 semester hour, 45 hrs. [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, 45 lec. [Fall, Spring, Summer]**  
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, 45 lec. [Offered as needed]**  
Studies in modern Western drama, prose, and poetry, focusing on their comments on modern man. May be used as credit Humanities.
- MAC 1102** **Introductory College Algebra, 3 semester hours, 45 lec. (Fall, Spring, Summer)**  
Includes extended factorization techniques; higher order radicals and roots; in-depth study of quadratic equations and inequalities, including use of determinants; study of functions, their properties and uses; graphs of linear and quadratic functions; the complex number system, absolute value equations and inequalities and an emphasis on word problems.
- MAC 1114** **Trigonometry, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
Typical modern trigonometry course. Prerequisite: MAC 1140 with a grade of "C" or better, or equivalent.
- MAC 1140** **Pre-Calculus Algebra, 3 semester hours, 45 lec. (Fall, Spring, Summer)**  
First course in a three-course pre-calculus sequence. Covers equations and inequalities; linear, quadratic, logarithmic and exponential functions and relations; systems of equations; matrices and determinants, mathematical proof techniques, including mathematical induction, Binomial Theorem, sequences and series; and applications of algebraic techniques in the real world.
- MAC 1142** **Pre-Calculus Mathematics, 5 semester hours, 75 lec. [Offered as needed]**  
An accelerated course covering selected topics from college algebra, trigonometry and analytic geometry. Course is designed for students with above average backgrounds in mathematics who plan to enter the calculus sequence. Prerequisite: Completion of courses in trigonometry and analytic geometry with grades of "C" or better, or equivalent.

- MAC 1154** Analytic Geometry, 3 semester hours, 45 lec. [Fall, Spring, Summer]  
Typical modern analytic geometry course in two and three space. Prerequisite: Completion of MAC 1104 and MAC 1114 with a grade of "C" or better and concurrent enrollment in MAC 1104 with a grade of "C" or better and concurrent enrollment in MAC 1114, or equivalent.
- MAC 1411** Calculus I, 4 semester hours, 60 lec. [Fall, Spring, Summer]  
First course in a three course sequence. Covers basic concepts of differentiation and integration. Prerequisite: MAC 1104 and MAC 1114 and MAC 1154 with a grade of "C" or better, or equivalent.
- MAC 1412** Calculus II, 4 semester hours, 60 lec. [Fall, Spring, Summer]  
Second course in a three course sequence, and provides further insight into the methods and applications of differentiation and integration. Prerequisite: Completion of MAC 1141 with a grade of "C" or better, or equivalent.
- MAC 1413** Calculus III, 4 semester hours, 60 lec. [Fall, Spring, Summer]  
Third course in a three course sequence: It stresses multivariable calculus and infinite series. Prerequisite: Completion of MAC 1412 with a grade of "C" or better or, equivalent.
- MAC 2233** Calculus for Business, 3 semester hours, 45 lec. [Offered as needed]  
A calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view. Prerequisite: Grade of "C" or better in MAC 1104 or equivalent.
- MAE 2810** Mathematics for Elementary Teachers, 3 semester hours, 45 lec. (Offered as needed)  
Designed for elementary education majors in preparation for teaching contemporary elementary mathematics. Covers problem solving, numeration systems, whole numbers, integers, number theory, rational numbers and fractions, decimals, real numbers, introductory geometry, geometric construction, and concepts of measurements. Prerequisite: Completion of general education mathematics requirements.
- MAN 2021** Management, 3 semester hours, 45 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, 45 lec. [Fall, Spring, Summer]  
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 2905** Independent Study-Business, 1 semester hour, 15 lec., 30 lab. [Fall, Spring, Summer]  
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, 45 lab. [Fall, Spring, Summer]**  
Directed experience in instructional, laboratory and/or materials assistance in a designated business area.
- MAP 2302 Differential Equations, 3 semester hours, 45 lec. [Spring or as needed]**  
Course presents the basic concepts and theory of first course in ordinary differential equations. Prerequisite: Completion of MAC 1411 with a grade of "C" or better, or equivalent.
- MAR 2000 Tutorial-Business, 1 semester hour, 30 hrs. [Fall, Spring, Summer]**  
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, 45 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, 45 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, 45 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, 45 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 I, 2 semester hours, 15 lec. [Offered as needed]**  
One class hour per week discussing resume writing and employment interviewing skills. A minimum of twelve hours per week of on-the-job experience to be arranged. Open to all students.
- MAR 2931 Marketing Seminar II, 2 semester hours, 15 lec. [Offered as needed]**  
One class hour per week discussing marketing research. A minimum of twelve hours per week of on-the-job experience to be arranged. Open to all students. No prerequisite.
- MAR 2932 Marketing Seminar III, 2 semester hours, 15 lec. [Offered as needed]**  
One class hour per week discussing marketing problems and solutions. A minimum of twelve hours per week of on-the-job experience to be arranged. Open to all students. No prerequisite.
- MAS 2103 Linear Algebra, 3 semester hours, 45 lec. [Spring, or as needed]**  
Designed for mathematics and engineering majors. Prerequisite: MAC 1411 or departmental permission.

- MAT 1024A\*** College Preparatory Algebra, 3 semester hours, 30 lec. 45 lab. [Fall, Spring, Summer]  
This course is designed for students whose entry level placement test scores do not meet requirements for degree credit. Course may be repeated by students not fulfilling competency requirements. Topics include operations with real number properties, linear equations and inequalities and factorization.
- MAT 2905** Tutorial-Mathematics, 1 semester hour, 30 lab. [Fall, Spring, Summer]  
An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week. Prerequisite: Completion of course in which tutoring with a grade of "B" or better, or equivalent.
- MAT 2940** Directed Work Study--Mathematics, 1 semester hour, 60 lab. [Fall, Spring, Summer]  
Directed experience in instructional, laboratory and/or materials assistance in a designated Mathematics area. Prerequisite: Completion of MAC 1104 with a grade of "C" or better, or equivalent.
- MCB 2013C** Microbiology, 4 semester hours, 30 lec., 60 lab. [Fall, Spring, Summer]  
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** Introduction to Meteorology, 3 semester hours, 45 lec., [Fall, Spring]  
Structure of the atmospheric; weather processes, systems and phenomena; climate and climatic change, economic impact of weather.
- MGF 2202** Finite Mathematics, 3 semester hours, 45 lec. (Fall, Spring, Summer)  
This course is designed to provide the essential mathematical skills necessary for a student entering his/her junior year of college. It includes arithmetic, geometry and measurement algebra, statistics (including probability), logical reasoning, and computing technology.
- MGF 2118** Quantitative Skills Seminar, 1 semester hour, 15 lec. (Fall, Spring, Summer)  
A short course dealing with mathematical skills needed for successful completion of coursework in a variety of disciplines. Prerequisite: Completion of a general education mathematics course.
- MNA 1395\*\*** Mail Processing I - Post Office, 3 semester hours, 45 lec. [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 bulk mail centers.
- MNA 1396\*\*** Mail Processing II - Post Office, 3 semester hours, 45 lec. [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.

\*College preparatory course that may not be counted towards fulfilling the number of credits required for a degree.

\*\*Occupational course that may not be applied toward the A.A. Degree.

- MNA 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.
- MNA 2398\*** **Labor Relations - Post Office, 3 semester hours, 45 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, and disciplinary action procedures, and the National Labor Relations Board.
- MTB 1103** **Business Mathematics, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
 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; trade and cash discounts, wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks.
- MTR 1050\*** **Welding I, 3 semester hours, 15 lec., 45 lab. [Offered as needed]**  
 An introduction course including an overview of welding as an occupation, welding terminologies, fundamentals of shielded metal arc welding, and oxyacetylene welding and cutting. Practical experience will be gained in shielded metal arc welding and oxyacetylene welding and cutting.
- MTR 1100\*** **Oxy-Fuel Welding, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**  
 A course in the fundamentals of gas welding including: welding terminologies, oxyacetylene welding and cutting procedures. Practical experience will be gained in oxyacetylene welding of various joint configurations in the flat, horizontal, vertical and overhead positions. Extensive use of the oxyacetylene cutting process is an integral aspect of this course.
- MTR 1112\*** **Arc Welding I, 6 semester hours, 30 lec., 150 lab [Offered as needed]**  
 A course in the fundamentals of arc welding including: the operation and set up of the arc welding machine, selection and identification of electrode classifications, and an overview of the steel making process. Practical experience will be gained in arc welding of basic joint configurations using a variety of welding electrodes.
- MTR 1140\*** **Pipe Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**  
 A course in the fundamentals of pipe welding including: pipe welding terminologies, oxyacetylene welding and brazing of small diameter pipe, shielded metal arc welding of large diameter pipe. Extensive use of the oxyacetylene cutting process for pipe beveling is an integral aspect of this course.
- MTR 1151\*** **Advanced Oxy-Fuel Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**  
 An advanced gas welding and cutting course including: fusion welding in all positions, braze welding, cutting torch operation, gas welding of aluminum, stainless, stainless steel and cast measuring principles will be covered.

\*Occupational course that may not be applied toward the A.A. Degree.

- MTR 1152\*** **Tig Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**  
A course in the fundamentals of tig welding including: the set up and adjustment of the tig welding machine, selection of proper tungsten electrodes, selection of filler metals, and the use of various shielding gases. Practical experience will be gained in tig welding basic welded joints on stainless and mild carbon steel, aluminum sheet and casting, and magnesium castings.
- MTR 1160\*** **Specialty Welding, 6 semester hours, 30 lec., 150 lab [Offered as needed]**  
This course is for students in their final semester of the AS, AAS option and the Occupational Certificate welding programs. This course will cover the fundamentals of mig welding, lay-out work, fabrication, and repair type welding. The student will have the opportunity to fine tune their gas, arc, tig, and oxyacetylene cutting skills before entering the job market. This course will also cover job seeking techniques such as : application forms, resume writing, and interview procedures.
- MTR 1241\*** **Pipe Fitting, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**  
A course covering the fit up and welding of all common pipe configurations such as: branches, laterals, headers, reducers and orange peel pipe caps. Extensive use of the shielded metal arc welding and the oxyacetylene cutting processes are an integral aspect of this course.
- MTR 2161\*** **Arc Welding II, 6 semester hours, 30 lec., 150 lab. [Offered as needed]**  
An advanced arc welding course including: intensive coverage of welding symbols and blueprint reading, weld testing and inspection. Practical experience will be gained in out of position welding using a variety of arc welding electrodes.
- MUH 1001** **Humanities - Music, 3 semester hours, 45 lec. [Offered as needed]**  
Designed to develop a more intelligent understanding and appreciation of music. 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.
- MUT 1001** **Fundamentals of Music, 3 semester hours, 45 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.
- OCE 1005** **Introduction to Oceanography, 3 semester hours, 45 lec. [Offered as needed]**  
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.
- OST 1100** **Typewriting I, 2 semester hours, 15 lec., 45 lab. [Fall, Spring, Summer]**  
Development of correct typewriting techniques, learning the keyboard, problem typing including letters, reports and manuscripts.
- OST 1110** **Typewriting II, 2 semester hours, 15 lec., 45 lab. [Fall, Spring, Summer]**  
Production typing, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: Typewriting I or acceptable level of competency.
- OST 1141** **Keyboarding, 1 semester hour, 30 lab. (Offered as needed)**  
A basic course in keyboarding using the touch system. The proper techniques for keyboarding alphabetic and numeric data will be emphasized.

\*Occupational course that may not be applied toward the A.A. Degree.

- OST 1210**     **Shorthand, 3 semester hours, 30 lec., 45 lab [Fall, Spring]**  
Basic skills and vocabulary of shorthand. Beginning of dictation and transcription.
- OST 1212**     **Dictation, 3 semester hours, 30 lec., 45 lab [Fall, Spring, Summer]**  
Speed-building in taking dictation and transcription. Prerequisite: Dictation experience or permission of the instructor.
- OST 1351**     **Filing, 3 semester hours, 45 lec. [Fall, Spring, Summer]**  
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- OST 1601**     **Machine Transcription, 3 semester hours, 30 lec., 45 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: Typing I or equivalent.
- OST 1701**     **Word Processing: Intro. Theory, 3 semester hours, 45 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.
- OST 2120**     **Typewriting III, 2 semester hours, 15 lec. 45 lab. [Offered as needed]**  
Development of occupational proficiency in production typing of business, government, legal, and medical materials. Prerequisite: Typewriting II or equivalent.
- OST 2213**     **Transcription, 3 semester hours, 45 lec. 30 lab. [Offered as needed]**  
Mailability of transcribed shorthand notes. Accuracy of transcripts, speed in dictation, office routines. Prerequisite: Dictation, or permission of instructor.
- OST 2335**     **Business Communications, 3 semester hours, 45 lec. [Offered as needed]**  
A comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, illustration, and practice in applying the principles. A fundamental concept of the appearance, language, style, tone, and psychology of effective business letters.
- OST 2401**     **General Office Practices, 3 semester hours, 45 lec./lab [Offered as needed]**  
Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OCR 1110 or equivalent.
- OST 2402**     **Secretarial Office Practices, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**  
Emphasis is placed on the primary duties of professional secretaries, including essential nontechnical skills such as decision making, the exercise of initiative, follow-through, working with people, solving office related problems, and the effective management of time and materials. Prerequisite: Typing II, Shorthand, and Business Communications.



- OST 2721** **Word Processing: Editing I, 3 semester hours, 30 lec., 30 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: Typewriting I
- OST 2722** **Word Processing: Editing II, 3 semester hours, 30 lec., 30 lab. [Offered as needed]**  
An advanced course in using stand-alone electronic and display automated typing systems. Complex typewriting problems with extensive revisions; medical, legal, government, and real estate documents are emphasized. Prerequisite: Word Processing, Editing I
- PCB 2011** **Cell Biology, 4 semester hours, 45 lec., 45 lab. [Fall, Spring, Summer]**  
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. Prerequisite: One year of high school chemistry or CHM 1020 Chemical Science.
- PEL 1111** **Beginning Bowling,\* 1 semester hour, 30 lab. [Offered as needed]**  
The development of skills and practice in the basic fundamentals of bowling.
- PEL 1121** **Beginning Golf,\* 1 semester hour, 30 lab. [Offered as needed]**  
Instruction in the fundamental techniques and the development of personal skills through participation.
- PEL 1211** **Slow Pitch Softball,\* 1 semester hour, 30 lab. [Offered as needed]**  
Instruction in the basic skills for full participation and enjoyment of the game of softball.
- PEL 1321** **Volleyball,\* 1 semester hour, 30 lab. [Offered as needed]**  
Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.
- PEL 1341** **Beginning Tennis,\* 1 semester hour, 30 lab. [Offered as needed]**  
The history of tennis, the fundamental techniques and the development of personal skills through participation.
- PEL 1342** **Intermediate Tennis, \*1 semester hour, 15 lec., 15 lab. [Offered as needed]**  
Instruction, practice, refinement of fundamental techniques; continued development of physical skills through class participation. Prerequisite: PEL 1341 or instructor permission.
- PEL 1344** **Advanced Tennis,\* 1 semester hour, 30 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 1346** **Beginning Badminton, \* 1 semester hour, 30 lab. [Fall, Spring, Summer]**  
Instruction and practice in the basic skills for full participation and enjoyment of the game of badminton.
- PEL 1441** **Beginning Racquetball,\* 1 semester hour,\* 15 lec., 15 lab. [Offered as needed]**  
Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.

\*Activity course fulfills the Physical Education requirement.

- PEL 1511** Soccer, \* 1 semester hour, 30 lab. [Fall]  
Introduction in the fundamental techniques and the development of personal skills through participation.
- PEL 1514** Advanced Soccer, \* 1 semester hour 30 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 1621** Basketball, \* 1 semester hour, 30 lab. [Fall, Spring]  
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, 30 lab. [Fall, Spring, Summer]  
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 2122** Intermediate Golf, \* 1 semester hour, 30 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 2442** Intermediate Racquetball, \*1 semester hour, 30 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 1441 or permission of instructor.
- PEL 2905** Directed Work Study-Physical Education, 1 semester hour, 45 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 1101** Modern Fitness, \*2 semester hours, 60 lab. [Fall, Spring]  
Instruction in the concepts of and practice in exercise techniques geared primarily toward muscle strength, endurance and flexibility.
- PEM 1110** Fitness Concepts, 1 semester hour, 15 lec., 15 lab. [Offered as needed]  
Instruction in the concepts of fitness as related to physical and health components.
- PEM 1140** Basic Aerobics, \* 1 semester hour, 30 lab. [Offered as needed]  
Instruction and participation in an aerobics program.
- PEM 1141** Aerobics I, \* 2 semester hours, 60 lab. [Fall, Spring]  
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 1142** Aerobics II, \* 2 semester hours, 60 lab. [Fall, Spring]  
A continuation of Aerobics I, Students will train using a point system with appropriate evaluation of progress. Prerequisite: PEM 1141 or departmental approval.

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\*Activity course fulfills the Physical Education requirement.

- PEM 1171**     **Aerobic Dance,\* 1 semester hour, 30 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 1330**     **Orienteering,\* 1 semester hour, 30 lab [Offered as needed]**  
 Development of skills needed to navigate through an unknown area using a map and compass as a guide.
- PEM 2013**     **Tutorial: Education and Physical Education, 1 semester hour, 30 lab. [Fall, Spring, Summer]**  
 An experience in individual depth study in which one student prepares for and engages in tutoring another for two class periods per week.
- PEM 2101**     **Fitness--Practice/Theory\*, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
 Instruction in the practice and theory of physical fitness--flexibility, strength, muscle endurance, and cardiorespiratory endurance.
- PEM 2108**     **Fitness Lab,\* 1 semester hour, 30 lab. [Offered as needed]**  
 Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility.
- PEM 2172**     **Aerobic Dance II,\* 1 semester hour, 30 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 1251**     **Basic Canoeing,\* 1 semester hour, 30 lab [Summer]**  
 This course is designed to develop safety and fundamental skills in the use of canoes.
- PET 1020**     **Introduction to Physical Education, 3 semester hours, 45 lec. [Fall, Spring]**  
 Instruction in the history, principles and basic concepts and foundations of the total physical education program.
- PGY 1101C**     **Basic Photography, 2 semester hours, 25 lec., 30 lab. (Offered as needed)**  
 An elective course for students of graphics/printing program, and others having vocational, avocational, hobby or fine arts interests in photography. Course content will cover fundamentals, basic principles, film processing/developing, picture composition, lighting, exposure, special techniques, and mounting of prints. Camera, enlarger, light meter, flood lights and other photographic equipment will be covered.
- PHI 2010**     **Humanities-Philosophy, 3 semester hours, 45 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, 45 lec., 45 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.

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\*Activity course fulfills the Physical Education requirement.

- PHY 1054C** **Physics II, 4 semester hours, 45 lec., 45 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, 45 lec., 45 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, 45 lec., 45 lab. [Spring, 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, 45 lec. [Fall, Spring, Summer]**  
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, 45 lec. [Fall, Spring, Summer]**  
Further studies in American Government, concentrating on state and local levels.
- POT 1002** **Introduction to Political Science, 3 semester hours, 45 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.
- PHY 1020** **Physical Science, 4 semester hours, 60 lec. (Fall, Spring, Summer)**  
A one-semester course of lectures and demonstrations designed (1) to meet the general education requirement in physical science for nonscience 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 2905** **Independent Study-Physical Science, 1 semester hour, 45 hrs. [Fall, Spring, Summer]**  
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 1906** **Directed Work Study-Physical Science, 1 semester hour, 45 lab. [Offered 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, 30 hrs. [Fall, Spring, Summer]**  
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, 45 lec. [Fall, Spring, Summer]**  
Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to the physical and social environment.
- REA 1000A\***   **College Prep Reading, 3 semester hours, 30 lec., 45 lab. [Offered as needed]**  
This course is designed for students whose entry level placement test scores do not meet requirements for degree credit. Conducted in a laboratory setting, this course is designed to improve reading speed, vocabulary, rate of comprehension, listening and study skills. Activities and materials are individualized to meet the student's specific needs as determined by diagnostic instruments. Course may be repeated by students not fulfilling competency requirements.
- REA 1605**     **Effective Study, 1 semester hour, 15 lec., 15 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.
- REA 2105**     **Advanced Reading Techniques, 2 semester hours, 15 lec., 30 lab. [Offered as needed]**  
An individualized laboratory approach combined with some group work with emphasis on development of vocabulary, speed, comprehension, paragraph organization, and critical analysis of various types of reading materials. Instruction presented through a lecture-laboratory approach.



\*College preparatory courses may not be counted towards fulfilling the number of credits required for a degree.

- REE 1040A** **Introduction to Real Estate: Course I, 4 semester hours, 63 lec. [Fall, Spring, Summer]**  
 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 Florida Real Estate Commission for a person desiring to become registered as a real estate salesperson.
- REE 1200** **Real Estate Finance, 3 semester hours, 45 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 2300** **Real Estate Investments, 3 semester hours, 45 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 consideration, ownership forms for investment, financing the investment, and analyzing and projecting investment returns.
- REE 2430** **Real Estate Law, 3 semester hours, 45 lec. (Offered as needed)**  
 A study and analysis of real estate law including specific aspects of Florida Real Estate Law as applied to real estate documents, their form and contents, mechanics of their use, and an exposition of modern real estate transactions.
- REE 2800** **Real Estate Management, 3 semester hours, 45 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. Prerequisite: Real Estate Principles & Practices.



\*College preparatory courses may not be counted toward fulfilling the number of credits required for a degree.

- REL 2300** **Humanities-Comparative Religion, 3 semester hours, 45 lec. [Offered as needed]**  
Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.
- SLS 1101** **College Opportunities Management, Planning & Academic Skills Seminar (COMPASS), 1 semester hour, 10 lec., 20 lab [Offered as needed]**  
A seminar designed to orientate entering students to OWJC, to familiarize them with the requirements of the College-level Academic Skills Program, to assist them in assessing their academic competencies (i.e., identify strengths and weaknesses), to identify means for capitalizing on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices. This course is required for all entering, full-time, A.A. Degree seeking students in their first semester. Part-time students must take this course in the semester they are enrolled in their twelfth credit.
- SLS 1301** **Career and Life Planning, 1 semester hour, 15 lec., 15 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.
- SPC 1600** **Speech, 3 semester hours, 45 lec. [Offered as needed]**  
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 lec., 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, 45 lec. [Offered as needed]**  
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, 45 lec. [Spring and Term II Summer]**  
Pronunciation and grammatical structure 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 2200** **Spanish III, 3 semester hours, 45 lec. [Fall and Summer Term I]**  
Intermediate level revision 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, 45 lec. [Spring and Summer 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 2200 or its equivalent.
- SPN 2300** Advanced Spanish Grammar and Composition I, 3 semester hours, 45 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, 45 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, 45 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, 45 lec. [Offered as needed] Selected readings in modern Spanish and Spanish-American literatures. Prerequisite: Spanish IV.
- SSI 1905** Independent Study - Social Science, 1 semester hour, 45 hrs. [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, 45 hrs. [Offered as needed] Entry by permission of department chair only.
- SSI 2943** Tutorial-Social Studies, 1 semester hour, 30 hrs. [Fall, Spring, Summer] 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.
- STA 1014** Statistics, 3 semester hours, 45 lec. [Fall, Spring, Summer] Principle averages, measures of dispersion, probability distributions, sampling and sampling error, secular trend, correlation and regression and inference.
- SYG 2000** Sociology, 3 semester hours, 45 lec. [Fall, Spring, Summer] Concentration on the description of individual and group behavior. Basic concepts related to the family and the city. Individual, industrial, and political problem areas.
- SYG 2430** The Family and Society, 3 semester hours, 45 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.



- TAX 2000** Federal Income Tax: Individual, 3 semester hours, 45 lec. [Offered as needed]  
Determine income tax liability for individuals, interpretations of Internal Revenue Code and Regulations, tax planning and advisory service. Brief introduction to partnership, corporation, estate and gift taxes. Extensive practice problems in individual income tax returns and research in tax questions.
- THE 2000** Humanities-Theatre, 3 semester hours, 45 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 2050** Amateur Theatre, 3 semester hours, 30 lec., 30 lab [Offered as needed]  
To establish a guideline for students of the theatre who may become active in community theatres; and for teachers in secondary schools who may be assigned the task to direct plays. This course is designed to find practical solutions to these contemporary producing groups. Prerequisites: Theatre, Acting I, and Acting II.
- TPP 2110** Acting I, 3 semester hours, 30 lec., 30 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, 30 lec., 30 lab. [Offered as needed]  
A continued refinement of basic acting techniques introduced in TPP 2110. Through in-class performance, the student develops an understanding and proficiency in styles of acting from classic through modern.
- WOH 1012** World Civilization I, 3 semester hours, 45 lec. [Fall, Spring, Summer]  
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, 45 lec. [Fall, Spring, Summer]  
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 2040** Twentieth Century, 3 semester hours, 45 lec. [Summer]  
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, 45 lec., 45 lab. [Fall, Spring, Summer]  
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.

## 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 awards 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. These courses may not be used toward any college degree.

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.

- ACO 0101**     **Bookkeeping I, 60 class hours, 6 c.e.u.'s [Offered as needed]**  
Complete bookkeeping cycle, including journalizing, posting, preparing financial statements, and adjusting and closing the books. Procedures for proprietorships, partnerships, corporations, inventory methods, control accounts, special journals, and voucher systems, notes and drafts, depreciation and payroll methods are also included.
- ACO 0102**     **Bookkeeping II, 60 class hours, 6 c.e.u.'s [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 Social Security tax laws, returns, and accounting procedures.
- AER 0005**     **Introduction to Automobile Engines, 60 class hours, 15 lec., 45 lab., 6 c.e.u.'s (Offered as needed)**  
This course will cover the fundamentals of diagnostics, and repairing automotive engines. Includes lecture, demonstrations, practical application activities, and performance testing. May be repeated as desired.
- CJD 0606**     **Traffic Homicide Investigation, 40 class hours, 30 lec., 10 lab, 4 c.e.u.'s [Offered as needed]**  
This course meets Florida Criminal Justice Standards and Training Certification requirements for career development. Course content covers traffic homicide investigation skills to include reconstruction, forensic science, law and arrest procedures, homicide report writing.
- CJD 0693**     **Police Intervention, 45 class hours, 4.5 c.e.u.'s [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 corrections 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.

- CJD 0934**      **Crime Reduction, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
 A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implication. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.
- COC 0020N**    **Introduction to Computers, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
 An overall view of computers and how they affect each person as well as society. Some "hands-on" experience. Recommended for non-majors.
- EMS 0059**      **Initial Responder, 60 class hrs, 60 lec., 6.5 c.e.u.'s [Offered as needed]**  
 This course is designed for individuals planning careers in EMS, Fire Science, Law Enforcement, etc. who are interested in obtaining knowledge and skills necessary to provide optimum pre-hospital emergency care to the victim of trauma or sudden illness.
- EMS 0119**      **Emergency Medical Treatment, 180 class hours, 105 lec, 30 lab, 45 hospital observation hours, 18 c.e.u.'s [Offered as needed]**  
 Emergency Medical Treatment represents one of the early phases of training for a career in emergency medical care considered within the responsibilities of emergency medical care personnel as well as operational aspects of the job. Prerequisite: Current Standard First-Aid Card. First Aid/CPR or First Responder/CPR plus passing the entry reading exam required for college level courses (see current semester class schedule for minimum scores). Students must also pass a physical exam (forms are available from the OWJC Admissions Office).
- EMS 0381**      **EMT I Refresher, 30 class hours, 3 c.e.u.'s [Offered as needed]**  
 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.
- FSS 0220C**    **Commercial Foods and Catering, 90 class hours, 30 lec., 60 lab., 9 c.e.u.'s [Offered as needed]**  
 An introductory course in commercial food preparation and catering. The student will develop knowledge and skill in the preparation of food, including preparations used in the food service industry. Laboratory experiences are required.
- IEA 0131**      **General Education/Vocational Preparatory, 30 to 60 class hours, 3 to 6 c.e.u.'s [Offered as needed]**  
 A special course designed to help remove basic deficiencies in English, reading, vocabulary, and basic mathematics, thus preparing an individual for advancement in employment, for entering more advanced job training, vocational, or postsecondary adult educational programs.
- OPT 0950**      **Fundamentals of Optics, 8 class hours, .8 c.e.u.'s [Offered as needed]**  
 A refresher course for professional opticians, which includes light rays, plane surfaces, spherical surfaces, thin lenses, and aberrations. Prerequisite: A suitable background in optics terminology.

- PMT 0184 Welder Qualification, 15 class hours, 3 lec., 12 lab., 1.5 c.e.u.'s [Offered as needed]**  
 A course covering an overview of welder qualifications (certification) and its importance to industry. Various welding codes will be introduced, such as: AWS, ASME, API, and Military Specifications (Mil. Specs.). The student will select one welding code on which he or she will be tested and will perform a practical welding qualification test to be evaluated by a Certified Welding Inspector Instructor. To qualify, the student's weldment must meet or exceed the test requirements specified by the selected welding code.
- XXX 1117A Commercial-Industrial Real Estate, 11 class hours, 1.1 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 1118A Real Estate Law, 3 class hours, .3 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 1119A Residential Appraisal, 11 class hours, 1.1 c.e.u.'s [Offered as needed]**  
 An elective course for real estate sales people and brokers to update licensee's knowledge of residential valuation principles. Prerequisite: Real Estate License.
- XXX 1122A Income Capitalization Approach, 11 class hours, 1.1 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 1123A Residential Selling, 11 class hours, 1.1 c.e.u.'s [Offered as needed]**  
 This 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 class hours, .8 c.e.u.'s [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, spelling out words and names that may be strange or confusing.
- XXX 1147 Briefing Techniques, 20 class hours, 2 c.e.u.'s [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 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 c.e.u.'s [Offered as needed]**  
Basic skills and vocabulary of Gregg Shorthand Series 90. Beginning of dictation, transcription, and development of rapid reading and writing ability on familiar materials.
- XXX 1601**     **Beginning Shorthand II, 60 class hours, 6 c.e.u.'s [Offered as needed]**  
Enlargement of vocabulary in Gregg Shorthand Series 90. Intensive dictation on familiar material and an introduction to transcription to bring the student closer to a degree of vocational skill in dictation and transcribing it in mailable form.
- XXX 1602**     **Refresher Shorthand, 20 class hours, 2 c.e.u.'s [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 c.e.u.'s [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 c.e.u.'s [Offered as needed]**  
Development of skills, techniques, and knowledge in the use of the typewriter for work in a business office in a clerical or stenographic position.
- XXX 1609**     **Beginning Typewriting II, 60 class hours, 6 c.e.u.'s [Offered as needed]**  
Speed building through basic technique, tabulation, business letter writing, reports, and manuscript typing. Prerequisite: OST 1100 or XXX 1606 or acceptable level of competency.
- XXX 1620**     **Basic Management for Supervisors, 20 class hours, 2 c.e.u.'s [Offered as needed]**  
Managerial functions - planning, organizing, staffing, directing, and controlling - are analyzed, described and discussed for the edification of each student.
- XXX 1663A**    **Course I. Real Estate Principles and Practices, 63 class hours, 6.3 c.e.u.'s [Fall, Spring, Summer]**  
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 Florida Real Estate Commission for persons desiring to become licensed as real estate salesmen.
- XXX 1668**     **Real Estate Investing, 45 class hours, 4.5 c.e.u.'s [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 c.e.u.'s [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, 16-45 class hours, .16-4.5 c.e.u.'s [Fall, Spring]**  
Determining income tax liability for individuals, preparation of tax returns, and interpretations of Internal Revenue code and regulations.

- XXX 1902 Personnel Management, 40 class hours, 4 c.e.u.'s [Offered as needed]**  
A course of instruction designed primarily for first and second level supervisors embodying coverage of principles of personnel administration as pertain to the line organization. Subjects include: classification, employment, training, labor relations, equal employment opportunity, and employee-management subject matter.
- XXX 1926 Office Management, 24 class hours, 2.4 c.e.u.'s [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 use in office administration.
- XXX 1929 Filing, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
Methods and systems of filing used in business offices, filing equipment, and time-and-motion saving skills. Filing practice sets are used.
- XXX 2601 Adult Basic Education, 24 to 320 class hours, 2.4 to 32.0 c.e.u.'s [Fall, Spring, Summer]**  
Basic Education for Adults with special needs for developing skills in reading, writing, and arithmetic. Especially suited for individuals seeking their G.E.D. (High School Equivalency Diploma) or individuals learning English as a second language. Prepares individuals for gainful employment or more advanced vocational and/or academic skills.
- XXX 2604 Beginning American Sign Language, 30 class hours, 3 c.e.u.'s [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 the student should be able to understand and use sign language.
- XXX 2608 Safety Education Defensive Driving, 8 class hours, .8 c.e.u.'s [Offered as needed]**  
Takes into account every aspect of driving to avoid accidents regardless of conditions or actions of others.
- XXX 2615 Advanced Sign Language, 30 Class Hours, 3 c.e.u.'s [Offered as needed]**  
An advanced course in American Sign Language (AMSLAN). The student will develop his sign language skills.
- XXX 2636 Job Searching Today, 15 Class Hours, 1.5 c.e.u.'s [Offered as needed]**  
A course designed to provide the student with the necessary information and skills with which to carry out a successful job search.
- XXX 3614 Photography, 20 class hours, 2 c.e.u.'s [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 4631 Everyday German, 18 class hours, 1.8 c.e.u.'s [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 6601**     **Educating the Consumer, 45 class hours, 4.5 c.e.u.'s [Fall and Spring]**  
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 6610**     **Advising Peers, 60 class hours, 6.0 c.e.u.'s [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.
- XXX 6621**     **Child Nutrition and Health Practices, 75 class hours, 7.5 c.e.u.'s [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 6624**     **Adjustment for Life, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
Application of psychological theory for problem solving and better mental health. A look at psychological defense mechanisms and how they may be changed into more adaptive behavior.
- XXX 6625**     **Managing the Home I, 15 class hours, 1.5 c.e.u.'s [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, clothing, and good communication for family members.
- XXX 6630**     **Cake Decorating, 14 class hours, 1.4 c.e.u.'s [Offered as needed]**  
Designed to teach how to decorate a cake. (Self-supporting course)
- XXX 6637**     **Helping the Aging Help Themselves, 30 class hours, 3 c.e.u.'s [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 c.e.u.'s [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, 15 class hours, 1.5 c.e.u.'s [Offered as needed]**  
A study of community resources available to the elderly.
- XXX 6641**     **Non-Traditional Careers, 45 class hours, 4.5 c.e.u.'s [Fall, Spring, Summer]**  
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) participants 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 c.e.u.'s [Offered as needed]**  
 A course in advanced skills relating to the art of cake decorating. Prerequisite: XXX 6630 Cake Decorating or permission of the instructor. (Self-supporting course)
- XXX 6648**     **A Time for Living, 12 class hours, 1.2 c.e.u.'s [Offered as needed]**  
 A course designed to teach operators of Adult Congregate Living Facilities, and Adult Foster Homes how to meet the emotional and physical needs of elderly and dependent adults in their facilities. Behavioral modification techniques, health concerns, diet and nutrition, health maintenance, legal concerns, adjustment to new environments, identifying problem of the elderly, and how to assist in directing their lives.
- XXX 6700**     **Chemical Tests for Intoxication, 40 class hours, 4 c.e.u.'s [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 6705A**   **Chemical Test for Intoxication-Annual Recertification Course, 8 class hours, .8 c.e.u.'s [Offered as needed]**  
 Course meets Florida Department of Education annual recertification of chemical tests for intoxication permits.
- XXX 6709**     **Auto-Intoximeter Course, 8 class hours .8 c.e.u.'s [Offered as needed]**  
 Auto-intoximeter operators course to include instrument familiarity and checkout. 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 c.e.u.'s [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 6806**     **Police Skills, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
 A skills development course designed to upgrade the auxiliary and/or insertive 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, 6 c.e.u.'s; 4 or 6 hour classes, .4 Ind. c.e.u. or .6 c.e.u. [Offered as needed]**  
 Law Enforcement Symposiums, Seminars and Workshops offered in four or six-hour sessions, as 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), H. Major Felony Investigations (6 hours), K. Field Activities (6 hours), L. Evidential Issues (4 hours), M. Civil Liabilities (4-6 hours).



- XXX 6851** **Criminal Justice Basic Training, 327 class hours, 32.7 c.e.u.'s [Offered as needed]**  
Meets the Florida Standards for Law Enforcement or Corrections certification. Student must complete 160 hours of common core courses as follows: H. Introduction to Criminal Justice (45 hours), I. Criminal Law (45 hours), G. Advanced Firearms (39 hours), P. Basic Skills (31 hours). Police candidates must complete: J. Criminal Investigation (45 hours), K. Police Operations (45 hours), L. Traffic (45 hours), S. Enforcement Skills (32 hours). Corrections candidate must complete: Q. Correctional Skills (70 hours), M. Correctional Law (45 hours), and N. Correctional Operations (45 hours).
- XXX 6906** **Basic Child Care and Guidance, 45 to 154 class hours, 4.5 to 15.4 c.e.u.'s, [Offered as needed]**  
The growth and development of the child from conception through age 5 including the physical, social, emotional, and intellectual development of the young child and the influences of environment, principles, and theories of development.
- XXX 6907** **Consumer and Homemaking Education, 90 class hours, 9 c.e.u.'s [Fall, Spring, Summer]**  
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.
- XXX 6908** **Orientation to Basic Child Care, 24 class hours, 2.4 c.e.u.'s [Offered as needed]**  
An introduction to child care with emphasis on children's growth and development, to be followed by Basic Child Care, XXX 6906.
- XXX 6911** **Introduction to Basic Clothing Construction, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
Designed to develop skills in clothing selection and construction. Emphasis on management of individual resources to meet the need of family members.
- XXX 6913A** **Curriculum for Young Children I, 105 class hours, 10.5 c.e.u.'s [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 6915A** **Ways of Working With Young Children I, 75 class hours, 7.5 c.e.u.'s [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 c.e.u.'s [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 c.e.u.'s [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, 45 lec., 4.5 c.e.u.'s [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 c.e.u.'s [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 c.e.u.'s [Offered as needed]**  
Study of development and application of effective skills and techniques used in programming for young children. Prerequisite: XXX 6906, XXX 6913, XXX 6915 preferable.
- XXX 6923** **Food Service Manager Seminar, 30 class hours, 3 c.e.u.'s [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, 7.5 c.e.u.'s [Offered as needed]**  
Tailoring principles, traditional and shortcut methods in fitting, construction, and finishing tailored garment. Use of wool fabric, underlining and interfacing such as hair canvas and asnaburg will be used. Advanced techniques of welt pockets, bound buttonholes, metered vent, padding stitches, and shoulder pads are also included.
- XXX 6929** **Decorating Your Home I, 15 class hours, 1.5 c.e.u.'s [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, 30 lab., 30 lec., 60 class hours, 6 c.e.u.'s [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 c.e.u.'s [Offered as needed]**  
Weekly seminar to critique performance and plan effective student field experience. Individual and group conferences scheduled concurrently with field experience.
- XXX 6935** **Advanced Clothing Construction, 75 class hours, 7.5 c.e.u.'s [Offered as needed]**  
Advanced problems and techniques of clothing construction and creative expression.
- XXX 6936** **Family Finance Seminar, 3-5 class hours, .03-.05 c.e.u.'s [Offered as needed]**  
A 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 c.e.u.'s [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 c.e.u.'s [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, 20 class hours, 2 c.e.u.'s [Offered as needed]**  
 The basic operation of energy saving appliances and use in cooking techniques for various foods.
- XXX 7600**      **Auto Mechanics for the Layman, 20 class hours, 2 c.e.u.'s [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 c.e.u.'s [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, 8-45 class hours, .08-4.5 c.e.u.'s [Offered as needed]**  
 A course in which student 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 7706**      **Home Industries**  
 A course designed to prepare individuals for the manufacturing of goods in the home to be sold; training in the construction of handicraft items such as leathergoods, ceramics, lapidary, woodworking, engraving, drawing, silk screen, and weaving. (Hours vary as to type of offering).
- XXX 7708**      **Contractor Exam Preparation, 60 class hours, 6 c.e.u.'s [Offered as needed]**  
 The purpose of this course is to prepare experienced contractor's to pass the exam for contractor's certification. Topics covered include: math review; working drawings; specifications; estimations and take-offs; business regulations, tax laws, building codes, and safety regulations; building materials; and accounting and cost keeping.
- XXX 7715**      **Electrical Wiring: Apprentice, 60 class hours, 6 c.e.u.'s [Fall, Spring]**  
**24 class hours, 2.4 c.e.u.'s [Summer]**  
 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 7730**     **Air Conditioning and Heating: Apprentice, 60 class hours, 6 c.e.u.'s [Fall, Spring], 24 class hours, 2.4 c.e.u.'s [Summer]**  
 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 7732**     **Carpentry: Apprentice, 60 class hours, 6 c.e.u.'s [Fall, Spring] 24 class hours, 2.4 c.e.u.'s [Summer]**  
 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 7734**     **Plumbing and Pipefitting: Apprentice, 60 class hours, 6 c.e.u.'s [Fall, Spring] 24 class hours, 2.4 c.e.u.'s [Summer]**  
 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 c.e.u.'s [Fall, Spring]; 24 class hours, 2.4 c.e.u.'s [Summer]**  
 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 7736**     **Sheetmetal Training, 45 class hours, 4.5 c.e.u.'s [Offered as needed]**  
 Related theory and classroom work for sheetmetal apprentice training. Instruction in mathematics, blueprint reading, methods of construction, safety, use of building materials, and other technical subjects.
- XXX 7749**     **Basic Baking, 180 class hours, 18.0 c.e.u.'s [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 desserts.
- XXX 7756**     **Sanitation/Safety for Food Service Workers, 30 class hours, 15 lec., 15 lab., 3 c.e.u.'s (Offered as needed)**  
 A course designed to develop a consciousness of safe and sanitary procedures in food serving to groups of people and to teach persons how to follow safe personal and operation habits in food service.
- XXX 7843**     **Communication System, 45 class hours, 4.5 c.e.u.'s [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. radio/telephone license examination.
- XXX 7981**     **Water Treatment Operator, 165 class hours, 16.5 c.e.u.'s [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 c.e.u.'s [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 c.e.u.'s [Offered as needed]  
"Green Thumb" is designed to make each student cognizant of the main principles of plant selection and care. (Self-supporting course)



# ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

- Adams, Owen E. .... Librarian  
Florida State University, M.S.L.S.
- Anger, Hilda M. .... Educational Advisor  
University of W. Florida, M.A.
- Atwood, Robert C. .... Graphics/Printing Coordinator/Instructor  
Michigan State University, M.A.
- Avillion, Dianne F. .... Counselor  
University of Florida, Ed. S.
- Bailey, Inez. .... Educational Advisor  
Wayne State University, M.Ed.
- Baker, Karen W. .... Mathematics Instructor  
University of West Florida, M.A.
- Beal, Roby A. .... Mathematics Instructor  
Nova University, Ed. D.
- Beasley, Ernest A. Jr. .... Business Instructor  
University of Miami, M.B.A.
- Beavers, Myrtle B. .... Communications Instructor  
University of W. Florida, M.A.
- Benvenuti, Eugene S. .... Assistant Dean of Instruction  
University of Southern Mississippi, M.A. and Registrar
- Bray, Robert W. .... Criminal Justice Instructor  
Nova University, M.S.
- Bruce, Gaius M. .... Physical Education Instructor  
Memphis State University, M.Ed.
- Bundy, Roy E. .... Chair and Instructor,  
University of Wisconsin, Ph.D. Biology Department
- Butler, Billy H. .... Uniform Building Code Inspector
- Cash, Herbert J. .... Biology Instructor  
Montana State College, M.S.
- Christmas, Donald N. .... Social Science Instructor  
University of Houston, M.A.
- Conger, Flora S. .... Director, Chautauqua Neighborhood Center  
University of North Carolina, M.S. and Coordinator, Community  
Instructional Services
- Couey, Ned. R. .... Associate Director, Fort Walton Beach Center  
Auburn University, Ed.D. (OWJC-UWF)

- Crozier, Margaret A. ....Chair/Instructor, Communications, Humanities,  
Louisiana Polytechnic Institute, M.A. and the Arts Department
- Davis, Reate. ....Associate Director, Eglin Center  
Troy State University, M.S. (OWJC-UWF)
- Durham, James A. ....Dean of Instruction  
University of Southern Mississippi, Ed.D.
- Edwards, Natalie E. ....Business Instructor  
Ohio State University, M.A.
- Elmore, Olivia S. ....Adult Basic Education Instructor  
University of South Alabama, M.S.
- 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.
- Goetsch, David L. ....Director, Occupational Education/Facilities Planning/  
Nova University, Ed.D. Coord. Institutional Research
- Graham, James A. ....Counselor  
Troy State University, M.S.
- Hall, William T. Jr. ....Director, Special Programs and Services  
Virginia State University, M.S.
- Hamilton, Ross E., Jr. ....Biology Instructor  
Northeast Louisiana State College, M.S.
- Harris, Dorothy P. ....German and Communications Instructor  
University of North Carolina, M.A.
- Hart, Arnold. ....Art Instructor  
University of Florida, M.Ed.
- Head, Ronald A. ....Chair and Instructor,  
University of the Pacific, Ph.D. Physical Science Department
- Heath, Lanny R. ....Chair and Instructor,  
George Peabody College, M.A. Physical Education Department
- Heckroth, Lewis C. ....Chair and Instructor,  
Texas A & M University, M.S. Mathematics Department
- Henderson, Mary L. ....Mathematics Instructor  
University of West Florida, M.A.
- Holland, James D. ....Data Processing Instructor  
Arizona State University, B.S.
- Howard, Rietta W.B. ....Communications Instructor  
University of North Carolina, M.A.

- Howard, Shirley A.....Mathematics Instructor  
Texas Tech University, M.S.
- Howell, Myron A.....Mathematics Instructor  
University of Florida, M.Ed.
- Jackson, Dorothy C.....Business Instructor  
University of Mississippi, M.B.E.
- James, AnnaBelle D.....Counselor/Coordinator, Student Activities  
University of W. Florida, M.A.
- Jasperson, Gordon L.....Coordinator of Counseling and Placement  
University of Wyoming, Ed.S.
- Johnson, Doris L.....Adult Basic Education Instructor  
Florida Agricultural and Mechanical University, M.Ed.
- Johnstone, Wesley C.....Electronics Instructor  
University of West Florida, B.S.
- Jordan, Martha.....Mathematics Instructor  
Florida State University, M.S.
- Kaltz, Gail C.....Acting Chair and Instructor  
Industrial Technical
- 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.....Instructor/Program Specialist, Business Dept.  
University of Southern Mississippi, M.S.
- Larson, Robert A.....Humanities Instructor  
Florida State University, Ph.D.
- Leatherwood, John G.....Humanities/Performing Arts (Music)  
George Peabody College, M.M. Instructor
- 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.
- Mathews, Joseph J.....Chair and Instructor,  
Kansas State University, Ph.D. Social Science Department
- McCracken, J.E.....President  
Ohio State University, Ph.D.
- Miller, Robert H.....Data Processing Instructor  
University of W. Florida, M.B.A.



- Norse, Donald J. .... Assistant Comptroller  
Wayne St. University, M.B.A.
- Olmstead, Robin C. .... Mathematics Instructor  
Georgia Southern College, M.S.
- Owens, David ..... Art Instructor  
Florida State University, M.F.A.
- Perdue, Joel T. .... Data Processing Instructor  
Midwestern State University, M.B.A.
- Perdue, Riley ..... Foods Instructor
- Phillips, Margaret T. .... Librarian  
Emory University, M.A.L.S.
- 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 Advisement  
Florida State University, M.S.
- Rickman, Raymond L. .... Drafting and Design Instructor  
University of West Florida, B.S.
- Roberson, Hosmer W. .... Librarian  
University of Southern Mississippi, M.S.
- Roberts, William S. .... Projects/Grants Control Specialist  
University of Southern Mississippi, M.S. and Instructor
- Scofield, Edward T. .... Social Science Instructor  
Eastern Washington State College, M.A.
- Sears, Rebecca A. .... Communications Instructor  
Eastern Kentucky University, M.A.
- Senzig, Ronald G. .... Social Science Instructor  
Indiana State University, M.A.
- Shearer, Joe A.\* ..... Industrial Technical  
University of West Florida, B.S.
- Sheppard, Jean B. .... Chair, Adult Studies Department  
University of Florida, Ed.S.
- Shipley, Walter B. .... Humanities and Performing Arts (Drama)  
Memphis State University, M.A. Instructor

\*On leave for 1987-88.

- Smith, Lester S.....Information Services Officer  
Boston University, M.S.
- Stair, John W.....Educational Advisor  
Auburn University, M.S.
- Stegall, Mary L.....Social Science Instructor  
University of North Carolina, Ph.D.
- Szuch, Paul J.....Chair and Instructor,  
Nova University, Ed.D. Business Department
- Warren, J. Richard.....Humanities Instructor  
Florida State University, Ph.D.
- Warren, Lucy.....Head Librarian and Director of the  
Florida State University, M.S.L.S. Learning Resources Center
- Watson, Lulu S.....Communications Instructor  
Troy State University, M.S.
- Weathers, Eugenie V.....Home Economics Instructor
- Wells, Georgette B.....Counselor/Coord., Services to Students With Special Needs  
Atlantic University, M.S.W.
- Whitney, Marilee C.....Chair and Instructor,  
Florida State University, M.S. Home Economics/Consumer Ed.
- Wilson, C.M.....Communications Instructor  
University of Florida, M.Ed.
- Wilson, Robert D.....Dean, Student Services  
University of Mississippi, Ph.D.
- Wise, William H., Sr.....Criminal Justice Coordinator/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.....Chair Emeritus of Biology  
Sikes, Robert L.F.....Honorary Faculty Chair in Government  
Walter, Mimiruth.....Counselor Emeritus

## SUPPORT PERSONNEL

Baker, Mary Lou.....Physical Education/Communications, Humanities and the Arts  
Baker, Murdene.....Plant and Grounds  
Baldwin, Joan.....Comptroller's Office  
Banks, Viola.....Plant and Grounds  
Barnes, Tom.....Plant and Grounds  
Belote, Patricia.....Library  
Besse, Jeanne P.....OWJC/UWF Fort Walton Beach Center  
Bishop, Christine C.....Admissions Office  
Black, Phyllis D.....Math/Home Economics  
Blocker, O.C.....Plant and Grounds  
Boyd, Claudia L.....Food Services/Reproduction Center  
Bradberry, Willie A.....Plant and Grounds  
Brault, Henry A.....Materials Handling  
Brinkley, Kathleen.....Library  
Brocketto, Charles.....Comptroller's Office  
Brown, Terry R.....Library, Audio Visual  
Brown, William.....Plant and Grounds  
Campbell, James W.....Data Processing  
Carr, Bobby L.....Plant and Grounds  
Carter, Dorothy.....Evening Campus/Industrial Education  
Chandler, Ruben D.....Materials Handling/Plant and Grounds  
Chessher, James E.....Plant and Grounds  
Cobb, John.....Plant and Grounds  
Connolly, Bruce P.....Plant and Grounds

Coon, Janice M.....Operational Support Services  
 Crawford, Faye.....Institutional Research  
 Creel, Micheal P.....Plants and Grounds  
 Culver, M. Dianne.....Library, Audio Visual  
 Davidson, Susan K.....Comptroller's Office  
 Davis, Lorraine A.....Data Processing  
 Davy, Carl.....Data Processing  
 Deulley, Vilma.....Institutional Research  
 DiMaria, Eve C.....Career Information Center  
 Edwards, Donald R.....Data Processing  
 Edwards, Marty E.....Plant and Grounds  
 Elmore, Linda.....Student Service  
 Ewing, Susan E.....Financial Aid/Adult Studies  
 Faulk, Angela E.....Instructional Services  
 Fielding, Stephen T.....Plant and Grounds  
 Fisher, George R.....Plant and Grounds  
 Fleming, Geraldine.....Financial Aid Advisement  
 Gamble, Clydena J.....Comptroller's Office  
 Gill, Tammy S.....Information Services  
 Goodwin, Helen J.....Bookstore  
 Gore, Elbert.....Plant and Grounds  
 Grace, Don.....Plant and Grounds  
 Hancock, Michael J.....Plant and Grounds  
 Hardee, Ruby L.....Plant and Grounds  
 Harris, Mattie F.....Plant and Grounds  
 Harris, Theresa H.....Bookstore  
 Hays, Ronakda T.....Food Services  
 Hinson, Bobbie J.....Comptroller's Office  
 Holmes, Annette B.....Food Services  
 Holzschuh, Judy A.....Library, Audio Visual

Horne, Josette R.....Registrar's Office  
 Ison, Ailon.....Plant and Grounds  
 Jackson, Jesse.....Plant and Grounds  
 Jeter, Clarence O.....Plant and Grounds  
 Johns, Angel H.....Registrar's Office  
 Johnson, Bethel.....Plant and Grounds  
 Johnson, Janet C.....Computer Programmer  
 Kelly, Charlotte B.....Admissions Office  
 King, David W.....Plant and Grounds  
 King, Sybil I.....Food Services Manager  
 Knott, Patricia.....OWJC/UWF Fort Walton Beach Center  
 Kuntz, Elizabeth W.....Comptroller's Office  
 Land, Jimmy E.....Plant and Grounds  
 Laux, Carolyne L.....President's Office  
 Lawrence, Tammy D.....Chautauqua Neighborhood Center  
 Lawson, Jimmy L.....Plant and Grounds  
 Lawson, Tonia E.....Operational Support Services  
 Leski, Philip.....Plant and Grounds  
 Levesque, Donald R.....Shipping/Receiving  
 Lewis, Cheryl L.....Library  
 Livingston, Edward M.....Library, Audio Visual  
 Lopez, Carmen.....Biology/Physical Science/Criminal Justice  
 MacDonald, Sandra F.....Library  
 Marcus, D. Annelle.....Registrar's Office  
 Martin, C. Joyce.....Career Information Center  
 Mathews, Johnny L.....Physical Education  
 McCaskill, Henry C.....Plant and Grounds  
 McClarrie, Brian K.....Plant and Grounds  
 McCormick, Gladys.....Plant and Grounds  
 McDermott, Sharon A.....Materials Reproduction Center

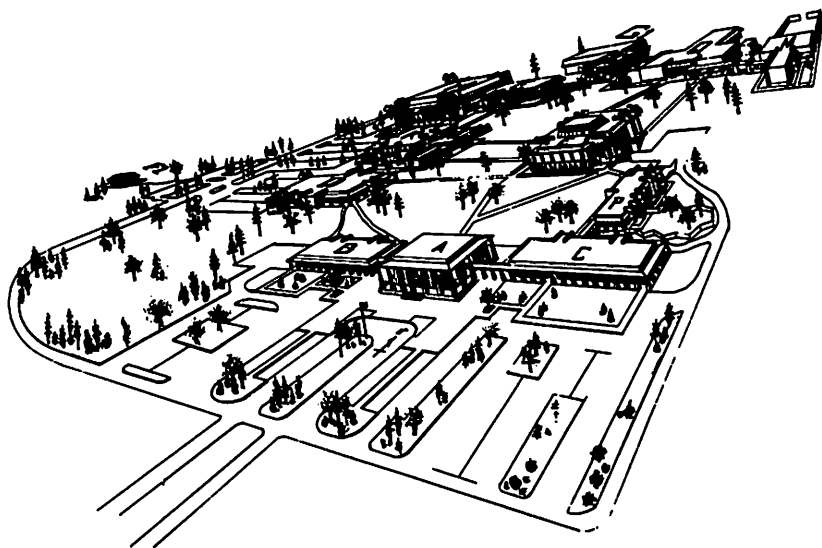
McDonald-Williams, Charlotte	Instructional Services
Metzger, Judy J.	Chautauqua Neighborhood Center
Moore, Chubby	Plant and Grounds
Murphy, Nancy	Comptroller's Office
Newsome, Kathy A.	Food Service
Noel, Roger G.	Data Processing
Olive, Martha A.	Reading/Writing Lab
Page, Monette C.	Business Education
Patten, Brenda	Plant and Grounds
Phelps, Ethel C.	Registrar's Office
Polazzo, Christopher F.	Food Service
Pritchett, L.Z.	Plant and Grounds
Randolph, Maxine	Military Education Services, Eglin AFB
Ray, Lynne L.	Communications/Social Science
Roberts, John R.	Plant and Grounds
Robinson, Michelle R.	Comptroller's Office
Rouse, Ralph	Plant and Grounds
Rudolph, Amy M.	Registrar's Office
Shermer, Naomi V.	Student Activities, Nurse
Smith, Carole A.	Library
Smith, Warren	Plant and Grounds
Sorrells, Peggy A.	Military Education Services Eglin Air Force Base
Steinberg, Morton H.	Data Processing, Manager
Stevens, Edward C.	Bookstore Manager
Street, Gwen	Operational Support Services
Thacker, Louise	Comptroller's Office, Switchboard Operator
Tislow, Rebecca J.	Library
Vass, Bernard M.	Plant and Grounds
Washington, Edna F.	Special Programs and Services

Williams, Cornell.....Plant and Grounds  
Williams, John W.....Plant and Grounds  
Willis, Jimmy W.....Data Processing



# 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	Air Conditioning
P	Home Economics
Q	Auto Shop/Welding



**PLACE  
POSTAGE  
HERE**

**OKALOOSA-WALTON JUNIOR COLLEGE  
100 College Boulevard  
Niceville, Florida 32578**

**ATTENTION: Admissions Office**

**Fold  
Here**

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**(STAPLE OR TAPE HERE)**

# REQUEST FOR INFORMATION

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

Admissions Specialist  
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 junior high/middle school
- received a state high school equivalency diploma
- graduated from high school
- completed some college studies
- received a bachelor's degree
- completed some graduate studies
- received a graduate degree

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 \_\_\_\_\_

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

Signature \_\_\_\_\_

(Please tear out and fold this page for mailing)

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## LOCATION OF COURSES BY DEPARTMENT

Course Prefix	Department	Course Prefix	Department
ACG	Business	CTE	Home Economics
ACR	TIPS**	DAA	Physical Education
AER	TIPS**	DEP	Social Science
AMH	Social Science	DIE	Home Economics
AML	CHA*	ECO	Business
APB	Biology	EDF	CHA*
ARC	TIPS**	EDP	Social Science
ARH	CHA*	EET	TIPS**
ART	CHA*	EEX	Social Science
		EGN	TIPS**
ATM	TIPS**	EME	Business
BAN	Business	EMS	Physical Education
BCH	Physical Science	ENC	CHA*
BCN	TIPS**	ENG	CHA*
BOT	Biology	ENL	CHA*
BSC	Biology	EST	TIPS**
BUL	Business	ETD	TIPS**
CCJ	TIPS**		
CET	TIPS**	ETG	TIPS**
CHD	Home Economics	ETI	TIPS**
CHM	Physical Science	FAD	Home Economics
CJD	TIPS**	FFP	TIPS**
CJT	TIPS**	FRE	CHA*
CLP	Social Science	FRW	CHA*
CNM	Business	FSS	TIPS**
COA	Home Economics	GEB	Business
COC	Business	GER	CHA*
COP	Business	OCE	Physical Science
CRM	Business	OST	Business
CRW	CHA*	PCB	Biology



\*Communications, Humanities and the Arts  
 \*\*Technical, Industrial, and Public Service

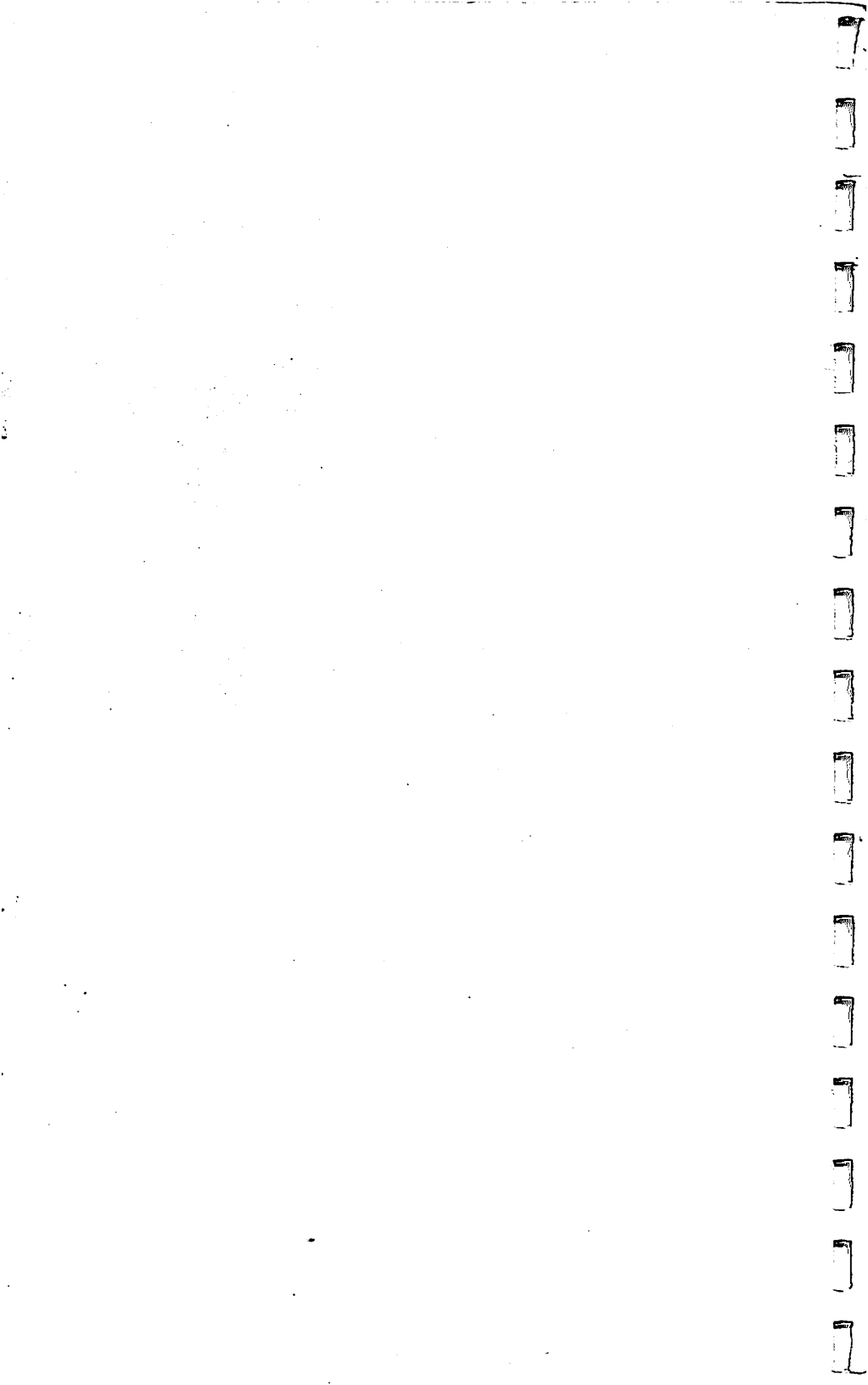
GEW	CHA*	PEL	Physical Education
GLY	Physical Science	PEM	Physical Education
GRA	TIPS**	PEN	Physical Education
HFT	Business	PEO	Physical Education
HHD	Home Economics	PET	Physical Education
HME	Home Economics	PHI	CHA*
HOE	Home Economics	PHY	Physical Science
HSC	Physical Education	POS	Social Science
HUM	CHA*	POT	Social Science
HUN	Biology	PSC	Physical Science
IDS	CHA*	PSY	Social Science
IEA	TIPS**	REA	CHA*
INR	Social Science	REE	Business
JOU	CHA*	REL	CHA*
LEA	TIPS**	SLS	CHA*
LEI	Physical Education	SOC	Social Science
LIS	CHA*	SPC	CHA*
LIT	CHA*	SPN	CHA*
MAC	Mathematics	SPW	CHA*
MAE	Mathematics	SSI	Social Science
MAN	Business	STA	Business
MAP	Mathematics	SYG	Social Science
MAR	Business	TAX	Business
MAS	Mathematics	THE	CHA*
MAT	Mathematics	TPA	CHA*
MCB	Biology	TPP	CHA*
MET	Physical Science	WOH	Social Science
MGF	Mathematics	XXX	All departments (non-college credit)
MNA	Business	ZOO	Biology
MTB	Business/Industrial		
MTR	TIPS**		
MUH	CHA*		
MUT	CHA*		

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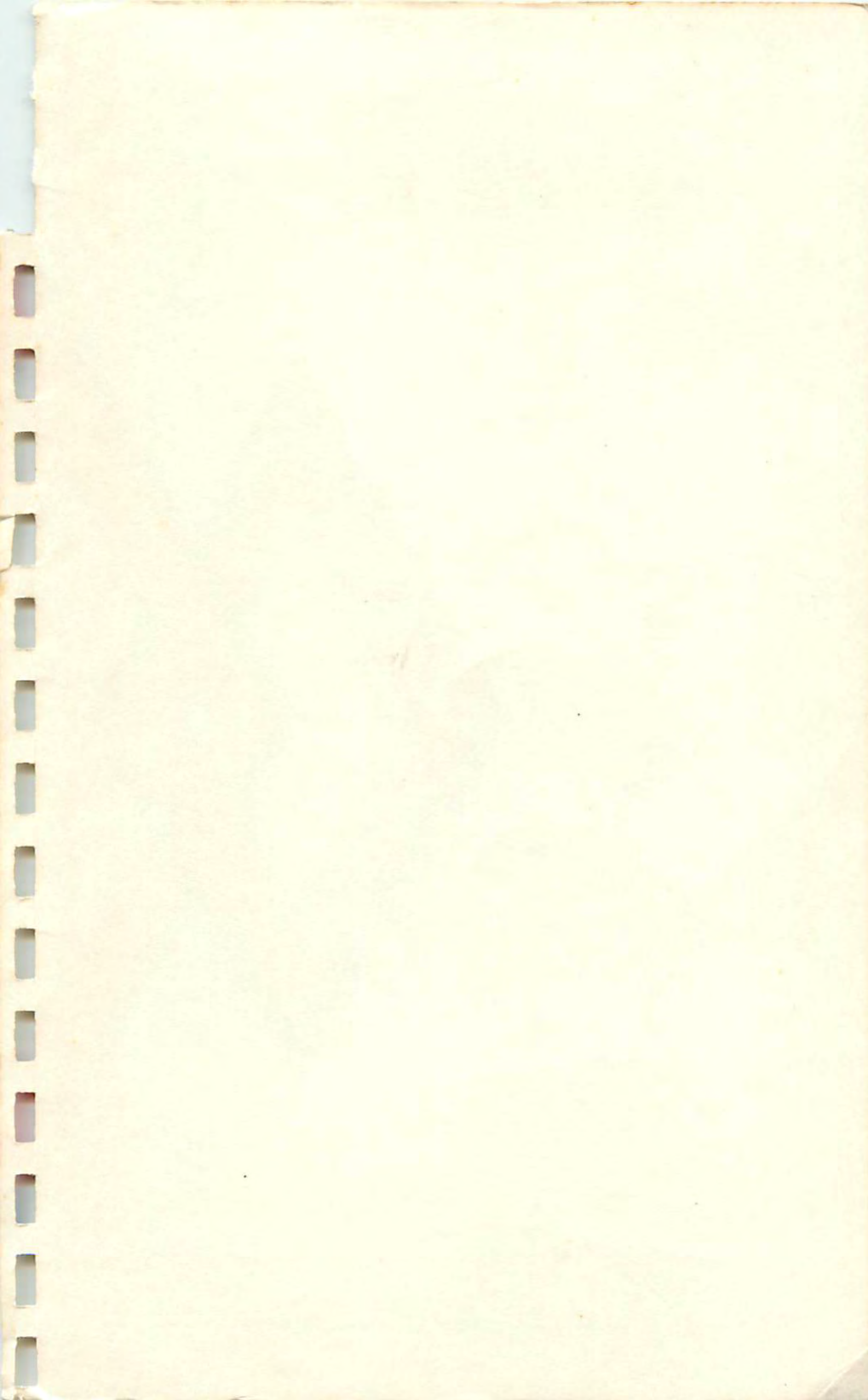
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